



1720 Riverview Drive
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Board of Trustees Regular Meeting Agenda February 26, 2018

The "Regular Meeting" of the Board of Trustees of the *Charter Township of Kalamazoo* will be held at 7:30 p.m., on Monday, February 26, 2018, in the *Charter Township of Kalamazoo* Administrative Offices, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1056 for the purpose of discussing and acting on the below listed items and any other business that may legally come before the Board of Trustees of the *Charter Township of Kalamazoo*.

1 – Call to Order

2 – Pledge of Allegiance

3 – Roll Call of Board Members

4 – Addition/Deletions to Agenda (Any member of the public, board, or staff may ask that any item of the consent agenda be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.)

5 – Public Comment on Agenda and Non-agenda Items (Each person may use three (3) minutes for remarks. If your remarks extend beyond the 3 minute time period, please provide your comments in writing and they will be distributed to the board. The public comment period is for the Board to listen to your comments. Please begin your comments with your name and address.)

6 – Consent Agenda (The purpose of the Consent Agenda is to expedite Business by grouping non-controversial items together to be dealt with in one Board Motion without discussion.)

Approval of:

- A. Minutes of February 12, 2018 Board of Trustees Work Session Meeting
- B. Minutes of February 12, 2018 Board of Trustees Regular Meeting
- C. Minutes of February 20, 2018 Board of Trustees Special Meeting
- D. Payment of Bills in the amount of \$25,017.62

Receipt of:

- A. Treasurer's Report for December 2018 Revised
- B. Treasurer's Reports for January 2018

7 – Public Hearings

- A. None at this Meeting

8 - Unfinished Business

A. None at this meeting

9 – New Business

A. Request to approval of budget for Laserfiche document management

10 – Items removed from Consent Agenda

11 – Committee Reports

Election Commission / KRBRC / KRWWWWC / Street Light Committee – Clerk Miller

County Brownfield / KABA / COG - Treasurer Miller

Planning Commission – Trustee Hathcock

Metro Transit LAC / CCTA – Trustee Leigh

Noxious Weeds / Parks and Recreation / Zoning Board of Appeals – Trustee Leuty

Dispatch / Fire Department / Public Media Network / Highway Commissioner – Supervisor Martin

Police Dept. / KATS / – Manager Mitchell

12 – Attorney Report

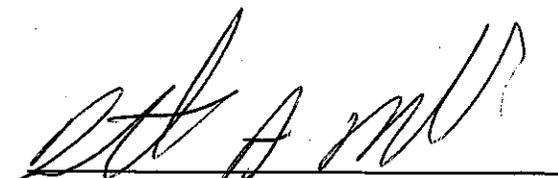
13 – Manager Report

14 – Public Comments

15 – Board Member Comments

16 – Adjournment

Posted: January 19, 2018



Dexter A. Mitchell, Manager
Charter Township of Kalamazoo

CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES – WORK SESSION MEETING
Monday, February 12, 2018

The Board of Trustees of the *Charter Township of Kalamazoo* held a Work Session Meeting on **Monday, February 12, 2018** at **5:30 p.m.** in the Board Room of the Charter Township of Kalamazoo Administration Building, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1099, for the purpose of discussing Work Session Meeting Agenda items, and any other business that may legally come before the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County.

PRESENT: Supervisor Donald Martin, Clerk Mark Miller, Treasurer Sherine Miller, Trustees Jeremy Hathcock, Nicolette Leigh, Steven Leuty and Jennifer Strebs.

ABSENT: None

ALSO PRESENT: Township Manager Dexter Mitchell and Township Attorney Roxanne Seeber.

Supervisor Martin called the meeting to order at 5:30 p.m.

Item 1 – UPDATE ON MEDICAL MARIJUANA AND THE DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA) CHANGES

Manager Mitchell reviewed changes to the proposed zoning ordinance amendments relative to medical marijuana facilities as approved by the Planning Commission at its February 8, 2018, meeting. There was discussion of setbacks and how they are measured. The Board made changes to the draft Ordinance to be accepted for first reading, to wit: Remove the word “Initial” from “Initial Application and Renewal” in Article 8, Section 8.02, VV.1.g., also remove the list of considerations i – v.

Item 2 – DISCUSSION OF NEED FOR CLARIFICATION FROM THE PLANNING COMMISSION ON THE ZONING ORDINANCE’S RM-2, MULTIPLE-FAMILY/MIXED USE DISTRICTS

Trustee Leuty pointed out that RM-2 zones were intended to create a buffer between M-43 and residential zones. RM-2 allows retail, but does not define what retail includes. There was discussion about whether liquor stores ought to be included in with other retail uses. Trustee Hathcock will take the concern about the use of the RM-2 zones to the Planning Commission.

Item 3 – DISCUSSION OF STATE CONSTRUCTION CODE

Manager Mitchell and Attorney Seeber said that the state of Michigan is moving to centralize administration of the building code. This does not affect us as long as Kalamazoo Area Building Authority (KABA) is operating.

Item 4 – WATER TAP AND FEES

The Right-of-way fee and Water tap fee are both increasing. Manager Mitchell suggests changing to an escrow fee, and raise the amount to \$2300, with the balance refunded or any additional costs added to tax bill. The Board consensus was to set this at \$2700. We will put this on the agenda for our next regular meeting.

Item 5 – DISCUSSION REGARDING ITEMS ON THE REGULAR AGENDA

Memo on Decker Insurance: We have added a deductible of \$10,000 to give a \$13,000 credit. We will keep the terrorism rider.

There was brief discussion of the Animal Shelter amendments.

Item 6 – PUBLIC COMMENT

None.

Meeting was adjourned at 7:16 pm.

Respectfully submitted,

Mark E. Miller, Clerk, Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES MEETING
February 12, 2018**

The regular meeting of the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County, was held at 7:30 p.m., Monday, February 12, 2018, at the Charter Township of Kalamazoo Administrative Offices, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1099.

Item 1 CALL TO ORDER

Supervisor Martin called the meeting to order at 7:30 p.m.

Item 2 PLEDGE OF ALLEGIANCE

Trustee Hathcock led the Pledge of Allegiance.

Item 3 ROLL CALL OF BOARD MEMBERS

All Board Members were present.

Item 4 ADDITIONS AND DELETIONS TO AGENDA

Clerk Miller asked to amend Item 9F to read “Request to renew the water service contract with SWT Excavating Inc. for Water and Sewer connections within the Township of Kalamazoo”. Trustee Hathcock asked to add “Request for a Special Meeting to be held on February 20, 2018, at the Township Hall” as Item 9H of the Regular Agenda.

Item 5 PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS

There was no public comment.

Item 6 CONSENT AGENDA

Clerk Miller moved, seconded by Trustee Strebs, to approve the consent agenda which included action on the following items:

Approval of:

- A. Minutes of January 22, 2018 Board of Trustees Regular Meeting
- B. Payment of Bills in the amount of \$11,536.25

Receipt of:

- A. Check Disbursement Report for January 2018
- B. Fire Department Annual Report 2017
- C. Planning and Zoning Department Report for January 2018
- D. Kalamazoo Area Building Authority Reports for January 2018
- E. Miss Dig Report for January 2018

Motion carried.

Item 7 PUBLIC HEARINGS

There were no public hearings.

Item 8 UNFINISHED BUSINESS

There was no unfinished business.

Item 9 NEW BUSINESS

Item 9A **REQUEST TO APPROVE ALMENA TOWNSHIP MEMBERSHIP IN KALAMAZOO AREA BUILDING AUTHORITY**

Treasurer Miller moved, seconded by Clerk Miller, to approve the application from Almena Township to join Kalamazoo Area Building Authority (KABA).

It was noted that KABA has an Ordinance Enforcement Officer, as well as a Planning and Zoning Administrator on staff.

Motion carried.

Item 9B **REQUEST TO RENEW AGREEMENT FOR INSURANCES WITH DECKER AGENCY AS AMENDED**

After reviewing the insurance policies, it was recommended to renew the insurance with Decker Agency, including terrorism coverage and \$10,000 deductible.

Clerk Miller moved, seconded by Trustee Leigh, to approve the agreement for insurances with Decker Agency as amended. **Motion carried.**

Item 9C **REQUEST TO APPROVE PAYMENT REQUEST #5 & FINAL AND CHANGE ORDER No. 3 FOR THE CONTRACT FOR THE 2017 NON-MOTORIZED IMPROVEMENTS PROJECT**

Supervisor Martin moved, seconded by Clerk Miller, to approve change order No. 3 and payment #5 (final) in the amount of \$47,039.75 for the 2017 Non-Motorized Improvements contract. **Motion carried.**

Item 9D **REQUEST TO APPROVE CONTRACT WITH KALAMAZOO COMMUNITY MENTAL HEALTH & SUBSTANCE ABUSE SERVICES CONTRACT FOR BORGESS EMERGENCY DEPARTMENT STAFFING**

The Township of Kalamazoo has an agreement with Kalamazoo Community Mental Health & Substance Abuse Services (KCMHSAS) and Borgess Medical Center to staff a police officer on overtime during certain hours of the week at the Borgess Medical Center Emergency Department in an effort to assist area law enforcement in the appropriate diversion of mentally ill persons from jail.

Trustee Leuty moved, seconded by Treasurer Miller, to approve the contract with the Kalamazoo Community Mental Health & Substance Abuse Services (KCMHSAS) for services; and authorize Manager Mitchell to sign on behalf of Kalamazoo Township. **Motion carried.**

Item 9E **REQUEST TO APPROVE A PUD AMENDMENT FOR NEW ANIMAL SERVICES BUILDING WITHIN COUNTY PUD**

The Planning Commission held a public hearing and recommended approval of an amendment to the Kalamazoo County Planned Unit Development (includes fairgrounds, maintenance buildings and existing animal services building, but not the jail), and a site plan for a new animal services building on Lamont Street, south of the existing building.

Treasurer Miller moved, seconded by Trustee Hathcock, to approve a PUD (Planned Unit Development) amendment for a new animal services building within Kalamazoo County PUD. **Motion carried.**

Item 9F **REQUEST TO RENEW THE WATER SERVICE CONTRACT WITH SWT EXCAVATING INC. FOR WATER AND SEWER CONNECTIONS**

Clerk Miller moved, seconded by Trustee Strebs, to renew the Water Service and Sewer Connection contract with SWT Excavating Inc. within the Township of Kalamazoo. Motion carried.

Item 9G **FIRST READING OF AMENDMENTS TO ZONING ORDINANCE FOR MEDICAL MARIJUANA**

Township Attorney Seeber gave a brief background of the medical marijuana ordinance. She explained that different classes of facilities will be included in several zoning districts as a special use. She also discussed the buffer zones and the Township’s medical marijuana application.

Trustee Hathcock moved, seconded by Trustee Leigh, to accept for first reading the Amendments to the Zoning Ordinance for Medical Marijuana.

It was noted that there were two amendments made to the zoning ordinance at the February 12, 2018 works session prior to the Board Meeting and the proposed ordinance with the changes will be available on the Township’s website.

Supervisor Martin indicated that he would be voting against accepting the zoning ordinance for medical marijuana as he thought the process was being rushed.

Motion carried.

Item 9H **REQUEST FOR A SPECIAL MEETING TO BE HELD ON FEBRUARY 20, 2018, AT THE TOWNSHIP HALL**

Trustee Hathcock moved, seconded by Trustee Strebs, to approve a Special Meeting for consideration of adoption of zoning ordinance amendments for medical marijuana to be held on February 20, 2018, at 7:30 p.m. at the Kalamazoo Township Hall, 1720 Riverview Drive. Motion carried.

Item 10 **ITEMS REMOVED FROM CONSENT AGENDA**

No items were removed from the Consent Agenda.

Item 11 **COMMITTEE REPORTS**

Clerk Miller said he is currently working on the application for Medical Marijuana in anticipation of the March 1, 2018, date to accept the applications.

Treasurer Miller reported on County Brownfields approval for redevelopment of the former Holiday Lanes on 11th Street.

Trustee Leigh updated the Board on the Kalamazoo Area Transportation Study (KATS) “Map 7” and commented on the Pavement Surface Evaluation and Rating (PASER) Study. She shared that the Central County Transportation Authority (CCTA) is offering Token Transit. Use Token Transit to buy and use bus passes with your phone.

Trustee Leuty commented one of the many uses of the Township’s new tractor.

Supervisor Martin said the Kalamazoo County Dispatch Authority has received proposals for modifications to the new building; and explained what “move up” refers to in reference to Fire Department Reports. He also shared that Public Media Network is in the process of Strategic Planning; and reminded residents that the Road Commission of Kalamazoo County (RCKC) removes snow from primary roads first, then secondary and that residents can contact him with any snow removal concerns.

Manager Mitchell shared that the Police Department will continue to provide Active Shooter Training.

Item 12 **ATTORNEY’S REPORT**

Township Attorney Seeber announced that a stretch of I-94 between exits 80 and 86 is named after fallen Comstock Fire Chief Ed Switalski.

Item 12A **MANAGER REPORT**

Manager Mitchell welcomed newly hired Adrienne Chambers to Kalamazoo Township and congratulated Sergeant Cecil Queen on his new position.

Item 13 **PUBLIC COMMENTS**

John Taylor, 1914 Forest Drive, thanked the Board and Planning Commission for their work on the medical marijuana ordinance.

Item 14 **BOARD MEMBER COMMENTS**

Trustee Strebs updated the Board on the Kalamazoo County ID Project, and encouraged everyone to visit the County’s website for more information on businesses who are partnering with the program. She also shared information on Kalamazoo County Equity Task Force.

Trustee Hathcock is working on the Eastwood Community Garden, and announced that the 2nd Annual Earth Day will be held at Bronson Park.

Trustee Leigh advised that the Metro busses continue to run on snow days, and shared information on Upjohn Institute providing the website “upjohninstitute.org”. She also invited residents to attend a CSA (Community Supported Agriculture) Fair at One Well Brewing Company in Kalamazoo, Michigan. Lastly, she announced that the City of Kalamazoo will be hosting an open house to review the 2018 construction schedule and projects at the Kalamazoo Valley Community College Arcadia Commons Campus.

Treasurer Miller reminded residents that the tax deadline is February 14, 2018, and shared that Step Forward Michigan is a program available for those in need of assistance. She also invited residents to attend their neighborhood association meetings.

Trustee Leuty said residents can view the Kalamazoo Township 2017 Annual Fire Department report on the Township’s website, “ktwp.org”. He also said that the contract for curbside recycling, leaf and brush, bulk trash pickup expires March 31, 2018.

Supervisor Martin thanked Metro for the use of their busses and Red Cross for providing services to the firefighters.

Item 15 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:40 p.m.

BOARD MEMBERS PRESENT:

Supervisor Donald D. Martin
Clerk Mark E. Miller
Treasurer Sherine M. Miller
Trustee Jeremy L. Hathcock
Trustee Nicolette Leigh
Trustee Steven C. Leuty
Trustee Jennifer A. Strebs

Respectfully submitted,

Mark E. Miller, Clerk

ABSENT:

Attested to by,

ALSO PRESENT:

Attorney Roxanne Seeber
Manager Dexter Mitchell

Donald D. Martin, Supervisor

CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES – SPECIAL MEETING
Tuesday, February 20, 2018

The Board of Trustees of the ***Charter Township of Kalamazoo*** held a Special Meeting on **Tuesday, February 20, 2018**, at **7:30 p.m.** in the Board Room of the Charter Township of Kalamazoo Administration Building, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1099, for the purpose of discussing Special Meeting Agenda items, and any other business that may legally come before the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County.

PRESENT: Supervisor Don Martin, Clerk Mark Miller, Treasurer Sherine Miller, Trustees Jeremy Hathcock, Nicolette Leigh, Steven Leuty and Jen Strebs

ABSENT: None

ALSO PRESENT: Township Manager Dexter Mitchell, Township Attorney Seth Koches

Supervisor Martin called the meeting to order at 7:30 p.m. All members were present. The Pledge of Allegiance was led by Trustee Leigh.

Item 1 – PUBLIC COMMENT ON AGENDA OR NON-AGENDA ITEMS

None.

Item 2 – NEW BUSINESS

Item 2A - REQUEST TO ADOPT THE ZONING ORDINANCE TEXT AMENDMENTS TO IMPLEMENT THE PROVISIONS OF PA 281 OF 2016, AND ORDINANCE NO. 591 “MEDICAL MARIJUANA FACILITIES ORDINANCE”

Attorney Koches summarized the Zoning Ordinance Amendments.

Trustee Hathcock moved, seconded by Clerk Miller, to adopt the Zoning Ordinance Amendments.

Trustee Leuty stated that the Board had begun consideration of an ordinance last fall, and the Township Board and staff have been focused on this issue to the exclusion of other important initiatives since then. It is time to bring the intense focus to a close, and re-focus on other matters including our Strategic Plan.

Clerk Miller stated that the Township is now in transition to see whether our investment of time in this will begin to pay off in real economic development.

Trustee Strebs thanked the Board, Planning Commission, staff, and our attorneys, and believes that we have done a good job of balancing needs.

Trustee Hathcock thanked the Planning Commission, attorneys, and community members, and is proud of our work.

Trustee Leigh sees the present Ordinance as a first step, which includes some obstacles. Recreational marijuana is coming, and we will need to continue discussion as the industry progresses.

Manager Mitchell said that a map will be available on the Township website, and the application will be ready for March 1.

Treasurer Miller said that she had requested that the standards be high, and that we were entering unknown territory. She thanked the lawyers, Planning Commission and the Manager.

Roll Call vote: 6 – yes, 1 – No (Supervisor Martin). The Supervisor declared the Motion carried, and the Ordinance adopted.

Item 2B - REQUEST TO ADOPT RESOLUTION FOR SETTING PUBLIC WATER SERVICE FEES

The Supervisor summarized the resolution.

The Manager stated that at the Board’s latest Work Session, an analysis of the last five years of fee history was reviewed. Changing these fees to Escrow will allow exact payment of the actual cost of service from each property owner.

Supervisor Martin moved, seconded by Trustee Leuty, to approve the resolution setting public water service fees.

In answer to a question from Clerk Miller, Attorney Koches stated that we can pass this resolution without amending the underlying ordinance.

Trustee Leuty stated that this was an example of good governance, creating a level playing field.

Roll Call vote: 7 – yes, 0 – No. The Supervisor declared the Motion carried, and the Resolution adopted. (See attached Resolution)

Item 3 – PUBLIC COMMENT

None.

Supervisor Martin adjourned the Special Meeting at 7:57 p.m.

BOARD MEMBERS PRESENT:

- Supervisor Donald D. Martin
- Clerk Mark E. Miller
- Treasurer Sherine M. Miller
- Trustee Jeremy Hathcock
- Trustee Nicolette Leigh
- Trustee Steve C. Leuty
- Trustee Jennifer A. Strebs

ABSENT: None

Respectfully submitted,

Mark E. Miller, Clerk

Attested to by,

Donald D. Martin, Supervisor

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 000426 - ABSOPURE WATER COMPANY:							
56670304 20313	ABSOPURE WATER COMPANY ACCT #172898 206-336-740.00	02/22/2018 MONICAK	02/27/2018	14.00 14.00	14.00	Open	N 02/23/2018
	Operating Supplies			14.00			
86626210 20314	ABSOPURE WATER COMPANY ACCT #172902 206-336-740.00	02/22/2018 MONICAK	02/27/2018	14.25 14.25	14.25	Open	N 02/23/2018
	Operating Supplies			14.25			
56670305 20315	ABSOPURE WATER COMPANY ACCT #172902 206-336-740.00	02/22/2018 MONICAK	02/27/2018	7.00 7.00	7.00	Open	N 02/23/2018
	Operating Supplies			7.00			
56670198 20316	ABSOPURE WATER COMPANY ACCT #171123 206-336-740.00	02/22/2018 MONICAK	02/27/2018	14.00 14.00	14.00	Open	N 02/23/2018
	Operating Supplies			14.00			
86627747 20317	ABSOPURE WATER COMPANY ACCT #171123 206-336-740.00	02/22/2018 MONICAK	02/27/2018	14.25 14.25	14.25	Open	N 02/23/2018
	Operating Supplies			14.25			
	Total for vendor 000426 - ABSOPURE WATER COMPANY:			<u>63.50</u>	<u>63.50</u>		
Vendor 006672 - CONSUMERS ENERGY:							
203051887083 20324	CONSUMERS ENERGY ACCT #1000 0038 0319 101-200-921.00	02/22/2018 MONICAK	02/27/2018	2,472.29 2,472.29	2,472.29	Open	N 02/23/2018
	Utilities - Electric			2,472.29			
	Total for vendor 006672 - CONSUMERS ENERGY:			<u>2,472.29</u>	<u>2,472.29</u>		
Vendor 006711 - STEENSMA LAWN & POWER EQUIPMENT:							
494072 20336	STEENSMA LAWN & POWER EQUIPMENT MISC SUPPLIES 206-336-939.00	02/22/2018 MONICAK	02/27/2018	550.00 550.00	550.00	Open	N 02/23/2018
	Maint. - Vehicle			550.00			
	Total for vendor 006711 - STEENSMA LAWN & POWER EQUIPMENT:			<u>550.00</u>	<u>550.00</u>		
Vendor 013500 - CHARTER COMMUNICATIONS:							

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
021418 20323	CHARTER COMMUNICATIONS ACCT #0614877 101-200-811.00 Purchased Service Total for vendor 013500 - CHARTER COMMUNICATIONS:	02/22/2018 MONICAK	02/27/2018	190.80 190.80 <u>190.80</u>	190.80 <u>190.80</u>	Open	N 02/23/2018
Vendor 017024 - GORDON WATER:							
1638365 20321	GORDON WATER WATER 101-200-740.00 Operating Supplies Total for vendor 017024 - GORDON WATER:	02/22/2018 MONICAK	02/27/2018	8.25 8.25 <u>8.25</u>	8.25 <u>8.25</u>	Open	N 02/23/2018
Vendor 022170 - INTEGRITY BUSINESS SOLUTIONS, LLC:							
1696701-0 20326	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00 Office Supplies	02/22/2018 MONICAK	02/27/2018	36.40 36.40	36.40	Open	N 02/23/2018
1692816-0 20341	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00 Office Supplies Total for vendor 022170 - INTEGRITY BUSINESS SOLUTIONS, LLC:	02/22/2018 MONICAK	02/27/2018	377.15 377.15 <u>413.55</u>	377.15 <u>413.55</u>	Open	N 02/23/2018
Vendor 026022 - KALAMAZOO CITY TREASURER:							
013018 20308	KALAMAZOO CITY TREASURER WATER/SEWER 206-336-927.02 Utilities - Water	02/22/2018 MONICAK	02/27/2018	83.39 83.39	83.39	Open	N 02/23/2018
013018A 20310	KALAMAZOO CITY TREASURER WATER/SEWER 206-336-927.02 Utilities - Water	02/22/2018 MONICAK	02/27/2018	63.00 63.00	63.00	Open	N 02/23/2018
012918 20311	KALAMAZOO CITY TREASURER WATER/SEWER 206-336-927.01 UTILITIES - WATER Total for vendor 026022 - KALAMAZOO CITY TREASURER:	02/22/2018 MONICAK	02/27/2018	108.59 108.59 <u>254.98</u>	108.59 <u>254.98</u>	Open	N 02/23/2018
Vendor 026062 - MLIVE MEDIA GROUP:							

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
 EXP CHECK RUN DATES 02/27/2018 - 02/27/2018
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
0008492533 20329	MLIVE MEDIA GROUP NOTICES 101-400-903.00	02/22/2018 MONICAK	02/27/2018	561.20	561.20	Open	N 02/23/2018
	Notices			561.20			
0008495225 20330	MLIVE MEDIA GROUP NOTICES 101-400-903.00	02/22/2018 MONICAK	02/27/2018	1,134.95	1,134.95	Open	N 02/23/2018
	Notices			1,134.95			
0008505070 20331	MLIVE MEDIA GROUP NOTICES 101-400-903.00	02/22/2018 MONICAK	02/27/2018	313.03	313.03	Open	N 02/23/2018
	Notices			313.03			
0008509311 20332	MLIVE MEDIA GROUP NOTICES 101-400-903.00	02/22/2018 MONICAK	02/27/2018	854.36	854.36	Open	N 02/23/2018
	Notices			854.36			
	Total for vendor 026062 - MLIVE MEDIA GROUP:			<u>2,863.54</u>	<u>2,863.54</u>		
<hr/>							
Vendor 026080 - KAL. COUNTY HEALTH & COMM SERVICES:							
14-0019593 20301	KAL. COUNTY HEALTH & COMM SERVICES HHW - 4TH QUARTER 226-527-811.00	02/22/2018 MONICAK	02/27/2018	2,163.34	2,163.34	Open	N 02/23/2018
	Solid Waste			2,163.34			
14-0019615 20302	KAL. COUNTY HEALTH & COMM SERVICES ANNUAL OPERATIONAL COST 226-527-811.00	02/22/2018 MONICAK	02/27/2018	6,888.00	6,888.00	Open	N 02/23/2018
	Solid Waste			6,888.00			
	Total for vendor 026080 - KAL. COUNTY HEALTH & COMM SERVICES:			<u>9,051.34</u>	<u>9,051.34</u>		
<hr/>							
Vendor 026442 - KIESLER'S POLICE SUPPLY, INC.:							
0846500 20367	KIESLER'S POLICE SUPPLY, INC. AMMO 266-320-960.00	02/22/2018 MONICAK	02/27/2018	249.69	249.69	Open	N 02/23/2018
	TUITION/TRAINING			249.69			
	Total for vendor 026442 - KIESLER'S POLICE SUPPLY, INC.:			<u>249.69</u>	<u>249.69</u>		
<hr/>							
Vendor 030022 - JIM MARTIN TIRE:							
26054 20340	JIM MARTIN TIRE TIRE CHANGE - LADDER TRUCK	02/22/2018 MONICAK	02/27/2018	563.00	563.00	Open	N 02/23/2018

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	206-336-939.00	Maint. - Vehicle		563.00			
Total for vendor 030022 - JIM MARTIN TIRE:				<u>563.00</u>	<u>563.00</u>		

Vendor 031009 - MALL CITY MECHANICAL, INC.:

M000435 20318	MALL CITY MECHANICAL, INC. BELTS 101-265-931.00	02/22/2018 MONICAK Maint. - Building	02/27/2018	22.60	22.60	Open	N 02/23/2018
M000443 20319	MALL CITY MECHANICAL, INC. REPAIR WATER LINE 101-265-931.00	02/22/2018 MONICAK Maint. - Building	02/27/2018	99.54	99.54	Open	N 02/23/2018
M000442 20320	MALL CITY MECHANICAL, INC. REPLACE COUPLER 101-265-931.00	02/22/2018 MONICAK Maint. - Building	02/27/2018	356.99	356.99	Open	N 02/23/2018
Total for vendor 031009 - MALL CITY MECHANICAL, INC.:				<u>479.13</u>	<u>479.13</u>		

Vendor 032090 - MTA:

409500 20333	MTA CAPITAL CONF - LEIGH 101-101-862.00	02/22/2018 MONICAK TRAVEL - CONFERENCES	02/27/2018	50.00	50.00	Open	N 02/23/2018
Total for vendor 032090 - MTA:				<u>50.00</u>	<u>50.00</u>		

Vendor 032654 - DECKER AGENCY:

2045 20322	DECKER AGENCY TERRORISM COVERAGE 101-200-912.00	02/22/2018 MONICAK Insurance/Bond-General	02/27/2018	552.00	552.00	Open	N 02/23/2018
Total for vendor 032654 - DECKER AGENCY:				<u>552.00</u>	<u>552.00</u>		

Vendor 033829 - RIDGE COMPANY:

066556 20335	RIDGE COMPANY BEAMS 206-336-939.00	02/22/2018 MONICAK Maint. - Vehicle	02/27/2018	26.68	26.68	Open	N 02/23/2018
Total for vendor 033829 - RIDGE COMPANY:				<u>26.68</u>	<u>26.68</u>		

Vendor 033898 - NETWORK SERVICES COMPANY:

02/23/2018 01:18 PM
 User: MONICAK
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
 EXP CHECK RUN DATES 02/27/2018 - 02/27/2018
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
I3329435 20312	NETWORK SERVICES COMPANY MISC SUPPLIES 206-336-931.00	02/22/2018 MONICAK	02/27/2018	40.97	40.97	Open	N 02/23/2018
	Maint. - Building			40.97			
	Total for vendor 033898 - NETWORK SERVICES COMPANY:			<u>40.97</u>	<u>40.97</u>		

Vendor 035237 - NYE UNIFORM CO.:

638603 20347	NYE UNIFORM CO. UNIFORMS 206-336-748.00	02/22/2018 MONICAK	02/27/2018	54.50	54.50	Open	N 02/23/2018
	Personal Equipment Allowance			54.50			
638599 20348	NYE UNIFORM CO. UNIFORMS 206-336-748.00	02/22/2018 MONICAK	02/27/2018	54.50	54.50	Open	N 02/23/2018
	Personal Equipment Allowance			54.50			
638616 20349	NYE UNIFORM CO. UNIFORMS 206-336-748.00	02/22/2018 MONICAK	02/27/2018	54.50	54.50	Open	N 02/23/2018
	Personal Equipment Allowance			54.50			
638618 20350	NYE UNIFORM CO. UNIFORMS 206-336-748.00	02/22/2018 MONICAK	02/27/2018	54.50	54.50	Open	N 02/23/2018
	Personal Equipment Allowance			54.50			
638614 20351	NYE UNIFORM CO. UNIFORMS 206-336-748.00	02/22/2018 MONICAK	02/27/2018	54.50	54.50	Open	N 02/23/2018
	Personal Equipment Allowance			54.50			
638607 20352	NYE UNIFORM CO. UNIFORMS 206-336-748.00	02/22/2018 MONICAK	02/27/2018	54.50	54.50	Open	N 02/23/2018
	Personal Equipment Allowance			54.50			
638605 20353	NYE UNIFORM CO. UNIFORMS 206-336-748.00	02/22/2018 MONICAK	02/27/2018	54.50	54.50	Open	N 02/23/2018
	Personal Equipment Allowance			54.50			
638598 20354	NYE UNIFORM CO. UNIFORMS 206-336-748.00	02/22/2018 MONICAK	02/27/2018	54.50	54.50	Open	N 02/23/2018
	Personal Equipment Allowance			54.50			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
638611							
20355	NYE UNIFORM CO. UNIFORMS 206-336-748.00	MONICAK	02/22/2018 02/27/2018	54.50	54.50	Open	N 02/23/2018
	Personal Equipment Allowance			54.50			
638631							
20356	NYE UNIFORM CO. UNIFORMS 206-336-748.00	MONICAK	02/22/2018 02/27/2018	48.50	48.50	Open	N 02/23/2018
	Personal Equipment Allowance			48.50			
638634							
20357	NYE UNIFORM CO. UNIFORMS 206-336-748.00	MONICAK	02/22/2018 02/27/2018	48.50	48.50	Open	N 02/23/2018
	Personal Equipment Allowance			48.50			
638636							
20358	NYE UNIFORM CO. UNIFORMS 206-336-748.00	MONICAK	02/22/2018 02/27/2018	48.50	48.50	Open	N 02/23/2018
	Personal Equipment Allowance			48.50			
638626							
20359	NYE UNIFORM CO. UNIFORMS 206-336-748.00	MONICAK	02/22/2018 02/27/2018	48.50	48.50	Open	N 02/23/2018
	Personal Equipment Allowance			48.50			
638621							
20360	NYE UNIFORM CO. UNIFORMS 206-336-748.00	MONICAK	02/22/2018 02/27/2018	48.50	48.50	Open	N 02/23/2018
	Personal Equipment Allowance			48.50			
638639							
20361	NYE UNIFORM CO. UNIFORMS 206-336-748.00	MONICAK	02/22/2018 02/27/2018	51.95	51.95	Open	N 02/23/2018
	Personal Equipment Allowance			51.95			
638627							
20362	NYE UNIFORM CO. UNIFORMS 206-336-748.00	MONICAK	02/22/2018 02/27/2018	51.95	51.95	Open	N 02/23/2018
	Personal Equipment Allowance			51.95			
638620							
20363	NYE UNIFORM CO. UNIFORMS 206-336-748.00	MONICAK	02/22/2018 02/27/2018	59.95	59.95	Open	N 02/23/2018
	Personal Equipment Allowance			59.95			
638623							
20364	NYE UNIFORM CO. UNIFORMS 206-336-748.00	MONICAK	02/22/2018 02/27/2018	59.89	59.89	Open	N 02/23/2018
	Personal Equipment Allowance			59.89			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
638625 20365	NYE UNIFORM CO. UNIFORMS 206-336-748.00	02/22/2018 MONICAK	02/27/2018	48.50	48.50	Open	N 02/23/2018
	Personal Equipment Allowance			48.50			
638629 20366	NYE UNIFORM CO. UNIFORMS 206-336-748.00	02/22/2018 MONICAK	02/27/2018	48.50	48.50	Open	N 02/23/2018
	Personal Equipment Allowance			48.50			
Total for vendor 035237 - NYE UNIFORM CO.:				<u>1,053.74</u>	<u>1,053.74</u>		

Vendor 047500 - SHARP SHOP:

5737 20342	SHARP SHOP SCRAPER/PADDLES 206-336-934.00	02/22/2018 MONICAK	02/27/2018	86.85	86.85	Open	N 02/23/2018
	Maint. - Machine			86.85			
Total for vendor 047500 - SHARP SHOP:				<u>86.85</u>	<u>86.85</u>		

Vendor 050010 - THE SPIRIT SHOPPE:

14270 20339	THE SPIRIT SHOPPE UNIFORMS 206-336-748.00	02/22/2018 MONICAK	02/27/2018	715.00	715.00	Open	N 02/23/2018
	Personal Equipment Allowance			715.00			
Total for vendor 050010 - THE SPIRIT SHOPPE:				<u>715.00</u>	<u>715.00</u>		

Vendor 051072 - TRILLIUM STAFFING, INC.:

2053075 20327	TRILLIUM STAFFING, INC. CHAMBERS, A 101-200-811.00	02/22/2018 MONICAK	02/27/2018	1,000.00	1,000.00	Open	N 02/23/2018
	Purchased Service			1,000.00			
2917507 20328	TRILLIUM STAFFING, INC. CHAMBERS, A 101-200-811.00	02/22/2018 MONICAK	02/27/2018	880.00	880.00	Open	N 02/23/2018
	Purchased Service			880.00			
Total for vendor 051072 - TRILLIUM STAFFING, INC.:				<u>1,880.00</u>	<u>1,880.00</u>		

Vendor 058029 - PREIN & NEWHOF, INC.:

43227 20303	PREIN & NEWHOF, INC. NON-MOTORIZED IMPROVEMENTS 101-446-969.01	02/22/2018 MONICAK	02/27/2018	810.30	810.30	Open	N 02/23/2018
	SIDEWALKS			810.30			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
43212 20304	PREIN & NEWHOF, INC. SWT CONTRACT REVIEW 871-441-820.00	02/22/2018 MONICAK Engineering Fees	02/27/2018	19.50 19.50	19.50	Open	N 02/23/2018
43213 20305	PREIN & NEWHOF, INC. TEXEL PUMP STATION 883-520-820.00	02/22/2018 MONICAK Engineering Fees	02/27/2018	184.00 184.00	184.00	Open	N 02/23/2018
43234 20306	PREIN & NEWHOF, INC. FAIRGROUNDS/ANIMAL CONTROL MAPPING 101-200-820.00	02/22/2018 MONICAK Engineering Services	02/27/2018	91.50 91.50	91.50	Open	N 02/23/2018
Total for vendor 058029 - PREIN & NEWHOF, INC.:				1,105.30	1,105.30		
<hr/>							
Vendor 058102 - WITMER PUBLIC SAFETY:							
E1678059 20307	WITMER PUBLIC SAFETY FREIGHT 206-336-748.00	02/22/2018 MONICAK Personal Equipment Allowance	02/27/2018	10.99 10.99	10.99	Open	N 02/23/2018
E1689141 20343	WITMER PUBLIC SAFETY TUBULAR WEBBING 206-336-747.00	02/22/2018 MONICAK Small Tools & Equipment	02/27/2018	114.66 114.66	114.66	Open	N 02/23/2018
Total for vendor 058102 - WITMER PUBLIC SAFETY:				125.65	125.65		
<hr/>							
Vendor 500106 - ALLIED 100, LLC:							
877169 20346	ALLIED 100, LLC ELECTRODE PADS 206-336-740.00	02/22/2018 MONICAK Operating Supplies	02/27/2018	374.40 374.40	374.40	Open	N 02/23/2018
Total for vendor 500106 - ALLIED 100, LLC:				374.40	374.40		
<hr/>							
Vendor 500298 - GALLS, INC.:							
9759104-1 20344	GALLS, INC. UNIFORMS 206-336-748.00	02/22/2018 MONICAK Personal Equipment Allowance	02/27/2018	305.68 305.68	305.68	Open	N 02/23/2018
Total for vendor 500298 - GALLS, INC.:				305.68	305.68		
<hr/>							
Vendor 500344 - ROSE PEST SOLUTIONS:							

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 User: MONICAK
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
120447634 20309	ROSE PEST SOLUTIONS PEST CONTROL 101-265-811.00	02/22/2018 MONICAK	02/27/2018	70.00	70.00	Open	N 02/23/2018
		Purchased Service		70.00			
	Total for vendor 500344 - ROSE PEST SOLUTIONS:			<u>70.00</u>	<u>70.00</u>		

Vendor 500590 - LOWE'S COMPANIES, INC.:

10279 20334	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-931.00	02/22/2018 MONICAK	02/27/2018	44.74	44.74	Open	N 02/23/2018
		Maint. - Building		44.74			
25700 20337	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-740.00	02/22/2018 MONICAK	02/27/2018	110.19	110.19	Open	N 02/23/2018
		Operating Supplies		110.19			
25312 20338	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-931.00	02/22/2018 MONICAK	02/27/2018	279.24	279.24	Open	N 02/23/2018
		Maint. - Building		279.24			
	Total for vendor 500590 - LOWE'S COMPANIES, INC.:			<u>434.17</u>	<u>434.17</u>		

Vendor 500653 - MOSES FIRE EQUIPMENT, INC.:

18038 20345	MOSES FIRE EQUIPMENT, INC. HANDLELOKS/FOAM 206-336-740.00	02/22/2018 MONICAK	02/27/2018	845.97	845.97	Open	N 02/23/2018
		Operating Supplies		845.97			
	Total for vendor 500653 - MOSES FIRE EQUIPMENT, INC.:			<u>845.97</u>	<u>845.97</u>		

Vendor 500946 - SUPERIOR BUSINESS SOLUTIONS:

1640455 20325	SUPERIOR BUSINESS SOLUTIONS TAX FUND CHECKS 101-200-727.00	02/22/2018 MONICAK	02/27/2018	191.14	191.14	Open	N 02/23/2018
		Office Supplies		191.14			
	Total for vendor 500946 - SUPERIOR BUSINESS SOLUTIONS:			<u>191.14</u>	<u>191.14</u>		

# of Invoices:	67	# Due:	67	Totals:	25,017.62	25,017.62
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					<u>25,017.62</u>	<u>25,017.62</u>

User: MONICAK

EXP CHECK RUN DATES 02/27/2018 - 02/27/2018

DB: Kalamazoo Twp

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL			10,072.50	10,072.50		
	206 - FIRE			5,440.59	5,440.59		
	226 - RECYCLING			9,051.34	9,051.34		
	266 - LAW ENFORCEMENT TRAINING			249.69	249.69		
	871 - WATER IMPROVEMENT			19.50	19.50		
	883 - SEWER IMPROVEMENT			184.00	184.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	101 - LEGISLATIVE			50.00	50.00		
	200 - GENERAL SERVICES_ADMIN			5,799.53	5,799.53		
	265 - MAINTENANCE			549.13	549.13		
	320 - STATE TRAINING MONEY			249.69	249.69		
	336 - FIRE			5,440.59	5,440.59		
	400 - PLANNING/ZONING			2,863.54	2,863.54		
	441 - WATER IMPROVEMENT			19.50	19.50		
	446 - STREETS			810.30	810.30		
	520 - SEWER IMPROVEMENT			184.00	184.00		
	527 - RECYCLING			9,051.34	9,051.34		

**KALAMAZOO TOWNSHIP
TREASURER'S REPORT - REVISED
DECEMBER 2017**

CASH IN BANK:	POOLED FUNDS	
MERCANTILE BANK		2,614,777.29
INVESTMENTS		<u>8,571,279.25</u>
TOTAL POOLED FUNDS =	DECEMBER 2017	<u>\$ 11,186,056.54</u>
CASH IN BANK:		
MERCANTILE BANK-ROAD BOND	DECEMBER 2017	<u>688,109.42</u>
CASH IN BANK:		
MERCANTILE BANK-ERAD	DECEMBER 2017	<u>1,000.08</u>
CASH IN BANK:		
CHEMICAL BANK-CURRENT TAX	DECEMBER 2017	<u>7,236,712.65</u>
TOTAL FUNDS =	DECEMBER 2017	<u>\$ 19,111,878.69</u>

LOCATION OF INVESTMENTS
POOLED FUNDS
DECEMBER 2017

ADVIA CREDIT UNION/ 1ST CMMTY	920,310.36
CHEMICAL BANK	504,384.32
COMERICA	1,697,283.40
CONSUMERS CU	1,461,960.11
FIRST NATIONAL BANK	715,775.15
FIRST SOURCE BANK	304,649.03
HUNTINGTON BANK	4.89
LAKE MICHIGAN CREDIT UNION	505,105.30
MACATAWA BANK	228,066.44
MBIA CLASS	407,211.90
MERCANTILE BANK OF MI	32,787.24
MORGAN STANLEY	1,591,412.50
PRIVATE BANK	202,328.61

TOTAL INVESTMENTS \$ 8,571,279.25

	FUND BALANCE	
GENERAL FUND	101/206/207	4,127,530.04
PARK AND RECREATION	211	9,701.62
LIVE SCAN	217	160,075.73
STREET LIGHTING	219	237,294.99
RECYCLING	226	94,976.06
FITNESS ROOM	237	4,305.83
BUILDING DEPT	249	-
DRUG LAW ENFORCEMENT	265	87,859.68
LAW ENFORCEMENT TRAINING	266	(5,324.91)
SWET	267	(4,643.79)
FEMA	268	-
911 WIRELESS FUND	270	260,045.74
ROAD DEBT SERVICE (VOTED BOND)	301	(2,595,111.91)
ROAD IMPROVEMENT	850	3,283,221.33
RADIO SITE PROJECT	407	4,999.48
REVOLVING LOAN	550	1,850.00
GOLF COURSE	584	9,156.55
CAPITAL IMPROVEMENT	615	495.61
TRUST & AGENCY	701	249,599.75
S.W.E.T. AGENCY	727	364,786.26
SWET ERAD FUND	728	1,000.08
POLICE CAPITAL IMPROVEMENT	810	536,124.67
FIRE CAPITAL IMPROVEMENT	811	1,145,867.95
STREET	812	170,643.77
WATER	871	270,014.80
SEWER FUND	883	3,415,033.55
SAW GRANT	884	45,663.16
CURRENT TAX	704	<u>7,236,712.65</u>
FUND BALANCE-	DECEMBER 2017	<u>\$ 19,111,878.69</u>

**KALAMAZOO TOWNSHIP
TREASURER'S REPORT
JANUARY 2018**

CASH IN BANK:	POOLED FUNDS	
MERCANTILE BANK INVESTMENTS		1,927,523.78
TOTAL POOLED FUNDS =	JANUARY 2018	<u>8,568,376.00</u>
		<u>\$ 10,495,899.78</u>
CASH IN BANK:	JANUARY 2018	
MERCANTILE BANK-ROAD BOND		1,193,216.83
		<u>1,193,216.83</u>
CASH IN BANK:	JANUARY 2018	
MERCANTILE BANK-ERAD		1,000.16
		<u>1,000.16</u>
CASH IN BANK:	JANUARY 2018	
CHEMICAL BANK-CURRENT TAX		1,436,109.88
		<u>1,436,109.88</u>
TOTAL FUNDS =	JANUARY 2018	<u>\$ 13,126,226.65</u>

LOCATION OF INVESTMENTS
POOLED FUNDS
JANUARY 2018

ADVIA CREDIT UNION/ 1ST CMMTY	920,754.54
CHEMICAL BANK	505,022.60
COMERICA	1,697,219.31
CONSUMERS CU	1,462,914.67
FIRST NATIONAL BANK	716,208.50
FIRST SOURCE BANK	304,649.03
HUNTINGTON BANK	4.89
LAKE MICHIGAN CREDIT UNION	505,702.02
MACATAWA BANK	228,309.86
MBIA CLASS	407,725.83
MERCANTILE BANK OF MI	32,788.62
MORGAN STANLEY	1,584,747.52
PRIVATE BANK	202,328.61

TOTAL INVESTMENTS \$ 8,568,376.00

	FUND BALANCE	
GENERAL FUND	101/206/207	3,510,071.19
PARK AND RECREATION	211	9,700.16
LIVE SCAN	217	123,582.49
STREET LIGHTING	219	218,366.29
RECYCLING	226	60,252.36
FITNESS ROOM	237	4,385.18
DRUG LAW ENFORCEMENT	265	86,782.17
LAW ENFORCEMENT TRAINING	266	7,530.03
SWET	267	(4,429.78)
911 WIRELESS FUND	270	260,006.90
ROAD DEBT SERVICE (VOTED BOND)	301	617,836.13
ROAD IMPROVEMENT	850	575,380.70
RADIO SITE PROJECT	407	4,999.48
REVOLVING LOAN	550	1,850.00
GOLF COURSE	584	9,155.19
TRUST & AGENCY	701	287,453.44
S.W.E.T. AGENCY	727	362,074.53
SWET ERAD FUND	728	1,000.16
POLICE CAPITAL IMPROVEMENT	810	536,208.07
FIRE CAPITAL IMPROVEMENT	811	1,159,710.62
STREET	812	171,118.21
WATER	871	269,663.71
SEWER FUND	883	3,412,419.54
SAW GRANT	884	5,000.00
CURRENT TAX	704	<u>1,436,109.88</u>

FUND BALANCE- JANUARY 2018 \$ 13,126,226.65

To: Township Board

From: Clerk Mark Miller

Date: February 22, 2018

A Motion is requested to approve the expenditure of \$23, 498 for Laserfiche document management software to General Code LLC, authorize the Manager to sign the contract for the same with General Code, LLC, and additionally authorize up to \$2200 for two Fujitsu fi-7160 desktop document scanners. The money for this capital outlay was included in the 2018 general fund budget.

Charter Township of Kalamazoo

Kalamazoo County

Enterprise Content Management System

February 8, 2018

Valid for 3 months



Michael Leidlein
Solutions Account Executive
616-540-4135
MLEidlein@generalcode.com

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INTRODUCTION

Based on the current needs of the Charter Township of Kalamazoo (“Township”) and looking to the Township’s potential future uses of electronic content management, General Code recommends implementation of Laserfiche Avante.

Laserfiche Avante is a robust system that provides the flexibility to configure the system to your specific way of doing business without your having to “shoehorn” your processes to fit the mandates of a software solution. Laserfiche is also easily expanded – to different departments, different types of documents, and many other users in the future as you see other uses.

General Code’s experienced staff will help you configure your system to maximize efficiencies now and for decades to come.

ABOUT GENERAL CODE

General Code provides a variety of information management solutions to more than 2,700 local governments, educational and commercial organizations throughout the United States. We set the standard for improving document management processes and are on the cutting edge of technology, providing new and reliable tools to our customers to better serve their clients. We pride ourselves in our level of experience, our technical knowledge in the industry and our focus on the customer.

General Code is a top 5 government reseller of Laserfiche in the United States, offering more than 14 years of experience, coupled with an industry-leading service, integration, training and helpdesk team.

With Laserfiche at the center of your Enterprise Content Management Solution, you get what nearly 30,000 other public and private organizations are already getting – the most powerful combination of electronic capture, storage and business process automation tools available today. We selected Laserfiche as our technology platform because of its open architecture, integration capabilities and the capacity to scale up as your demand for information sharing and access grows.

Every system designed and implemented by General Code fits your specific needs and requirements. Configuration of your Enterprise Content Management Solution to your situation reduces the time and additional resources required to “adjust” or “optimize” a one-dimensional system.

As a values-based company we adhere to the principles outlined in our “General Code.” These guides for conduct are integral to building a comprehensive content management solution – one that leverages our 50+ years of service to public organizations and governments of all sizes.

Elements of our “code”:

Digital information must be designed and implemented in ways that support the success of the entire organization.

Our content management solutions must run on a platform that we believe in.

The quality of our service and support determines the ultimate value of the solution we develop.

Our content management solutions are based on the practical—if there is a better way to do something we will design and implement it.

LASERFICHE AVANTE SYSTEM OVERVIEW

Today, successful organizations need more than document management; they need to optimize the decision-making process by getting the right content – whether structured or unstructured, paper or electronic, audio or video, photograph or e-mail – into the right hands at the right time.

Laserfiche Avante is a cutting-edge solution that combines comprehensive content management functionality with business process management (BPM) tools to both manage and process information – turning it into an asset that enables efficiency and smart decision making organization-wide. Laserfiche Avante provides all of the elements for today’s comprehensive needs:

- **Document Imaging** – Converts paper documents or film into an electronic or digital format.
- **Document Management** – Manages documents (physical or digital) through their lifecycles.
- **Business Process Management** – Applies workflow technology to content-related processes in order to standardize and optimize them.
- **Integrative Middleware** – Provides many ways to interface with other business-specific applications to enable you to have one document repository that can be accessed from other applications and to enable “sharing” of data between other applications and Laserfiche.

The Laserfiche workflow engine gives you a platform to map, model and manage your business processes in order to obtain a better understanding of how to achieve your overall goals by:

- **Increasing productivity** by automating manual, repetitive processes.
- Modeling, executing and managing business processes **without writing code**.
- Triggering workflows based on **actions taken in Laserfiche or in 3rd party applications**, such as CRM, GIS, ERP and more.

Laserfiche Avante readily fits into your existing networked environment, without requiring custom programming or extensive hardware and software updates. Laserfiche is developed to support close integration with industry-standard operating systems and database management systems. See specifications in Appendix A for more detail.

Technology represents one of the most significant investments you make in your organization’s success, and General Code and Laserfiche are committed to providing a comprehensive framework for delivering value quickly, easily and without the need to bring in expensive experts at every turn. General Code has seasoned professionals to guide you through the planning and implementation process and will be there to provide on-going support.

PRELIMINARY DOCUMENT MANAGEMENT PROJECT PLAN

- I. Upon finalization of the agreement, General Code's Project Manager will call you to review the Project Plan and discuss the following:
 - Designate the main contacts for the project from General Code and your organization
 - Discuss the proposed schedule and set dates
 - Determine any necessary hardware purchases, installation or configuration that must take place prior to the system installation, and set a date for completion of that work
 - Confirm availability of required personnel, equipment and facilities
 - Address any outstanding questions, concerns or issues

- II. The Initial Design and System Implementation Phase will include the following:
 - Installation and configuration of the main server components
 - Installation and configuration of the named user licenses, including Laserfiche client software, Snapshot Plug-In and E-mail functionality, as well as scanner configuration and testing, if applicable
 - Complete system testing of all installed components
 - A file structure review and creation of a hierarchical tree structure designed to maximize efficient use of the document management system
 - Discussion of file-naming conventions to be used in the document management system
 - Establishment of an initial set of templates (electronic index cards)
 - Configuration of users, groups and user rights (security)
 - Training for users
 - Administrator training for up to two (2) people who will be responsible for administration of the system

DESCRIPTION OF RECOMMENDED COMPONENTS

<p>Laserfiche Avante™ Server Software</p>	<p>Laserfiche Avante MS SQL Express server software is a complete electronic content management solution with <u>fully integrated</u> business process management. Laserfiche Avante includes the Laserfiche Automated Workflow Module and other important business-process functionality “baked into” the core software.</p> <p>The Laserfiche Automated Workflow Module is a robust component that facilitates the flow of documents, auto-files and auto-names folders and documents and enforces time schedules, where desired, by providing e-mail reminders or notifications to backups or supervisors or by re-assigning documents to others’ folders. By automating processes, you can ensure that proper process is followed, and work can be distributed to users in an orderly and predetermined manner.</p> <p>Laserfiche’s robust security enables you to limit both access and functional rights of users. Your IT staff will appreciate the ability to set security by user or group, as well as the option to use Windows Authentication for single log-in.</p> <p>System administrators have access to the Laserfiche Administrator Console either in a client or a web format.</p>
<p>Named Users</p>	<p>Laserfiche named users have the ability to utilize all of the features of the software, including scanning, importing, file and volume management, search and retrieval, annotations, e-mail routing and workflow participation, as applicable and as security rights permit. Additional named user licenses can be added at any time, in any increment.</p> <p>SnapShot Functionality: The SnapShot functionality allows designated users the ability to “print” existing electronic files into the Laserfiche system directly and automatically convert them to inalterable Laserfiche images rather than having to print them out and then scan them into the system.</p> <p>E-Mail Functionality: The E-Mail Plug-in allows users to send Laserfiche documents as e-mail attachments to anyone using a MAPI-compatible E-mail system. All or part of a document can be e-mailed; multiple files can be “zipped” into one e-mail; and you can choose the format in which the documents will be sent (e.g., PDF, TIFF, JPEG, etc.).</p> <p>Web Access: Laserfiche Web Access is a browser-based thin client offering virtually all of the document management capabilities of the thick client interface. Authorized users organization-wide can simultaneously access documents, whether they are accessing Laserfiche from their desks or a remote location. IT can add new</p>

	<p>users without installing software on individual workstations. Users access Laserfiche through a Web browser. Authorized users scan, index and otherwise manage documents with Web Access. Staff can also search, retrieve, create, move, rename and annotate documents from the Web, as well as participate in workflow processes. Web Access has real-time access to the Laserfiche repository, which means that information input into Laserfiche is instantly available to all users, whether connected directly to your server, or using Web Access. Also included with Web Access is the Laserfiche SharePoint integration. Laserfiche was the first electronic records management solution to obtain joint Department of Defense records management certification with SharePoint. Laserfiche Web Access also provides real-time access to your Laserfiche repository through the use of mobile devices. The Laserfiche iPad and iPhone apps provide impressive access, and Web Access Light is very useful for other tablets and mobile phones. Laserfiche mobile and Web Access Light are included with Web Access.</p> <p>Laserfiche Mobile/App is an app that lets you capture, upload, and securely access and work with documents in and outside your Laserfiche repository while on the go. You can review and submit forms from the app as well. You can browse for documents in a folder structure; search the entire repository or a specific folder; create, copy, move, rename, sign, download, print, and delete documents; modify document fields; view annotations; submit and approve forms; view and work with offline documents and forms; and start and view business processes. Additionally, you can add documents to your repository from other apps, the mobile device's gallery, or its camera. Gallery and camera images can be processed and enhanced for easier viewing.</p> <p>Laserfiche Forms Essentials comes with all Laserfiche Rio and Avante 10.2.1 installations and upgrades. All full named users can sign in to Laserfiche Forms, submit forms, access tasks, and perform any other action in Laserfiche Forms that their Laserfiche Forms security settings allow them (e.g., creating or administering business processes). These users are automatically retrieved from the Laserfiche Server and are managed on the System Security page in Laserfiche Forms. Forms Essentials Full Users have access to the core features necessary to design processes and forms. Essential Users also have access to the Operational Dashboard where they can view statistics on process in progress.</p>
<p>Laserfiche ScanConnect</p>	<p>A software interface that allows Laserfiche to interface with a number of supported scanners using the ISIS communication standard.</p>

<p>Laserfiche Connector</p>	<p>Laserfiche Connector provides a streamlined experience for integrating Laserfiche with line of business applications such as CRM and ERP systems. Laserfiche Connector integrates easily through user-defined hotkeys and embedded icons.</p> <p>Laserfiche Connector allows:</p> <ul style="list-style-type: none"> • Searching the Laserfiche repository based on fields from third-party applications such as CRM and ERP systems. Both basic and advanced searching is supported. If only one result is found, the document will automatically open in the Laserfiche Client, Laserfiche Web Access or Laserfiche WebLink. • Launching Laserfiche Scanning and automatically populating metadata for the scanned documents with information from a third-party application. • Connecting two applications by allowing one of them to start the other (including the ability to pass parameters between them). • Choosing whether any of the above actions are activated from a keyboard shortcut, a button embedded in the application's title bar, or both. • In many cases being able to push data to ODBC compliant applications/databases
<p>Standard Audit Trail Module</p>	<p>The Standard Audit Trail Module provides you with the ability to track activity within your Laserfiche database (e.g., who accessed which document when, who input a document, who added pages, or moved a document, etc.). Standard Audit Trail also tracks failed attempts to access or change content and allows custom auditing by trustee. A built-in Report Wizard guides you through creating auditing reports and enables you to save frequently viewed reports. If you wish to create more advanced reports, you can also use 3rd party reporting software, such as Crystal Reports, with Audit Trail. Audit Trail is an excellent tool for an added level of security and/or for monitoring staff productivity.</p>
<p>Laserfiche Forms Automation* <i>*limited to installation on one server</i></p>	<p>Laserfiche understands that forms are a key component of many organizational business processes. If the base ECM application is considered the “engine,” many consider automated forms the “transmission” that drives paperless business processes.</p> <p>Therefore, Laserfiche has designed forms automation solutions to help you integrate this key element into your overall ECM strategy:</p> <ul style="list-style-type: none"> • PDF Forms Automation through Laserfiche Workflow. Built into the core Laserfiche Workflow are activities specifically designed around automating PDF forms. Some of these workflow/process activities include: retrieving values from a PDF form and storing them as tokens; pre-filling portions of a PDF form; verify PDF signatures, and more.

	<ul style="list-style-type: none">• Laserfiche Forms Professional is a product that provides a solution for organizations to build web forms and manage their business processes. Laserfiche eForms has a drag and drop graphic user interface which allows business users to easily model their processes and design the forms associated with the process. The web based application provides out-of-the-box integration with the Laserfiche ECM suite, as well as the ability to automate complicated processes and integrate with external systems. You can set security levels to designate administrators or users for each process. Also, you can assign a form to a specific user or group, making team collaboration easy and secure.
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INVESTMENT DETAIL & OPTIONS

Hardware or any applicable taxes are not included in price, unless otherwise noted.

Line	Item Description	Model #	Quantity	Unit Price	Total
Base Software					
	Avante Server for SQL Express with Workflow	MSE10	1	\$1,500.00	\$1,500.00
	Avante Named Full User with Snapshot, Web Access & Email	MNF16	16	\$600.00	\$9,600.00
Base Software Subtotal					\$11,100.00
Add-Ons/Plug-Ins					
	Avante Standard Audit Trail	MATM16	16	\$75.00	\$1,200.00
	Avante ScanConnect	MCS01	1	\$165.00	\$165.00
	Avante Laserfiche Connector	MCNC16	16	\$25.00	\$400.00
	Avante Forms Professional	MFRM16	16	\$50.00	\$800.00
Add-Ons/Plug-Ins Subtotal					\$2,565.00
Support					
	LSAP Avante Server for SQL Express with Workflow	MSE10B	1	\$300.00	\$300.00
	LSAP Avante Named Full User with Snapshot, Web Access & Email	MNF16B	16	\$120.00	\$1,920.00
	LSAP Avante Standard Audit Trail	MATM16B	16	\$15.00	\$240.00
	LSAP Avante ScanConnect	MCS01B	1	\$33.00	\$33.00
	LSAP Avante Laserfiche Connector	MCNC16B	16	\$5.00	\$80.00
	LSAP Avante Forms Professional	MFRM16B	16	\$10.00	\$160.00
Support Subtotal					\$2,733.00
Professional Services					
	Laserfiche Install and Training On-Site Days		2	\$1,650.00	\$3,300.00
	Laserfiche Forms Install and Training		2	\$1,650.00	\$3,300.00
	Remote Services / Project Management		1	\$500.00	\$500.00
Professional Services Subtotal					\$7,100.00
Grand Total					\$23,498.00

Anticipated annual LSAP fees after the included 1st year for the above configuration would be \$2,733.00.

Note: This estimate is subject to change based upon the then-current support prices for that year.

Automated Workflow Module (software) is included with Laserfiche Avante. If/when the Township wishes to implement Automated Workflow, there will be additional development and configuration time required. We will be happy to assess any Workflow implementation desires with you and provide any relevant fees at your request. (Fees will be based on the number and complexity of the desired workflows to be implemented.) These additional service fees would not apply until you are ready to implement this component.

Remote Services include but are not necessarily limited to the following services: software order processing; project management; software implementation such as modification of server to reflect new license levels; installation or modification of server; client or scanning software; installation and/or configuration of add-on products, such as WebLink, Quick Fields or Workflow and configuration of hardware, such as scanners.

1. Adjustments to Performance Schedule; Rescheduling.

Adjustments to Schedule. Upon the mutual consent of the Township and General Code, the “Performance Schedule” may be changed or extended as outlined below.

Rescheduling. The Township must notify General Code, in writing, immediately upon learning or otherwise becoming aware, of any difficulties that may delay the delivery of services or deliverables. Such notification must identify the reason for the delay, as well as the anticipated period of delay.

Travel-related penalties incurred by General Code due to a change in the Installation / Training schedule by the Township may be charged directly to the Township unless the delay is a result of a state of emergency.

2. Contract Cancellation Policy.

If the Township chooses to cancel this contract, it must do so in writing. The Township will be billed for the following contract-related expenses incurred and services provided up to the receipt of written contract cancellation, including:

- Any and all travel-related expenses incurred by General Code,
- Any and all consultation, installation and training services performed by General Code,
- Any and all software-related expenses incurred by General Code as per the Laserfiche Software Return Policy.

3. Laserfiche Software Return Policy:

- Unopened and not activated products can be returned within 30 days from the date of purchase at no charge.*
- Unopened and not activated products returned between 31 days to 120 days from the date of purchase will incur a 15% restocking fee on the original purchase price.*
- There is no return of products over 120 days from the date of purchase.
- There is no return of products that have been opened or activated.

**Return Credit, less applicable charges, will only be given after Laserfiche receives a letter of confirmation that the software was not opened or activated.*

AUTHORIZATION & AGREEMENT

The Charter Township of Kalamazoo, Michigan hereby agrees to the procedures outlined above, to General Code's Content Management Solutions Terms & Conditions and to the License Agreements for the software referred to above, all of which are available at <http://cms.generalcode.com/terms-conditions>, and are incorporated herein by reference, and authorizes General Code to proceed with the project.

Electronic Document Management Project

\$23,498.00

Estimated Annual support fee second year forward (LSAP): \$2,733.00

Note: *This estimate is subject to change based upon the then-current support prices for that year.*

Electronic Document Management Solution:	\$ 23,498.00
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SOFTWARE ORDER, PAYMENT AND PERFORMANCE SCHEDULE

All software components will be ordered approximately three weeks prior to installation and shipped to customer. The software maintenance (annual support) will start 30 days after software order.

- 50% of the project price shall be invoiced upon authorization of the project – payable within 30 days of authorization.
- 50% of the project price shall be invoiced upon completion of the installation and training.

(Client please fill out) Invoice for this Project to be sent to:

Department: _____ **Contact Name:** _____

CHARTER TOWNSHIP OF KALAMAZOO, KALAMAZOO COUNTY, MICHIGAN

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

GENERAL CODE, CMS, LLC

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

In order to authorize the project:

- 1. Sign the Proposal***
- 2. Fax or email the Authorization & Agreement Section only to: Sales@generalcode.com • fax (585) 328-8189***
- 3. Mail the signed Proposal to General Code at: 781 Elmgrove Road • Rochester, NY 14624***

General Code will then sign and mail a copy of this agreement back to the Township for its records.

APPENDIX A – RECOMMENDED SERVER/WORKSTATION SPECIFICATIONS

SERVER AND SYSTEM – SQL EXPRESS:

CPU	Xeon 2.93 GHz processor or faster
Memory	16 GB RAM or more (Note that to have 8 GB RAM or above recognized, OS must be 64 bit.)
Operating System	Windows Server 2012 or above
Database Engine	Microsoft SQL Server 2008 or higher (Client must provide MS SQL licensing.) <i>[Note: A SQL CAL will be needed for each Laserfiche user. This can be achieved through purchasing individual CALs or a processor license. Public Portal and/or Web Access require a MS SQL processor license.]</i>
Network Protocol	TCP/IP
Framework	.NET 4.5 (Client responsible for installing .NET 4.5 on server)
Browser	Internet Explorer 11 or higher
Hard Drives	Assume 20,000 images per 1 GB of hard drive space RAID array recommended Minimum of 5GB of Free Space Required on the C Drive for Laserfiche Installation
NIC	For network connectivity
Network Licenses	Laserfiche uses one Windows license for all Laserfiche users
UPS/Tape Backup	UPS and tape or other backup system to ensure data integrity
Virtual Environment	Laserfiche can be configured to run in a virtual environment. A technical whitepaper is available on request.

CLIENT RESPONSIBILITIES

- The client is responsible for acquiring, installing, and configuring the MS SQL server software.
- The client is responsible for purchasing, installing, and configuring the Server Operating System.
- The client is responsible for installing .Net 4.5 on all servers and workstations.
- The client is responsible for purchasing, configuring, and implementing any SQL maintenance/backup plans.
- The client is responsible for testing the integrity of their backups on a regular basis.

COMBINED LASERFICHE/SQL SERVER SPECIFICATIONS:

CPU	Xeon 2.93 GHz processor or faster
Memory	32 GB RAM or more (Note that to have 8 GB RAM or above recognized, OS must be 64 bit.)
Operating System	Windows Server 2012 or above
Database Engine	Microsoft SQL Server 2008 or higher (Client must provide MS SQL licensing.) [Note: A SQL CAL will be needed for each Laserfiche user. This can be achieved through purchasing individual CALs or a processor license. Public Portal and/or Web Access require a MS SQL processor license.]
Network Protocol Framework	TCP/IP .NET 4.5 (Client responsible for installing .NET 4.5 on server)
Browser	Internet Explorer 11 or higher
Hard Drives	Assume 20,000 images per 1 GB of hard drive space RAID array recommended Minimum of 5GB of Free Space Required on the C Drive for Laserfiche Installation
NIC	For network connectivity
Network Licenses	Laserfiche uses one Windows license for all Laserfiche users
UPS/Tape Backup	UPS and tape or other backup system to ensure data integrity
Virtual Environment	Laserfiche can be configured to run in a virtual environment. A technical whitepaper is available on request.

CLIENT RESPONSIBILITIES

- The client is responsible for acquiring, installing, and configuring the MS SQL server software.
- The client is responsible for purchasing, installing, and configuring the Server Operating System.
- The client is responsible for installing .Net 4.5 on all servers and workstations.
- The client is responsible for purchasing, configuring, and implementing any SQL maintenance/backup plans.
- The client is responsible for testing the integrity of their backups on a regular basis.

FULL USER / SCANNER WORKSTATION:

CPU	Dual core 2.8 GHz or faster recommended
Minimum memory	4 GB or greater (Windows 7); 8 GB or greater (Windows 8, Windows 10)
Operating System	Supported: Windows 7, Windows 8, Windows 10
Network Protocol	TCP/IP
Browser	Internet Explorer 11 and higher recommended
Hard Drive	Hard drive running at a minimum of 7,200 rpm 3 GB of free disk space for software and temporary files created during scanning
Framework	.NET 4.5 (Client responsible for installing .NET 4.5 on workstations)
NIC	Access to the network server running Laserfiche
Monitor	17" monitor or better recommended for optimal viewing
USB Port or SCSI Controller	Available USB 2 port for scanner connection if the scanner will support a USB connection <i>or</i> Adaptec 2930 or 2940 SCSI Controller and Cable

“LIGHT” USER WORKSTATION (E.G., PRIMARILY RETRIEVAL USER):

CPU	Pentium IV 2GHz or better recommended
Memory	Operating System minimum or greater
Operating System	Supported: Windows 7, Windows 8, Windows 10
Network Protocol	TCP/IP
Browser	Internet Explorer 11 and higher recommended
Hard Drive	At least 1 GB of free disk space
Framework	.NET 4.5 (Client responsible for installing .NET 4.5 on workstations)
NIC	Access to the network server running Laserfiche
Monitor	17" monitor or better recommended for optimal viewing

MOBILE OPERATING SYSTEMS:

Products	iOS 4	iOS 5	iOS 6	iOS 7	iOS 8	Android 2.3+	Windows 8.1	Windows 10
Laserfiche Mobile 8.2 to 8.2.2	Y	Y	Y	N	N	N	N	N
Laserfiche Mobile 8.2.3+		Y	Y			N	N	N
Laserfiche Mobile 9.0		Y	Y	Y (9.0.1)		Y	N	N
Laserfiche Mobile 9.1	N	Y	Y	Y		Y	N	N
Laserfiche Mobile 9.2	N	Y	Y	Y	Y	Y	N	N
Laserfiche Mobile 9.2.1	N	N	N	Y	Y	Y	N	N
Laserfiche Mobile 9.3	N	N	N	N	N	N	Y	Y
Laserfiche Mobile 10	N	N	N	Y	Y	Y	Y	Y
Laserfiche Mobile 10.1	N	N	N	Y	Y	Y	Y	Y
Laserfiche Mobile 10.2	N	N	N	Y	Y	Y	Y	Y

WEB SERVER SPECIFICATIONS FOR LASERFICHE WEB COMPONENTS (PUBLIC PORTAL AND/OR WEB ACCESS)*:

CPU	Xeon 2.93 GHz or faster
Memory	8 GB or greater (Server 2012)
Operating System	Windows Server 2012 or above
Web Server	Microsoft IIS 8.0 (Windows Server 2012)
Network Protocol	TCP/IP
Browser	Internet Explorer 11 and higher recommended
Framework	.NET 4.5 (Client responsible for installing .NET 4.5 on server)
NIC	For network connectivity
Network Licenses	Laserfiche uses one Windows license for each Laserfiche user
Back-ups	Installed backup agent for existing back-up system

****If you anticipate high usage from the Laserfiche Web components (Web Access or Public Portal), we advise the Web Server be a separate server. If you anticipate a relatively low number of users of the Web components, you could install the Web Server on the same server as the Laserfiche server software. If you have any questions on your specific situation, please contact your General Code representative.***

For any of the Laserfiche Web-based components (e.g., Web Access, WebLink/Public Portal, Laserfiche Forms Portal), if the client desires to enable website security via SSL, the client is responsible for acquiring, installing, configuring and maintaining that certificate

LASERFICHE FORMS SERVER SPECIFICATIONS*:

CPU	Xeon 2.93 GHz or faster
Minimum Memory	8 GB or greater
Operating System	Windows Server 2012 or above
Web Server	Microsoft IIS 8.0 (Windows Server 2012)
Network Protocol	TCP/IP
Framework	.NET 4.5 for IIS 8
Browser	Internet Explorer 11 and higher recommended
NIC	For network connectivity
Network Licenses	Laserfiche uses one Windows license for all Laserfiche users
Back-ups	Installed backup agent for existing back-up system

****Laserfiche Forms Notes:***

- ***Microsoft IIS must be installed on the forms server.***
- ***Laserfiche Forms will work with Laserfiche 9.0.1 (and above), and either Laserfiche Rio or Avante are required (Laserfiche Forms will not work with Classic, Executive or Desktop systems).***
- ***One forms server can only access one Laserfiche repository. If you have more than one Laserfiche repository, separate forms servers would be required for each repository.***
- ***Hardware requirements may fluctuate based on the number of users logged into the server. If you expect to have many simultaneous connections to the forms server, you may want to configure it with a faster CPU and/or add more RAM. If you have any questions on your specific situation, please contact your General Code representative.***
- ***If you are using Forms with Direct Email Approval, then you will need an email account with an Inbox that Forms can check.***

APPENDIX B – INSTALLATION, TRAINING AND SUPPORT

Pre-Installation Teleconference and Technical Review

Prior to the on-site installation and training, one of General Code’s technicians will work with your technical staff or consultant to review the hardware and other technical requirements and ensure that all hardware is ready for the installation. We will also work with your designated contact person to establish the agenda for the on-site days.

Customized, Hands-On Training

General Code provides practical hands-on training sessions to ensure that your users keep pace with “best practices” and that your Laserfiche system continues to provide your organization with the maximum efficiencies possible. Our training experts will come on-site to your facility and provide thorough training for your staff with manuals customized to your specific system and needs. Whether you are a new Laserfiche user or an existing user seeking refresher training, we pride ourselves on maintaining a team of trainers who can relate to users at any level of expertise.

Our standard Laserfiche user training covers the basic functions of the program and provides you with the necessary skills to put the system into immediate use. Based on the file organization and file naming structures that were determined by your organization, the training covers input, search and manipulation features using your documents to address file-organization and file-naming structures

Administrator Training covers the system administrative functions and typically takes place throughout the on-site sessions, as appropriate.

Laserfiche Software Assurance Plan (LSAP)

LSAP is renewable on an annual basis and was created to deliver critical program updates and provide on-going technical support for your Laserfiche document management system. With LSAP you will always be confident that you are receiving the very best performance and quality possible.

TECHNICAL SUPPORT

Technical Support covers all questions that might arise with your Laserfiche system should a technical issue arise. Technical Support covers the installation of software patches and minor upgrades, as appropriate.

The first line of technical support is via telephone, using our toll-free number (855-436-5500) or via e-mail at lfsupport@generalcode.com. With Basic LSAP service, technical support requests not immediately addressed will be acknowledged within 8 business hours, with the majority of response times within 2 hours. General Code’s support technician will discuss the issue with you. If there are more detailed diagnostics needed, the technician will log into your system remotely, using the Internet. In this way, the technician can see what the user is seeing, do diagnostics, and generally remedy the situation remotely during this initial contact. In situations that require additional research or work by the technician, we will let you know what still needs to be done, along with a timeframe for getting back to you. You will also receive a Case number for future reference. By

providing remote diagnostics and remediation to our clients, we can provide you with quick resolution of your issues to keep you up and running.

SOFTWARE PATCHES AND UPGRADES:

In addition to receiving technical support, customers with a current LSAP contract will receive **critical program updates within the current version of Laserfiche**. This is extremely important because Laserfiche is continuously improved to be even more powerful and efficient. You will receive routine system updates released by the manufacturer after a period of additional General Code in-house testing, as applicable. These patches and software upgrades are available for download at our FTP site. Customers are given the option of applying the patches themselves or having one of our Laserfiche technicians apply the patch remotely.

There is no additional cost for the installation of minor software updates or patches (typically called 'point releases'). Major software updates (typically called 'version releases') may have associated service charges to install, upgrade, or to migrate your Laserfiche software to the new major release level. Related training on new functionality of the upgraded software may also have associated service charges. Any additional charges will be outlined and quoted to you in advance.

LASERFICHE OFF-HOURS SYSTEMS UPGRADES:

At times it is a requirement that Laserfiche systems upgrades are done during off hours or over the weekend to minimize operational interruptions. General Code is happy to work with our customers to accommodate these requirements. With changes in the law regarding payment of overtime for non-exempt helpdesk staff that are involved in doing work after hours or over the weekend, they must be paid overtime. General Code is going to begin charging a nominal fee for the off-hours work to cover this new expense. The charge will not exceed \$500.00 for the time involved.

Services covered under LSAP:

- Remote troubleshooting and repair to the best of our ability of any errors generated by Laserfiche
- Remote troubleshooting and repair to the best of our ability any Laserfiche functionality that is not working
- Provide and remotely apply minor patches/point releases on an as needed basis
- Respond to request calls within 8 business hours, if not immediately
- Provide technical support between the hours of 8:00 AM - 5:00 PM EST
- Provide access to all major and minor patches provided by Compulink Laserfiche
- Access to TIPS and FAQs on the General Code website
- User group meetings
- Access to Laserfiche's knowledgebase
- Regular newsletters - Laserfiche & The Decoder
- Access to webinars

Services not covered under LSAP:

- Training - New user or refresher training - either on-site or remote
- Repair of damaged databases
- Establishment of SQL maintenance plan
- Addition of custom features or functionality to the software
- Support or troubleshooting of third party software
- Faults or problems caused by unauthorized access to configuration information or changes to components by the user or a third party.
- Installation, Migration, Upgrading of software related to major software releases
- Problems or faults caused by use of the product outside its normal operating conditions.
- On-site technical support, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.
- On-site consulting or training, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.

Customer's Obligation:

- To maintain appropriate backups of the Laserfiche database and associated files.
- To contact General Code prior to implementing significant network changes that has the potential to impact the Laserfiche system. Some examples are, operating system changes on either the server or PC, replacement of existing PCs or server(s), and changes in network configurations, such as server name, IP address or workgroup on PCs.
- To have Internet access on the Laserfiche server and all workstations where the Laserfiche client is installed and be willing to allow our Support Technicians remote access to the Customer's Laserfiche system via GoToAssist or other acceptable remote access tool.
- To designate an IT contact and to provide the name, phone number and e-mail address on the registration form.
- To describe technical issues completely in order to provide General Code's Support Technician sufficient information to be able to diagnose and reproduce the problem, including any identified error codes.