

MICHIGAN'S OLDEST COURTHOUSE

Lapeer County Board of Commissioners

255 Clay Street
Lapeer, Michigan 48446

phone 810 area code
667-0366
667-0369 FAX
www.lapeercountymi.gov

PROPERTIES COMMITTEE

November 9, 2023

****Room 302- County Complex****

APPROX. 10:00 A.M.

Agenda times may vary from time to time due to the length of presentations

*(Committee Members: Tom Kohlman-Chairman; Kevin Knisely, Truman Mast, Moses Sanzo,
John Bustle, & Jackie Arnold)*

Meetings to be held as needed.

A-G-E-N-D-A

- 1) 10:00 A.M. **CALL TO ORDER** BY CHAIRMAN TOM KOHLMAN
- 2) CONSIDERATION OF THE DRAFT MINUTES OF THE OCTOBER 12, 2023 COMMITTEE MEETING
- 3) 10:15 A.M. **NEW/GENERAL ITEMS**
 - A) **Community Mental Health-** Request to approve the installation of exterior security camera at the CMH Building and Harmony Hall.
 - B) **Register of Deeds-** Request to approve the preservation and imaging of Historical Records (1835-1963) thru Kofile.
 - C) **Parks-** Discussion on Polly Ann Trail lease.
- 4) 10:30 A.M. **OLD/REFERRED/OR ADDITIONAL ITEMS** (if needed):

PROPERTIES COMMITTEE
October 12, 2023
Room 302 COUNTY COMPLEX
255 CLAY STREET, LAPEER, MI 48446

Chairman Kohlman called the meeting to order at approximately 10:32 a.m. in Room 302 of the County Complex.

Members Present: Commissioners Tom Kohlman, Kevin Knisely, Truman Mast, Moses Sanzo, County Administrator/Controller, John Bustle, Program & Operations Manager

Others: Jillian Weiss, Building & Grounds/Parks Special Events Coordinator, Dana Miller, County Treasurer, Tygar Hirt, Land Management Clerk II

Visitors/ Citizens: Mike Eckardt

MINUTES

The minutes from September 14, 2023 were briefly reviewed.

Motion by Mast, supported by Knisely, to approve the minutes from the September 14, 2023 meeting of the Properties Committee meeting as presented. Motion carried.

NEW/GENERAL ITEMS

TREASURER- Request to approve North Arrow Technology Incorporated to convert Lapeer County's mapping information into the new Esri Mapping Software.

OLD/REFERRED/OR ADDITIONAL ITEMS

TREASURER

Dana Miller explained the importance of an updated mapping software and the accessibility for County residents to access the information. Miller explained currently the information is outdated and would need updating for each parcel. Miller explained the differences in the three bids that were received and the importance of being able to have a company analyze and correct the information not just convert the data. Miller explained that the last updated information provided by the State fly over of the County was several years ago, as it is only completed about every five years. Miller explained working with the Road Commission for more accurate information on County roads as they update more frequently than the State. The State's fly over information also provides information on railroads, drains, lakes, bodies of water, elevation, and soil. Miller explained the delinquent tax fund and how the monies can be used from the fund to pay for the mapping software. Miller explained that this would be a process over the course of about a year for GIS mapping to be updated.

1. **Motion by Mast, supported by Knisely, to recommend to the Full Board to approve North Arrow Technology Incorporated to convert Lapeer County's mapping information into the new Esri Mapping Software at a cost not to exceed \$80,000.00, to be paid for from Delinquent Tax Fund, at no additional cost to the County's General Fund. Motion carried.**

PARKS

Knisely requested an update on Torzewski. Bustle shared that at the last meeting, there was a request to have three different plans drawn up. All three plans would range in pricing and what projects can be completed within those price ranges. Bustle requested an ARPA meeting to discuss plans once received.

ADJOURN

Motion by Mast, supported by Knisely, to adjourn the meeting. Motion carried unanimously.
10:59 a.m.

Tom Kohlman, Chairman
Lapeer County Properties Committee



A

1570 Suncrest Dr., Lapeer, MI 48446 810.667.0500 810.664.8728 lapeercmh.org

--Request for Action--

To: Lapeer County Board of Commissioners

From: Lauren Emmons, CEO

Date: November 2, 2023

RE: Security Cameras

Summary of Request/Information: This is a request to approve the installation of exterior Security Cameras at the 1570 Suncrest Site and Harmony Hall. The cameras will cover the parking lots and carport. The intent is to provide an added layer of security for staff and persons served.

Additional information: In the past year, there was an incident in the parking lot involving a person making accusations against another person. The police were involved and asked to view the security camera footage. We do not have cameras so no camera footage was available. It was suggested that we get security cameras.

Attachments: The county building and grounds department secured 3 bids for the installation of security cameras. The selected vendor bid is \$14,305.00. There is an additional cost of approximately \$1,000.00 to have a live feed to the 911 operations center.

Contact person(s): Lauren Emmons, CEO
John Bustle, Building/Grounds/Parks Department Head
Ben Woodfield, Building/Grounds Supervisor

Draft Motion:

Moved by _____ supported by _____ to approve the installation of security cameras on the exterior of the CMH Building and Harmony Hall at a cost not to exceed \$15,500 at no additional cost to the county general fund.

Lauren Emmons

From: Sandy Koyl
Sent: Monday, March 27, 2023 2:39 PM
To: Lauren Emmons
Subject: RE: Cameras

Hi Lauren,

Storage depends on the quality of recording and motion activity. 6TB at highest quality 2160p 4k would go for around 3 months. Based off our internal conversations, this is our proposed recommendations.

For an additional 10TB, the cost is an additional \$1000 and anything over 32 TB would require an external server. I did not get the cost for the external server. We can also slow down the quality to get more storage.

If you take the recommended rationale that 6TB at 2160p 4k is sufficient for around 3 months, we would need to have a minimum of 24TB for a full year. Common lengths of time for different security applications are: medium applications is 30 to 60 days, larger organizations 3 months and high risk organizations often store footage for 6 months to a year.

We can hook up with 911 for an additional cost of around \$900 (cost of television and additional hardware). Arthur would assign an IP address and connect with Jeremia at 911 to set up the rest. Not sure if this is something we need 24/7. We would need to know that information.

Let me know if you need anything further.

Thanks,
Sandy

CMH Board Mtg. minutes

0323-006: Motion was made by R. Ziebarth seconded by R. Barnard to approve the Consent Agenda which includes the meeting minutes from the February 2023 Full Service Board meeting and the March Committee of the Whole meeting. All in favor. Motion carried unanimously.

Action Items:

- A. Standards Committee: Recommend approval of the policy revisions referenced in the attached minutes dated March 14, 2023
0323-007: Motion was made by K. Morris seconded by M. Voss to approve the policy revisions referenced in the attached minutes dated March 14, 2023. All in favor. Motion carried unanimously.
- B. Approve _____ dollars to support the Lapeer County Suicide Prevention Network Mental Health Month Suicide Prevention Event
0323-008: Motion was made by J. Webb seconded by R. Ziebarth to provide \$2,500.00 to support the Lapeer County Suicide Prevention Network Mental Health Month Suicide Prevention Event. All in favor. Motion carried unanimously.
- C. Approve the installation of security cameras on the exterior of the CMH Building and Harmony Hall at a cost not to exceed \$14,305.00
0323-009: Motion was made by T. Mast seconded by R. Barnard to approve the purchase and installation of security cameras on the exterior of the CMH Building and Harmony Hall with a live feed to 911 at a cost not to exceed \$15,500.00. All in favor. Motion carried unanimously.
- D. Approve Survey Monkey Invoice in the amount of \$2,700.00
0323-010: Motion was made by L. Curtiss seconded by R. Ziebarth to approve the Survey Monkey Invoice in the amount of \$2,700.00. All in favor. Motion carried unanimously.
- E. Approve the transfer of \$89,661.33, representing the second of three installments towards the annual allocation of \$268,984.00 from CMH appropriations to CMH expenditures
0323-011: Motion was made by L. Curtiss seconded by L. Kellie to approve the transfer of \$89,661.33, representing the second of three installments towards the annual allocation of \$268,984.00 from CMH appropriations to CMH expenditures. All in favor. Motion carried unanimously.
- F. Authorize LCCMH Administration to provide a \$3,000.00 retention payment utilizing Region 10 funding to each eligible staff in the LCCMH provider network including CMH county employees before September 30, 2023
0323-012: Motion was made by R. Ziebarth seconded by J. Webb to authorize LCCMH Administration to provide a \$3,000.00 retention payment utilizing Region 10 funding to each eligible staff in the LCCMH provider network including CMH county employees before September 30, 2023. All in favor. Motion carried unanimously.

Discussion Items:

- A. Boardworks video schedule: L. Curtiss provided the schedule to the board. A reminder will be added to the board agenda just before each scheduled meeting.

Region 10 Update:

**Wolverine CCTV**

2226 N. Irish Rd
Davison, MI 48423
Phone: (810) 691-5634
Email: wolverinecctv@yahoo.com

Prepared For

Lapeer County mental health
1570 Suncrest
Lapeer, MI

Estimate # 1347
Date 01/12/2023

Description	Total
(1)16 Channel Speco DVR 6TB And Networkable HD NDAA compliant	\$1,980.00
(1) 16 Place Power Supply	\$250.00
(16) Speco Bullets and Domes Cameras NDAA Compliant	\$5,200.00
(1) 24" WB Monitor and bracket	\$300.00
(1) DVR Security Box and bracket	\$350.00
(1) UPS Battery back up	\$185.00
1 Year Warranty On Parts And Labor Warranty on parts and labor	\$0.00
If customer would like to have cameras out to garage, direct boring would be provided by wolverine CCTV to provide cameras to that location Cost of wire and direct boring would be \$2500. Plus cost of cameras.	\$0.00

Subtotal \$8,265.00

Total \$8,265.00

for
carport < Add for Direct + 2500.00
Booring Cable To Carport + 325 per camera

Lapeer County mental health

**Prepared For**

Harmony Hall
219 S Saginaw
Lapeer, MI

Wolverine CCTV

2226 N. Irish Rd
Davison, MI 48423
Phone: (810) 691-5634
Email: wolverinecctv@yahoo.com

Estimate # 1348

Date 01/12/2023

Description	Total
(1)4 Channel Speco DVR 4TB HD	\$1,180.00
(1)4 Place Power Supply	\$85.00
(4) Speco HD Domes cameras	\$1,300.00
(1) 24" WB Monitor and bracket	\$300.00
(1) DVR Security Box	\$350.00
1 Year Warranty On Parts And Labor	\$0.00
Warranty on parts and labor	
Subtotal	\$3,215.00
Total	\$3,215.00



Thumb Alarm Systems, Inc.
2513 Inlay City Rd.
Lapeer, Mi. 48446

Estimate
21204

Lapeer County 810-664-6606 - Oakland County 248-693-0711 - 1-877-92-THUMB

www.thumbalarm.com

Estimate for:

Lapeer County CMH
1570 Suncrest Dr.
Lapeer, MI 48446

2/6/2023

THUMB ALARM SYSTEMS, INC. has been serving Michigan for over fifty years. We are a full service, Security & Fire alarm firm that maintains an expert staff of installation and service personnel. At this time we would like to extend our professional services to you and submit the following proposal for your approval.

Qty.	Description	Rate	Total Installation
1	Speco 16 Channel DVR w/6TB (NDAA Complaint)	1,323.84	1,323.84
16	Speco 5mp Bullet Camera w/2.8mm	305.93	4,894.88
1	HDMI Cable 3 Ft	5.00	5.00
1	24"LED HDTV Monitor	214.64	214.64
1	Wall Mount TV Bracket	39.95	39.95
1	Patch Panel Cat 6 24 Port Wall Mount	89.95	89.95
20	Patch Cords	5.95	119.00
32	Commercial Labor Rate	70.00	2,240.00
32	Commercial Labor Rate - Helper	60.00	1,920.00
4,000	Honeywell 23/4PR Cat6 Cable (Blue)	0.30	1,200.00

Total Installation \$12,047.26

I would like to thank you for the opportunity of submitting this proposal. My quotations are good for (30) thirty days. If you have any questions or comments, please contact me at (810) 664-6606.

Sincerely,

Your Hometown Security Company



Thumb Alarm Systems, Inc.
2513 Inlay City Rd.
Lapeer, Mi. 48446

Estimate
21206

Lapeer County 810-664-6606 - Oakland County 248-693-0711 - 1-877-92-THUMB

www.thumbalarm.com

Estimate for:

Lapeer County Harmony Hall
219 S Saginaw St
Lapeer, MI 48446

2/6/2023

THUMB ALARM SYSTEMS, INC. has been serving Michigan for over fifty years. We are a full service, Security & Fire alarm firm that maintains an expert staff of installation and service personnel. At this time we would like to extend our professional services to you and submit the following proposal for your approval.

Qty.	Description	Rate	Total Installation
1	Speco 4 Channel DVR w/6TB (NDAA Complaint)	689.45	689.45
4	Speco 5mp Bullet Camera w/2.8mm	305.93	1,223.72
1	HDMI Cable 3 Ft	5.00	5.00
1	24"LED HDTV Monitor	214.64	214.64
1	Wall Mount TV Bracket	39.95	39.95
8	Commercial Labor Rate	70.00	560.00
8	Commercial Labor Rate - Helper	60.00	480.00
750	Honeywell 23/4PR Cat6 Cable (Blue)	0.30	225.00

Total Installation \$3,437.76

I would like to thank you for the opportunity of submitting this proposal. My quotations are good for (30) thirty days. If you have any questions or comments, please contact me at (810) 664-6606.

Sincerely,
Chuck Bush

Your Hometown Security Company



Thumb Communication Services, Inc.

15 S. Elba Rd.~Lapeer MI 48446~810-664-6646

DESIGN~INSTALLATION~SERVICE~PHONE SYSTEMS~FIBER~VOICE~DATA~CAMERAS

Date: 02-09-2023

Proposal for: Lapeer County

Job Site: CMH

Attn: Ben

Thumb Communication Services, Inc., is a full staffed company specializing in Voice and Data Infrastructures, Fiber Optics, Phone Systems, Voice Mails, Camera Systems, Class Room Sound Systems, Projectors and Screens and Paging from small to large businesses. At this time, we thank you and we submit the following for your review.

Proposal: To Install Security Camera System

- 01 – 16 Channel POE NVR with 6TB
- 14 – 4MP POE Cameras 2.8mm – 12mm lens
- 01 – Monitor
- 01 – Monitor Bracket to mount to wall
- 03 – 1K Cat6 Plenum Rated Cable
- 01 – 35' HDMI Cable
- 01 – 24 Port Patch Panel
- 20 – Patch Cords
- 01 – Labor to Install all listed equipment

TOTAL PARTS & LABOR \$ 8,859.00

Add Alt: Car Port

- 01 – 500' Aerial Cable
- 02 – Wireless P-t-P Antennae's
- 02 – POE 6 Port Switches
- 01 – Weatherproof Enclosure
- 02 – 4MP POE Cameras 2.8mm – 12mm lens
- 01 – Labor to Install all listed equipment

TOTAL PARTS & LABOR \$ 2,329.00

Quote is valid for a period of 30 days.

Sincerely,
Marc Marshall
Thumb Communication Services, Inc.

Thumb Communication
Services Inc.



Thumb Communication Services, Inc.

15 S. Elba Rd.~Lapeer MI 48446~810-664-6646

DESIGN~INSTALLATION~SERVICE~PHONE SYSTEMS~FIBER~VOICE~DATA~CAMERAS

Date: 01-24-2023

Proposal for: Lapeer County
Job Site: Harmony Hall
Attn: Ben

Thumb Communication Services, Inc., is a full staffed company specializing in Voice and Data Infrastructures, Fiber Optics, Phone Systems, Voice Mails, Camera Systems, Class Room Sound Systems, Projectors and Screens and Paging from small to large businesses. At this time, we thank you and we submit the following for your review.

Proposal: To Install Security Camera System

- 01 – 4 Channel POE NVR with 6TB
- 04 – 4MP POE Cameras 2.8mm – 12mm lens
- 01 – Monitor
- 01 – Monitor Bracket to mount to wall
- 01 – 500' Cat6 Plenum Rated Cable
- 01 – Labor to Install all listed equipment

TOTAL PARTS & LABOR

\$ 3,025.00

Quote is valid for a period of 30 days.

Sincerely,

Marc Marshall
Thumb Communication Services, Inc.

REQUEST FOR ACTION

DATE: October 31, 2023

 XX REQUEST FOR ACTION

 _____ FOR YOUR INFORMATION

 _____ REQUEST FOR INFORMATION

TO: Lapeer County Board of Commissioners

FROM: Lori L. Gebhardt, Register of Deeds

SUMMARY OF REQUEST / INFORMATION:

To approve the expenditure from Automation Fund 256-711-977.010 not to exceed \$70,000.00 for Preservation and Imaging of Historical Records. We have grantor/grantees records starting in 1963 as far back as 1835 in books that are deteriorating from being physically handled. These books must be processed by a company that specialized in the digitizing of old documents.

CONTACT PERSON(S):

Lori L. Gebhardt

SUPPORTING DOCUMENTS:

Our brief background proposal and attached quote from Kofile. I would ask the board to approve the attached quote to move forward with this project. After much research and discussion with other counties this company is the only one that I feel will be able to give us the quality we must have for these valuable records.

DRAFT MOTION:

To approve the expenditure from the Automation Fund 256-711-977.010, in the amount not to exceed \$70,000.00 for the Preservation and Imaging of Historical Records (1835 to 1963) thru Kofile.

Motion by _____, supported by _____,

ATTACHMENTS YES x NO _____

REGISTER OF DEEDS PROPOSAL FOR PRESERVATION & IMAGING OF INDEX BOOKS 1835 - 1963

128 years of reference records

OVERVIEW

Register of Deeds is requesting action to accept a proposal to preserve, image & microfilm our Index books.

PROJECT DESCRIPTION

Our office maintains real estate records beginning in 1835. Our Index books are a collection of volumes cataloging the documents recorded from 1835 to 1963. We have 24 books in total; books 1 thru 12 are hand written & in 1895 the books were split, for ease of searching, into grantor & grantee books. These books are utilized as references to find a specific person/document. Title abstractors, genealogy searchers & staff use the books on a regular basis. The years of wear & tear has left four books in very poor condition. To prevent any more damage over the years we have commissioned a quote to preserve & scan our Index books. This will allow any customer to search digital images on our public computers and not have to physically search through the Index books. Thus allowing our office to keep the original books in as best condition as possible.

SCOPE OF WORK

There are twenty four Index books with a total of 16,272 pages. This is the only location our office holds this information. Four books are considered extremely poor condition (Books 1, 3, 5 & Grantor 12). These four books need to be preserved before we lose the information they contain. Each book are showing extreme wear, pages are brittle & discolored at the edges. Pages have begun to break away from binding. Ink is very light and fading. Preservation will greatly reduce any chemical and physical deterioration of the pages.

Imaging the Index books would allow searchers to view books on the public computers. Decreasing the amount of use on the Index books.

Microfilm will provide a safety net, if a disaster were to happen we would have all reference records the Index books contain safe in underground storage on microfilm.

TIMELINES

- Kofile
 - For preservation, imaging & microfilm offsite is eight months.
 - We have spoken to four counties stating offsite scanning took on average 2 – 3 months longer than quoted.
 - For preservation & microfilm offsite with onsite imaging is seven months.
 - We have spoken to two counties stating onsite scanning took far less time than what the company quoted.

COST & FEES

Please see attached quotes in Exhibit A

SUMMARY

We are excited to proceed in protecting the longevity of our reference records. Beginning this process now will ensure the original index books are kept in as best condition as possible & also allows the public more convenient access on our public computers.

August 14, 2023

Honorable Lori Gebhardt
Lapeer County Register of Deeds

Preservation and Imaging of Historical Records

SUBMITTED BY:

Clark Yosin

Account Manager

clark.yosin@kofile.com

248-431-5940

Kofile 

6300 Cedar Springs Road, Dallas, TX 75235 p:

214.442.6668 | f: 214.442.6669

info@kofile.com | www.kofile.com

August 14, 2023



August 14, 2023

Honorable Lori Gebhardt
Lapeer County Register of Deeds
287 West Nepessing Street
Lapeer, MI 48446

Dear Honorable Lori Gebhardt,

Kofile Technologies is pleased to provide the following preservation quote for Lapeer County. This quote is presented by Kofile Technologies, Inc. (Kofile). Note that prices for the inventory are good for 90 days from the date of this quote.

Quoted preservation services include conservation treatments, rehousing, and imaging. Archival rehousing includes encapsulation and loose leaf binding into new binders. This assessment also contains photographic documentation of the volumes in their current state.

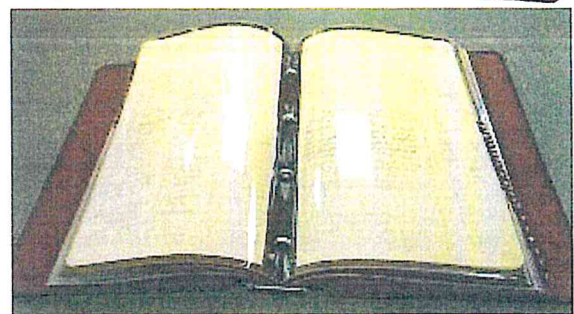
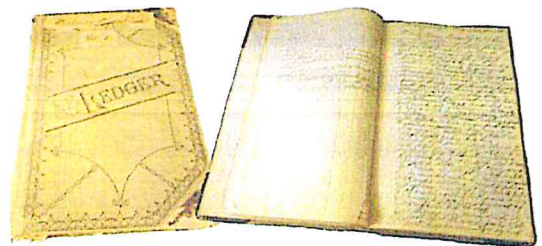
WHY KOFIle?

Kofile is the nation's oldest and most experienced firm specializing in the preservation of legal and historical public records in the U.S. For four decades, projects have ranged from one document to thousands of volumes. Kofile has built a legacy supporting and promoting records preservation at the state and local level.

PROJECT UNDERSTANDING

At Kofile, each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

Preservation minimizes the chemical and physical deterioration of the page. Its goal is to prolong the existence and useful life of the original format. Oftentimes this includes preserving and removing the original from public access and creating a security copy. Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, or digitization - or any maintenance or repair of the existing resource.



A historical volume from Titus County, Texas, before and after service.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).

AREAS OF CONCERN

Sound preservation ensures accessibility to these irreplaceable and permanent documents forever.

Acidic Paper

Past papermaking utilized bleach to obtain white sheets. As a result, this paper becomes increasingly acidic as evidenced by embrittlement and yellowish-brown discoloring. Paper also embrittles when relative humidity drops or fluctuates.

Acidic Ink

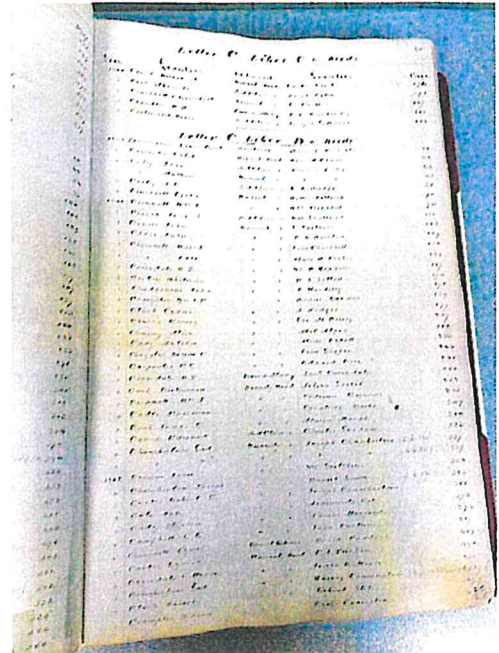
Acidic inks can "eat" or "burn" through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks can also fade with exposure to UV light. Historically, iron gall inks were the standard. These inks contain sulfuric acid - which fades with time. With proper treatments, chemical breakdowns (such as acid hydrolysis) are remedied.

Mechanical Damage (Use & Abuse)

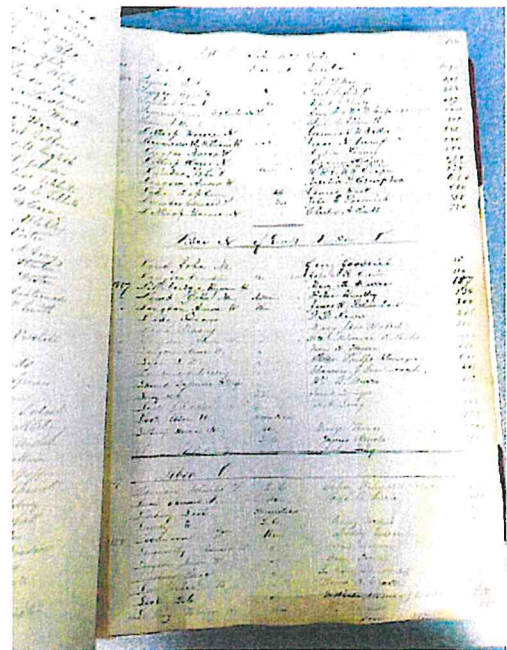
Everyday use greatly affects collections. Sheets bear signs of grime and the natural oils of hands. Exposed sheets are susceptible to damage and loss. Dirt and other pollutants can serve as ignition sources and weaken exposed paper. Exposed fragments become abused even with careful use.

Binding Margin

The binding margins of many volumes are compromised due to guillotining. In order to rebind and protect these sheets, encapsulation is the only solution. If a volume were rebound as is, without encapsulation, vital information would be lost in the binding margin.



A page from Index Book 1 dated 1835 – 1858 showing signs of its brittle condition from the darkened page



A page from Index Book 1 with tape strips on the binding margin and bottom of page

Failing Index Stacks

Index Books sustain the most use. Thus, they suffer greater risks of text loss and sheet deterioration. Paper strength is completely depleted from continuous use. Eventually, tabs and sheet fragments are lost. Immediate attention is required.

Tape & Non-Archival Adhesives

The Library of Congress warns about the culprits of "pressure sensitive tapes—such as scotch, masking, 'invisible,' quick-release, cellophane, and even so-called 'archival' tapes"—all are **unstable**. These tapes and adhesives "will stain the paper and may cause inks and colors to 'bleed.' Many lose their adhesive properties and fall off with age, leaving behind a residue that is unsightly, damaging to the item and difficult to remove."

Adhesive stains lead to issues during imaging. Awarding a low-bid imaging and microfilm project may result in illegible images. **To enhance image quality, conservation is essential. A conservator can remove water-based, synthetic, and pressure sensitive adhesives.**

Page extenders are an inappropriate "quick fix" to a prevailing problem. To save this collection, the underlying issues causing the deterioration of the sheets' margins need correcting. The acid content of the sheet extenders only adds to the chemical breakdown of the paper's fibers.

Lamination Removal

Kofile conservators address the "Laminate" process to the fullest extent possible damage to underlying paper and inks in accordance with **the American Institute for Conservation Code of Ethics and Guidelines Item 21**. Conservators reverse the process and remove the laminate using a proprietary solvent solution. The possibility of removing the "Laminate" depends on careful testing at our conservation lab. In a small percentage of cases, the adhesive is resistant to the solvent solution and cannot be removed safely. Conservators will not attempt removal if the removal process will damage either the document's paper or ink. If conservators cannot remove the laminate safely, Kofile will contact the County directly to discuss alternatives.

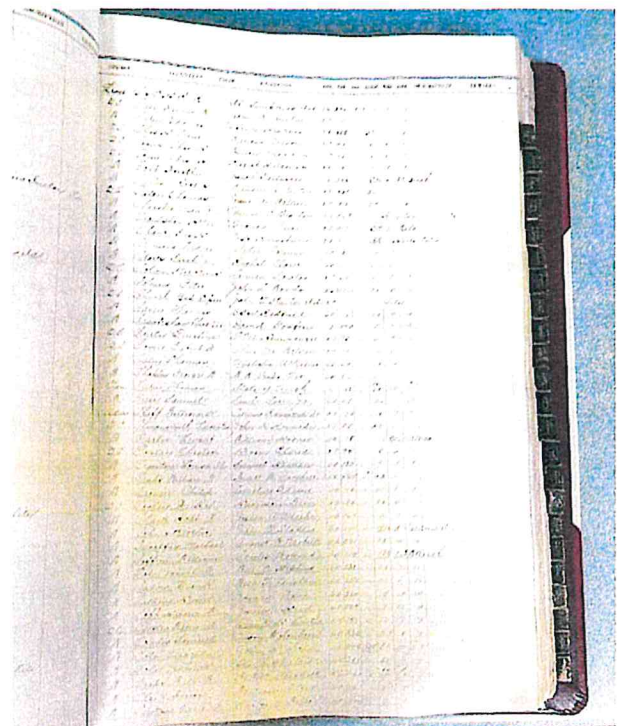


Non-Archival Quality Materials

The off gasses of deteriorating metals contribute to the chemical breakdown of paper. Major culprits include the metal content of book spines, the surrounding physical environment, and non-archival fasteners (such as binder clips, paper clips, and staples). These off gasses eventually destroy the fabric of the volume. Another symptom of metal oxidation is foxing, or foxlike (reddish and brown color) stains or blotches on paper.



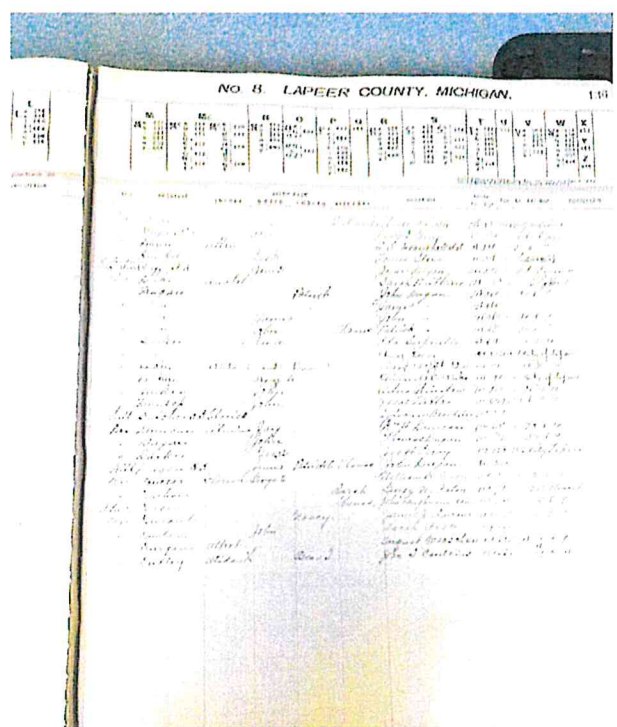
Series of Index Books 1 – 15 ranging in age from 1835 - 1963



Index to Deeds 4 1876 – 1882 showing worn pages due to overuse through time



Index to Deeds 6 1888 – 1894 was cut from its original book to be placed in a mechanical binder. This was done by acidic tape strips which have affected the condition of each page.



Index to Deeds Grantee 8 dated 1903 – 1909 displaying faded manuscript text

Temperature & Humidity Monitoring

While temperature and limited air circulation are crucial to a document's longevity, humidity and water are the most destructive threats.

Relative Humidity (RH) refers to the amount of water vapor present in the air.

Maintaining a set point of 40-45% RH is optimal, but costly. The maximum acceptable total RH variation, or operating range, is 5% on either side of this set point. RH should never exceed 55% or drop below 30%.

Even slight changes in temperature can double the natural aging rate of paper. In reality, temperature and RH are not consistent in a local courthouse (especially on weekends).

Temperatures above 75° F and RH higher than 60% encourage mold and other bacteria growth within 48— 72 hours.

Red inks smear first, then blue inks, and lastly, black inks.

After exposure to water, pages adhere to one another when in a compressed environment. Separation without loss of text and water-soluble inks (such as signatures) is vital. These records are extremely fragile.

The mitigation of mold or micro-organics (which can result with the introduction of water or humidity fluctuations), should only be attempted by a trained professional. Water damage can also lead to other issues such as binding failure. The necessary treatments are time consuming and require a highly skilled conservator.

Click to Solve for:

☐ Temperature ☐ % RH ☒ Dew Point

75 55 58

Temperature Scale: ☒ °F ☐ °C

Preservation Evaluation

Type of Decay	Environment Rating	Preservation Metric
Natural Aging	RISK	PI 24
Mechanical Damage	OK	% EMC 10
Mold Risk	GOOD	Days to Mold No Risk
Metal Corrosion	OK	% EMC 10

Record and Compare Values

T	RH	DP	PI	Days to Mold	EMC
70° F	45%	48° F	44	No Risk	8.5%
75° F	45%	52° F	31	No Risk	8.4%
75° F	55%	58° F	24	No Risk	10%

Save Clear Export

Visit the Image Permanence Institute (IPI) at www.dpcalc.org to explore the correlation of temperature and RH on natural aging, mechanical damage, mold risk, and metal corrosion (as exemplified above). The image above is property of IPI.

TREATMENT SPECIFICATIONS

Kofile regularly addresses historical and permanent documents, including manuscripts, typescripts, negative Photostats, tri-folds, blueprints, re-creations, plats, and maps. No treatment, repair, or maintenance is used that is not 100% reversible.

Dismantle

If a volume is going to be re-bound, it is carefully dismantled. Original binding materials, such as threads and adhesive residues, are carefully removed. If trimming is necessary, it is done with handheld scissors or Jacques Board shears (specifically designed for trimming fragile paper). Guillotine cutters are never employed. Board shears allow Kofile to trim paper with greater precision. Only one page is cut at a time to ensure no text is lost.

Surface Dry Cleaning

Surface cleaning is a generic term for the removal of materials deposited on pages. This includes dust, soot, airborne particulates, sedimentation from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or even biological or mineral contaminants. All have serious consequences during long-term storage. To improve appearance, superficial grime is removed with a soft dusting brush, microspatula, latex sponge, powdered vinyl eraser, or soft block eraser.

Removal of Fasteners

Kofile will remove fasteners, page markers, and other metal mechanisms. Fasteners such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, etc. cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion) and chemical damage (rust).

Removal of Tape, Adhesives, Varnish, or Old Repairs

Varnish, pressure sensitive tape, and adhesive residue are reduced as much as possible without further degrading the original document. When possible, peelers and tape are removed with two primary techniques: Mechanical Heat Removal and Mechanical Peeling. The former is used when adhesive is loose, old, or brittle; the latter, when removal by heat is unnecessary.



Kofile carefully coaxes adhesives and tape with mechanical application of heat and pressure.

A microspatula (sometimes heated) coaxes tape threads, pressure sensitive tape, and glue from the paper. A Hot Tools tape remover can soften adhesives for removal. Dial-Temp controls the transfer of heat and guards against scorching. Remaining adhesive is treated with a gum compound eraser. Solvents are only used by a conservator as a last resort, and only after testing.

If mechanical removal is unsuccessful, the next alternative is chemical. This is either a local or spot treatment or immersion in a solvent bath. Kofile ensures that its laboratories are equipped to process chemical treatments correctly and safely. An alternative is the local application of solvent. Previous repairs that cannot be removed safely will remain.

Flattening and Humidification

When stored improperly, papers become inflexible and retain a memory of the storage position. Tools to 'flatten' documents include tacking irons. With flattening, the possibility of unnecessary fractures or breaks is eliminated. The tacking irons have adjustable temperature controls to alleviate damage to the documents.

One flattening method uses moderate pressure drying between acid-free blotters. Careful monitoring eliminates bleeding ink and mold or fungus growth. Items are humidified after testing the solubility of the image.

Repair and Restore Paper

Mending torn paper is an art form. It is accomplished with a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tears and the degree of embrittlement or fragmentation are also concerns. Kofile generally mends tears greater than 1/2" if the page is going to be encapsulated.

All of the materials utilized for mending are acid-free and reversible. Japanese paper and ethyl cellulose paste or Crompton tissue are used most often. Kozo paper, in natural and white finish, is commonly used because of its strength and transparent nature after application.

Filmoplast R® may also be used for reinforcement of damaged sheets. Filmoplast R® is a low-temperature, acrylic adhesive that bonds to Japanese Kozo paper. Kofile also constructs our own version of this material with acid-free tissue paper and Rhoplex liquid acrylic adhesive.

Mending strips are water cut so the edge of the Japanese paper visually integrates with the page without clashing aesthetically or historically with the original. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion.



Before and after treatment of an 1848 Probate record.

Deacidification

Deacidification is only performed after careful pH and compatibility testing. Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through a HVAC system for optimum performance.

A commercially-prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment (see right picture). The solution is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet.

Once the buffer is applied, the paper's pH alters slowly. After de-acidification, random testing ensures an 8 pH with a deviation of no more than 2-4%.

Encapsulation

In archival encapsulation, the document is free floating. It is not adhered or heat set. The inherent static cling of polyester provides physical support and protection from use.

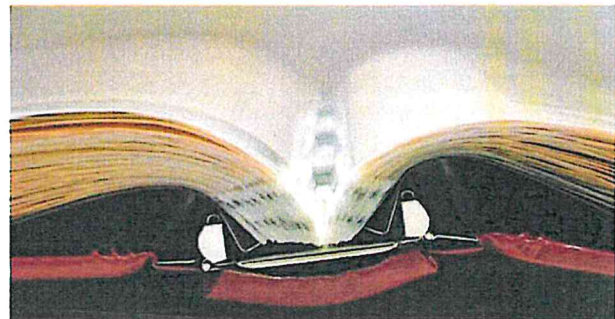
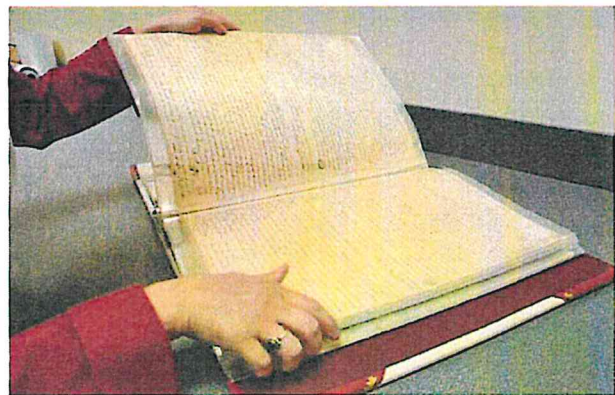
Kofile uses SKC SH725 PET polyester for its envelopes (pockets). Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable (dimstab) and strongest plastic film. It is also known as Mylar® Type D or Melinex® 516. It is crystal clear, smooth, and odorless.

Each sheet is encapsulated in a 3 Mil standard pocket or Lay Flat Archival Polyester Pocket™ (US Patent #7,943,220 B1, 5/17/2011). Available in custom sizes, dimensions match the 'book block' with a margin. This pocket is welded on three sides and binding seals the fourth with a static seal.

Reemay® (spunbond polyester) is welded at the binding edge to offset the sheet's thickness and protect against atmospheric pollutants (still allowing for off-gassing). This allows for a flat book block and reinforces the binding. To access the sheet, one need not cut the pocket.

Hand Casing

Volumes are hand-cased at 250 pages or less and pockets are punched (on the binding edge). Books with large capacities may be split to account for the weight of the Mylar. Kofile punches pockets to any hole specifications and can repair/replace index tabs.



Newly preserved and encapsulated volumes re-bound in Heritage Recorder Binders.

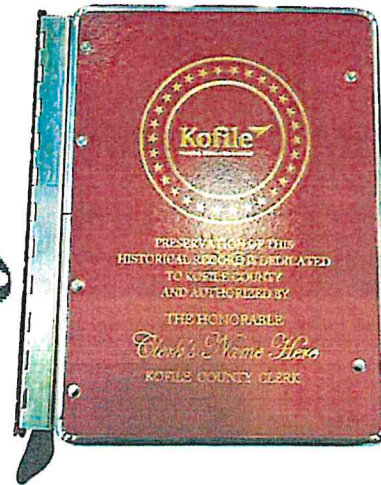
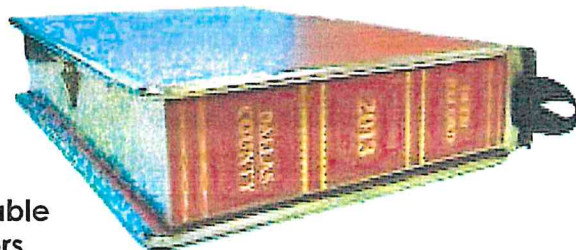
Title Stamping

Title stamping can follow the same format/style of the originals. A stamping sheet is sent to the County for approval. If any titling, dates, or other information from an original volume is noted in error, the County is notified. Any changes are approved by the County. Tooling is performed with 23-karat gold foil.

Kofile matches the existing collection by manufacturing custom sizes, shapes, spines, colors, and lettering. Binders are available in the colors shown in Imitation Leather (white is also available, but requires black lettering instead of gold foil). Spines are available in genuine or imitation leather. For hubs, the spine must be genuine leather (which introduces a non-archival component).

Disaster Safe Binder

A patented binder that provides protection from, fire, water, mold, humidity pollutants, UV light rodents, and impact. A security lock limits easy unauthorized access. Available in various colors (see options below).



Archival Quality Construction

Kofile manufactures binder components at 1/4" incremental capacities on a per-book basis. Kofile will limit binders to a maximum of 3" thick. If the volume requires more than one book, all books are to be approximately the same thickness.



All adhesives used in the construction of Kofile binders are acid-free and reversible. These adhesives are based on internally plasticized copolymers of vinyl acetate with ethylene, deputy male ate, or other suitable monomers, with a vinyl acetate monomer content of no more than 1%, and a minimum 6 pH.

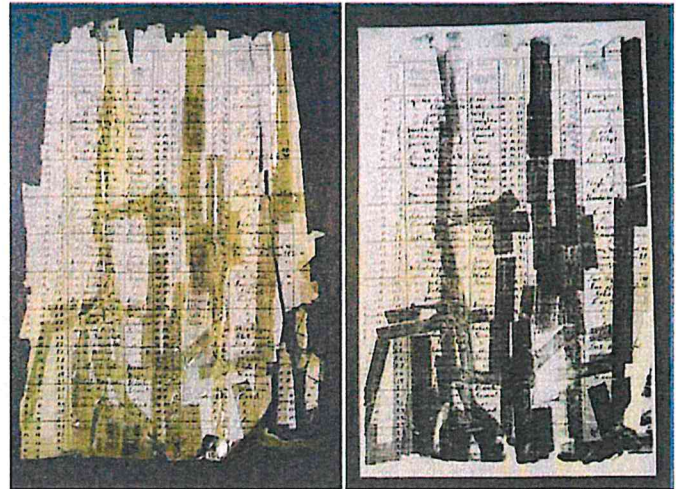
Any product that fails to operate properly or maintain its original integrity is replaced at no cost to the County. This is our commitment of value and service to our customers.

New binders stabilize documents and impede deterioration. This will save the County valuable storage space and require little maintenance for decades. Most existing binders are composed of non-archival materials with non-archival adhesives. These binders deteriorate and outgas acidic elements.

ARCHIVAL DIGITIZATION

Imaging a document and digitizing a collection creates an electronic representation of the original archival record. This process is not meant to replace the archival record, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed.

Archival digitization includes capture and processing (custom image enhancement and cleanup) and optimization for access. Security backups are captured on archival microfilm with a Life Expectancy (LE) of 500 years.



What would this image look like if scanned "AS IS?"

Imaging WITHOUT Conservation

Kofile's services are unique because materials are addressed according to their conditions and fold endurences without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical documents and use the best hardware and software available. Many projects involve re-work for collections already imaged or indexed by low-bid vendors. With Kofile, images are the highest quality and are free of distortion and loss of information due to image capture.

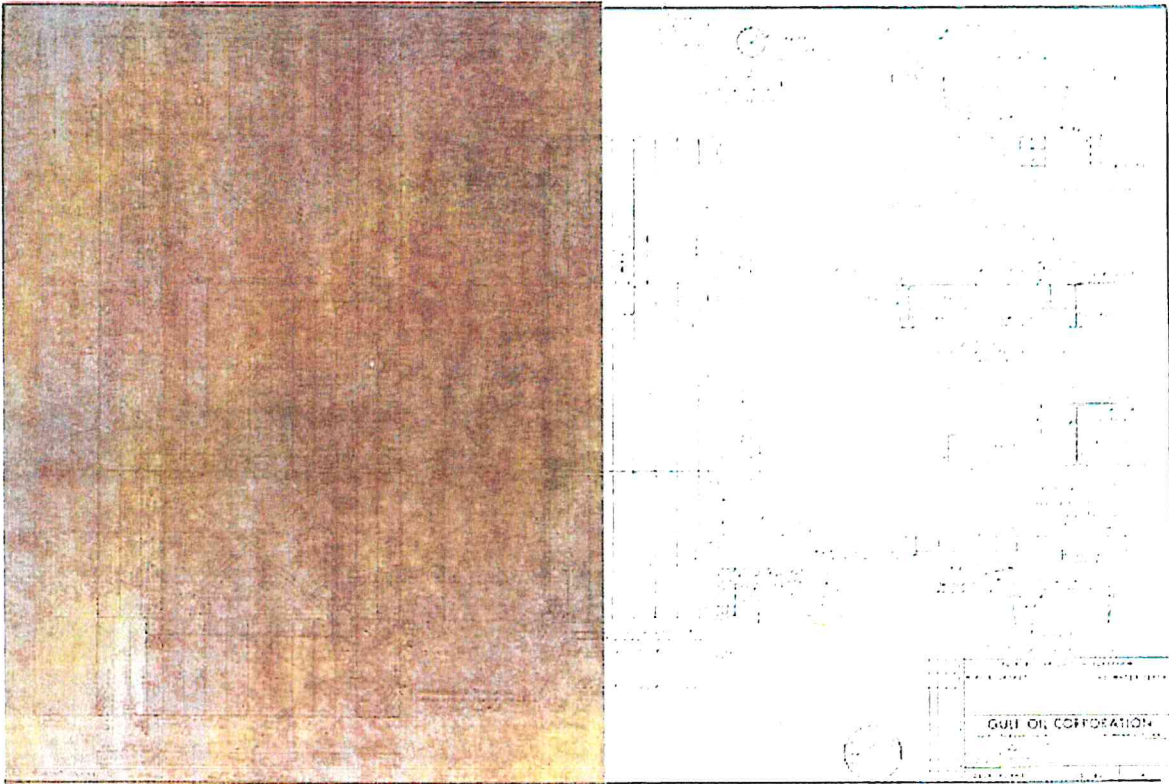
Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization. Upon request, Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster.

Imaging Overview

Operators observe each page during capture. For faint or illegible pages, the operator marks the page, readjusts the scanner, and employs contrast tools. If unsuccessful, the operator indicates and inserts a review form for the quality assurance team to assess. The page is marked with a "Best Possible Image Indicator" or treated with further enhancements.

Images are captured at a minimum of 300 dpi at 256 bi-tonal or gray levels. This ensures the highest image quality for documents with poor contrast and difficult-to-read information. Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Images are optimized and scaled for system output.

If requested, annotations are supported to allow the addition of Name, Book Type, Volume, and Page on the image. Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.



Examples of imaging before (L) and after (R) advanced image cleanup and enhancements.

Quality Control (QC)

Our Quality Control (QC) process ensures that all images are certified. **Each image is sight checked during QC.** Each page is checked to ensure there are no missing pages, double feeds, or "A" pages, which may have been added. Every image is inspected and a statistical, random, batch-based review of 8% of the inventory is conducted before delivery. Lapeer County can receive an image log noting the steps employed.

Advanced Equipment

Fragile documents are imaged by hand and not fed through an automated feeder. Document fragility and stability determine which scanner is employed. Fragile documents are identified and flagged for exception handling and placement in Mylar, as necessary.

Kofile can scan mixed-sized and large-format documents. Kofile employs a range of scanners to tailor imaging services to the document that requires imaging. Each scanner employs page detection to adjust for varying sizes of paper and, more importantly, thicknesses to reduce "pull-throughs" on thin papers following thick bond.

ARPA

This project may be eligible for reimbursement under the American Rescue Plan Act of 2021 (ARPA) in support of Social Distancing for COVID-19 and pandemics for title research-ers/attorneys by providing online access to digitized assets.

SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

Preservation—Conservation Treatments, Deacidify, Encapsulate, & Bind (PRV)

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Dismantle volumes by hand (if applicable).
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the "book block" dimensions, with a 1¼" binding margin.

Image—Archival Image Capture, Image Processing, Clean Up, & Enhancements (IM)

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.
- IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Crop excess blank space around image. This may involve manual cropping to ensure best quality image.
- Images are named (tagged for the directory file structure) by book, volume, and page (or other requested fields).

- Page Validation (automated PG. numbering for validation).
- If applicable, images are optimized and scaled for system output.
- If requested, annotations are supported to enable the electronic addition (either custom or Book/Volume/Page) on the digital image to assist in recording keeping.
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually.
- STITCHING: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page. Amendments are stitched to the appropriate Certificate and indexed in place of the original Certificate.
- Lapeer County receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

Archival Microfilm (MM)

- Archival silver microfilm is produced in 16mm from the newly processed digital images.

References

Ionia County
Register of Deeds
Preservation and Imaging
of Tract Books

Mackinac County
County Clerk
Preservation, Imaging, and
Microfilm of Vital Records

Tuscola County
Register of Deeds
Preservation, Imaging, and
Microfilm of Index Books

Alger County
County Clerk
Preservation, Imaging, and
Microfilm of Vital Records

PROJECT PRICING

Without a signed agreement, prices are good for 90 days. Pricing is based on estimated page counts and condition levels. Pricing is finalized upon review at the Kofile lab. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O. without authorization.

Lapeer County Michigan Project Overview			
Book 1	\$3,055.00	\$470.00	\$225.00
Book 2		\$470.00	\$225.00
Book 3	\$3,055.00	\$470.00	\$1,125.00
Book 4		\$470.00	\$225.00
Book 5	\$3,055.00	\$470.00	\$1,125.00
Book 6		\$470.00	\$225.00
Grantor / Grantee 7		\$1,650.00	\$3,600.00
Grantor / Grantee 8	500	\$1,650.00	\$3,600.00
Grantor / Grantee 9		\$1,650.00	\$3,600.00
Grantor / Grantee 10		\$1,650.00	\$3,600.00
Grantor / Grantee 11		\$1,650.00	\$3,600.00
Grantor / Grantee 12	\$3,665.00	\$1,650.00	\$3,600.00
Grantor / Grantee 13		\$1,650.00	\$3,600.00
Grantor / Grantee 14		\$1,650.00	\$3,600.00
Grantor / Grantee 15		\$1,650.00	\$3,600.00
On-Site Expenses			\$10,000.00
Microfilm		\$870.00	\$870.00
Project Totals	\$12,830.00	\$18,540.00	\$46,420.00

Please Select Services From The Options Below

☐ Preservation ☐ Imaging (Dallas) ☐ Imaging (On-Site)

Assessment Details		
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Book 1, 3, 5, Grantor 12

Extremely Poor

Permanent

The listed index books are brittle and showing significant signs of wear on each page. Book 1 and Grantor 12 were previously cut at the binding and taped back together to be placed in a mechanical binder. Although books 3 and 5 are still bound, due to how brittle they have become pages are breaking away from the binding. Each of these records will continue to get worse due to their age. Book 1 begins in 1835, book 3 1868, book 5 1883, and Grantor 12 1938. With these records ranging from 100 – 200 years old preservation is recommended to maintain them for hundreds of years to come.

According to State of Michigan Legislature, permanent records are to be kept in good working order should there be a need to reference. The Michigan Electronic Recording Commission also recommends security microfilm to secure and preserve information created and stored electronically.

This proposal shall be governed by the terms of use found at www.kofile.com/termsandconditions/.

Payment Terms: Pay 50% upon executed agreement, and balance upon completion of project.

CUSTOMER ACCEPTANCE

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Date

KOFILE ACCEPTANCE

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Date

Please let me know if you have any questions. We look forward to serving Lapeer County and to working together for the preservation and access of its public and historical assets.

Sincerely,

Clark Yosin
Account Manager
248-431-5940 | clark.yosin@kofile.com

REQUEST FOR ACTION

DATE: November 2, 2023

_____ REQUEST FOR ACTION

 X FOR YOUR INFORMATION

_____ REQUEST FOR INFORMATION

TO: Properties Committee

FROM: John Bustle – Director of Building and Grounds/Parks

SUMMARY OF REQUEST / INFORMATION:

Providing information for discussion on Polly Ann Trail Lease

CONTACT PERSON(S): John Bustle, Director of Building & Grounds/Parks

ADDITIONAL INFORMATION:

SUPPORTING DOCUMENTS:

DRAFT MOTION:

None at this time. This RFA is informational and for planning and discussion purposes.

ATTACHMENTS YES_____ NO_____