

**CHARTER TOWNSHIP OF CHESTERFIELD  
REGULAR BOARD MEETING  
TO BE HELD AT THE MUNICIPAL OFFICES, 47275 SUGARBUSH RD.  
CHESTERFIELD, MI 48047  
586-949-0400**

**January 4, 2016  
7:00 P.M.**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. CONSENT AGENDA:** All items under the Consent Agenda are considered routine by the Board and will be enacted in one motion. There is no separate discussion of these items. If discussion of any item(s) is required by a Board member, it will be removed from the Consent Agenda and considered separately. Public comments on the Consent Agenda items are permitted.
  - A)** Approval of the Agenda (with Addendum if necessary).
  - B)** Approval of the Minutes of the Regular Board Meeting of December 21, 2015.
  - C)** Approval of the Payment of Bills as submitted by the Finance Department.
- 5. REGULAR AGENDA:**
  - A)** Approve the purchase and installation of the fiber-optic cable build-out for the township municipal building by Comcast for a total cost of \$13,802.53.00.
  - B)** Approve the contract for video streaming to the lowest qualified bidder, Swagit Productions, LLC for a total cost of \$14,981.00 and a monthly cost of \$875.00.
- 6. ADDENDUM (If Necessary)**
- 7. PUBLIC COMMENTS (Five-Minute Time Limits)**
- 8. BOARD COMMENTS**
- 9. ADJOURNMENT**

**NEXT REGULAR BOARD MEETING IS TUESDAY, JANUARY 19, 2016 AT 7 P.M. THE DEADLINE FOR THE SUBMITTAL OF ITEMS FOR THE AGENDA IS NOON WEDNESDAY JANUARY 13, 2016. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 949-0400 EXT. 5.**

**This notice is posted in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended, MCL 41.72a(2) and (3), and the American with Disabilities Act.**

**The Charter Township of Chesterfield fully embraces the spirit and letter of the law as it pertains to the American with Disabilities Act. In accordance with the law, any individual who needs accommodation is asked to contact the Clerk's Office during normal business hours at 586-949-0400 ext. 5. To provide appropriate accommodation the Clerk's Office needs two (2) business days notice prior to the meeting.**

**POSTED: December 29 , 2015**

# Consent Agenda Item # *B*

## Proposed MINUTES OF THE REGULAR BOARD MEETING OF THE CHARTER TOWNSHIP OF CHESTERFIELD

DECEMBER 21, 2015

The meeting was called to order by Supervisor Lovelock at 7:00 pm in the Charter Township of Chesterfield Municipal Offices at 47275 Sugarbush, Chesterfield, MI 48047.

Present: Supervisor Lovelock, Clerk Berry, Treasurer Hartman  
Trustees: Anderson, Bell, DeMuynck, Joseph  
Also Present: Deputy Clerk Wurmlinger, Township Attorney Anderson

The Pledge of Allegiance was led by Julian Lee, Kory Bonk, and Alana Jannette. **PLEDGE OF ALLEGIANCE**

Introduction and administration of the Oath of Office to new Police Officer Julian Lee. **OATH OF OFFICE TO JULIAN LEE**

Introduction and administration of the Oath of Office to new Police Officer Kory Bonk. **OATH OF OFFICE TO KORY BONK**

Introduction and administration of the Oath of Office to new Police Officer Alana Jannette. **OATH OF OFFICE TO ALANA JANNETTE**

Motion by Berry, supported by DeMuynck to: **5A)** Approve the Agenda as submitted and remove item **6M**, adoption of Resolution No. 2015-32. **5B)** Approve the minutes of the Regular Board Meeting of December 7, 2015. **5C)** Approve the Payment of Bills as submitted by the Finance Department. **CONSENT AGENDA /APPROVED**

Roll Call Vote:

Ayes: Berry, DeMuynck, Anderson Joseph, Bell, Hartman, Lovelock

Nays: None

**MOTION CARRIED**

Motion by DeMuynck, supported by Lovelock to approve the Parks and Recreation Department's request to print and mail the 2016 Winter Program Brochure to all Chesterfield mailing addresses at a cost not to exceed \$4,290.00. The printer is Litho Printing Service. **MOTION TO APPROVE THE PRINTING OF THE PARKS AND RECREATION WINTER BROCHURE**

Roll Call Vote:

Ayes: DeMuynck, Lovelock, Anderson, Joseph, Bell, Hartman, Berry

Nays: None

**MOTION CARRIED**

**/APPROVED**

Motion by DeMuynck, supported by Bell to approve the Parks and Recreation Department's request to increase field rental rates at Pollard Park.

Roll Call Vote:

Ayes: DeMuynck, Bell, Anderson, Joseph, Hartman, Lovelock, Berry

Nays: None

**MOTION CARRIED**

**MOTION TO APPROVE  
NEW FIELD RENTAL  
RATES AT POLLARD  
PARK/APPROVED**

Motion by Lovelock, supported by Berry to approve a Letter of Understanding between the Township and the Police Officers Labor Council-Clerical Employees.

Roll Call Vote:

Ayes: Lovelock, Berry, Anderson, Joseph, Bell, DeMuynck, Hartman

Nays: None

**MOTION CARRIED**

**MOTION TO APPROVE  
A LETTER OF  
UNDERSTANDING  
WITH POLICE  
CLERICAL  
/APPROVED**

Motion by Lovelock, supported by Berry to approve a Letter of Understanding between the Township and the Police Officers Labor Council-Detectives, Patrol Officers and Dispatchers.

Roll Call Vote:

Ayes: Lovelock, Berry, Anderson, Joseph, Bell, DeMuynck, Hartman

Nays: None

**MOTION CARRIED**

**MOTION TO APPROVE  
A LETTER OF  
UNDERSTANDING  
WITH POLICE  
DETECTIVES,  
PATROL OFFICERS  
AND DISPATCHERS  
/APPROVED**

Motion by Lovelock, supported by DeMuynck to approve a Letter of Understanding between the Township and the Police Officers Labor Council-Command Officers.

Roll Call Vote:

Ayes: Lovelock, DeMuynck, Anderson, Joseph, Bell, Hartman, Berry

Nays: None

**MOTION CARRIED**

**MOTION TO APPROVE  
A LETTER OF  
UNDERSTANDING  
WITH POLICE  
COMMAND OFFICERS  
/APPROVED**

Motion by Berry, supported by Anderson to adopt Resolution No. 2015-30 for a Charitable Gaming License to be issued to Anchor Bay Yachting Association.

Roll Call Vote:

Ayes: Berry, Anderson, Joseph, Bell, DeMuynck, Hartman, Lovelock

Nays: None

**MOTION CARRIED**

**MOTION TO ADOPT  
RESOLUTION NO.  
2015-30 CHARITABLE  
GAMING LICENSE  
FOR ANCHOR BAY  
YACHTNG  
ASSOC./ADOPTED**

Motion by DeMuynck, supported by Berry to adopt Resolution No. 2015-31 revoking an Industrial Facilities Exemption Certificate for Dynamic Control International, Inc.

Roll Call Vote:

Ayes: DeMuynck, Berry, Anderson, Joseph, Bell, Hartman, Lovelock

Nays: None

**MOTION CARRIED**

**MOTION TO ADOPT  
RESOLUTION 2015-31  
REVOKING AN IFEC  
FOR DYNAMIC  
CONTROL/ADOPTED**

Motion by Berry, supported by Anderson to adopt Resolution No. 2015-35, authorizing the Chesterfield Township Treasurer to collect 50% of the Anchor Bay School District's 2016 summer tax levy to include debt services, pursuant to and in compliance with P.A. 333 of 1982.

Roll Call Vote:

Ayes: Bery, Anderson, Joseph, DeMuynck, Bell, Hartman, Lovelock

Nays: None

**MOTION CARRIED**

**MOTION TO ADOPT  
RESOLUTION NO.  
2015-35 AUTHORIZING  
THE COLLECTION OF  
ANCHOR BAY  
SCHOOL'S SUMMER  
TAXES/ADOPTED**

Motion by Berry, supported by Hartman to adopt Resolution No. 2015-36, authorizing the Chesterfield Township Treasurer to collect 100% of the Macomb Community College's 2016 summer tax levy to include debt services, pursuant to and in compliance with P.A. 333 of 1982.

Roll Call Vote:

Ayes: Berry, Hartman, Anderson, Joseph, Bell, DeMuynck, Lovelock

Nays: None

**MOTION CARRIED**

**MOTION TO ADOPT  
RESOLUTION NO.  
2015-36 AUTHORIZING  
THE COLLECTION OF  
MACOMB  
COMMUNITY  
COLLEGE'S SUMMER  
TAXES/ADOPTED**

Motion by DeMuynck, supported by Bell to adopt Resolution No. 2015-37, authorizing the Chesterfield Township Treasurer to collect 100% of the Macomb Intermediate School District's 2016 summer tax levy to include debt services, pursuant to and in compliance with P.A. 333 of 1982.

Roll Call Vote:

Ayes: DeMuynck, Bell, Anderson, Joseph, Hartman, Lovelock, Berry

Nays: None

**MOTION CARRIED**

**MOTION TO ADOPT  
RESOLUTION NO.  
2015-37 AUTHORIZING  
THE COLLECTION OF  
MACOMB  
INTERMEDIATE  
SCHOOL DISTRICT'S  
SUMMER TAXES  
/ADOPTED**

Motion by Berry, supported by DeMuynck to adopt Resolution No. 2015-38, authorizing the Chesterfield Township Treasurer to collect 100% of the L'Anse Creuse School District's 2016 summer tax levy to include debt services, pursuant to and in compliance with P.A. 333 of 1982.

Roll Call Vote:

Ayes: Berry, DeMuynck, Anderson, Joseph, Bell, Lovelock, Hartman

Nays: None

**MOTION CARRIED**

**MOTION TO ADOPT  
RESOLUTION NO.  
2015-38 AUTHORIZING  
THE COLLECTION OF  
L'ANSE CREUSE  
SCHOOL'S SUMMER  
TAXES/ADOPTED**

Motion by Hartman, supported by Berry to Adopt Resolution No. 2015-39, authorizing the Chesterfield Township Treasurer to collect 100% of the New Haven School District's 2016 summer tax levy to include debt services, pursuant to and in compliance with P.A. 333 of 1982.

Roll Call Vote:

Ayes: Hartman, Berry, Anderson, Joseph, Bell, DeMuynck, Lovelock

Nays: None

**MOTION CARRIED**

**MOTION TO ADOPT  
RESOLUTION NO.  
2015-39 AUTHORIZING  
THE COLLECTION OF  
NEW HAVEN  
SCHOOL'S SUMMER  
TAXES/ADOPTED**

Motion by Lovelock, supported by DeMuynck to adopt Resolution No. 2015-33 approving the submission of an application for a Coastal Zone Management Grant to be used at the Webber Paddling Park.

Roll Call Vote:

Ayes: Lovelock, DeMuynck, Anderson, Joseph, Bell, Hartman, Berry

Nays: None

**MOTION CARRIED**

**MOTION TO ADOPT  
RESOLUTION NO.  
2015-33 APPROVING  
A GRANT  
APPLICATION FOR  
WEBBER PADDLING  
PARK/ADOPTED**

Motion by Lovelock, supported by Berry to adopt Resolution No. 2015-34 approving the submission of an application for a Coastal Zone Management Grant to be used at the Webber Paddling Park, Kayak and Canoe launch.

Roll Call Vote:

Ayes: Lovelock, Berry, Anderson, Joseph, Bell, DeMuynck, Hartman

Nays: None

**MOTION CARRIED**

**MOTION TO ADOPT  
RESOLUTION NO.  
2015-34 APPROVING  
A GRANT  
APPLICATION FOR  
WEBBER PADDLING  
PARK LAUNCH/  
ADOPTED**

Motion by Anderson supported by Berry to approve a request granting accommodation and per diem expenses for the Township Clerk to attend the Laserfiche Conference in January, 2016.

Roll Call Vote:

Ayes: Anderson, Berry, Joseph, Hartman, Lovelock

Nays: DeMuynck, Bell

**MOTION CARRIED**

**MOTION TO APPROVE ACCOMMODATION AND PER DIEM EXPENSES FOR THE CLERK TO ATTEND LASERFICHE CONFERENCE /APPROVED**

Motion by Lovelock, supported by Hartman to approve the purchase and installation of a Wireless Network for the Municipal Building, Fire Department and the Department of Public Works from HI-Tech at a cost of \$76,774.00.

Roll Call Vote:

Ayes: Lovelock, Hartman, DeMuynck, Bell

Nays: Anderson, Joseph, Berry

**MOTION CARRIED**

**MOTION TO APPROVE PURCHASE AND INSTALLATION OF WIRELESS NETWORK FOR TOWNSHIP OFFICES/APPROVED**

Motion by Hartman supported by Joseph to approve the Department of Public Work's request to purchase 1,080 automatic meter reading devices from Michigan Meter Technology Group at a total cost of \$85,320.00.

Roll Call Vote:

Ayes: Hartman, Joseph Anderson, Bell, DeMuynck, Lovelock, Berry

Nays: None

**MOTION CARRIED**

**MOTION TO APPROVE PURCHASE OF AUTOMATIC METER READING DEVICES FOR DPW/APPROVED**

Paul Lafata and Joe Miller addressed the board during public comment.

**PUBLIC COMMENT**

Motion by Lovelock, supported by Berry to adjourn the meeting at 8:28pm.

Ayes: All

Nays: None

**MOTION CARRIED**

**ADJOURNMENT**

Date: 11/12/2015

# Agenda Item # **A**

Charter Township of Chesterfield  
46000 Sugarbush Rd  
Chesterfield, MI 48047

Dear Ms. Berry,

**Swagit Productions, LLC.**, would first like to thank you for the opportunity to share with you our video streaming solution that can be paired with any mainstream agenda management solution, we are confident we can meet and exceed the Charter Township of Chesterfield's needs. In an overpriced, complicated and hands-on video industry, Swagit has created an affordable, simple and **hands-free** solution. We offer the most current advancements in video streaming and broadcast solutions.

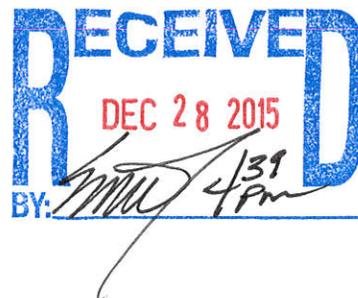
Swagit takes pride in presenting this proposal to the Charter Township of Chesterfield, knowing that our solution exceeds our competitors while staying firm in our mission to remain affordable and working with many budget sizes. Swagit strives to bring you convenience and accessibility without the additional workload. A company that first specialized in turnaround streams for television stations and newspapers, Swagit has grown significantly to a growing client list of over 450 government entities including: states, cities, counties and councils.

Below is a list of just some of the unique advantages of our solutions:

- Completely **hands-free** recording, uploading and archiving
- Hands-Free Indexing and time-stamping
- 24/7 Support and Customer Service
- An open API, which allows for seamless integration with any agenda management software
- No training needed
- Unlimited storage
- 98.99% uptime
- Latest software upgrades, no upgrade fee

Sincerely,

Jackson Mershon  
Swagit Productions, LLC  
Marketing Manager  
214.432.5905  
[JMershon@Swagit.com](mailto:JMershon@Swagit.com)  
850 Central Pkwy E., Suite 100  
Plano, TX 75074



## **Section 1 –Services Offered to Charter Township of Chesterfield**

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Swagit Productions, LLC feels we would be a great fit due to our hands free video streaming solution and exceptional quality. Swagit has a tremendous ability to customize each solution for our clients in order to ensure satisfaction and ease of use.

With regards to video streaming and broadcasting, our solutions are completely hands-free and would not require any of the Charter Township of Chesterfield’s staff time for operation. Swagit has a solution that can be operated remotely from our head-quarters in Plano, TX. We have been streaming government public meetings since 2003 with our unique solution by removing the need for extra staff. Our video streaming solution offers ease of use and the utmost in dependability. Often these features will save a lot more money in the long run, due to high operational cost of controlling the production of your meetings and streaming your meetings online with an in house (staff) at the Charter Township of Chesterfield. What Swagit Productions, LLC will provide is live streaming, archiving, indexing, 24/7 customer support, Google Analytics, and ability for agenda integration with our agenda management solution or a best of breed agenda management solution from another source if that is desired going into the future.

The Charter Township of Chesterfield’s residents will be able to view all online content using any and all mainstream devices; this includes computers, tablets, and phones. Swagit also offers social media buttons on each indexed meeting topic so the Charter Township of Chesterfield’s residents can easily post and like different aspects of the meeting and further the transparency on their social media platforms. In addition, Swagit offers an optional PEG App (Public, Education and Government Access) comprises all of your media into a convenient one-click app on a smart phone or tablet. A responsive mobile interface and easy to use navigation allows your audience to quickly access your archived media on even the smallest screen.

**With our 100% client retention rate since Swagit was founded in 2003, we are confident we can offer you a truly hands-free solution that will require no staff resources to produce a professional public meeting video with true index points and agenda integrated for the best online end-user experience.**

## Section 2– Swagit Productions, LLC Overview

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**Swagit Productions, LLC** is a privately held company headquartered in Plano, Texas. Founded in 2003, Swagit is a progressive company that is pioneering the broadband multimedia communication service industry by providing clients a **hands-free** approach to always being connected to end-users' information needs. In combining Swagit's EASE™ and Cosmos™ solutions, clients are offered the most comprehensive **hands-free** experience possible.

Swagit specializes in providing streaming media solutions to cities, counties, states, school districts and towns. Furthermore, Swagit is a complete video production entity: including services such as post-production, studio and recording booth sessions.

Swagit began with a mission to supply clients an affordable solution to stream their own content in an overpriced, complicated, hands-on video industry. What began as a company that specialized in turnaround streams for cities, counties, states and school districts, Swagit has grown significantly and provides an open API which allows for integrations with all Agenda/Document Management Solutions. This lets our clients choose the 'best of breed' Agenda Management Solution for their unique needs.

With Swagit's EASE™ streaming video solution, clients are able to stream their public content live and on-demand through the jurisdiction's website. HTML5 compatibility makes getting to the content even easier and more convenient as viewers are able to access all of the video content via their computer, smart phone or tablet. Archived meetings are indexed and broken up into clips per each agenda item for a greater end-user experience.

The Swagit network stretches across North America and into Europe guaranteeing that you and your constituents are always connected. Our network insures fast connect times from the closest point-of-presence (POP) to an end-user's location. In addition, Swagit's network is fully redundant giving clients the peace of mind of redundancy and keeping with the Swagit motto of "Always Connected."

- Swagit's EASE™ solution is a completely hands-free and requires no staff time or resources
- Larger video with Swagit's solution (up to 70% larger) and FLASH video format, the most commonly viewed format on the web. Swagit also utilizes HTML5 for streaming to mobiles devices such as the iPhone and iPad.
- Swagit's open API allows integrations with any agenda management solution
- Swagit is the only government streaming provider that has developed its own content delivery network, ensuring quick and reliable connections for your constituents unlimited storage for Specialty content
- Swagit's unique hands-free solution typically qualifies as a sole sourced solutions allowing for quick deployments [100% Client Retention](#)

## Individual Profiles and Resumes

### **Bryan Halley: Director of Video Technology & Affairs**

Bryan joins Swagit after serving with Video Access, Inc. (a B2B streaming company) as their Director of Video Technology and Senior Supervising Video Producer. He joined Videoaxs in March of 2000 as its fourth employee. In his tenure, Bryan oversaw the development of the video department from its beginnings. He has played a crucial role in developing new video technology and techniques as it relates from source to streaming media. Prior to joining Video Access, Bryan worked as a Producer for H-D Productions in Dallas, Texas. In 1999, Bryan Co-Produced, Co-Editor and was the Videographer for the TACA Neiman Marcus Silver Cup Awards. The presentation video later that year won the National Videographer Award. Bryan has also worked for the National Association of Television Program Executives (NATPE) as an Assistant Producer/Floor Director for the "Coffee with..." sessions. Most notably, Bryan worked with David E. Kelley (creator of Boston Public, Ally McBeal, The Practice, Chicago Hope, Picket Fences, etc.), Matt Stone and Trey Parker (South Park Creators). Prior to working for NATPE, Bryan was a script writer as well as pulled screen shots and dubbed videos for clients at SKY Television. Bryan has a Bachelor of Arts degree in Television/Radio from Southern Methodist University.

### **David Owusu: Director of Streaming Media Services**

David has 20 plus years' experience producing and post-producing audio and video. He was the Co-originator of the first all-student produced news magazine show at Southern Methodist University. David has received multiple awards, not only in conjunction with television production, but independent film shorts as well. He earned a Bachelor's Degree in TV/Radio Broadcasting from SMU. He began his streaming multimedia career as a Supervising Video Producer at Video Access, a former leading business-to-business access portal for streaming independent, on-demand audio/video clips via the Internet. He was later promoted to Director of Streaming Media Services. Currently, David is the Executive Producer and Director of Streaming Media Services for Swagit, a Texas based limited liability Company who specializes in streaming specialty video for entities that produce their own content.

### **Daniel Kerr: Chief Technology Officer**

Daniel, a native of New Zealand, began his career at a young age. His experience and knowledge has made him one of the most highly respected and sought after technology administrators worldwide. Daniel worked for Video Access, Inc. from 2000 to 2002 where he developed the initial backend for streaming media deployment. His deployment launched one of the most complex business-to-business Real Media, Quicktime, Windows Media architecture. He also worked on the content distribution network deployment. Today, he acts as a consultant to many of the world's Fortune 500 companies in system administration tasks. Since leaving Video Access, Daniel has worked as a system and network administration officer for Netfire.com and Speakeasy. Beyond those qualifications, he also maintains ties to ProHosting and Itransact as a network engineer.

## Section 3– Product EASE Background

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<http://swagit.com/products-services/ease/>

Built upon years of industry experience, Extensible Automated Streaming Engine (EASE) is a software framework comprised of foundation and extension modules that work together to automate many otherwise manually intensive tasks. This completely hands-off solution meets the current and future needs of your Council without creating any additional work for your staff.

- **Video Capture and Encoding**

EASE™ Encoder records content according to your broadcast schedule and transfer the recorded audio/video to the Swagit Content Network via a secure Virtual Private Network (VPN) connection, making it available for live and/or on-demand streaming.

- **Indexing and Cross Linking**

Using your published meeting agendas as a guide, Swagit's Managed Service Division (SMSD) index's the meetings without any work from the Charter Township of Chesterfield. SMSD will annotate your content by adding jump-to points with specific item headings, giving users the greatest flexibility to find the specific content they need. With these jump-to points, users can step through video by searching for or clicking specific items.

- **Agenda Management Integration**

If meeting packets or other related information is available online, SMSD will link them directly to the video player for easy access.

**Swagit's EASE™ solution integrates with all Document/Agenda Management solutions.**

- **Archiving**

Charter Township of Chesterfield audio/video can be stored securely on the Swagit Content Network indefinitely. Fault tolerance and high availability is assured through replication of audio/video content to multiple, geographically redundant, Storage Area Networks (SAN). Our standard packages include 80GB of storage, enough for approximately three full years of Charter Township of Chesterfield meetings or life of contract negotiated.

- **Presentation**

By navigating through the video library, users can view a list of meetings chronologically and once in a selected meeting you can unleash the power of the jump-to markers to search for specific points within individual audio/video clips.

- **Delivery**

In order to deliver on-demand content to end users in a format that is native to their computer's operating system, Swagit can deliver content in all major streaming video formats: Flash, Windows Media, QuickTime and Real. Swagit is proud to support Flash as its default format, which has proven itself as the format of choice from such vendors as YouTube, Google Video, ABC and NBC/Universal.

**Currently, Flash has a 99% ubiquity rate amongst all the platforms. Swagit can provide Windows Media format (70% ubiquity) however, using Windows Media format may exclude Apple users.\***

## ● EASE™ – Extensible Automated Streaming Engine

Swagit also streams in HTML5 providing content to mobile devices such as the iPhone, iPad and other mobile devices.



### ● Monitoring

Swagit is monitoring all aspects of the Swagit Content Network to ensure its health and availability. This monitoring extends to cover remote Swagit EASE Encoders deployed on client premises. In the rare event of trouble our engineers are promptly notified so that they may dispatch a swift response in accordance with our support procedures.

### ● Statistics

Swagit collates log files from our streaming servers monthly and processes them with the industry recognized Google Analytics. Google Analytics generates reports ranging from high-level, executive overviews to in depth quality of service statistics. These reports help to highlight growth trends and identify popular content.

### ● Support

Beyond our proactive monitoring and response, Swagit offers ongoing, 24/7 technical support for any issues our Charter Township of Chesterfield may encounter. While our choice of quality hardware vendors and a thorough pre-installation testing phase go a long way toward ensuring trouble free operation of our EASE™ Encoders, we do recognize that occasionally unforeseen issues arise. In the event that our engineers detect a fault, they will work to diagnose the issue. If necessary, next business day replacement of parts will be completed. [Swagit offers continual software updates and feature enhancements to our services and products for the life of your managed services contract.](#)

## Section 4 -References

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### **Scott Steinert: Information Technology Manager** **Village of Menomonee Falls, WI**

[SSteinert@menomonee-falls.org](mailto:SSteinert@menomonee-falls.org)

W156 N8480 Pilgrim Road  
Menomonee Falls WI 53051  
(262) 532-4355

A valued customer since 2013

URL Link: <http://menomoneefallswi.swagit.com/play/10192015-991>

### **Debra Walker: Clerk of Council** **City of Athens, OH**

[DWalker@ci.athens.oh.us](mailto:DWalker@ci.athens.oh.us)

8 East Washington Street  
Athens OH 45701  
(740) 592-3342

A Valued customer since 2015

URL Link: <http://athensoh.swagit.com/play/03102015-750>

### **Scott Smith: City Manager** **Charleston, IL**

[Citymanager@co.coles.il.us](mailto:Citymanager@co.coles.il.us)

520 Jackson Ave.  
Charleston, IL 61920  
(217) 345-5650

A Valued customer since 2013

URL Link: <http://charlestonil.swagit.com/play/11032015-1105/#0>

**Mike Wills: Programmer/ Analyst**  
**City of Mankato, MN**

[mwills@city.mankato.mn.us](mailto:mwills@city.mankato.mn.us)

10 Civic Center Plaza  
Mankato, MN 56002  
(507) 387-8557

A Valued customer since 2015

URL Link: <http://mankatomn.swagit.com/play/03232015-891>

**Michael Palazzolo: Director of Information Technology**  
**Town of Jackson, WY**

[zolo@townofjackson.com](mailto:zolo@townofjackson.com)

150 E. Pearl  
Jackson, WY 83001  
(307) 734-3465

A Valued customer since 2013

URL Link: <http://jacksonwy.swagit.com/play/11022015-1152>



*Always Connected*

## Section 5 –Cost Proposal

Swagit's EASE™ encoders offer broadcasters and other administrators the ability to stream live events to cable television providers (i.e. AT&T U-verse®), over the Internet through a high speed connection, or to mobile devices such as iPhones, iPads or Androids. Furthermore, the unit can record and archive all media for on-demand viewing as well.

Item Description	Type	Costs (Up-Front)
Standard Encoder- Hardware/Software/Provisioning (AT&T U-verse® Compatible)	1UServer	
Swagit 1U Server, Encoder Software Installation, System Burn-In, Rackmount Kit (4 posts-universal), Includes up to 25 internal users		
Branded Video Library Design, Branded Player Design		
Remote Install (Typically 3 hours)		
Licenses for Software/Tools (Flash Media, EASE™, WOWZA, HTML5, Microsoft OS)		
<u>Osprey Video Capture Card w/Simulstream Software</u>	<u>825-e</u>	<u>\$ 1,550.00</u>
Standard - Hardware/Software/Provisioning (AT&T U-verse® Compatible) + Osprey		= \$ 7,807.00

\* Price and hardware model are subject to change after 60 days without prior notice.

## PRICING — EASE™ Monthly Managed Services

Swagit's Extensible Automated Streaming Engine (EASE™) solution meets all current and future needs for Charter Township of Chesterfield **without** creating any additional work for staff. EASE is a hands-free tool that eliminates the need for client staff members to spend time on indexing, editing or time-stamping video content. Each EASE™ package includes *On-demand* archiving, a 24/7 LIVE Stream via Internet and PEG, streaming to Apple devices (ex: iPad & iPhone) and up to 120 hours of additional specialty content each year. Client also has the ability to upload media via FTP as an option if live streaming is not applicable.

Service Description		Costs (Monthly)
<b>Package 1</b>	(EASE™) Up to <b>25</b> indexed meetings a year	<b>\$ 695.00</b>
<b>Package 2</b>	(EASE™) Up to <b>50</b> indexed meetings a year	<b>\$ 875.00</b>
<b>Package 3</b>	(EASE™) Up to <b>100</b> indexed meetings a year	<b>\$ 1,275.00</b>

\*Packages can be customized and increased based on number of meetings projected during the year.

(OPTIONAL) Services/Upgrades – Individual Pricing	Costs
24/7 Live Stream – Around the clock SD stream of PEG Channel	\$ 250.00/month
Additional Edited and On-Demand indexed meetings (Per additional meeting)	\$ 150.00/meeting
Remote Switching (Approved Broadcast Systems Only) *	\$ 150.00/event
Closed Captioning (for on-demand content)**	\$75/per event hour
<b>Onsite Encoder Installation</b> (To include travel costs)	<b>\$1,500.00</b>

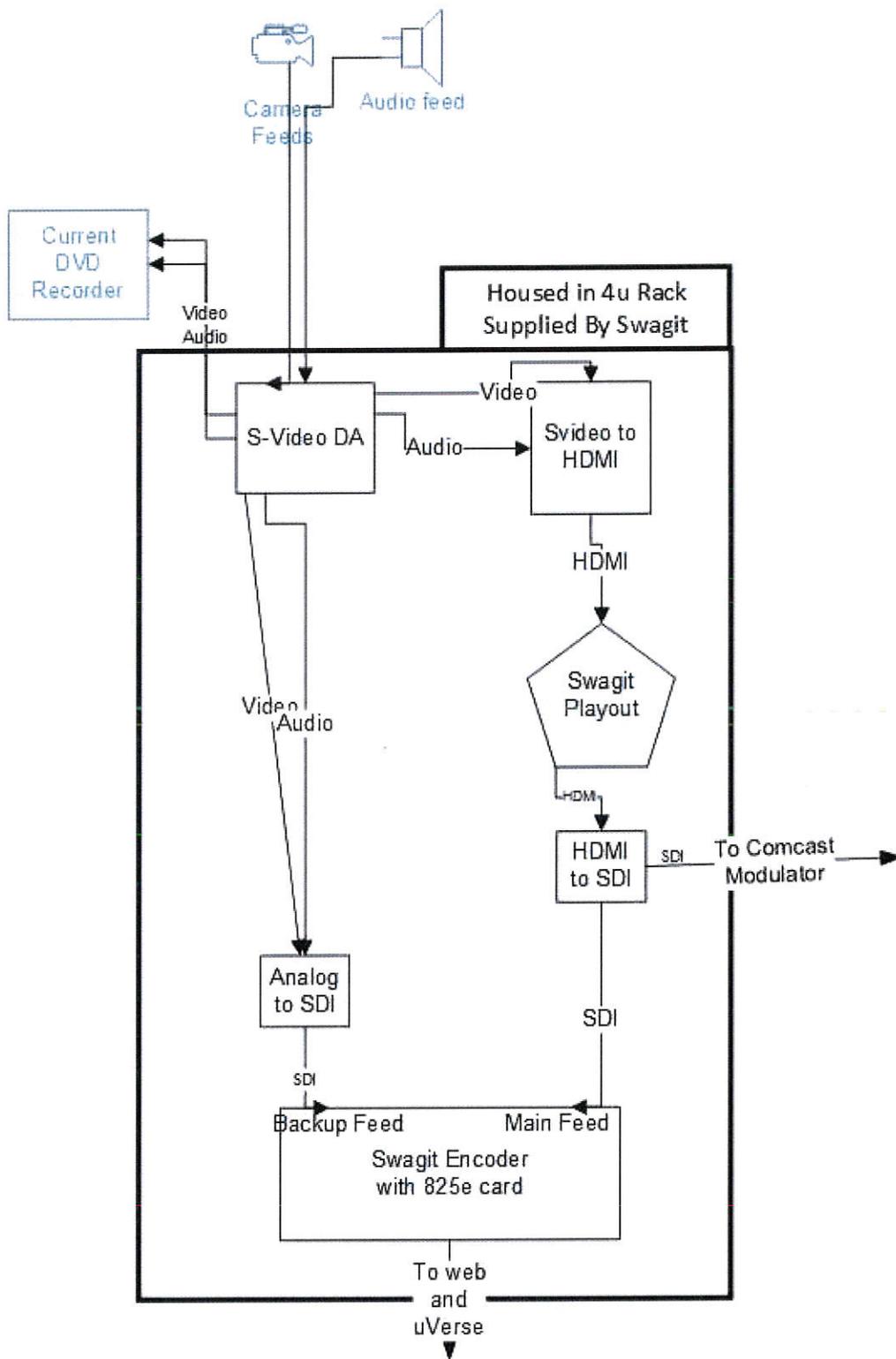
**Pricing is dependent on amount of meetings held.**

\*\* Service is priced on per event hour, including any breaks/executive session time. Event hour is rounded up to the nearest half hour.

## PRICING – All in One Channel Management

Whether you're a traditional TV broadcaster and plan to manage scheduling of your own station, or if you want to outsource scheduling and playback requests to Swagit, our All-In-One Channel Management Solution can provide your jurisdiction with the ultimate flexibility.

Item Description	Type	Costs (Up-Front)
<b>Swagit Playback Device – HD/SD Management</b>	Mini-Mobile	<b>\$5,995.00</b>
<ul style="list-style-type: none"> <li>• An all in one “broadcast-in-a-box” solution.</li> <li>• Video Playback - Block scheduling designed to eliminate repetitious scheduling tasks.</li> <li>• Fully Featured, Dynamic Bulletin Board– Create full info-screens that incorporate real-time weather, traffic, or RSS data. Use images, video, flash, web-elements and more to design eye-catching content, or let us do it for you.</li> <li>• Embed YouTube, Twitter and Facebook feeds, RSS Tickers, and Emergency Alert Information, all updated in real time.</li> <li>• SD and HD ready.</li> <li>• Capture live video from multiple sources and switch between them on your schedule. Ingest sources can be Analog Composite, SD-SDI, HD-SDI, or HDMI.</li> <li>• Encode and store captured video.</li> <li>• Manage, store, design and schedule your content from any web-browser using the easy to use web-control interface, accessible on PC, Mac, Smartphones and Tablets.</li> <li>• Content, schedules and designs are stored locally and in the cloud to ensure you never lose your playback content.</li> <li>• Lower-Thirds, Bugs, Crawls are pre-designed and ready to go out of the box to immediately give your channel a professional look and feel.</li> </ul>		
HD/SD Conversion Kit		\$580.00
Include 4U Rack, S-Video DA		\$599.00
Webinar Training		Included
Annual Software Support and Maintenance (year 2+)		\$695.00
<b>Total Cost with Implementation and Training</b>		<b>\$7,174.00</b>

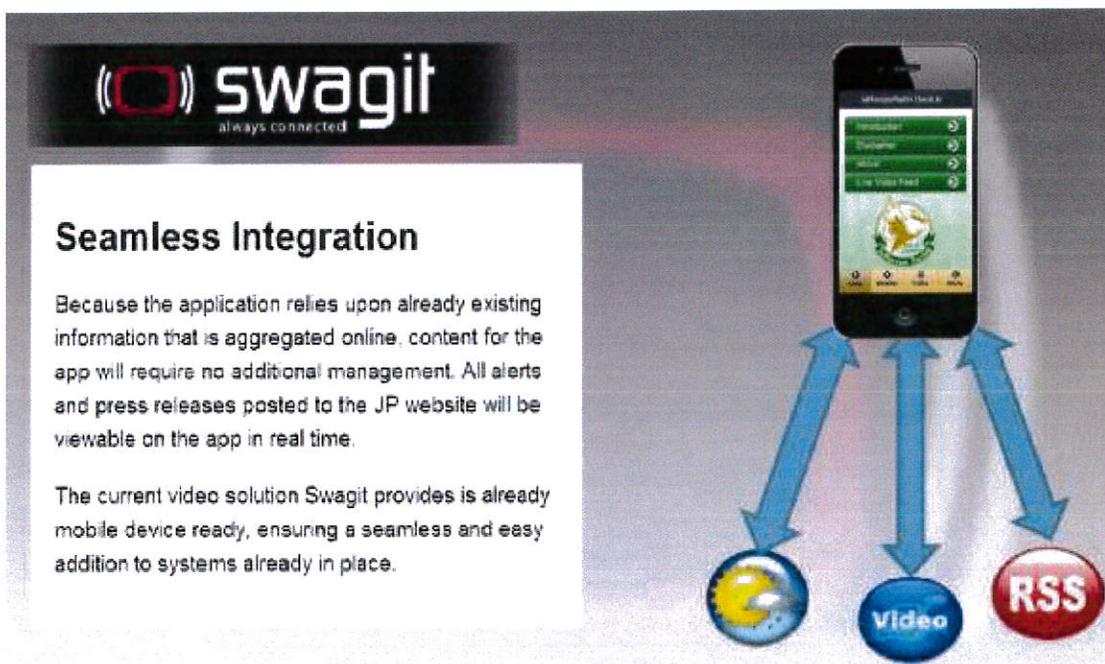


## PRICING – PEG APP

Swagit’s PEG APP is helping to improve the reporting and distribution of public information by local government jurisdictions. The Android and iDevice friendly APP allows citizens to actively participate in government on their terms.

The initial purpose of development was to accomplish two things:

1. Complement existing government services and make them more accessible.
2. Integrate streaming media into the APP to engage citizens at the local level, so they may take advantage of all their community has to offer. Video content of government activities and upcoming events continues to push transparency, while at the same time makes the resident feel a part of what is going on close to home.



Item Description	Type	Costs (Up-Front)
PEG APP	Software	\$ 4,625.00
<ul style="list-style-type: none"> <li>• Stream live and original programming through the App</li> <li>• Branded and Customized for your Station or County</li> <li>• EOC Alerts (press conference push notifications )</li> <li>• Integrate existing communication efforts into the App</li> </ul>		
Annual Software License		\$ 3,000.00

## PRICING – PEG Portal

With a Swagit **PEG Portal**, you control where and how your media is hosted and displayed. Your content is not subjected to playback issues or downtime associated with a third party server, nor will see your content framed in a way you are not comfortable with, or open to comments that you do not approve or condone.

A Swagit **PEG Portal** allows you to focus your marketing and social media to point to a single nucleus for all your media. Control your message, generate buzz, expand your reach and build your audience with a PEG portal from Swagit.

The screenshot shows the Grand Prairie Texas PEG Portal website. The header includes the logo and navigation links: HOME, LIVE, MEETINGS, NEWS SHOWS. A carousel of featured videos is prominently displayed. Below the carousel, there are sections for 'MOST RECENT VIDEOS' and 'SEARCH FOR VIDEOS'. The 'MOST RECENT VIDEOS' section includes thumbnails for 'Planning & Zoning', 'Firehouse Foods RT17', 'Halloween Events 2016', 'SHEET South Ground Irrigation', and 'The EPIC, Eastland'. The 'SEARCH FOR VIDEOS' section has a search bar and a 'GO' button. A 'SOCIAL MEDIA' section features icons for Facebook, YouTube, and Twitter, along with a 'MORE...' link. The footer of the website reads 'City of Grand Prairie, Texas | www.gptxtv.org'.

Sections are customizable to your needs, and navigation menu is responsive to phones and tablets.

Fully customized and original design interface matching your branding and imagery.

Ability to feature your most popular videos based on play count, or your most recent videos based on date of upload.

Carousels of featured videos is responsive to phones and tablets. One click/touch to pop and play video.

A robust database lets your audience easily search for past videos.

Integrate your social media feeds directly into website interface.

QTY	Item Description	Costs
1	PEG Portal, Programming, linking and designing portal for Jurisdiction.	\$2,200.00
12	Monthly Support	\$250.00

## **PRICING –Summary for Recommended Package**

<b>QTY</b>	<b>Item Description</b>	<b>Upfront Costs</b>
<b>1</b>	<b>EASE™ Standard SD Encoder</b>	<b>\$7,807.00</b>
<b>1</b>	<b>Channel Management</b>	<b>\$7,174.00</b>
<b>Total Costs for Upfront:</b>		<b>\$14,981.00</b>
<b>QTY</b>	<b>Item Description</b>	<b>Monthly Costs</b>
<b>1</b>	<b>EASE™ 50 Indexed meetings package</b>	<b>\$875.00</b>
<b>Ongoing Monthly:</b>		<b>\$875.00</b>

\*If you wish to add or subtract any features to your plan please inform Jackson Mershon for an updated pricing summary.

\*\*This is an estimation of summary costs that can change depending on finalized scope of work agreed upon by Township and Swagit Productions, LLC.

## Section 6 –Implementation Phases

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Swagit’s hand free video solution handles the entire process end to end without the Charter Township of Chesterfield needing to augment their department with further staff members or trainings. The recordings of your public meetings are automatically uploaded to Swagit’s video department, Swagit’s video staff will index, integrate, and publish to your website within 3-4 hours from the time your meeting ends.

Swagit will begin implementation once we receive an executed agreement and any deposit that may be required. Please note that completion of the client checklist (in welcome packet) is imperative to keeping the project timeline.

### Week 0 - Project Initiation/Design

- Proposal
- Site inspection and installation checklist created in consultation with the Charter Township of Chesterfield’s channel engineers and I.T. staff

### Week 1 - Hardware Provisioning/Development (5 Days)

- Hardware purchased (if applicable)
- Hardware assembled by Swagit engineers
- Operating system installed and configured per installation checklist
- Swagit EASE Encoder software installed
- System burn-in testing conducted under fail-test load
- Hardware sign off by Swagit

### Week 2 - Web Element Design (5 Days)

- Video library and player designed by Swagit in consultation with Township webmaster
- Linking instructions provided to Township webmaster
- Design sign off by Township

### Week 3 – Deployment/Implementation (5 Days)

- Onsite hardware installation completed by client
- Remote configuration and testing of audio/video feed quality by Swagit engineers
- Confirmation of correct video library linking and integration with Township website
- Installation sign off by Swagit

### Week 4 - Acceptance Testing (5 Days)

- Dry run of meeting capture, indexing and encoding process using next available meeting rebroadcast, alternate content or live meeting
- Final signoff by Township and fulfillment of purchase order

### Deliverables

- Installation checklist
- Configured, tested and installed Swagit EASE Encoder
- Secure FTP account for pre-edited digital content
- Customized video library
- Customized video player
- Monthly usage statistics

## **Resources needed from the Charter Township of Chesterfield**

- Logos, graphics and any artwork to match portal to the Charter Township of Chesterfield's website
- Minimal time to test sound and camera to ensure high quality results
- 3.5 Mbps upload speed for HD live streaming
- Prompt notification of any scope changes
- Audio/Video Feeds to encoder
- Google analytics email
- Naming of categories
- Access to electricity
- Broadcast schedule
- List of contacts
- IP Addresses

## Section 7 –Storage

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Swagit Productions, LLC streaming services including hosting services from Swagit's developed CDN has an overall uptime of 99.98% from all of our six POPs across North America. Customer support on both UNIX and Windows virtual web hardware is maintained 24 hours/day. All collocated facilities have fully redundant power and dual separate connections to the backbone of the Internet. All server systems are fully backed up and contain RAID. Furthermore, all A/V content is backed up in three places including DVD masters, Off-site servers and hard drives. This insures proper client archival requests and storage for the life of an agreement. Backup generators assist in maintaining power to every facility we are affiliated with. Swagit staffing handles all system administration as well as all engineering expertise in updating and maintaining its equipment.

The Charter Township of Chesterfield's audio/video is stored securely on the Swagit Content Network indefinitely. Fault tolerance and high availability is assured through replication of audio/video content to multiple, geographically redundant, Storage Area Networks (SAN).

As the Charter Township of Chesterfield approach prearranged storage allowances that are viewable to the public (generally 36 months of storage but can be negotiated upwards to 7 years depending on needs of the client), they may choose to extend those allowances or begin removing old audio/video content in accordance with a storage horizon plan. Alternatively, Swagit can assist clients in adding supplemental storage to their Swagit EASE Encoder, directly or externally, to facilitate more cost effective long-term archiving of content while still maintaining online availability. In any case, Swagit hosts and stores all content indefinitely, regardless of the contract term.

## Section 8 –Support

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Whether you request support via email or by phone, you will receive a prompt, courteous and helpful response within 2 hours after hours. We are located in Plano, TX and offer 24x7x365 support. An issue or technical question rarely schedules ahead of time, so Swagit makes itself available day and night.

Technical Support:

Telephone: 214-432-5905  
Toll Free: 1-800-573-3160  
M-F 6:00 am to 2:00 am CST

Fax: 214-750-9513  
Email: [support@swagit.com](mailto:support@swagit.com)  
24 hours/day



After regular office hours, your phone call or email will be forwarded to one of our administrators on call. You will be able to get help to resolve any technical support issues 24 hours a day.

While our choice of quality hardware vendors and a thorough pre-installation testing phase go a long way toward ensuring trouble free operation of our EASE Encoders, we do recognize that occasionally unforeseen issues arise. In the event that our engineers detect a fault, they will work to diagnose the issue. If necessary, next business day replacement of parts will be completed.

Swagit warrants that: (i) any streaming sever hardware provided by Swagit (as identified and described in the Scope of Services) not in good working order and used under normal operating conditions, will be fully replaced for a period of three (3) years; (ii) thereafter, all costs of streaming server hardware replacement due to any failure or caused by normal wear and tear, shall be at the Charter Township of Chesterfield's expense; (iii) all operating and proprietary software for any streaming server shall be fully replaced or upgraded, at no cost to the Charter Township of Chesterfield, for the life of the contract; and (iv) in the event of a complete hardware failure within the warranty period, Swagit shall overnight replacement parts and/or a new server at its sole expense.



**Wurmlinger, Eric M.**

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**From:** Berry, Cindy  
**Sent:** Monday, December 28, 2015 1:11 PM  
**To:** Wurmlinger, Eric M.  
**Subject:** FW: Chesterfield PEG channel

Agenda Item # *B*

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**From:** Eaton, Fred [[mailto:Fred\\_Eaton@cable.comcast.com](mailto:Fred_Eaton@cable.comcast.com)]  
**Sent:** Monday, November 30, 2015 3:30 PM  
**To:** Berry, Cindy  
**Subject:** RE: Chesterfield PEG channel

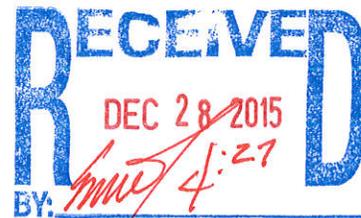
Cindy – I apologize – I thought somebody else was responding to you about the results of our survey, but now I realize I was mistaken about that. Here’s what I have received from our Construction folks:

“Survey completed, BOM estimate completed and placed on u drive, \$13802.53 total, existing coax to unit had no visible conduit to use, 1416’ aerial over lash – 663’ bore – 200’ interior, Contact was out of office last week, went out and spoke to his admin assistant, to get an idea for possible location in unit. Needs verification of available fibers at located splice.”

I am seeking verification of the available fiber.

As for the channel question, I will call you.

Fred Eaton  
Senior Manager, External Affairs  
Comcast Heartland Region  
734-254-1888



**From:** Berry, Cindy [<mailto:CBerry@chesterfieldtp.org>]  
**Sent:** Monday, November 30, 2015 2:53 PM  
**To:** Eaton, Fred  
**Cc:** Smith, Ed  
**Subject:** Chesterfield PEG channel

Hello Fred,

I am following up on Chesterfield Township’s request to relocate our PEG channel from Anchor Bay Schools to the Chesterfield Township municipal offices. The reason for this request is to increase the capacity for government programming to reach all residents who are Comcast customers in the township. Currently, we can only reach those located in Anchor Bay School District boundaries. The current channel utilized by Anchor Bay is Channel 6. It is my understanding that Channel 12 may be available for local government programming. We had spoken about infrastructure needs such as fiber build-out as well as which channel could be used as our PEG channel to be maintained and programmed by the township. Please let me know if we have a cost on fiber to transmit the channel as well as which channel we can use. It is our hope that we can have a system in place within the next 45 days to accomplish our goal of township-wide broadcasting capabilities. Please feel free to contact me anytime. I look forward to hearing from you soon.