

FINANCE, PERSONNEL, & RULES COMMITTEE

October 8, 2024

9:00 AM

Meeting will be at the conference room at the Mason County Airport Terminal

- A. Roll Call**
- B. Approval of the Agenda**
- C. Approval of the Minutes**
- D. Reading of Correspondence**
- E. Limited Public Comments**
- F. Committee Work**
 - 1. Consideration of 2025 Senior appropriation requests
 - 2. Consideration of the 2025 agreement with Michigan State University Extension
 - 3. Consideration of 2025 Group Benefit Services
 - 4. Consideration of Finance, Personnel, and Rules Committee Transfers
 - 5. Discussion related to a CDBG lien
- G. Limited Public Comments**
- H. Any other business**
- I. Adjournment**

**Finance, Personnel, & Rules Committee Meeting
September 24, 2024
Mason County Airport**

Commissioner Andersen called the Finance, Personnel, & Rules Committee Meeting (FPR) to order at 9:00 a.m. in the conference room of the Mason County Airport. Members present: Commissioners: Andersen, Hull and Bacon. Absent: None. Others present: Deputy Administrator Szczypka, Administrator Knizacky and Clerk Kelly. Public: Brandi Miller.

Motion by Hull and seconded by Bacon to approve the agenda. Motion carried.

Motion by Bacon and seconded by Hull to approve the minutes of the September 10, 2024 meeting. Motion carried.

Correspondence: None.

Limited Public Comment: None.

Committee Work:

Consideration of a request for after-hours/on-call pay: Magistrate Jackson was present to review his submitted request for financial reimbursement for the additional hours he is expected to do after hours and on weekends for the courts. Motion by Andersen and seconded by Hull to deny the request for additional financial compensation for after-hours and on-call pay. Motion carried.

Consideration of a proposal for Managed IT services: Administrator Knizacky reviewed the request being recommended by the Mason County Network Advisory Board (MCNAB) to continue with VC3 for IT services for the County year one-\$68,840.76; year two-\$90,701.52; year three-\$112,562.40. Motion by Hull and seconded by Bacon to send to the full Board the Consideration of a proposal for Managed IT services with VC3. Motion carried.

Consideration of a Mason County Website Link Policy: Administrator Knizacky reviewed the proposed Mason County Website Link Policy that the MCNAB Board is requesting to establish. Motion by Hull and seconded by Bacon to send to the full Board the Consideration of a Mason County Website Link Policy. Motion carried.

Consideration of a Freelance Legal Services Agreement: The Committee reviewed the request from Prosecutor Hand to extend the current contract with Fried, Saperstein, Sawka PC for another three months. Motion by Bacon and seconded by Hull to send to the full Board the Consideration of a Freelance Legal Services Agreement. Motion carried.

Consideration of a request for extra funds for the hazardous waste Collection Day: The Committee reviewed the email from Mason-Lake Conservation District Director McGarry regarding the request for additional funding of \$3,400.00 to cover the extra costs associated with the hazardous waste collection as there was an increase in hazardous materials dropped off this year. Motion by Andersen and seconded by Hull to send to the full Board the Consideration of a request \$3,400.00, funds to come from contingency, to donate to the Mason-Lake Conservation District. Motion carried.

Consideration of a proposal for Environmental Review Services: Administrator Knizacky noted that an environmental agreement was a necessary part of the Chill Grant, and he is recommending Environmental Consulting Solutions to provide the Tier 1 and Tier 2 services for the Chill Grant. Funding would come out of the administration portion of the grant the County received. Motion by Bacon and seconded by Hull to recommend to the full Board for approval the Environmental Consulting Solutions Services proposal. Motion carried.

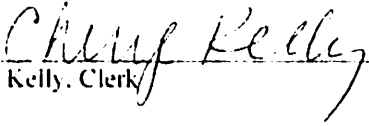
Consideration of a request to dispose of surplus equipment: The Committee reviewed the request from Courthouse Security Officer Nelson to dispose of the expired AED units and sell to a company that has a buyback program. If the units meet their criteria, they will send a check back to the County. Motion by Hull and seconded by Bacon to send the consideration of a request to dispose of surplus equipment to the full Board. Motion carried.

Consideration of the proposed 2025 Final General Fund Budget: Administrator Knizacky reviewed the proposed 2025 Final General Fund Budget with the committee in detail. Highlights included every department's budget being impacted for IT managed services, an addition to the Zoning office for temporary employee to cover maternity leave of \$17,000.00; Economic Development increase to \$40,000.00; increase in Equipment Replacement Fund to cover the costs of vehicles and computers. Final proposed 2025 budget for the County is \$17,260,00.00. Motion by Andersen and seconded by Bacon to send to the full Board the Consideration of the proposed 2025 Final General Fund Budget. Motion carried.

Limited Public Comment: Brandi Miller thanked the Committee for their approval of the \$40,000.00 for FY2025. She appreciates the partnership.

Any other business: Administrator Knizacky informed the Committee that Amber Township's Board voted to approve a contract between the Township and the Sheriff Department. It was noted that the Sheriff intends on taking an existing employee to fill this request and that Amber Township would reimburse the County 25% of the costs for the officer. This contract would be moving to the Public Safety and Courts Committee and then on to the full Board for approval with a start date of January 1, 2025.

Meeting adjourned at 9:48 a.m.


Cheryl Kelly, Clerk

Tax Revenues	Amount	Millage Rate	0.2979 mills Tax Revenue
2024 Ad Valorem Tax Roll	2,483,326,602	0.0002979	\$739,782.99
2024 Brownfield, DDA, and TIFA captures	(22,419,653)	0.0002979	(6,678.81)
2024 Industrial Facilities Taxes	10,350,922	0.00014895	1,541.77
2024 DNR Land	9,576,605	0.0002	<u>1,915.32</u>
2024 Tax revenue from 0.2979 mills			<u><u>\$736,561.27</u></u>
PILT			72,375.00
Interest Income			<u>22,625.00</u>
Total estimated income			<u><u>\$831,561.27</u></u>

	2025	2024	
<u>2025 requests</u>			
Scottville Senior Center	\$ 325,987.00	\$ 291,000.00	
Ludington Senior Center	235,580.00	239,494.00	
Free Soil Senior Center	56,376.00	51,840.00	
Tallman Lake Senior Center	51,052.00	45,288.00	
Senior Services Coordinator	43,004.00	41,278.00	
HELP INC	5,000.00	0.00	
Lakeshore Food Club approximately	81,462.88	0.00	\$0.465 per point
Snug Harbor Adult Day Care Center	32,000.00	0.00	
Blue Hat Ministries	30,000.00	0.00	
	<u>\$ 860,461.88</u>	<u>\$ 668,900.00</u>	

Paul R. Spaniola
Attorney at Law
6257 Cambridge Drive
Ludington, Michigan 49431
September 11, 2024

Fabian Knizacky
County Administrator
5300 West US 10
Ludington, Michigan 49431

Re: Senior Millage

LEGAL OPINION

Dear Fabian:

You have requested my opinion relative to four requests for funding under the recent Senior Millage ballot proposal which was passed by the voters of Mason County at the August 6 primary election. This Opinion will detail what the funds generated pursuant to the millage levy may be used for and whom may be granted those funds by the Board of Commissioners.

I. PERMITTED USES

This millage proposal was authorized by 1976 PA 39, entitled "Activities or Services for Older Persons," MCL 400.571 et seq. This Act authorizes the spending of general tax revenues, federal and state revenue sharing funds, and other funds under the control of local and county governments, to provide activities or services on behalf of county residents age 60 and over. MCL 400.572(d, e). Activities or services is defined as "identifiable actions directed toward the improvement of the social, legal, health, housing, educational, emotional, nutritional, recreational, or mobility status of older persons." MCL 400.572(c). This statute permits the Board of Commissioners to appropriate suitable funds to "public or private nonprofit corporations or organizations" for the purposes of "planning, coordinating, evaluation, and providing services" to persons age 60 and older. MCL 400.573. Levying a millage up to one mill through voter referendum is specifically authorized. MCL 400.576.

To summarize, millage revenues may be granted by the Board of Commissions to:

- (a) public or private nonprofit corporations or organizations
- (b) to plan for and to spend to improve the enumerated conditions (social, legal, health, etc)
- (c) of persons age 60 and over.

II. FOUR APPLICANTS

Four applicants for funding have been received for funding. They are (a) Snug Harbor Adult Daycare, (b) Lakeshore Food Club, (c) Blue Hat Ministries, (d) Mason County Probate Court.

Snug Harbor Adult Daycare operates an adult daycare out of its location on North Washington Avenue in Ludington. There it provides adult daycare services for adults who cannot meet their basic needs without assistance, but have family members or others who are able to provide that care outside of traditional business hours. Snug Harbor is organized as a *for profit corporation*. As a result of this form of corporate organization, it fails to meet the requirement that the grantee for senior millage funds be a “public or private nonprofit corporation or organization.” Therefore, it may not receive senior millage funding.

Lakeshore Food Club is a private nonprofit corporation which is also qualified as a charitable organization under section 501(c)(3) of the Internal Revenue Code. It provides groceries to qualifying persons of all ages in Mason and surrounding counties out of its location at 920 East Tinkham Avenue in Ludington. Household units are allocated points based upon the number of adults and children in their household which may then be used to purchase groceries from the inventory on hand. Lakeshore Food Club is funded by private donors, grants, and general donations. They also conduct fund raising events. In meeting with O’Nealya Gronstal, executive director of Lakeshore Food Club, she advises that it would be easy for them to not only track the ages and addresses of clients to ensure that clients residing in Mason County who are 60 years of age or older are being funded by senior millage proceeds. Presently they track location of residence and age of clients. Its stated purpose would be to provide for the health and nutritional needs of those age 60 and over, which are permitted purposes under law. They would be willing to break down the data so that funding would only benefit those age 60 and above. At a meeting with Ms. Gronstal on September 5, she related that points and ages could be broken down by age and person. A number of scenarios were proposed where differing household members’ ages were considered and how Lakeshore Food Club could ensure that county millage funding was going to residents 60 and over and met the fundamental requirements for funding. Therefore, the Lakeshore Food Club proposal met the criteria for funding for senior millage dollars.

Blue Hat Ministries is a private nonprofit corporation which is located in Mason County. Blue Hat provides adult guardian and conservatorship services pursuant to Orders of the Mason County Probate Court and surrounding counties which have placed adults at living facilities in Mason County. The overwhelming majority of court ordered placements is through Mason County Probate Court orders. In meeting with executive director Lena Bluestein, she too indicated that they track detailed information about each adult which they assist involving age and location of residence. She indicated that their services were mostly funded through health insurance, fundraising, some limited private pay, and that it was not being funded through a budgetary outlay by the Probate Court. Blue Hat Ministries provides a myriad of services, not only guardian and conservator, but transportation to medical appointments, shopping assistance, social security and medicare assistance. Blue Hat Ministries provides services towards the social, legal, health, status of older persons and is able to segregate county funding to those Mason County residents age 60 or older eligible to receive senior millage dollars. Therefore, the Blue Hat Ministries proposal met the criteria for funding for senior millage dollars.

Mason County Probate Court has also requested to use senior millage dollars on behalf of residents age 60 and above. While no official proposal has been considered and no presentation made, as a public entity the Probate Court is permitted to access senior millage dollars on behalf of Mason

County residents age 60 and above for the purposes of the enumerated permitted uses (ie. social, legal). It would be incumbent upon the court to be able to segregate those seniors who are eligible for services due to their age from those who are also clientele younger than age 60 who are subject to the court's jurisdiction as developmentally disabled or mentally ill.

III. OTHER REQUIREMENTS OF THE APPROPRIATION PROCESS

The statute makes specific requirements of the Grantor (Board of Commissioners), specifically involving notice. They are as follows.

1. The appropriations of funds for services shall be approved by a majority of the Board of Commissioners. MCL 400.574(1).
2. The terms of the appropriation shall be a matter of public record and entered into the journal of official proceedings of the Board of Commissioners. Id.
3. A private organization shall be notified by a Public Notice published in the Ludington Daily News within 10 days following the approval. This Public Notice shall specify the terms of the grant. MCL 400.574 (2).
4. Pursuant to MCL 400.575, the grant agreement shall specify
 - a. The name, address, and general purpose of the organization,
 - b. A description of the functions and responsibilities to be performed by the organization,
 - c. The effective date and length of the grant,
 - d. Program and financial reporting requirements as established by the Board of Commissioners.

IV. CONCLUSION

In summary, two of the three applicants for grant funding, **Lakeshore Food Club** and **Blue Hat Ministries** meet the legal criteria to receive senior millage grant funding. By virtue of the fact that **Snug Harbor Adult Day Care** is a for profit organization, it does not qualify. Furthermore, the **Probate Court** does qualify as it is a public (governmental) organization. Each of the three qualifying entities are involved in the permissible use of senior millage funds as enumerated in the statute and indicate that the use of funding can easily be earmarked to residents age 60 and above. Clearly a grant agreement document would be necessary setting forth the terms and conditions of the respective grants, duration, and reporting requirements before funding can occur.

Respectfully submitted,

Paul R. Spaniola

PRS/

Knizacky, Fabian

From: Paul Spaniola <pspaniola@charter.net>
Sent: Thursday, September 12, 2024 1:31 PM
To: Knizacky, Fabian
Subject: Senior millage-expenses

CAUTION: This email originated outside of Mason County's networks. Do not click links, reply or open attachments unless you have verified its authenticity.

Fabian,

To follow up on the additional questions which you posed in light of my recent Legal Opinion, my additional opinion is that the legal expenses which are as a result of this project constitute planning expenses for senior services and may be charged against the senior millage proceeds. The expenses of the election, which was a regular election as required by the statute, do not fall within the permitted expenses and therefore cannot be charged against the senior millage proceeds.

Paul Spaniola



To: Commissioners Andersen, Hull and Bacon, Fabian Knizacky, Kaitlyn Szczypka

From: Bill Kerans

Date: September 5, 2024

Re: Calendar 2023 Financial Statement

Good morning...

I've enclosed a copy of the updated calendar year 2023 financial statement from Mason County Central Schools for the Scottville Area Senior Center. As requested, this version includes more detail than the original statement, a copy of which is also attached.

The school district keeps our records on a fiscal year basis, but extracted figures from those records to give you a calendar year view for 2023.

The senior center's fund balance of \$11,671.39, reported in my most recent quarterly report, is a current figure.

-Bill

Bill Kerans
Director, Scottville Area Senior Center
140 S. Main St.
Scottville, MI 49454

Voice: 231-757-4705
Fax: 231-757-0217

Senior Center Revenue/Expenditures Calendar Basis 2023

Revenue

Local	\$ 16,375.48
Millage	269,500.00
State	84,780.23
Federal	23,813.74
	<u>\$ 394,469.45</u>

Expenditures

Center/GRDP	\$ 181,007.24
Transportation	59,255.75
Homemaker	161,869.54
Respite	24,859.16
	<u>\$ 426,991.69</u>
Balance	<u>\$ (32,522.24)</u>

REVENUES

Cost Share Respite	469.80	
Donations Respite	45.00	
Donations Homemaker	12,720.08	
Donations Transportation	2,860.60	
Donations Grandparent Prog	280.00	16,375.48
Millage	269,500.00	269,500.00
State Alternative Care	15,027.00	
SIH Homemaker	56,284.23	
Specialized Respite	5,953.00	
Respite Tobacco Funds	7,516.00	84,780.23
Title III E	6,948.00	
Title III B	16,865.74	23,813.74
		<u>\$ 394,469.45</u>

EXPENDITURES

	CENTER	TRANSPORTATION	HOMEMAKER	RESPITE	
Salaries	9,823.58	9,823.47	9,823.58	9,823.58	
Benefits	7,666.25	7,666.38	7,665.91	7,666.18	
Professional Ser/Contracted Labor	153,356.31	43.75	118,038.05	43.75	
Mileage	531.24	38,640.73	23,064.92	4,179.08	
Staff Development	426.25	-	-	-	
Community Information Service	1,400.93	1,400.92	1,400.91	1,400.83	
Utilities	1,572.55	1,572.53	1,572.54	1,572.53	
Office Supplies	2,753.64	107.97	303.63	173.21	
Other Supplies	2,776.56	-	-	-	
Dues and Fees	200.00	-	-	-	
Miscellaneous	499.93	-	-	-	
	<u>181,007.24</u>	<u>59,255.75</u>	<u>161,869.54</u>	<u>24,859.16</u>	<u>\$ 426,991.69</u>

Balance Sheet-Scottville Area Senior Center

	12/31/2023
Asset Type	
Restricted Cash-Senior Services Improvements-Activity Fund	40,916.10
Current Liabilities	0.00
Restricted Fund Balance	40,916.10
	0.00
Total Assets	40,916.10
Total Liabilities & Fund Balance	40,916.10
Balance	0

Event	Time per Event	Frequency in a Year	Hours per Year	Cost per Month
Balance Budget	0.5	12	6	\$10.00
Distribute Spending	0.5	12	6	\$10.00
Pay Bills	0.5	12	6	\$10.00
Invoicing, billing Insurance	0.25	12	3	\$5.00
Financial Review with Client	1	2	2	\$3.33
DHHS Recertification	0.75	3	2.25	\$3.75
Insurance Plan Selection / Maintenance	0.5	3	1.5	\$2.50
Probate Filings	0.75	1	0.75	\$1.25
Social Security Reporting	0.5	1	0.5	\$0.83
CMH paperwork	0.5	4	2	\$3.33
Legal Correspondence	2	1	2	\$3.33
Scheduling All Medical Care	0.5	24	12	\$20.00
Transport/Attend Medical Appointments	1.5	6	9	\$15.00
Transport/Attend Dental Appointments	2	3	6	\$10.00
Transport/Attend Optical Appointments	1.25	1	1.25	\$2.08
Transport/Attend Other Appointments [1]	0.75	4	3	\$5.00
Transport/Attend Specialists (gen out of town) [2]	4	2	8	\$13.33
Pharmacy and Med Monitoring	0.5	4	2	\$3.33
Home Check Visits	1	12	12	\$20.00
Communication with Care Givers	0.5	12	6	\$10.00
Communication with Case Management (CMH)	1	12	12	\$20.00
Care Conferences	0.5	4	2	\$3.33
Client Planning Meeting	0.75	12	9	\$15.00
Home Help (cleaning, organizing, moving etc)	1	12	12	\$20.00
Grocery / Clothing / OTC Shopping Asst	1	24	24	\$40.00
			0	\$0.00
			0	\$0.00
			150.25	\$250.42 Per Client/mo
		Hours/mo	12.52	

[1] Foot Care, Diabetic, Nutrition, Cancer Center, Injections, ER

[2] Cardiology, Neurology, special testing, ER

Knizacky, Fabian

From: Nellis, Jeff
Sent: Monday, September 16, 2024 11:21 AM
To: Knizacky, Fabian
Cc: Szczypka, Kaitlyn; Clifford, Linda
Subject: Guardianship payments

Fabian:

We ran some numbers to give you an idea of what it might cost to supplement payment to public guardians/conservators. I can vouch for the fact that there are cases where there are not funds available to pay when the ward is staying at an AFC or nursing facility. We have 42 cases where a public guardian is serving a person 65 years of age or older. There is an additional 9 who are 60-64. We will get more cases before the year ends. Linda believes that about half of these are cases where there is little or no payment to the public fiduciary. \$83.00 per month is the standard state rate. Honestly, this is a paltry sum, considering all that these fiduciaries do. But it is better than nothing at all. If we went with the round figure of \$85.00 per month, that would work out to \$1020.00 per year for each of these cases. Taking these numbers into account, you may want to budget around \$25,000.00 to \$30,000.00 for these cases.

I hope that this is helpful.

Judge Nellis

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into on _____ by and between Mason County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION (MSUE").

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation's land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan's economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

Further, as an organization committed to the principles of diversity, equity and inclusion, we will work collaboratively with our community partners to ensure participation from the broad human diversity of each community (including race, color, religion, national origin, age, sex, disability, height, weight, marital status, gender, gender identity (gender expression), political beliefs, sexual orientation, family status, veteran status or any other factor prohibited by applicable law) and work to make our programs accessible and inclusive of the multiple realities and forms of knowledge that will support equitable outcomes for all throughout Michigan's 83 counties;

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community, Food & Environment

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.

2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. .5 FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").
6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
 - a. Sufficient office space to house Extension staff as agreed upon between the County and the MSUE District Director.
 - b. Utilities, including telephone and telephone service sufficient to meet the needs of Personnel utilizing MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs to Personnel utilizing the MSUE office space.
 - d. Access to space for delivering Extension programs.
 - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible.
3. Clerical support for staff for the MSUE office as agreed upon between the County and MSUE District Director that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

.75 FTE MSU employed Clerical Support Staff

Optional:

- 4. Funding for additional Extension educators at 0 FTE
- 5. Funding for additional 4-H program capacity at 0 FTE
- 6. Funding for additional Temp/On-call staff at .5 FTE
- 7. Total Annual Assessment in the amount of **\$123,641**

Payments due and payable under the terms of this agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, Michigan 48824

C. Staffing and Financial Summary:

A. Base Assessment (includes .5 FTE 4-H Program Coordination) \$52,998

ADDITIONAL PERSONNEL

B. .75 FTE Clerical Support Staff to be employed by MSU \$54,643

C. 0 FTE Educator (Program Area:) \$0

D. 0 FTE Additional 4-H Program Coordination \$0

E. .5 FTE Temp/On-call Additional staff (4-H STEM programming) \$16,000

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2025: \$123,641

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2025, the first day of the County budget year 2025 and shall terminate on the last day of such County budget year 2025. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Mason County Administrator, 304 E. Ludington Ave., Ludington, MI 49431, if to the County.

II. General Terms

- 1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County's employee benefits.

2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. **Assignment.** This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** This Agreement, with its Appendix "A" is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY**

MASON COUNTY

By: _____

By: _____

Evonne Pedawi
Contract & Grant Administration
Its: Executive Director

Print name: _____

Its: _____
(title)

Date: _____

Date: _____

Appendix A
Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever-changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media platforms. We view communication with our constituents through Facebook, Twitter, Instagram, YouTube, and other emerging social media to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Director. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:
NetRange35.8.0.0 - 35.9.255.255 CIDR35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

Office 365 – Details on what to open are at <https://docs.microsoft.com/en-us/microsoft-365/enterprise/urls-and-ip-address-ranges?view=o365-worldwide>
search.msu.edu
35.9.160.36 (1935,443) authentication)
45.60.149.216
35.9.247.31 (zoom.msu.edu)
d2l.msu.edu (80 and 443) (D2L – Desire to Learn @ Brightspace.com)
108.161.147.0/24, 199.231.78.0/24, 64.62.142.12/32, 209.206.48.0/20 (external) Meraki Cloud communication
199.231.78.148/32, 64.156.192.245/32 (external) Meraki VPN registry

The following applications are necessary on all computers – MS Office (preferably O365, MSUE provides MS licensing), Adobe Acrobat, Zoom, SAP client, VPN client, Antivirus. (Most recent version of Chrome, Firefox, or Edge)

Other notable web server/sites IP addresses:

canr.msu.edu – 52.5.24.1
msue.anr.msu.edu – 52.5.24.1
events.anr.msu.edu/web3.anr.msu.edu – 45.60.11.113
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
master Gardener (External) – 128.120.155.54
extension.org (External) – 54.69.217.186 msu.zoom.us (External)

Questions may be directed to anr.support@msu.edu where they will be routed to the best person to assist you.



Mason County Board of Commissioners

5300 W. US10, Ludington, Michigan 49431
(P) (231) 843-7999 • (F) (231) 843-1972
www.masoncounty.net

APPROVAL OF FINANCE, PERSONNEL, & RULES COMMITTEE TRANSFERS

Janet S. Andersen
Chair

Steven Hull
Vice Chair

Cheryl Kelly
County Clerk

Fabian L. Knizacky
Administrator

Nick Krieger
District 1

Les Johnson
District 2

Jody Hartley
District 3

Lewis G. Squires, D.C.
District 4

Steven Hull
District 5

Janet S. Andersen
District 6

Ron Bacon
District 7

WHEREAS, the Finance, Personnel, & Rules Committee has reviewed the transfers for November 12, 2024.

THEREFORE, we, your Finance, Personnel, & Rules Committee, request your approval of the following transfers:

Road Patrol	\$213,575.00
Jail Operations	\$168,250.00
Law Library	\$ 2,500.00
Airport Operations	\$ 41,500.00

Moved for your approval.
