



Wexford County

FINANCE AND APPROPRIATIONS COMMITTEE

Michael Musta, Chair

NOTICE OF MEETING

The Finance & Appropriations Committee of the Wexford County Board of Commissioners will hold a regular meeting on Thursday, June 11, 2020 beginning at 4:00 p.m. in the Commissioners' Room, Third Floor, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE MAY 27, 2020, REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Approval of Claims (*A. Nyman, County Clerk*)
 - 2. Resolution 20-18 Supporting the Marine Safety Grant Agreement..... 9
 - 3. Budget Amendment(s)..... 15
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

COUNTY OF WEXFORD
FINANCE & APPROPRIATIONS COMMITTEE MEETING
 REGULAR MEETING MINUTES
 May 27, 2020

The meeting was called to order by Chairman Musta at 4:00 p.m. in the 28th Circuit Court Room of the Courthouse.

Members Present: Mike Musta, Brian Potter, Gary Taylor, and Julie Theobald (virtual)
 Members Absent: None
 Also Present: Duane Alworden, Dispatch Director (virtual); Jami Bigger, Executive Assistant; Ashley Clark, Deputy Clerk; Jason Elmore, Prosecutor; Janet Koch, County Administrator; Kristi Nottingham, Treasurer; Joe Porterfield, Equalization Director; Lorie Sorensen, Register of Deeds; Mistine Stark, Community Corrections Manager (virtual); Corey Wiggins, Chief Assistant Prosecutor

ADDITIONS OR DELETIONS TO THE AGENDA

Added: G.3.a. Resolution 20-17 Supporting the PA 511 Wexford-Missaukee Community Corrections Grant Application

Added: G.9. Discussion on Assistant Prosecutor

APPROVAL OF THE AGENDA

A motion was made by Taylor and supported by Theobald to approve the agenda, as amended. A roll call vote was requested. Motion passed 4-0.

APPROVAL OF THE MINUTES— Attachment 1

A motion was made by Taylor and supported by Potter to approve the May 14, 2020 Regular Meeting Minutes. A roll call vote was requested. Motion passed 4-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Taylor and supported by Potter to pay the bills in the amount of \$55,597.76.

Commissioner Musta stated the amount was notably low.

A roll call vote was requested. Motion passed 4-0.

G.2. Year-to-Date Revenue & Expenses – Attachment 2

Ms. Koch noted that compared to 2019 at this time, expenditures are low. Departments are doing well keeping expenses down.

G.3. Community Corrections Grant Application & G.3.a. Resolution 20-17 – Attachment 3

A motion was made by Potter and supported by Taylor to forward Resolution 20-17 Supporting PA 511 Wexford-Missaukee Community Corrections Grant Application to the full board with a recommendation to approve. A roll call vote was requested. Motion passed 4-0.

G.4. Old VHF Tower Equipment

A motion was made by Taylor and supported by Potter to forward the bid from Grand Traverse Mobile Communications in the amount of \$8,250 to remove the equipment from four towers located in Wexford County to the full board with a recommendation to approve.

Duane Alworden, Dispatch Director, stated this has been budgeted for and it will save Dispatch roughly \$1,000 per month. It was stated that due to the specific nature of this, only one bid was obtained.

A roll call vote was requested. Motion passed 4-0.

G.5. Networks Northwest – MI Works Lease Agreement

A motion was made by Potter and supported by Taylor to forward the Networks Northwest – MI Works Lease Agreement for the period of July 1, 2020 through June 30, 2021 to the full board with a recommendation to approve. A roll call vote was requested. Motion passed 4-0.

G.6. Resolution 20-16 2020 Summer Millage Rate for FY 2021 Budget

A motion was made by Taylor and supported by Theobald to forward Resolution 20-16 2020 Summer Millage Rate which approves 100% levy of the 6.7708 mills for the General Fund to the full board with a recommendation to approve.

Joe Porterfield, Equalization Director, noted a little bit less millage will be levied than in the past.

A roll call vote was requested. Motion passed 4-0.

G.7. 2020 Tax Rate Request, L-4029 Report

A motion was made by Potter and supported by Taylor to forward the 2020 Tax Rate Request, Form L-4029, to the full board with a recommendation to approve. A roll call voted was requested. Motion passed 4-0.

G.8. Taxable Valuations Report, L-4046

A motion was made by Potter and supported by Taylor to forward the 2020 Taxable Valuations Report, Form L-4046, to the full board with a recommendation to approve. A roll call vote was requested. Motion passed 4-0.

G.9. Discussion on Assistant Prosecutor

A motion was made by Potter and supported by Taylor to the full board to approve the funding of an additional assistant prosecutor in the last quarter of 2020 at a wage beginning at \$57,000 with full benefits; with the funds to be transferred from the General Fund's fund balance.

Jason Elmore, Prosecutor, referred to the need for a fourth prosecutor by citing the large amount of cases their office handles. He also explained that if he is to prevail in the election, he will resign mid-November to prevent future conflicts of interests. Mr. Elmore stated for training purposes, October 1 would be a good start date for a new prosecutor. A discussion took place.

A roll call vote was requested. Motion passed 4-0.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Ms. Koch informed the committee some department heads approached her about placing a few employees on voluntary temporary leave. She completed the steps and paperwork and estimates the County will see roughly \$5,800 savings per payroll while these employees are on leave.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion to adjourn was made by Taylor and supported by Theobald at 4:20 p.m. A vote was called. All in favor.

Michael Musta, Chairman

Jami Bigger, Recording Secretary

DRAFT

COUNTY OF WEXFORD
FINANCE & APPROPRIATIONS COMMITTEE MEETING
 REGULAR MEETING MINUTES
 May 14, 2020

The virtual meeting was called to order by Chairman Musta at 4:00 p.m. in the 28th Circuit Court Room of the Courthouse.

Members Present: Mike Musta, Brian Potter, Gary Taylor, and Julie Theobald (virtual)
 Members Absent: None
 Also Present: Norma Kijorski, Senior Executive Assistant; Janet Koch, County Administrator; Alaina Nyman, County Clerk; Annie Strom, Chief Deputy Treasurer; Members of the Public/Media (virtual)

ADDITIONS OR DELETIONS TO THE AGENDA

Added: G.3. Two Seven Oh, Inc. Grant Agreement – Attachment 1

Added: G.4. MIDC FY 2021 Cost Analysis – Attachment 2

APPROVAL OF THE AGENDA

A motion was made by Taylor and supported by Potter to approve the agenda, as amended. A roll call vote was called. Motion passed 4-0

APPROVAL OF THE MINUTES

A motion was made by Taylor and supported by Potter to approve the April 1, 2020, Regular Meeting Minutes, as presented. A roll call vote was called. Motion passed 4-0

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Taylor and supported by Potter to pay the bills in the amount of \$111,704.29. A roll call vote was requested. Motion passed 4-0

G.2. Budget Amendment(s)

A motion was made by Potter and supported by Taylor to forward the budget amendment dated 05/20/2020 to the full board for approval. A roll call vote was requested. Motion passed 4-0

G.3. Two Seven Oh, Inc. Grant Agreement – Attachment 1

A motion was made by Potter and supported by Taylor to forward the Two Seven Oh, Inc. Reimbursement Grant Agreement to the full board with a recommendation to approve. A roll call vote was requested. Motion passed 4-0

G.4. MIDC FY 2021 Cost Analysis – Attachment 2

A motion was made by Taylor and supported by Theobald to forward the Michigan Indigent Defense Commission Fiscal Year 2021 Cost Analysis to the full board with a recommendation to approve.

Ms. Janet Koch, Administrator, pointed out a few items. Included in the grant was funding for sound proofing at the jail in the attorney/client rooms. Also, a laptop was requested for the jail for attorney/client usage thorough the Zoom application. The grant also includes a 2.1% increase for the local share which is mandated by state statue.

A roll call vote was requested. Motion passed 4-0

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Ms. Koch cited the following:

- The audit is still on track for completion by the end of June. A conference call was held between Kristi Nottingham, Brent from Rehmann, and Janet regarding the audit.
- MERS information was submitted regarding the carve out. It will take MERS 10-15 days to process the rate changes. Budget amendments will be submitted after the rate changes are received.
- The landfill letter of credit is due to expire. Dan Staub, Pescador, and Kristi Nottingham, Treasurer, renewed the letter of credit at the current rate of inflation due to the current pandemic; it can be amended if necessary
- The final invoice for the WEX chiller was received and sent to MMRMA for reimbursement.
- A discussion on the old jail regarding the listing took place. Janet spoke with Mr. Jim Meier, realtor, who inquired about an appraisal. It was suggested to inquire with Joe Porterfield, Equalization Department. The topic should be discussed at the Executive Committee.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion to adjourn was made by Taylor and supported by Theobald at 4:14 p.m. A vote was called. All in favor.

Michael Musta, Chairman

Norma Kijorski, Recording Secretary

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REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY
 PERIOD ENDING 04/30/2020
 % Fiscal Year Completed: 33.06

Attachment 2

G.2.

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 04/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
UNCLASSIFIED	Unclassified	13,932,347.00	1,718,470.05	191,390.51	12,213,876.95	12.33
TOTAL REVENUES		13,932,347.00	1,718,470.05	191,390.51	12,213,876.95	12.33
Expenditures						
101	COMMISSIONERS	67,537.00	16,176.95	2,419.74	51,360.05	23.95
131	CIRCUIT COURT	338,599.00	98,962.49	22,691.54	239,636.51	29.23
136	DISTRICT COURT	652,175.00	200,913.51	48,349.49	451,261.49	30.81
141	FRIEND OF THE COURT	888,449.00	257,470.36	65,075.01	630,978.64	28.98
147	JURY COMMISSION	3,550.00	45.46	0.00	3,504.54	1.28
148	PROBATE COURT	637,235.00	186,738.09	47,566.78	450,496.91	29.30
151	PROBATION AND PAROLE	2,730.00	493.19	391.42	2,236.81	18.07
166	CIRCUIT COURT FAMILY COUNS.	75,319.00	22,974.03	6,456.85	52,344.97	30.50
168	PUBLIC DEFENDER	246,340.00	61,247.57	15,062.59	185,092.43	24.86
172	COUNTY ADMINISTRATION	202,912.00	56,464.35	15,827.09	146,447.65	27.83
191	ELECTIONS	53,800.00	30,633.05	20,827.87	23,166.95	56.94
215	COUNTY CLERK	295,782.00	84,474.96	22,998.55	211,307.04	28.56
225	EQUALIZATION	438,590.00	128,461.74	32,763.68	310,128.26	29.29
229	PROSECUTING ATTORNEY	485,173.00	144,969.93	37,412.96	340,203.07	29.88
230	PROS ATTNY CO-OP REIMB	50,940.00	14,894.71	4,573.30	36,045.29	29.24
236	REGISTER OF DEEDS	261,541.00	81,240.07	28,110.07	180,300.03	31.06
245	STATE SURVEY & REMONUMENTATION	42,737.00	0.00	0.00	42,737.00	0.00
253	COUNTY TREASURER	335,451.00	102,922.49	24,446.87	232,528.51	30.68
265	BUILDING AND GROUNDS	414,972.00	92,608.16	15,994.44	322,363.84	22.32
266	HUMAN SERVICES BLDG	45,600.00	21,362.24	5,087.75	24,237.76	46.85
268	DISTRICT HEALTH DEPARTMENT	38,200.00	17,999.93	3,174.80	20,200.07	47.12
270	JAIL - BLDG/GRDS	164,000.00	49,190.82	5,845.85	114,809.18	29.99
271	JAIL - BLDG/GRDS CARMEL ST	2,935.00	60.06	60.06	2,874.94	2.05
272	MAINT/STORAGE - BLDG/GRDS	5,150.00	1,018.63	160.88	4,131.37	19.78
275	DRAIN COMMISSION	40,105.00	5,831.58	1,470.00	34,273.42	14.54
282	DEPT OF AGRICULTURE	144,000.00	0.00	0.00	144,000.00	0.00
290	GEN SERVICES ADMINISTRATION	696,600.00	374,801.82	10,699.18	321,798.18	53.80
301	SHERIFF	2,410,735.00	647,939.16	183,478.50	1,762,795.84	26.88
302	SHERIFF COURT SECURITY	30,000.00	4,673.68	393.25	25,326.32	15.58
315	SECONDARY ROAD PATROL	100,172.00	19,469.00	7,058.29	80,703.00	19.44
331	MARINE	24,848.00	0.00	0.00	24,848.00	0.00
333	FEDERAL FOREST	4,500.00	0.00	0.00	4,500.00	0.00
334	SNOWMOBILE	25,250.00	11,694.47	735.99	13,555.53	46.31
335	ORV GRANT	25,396.00	2,802.63	2,802.63	22,593.37	11.04
351	JAIL	2,715,414.00	676,153.28	189,108.79	2,039,260.72	24.90
426	EMERGENCY MANAGEMENT	74,708.00	22,999.88	6,999.56	51,708.12	30.79
526	SANITARY LANDFILL	76,650.00	6,788.15	1,044.15	69,861.85	8.86
605	CONTAGIOUS DISEASES	600.00	0.00	0.00	600.00	0.00
648	MEDICAL EXAMINER	95,400.00	23,919.69	321.75	71,480.31	25.07
681	VETERANS BURIAL	10,000.00	5,100.00	900.00	4,900.00	51.00
861	FRINGE BENEFITS	0.00	13,007.37	(6,807.59)	(13,007.37)	100.00
890	CONTINGENCIES	50,000.00	0.00	0.00	50,000.00	0.00
965	TRANSFERS	1,089,898.00	322,155.08	35,137.39	767,742.92	29.56
966	APPROPRIATIONS	568,354.00	226,146.20	2,187.50	342,207.80	39.79
TOTAL EXPENDITURES		13,932,347.00	4,034,805.68	860,826.98	9,897,541.32	28.96

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REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 04/30/2020

% Fiscal Year Completed: 33.06

GL NUMBER	DESCRIPTION	2020		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	04/30/2020 (ABNORMAL)	MONTH 04/30/2020 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 225 - ANIMAL CONTROL								
	Total Revenue:	217,502.00		185,652.69	1,090.70		31,849.31	85.36
	Total Expenditure:	217,461.00		60,133.07	19,880.26		157,327.93	27.65
Fund 225 - ANIMAL CONTROL: NET OF REVENUES & EXPENDITURES								
Fund 243 - COURT SECURITY FUND								
	Total Revenue:	25,000.00		7,957.11	1,132.25		17,042.89	31.83
	Total Transfers-In:	98,485.00		21,161.72	5,290.41		77,323.28	21.49
	Total Expenditure:	123,485.00		31,482.20	7,921.03		92,002.80	25.49
Fund 243 - COURT SECURITY FUND: NET OF REVENUES & EXPENDITUR								
Fund 249 - BUILDING INSPECTIONS DEPT.								
	Total Revenue:	199,625.00		19,310.42	3,371.14		180,314.58	9.67
	Total Expenditure:	222,892.00		69,135.14	19,678.95		153,756.86	31.02
Fund 249 - BUILDING INSPECTIONS DEPT.: NET OF REVENUES & EXPENDITURES								
Fund 259 - INDIGENT DEFENSE FUND								
	Total Revenue:	893,534.00		29,543.09	7.19		863,990.91	3.31
	Total Transfers-In:	87,950.00		43,975.64	21,987.82		43,974.36	50.00
	Total Expenditure:	976,484.00		269,119.64	77,723.14		707,364.36	27.56
	Total Transfers-Out:							
Fund 259 - INDIGENT DEFENSE FUND: NET OF REVENUES & EXPENDIT								
Fund 260 - COMMUNITY ALTERNATIVE PROG.								
	Total Revenue:	231,085.00		79,693.24	16,977.14		151,391.76	34.49
	Total Transfers-In:	107,100.00		0.00	0.00		107,100.00	0.00
	Total Expenditure:	338,184.00		102,616.13	41,179.67		235,567.87	30.34
Fund 260 - COMMUNITY ALTERNATIVE PROG.: NET OF REVENUES & EX								
Fund 261 - 911-WIRELESS								
	Total Revenue:	920,000.00		77,684.06	70,386.84		842,315.94	8.44
	Total Expenditure:	919,358.00		250,009.23	69,339.22		669,348.77	27.19
	Total Transfers-Out:							
Fund 261 - 911-WIRELESS: NET OF REVENUES & EXPENDITURES								
Fund 292 - CHILD CARE FUND								
	Total Revenue:	133,100.00		7,669.45	1,210.72		125,430.55	5.76
	Total Transfers-In:	394,500.00		0.00	0.00		394,500.00	0.00
	Total Expenditure:	357,000.00		44,035.69	10,942.35		312,964.31	12.33
Fund 292 - CHILD CARE FUND: NET OF REVENUES & EXPENDITURES								

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the third day of June 2020 at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

RESOLUTION NO. 20-17
SUPPORTING THE P.A. 511 WEXFORD-MISSAUKEE
COMMUNITY CORRECTIONS GRANT APPLICATION

BE IT RESOLVED, that the Wexford County Board of Commissioners supports the P.A. 511 Wexford - Missaukee Community Corrections FY 2021 Grant Application on this date of June 3, 2020.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Gary Taylor, Chairman, Wexford County Board of Commissioners

Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WEXFORD)

I hereby certify that the foregoing is a true and complete copy of Resolution 20-17 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on June 3, 2020, and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

COMMITTEE: Finance
FROM: Administration
FOR MEETING DATE: June 11, 2020
SUBJECT: Resolution 20-18 Supporting The Marine Safety Program Grant Agreement

SUMMARY OF ITEM TO BE PRESENTED:

Resolution 20-18, is in support of the 2020 Marine Safety Program Grant Agreement which is attached for consideration along with the grant agreement. This federal grant will cover 100% of total eligible costs toward completing the work listed, not to exceed \$7,400; equal to last year's grant. A local match is NOT required.

RECOMMENDATION:

Administration recommends the Finance Committee forward a recommendation to the full board to approve the resolution, as presented.

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the twentieth day of June 2020 at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

**RESOLUTION NO. 20-18
SUPPORTING WEXFORD COUNTY 2020 MARINE SAFETY PROGRAM (FEDERAL FUNDING)
GRANT AGREEMENT**

BE IT RESOLVED, that the Wexford County Board of Commissioners supports the Marine Safety Program Grant Agreement for the period January 1, 2020 through September 30, 2020 in the amount of \$7,400 on this date of June 17, 2020.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Gary Taylor, Chairman, Wexford County Board of Commissioners

Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WEXFORD)

I hereby certify that the foregoing is a true and complete copy of Resolution 20-18 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on June 17, 2020, and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk



Michigan Department of Natural Resources - Grants Management
2020 MARINE SAFETY PROGRAM (FEDERAL FUNDING)
GRANT AGREEMENT

Required by authority of 1994 PA 451, as amended, and 1972 PA 227.

This Agreement is between the Michigan Department of Natural Resources for and on behalf of the State of Michigan ("DEPARTMENT") and Wexford County Sheriff's Department ("GRANTEE").

1. The GRANTEE has been approved by the DEPARTMENT to receive Marine Safety program funding for:

	Federal Funds (100%)	State Funds (75%)
Operating	\$7,400.00	\$0.00
Equipment	\$0.00	\$0.00

Salaries, Wages and Benefits for:

- ❖ Marine Safety Law Enforcement and Related Activities;
- ❖ Instruction of Boating Safety Courses;
- ❖ Inspection of Boat Liveries;
- ❖ Attendance at Authorized Marine Safety Training (attendance at the Department's Annual Administrators' Workshop and the Michigan Sheriffs' Association's New Marine Officers Training are pre-authorized).

Operating Expenses for the Scope Items Listed Above, including:

- ❖ Purchase of fuel, oil, and parts for patrol vehicles, watercraft, and trailers;
- ❖ Travel expenses;
- ❖ Uniforms, personal flotation devices, boat shoes, etc.;
- ❖ Leasing of vehicles, dockage, storage, eligible office space;
- ❖ Boat repair, replacement and/or servicing of boat outfitting equipment.

2. Salary and Wages are reimbursable to the GRANTEE at the employees' hourly rate. Overtime is only eligible if the employee worked in excess of 80 hours for full time employees and 40 hours for part time employees in a pay period on Marine Safety duties.
3. The percentage of the GRANTEE'S total budget devoted to operating expenses shall not exceed Forty percent (40%), unless prior approval has been obtained from the DEPARTMENT.
4. Federal funding from the award Recreational Boating Safety 16.01.26 is provided to state agencies under the authority of 46 U.S.C. 13103(a)(2) and (3). The State of Michigan has received a federal funding apportionment for fiscal year 2020 through the United States Coast Guard, Department of Homeland Security. From this federal funding the amount shown below is provided to the GRANTEE by the DEPARTMENT for the purpose of supporting the GRANTEE'S Marine Safety program. Reference the "Department of Homeland Security, United States Coast Guard, Boating Safety Financial Assistance CFDA 97.012, and passed through by Department of Natural Resources" on your single audit reports and other financial statements as required.

The DEPARTMENT agrees to reimburse the GRANTEE a sum of money equal to 100% of the total eligible costs toward completing the scope of work listed above, but not to exceed Seven Thousand Four Hundred Dollars and Zero Cents (\$7,400.00).

There is no local match required for this reimbursement.

The Agreement period for federal funding is **January 1, 2020 through September 30, 2020.**

Completed reimbursement request and documentation of operating expenditures are due no later than **October 31, 2020.**

5. This Agreement shall be administered on behalf of the DEPARTMENT through Grants Management. All reports, documents, or actions required of the GRANTEE shall be submitted through the MiRecGrants website unless otherwise instructed by the DEPARTMENT.
6. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement

request submitted by the GRANTEE through the MiRecGrants website.

- 7. The GRANTEE may not assign or transfer any interest in this Agreement to any other agency, group or individual.
- 8. The GRANTEE shall display valid and proper state of Michigan registration on all vessels and comply with the state of Michigan life jacket regulations.
- 9. This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual Agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.
- 10. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
- 11. The GRANTEE agrees to follow the DEPARTMENT procedure policy:
 - a. The GRANTEE will openly advertise and seek written bids for contracts for purchase or services with a value equal to or greater than \$50,000.00 and accept the lowest qualified bid.
 - b. The GRANTEE will solicit three (3) written quotes for contracts with purchases or services between \$5,000.00 and \$50,000.00.
- 12. The Agreement may be executed separately by the parties. This Agreement is not effective until:
 - ❖ The GRANTEE has signed it and returned it, and
 - ❖ The DEPARTMENT has signed it.

The individuals signing for the parties indicated below certify by their signatures that they have the authority to do so and will ensure that the terms of the Agreement are fulfilled.

GRANTEE

SIGNED:

By: _____

Printed Name: _____

Title: _____

Date: _____

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED:

By: _____

Dan Lord

Title: GM Section Manager

Date: _____

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

6/17/2020

G.3.

**Wexford County Board of Commissioners
Amendments to the 2020 Budget**

Adj #	Acct	Acct Description	Revenue	Expense	a.
20200601	269.000.677.02	Law Library Reimbursement	\$6,300		
	269.000.729.00	Legal Publications		\$6,300	
	Missaukee County is reimbursing the County for use of the law library.				
20200602	101.172.677.00	Misc. Income	\$876.32		b.
	101.172.727.00	Office Supplies		\$876.32	
	Unexpected Income due to written articles submitted by Administrator				