



Wexford County

FINANCE & APPROPRIATIONS COMMITTEE

Mike Musta, Chair

NOTICE OF MEETING

The Finance and Appropriations Committee of the Wexford County Board of Commissioners will hold a regular meeting on Wednesday, August 24, 2022, beginning at 4:00 p.m. in the Commissioners' Room, 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 AUGUST 11, 2022, REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Approval of the Claims (*A. Nyman, County Clerk*)
 - 2. Year – to – Date Revenue and Expense Reports
 - a. General Ledger..... 3
 - b. Special Funds 5
 - 3. Revised Agreement of MSUE Services 6
 - 4. Central Dispatch Parking Lot Paving – Lower Level 12
 - 5. 2023 Requested Budget Review Discussion
- H. CORRESPONDENCE
- I. ADMINISTRATOR’S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

WEXFORD COUNTY
FINANCE & APPROPRIATIONS COMMITTEE MEETING
 REGULAR MEETING MINUTES
 August 11, 2022

The Finance and Appropriations Committee regular meeting was called to order by Chairman Michael Musta at 3:30 p.m. in the Commissioners' Room, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Michael Musta, Brian Potter, Gary Taylor, and Julie Theobald
 Members Absent: None.
 Also Present: Jami Bigger, Deputy County Administrator/HR Director; Adam Kerr, Maintenance Director; Megan Kujawa, Sr. Executive Administrative Assistant; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; and Joe Porterfield, County Administrator/Equalization Director.

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: *G.4. Resolution 22-21 Supporting Secondary Road Patrol Grant Application*

APPROVAL OF THE AGENDA

A motion was made by Comm. Theobald and supported by Comm. Taylor to approve the agenda as amended. A vote was called, all in favor. Motion passed, 4-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Theobald and supported by Comm. Potter to approve the July 26, 2022 Regular Meeting Minutes. A vote was called, all in favor. Motion passed, 4-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Comm. Potter and supported by Comm. Theobald to approve paying the bills in the amount of \$235,739.93. A vote was called, all in favor. Motion passed, 4-0.

G.2. Budget Amendments

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve the budget amendment dated August 17, 2022. A vote was called, all in favor. Motion passed, 4-0.

Chair Musta stated that this was just the ARPA funds for the Clerk's previously approved scanning project.

G.3. Memorandum of Understanding MSUE

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the agreement with Michigan State University.

Comm. Taylor questioned some of the language within the agreement and asked if this could be clarified before the board meeting.

Comm. Theobald withdrew her motion and Comm. Taylor withdrew his support and the agenda item was tabled for revision for the next finance meeting.

G.4. Resolution 22-21 Supporting Road Patrol Grant Application

A motion was made by Comm. Theobald and supported by Comm. Potter to forward a recommendation to the full board to approve Resolution 22-21 Supporting Wexford County Secondary Road Patrol and Traffic Accident Prevention Program Grant Application . A vote was called, all in favor. Motion passed, 4-0.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Mr. Porterfield informed the committee that budgets are now open and is now starting to be able to make projections. It is the full intention that it will be ready to start the review process by the next finance meeting.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Potter to adjourn the meeting at 4:05 p.m.

Michael Musta, Chairman

Megan Kujawa, Recording Secretary

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 58.08

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 07/31/2022 NORM (ABNORM)	ACTIVITY FOR JULY 2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND						
101	COMMISSIONERS	66,822.00	40,683.51	5,206.56	26,138.49	60.88
131	CIRCUIT COURT	331,107.00	165,545.43	25,252.54	165,561.57	50.00
136	DISTRICT COURT	665,559.00	355,320.57	48,041.26	310,238.43	53.39
141	FRIEND OF THE COURT	957,135.00	481,612.20	61,897.09	475,522.80	50.32
147	JURY COMMISSION	3,700.00	3,062.55	114.37	637.45	82.77
148	PROBATE COURT	637,075.00	345,803.64	50,996.83	291,271.36	54.28
149	PROBATE COURT	0.00	1,981.48	631.48	(1,981.48)	100.00
151	PROBATION AND PAROLE	2,700.00	474.15	184.46	2,225.85	17.56
166	CIRCUIT COURT FAMILY COUNS.	68,405.00	23,810.18	4,800.84	44,594.82	34.81
168	PUBLIC DEFENDER	269,330.00	148,399.19	25,388.70	120,930.81	55.10
172	COUNTY ADMINISTRATION	221,658.00	97,001.23	9,290.88	124,656.77	43.76
191	ELECTIONS	80,600.00	2,057.78	1,149.25	78,542.22	2.55
215	COUNTY CLERK	345,093.00	176,808.06	26,948.35	168,284.94	51.23
225	EQUALIZATION	532,541.00	292,420.27	39,780.48	240,120.73	54.91
229	PROSECUTING ATTORNEY	732,358.00	357,945.49	52,592.11	374,412.51	48.88
230	PROS ATTNY CO-OP REIMB	57,843.00	29,385.87	3,678.63	28,457.13	50.80
236	REGISTER OF DEEDS	313,586.00	174,877.58	24,916.13	138,708.42	55.77
245	STATE SURVEY & REMONUMENTATION	46,531.00	7,650.00	0.00	38,881.00	16.44
253	COUNTY TREASURER	410,515.00	208,429.14	32,330.04	202,085.86	50.77
265	BUILDING AND GROUNDS	348,638.00	244,311.23	24,634.61	104,326.77	70.08
266	HUMAN SERVICES BLDG	81,955.00	71,536.43	7,970.23	10,418.57	87.29
267	HUMAN RESOURCES DEPARTMENT	82,485.00	47,950.11	6,550.91	34,534.89	58.13
268	DISTRICT HEALTH DEPARTMENT	65,200.00	42,405.87	6,713.40	22,794.13	65.04
270	JAIL - BLDG/GRDS	168,000.00	149,607.98	15,180.98	18,392.02	89.05
271	JAIL - BLDG/GRDS CARMEL ST	1,750.00	1,918.41	301.64	(168.41)	109.62
272	MAINT/STORAGE - BLDG/GRDS	5,850.00	2,817.80	134.80	3,032.20	48.17

CONTINUED - REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 58.08

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 07/31/2022 NORM (ABNORM)	ACTIVITY FOR JULY 2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND						
275	DRAIN COMMISSION	65,931.00	28,642.09	3,260.78	37,288.91	43.44
282	DEPT OF AGRICULTURE	139,000.00	118,637.34	0.00	20,362.66	85.35
287	ARPA Direct Payment	0.00	148,061.95	121,103.00	(148,061.95)	100.00
290	GEN SERVICES ADMINISTRATION	664,208.00	559,149.25	22,928.05	105,058.75	84.18
301	SHERIFF	2,682,899.84	1,333,552.49	222,396.69	1,349,347.35	49.71
302	SHERIFF COURT SECURITY	20,000.00	0.00	0.00	20,000.00	0.00
315	SECONDARY ROAD PATROL	121,969.00	63,210.51	10,895.31	58,758.49	51.83
331	MARINE	30,792.00	5,230.94	3,097.48	25,561.06	16.99
333	FEDERAL FOREST	4,000.00	0.00	0.00	4,000.00	0.00
334	SNOWMOBILE	22,939.05	22,485.61	0.00	453.44	98.02
335	ORV GRANT	30,442.00	13,354.20	627.61	17,087.80	43.87
351	JAIL	3,011,796.16	1,352,702.79	218,363.33	1,659,093.37	44.91
362	STATE GRANT PA 511	107,609.00	50,356.59	9,552.97	57,252.41	46.80
363	ENHANCEMENT	215,954.00	122,530.14	13,873.59	93,423.86	56.74
426	EMERGENCY MANAGEMENT	132,608.00	96,091.18	7,436.02	36,516.82	72.46
526	SANITARY LANDFILL	65,584.00	15,964.00	3,244.50	49,620.00	24.34
605	CONTAGIOUS DISEASES	700.00	250.12	10.22	449.88	35.73
648	MEDICAL EXAMINER	97,400.00	56,430.66	5,833.62	40,969.34	57.94
681	VETERANS BURIAL	9,000.00	6,600.00	600.00	2,400.00	73.33
861	FRINGE BENEFITS	0.00	11,314.93	(8,827.98)	(11,314.93)	100.00
890	CONTINGENCIES	50,000.00	0.00	0.00	50,000.00	0.00
965	TRANSFERS	1,173,772.00	897,827.42	71,317.00	275,944.58	76.49
966	APPROPRIATIONS	585,476.00	417,160.98	10,545.25	168,315.02	71.25
TOTAL REVENUES		15,728,516.05	6,219,130.76	1,002,339.67	9,509,385.29	39.54
TOTAL EXPENDITURES		15,728,516.05	8,793,369.34	1,190,944.01	6,935,146.71	55.91

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 58.08

GL NUMBER	2022 AMENDED BUDGET	YTD BALANCE 07/31/2022 NORM (ABNORM)	ACTIVITY FOR JULY 2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
225 - ANIMAL CONTROL					
TOTAL REVENUES	262,064.00	211,971.78	208.56	50,092.22	80.89
TOTAL EXPENDITURES	262,064.00	121,842.46	19,704.60	140,221.54	46.49

243 - COURTHOUSE SECURITY					
TOTAL REVENUES	156,170.00	77,338.36	10,991.85	78,831.64	49.52
TOTAL EXPENDITURES	156,170.00	76,123.85	10,906.54	80,046.15	48.74

249 - BUILDING INSPECTIONS DEPT.					
TOTAL REVENUES	247,000.00	157,696.78	56,567.88	89,303.22	63.84
TOTAL EXPENDITURES	193,377.00	94,114.86	14,537.53	99,262.14	48.67

259 - INDIGENT DEFENSE FUND					
TOTAL REVENUES	1,135,833.00	650,963.85	202,392.49	484,869.15	57.31
TOTAL EXPENDITURES	1,135,833.00	500,789.48	74,997.38	635,043.52	44.09

261 - 911-WIRELESS					
TOTAL REVENUES	1,031,879.00	383,026.10	121,387.86	648,852.90	37.12
TOTAL EXPENDITURES	1,031,879.00	608,215.56	75,232.41	423,663.44	58.94

292 - CHILD CARE FUND					
TOTAL REVENUES	518,500.00	51,280.88	6,820.43	467,219.12	9.89
TOTAL EXPENDITURES	518,500.00	197,147.43	17,515.69	321,352.57	38.02

TOTAL REVENUES - ALL FUNDS	3,351,446.00	1,532,277.75	398,369.07	1,819,168.25	45.72
TOTAL EXPENDITURES - ALL FUNDS	3,297,823.00	1,598,233.64	212,894.15	1,699,589.36	48.46

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Finance & Appropriations Committee
FROM: Administration
FOR MEETING DATE: August 24, 2022
SUBJECT: Revised Agreement of MSUE Services

SUMMARY OF ITEM TO BE PRESENTED:

At the August 11, 2022 Finance and Appropriations Committee meeting there was a presented Memorandum of Understanding for Michigan State University Extension Services, which was tabled due to some concerns of the language within the agreement. Presented is the amended agreement.

RECOMMENDATION:

Administration recommends the Finance Committee forward a recommendation to the full board to approve the Memorandum of Understanding with MSUE.

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES (“Agreement”) is entered into on _____ by and between Wexford 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. Storage space meeting the following requirements.
 - a. 171 sq. ft. secured storage room.
 - b. Wexford County MSU Extension will pay \$1,090 (171sft x \$6.37/sft annually). The transaction will occur through a transfer of money from the county millage.
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 .2 FTE
5. Funding for additional 4-H program capacity at .5 FTE
6. Funding for Consumer Horticulture/Master Gardner Coordinator

7. Funding for operating expenses (phone and internet)
8. Collection and distribution on behalf of MSUE funds provided by the millage approved by the voters of Wexford County on August 2020. The millage collected will provide funds for the following:
 - a. Annual Extension Assessment, contributions of MSUE and County as outlined in this Agreement and other usual and customary Extension Office Operating and Personnel expenses.
9. Total Annual Assessment in the amount of **\$167,685**

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) \$49,966

ADDITIONAL PERSONNEL – all positions listed in items B through E to be employed by MSU

B. .75 FTE Clerical Support Staff \$51,506
C. .2 FTE Educator (CFEI; Program Area: Economic Development) \$22,226
D. .5 FTE Additional 4-H Program Coordination \$34,337
E. Consumer Horticulture/Master Gardner Coordinator \$5,150
F. Operating Expenses (phone and internet) \$4,500

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2023: \$167,685

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2023, the first day of the County budget year 2023 and shall terminate on the last day of such County budget year 2023. 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 Wexford County Administrator, 437 E. Division Street, Cadillac, MI 49601, 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**

By: _____

Evonne Pedawi
Contract & Grant Administration

Its: _____

Date: _____

WEXFORD COUNTY

By: _____

Print name: _____

Its: _____

(title)

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.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Finance & Appropriations Committee
FROM: Central Dispatch
FOR MEETING DATE: August 24, 2022
SUBJECT: Central Dispatch Parking Lot Paving – Lower Level

SUMMARY OF ITEM TO BE PRESENTED:

Central Dispatch is requesting that the County’s policy of requiring three bids be waved for paving of the bottom parking lot at Central Dispatch’s building. Mr. Alworden, Central Dispatch Director, would like the parking lot paved before winter and is requesting that the Finance and Appropriations Committee forward a recommendation to full board to approve the presented quote from American Asphalt.

RECOMMENDATION:

The Finance Committee should review and forward a recommendation to the full board.



Proposal

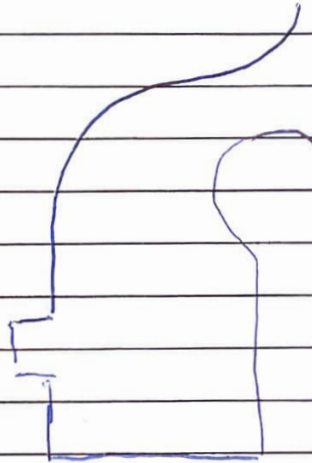
AMERICAN ASPHALT PAVING INC.

9368 E 7TH Street – Manton, MI 49663
(231)839-2384

Date: 8-17-2022

Submitted to: <i>Wexford 911</i>	City, State, Zip Code <i>Cadillac MI</i>
Street <i>Lincoln</i>	Phone

*Fine grade & pave with 2" Hot Asphalt
Downhill to bottom side of 911 Building
Add gravel in Areas needed*



WE PROPOSE herby to furnish material and labor, complete in accordance with the above specifications for the sum of:
Eleven Thousand Eight hundred Sixty Two dollars (\$ *11,862.00*)
TERMS: 50% down on acceptance of proposal. Balance due upon completion. This proposal includes all the standard conditions set forth on the reverse side of this document.

ACCEPTANCE OF PROPOSAL AND STANDARD CONDITIONS

I (we) have read the above proposal, INCLUDING THE STANDARD CONDITIONS ON THE REVERSE SIDE, and hereby accept the prices Specifications, and standard conditions as stated. You are hereby Authorized to begin the work as proposed at your earliest convenience payment will be outlined above.

Signature: _____

Date of acceptance: _____

Signature: _____