



Wexford County

FINANCE & APPROPRIATIONS COMMITTEE

Brian Potter, Chair

NOTICE OF MEETING

The Finance and Appropriations Committee of the Wexford County Board of Commissioners will hold a regular meeting on Wednesday, October 22, 2025, beginning at 4:00 p.m. in the Commissioners' Room, third floor of the Historic Courthouse, 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 OCTOBER 03, 2025, REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
 - 1. Approval of the Claims *(Clerk's Office)*
 - 2. Revenue & Expense Reports 3
 - 3. FY26 MOA – MSUE 11
- 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
October 3, 2025

The regular meeting was called to order by Chairman Brian Potter at 4:00 p.m., in the Commissioners' Room, Third Floor, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Brian Potter, Sandy Bengelink, Mark Nyman, Gary Taylor
Members Absent: None.
Also Present: Jami Bigger, Deputy Administrator & HR Director; Alaina Nyman, Clerk; Joe Porterfield, County Administrator & Equalization Director; Megan Swanberg, Executive Assistant

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Nyman to approve the September 24, 2025, 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. Taylor and supported by Comm. Bengelink to approve paying the claims in the amount of \$272,532.22 A vote was called, all in favor. Motion passed 4-0.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

County Administrator Joe Porterfield informed the committee departments are still working on getting their budgets completed and turned in and he is waiting to see what the State approved in their budget.

Mr. Porterfield asked the commissioners if they would like him to continue to budget for worse-case scenario as has been done in the past. There are often many roster spots that are budgeted for, but not always filled, so the budget shows a deficit, but money is put back into fund balance at the end of each year. Mr. Porterfield told the committee that without the use of covid relief funds, the budget deficit will likely be larger this year than in past years. He noted the County currently has a very healthy fund balance. A discussion took place, and the committee directed Mr. Porterfield to continue to budget as he has in the past and try to get the deficit as low as possible.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Nyman to adjourn the meeting at 9:00 a.m. A vote was called, all in favor. Motion passed 4-0.

Brian Potter, Chair

Megan Swanberg, Recording Secretary

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY
 PERIOD ENDING 09/30/2025
 * Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
Fund 101 - GENERAL FUND						
UNCLASSIFIED	UnClassified	18,547,093.00	14,928,053.02	6,323,492.37	3,619,039.98	80.49
TOTAL REVENUES		18,547,093.00	14,928,053.02	6,323,492.37	3,619,039.98	80.49
Expenditures						
101	COMMISSIONERS	126,769.00	95,308.74	9,170.97	31,460.26	75.18
172	COUNTY ADMINISTRATION	141,229.00	92,846.57	10,077.77	48,382.43	65.74
174	GEN SERVICES ADMINISTRATION	1,164,008.00	1,133,872.94	43,879.80	30,135.06	97.41
193	AREA Direct Payment	0.00	34,000.00	0.00	(34,000.00)	100.00
194	DEPT OF AGRICULTURE	120,000.00	44,946.39	0.00	75,053.61	37.46
215	COUNTY CLERK	434,731.00	307,217.19	34,975.62	127,513.81	70.67
245	STATE SURVEY & REMONUMENTATION	48,570.00	16,575.00	2,295.00	31,995.00	34.13
253	COUNTY TREASURER	445,233.00	318,154.37	31,836.84	127,078.63	71.46
257	EQUALIZATION	612,297.00	427,894.95	47,861.41	184,402.05	69.88
262	ELECTIONS	56,250.00	18,126.77	183.06	38,123.23	32.23
265	BUILDING AND GROUNDS	489,201.00	342,519.78	40,013.29	146,681.22	70.02
268	DISTRICT HEALTH DEPARTMENT	97,200.00	68,265.18	11,559.66	28,934.82	70.23
270	HUMAN RESOURCES	98,570.00	116,969.76	(4,273.95)	(18,399.76)	118.67
272	MAINT/STORAGE - BLDG/GRDS	7,850.00	5,187.56	442.14	2,662.44	66.08
276	HUMAN SERVICES BLDG	131,750.00	130,738.23	26,491.20	1,011.77	99.23
278	JAIL - BLDG/GRDS	265,000.00	216,085.06	24,323.27	48,914.94	81.54
279	PUBLIC DEFENDER	279,350.00	241,334.89	18,985.35	38,015.11	86.39
283	CIRCUIT COURT	348,069.00	236,508.40	25,826.05	111,560.60	67.95
286	DISTRICT COURT	802,393.00	576,273.71	61,911.56	226,119.29	71.82
289	FRIEND OF THE COURT	1,026,819.00	683,749.46	92,901.25	343,069.54	66.59
294	PROBATE COURT	716,575.00	446,220.45	49,586.55	270,354.55	62.27
295	PROBATION AND PAROLE	2,700.00	1,841.73	532.52	858.27	68.21
296	PROSECUTING ATTORNEY	876,167.00	514,801.27	53,110.19	361,365.73	58.76
297	JURY COMMISSION	5,250.00	4,216.82	0.00	1,033.18	80.32
298	CIRCUIT COURT FAMILY COUNS.	75,217.00	37,682.73	3,240.68	37,534.27	50.10
299	PROS ATTNY CO-OP REIMB	75,527.00	57,947.14	6,749.84	17,579.86	76.72
301	SHERIFF	3,311,718.00	2,423,542.70	325,944.56	888,175.30	73.18
316	SECONDARY ROAD PATROL	104,979.00	47,099.38	0.38	57,879.62	44.87
331	MARINE	37,367.00	15,850.23	924.57	21,516.77	42.42
332	SNOWMOBILE	34,899.00	20,742.09	0.00	14,156.91	59.43
333	ORV GRANT	41,000.00	22,346.78	1,825.43	18,653.22	54.50
334	FEDERAL FOREST	4,000.00	2,957.62	0.00	1,042.38	73.94
351	JAIL	3,761,968.00	2,274,678.14	263,515.34	1,487,289.86	60.47
362	STATE GRANT PA 511	128,543.00	78,016.53	1,505.94	50,526.47	60.69
363	ENHANCEMENT	171,262.00	124,290.27	20,450.42	46,971.73	72.57
426	EMERGENCY MANAGEMENT	105,732.00	100,174.72	14,711.00	5,557.28	94.74
442	DRAIN COMMISSION	88,689.00	50,620.61	14,470.07	38,068.39	57.08
525	SANITARY LANDFILL	65,000.00	27,894.95	7,062.45	37,105.05	42.92
605	CONTAGIOUS DISEASES	0.00	62.99	39.39	(62.99)	100.00
648	MEDICAL EXAMINER	110,400.00	82,182.52	13,289.00	28,217.48	74.44
681	VETERANS BURIAL	10,000.00	4,500.00	600.00	5,500.00	45.00
711	REGISTER OF DEEDS	350,905.00	251,433.52	27,428.38	99,471.48	71.65
959	APPROPRIATIONS	471,543.00	410,619.30	64,591.67	60,923.70	87.08
965	APPROPRIATIONS	6,583.00	0.00	0.00	6,583.00	0.00
995	TRANSFERS	1,295,780.00	845,358.02	69,237.46	450,421.98	65.24
TOTAL EXPENDITURES		18,547,093.00	12,951,655.46	1,417,276.13	5,595,437.54	69.83

PERIOD ENDING 09/30/2025

& Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2025		YTD BALANCE 09/30/2025		ACTIVITY FOR MONTH 09/30/2025		AVAILABLE BALANCE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)			
Fund 101 - GENERAL FUND										
Fund 101 - GENERAL FUND:										
TOTAL REVENUES		18,547,093.00	14,928,053.02	6,323,492.37	3,619,039.98	80.49				
TOTAL EXPENDITURES		18,547,093.00	12,951,655.46	1,417,276.13	5,595,437.54	69.83				
NET OF REVENUES & EXPENDITURES		0.00	1,976,397.56	4,906,216.24	(1,976,397.56)	100.00				
BEG. FUND BALANCE		12,543,582.96	12,543,582.96							
END FUND BALANCE		12,543,582.96	14,519,980.52							

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 09/30/2025
 & Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2025 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE	% BDC USED
Fund 225 - ANIMAL CONTROL							
Revenues							
UNCLASSIFIED	Unclassified	298,303.00	270,850.06	387.43		27,452.94	90.80
TOTAL REVENUES		298,303.00	270,850.06	387.43		27,452.94	90.80
Expenditures							
000		298,303.00	178,221.38	23,873.97		120,081.62	59.75
TOTAL EXPENDITURES		298,303.00	178,221.38	23,873.97		120,081.62	59.75
Fund 225 - ANIMAL CONTROL:							
TOTAL REVENUES		298,303.00	270,850.06	387.43		27,452.94	90.80
TOTAL EXPENDITURES		298,303.00	178,221.38	23,873.97		120,081.62	59.75
NET OF REVENUES & EXPENDITURES		0.00	92,628.68	(23,486.54)		(92,628.68)	100.00
BEG. FUND BALANCE		259,610.13	259,610.13				
FUND BALANCE ADJUSTMENTS			100.00				
END FUND BALANCE		259,610.13	352,338.81				

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 09/30/2025

% Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2025		YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE		% EDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	BALANCE	
Fund 239 - COURT SECURITY FUND								
Revenues								
UNCLASSIFIED	Unclassified	196,211.00		174,242.75	18,479.43		21,968.25	88.80
TOTAL REVENUES		196,211.00		174,242.75	18,479.43		21,968.25	88.80
Expenditures								
000		196,211.00		76,869.95	7,874.16		119,341.05	39.18
TOTAL EXPENDITURES		196,211.00		76,869.95	7,874.16		119,341.05	39.18
Fund 239 - COURT SECURITY FUND:								
TOTAL REVENUES		196,211.00		174,242.75	18,479.43		21,968.25	88.80
TOTAL EXPENDITURES		196,211.00		76,869.95	7,874.16		119,341.05	39.18
NET OF REVENUES & EXPENDITURES		0.00		97,372.80	10,605.27		(97,372.80)	100.00
BEG. FUND BALANCE		128,235.14		128,235.14				
END FUND BALANCE		128,235.14		225,607.94				

PERIOD ENDING 09/30/2025
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2025 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE	% BDC USED
Fund 249 - BUILDING INSPECTIONS DEPT.							
UNCLASSIFIED	Unclassified	320,000.00	270,801.63	38,725.45		49,198.37	84.63
TOTAL REVENUES		320,000.00	270,801.63	38,725.45		49,198.37	84.63
Expenditures							
000		239,801.00	212,119.23	25,015.16		27,681.77	88.46
TOTAL EXPENDITURES		239,801.00	212,119.23	25,015.16		27,681.77	88.46
Fund 249 - BUILDING INSPECTIONS DEPT.:							
TOTAL REVENUES		320,000.00	270,801.63	38,725.45		49,198.37	84.63
TOTAL EXPENDITURES		239,801.00	212,119.23	25,015.16		27,681.77	88.46
NET OF REVENUES & EXPENDITURES		80,199.00	58,682.40	13,710.29		21,516.60	73.17
BEG. FUND BALANCE		384,505.19	384,505.19				
END FUND BALANCE		464,704.19	443,187.59				

PERIOD ENDING 09/30/2025
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2025		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	2025	NORMAL (ABNORMAL)	09/30/2025	MONTH 09/30/2025	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
Fund 260 - PUBLIC DEFENDER										
Revenues										
UNCLASSIFIED	Unclassified	1,974,202.00	1,197,865.84		1,197,865.84	44,413.37		776,336.16		60.68
TOTAL REVENUES		1,974,202.00	1,197,865.84		1,197,865.84	44,413.37		776,336.16		60.68
Expenditures										
000		1,974,202.00	1,329,348.69		1,329,348.69	171,989.27		644,853.31		67.34
TOTAL EXPENDITURES		1,974,202.00	1,329,348.69		1,329,348.69	171,989.27		644,853.31		67.34
Fund 260 - PUBLIC DEFENDER:										
TOTAL REVENUES		1,974,202.00	1,197,865.84		1,197,865.84	44,413.37		776,336.16		60.68
TOTAL EXPENDITURES		1,974,202.00	1,329,348.69		1,329,348.69	171,989.27		644,853.31		67.34
NET OF REVENUES & EXPENDITURES		0.00	(131,482.85)		(131,482.85)	(127,575.90)		131,482.85		100.00
BEG. FUND BALANCE		2,459.00	2,459.00		2,459.00					
END FUND BALANCE		2,459.00	(129,023.85)		(129,023.85)					

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY
 PERIOD ENDING 09/30/2025
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2025 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE (ABNORMAL)	% BDT USED
Fund 261 - 911-WIRELESS							
Revenues	Unclassified						
		1,400,000.00	624,265.14	3,237.49		775,734.86	44.59
TOTAL REVENUES		1,400,000.00	624,265.14	3,237.49		775,734.86	44.59
Expenditures							
000		155,000.00	33,958.58	277.36		121,041.42	21.91
325	COMMUNICATIONS/DISPATCH	1,103,334.00	811,836.89	66,946.30		291,497.11	73.58
TOTAL EXPENDITURES		1,258,334.00	845,795.47	67,223.66		412,538.53	67.22
Fund 261 - 911-WIRELESS:							
TOTAL REVENUES		1,400,000.00	624,265.14	3,237.49		775,734.86	44.59
TOTAL EXPENDITURES		1,258,334.00	845,795.47	67,223.66		412,538.53	67.22
NET OF REVENUES & EXPENDITURES		141,666.00	(221,530.33)	(63,986.17)		363,196.33	156.38
BEG. FUND BALANCE		357,467.71	357,467.71				
END FUND BALANCE		499,133.71	135,937.38				

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY
 PERIOD ENDING 09/30/2025
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2025 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
Fund 292 - CHILD CARE FUND							
Revenues	Unclassified						
UNCLASSIFIED		1,014,243.00	131,904.90	39,768.65		882,338.10	13.01
TOTAL REVENUES		1,014,243.00	131,904.90	39,768.65		882,338.10	13.01
Expenditures							
000		1,014,243.00	513,537.39	103,838.46		500,705.61	50.63
TOTAL EXPENDITURES		1,014,243.00	513,537.39	103,838.46		500,705.61	50.63
Fund 292 - CHILD CARE FUND:							
TOTAL REVENUES		1,014,243.00	131,904.90	39,768.65		882,338.10	13.01
TOTAL EXPENDITURES		1,014,243.00	513,537.39	103,838.46		500,705.61	50.63
NET OF REVENUES & EXPENDITURES		0.00	(381,632.49)	(64,069.81)		381,632.49	100.00
BEG. FUND BALANCE		77,528.70	77,528.70				
END FUND BALANCE		77,528.70	(304,103.79)				
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		5,202,959.00	2,669,930.32	145,011.82		2,533,028.68	51.32
NET OF REVENUES & EXPENDITURES		4,981,094.00	3,155,892.11	399,814.68		1,825,201.89	63.36
BEG. FUND BALANCE - ALL FUNDS		221,865.00	(485,961.79)	(254,802.86)		707,826.79	219.03
FUND BALANCE ADJ - ALL FUNDS		1,209,805.87	1,209,805.87				
END FUND BALANCE - ALL FUNDS		1,431,670.87	723,944.08				

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,

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. 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:

3. Funding for additional Extension educators at **.25 FTE**
4. Funding for additional 4-H program capacity at **.5 FTE**
5. Funding for Consumer Horticulture/Master Gardner Coordinator
6. Funding for operating expenses (phone, internet, office relocation expenses)
7. Collection and distribution on behalf of MSUE funds provided by the millage approved by the voters of Wexford County on August 4, 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.
8. Total Annual Assessment in the amount of **\$189,089**

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) \$54,599

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

B. .75 FTE Clerical Support Staff \$56,282

C. .25 FTE Educator (CFEI; Program Area: Economic Development) \$30,358

D. .5 FTE Additional 4-H Program Coordination \$37,521

E. Consumer Horticulture/Master Gardner Coordinator \$5,629

F. Operating Expenses (phone and internet) \$4,700

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2026: \$189,089

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2026, the first day of the County budget year 2026 and shall terminate on the last day of such County budget year 2026. Either party to this Agreement may terminate the Agreement, with or without cause, with 60 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: Executive Director

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.