



Terry Walters, Chairman
(Sage and Gladwin City)
Don Birgel, Vice-Chairman
(Grout, Beaverton City,
Beaverton)
Sharron Smith, District 4
(Buckeye, Hay & Tobacco)
Chuck Hinman, District 1
(Sherman, Butman, Clement
Gladwin Township)
Sandra Aultman, District 3
(Bentley, Billings, Bourret,
Grim & Secord)

November 22nd, 2016 9 a.m.

Board Agenda

- A. Call to Order/Chair
- B. Pledge of Allegiance/Prayer
- C. Roll Call-Excuse Absent Members

CONSENT AGENDA

Approval of board Minutes November 8th, 2016, Committee of the Whole 11-17-16

- D. Corrections or Additions to the Consent Agenda
- E. Reading of Cash Balances
- F. Finance Reports/ Claims and Accounts General Fund
- G. Public comments
- H. Communications

I. Miscellaneous

J. Old Business

K. New Business

Gladwin Transit/Josh Reid

Kim Halis/ Christy Van Tiem/ Assessments

MSU Agreement

Reimbursement Grant/Two Seven Oh Inc.

L. Chairman Comments: General Contractor on hold

M. Board Member Comments/ Reports

Hinman: Meetings/Budget

Smith: Meetings/Phone/Amalgam to be at Data

Birgel: Meetings/ Budget

Aultman: Meetings

N. Public Comments

O. Receive and File

Department Head 11-17-16

Finance 11-17-16

P. Adjournment

Individuals with disabilities requiring auxiliary aids or service at the meeting should contact the Board Secretary's office at (989) 426-4821

11/21/16

Finance Matters 11/22/2016
Don Birgel, Chairman

1. The committee reviewed the policy on purchases over \$500.00 and would like to remind each department that all purchases, including supply orders through Quill, are subject to the \$500.00 rule.
2. Attached are two billings due to Clare County for the payment of Friend of the Court and Court Administrator wages and fringes. The committee would like discussion on the billings before authorizing payment.
3. Prosecutor, Aaron Miller, has requested to purchase a new computer for his office. Cost of the machine is \$1,145.00 and will be paid from 100-900-970-229 if approved.
4. Mr. Miller has also requested consideration of the following budget amendments for his office: reduce \$4,003 from 101-229-707.000 and increase to: \$3,000 to 101-229-727.000, \$250.00 to 101-229-801.000, \$150.00 to 101-229-831.001 and \$200.00 to 101-229-850.000.
5. Two individuals would like to make a donation of hours to an employee in the Clerk's Office who is off on medical leave. Constance Thurlow-White – 20 hours and James Maveal – 35 hours. A motion is needed to allow the Clerk to make the adjustment to hours as requested.

STATE OF MICHIGAN

Clare County Building
PO Box 96
Harrison, MI 48625-0096
989-539-7109
989-539-7229 (fax)



Gladwin County Courthouse
401 W. Cedar
Gladwin, MI 48624-2086
989-426-7451
989-426-6936 (fax)

Darrell A. Schlese
55th Circuit and 17th Probate Court
Court Admin. and Juvenile Referee
schlesed@clareco.net

Hold

DATE: 10/1/16
TO: Laura Brandon-Maveal
FROM: Darrell A. Schlese / Court Administrator
RE: Salary/fringe breakdown for the FOC/Domestic Relations Referee

Salary	\$105,000.00
FICA/Med	8,032.50
Health Ins	0.00
Workman's Comp	619.50
Unemployemnt	1,260.00
Life Ins.	106.00
Retirement	15,078.00

TOTAL \$ 130,096.00

Please remit \$ 14,635.80 to the Clare County Treasurer.

Thank you

3rd quarter billing for 2016

Clare County Building
PO Box 96
Harrison, MI 48625-0096
989-539-7109
989-539-7229 (fax)

STATE OF MICHIGAN



Gladwin County Courthouse
401 W. Cedar
Gladwin, MI 48624-2086
989-426-7451
989-426-6936 (fax)

Darrell A. Schlese
55th Circuit and 17th Probate Court
Court Admin. and Juvenile Referee
schlesed@clareco.net

Hold

DATE: 10/3/16
TO: Lisa Fisher
FROM: Darrell A. Schlese / Court Administrator
RE: Salary/fringe breakdown for the Circuit/Probate Ct. Admin.
salary: 101-148-706.002; fringes 101-148-720.000

Salary	\$62,424.00
FICA/Med	4,775.44
Health Ins	3,200.00
Workman's Comp	249.70
Unemployemnt	749.09
Life Ins.	106.00
Retirement	1,285.93

TOTAL \$ 72,790.15

Please remit \$ 9,098.77 to the Clare County Treasurer.

Thank you

3rd quarter billing for 2016



Quote ITRQ7653

Prepared For:

Gladwin County
 Kayti Newman
 Phone: 989-426-8592
 401 W. Cedar Ave.
 Gladwin, MI 48624
 kenewman18@yahoo.com

Prepared By:

Monique Allen
 Assistant to the Director
 Phone: 855-487-4448
 Fax:
 Email: mallen@tright.com



For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

Line Item Detail

QTY	Description	Picture	Unit Price	Ext Price
1	PC Mid-range - Quad-Core Intel Core i5-6400 2.70GHz 6MB Cache - ASUS H110M-C/CSM - mATX - Intel H110 Chipset - CRUCIAL 8GB PC4-17000 2133MHz - In Win Z589 - mATX Mini Tower - 350 Watt Power Supply - Black - Included Power Supply (Chassis must include power to select this option) - 240GB Crucial BX200 2.5" SATA 6.0Gb/s Solid State Drive - Samsung 24x DVD+/-RW Dual Layer (SATA) - Integrated Video (Included with Motherboard) - Microsoft Wired Desktop 400 Keyboard and Mouse (USB) - Microsoft Windows 10 Professional with Recovery DVD (COA) - Three Year Warranty with Advanced Parts Replacement and RSL		\$750.00	\$750.00
1	Microsoft Office 2016 Professional - License - 1 PC - PC - Download Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access		\$395.00	\$395.00

11/14/16
 PLEASE ORDER
 [Signature]

SubTotal: \$1,145.00
Shipping: \$0.00
Sales Tax: \$0.00
Total: \$1,145.00

Ready to Accept?

[Signature]

Order Confirmation

We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.

OFFICE OF THE PROSECUTING ATTORNEY

401 West Cedar Avenue
Gladwin, Michigan 48624-2054
(989) 426-8592
Fax (989) 426-4248

Aaron W. Miller
Prosecuting Attorney
Norman E. Gage
Asst Prosecuting Attorney

November 4, 2016

To: Finance Committee
Re: Line Item Transfers and PC purchase

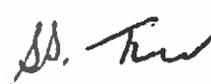
At this point it appears that Prosecuting Attorney Clerk(s) Line #101.229.707.000 has an excess of \$4003 as of 10/31/2016. In order to take several line items out of a negative balance, I am request that the following transfers be made from 707.000:

727.000 Supplies and Printing:	\$3,000
801.000 Memberships:	\$250
831.001 Legal Investigations:	\$150
850.000 Telephone:	\$200

As was discussed in the 2017 budget meeting I had with the Finance Committee, I am further requesting authorization to purchase a new desktop computer in an amount to be determined by IT Right, but hopefully not to exceed \$1,000.

If you have any questions please feel free to call.


Aaron Miller

Gladwin County
Office of the County Clerk
401 West Cedar Avenue
Gladwin, Michigan 48624
(989)426-7351 Fax (989)426-6917



Laura Brandon-Maveal, County Clerk

Deputy Clerks:

*Cheryl Edgar, Lisa Fisher,
Julie Jackson, Nicole Sheehan,
Constance Thurlow*

November 9, 2016

To Whom It May Concern,

**I would like to donate 20 hours of sick time to the County Clerk's Unit 6 Employee, Nicole Sheehan.
Thank you for your time and consideration.**

A handwritten signature in black ink that reads 'Constance Thurlow-White'. The signature is written in a cursive style with some loops and flourishes.

Constance Thurlow-White

A handwritten signature in black ink that reads 'Laura Brandon-Maveal'. The signature is written in a cursive style with a large, stylized initial 'L'.

Two Seven Oh Inc.

Reimbursement Grant Agreement

Wednesday, November 9, 2016

GRANTEE:	Gladwin County Animal Control
GRANT AMOUNT:	\$5,000.00
GRANT PERIOD:	October 26, 2016 - May 1, 2017
FINAL REPORT DUE:	May 29, 2017
GRANT DESCRIPTION:	To spay and neuter shelter animals prior to adoption. Costs will be covered up to \$55.00 for a female cat and \$35.00 for a male cat. Costs will also be covered up to \$85.00 per female dog and \$60.00 per male dog. Veterinary services will be provided Surrey Vet.
GRANT ADMINISTRATOR:	Madison Moran

Two Seven Oh Inc. (The Foundation) and The Grantee are entering into this agreement to establish the terms of The Foundation's grant to The Grantee.		Please initial each section
1	The Foundation will only cover expense specified in the Grant Description.	TLW
2	Services must occur for within the Grant Period.	TLW
3	The Foundation and The Grantee may agree in writing to modify the objectives, methods or timeline of the Grant Description. Any modifications must take place before the end of the Grant Period. Any modification request after the end of the Grant Period will not be allowed	TLW
4	The Foundation and The Grantee may agree in writing to modify the objectives, methods or timeline of the Grant Description. Any modifications must take place before the end of the Grant Period. Any modification request after the end of the Grant Period will not be allowed.	TLW
5	<p>The Grantee agrees to submit a Final Report no later than 28 days after the end of the Grant Period. This report must include:</p> <ul style="list-style-type: none"> - a brief summary of the outcome of your Grant - a full financial accounting of the expenditures of the grant with invoice(s)/receipt(s) for all payments used to fulfill the Grant Description you wish to have covered by this grant. <p>Invoices/receipts must have:</p> <ul style="list-style-type: none"> a. The description and quantity of products and/or services, line by line, and the cost of each of item; b. The date at which the products were purchased or when services occurred; c. The vendor's name with contact information; d. The Grantee's name somewhere on the invoice <p><i>(If The Grantee is unable to provide an invoice/receipt without one or more of these items, the invoice/receipt will be invalid and will be removed from final award amount.)</i></p> <ul style="list-style-type: none"> - a completed Spay Neuter Grant Summary (attached) for all surgeries included in the Grant. Each veterinarian listed in your summary under Surgery Performed By, must sign the last page of the summary, certifying that all surgeries that indicated them as the one who performed the surgery, were indeed performed. This is not be used as an invoice for procedures 	TLW

6	The Foundation agrees to reimburse The Grantee up to, but not exceeding, the Grant Amount to solely implement the Grant Description, for expenses The Grantee incurred during the Grant Period following the submission of a Final Report.	TW
7	The Grantee agrees to cover any expenses exceeding the Grant Amount.	
8	The Grantee agrees to immediately notify The Foundation if any of the following occurs in the Grant Period: - any changes in key personnel - any changes in address or phone number - any development that significantly affects the operation of the Grant Description - any additional funding for the Grant Description	TW
9	The Grantee agrees to credit the participation of The Foundation as "Anonymous" in any advertisement, publicity or public comment related to the Grant Description.	TW
10	The Grantee will keep adequate records to document the expenditure of funds and activities supported by the grant. The Grantee agrees to make available to The Foundation the financial records related to the activities supported by the grant at any given time during the Grant Period.	TW
b	All veterinarians that will be performing the procedures must have an active license to practice veterinary medicine and had no formal complaints filed against them within the last year.	TW
11	In the event The Foundation finds that The Grantee has failed to comply with any terms of this agreement, The Foundation may cancel its participation in the Grant Description resulting in no funds being reimbursed.	TW

On behalf of The Grantee as a **Board Member**, I understand and agree to the foregoing terms and conditions of accepting Two Seven Oh Inc.'s grant, and authorize this agreement on The Grantee's behalf.

Signature of **Board Member**: Terry L. Wastens
 Printed Name of **Board Member**: TERRY L. WASTENS
 Date: 11-21-16

I authorize this grant agreement and terms listed above as a representative of The Foundation.

Signature of Director of Grants: Katie Wagner
 Printed Name of Director of Grants: Katie Wagner
 Date: 11/9/16

This signed agreement must be postmarked, faxed or emailed by: Wednesday, December 7, 2016

Please note that if each section is not initialed and the agreement is not signed by a **Member of the Board (or Board of Commissioners) the agreement will not be valid. If you have any questions please contact the Grant Administrator listed on your agreement.*

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into this 30 day of November, 2017 by and between Gladwin County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION ("MSUE").

WHEREAS 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,

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

WHEREAS 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,

WHEREAS 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,

WHEREAS 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 & Economic Development, Natural Resources

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. 0.5 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 Coordinator.
 - b. Utilities, including telephone & telephone service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs of 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 staff for the MSUE office as agreed upon between the County and MSUE District Coordinator 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.

.6 FTE County employed Clerical Support Staff

Optional:

4. Funding for additional Extension educators at \$0. (0 FTE * \$98,225.) assigned to County and reporting to 0.
5. Funding for additional 4-H program capacity 0.5 FTE
6. Funding for additional paraprofessional(s) at 0 FTE

7. Collection and distribution on behalf of MSUE funds provided by the millage approved by the voters of Gladwin County on November, 2014. 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 **\$72,229**.

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, 160 Justin S. Morrill Hall of Agriculture, 446 West Circle Drive, Michigan State University, East Lansing, MI 48824.

C. Staffing and Financial Summary

A. Base Assessment (includes 0.5 FTE 4-H Program Coordination) \$41,879.

ADDITIONAL PERSONNEL

B. 0 FTE Clerical Support Staff to be employed by MSU \$0.

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

D. 0.5 FTE Additional 4-H Program Coordination \$30,351.

E. 0.5 FTE Additional paraprofessional staff \$0.

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2017: \$72,229.

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2017 the first day of the County budget year 2017 and shall terminate on the last day of such County budget year 2017. 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 Gladwin County Board of Commission, 401 W Cedar Ave, , Gladwin, MI 48624, 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. **Indemnification:** Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party's own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the other party, arising out of the negligence or willful misconduct of the indemnifying party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties' performance under this Agreement.
7. **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**

Gladwin COUNTY

By: _____

By: _____

Daniel T. Evon, Director,
Contract & Grant Administration

Print name: _____

Its: _____

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 applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life 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 Coordinator. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:

NetRange	35.8.0.0 - 35.9.255.255
CIDR	35.8.0.0/15

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

- 35.9.15.43 (80) (search.msu.edu)
- 35.9.160.36 (1935,443) (authentication)
- 35.8.201.221 & 35.8.201.212 (10020) (ProofPoint)
- 35.9.83.132 (all) (vpn.msu.edu)
- 35.9.81.150 (zoom.msu.edu)
- 35.9.121.189 and 190 (443) (SharePoint)
- 35.8.200.57 (80 and 443) (SharePoint)
- 35.9.121.221, 223, and 225 (443) (Exchange)
- 35.8.200.56 (80 and 443) (Exchange)
- 35.8.200.2—35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) (Lync)
- 35.8.201.200 (443 TCP) (Lync)
- 35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP – 135, 137-139, 2701-2704, 49152-65535)
- 35.8.200.58 (80 and 443) (Lync)
- 35.9.14.169 (80 and 443) (D2L – Desire to Learn)

The following applications are necessary on all computers – MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses:

CANR.msu.edu – 35.8.201.199
MSUE.anr.msu.edu – 35.8.201.199

Events.anr.msu.edu – 35.8.200.220
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
Expression Engine – 35.8.201.215
Web Hosting environment (other ANR websites) – 35.8.201.217
Master Gardener (External) – 128.120.155.54
Extension.org (External) – 152.46.27.147
Msu.zoom.us (External) – 54.165.201.102

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

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

November 16, 2016

Please consider this my request to donate 35 hours to Nicole Sheehan to cover some of her upcoming time off.

Jim Maveal
Gladwin County Animal Control

Jim Maveal 

Minutes
Department Head
November 17th, 2016
10:00 am

Present: James Maveal, Ann Manning, Marianne Hill, Karen Moore, Judge Roy Mienk, Kim Halis, Laura-Brandon-Maveal, Ray Hartwell, Christy VanTiem, Sharron Smith, Terry Walters, Don Birgel

- **MOS report quarterly verses yearly/results:** The over charges for printing is changed to yearly billing and will save the County additional money in the fact some departments have heavier printing in some months than others. The County has saved already in the supplies for the individual copier printers and this is expected to be an additional savings.
- **Emergency Plan/ Hazard Mitigation:** Marianne has completed both of these and the Hazard Mitigation has been printed by the Commissioners office in order that the Commissioners can deliver them to the Townships when attending the monthly meeting. Marianne commented on the few errors noted when this was sent to the state.
- **Update on building/Meeting with Jackie Morgan today:** Communication has been sent to the County that the loan expected to be submitted was not able to be sent in. Jackie is meeting with the Commissioners to discuss why and what can be the next step. The boiler and chiller being the most needed. The other repairs and updates will need to be considered after the Commissioners understand what needs to happen first with the financing.
- **Progression on phone operation/Proposals:** A proposal was received from DayStarr Communications for service to the curb (which is what the CMC is providing currently). They will be asked to attend the Data meeting December 7th and the Commissioners realize this does not include the phones that will most likely be needed with the change. The highest risk is in keeping our emergency services available and operating.
- **Budget Progress/expectations:** Commissioner Hinman and Birgel have been working on the budget however have not met with all departments at this time. Commissioner Birgel stated that there is still more information to be considered. There is a meeting scheduled with Christy and Laura November 23rd. It was stated that it is time to schedule a Public meeting on the budget. Commissioner Birgel stated there are still major issues to be addressed and it would be publisher by December 31st.
- **Insurance changed:** The insurance increase is about \$162,000 for the 2017 year. Don stated that after seeking alternative companies that the BCN was switched to Simply Blue. The County does not have enough employees to get a lower rate and has had high cost coverage for employees this last year. Different companies were investigated, Blue Cross is still the best for this area. It is the company most accepted by the providers in our area. Don has looked into forming a Consortium with other employers in the county and that has not had a positive outcome to this point. It was asked if the Commissioners are making this decision or if the Unions are going to be allowed to. Commissioner Birgel affirmed that Mr. Bosak had been in the loop with this move. The Courts were not aware of that. Laura asked if the Courts are going to be per pay. Gayle will seek this information from Mr. Borushko. Laura will be informed of his information, as will Karen Moore representing the Courts today and the Commissioners.

Respectfully submitted, Gayle L. Reid

Committee of the Whole

11-17-16

Jackie Morgan USDA

11:05 a.m.

Present: Laura Brandon-Maveal, Ann Manning, Rick Ghent, Ray Hartwell, Don Birgel, Terry Walters, Sharron Smith (11:20 a.m.)

- Construction part is good as to what the needs are for the Court House.
- There is not enough revenue showing in 2014-2015 -2016 to show a repayment ability.
- When the 2017 budget is ready and it shows the changes made that would be able to support repayment it should be mailed to Jackie. She was making her decision from page 4 of 78 Revenue Expenditure report supplied by Laura which was ran September 23rd, 2016 and had end date of September 30, 2016.
- It was suggested to get the savings that would occur with the new boiler and chiller in electricity, water, and gas. The belief is that the savings would afford the payment. Bonham's could possibly give the commissioners the % of savings with the new boiler and chiller vs. the current ones.
- There needs to be money in the General Fund so it shows the ability to make payments and when that happens we can send Jackie an appointment date in December.
- Christy is calling for bond council and the USDA would be the holder of the bonds.
- The windows were last quoted at about \$150,000 and the pavement at \$256,000.
- Send a letter to the contractors informing them we are waiting for loan approval and will award the contract subject to approval of the loan. Laura has the list of Contractor's. Gayle will do the letter for the Chairman to sign and Laura can send them out or forward the addresses to me to do so.

11:45 a.m.

Respectfully submitted: Gayle L. Reid, Executive Secretary

Finance Minutes

November 17th, 2016

9 a.m.

9 a.m. Present: Kim Halis, Laura Brandon-Maveal, Ann Manning, Ray Hartwell, Christy Van Tiem, Don Birgel, Terry Walters, Sharron Smith

- Bills-Commissioners Pay slips
- Quill bill, it is restated that no order over \$500 is to be placed prior to Board approval.
- FOC communication from Darrell/Clare this bill needs to be paid.
- Prosecutor's computer stamped to be ordered.
- Gladwin Transit / Commissioners would like Josh to be at the Board meeting to explain what this request is for.
- Transfer request of hours to an employee out on leave.
- Christy and Kim will be bringing assessments back to the Board meeting 11/22/16.
- The Sugar Springs fund was discussed and it was determined that there is \$69,000
- Christy stated that she is not going to do the Township taxes because her department does not get any \$ for doing this it strictly goes to Equalization to the amount of \$51,000 a year.
- It is suggested that there be a personnel meeting discussing the tax bills whose job by statute is this.
- AMALGAM was discussed and it was determined to have Dave Nichol from AMALGAM attend the Data meeting on December 7th in regards to the timeliness of the mapping updates on the web site.

Respectfully submitted, Gayle L. Reid

Commissioner Minutes of November 8, 2016

The Gladwin County Board of Commissioners met in Regular Session on Tuesday, November 8, 2016. The meeting was called to order at 9:00 a.m. by Chairman Walters. The Pledge of Allegiance was recited and a short prayer was given. Roll call found all Commissioners present.

There were no changes or additions to the agenda. *Motion by Commissioner Smith, supported by Commissioner Aultman, to proceed with the consent agenda as prepared. Ayes carried, motion passed.*

The cash balances were then read by Commissioner Birgel. *General Fund - \$1,143,711.88.*

Public Comments: None at this time.

Chairman Walters then commented on the 2017 Remonumentation Program and the grant application that needs to be received by the Board. *Motion by Commissioner Hinman, supported by Commissioner Smith, to accept the grant as prepared. Ayes carried, motion passed.*

Kim Halis, Equalization Director, presented the resolution in support of the L-4029 and Apportionment Report. Discussion on Drain assessments that were certified on the 2015 assessment totals. *Motion by Commissioner Birgel, supported by Commissioner Aultman, to adopt the Apportionment Report and the amended L-4029 that reflects the levy of .5 mil on the EMS millage. Roll call vote as follows: Hinman – yes, Walters – yes, Aultman -yes, Smith – yes, Birgel – yes. 5 yes, 0 no. Ayes carried, resolution 2016-018 declared adopted.*

Finance Matters – Commissioner Birgel:

1. The billing for overages on color and black & white copies from MOS will be changed from quarterly to yearly. This will not change the billing for the lease payment and is expected to save money. *Motion by Commissioner Birgel, supported by Commissioner Smith, to allow the Chairman to sign the new contract upon presentation if needed. Ayes carried, motion passed.*
2. The County Clerk has requested permission to attend her quarterly conference in Bay City December 4- 7th. Registration fees are \$50.00 will lodging of \$207.90 for the three nights. Total fees to be paid from 101-215-860.000 once approved. *Motion by Commissioner Birgel, supported by Commissioner Hinman, to allow the Clerk to attend the conference as requested. Ayes carried, motion passed.*
3. Bob Evans, Drain Commissioner, has submitted a request to the committee for payment of his dues for the Council of Local Government. The committee has no recommendation at this time. Discussion. *Motion by Commissioner Smith, supported by Commissioner Aultman, to not pay the dues as requested. Ayes carried, motion passed.*
4. Rick Ghent, Maintenance Director, has requested the following transfer within his department. \$1600.00 from 101-265-933.000 and going to: 101-265-935.000 - \$800.00 101-265-935.001 - \$800.00. *Motion by Commissioner Birgel, supported by Commissioner Hinman, to allow the Clerk to make the transfer as requested. Ayes carried, motion passed.*
5. Karee Barlow, 911 Ass't Administrator, has requested a payout of 56.75 hours of unused PTO time per her union contract. *Motion by Commissioner Birgel, supported by*

Commissioner Smith, to allow the Clerk to pay Ms. Barlow \$1,207.07 from 101-422-703.001 as requested. Ayes carried, motion passed.

The Board then took a short recess to allow the Clerk to handle an election issue. 9:15 – 9:24 a.m.

6. The millage fund for MSU is due a refund of an appropriation to General Fund for 2015. The department did not spend their entire budget amount, and since they are operated solely on millage funding, a total of \$3980.16 is due back to the 205 fund. *Motion by Commissioner Birgel, supported by Commissioner Smith, to allow the Treasurer to transfer the funds as outlined. Ayes carried, motion passed.*
7. Cathy Roehrs, Treasurer's Office, has submitted her letter for retirement at the end of the year. With this retirement, Ms. Roehrs is entitled to payout for vacation time and accrued time on the books according to her union contract. *Motion by Commissioner Birgel, supported by Commissioner Aultman, to allow the Clerk to make the payment to Ms. Roehrs at the end of the year, upon retirement. Ayes carried, motion passed.*
8. Securus Technologies has given Gladwin County their "signing bonus" for contract services. These funds can only be used for upgrades, or purchases authorized at the Sheriff Department. Undersheriff Hartwell has requested that the funds be deposited into the 286 (Jail Telephone) fund for use by the end of the year. *Motion by Commissioner Birgel, supported by Commissioner Smith, to allow the funds to be deposited for use into the 286 fund. Ayes carried, motion passed.*
9. The bids have been opened for the vehicles that were listed for sale. The highest bids are as follows:

	1993 Dodge Truck	
\$1,026.00 to Joe Greaves		2011 Crown Victoria –
Black \$1,507.00 to Chicago Motors		2011 Crown
Victoria – Silver \$1,707.00 to Chicago Motors		1996
GMC Yukon	\$652.00 to Kris Shell	

Motion by Commissioner Birgel, supported by Commissioner Aultman, to allow these vehicles to be sold to the highest bidder, as listed, and the funds deposited as follows: \$1,678.00 for the truck and Yukon to be deposited into the Drug Forfeiture Fund. \$3,214.00 to be deposited into General Fund under "sale of fixed assets – vehicles". Ayes carried, motion passed.

Commissioner Reports by District –

Commissioner Hinman reported:

- On working through the budget process with Commissioner Birgel on recommendations for staff reductions. Discussion. Commissioner Smith inquired as to the process and if the committee had sat down with each department yet and what the justifications for the cuts were. Commissioner Hinman responded that they have met with each department other than the Courts and explained that the reductions are needed due to health care increases, IT costs and pension funds due to MERS. Commissioner Hinman continued to explain that if the reductions are approved today, that will not mean that they are final and that the committee will continue to work on the budget for review before the Board in December. Discussion. Commissioner Birgel stated that there are several areas that are still being worked on and the committee has yet to meet with the Clerk and Treasurer to review expenses and revenues. Discussion. *Motion by Commissioner Hinman, supported by Commissioner Birgel, to reduce the following positions effective January 1, 2017:*
 - County Clerk – 1 full time, 1 part time
 - Construction Codes – 1 full time
 - Sheriff Department – no replacement hiring upon retirement or vacancy.
 - Register of Deeds – Part Time to 20 hours/week

Prosecutor – no reductions, hire Part Time Assistant to be paid for by IV-E funding.

Emergency Management – no changes

Treasurer – 1 part time

Veterans – hire 1 part time employee. The Board Secretary commented that there may be grant funds available for this position.

Maintenance – no changes

Animal Control – no change

Equalization – hire 1 contractual employee

The Clerk spoke on the impact of the reductions in her office and the revenue that is available to assist with funding. Chris Waugh spoke on the staffing levels in the County Clerk's Office. Chairman Walters stated he would like to see other figures before a final decision is made. Discussion. Roll call vote as follows: Walters – yes, Aultman – yes, Smith -no, Birgel - yes, Hinman – yes. 4 yes, 1 no. Ayes carried, **motion passed.**

- That Jackie Morgan with USDA will be meeting with the Board on November 17th at 11:00 a.m.
- That he was not able to attend the last Board meeting.
- On the Township meetings beginning tomorrow night.

Commissioner Smith reported:

- On attending the DATA meeting on November 2nd, noting the following information: The committee has reviewed the phone service options for the County, noting service from Radio North will require all new phones and service through Spectrum does not require new phones, but will be 120 days to establish service. The committee has determined that they are not ready to start service with a new vendor at this time, and will continue service on a month to month basis with CMC. Discussion on the condition of our current phones.
- On the “barracuda reports” that were released to social media and the letter of response on the issue from IT Right. Commissioner Smith read the letter “for the record” (see attached letter). The committee discussed the possibility of the including in the Board Rules that no IT reports are to be released to the public or on social media unless Board approved. Discussion. Commissioner Birgel then read a letter from Seth Ludwig “for the record” (see attached second letter) that he believes contradicts the original findings by IT Right. There were extended exchange of conversation between Commissioner Smith and Commissioner Birgel on the topic. Chairman Walters commented that he believes that the websites that are causing issues should be shut down and not for employee use. Further discussion. *Motion by Commissioner Hinman, supported by Commissioner Smith, to allow the DATA committee to authorize IT Right to “shut down” the websites that are not of county use with the exceptions of certain departments that require access.* Discussion. Ayes carried, **motion passed.** Undersheriff Hartwell commented that this nothing but a “measurement contest” and it makes us look like dummies. There are a lot of good employees that work here and this process makes all employees look bad. The DATA committee needs to review the reports for issues and meet with the Department Heads if needed. Chris Waugh commented that she appreciated the review of these reports and compared the process to her former position.

Commissioner Aultman reported:

- That all Townships are doing well.

- On the appointment of a new Clerk at Billings Township after Dan Zurich's resignation. The Board is also working on two special road assessments.
- That Bentley Township has purchased a new "used" firetruck.
- That Secord Township also has purchased a new firetruck.
- On the election of a new Supervisor and Clerk in Bourret Township today.
- That Grim Township will have a new Clerk.
- On the EDC meeting on October 12th, noting Harmony Nowlin from Consumers introduced her replacement, Kelly Pieloch. That Chemical Bank has merged with Talmar Bank and the Comerica Bank branch in Beaverton will be closing in April 2017.
- That she attended the Airport meeting on October 13th, commenting that the funding for the new hanger project has been delayed and the land clearing project for farming went well.
- On the MAC meeting, noting a presentation from a broadcasting company who will be expanding to cover more area in Michigan. They also reviewed a legislative update that will make 17 year olds eligible for juvenile classification and the use of windmills.
- That she has attended two Finance meetings.
- On the Mental Health meeting on the 24th, commenting on a new program called CETA, which helps to make people more social for employment opportunities. They also reviewed the audit and the Director was considered for an increase.
- That she attended the Mid-Michigan Health meeting on October 26th, which was recognition night for the staff. Emergency preparedness was discussed in the event of a disaster and Dr. Morse gave the monthly report that acknowledged October as Mental Health awareness month.
- On the Mid Michigan Community Action Agency meeting, commenting that they are wrapping up their fiscal year.
- That she attended the Michigan Works meeting on the 28th in West Branch, noting the Director received a four year contract renewal and a COLA raise. The grant received and the programs for 2017 were reviewed.
- On attending the EmCOG meeting on November 4th in Caro. They discussed projects in other counties to connect trails and the grants available. The hazardous mitigation plans will be adopted and the agency is willing to provide a letter of support to the County on the USDA application for funding.

Commissioner Aultman then voiced concern on raises given in other areas when there are reductions of staff happening at the county level.

Commissioner Birgel reported:

- That the current vision plan offered to the County employees will not be available at the first of the year. The agents for the County have found a comparable plan with the same benefits. *Motion by Commissioner Birgel, supported by Commissioner Aultman, to approve the new plan coverage and to allow the Chairman to sign the enrollment paperwork if needed. Ayes carried, motion passed.* Commissioner Birgel commented that he is still waiting on the prescription changes and that the matter will be tabled until more information is received.
- That the Board has been working with MMRMA on the coverage for the Sports Complex. The building and the contents are being covered, but the coverage is not extended to any liability coverage.
- That all is going well at Grout Township.

Comments from the Chairman:

- Encourages everyone to get out and vote today.
- That he plans to attend the Veteran's service on Friday at 11:00.
- On the Veterans meeting scheduled for this afternoon.
- That he was unable to attend the Gladwin City meeting due to other commitments.
- That there will be a Sage Township meeting on Wednesday; however, he will be unable to attend.
- That his grandson will be receiving a Dean's Award.

Commissioner Smith stated the Tobacco River Rifle Club will have their sight in days November 10-14 from 9 a.m. to 5 p.m.

Public Comments – Christy VanTiem, County Treasurer, commented on the outside vendor KCI that can be used for the printing of tax bills. Five townships and two cities are interested in using their service.

Motion by Commissioner Hinman, supported by Commissioner Smith, to receive and file various correspondence and reports. Ayes carried, motion passed.

Motion by Commissioner Aultman, supported by Commissioner Hinman, to adjourn. Ayes carried, motion passed. Meeting adjourned at 10:45 a.m., until the next regular Board meeting on November 22, 2016 at 9:00 a.m., unless otherwise ordered.

Laura Brandon-Maveal
County Clerk

Terry Walters
Chairman

November 3, 2016

Commissioner Sharron Smith
Gladwin County Board of Commissioners
401 West Cedar Avenue
Gladwin, MI

Commissioner Smith,

At the Data Committee meeting of Gladwin County held November 2, 2016 Caleb Eifert and I were made aware of a serious breach of Gladwin County's network security. Various portions of a Barracuda Webfilter report were posted on social media. By posting the information anyone may see the following:

- I.P. addresses related to Gladwin County's data network
- Internal usernames related to Gladwin County's data network.

By posting such information, network hackers, cyber criminals and those wishing to do damage or harm to the county's data have information to begin network attacks. As I.T. professionals, I. T. Right strives to protect the County's electronic data assets. Blatant exposure to sensitive information only makes it that much more difficult to keep that data safe.

It is recommended that the Gladwin County Board of Commissioners immediately review their network policies and forbid the release of technology and data related information without following State of Michigan F.O.I.A. requirements. It is our belief that under current F.O.I.A. regulations at a minimum the information released should have been redacted and by following Exemption 2: information related solely to the internal personnel rules and practices of an agency, would be denied in its entirety.

If you should have any questions regarding this security breach, please do not hesitate to contact us.

Sincerely,

Paul G. Trinka

CC: Commissioner Hinman
Dan Eggleston
Randy Allen
Caleb Eifert

Commissioner Smith,

My name is Seth Ludwig and I am a cyber security expert for the United States Navy. I have served honorably in the United States Naval Submarine Service for the past 9 years. In that time, I have had the honor of presidential support duty at Camp David in Maryland, and have completed two overseas deployments on board nuclear powered fast-attack submarines. I am a Certified Information Systems Security Professional, Certified Ethical Hacker and a Microsoft Certified Systems Administrator.

I was forwarded a letter from Paul G. Trink, from I.T. Right, Inc. In that letter, he stated that "a serious breach of Gladwin County's network security" had occurred, and that the security of Gladwin County's network had been compromised.

I have been asked to analyze the information and give my professional opinion as to the effect it may have on the information systems in Gladwin County.

I have reviewed the posting that was created on October 17 VIA Facebook and the associated letter to commissioner Sharon Smith. In my professional opinion four things stand out:

1. The amount of time spent on sites that offer no relevance to county related sites is impressive.
2. The letter from Paul G. Trink mentions Freedom of Information Act Exception 2 which does not qualify as a guideline for disqualification of disclosing this information. This information has genuine and significant public interest" and therefore exception 2 has no bearing.
3. The IP addresses posted were INTERNAL IP addresses and there is no proven method of exploiting ANY network from the outside by use of an INTERNAL IP address. A compromise such as the one claimed in the posting MUST be done either with an External IP address exploiting flaws in the firewall or VIA an employee accidentally downloading malware or backdoor technology through "drive-by" code on a malicious site.
4. The author of the letter made the statement that this is "Blatant exposure". The only thing exposed in the online posting was the public information on computer usage at the Gladwin County Offices. No secret or confidential information were revealed.

There are three ranges of IP Addressing that have been set aside for INTERNAL use, they are:

192.168.0.0 – 192.168.255.255

172.16.0.0 – 172.31.255.255

10.0.0.0 – 10.255.255.255

As you can see the address 172.16.x.x falls in line with the county's INTERNAL IP range and a million other individuals and companies around the globe use these same addresses. The information that was publicly made available is useless to hackers or anyone else for that matter. The address is for the INTERNAL communication of network connected devices only. This poses no threat to Gladwin County security. The names of the individuals on the usage report does not show their passwords or password hints. The National Institute of Standards has released article SP 800-118 which should be followed and implemented as part of an ongoing standard for the county. As a precaution there should be a policy requiring password changes to be made every 60 days. Passwords should never be shared with staff or the IT department.

Very Respectfully,

ITS2(SS) Seth S. Ludwig

Certified Information Systems Security Professional

Certified Ethical Hacker

Microsoft Certified Systems Administrator

GLADWIN COUNTY
BOARD OF COMMISSIONERS

RESOLUTION # 2016-018

WHEREAS, Public Act 2 of 1968 as amended by Public Act 41 of 1995 required the adoption of a Truth in Budgeting Act; and
WHEREAS, the Truth in Budgeting Act requires the approval of all mills of Ad Valorem property Taxes to be levied and the purpose for same; and

NOW, THEREFORE BE IT RESOLVED that the Gladwin County Board of Commissioners hereby adopts the following millage rate for the winter collection with a total of 4.3600 mills allocated as follows:

911	0.7500
DAR	0.5000
Road & Bridge	2.0000
E Med	0.5000
Seniors	0.5000
MSUE	0.1100

Resolution proposed by Birgel

Supported by Altmaier, and adopted as follows:

Ayes 5

Nays 0

Absent/Abstain 0

I, Laura Brandon-Maveal, Gladwin County Clerk, certify that the above Resolution was adopted at a meeting of the Gladwin County Board of Commissioners on November 8th, 2016.

Laura Brandon-Maveal
Laura Brandon-Maveal, Gladwin County Clerk

2016 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2016)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under MCL Sections 211.246, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes: **2016 Taxable Value of ALL Properties in the Unit as of 5-23-16**

Gladwin **940,354,912**

Local Government Unit (County, Township, City, Village, K-12 School District, ISD, CC, or ANY Authority such as District Library, DDA, etc.) Requesting Millage Levy: **For LOCAL School Districts: 2016 Taxable Value excluding Principal Residence, Qualified Ag, Qualified Forest, Industrial Personal and Commercial Personal**

Gladwin County \$

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119. The following tax rates have been authorized for levy in the 2016 tax roll.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Millage Authorized by Election, Charter, etc.	2015 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	2016 Current Year HEADLEE Millage Reduction Fraction	2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	Sec. 211.34 Truth in Assessing or Equalization Millage Rollback	Maximum Allowable Millage Rate*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
Allocated	General Operating	8/72	5.7500	4.4052	1.0000	4.4052	1.0000	4.4052	4.4052	4.4052	12-16
Voted	911	8/11	0.7500	0.7500	1.0000	0.7500	1.0000	0.7500	0.7500	0.7500	12-16
Voted	DAR	8/12	0.5000	0.5000	1.0000	0.5000	1.0000	0.5000	0.5000	0.5000	12-17
Voted	Road & Bridge	8/12	2.0000	2.0000	1.0000	2.0000	1.0000	2.0000	2.0000	2.0000	12-17
Voted	EMS	8/12	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000	0.5000	12-17
Voted	Seniors	8/12	0.5000	0.5000	1.0000	0.5000	1.0000	0.5000	0.5000	0.5000	12-17
Voted	MSUE	11/14	0.1100	0.1100	1.0000	0.1100	1.0000	0.1100	0.1100	0.1100	12-18

prepared by **Kimberly K. Hails** Telephone Number **426-9327** Title **Equalization Director** Date **11/3/2016**

Equalization Director

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2016 for instructions on completing this section

Clerk	Signature	Type Name	Date	Total School District Operating Rates to be Levied (Suppl/HI and NH Oper ONLY)	Rate
Secretary	<i>[Signature]</i>	Laura Brandon-Maveal	11-8-16	For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	-
Chairperson	Signature	Type Name	Date	For Commercial Personal	-
President	<i>[Signature]</i>	Terry L. Walters		For All Other	-

Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is greater than the base tax rate but not larger than the rate in column 9.

IMPORTANT: See instructions on the reverse side for the correct method of calculation that will ensure that the millage rate is not in excess of the authorized rate.

Certification Statement

I hereby certify that this Statement Showing Mills Apportioned by the County Board of Commissioners and submitted to the State Tax Commission is a true statement of all ad valorem millages apportioned by the County Board of Commissioners of the

County of Gladwin for the year 2016

Kimberly K. Halis
Signature of County Equalization Director,
Kimberly K. Halis

NOTARIZATION

Laura Brandon-Maveal Notary Public
Gladwin County, Michigan

STATE OF MICHIGAN

Laura Brandon-Maveal
Notary Public - State of Michigan
County of Gladwin } ss
My Commission Expires Jan. 7, 2019
Acting in Gladwin County

Subscribed before me this 8th

Day of November year 2016

My commission expires _____