

# Finance Committee Agenda

8/16/2022  
1:30 PM  
Conf Rm F

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**Meeting called by:** Ray Steinke                      **Note taker:** Paul Bullock

**Attendees:** Bill Routley, Marilyn Bradstrom, Mindy Taylor

**----- Agenda Topics -----**

Call To Order  
Public Comment  
MMRMA Net Asset Distribution                      Administrator  
2022 Tax Rate Request L-4029                      Administrator  
Secondary Road Patrol Grant Application                      Sheriff  
Commissioner Per Diem and Travel  
Listed Bills  
Other Business  
Adjournment

# Finance Committee Minutes

8/16/2022

1:30 PM

Conf Rm F

<b>Meeting called by:</b>	Ray Steinke	<b>Note taker:</b>	Paul Bullock
<b>Attendees:</b>	Bill Routley, Marilynn Bradstrom, Mindy Taylor		

## ----- Agenda Topics -----

Call To Order

Public Comment

NONE

MMRMA Net Asset Distribution

Administrator

Discussion: The Committee reviewed the notice of an MMRMA Net Asset Distribution in the amount of \$38,971.

Conclusions: **The Committee will recommend to the Board that a pro rated share of the refund go to the two Departments paying full cost allocation expenses with \$585 going to the Building Dept. and \$2,691 to EMS with the remaining \$35,695 going to the General Fund.**

2022 Tax Rate Request L-4029

Administrator

Discussion: The Committee reviewed the proposed L-4029 for 2022. The proposed millages to be levied are County Operating 5.8765 mills, COA Operating .4954 mills, and EMS Operating .9342 mills.

Conclusions: **The Committee instructed the Administrator to place the L-4029 on the September 1<sup>st</sup> agenda for Board action.**

Secondary Road Patrol Grant Application

Sheriff

Discussion: The Committee reviewed the proposed Secondary Road Patrol Grant Application.

Conclusions: **The Committee will recommend to the Board that the Chair be authorized to sign the application.**

Commissioner Per Diem and Travel

Discussion: **The Committee reviewed and approved all Commissioner per diem and travel.**

Listed Bills

Discussion: Discussion: The Committee reviewed all bills

Conclusions: **The Committee will recommend that all bills be paid.**

Other Business

NONE

Adjournment

1:59 PM



# COUNTY OF MECOSTA

## BOARD OF COMMISSIONERS

400 ELM STREET, BIG RAPIDS, MI 49307  
Phone (231) 796-2505 Fax (231) 592-0121  
www.mecostacounty.org

Marilynn Bradstrom  
*District #1*

Jerrilynn Strong  
*District #2*

Linda Howard  
*District #3*

Raymond Steinke  
*District #4*

Tom O'Neil  
*District #5*

Wendy Nystrom  
*District #6*

William Routley  
*District #7*

Paul E. Bullock  
*Controller/Administrator*

To: Mecosta County Finance Committee

From: Paul E. Bullock, Controller/Administrator

Date: August 16, 2022

Re: MMRMA Net Asset Distribution for year ending 6/30/22

Attached you will find notice of a net asset distribution (refund) in the amount of \$38,971, or approximately 19.5% of our annual premium. I am requesting permission to make a pro rata refund to the two special revenue funds, EMS/Building and Zoning, that make a full cost allocation payment to the general fund. This refund is based upon the individual fund's proportion of the insurance costs for the year. I have plugged the numbers into the formula and it looks like this:

### Latest Cost Allocation Plan

	Total Allocated		Refund
	\$200,115		\$38,971
		Paid by Div.	Refund by Div.
Building	\$3,002	1.50%	\$585
EMS	\$13,817	6.90%	\$2,691
			\$3,276
General Fund			\$35,695

I request permission to distribute the funds as listed.



**MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
AUTHORITY**

Michigan Municipal Risk Management Authority  
14001 Merriman Rd  
Livonia MI 48154

Vendor ID	Vendor Name	Check Name	Payment Number	Check Date	Check Number
977	MECOSTA, COUNTY OF	MECOSTA COUNTY GENERAL FUND	027954	8/10/2022	EFT000000003539

Invoice Number	Date	Description	Amount Paid
NAD FY21	8/10/2022	DIST. OF EXCESS NET ASSETS	\$38,971.00

\$38,971.00

## 2021 Proposed MMRMA Refund of Net Asset Distribution for Contributing Units

	Latest Cost Allocation Plan Total Allocated for insurance \$200,115		Total Refund \$38,971	
				0.19474302
	Paid by Div.	% of total	Refund by Div.	
Building	\$3,002	1.50%	\$585	\$584.62
EMS	\$13,817	6.90%	\$2,691	\$2,690.76
			\$3,276	
General Fund			\$35,695	

**2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes: **2022 Taxable Value of ALL Properties in the Unit as of 5-23-2022**

**Mecosta County** **1,562,604,107**

Local Government Unit Requesting Millage Levy: **Mecosta County** For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

ORIGINAL TO: County Clerk(s)  
COPY TO: Equalization Department(s)  
COPY TO: Each township or city clerk  
**L-4029**

Carefully read the instructions on page 2.

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 on the 2022 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2022 Current Year "Headlee" Millage Reduction Fraction	(7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Voted	Oper	8-5-14	5.9215	5.8913	.9975	5.8765	1.0000	5.8765	5.8765		12-31-24
Voted	COA Oper	8-2-22	.4954	N/A	N/A	.4954	1.0000	.4954		.4954	12-31-29
Voted	EMS Oper	8-2-22	.9342	N/A	N/A	.9342	1.0000	.9342		.9342	12-31-29

Prepared by: **Shila Kiander** Telephone Number: \_\_\_\_\_ Title of Preparer: **Equalization Director** Date: **08/18/2022**

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary		<b>Marcell M Purcell</b>	<b>08/18/2022</b>
<input checked="" type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President		<b>William Routley</b>	<b>08/18/2022</b>

\* 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. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.	Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
	For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
	For Commercial Personal	
	For all Other	

# SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM

Application for  
Fiscal Year  
2023  
(OCTOBER 1, 2022 – SEPTEMBER 30, 2023)



Application also available at  
[www.michigan.gov/ohsp-srp](http://www.michigan.gov/ohsp-srp)

Michigan Department of State Police  
Office of Highway Safety Planning  
7150 Harris Drive  
P.O. Box 30634  
Lansing, Michigan 48909

<b>AUTHORITY:</b>	MCL 28.31, MCL 51.76, MCL 51.77, as amended
<b>COMPLIANCE:</b>	Voluntary; however, failure to complete will result in a denial of funding

**SECTION A: APPLICATION INSTRUCTIONS**

The following items are required to be reviewed and completed for the County to be awarded Secondary Road Patrol and Traffic Accident Prevention (SRP) funding pursuant to 1978 P.A. 416, as amended, MCL 51.76 and MCL 51.77 (P.A. 416). The completed application must be submitted to the Office of Highway Safety Planning (OHSP) in its entirety (all pages). Questions regarding the application may be directed to 517-284-3332.

A. **APPLICATION INSTRUCTIONS** (With application checklist for County use only).

B. **CONTRACT CONDITIONS AND REQUIREMENTS:**

- I. **Definitions**, Page 4.
- II. **Law Enforcement Plan**, Page 4.
- III. **Services**, Page 4.
- IV. **City and Village Resolutions**, Page 5.
- V. **Accounting and Recordkeeping Requirements**, Page 5.
- VI. **Standards for Acquiring, Using, and Disposing of Property Purchased with P.A. 416 Funding**, Page 6.
- VII. **Financial Reports**, Page 7.
- VIII. **Program Reports**, Page 7.
- IX. **Amendment of Contract**, Page 7.
- X. **Limitation Upon Time Expenditures**, Page 7.
- XI. **Limited Availability of Indirect Costs**, Page 7.
- XII. **Method of Payment**, Page 7.
- XIII. **Attribution**, Page 7.
- XIV. **Notice Regarding Position Reductions**, Page 7.
- XV. **Sanctions**, Page 8.
- XVI. **Termination**, Page 8.
- XVII. **Inspections, Audit, and Reporting**, Page 8.
- XVIII. **Equal Employment Opportunity (EEO) Requirements**, Page 8.

C. **SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM APPLICATION:**

- I. **Application and Contract Signature Page**, Page 10.
- II. **Maintenance of Effort Base Data**, Page 11.
- III. **Methods and Procedures**, Page 12.
- IV. **Resolutions, Contracts, and Law Enforcement Plan**, Page 13.
- V. **Equipment and Automotive Inventory**, Page 14.
- VI. **Budget Detail**, Pages 15.

Email a copy of the complete application and all supporting documentation to: [MSP-SRP@michigan.gov](mailto:MSP-SRP@michigan.gov)  
Do not submit as duplex (double-sided).

Due date: September 1st



## SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM CHECKLIST

This checklist is provided as a guide to assist you in the preparation of the application for P.A. 416 funding (FOR YOUR USE ONLY).

	Task Completed
<b>SHERIFF:</b>	
1. Review the Contract Conditions and Requirements (pages 4-9)	<input type="checkbox"/>
2. Complete the Maintenance of Effort Base Data (page 11)	<input type="checkbox"/>
3. Prepare the Methods and Procedures (page 12)	<input type="checkbox"/>
4. Complete the Resolutions, Contracts, and Law Enforcement Plan (page 13)	<input type="checkbox"/>
5. Complete the Equipment and Automotive Inventory (page 14)	<input type="checkbox"/>
6. Prepare the Budget Detail (pages 15-18)	<input type="checkbox"/>
7. Complete the Application Signature Page and Sign Item #18 (page 10)	<input type="checkbox"/>
8. Deliver the Prepared Application to the Financial Officer	<input type="checkbox"/>

### FINANCIAL OFFICER:

1. Review the Contract Conditions and Requirements	<input type="checkbox"/>
2. Review the Maintenance of Effort Base Data	<input type="checkbox"/>
3. Review the Methods and Procedures	<input type="checkbox"/>
4. Review the Resolutions, Contracts, and Law Enforcement Plan	<input type="checkbox"/>
5. Review the Equipment and Automotive Inventory	<input type="checkbox"/>
6. Review the Budget	<input type="checkbox"/>
7. Sign Item #25 on the Application Signature Page (page 10)	<input type="checkbox"/>
8. Return the Application Package to the Sheriff	<input type="checkbox"/>

### SHERIFF:

Deliver the Application to the Chairperson of the County Board	<input type="checkbox"/>
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### CHAIRPERSON, COUNTY BOARD OF COMMISSIONERS:

1. Review the Contract Conditions and Requirements	<input type="checkbox"/>
2. Review the Program Application for P.A. 416 funding (pages 10-18)	<input type="checkbox"/>
3. Complete Item #9 on the Application Signature Page (page 10)	<input type="checkbox"/>
4. Sign Item #10 on the Application Signature Page (page 10)	<input type="checkbox"/>
5. Return the Application Package to the Sheriff	<input type="checkbox"/>

### SHERIFF:

1. Review the Application for completeness	<input type="checkbox"/>
2. Make one copy (single-sided) of the complete application to retain for your records	<input type="checkbox"/>
3. Submit the original of the following documents to OHSP:	
a. Application and Contract Signature Page with <u>original signatures</u> (page 10)	<input type="checkbox"/>
b. Maintenance of Effort (page 11)	<input type="checkbox"/>
c. Methods and Procedures (page 12)	<input type="checkbox"/>
d. Resolutions, Contracts, and Law Enforcement Plan (page 13)	<input type="checkbox"/>
e. Equipment and Automotive Inventory (page 14)	<input type="checkbox"/>
f. Budget—Detail and Narrative (pages 15-18)	<input type="checkbox"/>

EMAIL COPY OF COMPLETE APPLICATION WITH SIGNATURES TO:

MSP-SRP@michigan.gov

DATE MAILED

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## SECTION B: CONTRACT CONDITIONS AND REQUIREMENTS

### I. Definitions

**County-Funded Road Patrol Deputy**: A uniformed officer who responds to citizens' requests, makes arrests, investigates traffic crashes and crimes, serves legal papers, patrols the county, and may occasionally be assigned to jail, marine/snowmobile, dispatch, court, prisoner transport, or other non-patrol related functions. Examples of who not to include, but are not limited to, the sheriff, undersheriff, command officers who supervise other divisions in addition to road patrol, full-time court detail, corrections, marine/snowmobile, detectives, and DARE officers.

**Expendable Personal Property**: All tangible personal property other than non-expendable property.

**Financial Officer**: The person responsible for fiscal accounting.

**Fiscal Year**: The fiscal year of the State of Michigan, beginning October 1<sup>st</sup> of each year.

**MSP**: The Michigan Department of State Police.

**Nonexpendable Personal Property**: Tangible personal property having a useful life of more than one year and acquisition cost of \$1,000 or more per unit.

**OHSP**: The Office of Highway Safety Planning is the agent for the State of Michigan acting through the MSP.

**P.A. 416**: Public Act 416 of 1978, as amended, MCL 51.76 and 51.77, which established the Secondary Road Patrol and Traffic Accident Prevention Program.

**P.A. 416-Funded Road Patrol Deputy**: A uniformed officer who patrols the secondary roads (county primary and county local roads, excluding those portions within the boundaries of a city or village); monitors traffic violations; enforces the criminal laws of this state, violations of which are observed by or brought to the attention of the sheriff's department while providing the patrolling and monitoring required by the P.A. 416; investigates crashes involving motor vehicles; and provides emergency assistance to persons on or near a highway or road patrolled and monitored as required by P.A. 416.

**Provider**: The County Board of Commissioners as advised by the County Sheriff acting through a duly authorized contracting official such as the Chairperson of the County Board of Commissioners or County Executive Officer.

**SRP**: The Secondary Road Patrol and Traffic Accident Prevention Program.

**SRP Deputy**: See P.A. 416-Funded Road Patrol Deputy.

### II. Law Enforcement Plan

P.A. 416 requires the sheriff, the Director of MSP, and the Director of the OHSP or their authorized representatives to develop a Law Enforcement Plan for the unincorporated areas of the county. The Law Enforcement Plan shall be updated at least every four years (after a sheriff's election year). The plan may be updated in the interim at the discretion of the sheriff and the local MSP post commander. A copy of the most current Law Enforcement Plan must be included in the documents submitted with the application each year.

### III. Services

The sheriff's department shall be the law enforcement agency primarily responsible for providing the following services outside the boundaries of a city or village, and on any highway or road within the boundaries of a county park:

1. Patrolling and monitoring traffic violations.
2. Enforcing the criminal laws of this state, violations of which are observed by or brought to the attention of the sheriff's department while engaged in P.A. 416 patrols.
3. Investigating crashes involving motor vehicles.
4. Providing emergency assistance to persons on or near a highway or road patrolled and monitored as required by P.A. 416.

#### IV. City and Village Service Resolutions

P.A. 416 provides for service requests from a city or village to a county. If an agreement of this type is entered into, a copy of the resolution authorizing this action must be included in the documents submitted with the application each year.

Any or all of the following services may be provided:

1. Patrolling and monitoring traffic violations.
2. Investigating crashes involving motor vehicles.
3. Providing emergency assistance to persons on or near a highway or road being patrolled and monitored.

#### V. Accounting and Recordkeeping Requirements

The Provider must maintain accounting records, following generally accepted accounting procedures, to receive reimbursement for expenditures under this grant. Documentation supporting all expenditures shall be maintained for at least three years after the expiration of the fiscal year covering this agreement. The Provider agrees to expend funds obtained under this agreement only during the period covered by the agreement and only for purposes specified in the budget detail unless written approval is received from OHSP. **ALL REVENUE AND EXPENDITURES SHALL BE RECORDED IN A FUND OR ACCOUNT SEPARATE FROM THE PROVIDER'S OTHER FUNDS OR ACCOUNTS. THE GENERAL LEDGER IS REQUIRED AND MUST RECONCILE TO REPORTED COSTS.**

- A. Personnel Costs. Amounts expended under this agreement for P.A. 416-Funded Road Patrol Deputies shall be based upon payrolls documented and approved in accordance with the policies and practices of the Provider and shall be supported by time and attendance records and daily activity logs for individual employees. The daily logs must detail all activities engaged in, locations of activities, and times engaged in each activity.
- B. All automotive expenses, supplies, and equipment shall be authorized and procured in accordance with the general policies and practices of the county. Automotive expenses can be reported based either on the actual costs incurred for vehicles, gasoline, maintenance, insurance, and other vehicle costs, or on actual miles driven times a mileage rate. If the county chooses to use a mileage rate, they may either use the most recently published IRS business rate, in which case no further calculation is required, or, they can calculate their own mileage rate based on their county's actual costs. Supporting documentation for the county's calculated rate must be kept on file for review during monitoring.

**Note: If using a mileage rate that includes an allowance for depreciation of the vehicle, including the IRS rate, the county may not also request reimbursement for a vehicle as an equipment purchase.**

#### C. Property Management Standards

1. Accounting Requirement. The county agrees to maintain a readily identifiable inventory of nonexpendable personal property purchased in whole, or in part, with P.A. 416 funds. Inventory of this property shall be made a part of the county's official P.A. 416 records and shall be available for review by authorized state personnel. At a minimum, property management records shall meet the following requirements:
  - a) Item description
  - b) Manufacturer's serial number and, if applicable, a P.A. 416 control number
  - c) State's P.A. 416 cost equity at time of purchase
  - d) Acquisition date and cost
  - e) Location of property
  - f) Ultimate disposition date including sale price or method used to determine fair market value
  - g) Method of disposition
2. Recordkeeping Requirements. The county agrees to maintain, as a part of the financial records for P.A. 416, property management records for all nonexpendable personal property acquired in whole, or in part, with P.A. 416 funds. This includes copies of purchase orders, bid information, invoices and inventory records. Records shall be retained for three years beyond the useful life of the equipment.

## **VI. Standards for Acquiring, Using, and Disposing of Property Purchased with P.A. 416 Funding**

The acquisition of expendable and nonexpendable personal property shall be pre-authorized by OHSP. Expendable property may be disposed of when, at the discretion of the Provider, it is no longer usable. For nonexpendable personal property acquired by a county in whole, or in part, with P.A. 416 funds, the following conditions apply:

- A. Use of nonexpendable personal property is restricted to activities authorized by P.A. 416 and by personnel funded or authorized by OHSP in their contract with the county or by adjustments to this grant.
- B. **Disposition of Nonexpendable Personal Property.** Proper sales procedures shall be established for unneeded property which would provide for competition to the maximum extent possible and result in the highest possible return. When a recipient of nonexpendable personal property purchased in whole, or in part, with P.A. 416 funds no longer has a need for the property in its P.A. 416 program, the county shall obtain prior approval from OHSP for the proposed disposition of the property. Requests for approval of the proposed disposition shall be submitted to OHSP within 30 days prior to the proposed disposition. The property, with concurrence of OHSP, may be disposed of in accordance with the following standards and order of priority as determined by OHSP:
  1. Transfer of Property - OHSP reserves the right to require the county to transfer the property to the control of OHSP or directly to a third party at the discretion of OHSP. The county shall be reimbursed by the beneficiary county with an amount which is computed by applying the percentage of county participation in the original cost of the item(s) to the current fair market value.
  2. Retention of Property - OHSP may permit the county to retain the property for use other than that authorized in P.A. 416, provided compensation is made to the State of Michigan. The amount of compensation shall be computed by applying the percentage of state participation in the original cost of the item(s) to the current fair market value.
  3. Sale of Property - OHSP may instruct the county to sell the property and reimburse the State of Michigan an amount which is computed by applying the percentage of state participation in the original cost of the item(s) to the current fair market value. The county is permitted to retain five percent of the total proceeds to cover selling and handling expenses.
- C. **Replacement of Property.** When an item of nonexpendable personal property with an acquisition cost of \$1,000 or more is no longer efficient or serviceable but the county continues to need the property in its P.A. 416 program, the county may replace the property through trade-in or sale and purchase of new property, provided the following requirements are met:
  1. **Similar Function.** Replacement property shall serve the same function as the original property and be of the same nature or character, although not necessarily of the same grade or quality.
  2. **Credits.** Value credited for the property, if the property is traded in, shall be related to the fair market value.
  3. **Time.** Purchase of replacement property shall take place soon enough after the sale of nonexpendable property to show that the sale and the purchase are related, but in any instance, during the same funding year.
  4. **Compensation.** Replacement of property under this paragraph is not disposition of this property. The county is not required, at the time of replacement, to compensate the State for the state share of the property; rather, the state share is transferred to the replacement property with an appropriate adjustment as provided in section VI(C)(5). The replacement property is subject to the same instruction on use and disposition as the property replaced.
  5. **Calculation of State Share.** The state share of the replacement property is calculated as follows:
    - a. The proceeds from the sale of the original property or the amount credited for trade-in is multiplied by the state share (percentage) to produce a dollar amount.

- b. The percentage of the P.A. 416 dollar amount to the total purchase price of the replacement property is the state share of the replacement property.
6. Prior Approval. Recipients of P.A. 416 funds shall obtain written permission from OHSP to use the provision of section VI(C) prior to entering into negotiations for the replacement or trade-in of nonexpendable property.

### **VII. Financial Reports**

The Provider agrees to submit a Quarterly Financial Report within 20 days of the completion of each quarterly period beginning with the date of this agreement. A general ledger report produced by the County's official accounting system must be submitted with each Quarterly Financial Report. The ledger **must** reconcile to reported costs. The Inventory Control Listing for nonexpendable property as identified in section V(C)(1) shall be maintained by the county for review during program monitoring, and shall be submitted with each change to OHSP, along with an Equipment Records System form.

### **VIII. Program Reports**

The Provider agrees to submit a Semi-Annual Program Report within 20 days following the end of each program reporting period and an Annual Program Report covering the fiscal year just ended by October 20 of each year. These forms will be provided by OHSP.

### **IX. Amendment of Contract**

Program modification or a budget revision shall be requested on the Contract Adjustment Request form provided, and be approved by OHSP prior to implementation. Original signatures are required on this document.

### **X. Limitation Upon Timing of Expenditures**

All obligations under this agreement shall be made subsequent to the project start date and prior to the project end date of the contract. Goods must be **received** (which consists of taking possession of products in order to stage them for inspection, place them into inventory, or deploy them to the end user for immediate use) by September 30 of the fiscal year.

### **XI. Limited Availability of Indirect Costs**

Indirect costs reportable for reimbursement are allowable providing they do not exceed 5% of the total direct program expenditures. Costs for clerical support personnel may be included in the budget as an indirect cost, not a direct cost.

### **XII. Method of Payment**

The State of Michigan shall reimburse the county for expenditures incurred during the previous quarter. The county will receive the reimbursement approximately four weeks following receipt of the Quarterly Financial Report. Reimbursement may be delayed should the county fail to provide all required reports and other documentation, or is not in compliance with P.A. 416 and the Grant Contract Conditions and Requirements.

### **XIII. Attribution**

Any public dissemination of information under this agreement shall identify the State of Michigan as the source of the funding for the services provided.

### **XIV. Notice Regarding Position Reductions**

**The county shall immediately notify OHSP of any reductions in the working number of county-funded road patrol positions if the remaining number of working road patrol positions is below the September 30, 1978, level.** This notification shall include the latest county estimate of total county general fund revenue

for the pertinent county fiscal year. Notification shall be in writing and include appropriate explanatory information.

### **XV. Sanctions**

If the grantee materially fails to comply with the terms and conditions of the grant contract, OHSP may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the grantee.
2. Disallow all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the current grant contract.
4. Withhold further funding for the program.
5. Take other remedies that may be legally available.

### **XVI. Termination**

Termination of this contract will become effective based upon one or more of the following conditions:

1. The end date specified on the grant has been reached and all other conditions of funding have been satisfied.
2. Funds allocated are contingent upon an appropriation from the State of Michigan and sufficient citation surcharge collections. County allocations may be revised during the year based on revenue collected.
3. This agreement is void if the Provider reduces its expenditures or level of road patrol below that which the Provider was expending or providing immediately before October 1, 1978, unless the Provider is required to reduce general services because of economic conditions and is not merely reducing law enforcement services. If there is an allegation of non-compliance with the provisions of this subsection, the OHSP shall notify the Provider in writing and afford the Provider with an opportunity to demonstrate compliance. If compliance cannot be established, OHSP shall notify the Provider in writing of the termination of this agreement. This termination shall be effective as of the date on which the non-compliance originally occurred.
4. The Provider shall comply with the identified schedule for financial and programmatic reporting. Failure to comply will result in OHSP action to withhold the release of funds.
5. Non-compliance with P.A. 416 and/or Contract Conditions and Requirements is grounds for the termination of this contract and funding. Repayment of funds to the State of Michigan may be required for those funds expended on non P.A. 416 related costs.
6. The Provider may terminate the contract upon 60 days notice. OHSP may waive this notification requirement.

### **XVII. Inspection, Audit, and Reporting**

The OHSP, the Local Government Audit Division of the Michigan Department of Treasury, and the State Auditor General, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Provider which are related to this agreement, for purpose of inspection, audit, and examination.

The Provider shall comply with the requests of OHSP for information on reports related to the manpower, expenditures, and services of the Provider and the traffic crash, traffic safety, and crime data of the county or areas of the county of the Provider.

### **XVIII. Equal Employment Opportunity Requirements**

In accordance with the Elliott-Larsen Civil Rights Act and the Michigan Handicappers Civil Rights Act, a grantee or contractor shall not discriminate against any employee or applicant for employment, with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, or handicap. Failure to comply with this requirement is cause for termination of the contract and grant.

In accordance with Executive Directive 1979-4 and Michigan Department of Civil Rights Standards and Procedures for Civil Rights Compliance in State and Federal Contracts, a grantee or contractor must have an established policy of equal employment opportunity without regard to race, color, religion, national origin, age, sex, or handicap. The grantee or contractor shall take steps necessary to correct any under representation and achieve a reasonably representative work force at all levels of employment. In addition, the grantee or contractor shall:

- A. State in all recruiting materials and advertisements that all applicants will receive equal consideration for employment without regard to race, color, religion, national origin, age, sex, or handicap, and
- B. Post in conspicuous places notices setting forth the law on equal opportunity in employment and public accommodations. (Posters are available from the Michigan Department of Civil Rights).

A grantee or contractor shall inform OHSP of any federal or state actions taken against the grantee or contractor pertaining to equal employment opportunity requirements. A grantee or contractor shall keep employment or other recourse used in preparation of the Minority-Female-Handicapper Status Report, work force Utilization Analysis and EEO Plan six months beyond the life of the grant or contract to permit access by the OHSP, Michigan Department of Civil Rights, or other authorized persons as may be necessary to ascertain compliance.

The award of a grant is subject to acceptance of the grant conditions and requirements, EEO Plan, and a determination of compliance with EEO requirements by OHSP or the Michigan Department of Civil Rights.

**SECTION C: SECONDARY ROAD PATROL AND  
 TRAFFIC ACCIDENT PREVENTION PROGRAM APPLICATION**

**I. Application and Contract Signature Page**

This application is made under P.A. 416, as amended, in the amount and for the purpose set forth. On the basis of the information provided in this application and detailed budget submitted by the county, an award will be made to the county in the amount and for the period stated, and is subject to the Contract Conditions and Requirements. This agreement becomes effective as of the date county representatives are notified by OHSP.

We certify that the information contained in this application including, but not limited to, the Methods and Procedures and Budget Detail, is accurate to the best of our knowledge. We agree to comply with P.A. 416, the Contract Conditions and Requirements, Generally Accepted Accounting Principles, and OHSP policies with the understanding that failure to do so is cause for termination of the grant.


**A. REQUESTOR INFORMATION**

1. Applicant County Mecosta	2. Federal Employer ID Number 38-6005901
3. Fiscal October 1, 2022, to September 30, 2023	

**B. CHAIRPERSON, COUNTY BOARD OF COMMISSIONERS**

4. Name William Routley	5. Telephone Number 231-796-2505	
6. Street Address 400 Elm Street	7. City Big Rapids	8. ZIP Code 49307
9. State Agency with which County EEO is on file: Michigan Department of Transportation		
10. Signature of Chairperson		11. Date

**C. SHERIFF**

12. Name Brian S. Miller	13. Telephone Number 231-592-0150	14. Email Address Bmiller@mecostasheriff.org
15. Street Address 225 S. Stewart Street	16. City Big Rapids	17. ZIP Code 49307
18. Signature of Sheriff 		19. Date 08/15/2022

**D. FINANCIAL OFFICER**

20. Name Mindy Taylor	21. Telephone Number 231-796-2505	
22. Street Address 400 Elm Street	23. City Big Rapids	24. ZIP Code MI
25. Signature of Financial Officer 		26. Date 08/15/22

**E. PRIMARY CONTACT PERSON FOR SRP PROGRAM**

27. Name and Title Gary B. Green, Undersheriff	28. Telephone Number 231-592-0150
29. E-mail Address ggreen@mecostasheriff.org	30. Fax Number 231-796-5577

Only original signatures will be accepted

**FOR OHSP USE ONLY**

Date Application Received	Contract Number
AUTHORITY: MCL 28.31, MCL 51.76, MCL 51.77, as amended	COMPLIANCE: Voluntary; however, failure to complete will result in a denial of funding



## II. Maintenance of Effort Base Data

### County-Funded Deputies

Report the number of county-funded, full-time certified deputies employed by, or budgeted for, the sheriff's department as of the dates indicated below. The source of funding for the deputies (i.e., other grants, local contractual arrangements, etc.) is not a deciding factor in determining whether the county meets the maintenance of effort requirement. **Do not include P.A. 416-Funded Road Patrol Deputies.**

County-Funded, Full-Time Certified Deputies	1) As of 9/30/78	2) Current	3) Budgeted for Upcoming Fiscal Year (October 1 – September 30)
Total Number	7	19	19
Number Whose Primary Duty is Road Patrol	2.5	19	19

### III. Methods and Procedures

**INSTRUCTIONS:** Indicate how your department will utilize the funds allocated by selecting each box that describes an activity engaged in by your county's SRP Deputies. If "other" is selected, provide a description of the activity. All activities must be allowable under the provisions of P.A. 416 and must be consistent with the submitted budget.

- Patrol and monitor traffic violations on secondary roads.
  - Investigate crashes involving motor vehicles on secondary roads.
  - Provide emergency assistance to persons on secondary roads.
  - Enforce violations of criminal laws which are observed by or brought to the attention of the sheriff's department while patrolling secondary roads.
  - Enforce laws in state parks and county parks within the county.
  - Provide a vehicle inspection program.
  - Provide traffic safety information and education programs.
  - Other (please describe): We continue to identify problem areas within Mecosta County on our secondary roads as reported by citizen complaints, traffic contacts, crash reporting, and routine patrols.
- 

Additional Information: |

#### IV. Resolutions, Contracts, and Law Enforcement Plan

- A. List each city or village which has requested, by resolution, that the sheriff's department provides services within its boundaries. If none, note N/A.

**Note: Include a copy of each resolution. If any new resolutions are adopted during the fiscal year, immediately forward a copy to OHSP.**

None

- B. List each township, city, or village that contracts with the sheriff's department to provide law enforcement services. If none, note N/A.

**Note: Include a copy of each contract. If any new contracts are acquired during the fiscal year, immediately forward a copy to OHSP.**

None

- C. Include a copy of your most current Law Enforcement Plan with MSP for the unincorporated areas of the county.

**Note: Law Enforcement Plans shall be updated at least every four years, following a sheriff's election.**

**See Attached**



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## MECOSTA COUNTY SHERIFF'S OFFICE

---

**BRIAN S. MILLER, SHERIFF • GARY B. GREEN, UNDERSHERIFF**  
**KEVIN WOOD, JAIL ADMINISTRATOR • MARK DANIELSON, LIEUTENANT**  
225 S. STEWART ST., BIG RAPIDS, MI 49307  
TELEPHONE: 231/592-0150 • FAX 231/796-5577

This Law Enforcement plan is being provided pursuant to this provision of Public Act 416 of 1978, as amended by Act 313 of the Public Acts of 1982, being sections 51.76 and 51.77 of the Michigan Compiled Laws. This plan exists between the Mecosta County Sheriff's Office and the Michigan State Police, Post 63, located in Mt Pleasant as represented by the undersigned parties and as referred to herein as the "Agencies".

The established relationship of mutual cooperation and assistance between all parties in this agreement has served to enhance the level of Law Enforcement in Mecosta County. It is, therefore, agreed between the Agencies that the following is official policy with regards to patrolling roads within Mecosta County:

1. The primary concern of the Agencies will be the safety and welfare of all citizens and visitors in Mecosta County who will be given efficient, courteous and professional services.
2. The agencies shall respond to any requests for Law Enforcement services within their jurisdictions of Mecosta County.
3. Wherever this plan conflicts with the existing MECEOLA Central Dispatch Agreement, the agreement shall take precedence.
4. When any of the Agencies receive an emergency call, such as a personal injury accident or a crime in progress and is unable to respond immediately because of unavailability of personnel or distance from the scene, the call shall be referred to the other Agencies which may be able to respond promptly.
5. When it can be expected that the other Agency can respond more quickly, or be of assistance, it shall be the practice of both Agencies to promptly notify each other of all such emergencies.
6. To the extent practical, the law enforcement officers of the Sheriff's Office who are assigned to the Secondary Road Patrol (SRP) program shall be directed to the county road system.
7. In those instances where county roads, because of geographic location are more accessible to the Michigan State Police, that Agency shall, to the extent practical, incorporate into their patrol schedules those areas in a manner necessary to meet the needs of the public.

- 8. In those instances where trunk lines or freeways, because of geographic location, are more accessible to the Sheriff's Office, that Agency shall, to the extent practical, incorporate into their patrol schedules those areas in a manner necessary to meet the needs of the public.
- 9. Whenever unusual conditions exist which require increased law enforcement services in their respective jurisdictions, both agencies shall cooperate to meet such needs.

This plan shall be reviewed periodically by the administrative heads of the two Agencies and revised as agreed upon by both Agencies. A copy of this plan, signed by both parties, shall be forwarded to the Office of Highway Safety Planning.

x Ben  
Sheriff, Mecosta County

F/Lt. Joshua M. Lator  
MSP Post Commander

x 08/09/2022  
Date

08/10/2022  
Date



### VI. Budget Detail

**INSTRUCTIONS:** The budget must be completed in detail and shall only cover the period for which this application is made.

**Note:** Round to whole dollar amounts (except in rates and calculations).

#### A. PERSONNEL

SALARIES AND WAGES			
POSITION TITLE	SALARY RATE	% OF TIME ON P.A. 416 ACTIVITIES	COST
Deputy Salary	\$28.62hourly	100%	\$59,531
			\$
			\$
			\$
Holidays			\$3005
OVERTIME   12 Hours x \$42.93			\$515
LONGEVITY			\$
		SUBTOTAL	\$63,051

FRINGE BENEFITS			
FICA	PERCENT 7.65%	\$4823	
RETIREMENT	PERCENT 11.35%	\$7156	
HOSPITALIZATION	AVG/EMPLOYEE/MONTH \$1667 Per Month	\$20,000	
WORKERS COMPENSATION	RATE/\$100 IN WAGES \$.0302	\$1904	
OTHER INSURANCE (please identify) Dental, Vision, Life	\$125 Monthly	\$1500	
HSA	\$5.00 Monthly	\$60	
		\$	
		\$	
		\$	
		SUBTOTAL	\$35,443
		TOTAL PERSONNEL	\$98,494

**B. AUTOMOTIVE EXPENSES**

**INSTRUCTIONS:** The County may choose to account for Automotive Expenses using ONE of the two following methods: Actual Automotive Expenses OR Mileage Reimbursement. The same method must be used to account for the costs in the SRP general ledger accounts.

ACTUAL AUTOMOTIVE EXPENSES		
DESCRIPTION OF EXPENSE (Include fuel, maintenance, insurance, etc.)	RATE	COST
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL AUTOMOTIVE EXPENSES		\$

**OR**

MILEAGE REIMBURSEMENT		
COUNTY COST PER MILE OF PATROL OPERATION	ESTIMATED MILES	COST
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL AUTOMOTIVE EXPENSES		\$



**C. EQUIPMENT**

Must include detailed description of equipment to be purchased

DESCRIPTION	QUANTITY	PURCHASE PRICE	COST
			\$
			\$
			\$
TOTAL EQUIPMENT			\$

**D. OPERATING EXPENSES**

DESCRIPTION OF EXPENSE	RATE	COST
PRINTING/SUPPLIES		\$
CLEANING/CLOTHING ALLOWANCE		\$
TRAINING		\$
RADIO MAINTENANCE CONTRACTS		\$
MISCELLANEOUS (describe)		\$
TOTAL OPERATING EXPENSES		\$

TOTAL DIRECT COSTS (Personnel, Automotive, Equipment, and Operating)	\$
---	----

**E. INDIRECT COSTS**

NOT TO EXCEED 5% OF TOTAL DIRECT COSTS	\$
--	----

TOTAL PROJECT COSTS (Direct + Indirect)	\$
STATE ALLOCATION	\$

**F. BUDGET NARRATIVE**

**INSTRUCTIONS: Provide a narrative justifying and detailing the basis for determining the cost of the items included in each budget category. INCLUDE CALCULATIONS THAT AREN'T APPARENT ON PREVIOUS PAGES. Additional pages may be attached as needed.**

2023 deputy wages will likely increase significantly as contract negotiations will soon be underway and increases are expected. The rate listed below is the current rate of pay as it is impossible to know at this point what the increase may be.

This position is 100% filled by one deputy.

2080 hours at \$28.62 per hour	\$59,530
Holiday and Overtime	\$3510
Benefits:	
FICA 7.65%	\$4823
Retirement 11.35%	\$7156
Hospitalization \$1667 Monthly	\$20,000
Workers Compensation	\$1904
Dental, Vision, Life Ins. \$125 Monthly	\$1500
HSA Contribution	\$60
<b>Total Personnel Cost</b>	<b>\$98,494</b>

Name and Title of Person Completing the Budget Gary B. Green, Undersheriff	Telephone Number 231-592-0150
Email Address ggreen@mecostasheriff.org	

# VOUCHER

COUNTY OF MECOSTA

Commissioners

Date 7-27-2022

Pay to: Sharon Bongard  
19255 1st Mill Rd  
Stamwood, ME 49346

DATE	ITEMS	AMOUNT
<u>7-25-2022</u>	<u>AAA WM - Grand Rapids</u>	<u>50.00</u>

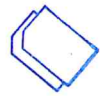
TOTAL 50.00

Charge to: Per Diem  
 Account #: 101 101 705.000

**RECEIVED**  
 AUG 01 2022  
 BOARD OF  
 COMMISSIONERS

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Sharon Bongard  
 Signed

COPI  


# TRAVEL VOUCHER

## COUNTY OF MECOSTA

Date: 31-Jul-22

Pay to: Bill Routley  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date	From	To	Reason for Travel	Miles Traveled
12-Jul-22	Big Rapids	Newyago	AAAWM Dir Search	32
12-Jul-22	Newyago	Big Rapids	AAAWM Dir Search	32
25-Jul-22	Big Rapids	Grand Rapids	AAAWM Exec Dir	65
25-Jul-22	Grand Rapids	Big Rapids	AAAWM Exec Dir	65
<b>TOTAL MILES</b>				194
x				0.625
<b>TRAVEL TOTAL</b>				<b>121.25</b>

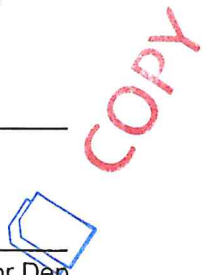
**RECEIVED**  
 AUG 01 2022  
 BOARD OF COMMISSIONERS

Charge to: Travel Expense  
 General Ledger 101 101 810.000

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

\_\_\_\_\_  
 Signed by Employee

\_\_\_\_\_  
 Signed by Dept Head or Deputy if check is for Dep



VOUCHER

COUNTY OF MECOSTA

Voucher No. \_\_\_\_\_

Commissioners

Date 31-Jul-22

Pay to: Bill Routley

Vendor # \_\_\_\_\_

Per Diems

DATE	ITEMS	AMOUNT
7/5/2022	Finance	\$50.00
7/7/2022	Commish	\$50.00
7/12/2022	AAAWM Dir Appt	\$50.00
7/19/2022	Finance	\$50.00
7/20/2022	COA	\$50.00
7/21/2022	Commish	\$50.00
7/25/2022	AAAWMExec Bd	\$50.00
7/25/2022	AAAWM Bd of Dir	\$50.00
7/25/2022	WCMCA	\$50.00

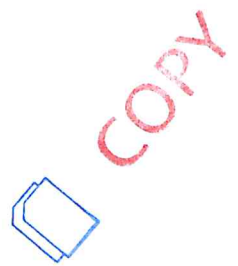
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BOARD OF  
COMMISSIONERS

TOTAL \$450.00

Charge to: Per Diem  
 Account #: 101 101 705.000

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Bill Routley  
Signed



# VOUCHER

## COUNTY OF MECOSTA

### Commissioners

Date 7-28-22

Pay to: Ray Steinke  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

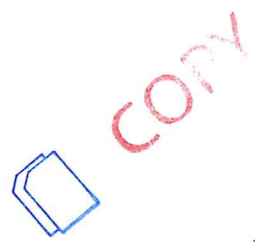
DATE	ITEMS	AMOUNT
6-17-22	Region Eight	50.00
5-8-22	Finance	50.00
7-5-22	Comm meet	50.00
5-19-22	Finance	50.00
7-21-22	EMS	50.00
7-21-22	Personnel	50.00
7-21-22	Comm	50.00
7-25-22	W.M.C.A	50.00

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JUL 29 2022  
BOARD OF  
COMMISSIONERS

TOTAL \$400

Charge to: Per Diem  
Account #: 101 101 705.000

It is hereby certified that the above account is true and correct and that no part of the same has been paid.  
Ray Steinke  
Signed









TRAVEL VOUCHER

COUNTY OF MECOSTA

Department:

Date: 7/26/2022

Pay to: LINDA HOWARD

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date	From	To	Reason for Travel	Miles Traveled
7/25/2022	Mecosta	B.R.	WCM Co Mtg	20 x 2 = 40
7/26/2022	Mecosta	B.R.	DHHS	20 x 2 = 40

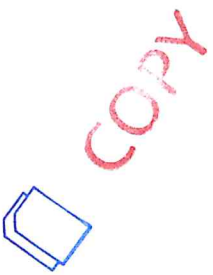
Charge to: Travel Expense  
 General Ledger: 101-101-810.000

TOTAL MILES	80
x	0.625
<b>MILEAGE TOTAL</b>	
Meals/Parking Total	
Total Reimbursemen	\$50.00

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Linda Howard  
 Signed Employee

\_\_\_\_\_  
 Signed Authorizing Department Head



# VOUCHER

## COUNTY OF MECOSTA

Commissioners

Date 7/26/2022

Pay to: LINDA HOWARD

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE	ITEMS	AMOUNT
7/5/2022	Bldg & Grounds	
7/6/2022	Sheriff & Jail	\$50.00
7/7/2022	Co Comm	\$50.00
7/21/2022	Bldg & Zoning	\$50.00
7/21/2022	Co Commission	\$50.00
7/25/2022	WCM Mac Mtg	\$50.00
7/26/2022	DHHS mtg	\$50.00
	TOTAL	\$300.00

Charge to: Per Diem  
 Account #: 101 101 705.000

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

*Linda Howard*

Signed \_\_\_\_\_

**COPY**

**RECEIVED**  
 JUL 26 2022  
 BOARD OF  
 COMMISSIONERS

# VOUCHER

COUNTY OF MECOSTA

Commissioners

Date 7-19-22

Pay to: MARILYN BRADSTROM  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE	ITEMS	AMOUNT
5-3-22	BLDG & GROUNDS	50.00
"	FINANCE	
5-4-22	MI Works - MEET NEW DIRECTOR	<del>_____</del>
5-5-22	B.O.C.	
5-12-22	COMMITTEE OF THE WHOLE	
5-17-22	FINANCE	
5-19-22	WAIL TOUR	<del>_____</del>
5-19-22	BOC	
5-31-22	PERSONNEL	
5-31-22	FINANCE	
6-1-22	MI Works - IDLEWILD	
6-2-22	B.O.C.	
6-10-22	MCDC at MI Works B.R.	
6-14-22	FINANCE	
6-16-22	B.O.C.	
7-5-22	FINANCE	
7-7-22	B.O.C.	
7-7-22	PERSONNEL	
TOTAL		<u>900.00</u> <u>800</u>

Charge to: Per Diem  
 Account #: 101 101 705.000

Finance Committee Approval \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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 JUL 19 2022  
 BOARD OF  
 COMMISSIONERS

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Marilynn Bradstrom  
 Signed

**COPY**

## TRAVEL VOUCHER

COUNTY OF MECOSTA

Department:

Date: 7-19-22

Pay to: MARILYNN BRADSTROM

R. T.

Date	From	To	Reason for Travel	Miles Traveled
5-4-22	HOME	B. R.	MEDC - BR	22.0
5-9	"	GRANT	GRANT TWP	13.0
5-10	"	PARIS	GREEN	4.4
5-18	"	COLFAX	COLFAX	26.0
6-10	"	BR	MEDC - BR	22.0
6-13	"	GRANT	GRANT	13.0
6-14	"	GREEN	GREEN	4.4
6-15	"	COLFAX	COLFAX	26.0
Lodging				
Parking/Meals				
Event				Amount
			Total Other	\$0.00

Charge to: Travel Expense  
 General Ledger: 101-101-810.000

TOTAL MILES	130.80
x	0.585
MILEAGE TOTAL	<del>76.50</del> 76.50
Meals/Parking Total	\$0.00
Total Reimbursement	<del>\$59.88</del> 76.50

RECEIVED

JUL 19 2022

BOARD OF COMMISSIONERS

COPY

It is hereby certified that the above account is true and correct and that no part of the same has been paid

Marilynn Bradstrom  
 Signed Employee

Signed \_\_\_\_\_ Authorizing Department Head