



# TUSCOLA COUNTY

## Committee of the Whole

### MEETING AGENDA

Monday, May 22, 2023 – 8:00 AM

H.H. Purdy Building Board Room, 125 W. Lincoln  
St., Caro, MI 48723

**Public may participate in the meeting electronically:**  
**Join by phone:** (US) +1 929-276-1248 PIN:112 203 398#  
**Join by Hangouts Meeting ID:** [meet.google.com/mih-jntr-jya](https://meet.google.com/mih-jntr-jya)

8:00 AM Call to Order - Chairperson Vaughan  
Roll Call - Clerk Fetting

Page

#### County Updates

None

#### New Business

1. 2023 Tuscola County L-4029 Summer Levy - Angie Daniels, Equalization Director 4  
[2023 Tuscola County L-4029 Summer Levy](#)
2. Ticks in Tuscola County - Larry Zapfe, Mosquito Abatement Director 5 - 6  
[Tick Awareness in Tuscola County](#)
3. Biology Technician Position Assignment - Larry Zapfe, Mosquito Abatement Director 7 - 8  
[Mosquito Abatement Director Correspondence](#)
4. Budget Amendment Request - Larry Zapfe, Mosquito Abatement Director
5. Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting - Clayette Zechmeister, Controller/Administrator 9 - 12  
[Announcement of Award](#)  
[6 - Press Release](#)  
[Award of Financial Reporting Achievement \(AFRA\) to Clayette A. Zechmeister](#)

[Award of Financial Reporting Achievement \(AFRA\) to Debbie Babich](#)

**Old Business**

**Finance/Technology**

Committee Leader **Commissioner Young** and Commissioner Koch

**Primary Finance/Technology**

1. Marine Grant - Robert Baxter, Undersheriff 13 - 15  
[2023 Marine Safety Program \(State Funding\) Grant Agreement](#)
2. Budget Amendment Request Regarding Sheriff's Department 16 - 17  
Taser Replacement - Robert Baxter, Undersheriff  
[Taser Replacement](#)  
[Tuscola County - Tasers](#)
3. Risk Avoidance Program (RAP) Body Worn Cameras Project - 18  
Animal Control - Clayette Zechmeister, Controller/Administrator  
[Tuscola County - Body Worn Cameras](#)
4. Risk Avoidance Program (RAP) Automatic Door Lock Badge ID 19  
Access System Project - Clayette Zechmeister,  
Controller/Administrator  
[Tuscola County - Automatic Door Lock Badge ID Access System](#)
5. Risk Avoidance Program (RAP) Digital Cameras Project - 20  
Clayette Zechmeister, Controller/Administrator  
[Tuscola County - Digital Cameras](#)

**On-Going and Other Finance**

**On-Going and Other Technology**

**Building and Grounds**

Committee Leader **Commissioner Koch** and Commissioner Lutz

**Primary Building and Grounds**

**On-Going and Other Building and Grounds**

**Personnel**

Committee Leader **Commissioner Bardwell** and Commissioner Vaughan

**Primary Personnel**

**On-Going and Other Personnel**

**Other Business as Necessary**

**Public Comment Period**

**Adjournment**

ORIGINAL TO: County Clerk(s)  
COPY TO: Equalization Department(s)  
COPY TO: Each Township or City Clerk

**2023 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2023)**

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

County(ies) Where the Local Government Unit Levies Taxes <b>Tuscola</b>	2023 Taxable value of ALL Properties in the Unit as of 05-23-2022 <b>2023 Taxable Value minus Ren Zone</b>	2023 Taxable Value (All) <b>2,190,269,646</b> <b>2,182,988,547</b>
Local Government Unit Requesting Millage Levy <b>County</b>	For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.	

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 2023 tax roll.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Original Millage Authorized by Election, Charter, etc.	2022 Millage Rate Permanently Reduced by MCL 211.34d	2023 Current Year Millage Reduction Fraction	2023 Millage Rate Permanently Reduced by MCL 211.34d	2023 Sec 211.34 Millage Rollback Fraction	2023 Maximum Allowable Millage Levy *	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
<b>Alloc</b>	<b>Operating</b>	<b>Nov-64</b>	<b>4.2000</b>	<b>3.9141</b>	<b>1.0000</b>	<b>3.9141</b>	<b>1.0000</b>	<b>3.9141</b>	<b>3.9141</b>		<b>frozen</b>

Prepared by <b>Angie Daniels</b>	Telephone Number <b>989-672-3833</b>	Title of Preparer <b>Equalization Director</b>	Date <b>05.02.23</b>
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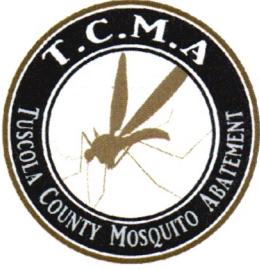
**Certification:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

\* 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.

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	



## TUSCOLA COUNTY MOSQUITO ABATEMENT

1500 Press Drive  
Caro, Michigan 48723-9291  
989-672-3748 Phone ~ 989-672-3724 Fax  
*Larry Zapfe, Director*

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### **Tick awareness in Tuscola County**

Tuscola County Mosquito Abatement would like to inform our residents of increasing tick encounters. Reports from our field technicians along with phone calls from residents has raised awareness and concerns.

Mosquito and tick season co-inside. Unfortunately, our program does not target ticks, but there are steps residents can take to protect themselves from ticks and tick-borne diseases. MDHHS recommends the following:

#### **Avoid tick-infested areas.**

- Ticks live in grassy, brushy and wood areas.
- Walk in the center of the trails to avoid contact with overgrown grass, brush and leaf litter at trail edges.
- Protect pets. Dogs and cats can come into contact with ticks outdoors and bring them into the home. Talk with your veterinarian about the best tick prevention products for your pet.

#### **Use insect repellent**

- Apply an EPA-registered repellent on exposed skin. Find a repellent product that is right for you.
- Treat clothes (especially pants, socks and shoes) with permethrin, which kills ticks on contact or buy clothes that are pre-treated. Do not use permethrin directly to skin.
- Always follow the manufacturer's instructions when applying repellents.

#### **Perform daily tick checks.**

- Always check for ticks on yourself and your animals after being outdoors, including in your own wooded yard.
- Inspect all body surfaces carefully and remove attached ticks with tweezers.
- To remove ticks, grasp the tick firmly and as closely to the skin as possible. With a steady motion, pull the tick's body away from the skin. Cleanse the area with antiseptic.

**Bathe or Shower**

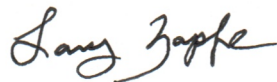
- Bathe or shower as soon as possible after coming indoors (preferably within two hours) to wash off and more easily find ticks that might be crawling on you.
- Wash clothing in hot water and dry on high heat to kill ticks in clothing.

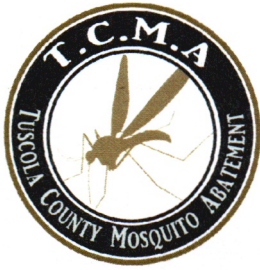
For more information on ticks, visit [Michigan.gov/Lyme](http://Michigan.gov/Lyme) or [CDC.gov/Lyme](http://CDC.gov/Lyme).

Residents are encouraged to call or email Tuscola County Mosquito Abatement and report increases in tick populations on their property. Provided information helps track particular areas that have the most activity. The information then may be passed on to MDHHS or the CDC.

Larry Zapfe, Director

Tuscola County Mosquito Abatement





## TUSCOLA COUNTY MOSQUITO ABATEMENT

1500 Press Drive  
Caro, Michigan 48723-9291  
989-672-3748 Phone ~ 989-672-3724 Fax  
*Larry Zapfe, Director*

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To: Tuscola Board of Commissioners  
Clayette Zechmeister-County Controller/Administrator

From: Larry Zapfe

Date: May 22, 2023

Re: Ticks in Tuscola County. Respectfully, request to fill the current vacant position of Seasonal Biology Technician. Respectfully, request to fill Seasonal Assistant Foreman position.

1. Ticks in Tuscola County.

- A brief talk of presence and awareness.

2. Request to fill current vacant position of Seasonal Biology Technician at Step 2 (\$16.73 per hour) with long time employee, Dennis Haley. Mr. Haley would be vacating the Assistant foreman position. This would be a budget neutral request since the pay scales are the same for both positions.

- The Seasonal Biology Technician has remained vacant due to a shortage in personnel. With the hiring of two new technicians for the 2023 season, we now have the opportunity to provide our Biologist with much needed assistance.
- The biology lab is a key component in identifying and protecting our resident from mosquito borne diseases. The lab also determines which areas of the county are experiencing higher counts of mosquito activity through trapping results. This determines where treatment efforts need to be focused.
- The Seasonal Biology Technician position also provides a vital back-up to our Biologist in the event of her absence.

3. Request to fill Seasonal Assistant Foreman position with long time employee, Rodney Spiers, at Step 1 of the pay scale (\$16.33 per hour). This would create an approximate increase to the 2023 Mosquito Abatement part-time budget of approximately \$2000 with FICA and work comp included.

Thank you for your time and consideration.

Larry Zapfe, Director





**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

5/18/2023

Thomas Bardwell  
Board Chairman  
Tuscola County, Michigan

Dear Mr. Bardwell:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended December 31, 2021 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine  
Director, Technical Services



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

5/18/2023

**For more information contact:**  
**Michele Mark Levine, Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**Email: [mlevine@gfoa.org](mailto:mlevine@gfoa.org)**

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **Tuscola County** for its annual comprehensive financial report for the fiscal year ended December 31, 2021. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.*



**The Government Finance Officers Association of  
the United States and Canada**

*presents this*

## **AWARD OF FINANCIAL REPORTING ACHIEVEMENT**

*to*

**Clayette A. Zechmeister**

Controller/Administrator  
Tuscola County, Michigan



*The Award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the department or individual designated as instrumental in the government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*

Executive Director

*Christopher P. Morrill*

Date: 5/18/2023



**The Government Finance Officers Association of  
the United States and Canada**

*presents this*

## **AWARD OF FINANCIAL REPORTING ACHIEVEMENT**

*to*

**Debbie Babich**  
Fiscal Personnel Analyst  
Tuscola County, Michigan



*The Award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the department or individual designated as instrumental in the government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*

Executive Director

*Christopher P. Morrill*

Date: 5/18/2023



# 2023 Marine Safety Program (STATE Funding) Grant Agreement

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

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

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

	Federal Funds (100%)	State Funds 75%
Operating	\$0.00	\$13,900.00

### Salaries, Wages and Benefits for:

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

### Operating Expenses for the Scope Items Listed Above, including:

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

2. Salary and Wages are reimbursable to the GRANTEE at the employees' hourly rate. Overtime is only eligible if the employee worked in excess of 80 hours for full time employees and 40 hours for part time employees in a pay period on Marine Safety duties.
3. Operating Expenses must be done within the grant period and goods and services must be delivered and/or work performed. Pre-paying for goods and services within the grant period and then receiving them at a later date or performing the work after the expiration of the grant agreement is not allowable.
4. The percentage of the GRANTEE'S total budget devoted to operating expenses shall not exceed Forty percent (40%), unless prior approval has been obtained from the DEPARTMENT.
5. Part 801 Marine Safety, of the Michigan Natural Resources and Environmental Protection Act (1994 PA 451, as amended), authorizes the distribution of revenues to counties from the Marine Safety Fund, for the purpose of supporting county Marine Safety programs. State funding, in the amount shown below is provided to the GRANTEE by the DEPARTMENT for the purpose of supporting the GRANTEE'S Marine Safety program.  
The DEPARTMENT agrees to reimburse the GRANTEE a sum of money equal to 75% of total eligible costs toward completing the scope of work listed above, but not to exceed **\$13,900.00** dollars.  
A local match of at least 25% of total eligible costs is required for this reimbursement.  
**The Agreement period for state funding is January 1, 2023 through December 31, 2023.**  
Completed reimbursement request and documentation of operating expenditures are due no later than **March 1, 2024.**
6. This Agreement shall be administered on behalf of the DEPARTMENT through the Finance and Operations Division. All reports, documents, or actions required of the GRANTEE shall be submitted through MiGrants website unless otherwise instructed by the DEPARTMENT.
7. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE through the MiGrants website.
8. The GRANTEE may not assign or transfer any interest in this Agreement to any other agency, group or individual.
9. The GRANTEE shall display valid and proper state of Michigan registration on all vessels and comply with the state of Michigan life jacket regulations.
10. This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual Agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.
11. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of

because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.

12. The GRANTEE agrees to follow the DEPARTMENT procedure policy:
  - a. The GRANTEE will openly advertise and seek written bids for contracts for purchase or services with a value equal to or greater than \$50,000.00 and accept the lowest qualified bid.
  - b. The GRANTEE will solicit three (3) written quotes for contracts with purchases or services between \$5,000.00 and \$50,000.00.
13. The Agreement may be executed separately by the parties. This Agreement is not effective until:
  - a. The GRANTEE has signed it and returned it, and
  - b. The DEPARTMENT has signed it.
14. The award is not for Research and Development.

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

**GRANTEE**

SIGNED: \_\_\_\_\_ SIGMA Vendor ID: 386004893  
Printed Name: \_\_\_\_\_ SIGMA Address ID: CV0048120  
Title: \_\_\_\_\_ Unique Entity Identifier: DJPRRMAUYXA7  
Date: \_\_\_\_\_

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

SIGNED: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: Section Manager, Grants Management  
Date: \_\_\_\_\_

Phone: 517-284-7268

Email: [dnr-grants@michigan.gov](mailto:dnr-grants@michigan.gov)



Clayette Zechmeister <zclay@tuscolacounty.org>

# TASER Replacement

1 message

**Robert Baxter** <rbaxter@tuscolacounty.org>  
To: Clayette Zechmeister <zclay@tuscolacounty.org>  
Cc: Glen Skrent <ggs@tuscolacounty.org>, Ryan LaFlure <rlaflure@tuscolacounty.org>

Fri, May 12, 2023 at 9:57 AM

Budget amendment request-

Our current Taser's are failing and the company (AXON) states that they will no longer support/repair our current models, so we are forced to upgrade.

Our trainer has negotiated a bundle package to replace 18 Tasers for the Road Patrol, 4 for the Corrections Division and 2 for Court Security. The total cost for the 60 month renewal is \$79,691.21.

The 6 Tasers (\$12,000) for Corrections will be paid through an MMRMA Rap Grant:

I request that \$67,691.21 be moved from the Road Patrol fund balance to Equipment & Repair 207-309-932-000 to cover the cost for the Road Patrol.

**Undersheriff Robert E. Baxter**  
**Tuscola County Sheriff Administration**  
**420 Court St**  
**Caro, MI 48723**  
**989-673-8161 ext 2225**  
**Fax: 989-673-8164**

[Like Us on Facebook](#)

## 2 attachments



**MMRMA.JPG**  
98K

**2023 MMRMA\_Taser.pdf**  
3756K





MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

May 18, 2023

Undersheriff Robert Baxter  
Tuscola County  
420 Court St  
Caro, MI 48723

**RE: Grant Funding – Requirements for Reimbursement**

Dear Undersheriff Baxter,

I am pleased to inform you that the Risk Avoidance Program (RAP)/Certification and Accreditation Program (CAP) application for your Taser project was approved. The Membership Committee authorized funding up to a maximum of \$12,000 for your project.

RAP/CAP funds are issued on a reimbursement basis. Payment will be based upon verification received from Tuscola County of their payment of the project in full. Please see the attached **RAP/CAP Grant Reimbursement Procedure** for guidelines on processing your grant payment.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application. If your application submission contained the above referenced documentation, please contact MMRMA.

Payment of RAP/CAP funds is contingent upon Tuscola County remaining a member of MMRMA and in compliance with the Joint Powers Agreement. Your approved grant reimbursement is valid for six months from the date of this letter. **GRANT EXPIRATION: 11/30/2023.**

Sincerely,

*Cara L. Ceci*

Cara Ceci, ARM, CPCU  
Member Resources Manager

CC/sp

cc: Clayette Zechmeister  
MMRMA Risk Manager



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

May 18, 2023

Tyler Ray  
Tuscola County  
2738 W. Caro Road  
Caro, MI 48723

**RE: Grant Funding – Requirements for Reimbursement**

Dear Mr. Ray,

I am pleased to inform you that the Risk Avoidance Program (RAP)/Certification and Accreditation Program (CAP) application for your Body Worn Cameras project was approved. The Membership Committee authorized 50% funding up to a maximum of \$254.28 for your project.

RAP/CAP funds are issued on a reimbursement basis. Payment will be based upon verification received from Tuscola County of their payment of the project in full. Please see the attached **RAP/CAP Grant Reimbursement Procedure** for guidelines on processing your grant payment.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application. If your application submission contained the above referenced documentation, please contact MMRMA.

Payment of RAP/CAP funds is contingent upon Tuscola County remaining a member of MMRMA and in compliance with the Joint Powers Agreement. Your approved grant reimbursement is valid for six months from the date of this letter. **GRANT EXPIRATION: 11/30/2023.**

Sincerely,

*Cara L. Ceci*

Cara Ceci, ARM, CPCU  
Member Resources Manager

CC/sp

cc: Clayette Zechmeister  
MMRMA Risk Manager



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

May 18, 2023

Shelly Lutz  
Tuscola County  
125 W. Lincoln St.  
Caro, MI 48723

**RE: Grant Funding – Requirements for Reimbursement**

Dear Ms. Lutz,

I am pleased to inform you that the Risk Avoidance Program (RAP)/Certification and Accreditation Program (CAP) application for your Automatic Door Lock Badge ID Access System project was approved. The Membership Committee authorized 50% funding up to a maximum of \$15,325 for your project.

RAP/CAP funds are issued on a reimbursement basis. Payment will be based upon verification received from Tuscola County of their payment of the project in full. Please see the attached **RAP/CAP Grant Reimbursement Procedure** for guidelines on processing your grant payment.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application. If your application submission contained the above referenced documentation, please contact MMRMA.

Payment of RAP/CAP funds is contingent upon Tuscola County remaining a member of MMRMA and in compliance with the Joint Powers Agreement. Your approved grant reimbursement is valid for six months from the date of this letter. **GRANT EXPIRATION: 11/30/2023.**

Sincerely,

*Cara L. Ceci*

Cara Ceci, ARM, CPCU  
Member Resources Manager

CC/sp

cc: Clayette Zechmeister  
MMRMA Risk Manager



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

May 18, 2023

Shelly Lutz  
Tuscola County  
125 W. Lincoln St.  
Caro, MI 48723

**RE: Grant Funding – Requirements for Reimbursement**

Dear Ms. Lutz,

I am pleased to inform you that the Risk Avoidance Program (RAP)/Certification and Accreditation Program (CAP) application for your Digital Cameras project was approved. The Membership Committee authorized 50% funding up to a maximum of \$1,484 for your project.

RAP/CAP funds are issued on a reimbursement basis. Payment will be based upon verification received from Tuscola County of their payment of the project in full. Please see the attached **RAP/CAP Grant Reimbursement Procedure** for guidelines on processing your grant payment.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application. If your application submission contained the above referenced documentation, please contact MMRMA.

Payment of RAP/CAP funds is contingent upon Tuscola County remaining a member of MMRMA and in compliance with the Joint Powers Agreement. Your approved grant reimbursement is valid for six months from the date of this letter. **GRANT EXPIRATION: 11/30/2023.**

Sincerely,

*Cara L. Ceci*

Cara Ceci, ARM, CPCU  
Member Resources Manager

CC/sp

cc: Clayette Zechmeister  
MMRMA Risk Manager