

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858*

*Jason Carviou – County Administrator
Sherry DuPont – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

The Menominee County Board of Commissioners
will meet as a **Committee of the Whole** on
Tuesday – August 28, 2018 @ 4:00 PM
Spalding Township Hall, N15881 Pine Street
Powers, MI 49874
(906) 863-7779

(A Quorum of the Menominee County Board will be Present)

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
- F. Public Comment *(Statements, not debate, limited to 5 minutes per person on agenda items only)*
- G. Business

1. Workgroup Discussion: 2018/2019 Budget

- a. Economic Development
- b. Commissioner Wages
- c. Bookmobile
- d. CASA of Menominee County
- e. Capital Improvement – 101-103-998.13 - Jail/Boiler rm. AC/heat control update
- f. Revenue – Attorney Fee Assessments \$10,000 - \$25,000
- g. Parks Revenue
- h. Parks Expenses
- i. Parks – 50% Indoor Storage Fees - Fair
- j. MSU Extension Contract
- k. MERS
- l. Other

- H. Public Comment *(limited to 5 minutes)*
- I. Commissioner Comment
- J. Adjourn

Steven Gromala

Gerald Piche – Chairperson

William Cech – Vice Chairperson

Larry Phelps

John Nelson

Jan Hafeman

Charlie Meintz

Bernie Lang

Larry Schei

ELECTED OFFICIAL ANNUAL SALARIES
As of January 1, 2018

Elected Official	2018
Chairman of the board	4,500
County Board members	4,000
Drain Commissioner	537

The Commissioners receive \$50 per meeting
And are paid mileage at .545 cents per mile (IRS rate)

BS&A payroll program has data back to 2004 – there have been no
commissioner pay increases recorded since then.

CASA of Menominee County & MI Childcare Fund MEMO

CASA of Menominee County respectfully requests \$20,000 per fiscal year.

- MI Childcare Fund is pass-through money from the state. Counties are reimbursed 50% by state. The goal of Childcare Fund is to support any program that keeps kids placed in a home/foster home and out of a residential treatment facility (which is more expensive for the state)
- 80% of MI CASA programs receive MI Childcare Funding
- The fund is handled by the county's Court Administrator or at the request of a judge. Though annual budgets are enacted in July, the Court Administrator can issue an amendment – also known as a 'component' – which is submitted to the county commissioners for approval. If funds are below a certain benchmark, commissioners' approval is not needed.
- Only requirement is a memorandum between CASA and the court, which is already in place in Menominee County.
- Detailed reporting on how funds are used is not required. Simply stating the number of cases handled by CASA annually is sufficient.
- Once CASA is officially added to annual budget in July, it can easily be renewed.
- Typically, funds are issued to CASA each quarter. For example, if \$20,000 is awarded, each quarter the court would issue a check for \$5,000 to CASA. Of that \$20,000 award, the state would reimburse the county for \$10,000.
- Those funds would directly impact abused/neglected children in Menominee County. The goal is to enhance support for CASA volunteers, who serve every eligible case in Menominee County. Currently there is one part-time employee. With proper funding in place, the board will consider hiring a second part-time employee. One employee will handle administrative tasks, grants and work to secure further permanent funding. A second employee will recruit, train and support CASA volunteers.
- For more information, please contact Kristi Jeffrey at kjeffrey@montcalm.us or (989) 831-7317. She is Court Administrator for Family/Juvenile Division of Circuit Court in Montcalm County, MI.

State In-Home Care CCF - CASA Court Appointed Special Advocate - revenues

Fund: Special Revenue (292)

Activity: State Special Child Care (000)

<u>Account Number</u>	<u>Account Title</u>		<u>2018/19 Budget</u>
542.02	In-Home Care- Standard ₃	-	6,760
699.01	GF Operating transf/standard		<u>6,760</u>
	Total		13,520

State In-Home Care CCF - CASA Court Appointed Special Advocate - expenses

Fund: Special Revenue (292)

Activity: State Special Child Care (669)

<u>Account Number</u>	<u>Account Title</u>		<u>2018/19 Budget</u>
801.00	Contractual Services		13,520
			-
			-
			<u>-</u>
			13,520



ENERGY CONTROL & DESIGN, INC.

P.O. Box 12 (54912-0012) 3137 N. Roemer Road Appleton, WI 54911-8637
(920) 739-6885 FAX (920) 739-0734
www.energycontroldesign.com

Distributor for Siemens
Building Technologies

August 10, 2018

Menominee County Courthouse & Jail
Attn: **Jim McKash**
839 10th Ave.
Menominee, MI 49858-3013

Re: Adding a graphic interface to the existing Siemens building automation system.

Dear Jim;

Listed below is a proposal for adding a web-based graphic user interface onto your existing building automation system.

OVERVIEW:

The Field Panel Web Server is a software option that can be added onto your existing Siemens DDC system. This Field Server is a graphical approach for managing and controlling a building with an easy-to-use interface. This is a web-based application that will allow you to:

- Monitor and control the building systems by using graphic pictures of the building and equipment.
- Access your building automation system from anywhere and at any time via a web connection.
- Collect, view and analyze the trend information.
- View the building systems from any networked computer in the facility without the need of a dedicated work station.

PROPOSAL:

1. Convert the two existing proprietary controller panels to BACnet panels. This is done adding a firmware flash upgrade to the existing panels.
2. Add Field Panel Web Server licenses with graphic user interfaces.

PRICE:

The price for the Field Panel Web Server is **\$6,754.00.**

INCLUDED IN PRICE:

1. Two (2) Field Panel Web Server licenses.
2. Two (2) firmware flash upgrades.
3. Graphics will be built for the following equipment:
 - a. Five (5) rooftop units (serving the jail).
 - b. Three (3) furnaces (serving the jail).
 - c. Three (3) boilers (serving the courthouse).
 - d. One (1) chiller & condensing unit (serving the courthouse).
 - e. Hot water and chilled water pumps (serving the courthouse).
4. Eight (8) hours of on-site installation labor*.
5. Travel labor.
6. Truck and mileage expenses.

NOT INCLUDED:

1. Personal computer (to be provided by owner).
2. Anything that is not included in the list above.
3. Two (2) IP addresses, to be provided by the owner.

***NOTE 1:** Installation labor can vary depending on the level of in-house IT support. Therefore, any installation labor beyond eight (8) hours will be charged at our current programmer labor rate of \$121.00 per hour.

If you would like to proceed with this project, please sign below and email or fax this proposal back to our office. Please include any necessary purchase orders or applicable paperwork.

We appreciate having the chance to do business with you.

Regards,

Bill Beachkofski
Energy Control & Design, Inc.
920-739-6885
Fax: 920-739-0734

APPROVED BY:

Name: _____

Date: _____

Signature: _____

James Mekash

From: William Beachkofski <bbeach@energycontroldesign.com>
Sent: Tuesday, August 14, 2018 8:02 AM
To: James Mekash
Subject: RE: Proposal for web graphics for the building automation system

Good morning Jim;

See my replies to your questions highlighted in red.

Thanks,
Bill

From: James Mekash [mailto:jmekash@Menomineeeco.com]
Sent: Monday, August 13, 2018 3:00 PM
To: William Beachkofski
Cc: James Mekash
Subject: Re: Proposal for web graphics for the building automation system

Bill,

Thank you for putting together this proposal. For my clarification, this would ~~illuminate~~ eliminate the Java graphics requirement which we now have and the potential for losing our visual control should someone accidentally upgraded our Java version. Correct? The new Field Panel Web Server graphics will still be Java-based, but it will not be dependent on a single version of Java, as is the case now. That said, with the new Field Panel Web Server you will not be losing your graphics when Java is upgraded.

Is this a one time licensing fee? Yes, this is a one-time cost for the license. There are no on-going fees for renewals or upgrades.

How much lead time would be necessary to implement your proposed change? We currently have a very large summer workload and it will take a bit longer to clear that out of our system, so the lead time will be about 60 days, maybe longer.

Jim

Sent from my iPhone

On Aug 13, 2018, at 1:10 PM, William Beachkofski <bbeach@energycontroldesign.com> wrote:

Hi Jim,

Attached is a proposal for adding web-based graphics onto your existing Siemens building automation controller panels. Also attached are some screenshots of the same type of graphics that we installed at another customer's site. You can scroll down to see the graphics of different types of machines.

Feel free to contact me if you have any questions.

Thanks,
Bill

<Menominee County Courthouse field panel web server 2018.pdf>

<Field Panel Web Server.pdf>

Jason Carviou

From: circctmbarglind@dickinsoncountymi.gov
Sent: Thursday, August 16, 2018 2:05 PM
To: Jason Carviou
Subject: RE: Attorney Fee Assessments

In Dickinson County we have been receiving approximately 10 to \$20,000 per year more in Circuit Court Collections by increasing our attorney fees and court costs, without conducting any active collections efforts beyond probation.

I would expect Menominee County to actually collect 8 to \$10,000 per year and more if collection efforts beyond probation are implemented. The total assessments for attorney fees by the circuit court for all felony criminal convictions would probably be in the ballpark of \$50,000 per year. As you might expect, a high percentage is uncollectable, but I would think with collection efforts beyond probation we could get to \$25,000 or so.

I look forward to hearing what the Board wants to do.

Thank you for your efforts.
Judge Barglind

From: Jason Carviou <JCarviou@Menomineeco.com>
Sent: Thursday, August 16, 2018 11:28 AM
To: circctmbarglind@dickinsoncountymi.gov
Subject: Re: Attorney Fee Assessments

Thank you for the information. Seems like plan A was pretty popular with Judge Barstow....

Any idea how much revenue this could bring in to the County?

Jason

From: circctmbarglind@dickinsoncountymi.gov <circctmbarglind@dickinsoncountymi.gov>
Sent: Thursday, August 16, 2018 10:40 AM
To: Jason Carviou
Subject: FW: Attorney Fee Assessments

Jason,
Just so you and the county board know. We are going forward with our commitment to add an attorney fees to our sentencings in criminal cases. (FYI we will be using plan B from the email below)

From: Jeff Barstow <d95act@gmail.com>

Sent: Wednesday, August 15, 2018 10:43 AM

To: Chris Ninomiya <cn@dickinsoncountymi.gov>

Cc: Dan Hass <DHass@menomineeeco.com>; Tom Faller <tfaller@menomineeeco.com>; bmerkel@menomineeeco.com; irogg@menomineeeco.com; Judge Mary B. Barglind <circctmbarglind@dickinsoncountymi.gov>; vannim@michigan.gov; philippslaw@hotmail.com; jklumb@barstowselsorklumb.com; jane.cw.hansen@gmail.com; LakeshoreLawOffice@gmail.com; saraseaborg@gmail.com

Subject: Re: Attorney Fee Assessments

Dear Judge -

Let's just go with Plan A! I will start assessing more attorney fees on a case by case basis. As you are aware, many defendant's have a difficult time paying fines and costs let alone significant attorney fees. I will to set at least a minimum amount. Jeff

On Wed, Aug 15, 2018 at 9:59 AM, Chris Ninomiya <cn@dickinsoncountymi.gov> wrote:

Dear Judges Barstow and Hass,

As a follow up to my last email, and after discussing the matter with Judge Barglind, I just wanted to give you a head's up that we are going to move forward with assessing attorney fees in the circuit court. This will help Menominee County recover at least a small portion of the costs that are currently being absorbed by the County. Under the new MIDC legislation, there is also the possibility that the counties will have to start paying back the state up to 20% of the recovered fees. We are not certain what would happen if a county is simply not collecting any reimbursements, so we are trying to be proactive. If the state were to require some type of minimum reimbursement in the future, it makes sense for us to be prepared and to have those funds available if necessary.

We realize that there are a number of defendants who are truly indigent, and who will not be able to afford to pay any additional fees. If they are able to establish that fact, the Courts will have the discretion to waive the attorney fee assessment if that is appropriate. Generally speaking, we are looking to impose attorney fee assessments in the range of \$500.00 - \$1,200.00 on felony cases, depending on the complexity of the case, number of motions filed, etc. An average felony file would likely carry an assessment of \$800.00. We believe that on average, defense counsel will have at least 6-8 hours into every file by the time we get through sentencing. If the case is fairly simple and the defense attorney has substantially less time into the file, they can bring that to our attention at sentencing, and we can adjust the assessment accordingly. All collected funds will be funneled into Judge Barstow's private retirement account until the time that he actually retires. It is well established that nobody wants him to retire, and we believe this will provide him with additional incentive to continue working as long as humanly possible. ☺ If SCAO has some concerns about that, then we will go with plan B, and send the funds to the Menominee County general fund at the end of each year to help offset the cost of the defense attorney contracts. Just for reference, the average attorney fee assessment in Dickinson County for misdemeanors is approximately \$300.00 and \$1,200.00 for felonies. The Dickinson County Probate Court currently assesses attorney fees at a rate of \$150.00-\$200.00 per case for juveniles and abuse/neglect cases. Again, these fees are discretionary, and the courts make inquiry regarding the respondent's ability to pay these fees.

By copy of this message, I am advising the contract attorneys of this new fee. We anticipate starting the imposition of this fee within the next 4-6 weeks. Thank you again for your guidance and feedback on this issue and have a great day!

Chris

*Hon. Christopher S. Ninomiya
41st Circuit Court Judge
P.O. Box 609
705 S. Stephenson Ave.
Iron Mountain, MI 49801*

Account 208
Revenues

proposed
2018-19

Parks

441.01 Hannaville Grant	0
649.00 Firewood Sales	100
649.01 Timber Sales	0
649.02 Ice Sales	0
651.01 Annual	9000
651.02 Annual 2 For	0
651.03 Daily	5000
651.04 Senior Citizen	0
651.05 Gate Receipts for Fair	9500
653.01 Shakey Camping Fees	80000
653.02 Kleinke Camping Fees	22000
653.03 River Park Camping	500
654.00 Shakey Lakes Lease Sites	70000
654.02 Kleinke Lease Sites	15000
666.01 Pavillion Shakey	200
666.02 Pavillion Kleinke	100
666.03 River Park Pavillion	150
667.02 Outside Storage	2500
667.03 Inside (Fair Stroage)	4000
673.00 Miscellaneous	0
673.01 Firewood - Kleinke	250
673.02 Ice - Kleinke	50
673.03 Paid Showers Kleinke	600
673.04 Paid Showers Shakey	3000
676.00 Miscellaneous Rec.	100
676.01 Playground Equipment	0
676.02 Sweatshirt Revenue	0
677.02 Reimbursements	0
686.00 Park Advertising	0
694.00 Cash over and short	0
697.00 Transfer in from Fund Bal	5552
699.00 General Fund Approp.	0
	227602.00

Expenses
Dept 751

704.00 Salaries	37925
705.00 Salaries - Part Time	51480
706.00 Overtime	1800
707.00 Longevity	900
712.00 Hospital Deductable	15429

712.02 HRA Reimbursements		
713.00 Life Insurance	30	
715.00 FICA-OASDI	5471	
715.01 FICA-MEDI	1280	
716.00 Workmens Comp	4387	
718.00 Retirement		
727.00 Office Supplies	500	
728.00 Office Equipment	300	
729.00 Postage - County Parks	350	
742.00 Gas, Oil, Etc	7000	
743.00 Diesel Fuel	1000	
744.00 L. P Gas	3000	
745.00 Uniforms	400	
745.01 Uniforms/Summer Help	200	
754.00 Horse Arena Project		
754.01 Shakey Lakes Elect Up Grade	9000	
755.01 Janitorial Supplies	3500	
755.02 Other Operating/General	3500	
755.03 Other Operating/Misc		
755.04 Brochures/Stickers	3000	Jason what is this for
755.05 Tree Replacement	250	
755.06 Kleinke Park/Ice Sales		
755.07 Other Operating - Fire Rings		
755.08 DEQ Permits	2000	
756.01 Construction Supplies	1200	
801.00 Prof/Contrac Services	5000	Note: \$15,000 was for forrester
801.01 Profess - physicals	700	
850.00 Telephone - Shakey Lakes	500	
850.01 Telephone - Shakey Lakes		
860.00 Travel/Parks Per Diem mileage	1000	
880.00 Programing/Recreation	1000	
880.01 Playground Equipment		
880.02 Sweatshirts		
881.00 GB RV & Camping show		
884.00 Gate Receipts	1800	
Fair Gate Receipts	5400	Bob & I feel this should be a separ.
884.01 Inside Storage	2000	
901.00 Parks - Advertising	4000	
920.00 Water Testing	1300	
920.01 Utilities/Electric	34000	
930.02 Equipment Maintenance	2500	
930.03 Facility Maintenance	3000	
930.04 Grounds Maintenance	5000	
942.00 Rental/Contracting		

953.01 Electrical upgrade/Shakey Lakes	
953.02 Electrical Upgrade/Kleinke	
964.00 Refunds/Rebates	1500
970.00 Capital Outlay	
981.00 Vehicle Maintenance	3000
984.00 New/Replacement Equipment	2000
984.01 4H Bldg Roof Replacement	
	227602.00

Income
Expense
Profit/(Loss)

COPY



AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into on May 8th, 2018 by and between Menominee County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION ("MSUE").

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation's land grant universities to oversee its work; and,

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

For more than 100 years, MSUE has helped grow Michigan's economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community & 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.

0.5 FTE County employed Clerical Support Staff

Optional:

4. Funding for additional Extension educators at **\$0**.
5. Funding for additional 4-H program capacity **0.5 FTE**
6. Funding for additional paraprofessional(s) at **0 FTE**

7. Total Annual Assessment in the amount of **\$73,000.**

Payments due and payable under the terms of this Agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S Morrill Hall of Agriculture, 446 W Circle Drive, Room 160, East Lansing, MI 48824

C. Staffing and Financial Summary

A. Base Assessment (includes 0.5 FTE 4-H Program Coordination) **\$42,372.**

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	\$30,628.
E. 0.5 FTE Additional paraprofessional staff	\$0.

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2018: \$73,000.

I. Term and Termination

The obligations of the parties under this Agreement will commence on October 1, 2017 the first day of the County budget year 2018 and shall terminate on the last day of such County budget year 2018. 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 Menominee, 839 10th Ave, Menominee, MI 49858, 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**

By:  _____

Evonne Pedawi
Contract & Grant Administration
Its: _____

Date: 25 May 2018

Menominee COUNTY

By:  _____

Print name: Jason Carviou

Its: County Administrator

Date: 5/8/2018
(title)

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.