



Michigan Municipal Services Authority
PO BOX 12012, LANSING MI 48901-2012

PUBLIC NOTICE OF ELECTRONIC REGULAR MEETING OF THE MICHIGAN MUNICIPAL SERVICES AUTHORITY EXECUTIVE COMMITTEE

PLEASE NOTE: THIS NOTICE IS GIVEN AND PUBLISHED PURSUANT TO MCL 15.263a. The Executive Committee of the Michigan Municipal Services Authority (the Authority) is meeting electronically as a result of the COVID-19 virus and to protect the health, safety and welfare of the citizens of Michigan from such virus, as allowed by MCL 15.263a.

The Authority will hold a regular meeting on the following date, at the following time, and at the following location:

Date

Thursday, September 9, 2021

Time

1:30 PM

Refer to the MMSA's website to view the complete Agenda and Packet for the meeting.

Specific instructions for public participation via a webinar will be posted on the MMSA's

website: <http://michiganmsa.org/>

WEBINAR LINK: <https://zoom.us/j/9015758091>

WEBINAR ID: 901 575 8091

The meeting is open to the public and this notice is provided under the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.

The meeting location is barrier-free and accessible to individuals with special needs. Individuals needing special accommodations or assistance to attend or address the meeting should contact the Authority at (248) 925-9295 prior to the meeting to assure compliance with Subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, and 42 USC 12131 to 12134.

A copy of the proposed meeting minutes will be available for public inspection at the principal office of the Authority within 8 business days. A copy of the approved minutes of the meeting, including any corrections, will be available for public inspection at the principal office of the Authority within 5 business days after approval.



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

EXECUTIVE COMMITTEE REGULAR MEETING

Thursday, September 9, 2021 at 1:30 PM

LIVE ZOOM WEBINAR - [\[Link to Join Webinar\]](#) Webinar ID: 901 575 8091

Capitol View Building - 201 Townsend St Suite 900 - Lansing, MI 48933

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - a. Minutes of the August 12, 2021 Executive Committee meeting
- V. Administrative Report**
 - a. Reminders
 - b. FMS Project Update
 - c. LCSA Project Update
 - d. State of Michigan
 - e. Potential Projects
 - f. CEO Position and Other Related
 - g. Workers Compensation Insurance Renewal
 - h. FYE 2021 MMSA Budget Amendments
 - i. Budget Consideration and Approval
 - j. Monthly Financial Statements
- VI. Old Business**
- VII. New Business**
- VIII. Public Comment**
- IX. Other Business**
- X. Adjournment**

A copy of the proposed minutes of the meeting will be available for public inspection at the principal office of the Authority within 8 business days. A copy of the approved minutes of the meeting, including any corrections, will be available for public inspection at the principal office of the Authority within 5 business days after approval.



Michigan Municipal Services Authority
PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, August 12, 2021 at 1:30 p.m.

LIVE ZOOM MEETING
Capital View Building
Constitution Room – 9th Floor
201 Townsend Street
Lansing, MI 48933

MINUTES

Proposed Minutes Approved

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 1:35 p.m.

II. Roll Call

Executive Committee Member Attendance:

	LOCATION	PRESENT	ABSENT
Angela Rogensues, Chair*	Warren, Macomb County	X	
Eric DeLong, Treasurer*	Grand Rapids, Kent County	X	
Kathleen Lomako, Secretary*	Livonia, Wayne County	X	
Donna Cangemi	Sterling Heights, Macomb County		X
Scott Erbisch	Marquette, Marquette County		X
Aaron Wagner*	Grosse Pointe, Wayne County	X	

*Participated via teleconference.

Other attendees:

- Jaymes Vettraino, MMSA*
- Kristen Delaney, MMSA*
- Steve Liedel, Dykema*
- Sheryl L. Mitchell Theriot, City of Lathrup Village*

- Molly Clarin, City of Grand Rapids*

When the meeting started, there was not a quorum of the Executive Committee present. The Committee decided to hold a work session and take no action.

I. Administrative Report & New Business

The Director delivered his administrative report. The status of FMS and CGI in Kent County and Grand Rapids was discussed. Attorney Liedel is working on the agreement with Kent County.

Vettraino gave an update on MMSA's work with the LCSA, including work to automate the METRO Act Fee Sharing calculation process and a potential partnership with Michigan CLASS to distribute ACH payments to municipalities.

Mark Wollenweber has concluded his work with the City of Flint. Vettraino will continue to communicate with Treasury and look for opportunities to collaborate with them in the future.

Erbisch joined the meeting at 2:05 p.m. and the Executive Committee established a quorum.

II. Approval of Agenda

Moved by: Lomako
Supported by: DeLong

Yes: X No:

III. Approval of Minutes

- a. Minutes of the July 8, 2021 Executive Committee meeting.

Moved by: Lomako
Supported by: DeLong

Yes: X No:

IV. Old Business

None.

VII. New Business

1. MMRMA Property and Liability Insurance Renewal

Motion to renew property and liability insurance coverage with MMRMA at the price of \$2,582.

Moved by: DeLong
Supported by: Lomako

Yes: X No: ___

VIII. Public Comment

None.

IX. Other Business

None.

X. Adjournment

Motion to adjourn the meeting at 2:25 PM.

Moved by: DeLong
Supported by: Lomako

Yes: X No: ___

Certification of Minutes

Approved by the Executive Committee on September 9, 2021.

Authority Secretary

Date



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

September 3, 2021

TO: MMSA Executive Committee Members

RE: Executive Committee Meeting Report – September 9, 2021

Thank you for the opportunity to provide the MMSA Executive Committee with this report. Please note: the outline letters used in this report match the outline letters under item “V. Administrative Report and New Business”

a. Reminders –

Zoom Meeting – September 9, 2021 Executive Committee Meeting

Consistent with the opinion received from Steve Liedel during the April 2021 Executive Committee meeting and confirmed with his continued monitoring of actions in Lansing and Ingham County, the MMSA may continue to meet via Zoom and be compliant with State law. The link for our September 9, 2021 meeting is: <https://us06web.zoom.us/j/9015758091>

b. FMS Project Update

Grand Rapids continues to have performance issues with CGI. In the months of July and August, MMSA hosted a call for Grand Rapids staff to explore with Steve Leidel about the city’s options regarding CGI’s non-performance issues. During a meeting on August 20, Attorney Leidel indicated that he had enough information to draft a letter putting CGI on notice of Grand Rapids (and MMSA) concerns regarding its performance. We await a draft letter from Attorney Leidel.

MMSA hosted a call on July 29 with Kent County and CGI to review the path forward to amend the MMSA / Kent / CGI FMS contracts to accommodate Kent’s upgrade to the “Advantage Cloud” product. On August 19, MMSA had a follow-up meeting with Kent County to get their feedback on the suggested CGI changes. Kent County and CGI both expressed the urgency to have the amended agreement so that they can proceed with the upgrade. Attorney Leidel indicated that he had enough information to draft amendment documents for the CGI / MMSA agreements. We await a draft amendment proposal from Attorney Leidel.

c. LCSA Project Update

Metro Act

On August 12, Resultant hosted a project meeting with MMSA (LCSA) to continue to work on the FYE 2022 Metro Act process. Implementation of the project is currently on-time and on-budget.

PPT

As reported last month, on July 27, the LCSA mailed invoices to five (5) local units of government who received “overdistributions” from the State during the 2020/21 period. The repayment may be made over three years. Staff has developed a new system with Plante to track, and follow-up on invoice these types of overdistribution invoices.

On August 20, LCSA invoiced the prior years (through 2018) overdistributions.

LCSA is required to collect previous overpayments over a three-year period. We are pleased to report we have made some progress with units of government paying back the overdistributions. Below is a summary of the invoiced / paid during this period:

Report for LCSA Board (September 2021)					
	Original Overpayment Year	Balance as of 7/1/21	Invoiced July / Aug 2021	Paid July / Aug 2021	Current Balance
City of St. John's DDA	2019	852.98	284.33		852.98
Fennville City	2018	17,386.91	8,693.45		17,386.91
Southfield Public School District	2018	6,448.84	2,149.61		6,448.84
Lakeview Community Schools (Montcalm)	2020	6,819.74	2,273.25	6,819.74	-
Northwest Community Schools	2020	68,734.09	22,911.36	68,734.09	-
South Haven Public Schools	2020	24,343.85	8,114.62	24,343.85	-
Hemlock Public School District	2020	60,650.18	20,216.73	20,216.73	40,433.45
Thornapple Kellogg School District	2020	42,896.21	14,298.74		42,896.21
TOTAL		228,132.80	78,942.09	120,114.41	108,018.39

In addition, a meeting is scheduled for September 7, 2021, with Treasury to discuss overpayments made / outstanding for years prior to 2018. There are several minor amounts due and one larger amount. Below is a summary:

Unit of Government	Amount	Reference
Standish	30,912.53	2015 & 2016 Overpayment
City of Potterville	1,147.73	2016 Overpayment
Huron County	2,666.23	2016 Overpayment
Kalamazoo Transit Authority	673.3	2016 Overpayment
Potterville-Benton Twp District Library	40.17	2016 Overpayment
Sleeper Public Library	2,376.77	2016 Overpayment
Village of Central Lake	115.61	2016 Overpayment
Village of Holly	195.67	2016 Overpayment
Village of Rosebush	0.74	2016 Overpayment

Staff will be advocating “writing off” the smaller amounts and will ask for direction from Treasury regarding the large amount owned by Standish.

MiClass

As noted prior, we continue to engage MiClass in conversations to see if it might be possible to expand LCSA’s use of their services. Staff met with MiClass staff on August 19 and provided MiClass with additional information. We continue to pursue this option.

d. State of Michigan

On August 25, Jaymes and MMSA Board Member Kathleen Lomako met with Treasury staff Larry Steckelberg and Heather Frick to talk about how MMSA could expand its services with Treasury. Several ideas were discussed. It is clear that Treasury is most interested in ways MMSA could help support and assist about fourteen (distressed) communities. While temp staffing is a focus of Treasury, we were able to expand the conversation a bit further to include training, best practice forums, compliance assistance (with ARPA in mind), coordination of the MML/MTA/MAC, and pre-qualification of potential service providers.

While no specific project was identified as “next,” the conversation continues our efforts to deepen our relationship with Treasury and we look forward to scheduling our next call.

e. Potential Projects

Health Insurance – in August I met with Plante’s health insurance division to brainstorm ways that MMSA could work on multi-jurisdictional health insurance solutions. The conversation focused on Treasury’s interest on their group of municipalities and on getting “good” data from potential units of government to consider multi-jurisdictional efforts. I was very encouraged by the thoughts Plante had regarding data collection and will be following-up on that potential project.

Health Insurance – I also followed up with the health insurance consultant ManquenVance, a firm that a former MMSA Board member was working with to explore multi-jurisdictional health insurance solutions. I was able to understand better the thought of potential pools and / or a focus on retiree coverages. I will keep this line of communication open for the MMSA.

Purchasing – On August 18, I met with MMSA Board Member Aaron Wagner to learn more about potential cooperative purchasing models that may be beneficial to the MMSA (and other units of government). We established a couple of next step meetings that we think are important to explore this further.

f. CEO Position and Other

As I have discussed with the Executive Committee, I am interested in transitioning the duties of the MMSA CEO duties to someone else, but only at such time as an the right individual or consulting firm is identified / available. I am very excited to report that I believe I have found an exceptional individual, Samantha Harkins, who is willing to assume the duties of MMSA CEO. I have attached a proposal from Samantha (through her consulting firm Hundred Place), which includes Samantha's bio, along with details about an additional resource (a sub-consultant, Nate Geinzer) she plans to engage in the project. Samantha would bring to the MMSA a wealth lobbying knowledge, State contacts, and local municipal connections.

At this time, I would like to continue to serve the MMSA in the capacity of LCSA Director. I think this is a benefit to the LCSA as we work to streamline the PPT / MetroAct process and continue to develop a project with MiClass to improve our payment and banking activities.

Based on the proposal from Samantha and my experience of the time needed for me to complete the duties of the LCSA Director, the cost for MMSA Administration might increase from where it has been since February, but still will be lower than it was prior to February (a full-time CEO / Director position).

RECOMMENDED ACTION:

- 1) Schedule a Special Meeting to meet Samantha Harkins and Nate Geinzer (the firm Hundred Place).
- 2) Authorize Attorney Leidel and Jaymes to work with Hundred Place to develop an appropriate services agreement.
- 3) Authorize Attorney Leidel to work with Jaymes to amend the scope of work to remove MMSA responsibilities and retain LCSA responsibilities for Vettraino Consulting.

g. Workers Compensation Insurance Renewal

MMSA purchases workers compensation insurance through Blackwell Insurance Services. I had an email exchange with our representative to confirm the premium for the insurance did not change from last year (total cost \$945.00). The policy currently includes wages for a CEO as covered wages. Since MMSA has changed to contracting for these services, the covered payroll will be reduced when the policy is renewed (see attached policy and email exchange).

RECOMMENDED ACTION: MMSA Executive Board authorizes the renewal of the MMSA's workers compensation insurance coverage with \$945.00 and an adjustment of covered payroll to remove the full-time employee CEO position.

h. FYE 2021 MMSA Budget Amendments

In consultation with staff, Plante Moran has prepared a recommend budget amendment for the FYE 2021 budget. Initial budget amendments were approved during the June 2021 meeting. The attached, final, amendments are relatively minor and reflect actual projected activities. Thank you to Kelly from Plante for providing detailed notes regarding each of the amendments.

RECOMMENDED ACTION: Review and consider approval of Resolution 2021-03 Fiscal Year 2020-2021 General Appropriations Act Amendment

i. Budget Consideration and Approval

MMSA staff worked with Plante Moran to prepare a draft the FYE 2022 budget. A draft budget was presented to Executive Committee during its meeting of June 10, 2021. At that time the Executive Committee received the draft budget and scheduled a public hearing for September 9, 2021, to consider adoption of the FY 2021-2022 MMSA Budget.

RECOMMENDED ACTION: Open a Public Hearing to receive comments regarding the MMSA FY 2021-2022 Budget. [Close public hearing]

RECOMMEDNED ACTION: Review and consider approval of Resolution 2021-04 Fiscal Year 2021-2022 MMSA Budget General Appropriations Act

j. Monthly Financial Statements

Please find attached the monthly financial statements for July 2021.

If you have any questions or if I can provide any additional information, please let me know.

Sincerely,



Jaymes Vettrano
CEO, Michigan Municipal Services Authority

MMSA: The Next Steps in Municipal Collaboration

Opportunity Statement:

In 2012, Governor Snyder created the Michigan Municipal Services Authority (MMSA) as an ecosystem that would foster collaboration and innovation among local governments. While the cities of Grand Rapids and Livonia were initial members and have had success in their specific projects, communities overall were mistrustful of the Governor's motives, which has limited MMSA's potential.

MMSA is uniquely positioned to be a central place for innovation and collaboration among local governments on a diverse array of projects and policy priorities. The institution of local government is at a pivotal point in its complex history. Local government is facing many challenges: pensions, other post-employment benefits (OPEB), health care costs, post-recession recovery, COVID, talent and skillset deficiencies, and more. These challenges have forced resilient and creative solutions. The MMSA has the unique opportunity to be a resource to support local government through innovation and collaboration.

Hundred Place is uniquely positioned to support the MMSA. We know Lansing and have spent more than 15 years building relationships and working in local government policy. Hundred Place will work with Double Haul Solutions, a community expert, to ensure the MMSA becomes a pivotal resource for Michigan's local governments.

Statement of Work:

1. Hundred Place will contract with MMSA to be its CEO and manage the day-to-day operations of the authority. In addition to the current projects, we will work to engage stakeholders to ensure they know the importance of MMSA to local government. We've developed deep relationships in Lansing and will leverage those relationships to develop local government champions in state government and the legislature.
2. Our team will work with the Board of Directors to focus on existing and new innovative initiatives including, but not limited to, software opportunities to streamline local government operations, expanding community assistance services including those aligning with the goals of Treasury, and other projects as determined by the Board in collaboration with the CEO.
3. Our team will reintroduce and reposition MMSA, working to share MMSA's mission and service opportunities with communities, local government associations, councils of governments, legislators, universities, developing an ecosystem that aligns with the commendable vision of 2012, yet recognizes the evolution of community needs.
4. MMSA is not bound by the city, township, county dynamic. MMSA has a unique opportunity to be an objective leader in conversations regarding municipal finance not limited to the oftentimes diverging interests of membership organizations. Hundred Place will position MMSA to become a leader in this critical void should the Board share this vision.

Fee Arrangement:

Hundred Place will receive a monthly retainer of \$6,800 per month. That retainer will include up to 40 hours of services a month from Samantha Harkins, CEO of Hundred Place, at \$130/hour. This retainer will include up to 20 hours of services a month from Nate Geinzer, CEO of Double Haul Solutions, at \$80/hour.

It is our team's understanding that Jaymes Vettraino of Vettraino Consulting is interested in a reduced role as administrator of the Local Community Stabilization Authority. Our team is open and welcomes this arrangement with the willingness to fully transition if/when the Board or Vettraino Consulting wishes to make a transition.

Qualifications:

Samantha Harkins, the CEO and Founder of Hundred Place, has focused her entire career on helping communities influence policymakers and funders by speaking their language.

Prior to founding Hundred Place, Harkins was Deputy Mayor in Lansing, Michigan. She joined Mayor Andy Schor's administration upon his inauguration on January 1, 2018. She has had the pleasure of participating in the Bloomberg Harvard City Leadership Initiative and completing the Driving Government Performance Course at the Harvard Kennedy School. She is a former board member of Engaging Local Government Leaders (ELGL).

Prior to joining the City of Lansing, Harkins worked as Vice President of Government Relations at Munetrix, a data company that represents local units of government and school districts. Harkins increased their municipal client base by 20 percent and secured state reimbursement funding for local governments who contracted with a data company.

Harkins spent 8 ½ years at the Michigan Municipal League where she worked as a Legislative Associate for four years. During this time she was ranked as the state's second highest lobbyist in 2011. She was promoted to Director of State Affairs in 2012 and succeeded in securing 100 percent reimbursement for cities following the elimination of personal property tax. In 2014 she was named one of ten people to watch by Crain's Detroit. In 2015, Harkins was again promoted to the President of the MML Foundation.

Harkins has also worked on local government policy in the Michigan House of Representatives and as the Executive Assistant to the Mayor of Norfolk, Virginia prior to moving to Michigan.

Nate Geinzer, CEO of Double Haul Solutions entered the world of local government in 2005, quickly finding his passion for local government and the engagement of stakeholders who build and support "community." Geinzer has served the Cities of Brighton, Berkley, and Farmington Hills during his local government career.

Currently, Geinzer serves the City of Brighton as City Manager where he has successfully tackled complex financial, personnel, and capital challenges. His efforts have set a new course in his community where he has resided for 17 years. Renewed financial stability and sustained infrastructure investment is a source of pride for Geinzer and his team. Most notably, Geinzer and his team successfully developed and negotiated a strategy that will save the City an estimated \$5.5 million in pension and OPEB liabilities. Geinzer has also used his passion of organizational restructuring and culture development, as well as practical frugality, to save over \$1 million in

Hundred Place Consulting, L.L.C.

organizational costs annually, directing resources to needs such as infrastructure, while improving local government service delivery.

Double Haul Solutions was founded as an outlet for excess capacity, energy, and a sincere desire to use his successes and experiences to assist communities and organizations throughout Michigan and beyond.

Geinzer has been active in organizations such as the Michigan Municipal Executives, Michigan Municipal League, and the International City/County Managers Association, including leadership roles. He also formally served on the Eastern Michigan University Masters of Public Administration Advisory Board.

INVOICE



Grand River Insurance Agency, LLC

Address for undeliverable mail only
PO Box 316, New Rochelle, NY 10804

Michigan Municipal Services Auth
P.O. Box 12012
Lansing, MI 48901

Bill Date 8/24/2021
Account Number GRB 29588
Insured Name Michigan Municipal Services Auth
Insured Address P.O. Box 12012
Lansing, MI 48901
Writing Company Benchmark Insurance Company

For questions and reporting claims, please call:

Blackwell Insurance Services LLC
1700 E. Beltline Ave. NE STE 120
Grand Rapids, MI 49525
(616) 363-4946

INVOICE DETAIL

Payment Plan	FULL
Balance From Last Invoice	\$249.00
Payments Since Last Invoice	\$274.00
Adjustments	\$0.00
Other Transactions	\$945.00
Installment Fees	\$0.00
Other Fees	\$25.00
Total Balance	\$945.00
Minimum Amount Due	\$945.00
Payment Due Date	9/13/2021

When you provide check as payment, you authorize us either to use information from your check to make one-time electronic fund transfer from your account or to process the payment as a check transaction.

When we use information from your check to make an electronic transfer of funds, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution.

You may pay the total balance now and not incur future installment plan fees on this policy term.

Use the payment coupon to pay by check, or visit www.grandriverinsurance.com to pay online by electronic check, credit or debit card. We accept Visa, Mastercard, or Discover.

If payment is not received by the due date, your policy will expire or cancel, and you will be without coverage.

DETACH AND RETURN THIS SECTION with your check. Please write your account number on your check:

GRB 29588

Account GRB 29588
Michigan Municipal Services Auth
P.O. Box 12012
Lansing, MI 48901

Payment Due Date 9/13/2021

MAKE CHECK PAYABLE TO:

Grand River Insurance Agency, LLC
Dept. 771715
Detroit, MI 48277-1715

Total Balance \$945.00
Minimum Amount Due \$945.00

Amount Enclosed

\$

POLICIES ON ACCOUNT

POLICY NUMBER	POLICY TYPE	POLICY PERIOD	POLICY TERM
WC5000575	Workers Comp	09/05/2021-09/05/2022	9

TRANSACTIONS

TRANSACTION DATE	POLICY PERIOD	POLICY NUMBER	POLICY TYPE	TRANSACTION	AMOUNT	TYPE
08/24/2021	09/05/2021-09/05/2022	WC5000575	Workers Comp	Premium Installment	\$945.00	Other Fees
08/24/2021	09/05/2021-09/05/2022	WC5000575	Workers Comp	Renewal	\$945.00	Other Transactions
10/13/2020				Payment	(\$274.00)	Payments Since Last Invoice
10/06/2020				PreCancellation Fee	\$25.00	Other Fees

Blackwell Insurance Services LLC
 1700 E. Beltline Ave. NE STE 120
 Grand Rapids, MI 49525
 Phone: (616) 363-4946



WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

DECLARATION

1. Named Insured and Address
 Michigan Municipal Services Authority
 P.O. Box 12012
 Lansing, Michigan 48901

Policy Number GRB WC5000575 09
Renewal of GRB WC5000575 08

Agent No.
 BLAC000

CARRIER #	RISK ID#	FEIN#	ENTITY OF INSURED
32352	5189993A	461628814	Other

2. Policy Period: From 9/5/2021 To 9/5/2022 at 12:01 a.m. Standard Time at the Insured's mailing address

- 3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: MICHIGAN**
- B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A. The limits of our liability under Part Two are:**

Bodily Injury by Accident \$100,000 each accident
Bodily Injury by Disease \$500,000 policy limit
Bodily Injury by Disease \$100,000 each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:

ALL STATES EXCEPT NORTH DAKOTA, OHIO, WASHINGTON, WYOMING AND STATES DESIGNATED IN ITEM 3.A.

D. This policy includes these endorsements and schedules: See Forms and Endorsement Schedule

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

SEE EXTENSION OF INFORMATION PAGE

Minimum Premium: \$300
 Total Estimated Annual Premium \$945
 Expense Constant \$198
 Deposit Premium \$945

Premium Adjustment Period: Annual Semiannual Quarterly Monthly

Countersigned this 24th day of August, 2021

EXTENSION OF INFORMATION PAGE

CLASSIFICATION OF OPERATIONS

Code No.	Classification Description	Premium Basis Total Est. Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium
8810	CLERICAL OFFICE EMPLOYEES	\$265,200	0.27	\$716
	ESTIMATED MANUAL PREMIUM		0.000	\$716
0930	WAIVER OF SUBROGATION CHARGE		0.000	\$100
9137	EXPENSE REDUCTION FACTOR	\$816	0.882	-\$96
9880	SAFE WORKPLACE CREDIT	\$720	0.000	\$0
0663	PREMIUM DISCOUNT	\$720	0.000	\$0
9740	TERRORISM	\$2,652	0.010	\$27
0900	EXPENSE CONSTANT		0.000	\$198
	ESTIMATED TOTAL ANNUAL PREMIUM FOR STATE MI			\$945

FORMS AND ENDORSEMENTS CONTAINED IN THIS POLICY

WC 00 00 00 B	07-11	Workers Compensation and Employers Liability Insurance Policy
WC 00 03 13	01-98	Waiver of Subrogation
WC 00 04 06	08-84	Premium Discount Endorsement
WC 00 04 22C	01-21	Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement
WC 21 03 03	01-98	Michigan Notice To Policyholder Endorsement
WC 21 03 04	01-98	Michigan Law Endorsement
WC 28 40	05-12	Notice To Policyholders-Information Concerning Forms

Benchmark Insurance Company
 100 Lake Street West
 Wayzata, MN 55391

Named Insured Schedule

Location	Named Insured	State: MI	Form of Business	FEIN #
Primary	Michigan Municipal Services Authority		Other	461628814
Location 1	Michigan Municipal Services Authority		Other	461628814
Location 2	Michigan Municipal Services Authority		Other	461628814

Location Schedule

Locations Address	State: MI	Form of Business	FEIN #
1. 430 West Allegan St. Lansing, Michigan 48933 --- Michigan Municipal Services Authority		Other	461628814
2. 803 N. Washington Ave. Royal Oak, Michigan 48067 --- Michigan Municipal Services Authority		Other	461628814

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

In return for the payment of the premium and subject to all terms of this policy, we agree with you as follows:

GENERAL SECTION

A. The Policy

This policy includes at its effective date the Information Page and all endorsements and schedules listed there. It is a contract of insurance between you (the employer named in Item 1 of the Information Page) and us (the insurer named on the Information Page). The only agreements relating to this insurance are stated in this policy. The terms of this policy may not be changed or waived except by endorsement issued by us to be part of this policy.

B. Who is Insured

You are insured if you are an employer named in Item 1 of the Information Page. If that employer is a partnership, and if you are one of its partners, you are insured, but only in your capacity as an employer of the partnership's employees.

C. Workers Compensation Law

Workers Compensation Law means the workers or workmen's compensation law and occupational disease law of each state or territory named in Item 3.A. of the Information Page. It includes any amendments to that law which are in effect during the policy period. It does not include any federal workers or workmen's compensation law, any federal occupational disease law or the provisions of any law that provide nonoccupational disability benefits.

D. State

State means any state of the United States of America, and the District of Columbia.

E. Locations

This policy covers all of your workplaces listed in Items 1 or 4 of the Information Page; and it covers all other workplaces in Item 3.A. states unless you have other insurance or are self-insured for such workplaces.

**PART ONE
WORKERS COMPENSATION INSURANCE**

A. How This Insurance Applies

This workers compensation insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. Bodily injury by accident must occur during the policy period.
2. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.

B. We Will Pay

We will pay promptly when due the benefits required of you by the workers compensation law.

C. We Will Defend

We have the right and duty to defend at our expense any claim, proceeding or suit against you for benefits payable by this insurance. We have the right to investigate and settle these claims, proceedings or suits.

We have no duty to defend a claim, proceeding or suit that is not covered by this insurance.

D. We Will Also Pay

We will also pay these costs, in addition to other amounts payable under this insurance, as part of any claim, proceeding or suit we defend:

1. reasonable expenses incurred at our request, but not loss of earnings;
2. premiums for bonds to release attachments and for appeal bonds in bond amounts up to the amount payable under this insurance;
3. litigation costs taxed against you;
4. interest on a judgment as required by law until we offer the amount due under this insurance; and
5. expenses we incur.

E. Other Insurance

We will not pay more than our share of benefits and costs covered by this insurance and other

(Ed. 7-11)

insurance or self-insurance. Subject to any limits of liability that may apply, all shares will be equal until the loss is paid. If any insurance or self-insurance is exhausted, the shares of all remaining insurance will be equal until the loss is paid.

F. **Payments You Must Make**

You are responsible for any payments in excess of the benefits regularly provided by the workers compensation law including those required because:

1. of your serious and willful misconduct;
2. you knowingly employ an employee in violation of law;
3. you fail to comply with a health or safety law or regulation; or
4. you discharge, coerce or otherwise discriminate against any employee in violation of the workers compensation law.

If we make any payments in excess of the benefits regularly provided by the workers compensation law on your behalf, you will reimburse us promptly.

G. **Recovery From Others**

We have your rights, and the rights of persons entitled to the benefits of this insurance, to recover our payments from anyone liable for the injury. You will do everything necessary to protect those rights for us and to help us enforce them.

H. **Statutory Provisions**

These statements apply where they are required by law.

1. As between an injured worker and us, we have notice of the injury when you have notice.
2. Your default or the bankruptcy or insolvency of you or your estate will not relieve us of our duties under this insurance after an injury occurs.
3. We are directly and primarily liable to any person entitled to the benefits payable by this insurance. Those persons may enforce our duties; so may an agency authorized by law. Enforcement may be against us or against you and us.
4. Jurisdiction over you is jurisdiction over us for purposes of the workers compensation law. We are bound by decisions against you under that law, subject to the provisions of this policy that are not in conflict with that law.
5. This insurance conforms to the parts of the

workers compensation law that apply to:

- a. benefits payable by this insurance;
 - b. special taxes, payments into security or other special funds, and assessments payable by us under that law.
6. Terms of this insurance that conflict with the workers compensation law are changed by this statement to conform to that law.

Nothing in these paragraphs relieves you of your duties under this policy.

PART TWO

EMPLOYERS LIABILITY INSURANCE

A. **How This Insurance Applies**

This employers liability insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. The bodily injury must arise out of and in the course of the injured employee's employment by you.
2. The employment must be necessary or incidental to your work in a state or territory listed in Item 3.A. of the Information Page.
3. Bodily injury by accident must occur during the policy period.
4. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.
5. If you are sued, the original suit and any related legal actions for damages for bodily injury by accident or by disease must be brought in the United States of America, its territories or possessions, or Canada.

B. **We Will Pay**

We will pay all sums that you legally must pay as damages because of bodily injury to your employees, provided the bodily injury is covered by this Employers Liability Insurance.

The damages we will pay, where recovery is permitted by law, include damages:

1. For which you are liable to a third party by reason of a claim or suit against you by that third party to recover the damages claimed against

- such third party as a result of injury to your employee;
2. For care and loss of services; and
 3. For consequential bodily injury to a spouse, child, parent, brother or sister of the injured employee; provided that these damages are the direct consequence of bodily injury that arises out of and in the course of the injured employee's employment by you; and
 4. Because of bodily injury to your employee that arises out of and in the course of employment, claimed against you in a capacity other than as employer.

C. Exclusions

This insurance does not cover:

1. Liability assumed under a contract. This exclusion does not apply to a warranty that your work will be done in a workmanlike manner;
2. Punitive or exemplary damages because of bodily injury to an employee employed in violation of law;
3. Bodily injury to an employee while employed in violation of law with your actual knowledge or the actual knowledge of any of your executive officers;
4. Any obligation imposed by a workers compensation, occupational disease, unemployment compensation, or disability benefits law, or any similar law;
5. Bodily injury intentionally caused or aggravated by you;
6. Bodily injury occurring outside the United States of America, its territories or possessions, and Canada. This exclusion does not apply to bodily injury to a citizen or resident of the United States of America or Canada who is temporarily outside these countries;
7. Damages arising out of coercion, criticism, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation, discrimination against or termination of any employee, or any personnel practices, policies, acts or omissions;
8. Bodily injury to any person in work subject to the Longshore and Harbor Workers' Compensation Act (33 USC Sections 901–950), the Non-appropriated Fund Instrumentalities Act (5 USC Sections 8171–8173), the Outer Continental Shelf Lands Act (43 USC Sections 1331–1356a.), the Defense Base Act (42 USC Sections 1651–1654), the Federal Coal Mine Safety and Health Act (30 USC Sections 801–945), any other federal workers or workmen's compensation law or other federal occupational disease law, or any amendments to these laws;

9. Bodily injury to any person in work subject to the Federal Employers' Liability Act (45 USC Sections 51–60), any other federal laws obligating an employer to pay damages to an employee due to bodily injury arising out of or in the course of employment, or any amendments to those laws;
10. Bodily injury to a master or member of the crew of any vessel;
11. Fines or penalties imposed for violation of federal or state law; and
12. Damages payable under the Migrant and Seasonal Agricultural Worker Protection Act (29 USC Sections 1801–1872) and under any other federal law awarding damages for violation of those laws or regulations issued there under, and any amendments to those laws.

D. We Will Defend

We have the right and duty to defend, at our expense, any claim, proceeding or suit against you for damages payable by this insurance. We have the right to investigate and settle these claims, proceedings and suits.

We have no duty to defend a claim, proceeding or suit that is not covered by this insurance. We have no duty to defend or continue defending after we have paid our applicable limit of liability under this insurance.

E. We Will Also Pay

We will also pay these costs, in addition to other amounts payable under this insurance, as part of any claim, proceeding, or suit we defend:

1. Reasonable expenses incurred at our request, but not loss of earnings;
2. Premiums for bonds to release attachments and for appeal bonds in bond amounts up to the limit of our liability under this insurance;
3. Litigation costs taxed against you;
4. Interest on a judgment as required by law until we offer the amount due under this insurance; and
5. Expenses we incur.

(Ed. 7-11)

F. Other Insurance

We will not pay more than our share of damages and costs covered by this insurance and other insurance or self-insurance. Subject to any limits of liability that apply, all shares will be equal until the loss is paid. If any insurance or self-insurance is exhausted, the shares of all remaining insurance and self-insurance will be equal until the loss is paid.

G. Limits of Liability

Our liability to pay for damages is limited. Our limits of liability are shown in Item 3.B. of the Information Page. They apply as explained below.

1. **Bodily Injury by Accident.** The limit shown for “bodily injury by accident—each accident” is the most we will pay for all damages covered by this insurance because of bodily injury to one or more employees in any one accident.

A disease is not bodily injury by accident unless it results directly from bodily injury by accident.

2. **Bodily Injury by Disease.** The limit shown for “bodily injury by disease—policy limit” is the most we will pay for all damages covered by this insurance and arising out of bodily injury by disease, regardless of the number of employees who sustain bodily injury by disease. The limit shown for “bodily injury by disease—each employee” is the most we will pay for all damages because of bodily injury by disease to any one employee.

Bodily injury by disease does not include disease that results directly from a bodily injury by accident.

3. We will not pay any claims for damages after we have paid the applicable limit of our liability under this insurance.

H. Recovery From Others

We have your rights to recover our payment from anyone liable for an injury covered by this insurance. You will do everything necessary to protect those rights for us and to help us enforce them.

I. Actions Against Us

There will be no right of action against us under this insurance unless:

1. You have complied with all the terms of this policy; and

2. The amount you owe has been determined with our consent or by actual trial and final judgment. This insurance does not give anyone the right to add us as a defendant in an action against you to determine your liability. The bankruptcy or insolvency of you or your estate will not relieve us of our obligations under this Part.

PART THREE**OTHER STATES INSURANCE****A. How This Insurance Applies**

1. This other states insurance applies only if one or more states are shown in Item 3.C. of the Information Page.
2. If you begin work in any one of those states after the effective date of this policy and are not insured or are not self-insured for such work, all provisions of the policy will apply as though that state were listed in Item 3.A. of the Information Page.
3. We will reimburse you for the benefits required by the workers compensation law of that state if we are not permitted to pay the benefits directly to persons entitled to them.
4. If you have work on the effective date of this policy in any state not listed in Item 3.A. of the Information Page, coverage will not be afforded for that state unless we are notified within thirty days.

B. Notice

Tell us at once if you begin work in any state listed in Item 3.C. of the Information Page.

PART FOUR**YOUR DUTIES IF INJURY OCCURS**

Tell us at once if injury occurs that may be covered by this policy. Your other duties are listed here.

1. Provide for immediate medical and other services required by the workers compensation law.
2. Give us or our agent the names and addresses of the injured persons and of witnesses, and other information we may need.
3. Promptly give us all notices, demands and legal

papers related to the injury, claim, proceeding or suit.

4. Cooperate with us and assist us, as we may request, in the investigation, settlement or defense of any claim, proceeding or suit.
5. Do nothing after an injury occurs that would interfere with our right to recover from others.
6. Do not voluntarily make payments, assume obligations or incur expenses, except at your own cost.

PART FIVE—PREMIUM

A. Our Manuals

All premium for this policy will be determined by our manuals of rules, rates, rating plans and classifications. We may change our manuals and apply the changes to this policy if authorized by law or a governmental agency regulating this insurance.

B. Classifications

Item 4 of the Information Page shows the rate and premium basis for certain business or work classifications. These classifications were assigned based on an estimate of the exposures you would have during the policy period. If your actual exposures are not properly described by those classifications, we will assign proper classifications, rates and premium basis by endorsement to this policy.

C. Remuneration

Premium for each work classification is determined by multiplying a rate times a premium basis. Remuneration is the most common premium basis. This premium basis includes payroll and all other remuneration paid or payable during the policy period for the services of:

1. all your officers and employees engaged in work covered by this policy; and
2. all other persons engaged in work that could make us liable under Part One (Workers Compensation Insurance) of this policy. If you do not have payroll records for these persons, the contract price for their services and materials may be used as the premium basis. This paragraph 2 will not apply if you give us proof that the employers of these persons lawfully secured their workers compensation obligations.

D. Premium Payments

You will pay all premium when due. You will pay the premium even if part or all of a workers compensation law is not valid.

E. Final Premium

The premium shown on the Information Page, schedules, and endorsements is an estimate. The final premium will be determined after this policy ends by using the actual, not the estimated, premium basis and the proper classifications and rates that lawfully apply to the business and work covered by this policy. If the final premium is more than the premium you paid to us, you must pay us the balance. If it is less, we will refund the balance to you. The final premium will not be less than the highest minimum premium for the classifications covered by this policy.

If this policy is canceled, final premium will be determined in the following way unless our manuals provide otherwise:

1. If we cancel, final premium will be calculated pro rata based on the time this policy was in force. Final premium will not be less than the pro rata share of the minimum premium.
2. If you cancel, final premium will be more than pro rata; it will be based on the time this policy was in force, and increased by our short-rate cancellation table and procedure. Final premium will not be less than the minimum premium.

F. Records

You will keep records of information needed to compute premium. You will provide us with copies of those records when we ask for them.

G. Audit

You will let us examine and audit all your records that relate to this policy. These records include ledgers, journals, registers, vouchers, contracts, tax reports, payroll and disbursement records, and programs for storing and retrieving data. We may conduct the audits during regular business hours during the policy period and within three years after the policy period ends. Information developed by audit will be used to determine final premium. Insurance rate service organizations have the same rights we have under this provision.

(Ed. 7-11)

PART SIX—CONDITIONS**A. Inspection**

We have the right, but are not obliged to inspect your workplaces at any time. Our inspections are not safety inspections. They relate only to the insurability of the workplaces and the premiums to be charged. We may give you reports on the conditions we find. We may also recommend changes. While they may help reduce losses, we do not undertake to perform the duty of any person to provide for the health or safety of your employees or the public. We do not warrant that your workplaces are safe or healthful or that they comply with laws, regulations, codes or standards. Insurance rate service organizations have the same rights we have under this provision.

B. Long Term Policy

If the policy period is longer than one year and sixteen days, all provisions of this policy will apply as though a new policy were issued on each annual anniversary that this policy is in force.

C. Transfer of Your Rights and Duties

Your rights or duties under this policy may not be transferred without our written consent.

If you die and we receive notice within thirty days after your death, we will cover your legal representative as insured.

D. Cancellation

1. You may cancel this policy. You must mail or deliver advance written notice to us stating when the cancellation is to take effect.
2. We may cancel this policy. We must mail or deliver to you not less than ten days advance written notice stating when the cancellation is to take effect. Mailing that notice to you at your mailing address shown in Item 1 of the Information Page will be sufficient to prove notice.
3. The policy period will end on the day and hour stated in the cancellation notice.
4. Any of these provisions that conflict with a law that controls the cancellation of the insurance in this policy is changed by this statement to comply with the law.

E. Sole Representative

The insured first named in Item 1 of the Information Page will act on behalf of all insureds to change this policy, receive return premium, and give or receive notice of cancellation.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

The State Of Michigan, It's Departments, Divisions, Agencies, Commissions, Officers,
Employees And Agents.

Note:

Use this endorsement to waive the company's right of subrogation against named third parties who may be responsible for an injury.

TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT DISCLOSURE ENDORSEMENT

This endorsement addresses the requirements of the Terrorism Risk Insurance Act of 2002 as amended and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2019. It serves to notify you of certain limitations under the Act, and that your insurance carrier is charging premium for losses that may occur in the event of an Act of Terrorism.

Your policy provides coverage for workers compensation losses caused by Acts of Terrorism, including workers compensation benefit obligations dictated by state law. Coverage for such losses is still subject to all terms, definitions, exclusions, and conditions in your policy, and any applicable federal and/or state laws, rules, or regulations.

Definitions

The definitions provided in this endorsement are based on and have the same meaning as the definitions in the Act. If words or phrases not defined in this endorsement are defined in the Act, the definitions in the Act will apply.

“Act” means the Terrorism Risk Insurance Act of 2002, which took effect on November 26, 2002, and any amendments thereto, including any amendments resulting from the Terrorism Risk Insurance Program Reauthorization Act of 2019.

“Act of Terrorism” means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, as meeting all of the following requirements:

- a. The act is an act of terrorism.
- b. The act is violent or dangerous to human life, property or infrastructure.
- c. The act resulted in damage within the United States, or outside of the United States in the case of the premises of United States missions or certain air carriers or vessels.
- d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

“Insured Loss” means any loss resulting from an act of terrorism (and, except for Pennsylvania, including an act of war, in the case of workers compensation) that is covered by primary or excess property and casualty insurance issued by an insurer if the loss occurs in the United States or at the premises of United States missions or to certain air carriers or vessels.

“Insurer Deductible” means, for the period beginning on January 1, 2021, and ending on December 31, 2027, an amount equal to 20% of our direct earned premiums, during the immediately preceding calendar year.

Limitation of Liability

The Act limits our liability to you under this policy. If aggregate Insured Losses exceed \$100,000,000,000 in a calendar year and if we have met our Insurer Deductible, we are not liable for the payment of any portion of the amount of Insured Losses that exceeds \$100,000,000,000; and for aggregate Insured Losses up to \$100,000,000,000, we will pay only a pro rata share of such Insured Losses as determined by the Secretary of the Treasury.

Policyholder Disclosure Notice

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses occurring in any calendar year exceed \$200,000,000, the United States Government would pay 80% of our insured Losses that exceed our Insurer Deductible.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

MICHIGAN NOTICE TO POLICYHOLDER ENDORSEMENT

This endorsement applies only to the insurance provided by the policy because Michigan is shown in Item 3.A. of the Information Page.

1. Rates and Premium

This policy contains rates and classifications that apply to your type of business. If you have any questions regarding the rates or classifications, please contact us or your agent.

You may obtain pertinent rating information by submitting a written request to us at our address shown on this endorsement. We may require you to pay a reasonable charge for furnishing the information.

You may also submit a written request for a review of the method by which your rates and premiums were determined. If you are not satisfied with the results of the review, you may appeal to the Commissioner of Insurance at the address shown in this endorsement.

2. Payroll Audits

You may request a payroll audit once each calendar year. Your request must be in writing sent to our address shown in this endorsement. You must state that you believe your payroll expenditures have changed by 20% or more, and you must state the reasons for that belief. We will complete the audit within 120 days of receipt of your request if you provide us with all information we need to perform the audit.

3. Reserves or Redemption

You may request reserve and redemption information that relates to the premium for this policy. Your request must be in writing sent to our address shown in this endorsement. We will provide you with that information within thirty (30) days of receipt of your request.

If you believe that the policy premiums are excessive because we set unreasonable reserves or because of the unreasonable redemption of a claim, you may request a meeting with our management representative. Your request must be in writing sent to our address shown in this endorsement. If you are not satisfied, with the results of the meeting, you may appeal to the Insurance Commissioner at the address shown in this endorsement.

Addresses

Commissioner of Insurance
Michigan Insurance Bureau
Department of Licensing & Regulation
P.O. Box 30220
Lansing, Mi. 48909

Note:

This endorsement must be attached to a policy showing Michigan in Item 3.A. of the Information Page. This notice is required by the Michigan Workers' Compensation Law.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY**MICHIGAN LAW ENDORSEMENT**

This endorsement applies only to the insurance provided by the policy because Michigan is shown in Item 3.A. of the Information Page.

Michigan law requires that we attach this paragraph to your policy in the language specified by the statute. To help you understand the paragraph, the following definitions are added:

- (1) We are "the insurer issuing this policy"
- (2) You are "the insured employer"
- (3) "Michigan workmen's compensation act" means the Workers' Disability Compensation Act of 1969
- (4) "Workmen's compensation" means workers' compensation
- (5) "The bureau of workmen's compensation" means the Bureau of Workers' Disability Compensation

"Notwithstanding any language elsewhere contained in this contract or policy of insurance, the accident fund or the insurer issuing this policy hereby contracts and agrees with the insured employer:

Compensation:

(a) That it will pay to the persons that may become entitled thereto all workmen's compensation for which the insured employer may become liable under the provisions of the Michigan workmen's compensation act for all compensable injuries or compensable occupational diseases happening to his employees during the life of this contract of policy;

Medical services:

(b) That it will furnish or cause to be furnished to all employees of the employer all reasonable medical, surgical, and hospital services and medicines when they are needed which the employer may be obligated to furnish or cause to be furnished to his employees under the provisions of the Michigan workmen's compensation act and that it will pay to the persons entitled thereto for all such services and medicines when they are needed for all compensable injuries or compensable occupational disease happening to his employees during the life of this contract or policy;

Rehabilitation services:

(c) That it will furnish or cause to be furnished such rehabilitation services for which the insured employer may become liable to furnish or cause to be furnished under the provisions of the Michigan workmen's compensation act for all compensable injuries or compensable occupational disease happening to his employees during the life of this contract or policy;

Funeral expenses:

(d) That it will pay or cause to be paid the reasonable of the last sickness and burial of all employees whose deaths are caused by compensable injuries or compensable occupational diseases happening during the life of this contract or policy and arising out of and in the course of their employment with the employer, which the employer may be obligated to pay under the provisions of the Michigan workmen's compensation act;

Scope of contract:

(e) That this insurance contract or policy shall for all purposes be held and deemed to cover all the businesses the said employer is engaged in at the time of the issuance of this contract or policy and all other businesses, if any, the employer may engage in during the life thereof, and all employees the employer may employ in any of his businesses during the period covered by this policy;

Obligations assumed:

(f) That it is hereby assumes all obligations imposed upon the employer by his acceptance of the Michigan workmen's compensation act, as far as the payment of compensation, death benefits, medical, surgical, hospital care or medicine and rehabilitation services is concerned;

Termination notice:

(g) That it will file with the bureau of workmen's compensation at Lansing, Michigan, at least 20 days before the taking effect of any termination or cancellation of this contract or policy, a notice giving the date at which it is proposed to terminate or cancel this contract or policy; and that any termination of this policy shall not be effective as far as the employees of the insured employer are concerned until 20 days after notice of proposed termination or cancellation is received by the bureau of workmen's compensation;

Conflicting provisions:

(h) That all the provisions of this contract, if any, which are not in harmony with this paragraph are to be construed as modified hereby, and all conditions and limitations in the policy, if any, conflicting herewith are hereby made null and void."

Note:

This endorsement must be attached to a policy showing Michigan in Item 3.A. of the Information Page.

NOTICE TO POLICYHOLDERS

INFORMATION CONCERNING FORMS

This policy is exempt from the forms filing requirements of Section 2236 of the Insurance Code of 1956, 1956 PA 218, MCL 500.2236.

Benchmark Insurance Company is not required to file Forms for your Workers' Compensation policy as you are considered an "Exempt Commercial Policyholder" for Forms.

"Exempt Commercial Policyholder" means an insured that purchases the insurance for other than personal, family or household purposes.

RE: Re: MMSA - Renewal Work Comp Policy

1 message

kh@blackwellinsurance.com <kh@blackwellinsurance.com>
To: ceo@michiganmsa.org, admin@michiganmsa.org

Thu, Aug 26, 2021 at 10:08 AM

Hi Jaymes,

Effective at your 9/5 renewal date I'll have your clerical payrolls lowered to \$100k.

Your premium did not change from last year to this year. Once the changes process to lower the renewal term's payrolls I'll update you as to the revised renewal premium.

Thanks!



Kelly Herman

Blackwell Insurance Services

616-719-4311 Desk • Mobile • Fax • Text

1700 E Beltline Ave NE, Ste 120, Grand Rapids MI 49525

www.blackwellinsurance.com

----- Original Message -----

From: ceo@michiganmsa.org
Sent: 8/26/2021 9:59:37 AM
To: kh@blackwellinsurance.com; admin@michiganmsa.org;
Subject: Re: MMSA - Renewal Work Comp Policy

Kelly-

Thank you again for sending the policy renewals. After looking at it, the MMSA would like to lower the "Clerical Office Employees" premium basis from \$265,200 to \$100,000.

Since February 2021, Kristen Delaney, Office Administrator, has been the MMSA's only full-time employee. Over the past year we also had a part-time employee. We currently do not have a part-time employee, but I anticipate we may during this coming September to August period. The MMSA CEO position (held by Shea Charles) is no longer an employee-position of MMSA. I am effectuating the duties of the CEO as a contracted consultant and would not be covered under the MMSA's Workers Comp coverage.

Thank you for your assistance with this request. If you need any additional information or would like to discuss this further, please let me know.

Sincerely,
Jaymes Vettrano
MMSA
248-379-38923 (cell)

On Wed, Aug 25, 2021 at 10:05 AM <kh@blackwellinsurance.com> wrote:

Hi Shea,

Attached you'll find an electronic copy of Michigan Municipal Services Authority's work comp policy. If you'd prefer a hard copy of this be mailed to you just let me know and I'd be happy to do so.

Also, Grand River is mailing you the attached renewal invoice as well - I thought I'd email it to you in order to get it to you sooner.

Thanks!

**Kelly
Herman**
**Blackwell
Insurance
Services**
616-719-4311
Desk • Mobile •
Fax • Text

1700
E Beltline Ave NE,
Ste 120, Grand
Rapids MI 49525
www.blackwellinsuranc

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Jaymes Vettrano - CEO
Michigan Municipal Services Authority (MMSA)
517-618-9616

Michigan Municipal Services Authority

RESOLUTION 2021-03

Fiscal Year 2021 Budget Amendment 2
August 2021

Fund: General Fund

Recommended Amendment

Revenues

Total net proposed amendment to revenues = \$16,740

Account Number	Account Name	Amended Budget	Recommended Budget	Proposed Amendment Change
671000 [1]	Contract Revenue	\$191,340	\$208,080	\$16,740
	Total Revenues			\$16,740

Expenditures

Total net proposed amendment to expenditures = \$28,140

Account Number	Account Name	Amended Budget	Recommended Budget	Proposed Amendment Change
701000 [2]	Personal Services	\$123,230	\$147,500	\$24,270
715000 [3]	Social Security & Medicare	9,430	11,300	1,870
752000 [4]	Office Expense	3,000	4,000	1,000
803000 [5]	Accounting	16,500	17,500	1,000
	Total Expenditures			\$28,140

Tickmark Legend

- [1] Increase to reflect State of Michigan/City of Flint agreement.
- [2] Increase to reflect State of Michigan/City of Flint agreement.
- [3] Increase to reflect State of Michigan/City of Flint agreement.
- [4] Increase to reflect unaccounted expenditures of annual post office agreement and annual website domain fees.
- [5] Increase to reflect increased assistance with upcoming audit prep, budget preparations, etc.

NOTICE OF PUBLIC HEARING

A public hearing is scheduled for 1:30 p.m. on Thursday, September 9, 2021 at a regular meeting of the executive committee of the Michigan Municipal Services Authority (the “**Authority**”) held at 201 Townsend Street, Suite 900, Lansing, Michigan 48933 and via webinar. Specific instructions for public participation via webinar will be posted on the MMSA’s website: <http://michiganmsa.org/> for the purpose of discussing adoption of the budget for the Authority for the 2021-2022 fiscal year. The meeting will be held in compliance with the Open Meetings Act, 1976 PA 267, as amended, MCL 15.261 to 15.275. A copy of the proposed budget is available for public inspection at 201 Townsend St., Ste. 900, Lansing, MI 48933 and www.michiganmsa.org.

**THE PROPERTY TAX MILLAGE RATE PROPOSED
TO BE LEVIED TO SUPPORT THE PROPOSED
BUDGET WILL BE A SUBJECT OF THIS HEARING.***

*Note: This notice is printed in compliance with 1963 (2nd Ex Sess) PA 43, MCL 141.411 to 141.415. The Authority is not authorized to levy taxes.

Authority Secretary

Dykema-3

MICHIGAN MUNICIPAL SERVICES AUTHORITY
EXECUTIVE COMMITTEE

RESOLUTION 2021- 04
FY 2021-2022 General Appropriations Act

The Executive Committee of the Michigan Municipal Services Authority ("Authority") resolves:

Section 1. Title. This resolution shall be known and may be cited as the "Michigan Municipal Services FY 2021-2022 General Appropriations Act".

Section 2. Public Hearing. In compliance with 1963 PA 43 (2nd Ex Sess), MCL 141.411 to 141.415, notice of a public hearing on the proposed budget was published in a newspaper of general circulation and a public hearing on the proposed budget was held by the Executive Committee on September 9, 2021.

Section 3. Millage Levy. The Authority is not authorized to levy property taxes.

Section 4. Adoption of Budget by Activity. The Executive Committee adopts the budget for the Authority for the fiscal year ending on September 30, 2022 by activity. Authority officials responsible for the expenditures authorized in the budget may expend Authority funds up to, but not to exceed, the total appropriation authorized for each activity.

Section 5. Payment of Bills. All claims or bills against the Authority must be approved by the Executive Committee before payment by the Authority. However, the treasurer may pay certain claims or bills before payment is approved by the Executive Committee to avoid late penalties, service charges, or interest. Any claims or bills paid before approval by the Executive Committee must be reported by the treasurer to the Executive Committee for approval at the next meeting of the Executive Committee.

Section 6. Estimated Revenues and Expenditures. Estimated total revenues and expenditures for the various funds of the Authority are:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Transfers</u>
General Operating Fund	\$150,000	\$226,579	\$135,893
Financial Management Services Fund (special revenue)	\$2,077,223	\$1,941,330	(\$135,893)

General Fund	Year Ending
	9/30/2022
	RECOMMENDATION
OPERATING REVENUES	
Intergovernmental	150,000
TOTAL OPERATING REVENUES	150,000
EXPENDITURES	
SALARY AND FRINGES	
701000 - Personal Services	57,200
702000 - Wages - Administrative Staff	0
703000 - Salary Director	0
708000 - MESC Taxes	0
710000 - FUTA Taxes	375
715000 - Social Security & Medicare	4,376
718000 - Insurance - Health	9,180
TOTAL SALARY AND FRINGES	71,131
OPERATING EXPENSES	
752000 - Office Expense	2,000
801000 - Professional and Contractual Services	80,028
801500 - Office Rent	8,820
802000 - Legal	18,000
803000 - Accounting	16,500
803500 - Audit	11,400
804000 - Bank Service Charges	1,200
805000 - HR and Benefits Consulting	250
New line - Program Development	5,000
840000 - Insurance	7,500
861000 - Mileage Reimbursement	500
910000 - Professional Development	1,500
913000 - Conference Expenses	750
955000 - Miscellaneous	2,000
TOTAL OPERATING EXPENSES	155,448
TOTAL EXPENDITURES	226,579
OPERATING INCOME (LOSS)	(76,579)
TRANSFERS	
Transfers in	135,893
Transfers out	0
CHANGE IN NET POSITION	59,314
BEGINNING NET POSITION	351,692
ENDING NET POSITION	411,006

Financial Management Services Fund	Year Ending
	9/30/2022
	RECOMMENDATION
OPERATING REVENUES	
Intergovernmental	2,077,223
TOTAL OPERATING REVENUES	2,077,223
EXPENDITURES	
OPERATING EXPENSES	
801000 - Professional and Contractual Services	1,941,330
TOTAL OPERATING EXPENSES	1,941,330
TOTAL EXPENDITURES	1,941,330
OPERATING INCOME (LOSS)	135,893
TRANSFERS	
Transfers in	
Transfers out	(135,893)
CHANGE IN NET POSITION	0
BEGINNING NET POSITION	0
ENDING NET POSITION	0

Section 7. Periodic Financial Reports. The treasurer shall provide the Executive Committee at its meeting immediately following the end of each fiscal quarter, and at the final meeting of the Executive Committee of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts for the fiscal year.

Section 8. Budget Monitoring. Whenever it appears to the MMSA Administrator of the Authority that the actual and probable revenues in any fund of the Authority will be less than the estimated revenues upon which appropriations from the fund were based, and when it appears that expenditures will exceed an appropriation, the MMSA Administrator shall present recommendations to the Executive Committee to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. The recommendations must include proposals for reducing appropriations, increasing revenues, or both.

Section 10. Adoption. Motion made by _____. Seconded by _____ to adopt this resolution as the general appropriations act for the Authority for the fiscal year ending September 30, 2022. Upon a roll call vote, the following members of the Executive Committee voted yes:

The following noted voted no:

Secretary's Certification:

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly noticed open meeting held with a quorum present on September 9, 2021.

MMSA Secretary



Michigan Municipal Services Authority

**RESOLUTION 2021-05
RECOMMENDED BUDGET
Fiscal Year 2021-2022**

For Consideration September 9, 2021

The chief administrative officer of the Michigan Municipal Services Authority (the “Authority”) presents this recommended budget for the Authority for its fiscal year beginning on October 1, 2021 and ending on September 30, 2022:

General Fund

	FY 2019-2020 Actual	FY 2020-2021 Projected	FY 2021-2022
<i>REVENUE</i>			
671000 Contract Revenue	\$164,755	\$191,340	\$150,000
699273 Transfer In	135,125	135,893	135,893
Total Revenue and Other Sources	\$299,880	\$327,233	\$327,233
<i>EXPENDITURES</i>			
701000 Personal Services	\$197,103	\$123,230	\$57,200
715000 FUTA Taxes	0	375	375
715000 Social Security & Medicare	15,249	9,430	4,376
718000 Insurance – Health	12,293	15,000	9,180
Total Salary and Fringes	\$224,645	\$148,035	\$71,131
752000 Office Expense	\$4,010	\$3,000	\$2,000
801000 Professional and Contractual Services	7,195	55,405	80,028
801500 Office Rent	7,365	8,940	8,820
802000 Legal Services	15,297	18,000	18,000
803000 Accounting Services	12,181	16,500	16,500
803500 Audit	11,000	11,000	11,400
804000 Bank Service Charges	783	2,500	1,200
805000 HR and Benefits Consulting	859	1,000	250
NEW Program Development	0	0	5,000

840000 Insurance	4,951	7,000	7,500
861000 Mileage Reimbursement	2,744	500	500
910000 Professional Development	2,615	1,500	1,500
913000 Conference Expense	616	750	750
950000 Miscellaneous	1,013	2,000	2,000
Total Operating Expenses	\$70,629	\$128,095	\$155,448
Total Expenditures and Other Uses	\$295,274	\$276,130	\$226,579
Net Revenues (Expenditures)	\$4,606	\$51,103	\$59,314
Beginning Fund Balance	\$295,983	\$300,589	\$351,692
Ending Fund Balance	\$300,589	\$351,692	\$411,006

Financial Management Services Fund (special revenue)

	FY 2019-2020 Actual	FY 2020-2021 Projected	FY 2021-2022
<i>REVENUE</i>			
671000 Contract Revenue	\$1,105,988	\$2,077,223	\$2,077,223
Total Revenue and Other Sources	\$1,105,988	\$2,077,223	\$2,077,223
<i>EXPENDITURES</i>			
801000 Professional and Contractual Services	\$970,863	\$1,941,330	\$1,941,330
995101 Transfer Out – GF	135,125	135,893	135,893
Total Expenditures and Other Sources	\$1,105,988	\$2,077,223	\$2,077,223
Net Revenues (Expenditures)	\$0	\$0	\$0
Beginning Fund Balance	\$0	\$0	\$0
Ending Fund Balance	\$0	\$0	\$0



Plante & Moran, PLLC
27400 Northwestern Highway
P.O. Box 307
Southfield, MI 48037-0307
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

August 10, 2021

To: Jaymes Vettrano, CEO
Michigan Municipal Services Authority (MMSA) Board of Directors

Re: July 2021 Monthly Statements

Enclosed are the following Monthly Statements for your review:

1. Revenue & Expenditure Report – General Fund
2. Revenue & Expenditure Report – Financial Management System Fund
3. Revenue & Expenditure Report – All Funds
4. Balance Sheet
5. Check Register
6. Bank Account Reconciliation
7. Bank Statement

Please contact Kari Shea (248-223-3287) or Kelly Schimmoeller (734-302-6456) with any questions.

Thank you.

Disclaimer: These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of July 31, 2021

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	07/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	164,755	150,000	191,340	169,213	88.44 %
Total Revenue	<u>164,755</u>	<u>150,000</u>	<u>191,340</u>	<u>169,213</u>	<u>88.44 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,103	181,000	123,230	133,090	108.00 %
710000 - FUTA Taxes	0	0	375	365	97.30 %
715000 - Social Security & Medicare	15,249	13,847	9,430	10,143	107.56 %
718000 - Insurance - Health	12,293	24,798	15,000	9,306	62.04 %
Total Salary and Fringes	<u>224,645</u>	<u>219,645</u>	<u>148,035</u>	<u>152,904</u>	<u>103.29 %</u>
Operating					
752000 - Office Expense	4,010	2,000	3,000	2,576	85.87 %
801000 - Professional and Contractual Services	7,195	0	55,405	35,397	63.89 %
801500 - Office Rent	7,365	10,740	8,940	5,969	66.76 %
802000 - Legal	15,297	18,000	18,000	3,702	20.57 %
803000 - Accounting	12,181	16,000	16,500	14,055	85.18 %
803500 - Audit	11,000	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	783	2,500	2,500	846	33.83 %
805000 - HR and Benefits Consulting	859	5,000	1,000	0	0.00 %
840000 - Insurance	4,951	2,810	7,000	4,983	71.18 %
861000 - Mileage Reimbursement	2,744	2,500	500	45	8.96 %
910000 - Professional Development	2,615	5,000	1,500	0	0.00 %
913000 - Conference Expenses	616	4,000	750	195	26.00 %
955000 - Miscellaneous	1,013	2,000	2,000	0	0.00 %
Total Operating	<u>70,629</u>	<u>81,550</u>	<u>128,095</u>	<u>78,768</u>	<u>61.49 %</u>
Total Expenses	<u>295,274</u>	<u>301,195</u>	<u>276,130</u>	<u>231,672</u>	<u>83.90 %</u>
Revenue in Excess of Expenses	<u>(130,519)</u>	<u>(151,195)</u>	<u>(84,790)</u>	<u>(62,459)</u>	<u>73.66 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	101,168	135,893	135,125	99.43 %
Total Transfers	<u>135,125</u>	<u>101,168</u>	<u>135,893</u>	<u>135,125</u>	<u>99.43 %</u>
Change in Equity	<u>4,606</u>	<u>(50,027)</u>	<u>51,103</u>	<u>72,666</u>	<u>142.20 %</u>

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of July 31, 2021

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	07/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	1,105,988	1,557,114	2,077,223	2,076,154	99.95 %
Total Revenue	<u>1,105,988</u>	<u>1,557,114</u>	<u>2,077,223</u>	<u>2,076,154</u>	<u>99.95 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	970,863	1,455,946	1,941,330	1,941,029	99.98 %
Total Operating	<u>970,863</u>	<u>1,455,946</u>	<u>1,941,330</u>	<u>1,941,029</u>	<u>99.98 %</u>
Total Expenses	<u>970,863</u>	<u>1,455,946</u>	<u>1,941,330</u>	<u>1,941,029</u>	<u>99.98 %</u>
Revenue in Excess of Expenses	<u>135,125</u>	<u>101,168</u>	<u>135,893</u>	<u>135,125</u>	<u>99.43 %</u>
Transfers					
995101 - Transfer Out - GF	(135,125)	(101,168)	(135,893)	(135,125)	99.43 %
Total Transfers	<u>(135,125)</u>	<u>(101,168)</u>	<u>(135,893)</u>	<u>(135,125)</u>	<u>99.43 %</u>
Change in Equity	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0.00 %</u></u>

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of July 31, 2021

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	07/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	1,270,743	1,707,114	2,268,563	2,245,366	98.98 %
Total Revenue	<u>1,270,743</u>	<u>1,707,114</u>	<u>2,268,563</u>	<u>2,245,366</u>	<u>98.98 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,102	181,000	123,230	133,090	108.00 %
710000 - FUTA Taxes	0	0	375	365	97.30 %
715000 - Social Security & Medicare	15,249	13,847	9,430	10,142	107.56 %
718000 - Insurance - Health	12,293	24,798	15,000	9,307	62.04 %
Total Salary and Fringes	<u>224,644</u>	<u>219,645</u>	<u>148,035</u>	<u>152,904</u>	<u>103.29 %</u>
Operating					
752000 - Office Expense	4,010	2,000	3,000	2,576	85.87 %
801000 - Professional and Contractual Services	978,059	1,455,946	1,996,735	1,976,425	98.98 %
801500 - Office Rent	7,365	10,740	8,940	5,969	66.76 %
802000 - Legal	15,297	18,000	18,000	3,702	20.57 %
803000 - Accounting	12,181	16,000	16,500	14,055	85.18 %
803500 - Audit	11,000	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	783	2,500	2,500	846	33.83 %
805000 - HR and Benefits Consulting	859	5,000	1,000	0	0.00 %
840000 - Insurance	4,951	2,810	7,000	4,983	71.18 %
861000 - Mileage Reimbursement	2,744	2,500	500	44	8.96 %
910000 - Professional Development	2,615	5,000	1,500	0	0.00 %
913000 - Conference Expenses	615	4,000	750	195	26.00 %
955000 - Miscellaneous	1,014	2,000	2,000	0	0.00 %
Total Operating	<u>1,041,493</u>	<u>1,537,496</u>	<u>2,069,425</u>	<u>2,019,795</u>	<u>97.60 %</u>
Total Expenses	<u>1,266,137</u>	<u>1,757,141</u>	<u>2,217,460</u>	<u>2,172,699</u>	<u>97.98 %</u>
Revenue in Excess of Expenses	<u>4,606</u>	<u>(50,027)</u>	<u>51,103</u>	<u>72,667</u>	<u>142.20 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,126	101,168	135,893	135,125	99.43 %
995101 - Transfer Out - GF	(135,126)	(101,168)	(135,893)	(135,125)	99.43 %
Total Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>4,606</u>	<u>(50,027)</u>	<u>51,103</u>	<u>72,667</u>	<u>142.20 %</u>

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Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2020	PERIOD ENDED 07/31/2021	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	1,332,752	367,231	(965,521)	(72.44) %
Other Current Assets				
040000 - Accounts Receivable	(1,023,322)	5,330	1,028,652	(100.52) %
123000 - Prepaid Expenses	1,356	695	(661)	(48.73) %
Total Other Assets	(1,021,966)	6,025	1,027,991	(100.58) %
Total Current Assets	310,786	373,256	62,470	20.10 %
TOTAL ASSETS	310,786	373,256	62,470	20.10 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	5,697	0	(5,697)	(100.00) %
Total Accounts Payable	5,697	0	(5,697)	(100.00) %
Other Current Liabilities				
257000 - Accrued Salaries Wages	4,500	0	(4,500)	(100.00) %
Total Other Current Liabilities	4,500	0	(4,500)	(100.00) %
Total Current Liabilities	10,197	0	(10,197)	(100.00) %
Total Liabilities	10,197	0	(10,197)	(100.00) %
Equity				
390000 - Fund Balance - Unassigned	295,983	300,589	4,607	1.55 %
Net Revenue	4,606	72,667	68,060	1,477.51 %
Total Equity	300,589	373,256	72,667	24.17 %
TOTAL LIABILITIES AND EQUITY	310,786	373,256	62,470	20.10 %

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Created on: 08/01/2021, 8:08 PM EDT

Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
	Bank: Bill.com Clearing - Bill.com Clearing	Account No:	
07/07/2021	10029--Vettrano Consulting, LLC		6,156.00 In Transit
	Total for Bill.com Clearing		<u><u>6,156.00</u></u>
	Bank: Fifth Third - 1244 - Firth Third	Account No: 7169301244	
07/02/2021	10015--Gusto		51.00 07/31/2021
07/06/2021	10015--Gusto		1,477.55 07/31/2021
07/20/2021	10015--Gusto		1,097.40 07/31/2021
07/28/2021	10005--BCBSM		469.90 07/31/2021
	Total for Fifth Third - 1244		<u><u>3,095.85</u></u>

Michigan Municipal Services Authority Reconciliation Report

As Of 07/31/2021
Account: 5/3 Checking

Statement Ending Balance	367,230.61
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	367,230.61
Book Balance	367,230.61
Adjustments*	0.00
Adjusted Book Balance	367,230.61

Total Checks and Charges Cleared	151,442.98	Total Deposits Cleared	145,167.50
----------------------------------	------------	------------------------	------------

Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	Transfer from Fund 273 to Fund 101	06/30/2021		135,125.00	
State of Michigan	City of Flint	07/07/2021		3,542.50	
State of Michigan	City of Flint	07/21/2021		6,500.00	
Total Deposits				145,167.50	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
General Ledger Entry	Transfer from Fund 273 to Fund 101	06/30/2021		135,125.00	
Gusto	June 2021 Invoice	07/02/2021		51.00	
Gusto	7.08.2021 Payroll	07/06/2021		1,477.55	
General Ledger Entry	07.08.21 Payroll	07/06/2021		3,969.54	
General Ledger Entry		07/07/2021		6,156.00	
Gusto	7.22.2021 Payroll	07/20/2021		1,097.40	
General Ledger Entry	07.22.21 Payroll	07/22/2021		3,047.12	
BCBSM	Health Care Premium August 2021	07/28/2021		469.90	
	July 2021 Bank Fee	07/31/2021		49.47	
Total Checks and Charges				151,442.98	0.00



FIFTH THIRD BANK
(WESTERN MICHIGAN)
P.O. BOX 630900 CINCINNATI OH 45263-0900



0

5210

Statement Period Date: 7/1/2021 - 7/31/2021

Account Type: COMM'L 53 ANALYZED

Account Number: [REDACTED]

Banking Center: Grand Rapids

Banking Center Phone: 616-653-5440

Commercial Client Services: 866-475-0729

— MICHIGAN MUNICIPAL SERVICE
— 200 TOWNSEND ST STE 900
— LANSING MI 48933
—

Account Summary - [REDACTED]

07/01	Beginning Balance	\$373,506.09	Number of Days in Period	31
	Checks			
8	Withdrawals / Debits	\$(16,317.98)		
2	Deposits / Credits	\$10,042.50		
07/31	Ending Balance	\$367,230.61		

Withdrawals / Debits **8 items totaling \$16,317.98**

<u>Date</u>	<u>Amount</u>	<u>Description</u>
07/02	51.00	GUSTO 6semjm9jvkc FEE 960332 6semjq0mfh9 MICHIGAN MUNICIPAL SER 070221
07/07	1,477.55	GUSTO 6SEMJM9M3GT TAX 029853 6semjq1e458 MICHIGAN MUNICIPAL SER 070721
07/07	3,969.54	GUSTO 6SEMJM9M3E3 NET 029763 6semjq1e449 MICHIGAN MUNICIPAL SER 070721
07/07	6,156.00	Bill.com Payables 016KKFWUM1UWE7Q Michigan Municipal Ser Jaymes Vettraino Bill.com 016KKFWUM1UWE7Q Inv #2223 070721
07/13	49.47	SERVICE CHARGE
07/21	1,097.40	GUSTO 6SEMJM9T2EK TAX 258132 6semjq3mrvb MICHIGAN MUNICIPAL SER 072121
07/21	3,047.12	GUSTO 6SEMJM9T2EI NET 258130 6semjq3mrv0 MICHIGAN MUNICIPAL SER 072121
07/28	469.90	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 072821

Deposits / Credits **2 items totaling \$10,042.50**

<u>Date</u>	<u>Amount</u>	<u>Description</u>
07/07	3,542.50	STATEOFMICHIGAN PMT/REFUND 202107011609440 MICHIGAN MUNICI NTE*210000694953 *CV0053980 *MICHIGAN MUNICIPAL SERVICES AU 070721
07/21	6,500.00	STATEOFMICHIGAN PMT/REFUND 202107161650825 MICHIGAN MUNICI NTE*210000736397 *CV0053980 *MICHIGAN MUNICIPAL SERVICES AU 072121

Daily Balance Summary

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
07/02	373,455.09	07/13	365,345.03	07/28	367,230.61
07/07	365,394.50	07/21	367,700.51		

ACTION REQUIRED: EFFECTIVE JUNE 1, 2021, YOU MUST INCLUDE THE FULL BENEFICIARY ADDRESS WHEN SENDING CERTAIN PAYMENT TYPES TO OR WITHIN CANADA. PLEASE REVIEW THE CORRESPONDING LETTER AND EMAIL SENT TO YOUR ORGANIZATION FOR DETAILS AND INSTRUCTIONS. APPLICABLE PAYMENTS NOT INCLUDING ALL REQUIRED INFORMATION MAY BE DELAYED OR REJECTED.