



Wexford County

**BOARD OF COMMISSIONERS**

*Gary Taylor, Chair*

**NOTICE OF MEETING**

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, May 20, 2020 beginning at 4:00 p.m. in the 28<sup>th</sup> Circuit Court Room of the Historic Courthouse in Cadillac, MI, 49601.

In accordance with the Governor's executive orders regarding shelter in place and social distancing to prevent further spread of the COVID-19 virus and allowing public meetings to be conducted remotely, this meeting can be attended remotely by Wexford County Commissioners, staff, and the general public. There are three ways to participate:

- **By Telephone:** Dial toll free 1-646-876-9923, enter Webinar ID 6307060616#
- **By Computer:** Go to the Zoom Web Site (zoom.us). Click on "Join a Meeting." Join using Meeting ID 6307060616.
- **By Smartphone:** Install the Zoom application prior to the call. Launch the Zoom app at the time of the call and join using Meeting ID 6307060616.

Instructions for virtual meeting participation will be available at <https://wexfordcounty.org/> before the meeting date. This notice is given pursuant to and in accordance with the provisions of the Public Act 267 of the Public Acts of the State of Michigan, as amended, and as authorized by Michigan Executive Order No. 2020-15.

- **YouTube Viewing.** Go to <https://wexfordcounty.org/> circuit court page and click on the link.

In the event that you require assistance due to a disability, please follow the instructions at the bottom of the page.

**TENTATIVE AGENDA**

- CALL TO ORDER
- ROLL CALL
- PLEDGE OF ALLEGIANCE
- ADDITIONS / DELETIONS TO THE AGENDA
- APPROVAL OF THE AGENDA
- EMPLOYEE RECOGNITION
- PRESENTATIONS AND REPORTS
- PUBLIC COMMENTS

*The Board welcomes all public input.*

I. CONSENT AGENDA

The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission may ask that any item on the consent agenda be removed therefrom and placed elsewhere for full discussion. Such requests will be automatically respected.

*If any item is not removed from the consent agenda, the action noted on the agenda is approved by motion of the Commission to adopt the consent agenda.*

1. Approval of the May 6, 2020, Regular Meeting Minutes..... 1

J. AGENDA ITEMS

1. Asset Management Plan – Cedar Creek Water System *(Executive 05/12/20)*..... 6  
 2. Two Seven Oh, Inc. Grant Agreement *(Finance 05/14/20)* ..... 18  
 3. MIDC Cost Analysis – Grant Application *(Finance 05/14/20)*..... 21  
 4. Budget Amendment(s) *(Finance 05/14/20)* ..... 26  
 5. Committee of the Whole – Dispatch Center

K. ADMINISTRATOR’S REPORT

L. CORRESPONDENCE

M. PUBLIC COMMENTS

N. LIAISON REPORTS

O. BOARD COMMENTS

P. CHAIR COMMENTS

Q. ADJOURN

**WEXFORD COUNTY BOARD OF COMMISSIONERS**  
Regular Meeting \*Wednesday, May 6, 2020

Meeting called to order at 4:00 p.m. by Chairman Taylor.

Roll Call: Present- Commissioners Joe Hurlburt, Mike Musta, Ben Townsend, Mike Bengelink, Mike Bush, Gary Taylor, Judy Nichols, and Brian Potter.

Absent- Commissioner Julie Theobald

Pledge of Allegiance.

**Additions/Deletions to the Agenda-**

1. **Add: J.15** Salvage Vehicle Inspection Extension

**Approval of the Agenda**

**MOTION by Comm Musta, seconded by Comm Bengelink to approve the agenda, as amended.**

**All in favor.**

**Employee Recognition-** *None.*

**Presentation and Reports-** *None.*

**Public Comment-**

Lorie Sorensen, Register of Deeds, addressed the Board to update them regarding her office. Executive Order 2020-74 became effective May 7, 2020 and stated that Register of Deeds Offices were to open to the public. There was a lot of discussion with the state's Register of Deeds offices, and she felt safe in saying that we are fine. Wexford's records are online and we should not see any problems arising out of this order.

**Consent Agenda**

1. Approval of the April 14, 2020, Regular Meeting Minutes

**MOTION by Comm Bengelink, seconded by Comm Musta to approve the Consent Agenda.**

**All in favor.**

**Agenda Items**

1. Finance Monthly R & E Report

Administrator Koch explained that there was one line item that appeared to be concerning, however, she figured out that it is a front loaded account and payroll has just not caught up with it yet.

No action needed.

2. AT&T Centrex Service Agreement

**MOTION by Comm Musta, seconded by Comm Bush to approve a one year AT&T Centrex Service Agreement and authorize the Chairman to sign the agreement electronically.**

**Roll Call: Motion passed 8-0.**

3. MERS Carve Out Agreements

**MOTION by Comm Bengelink, seconded by Comm Potter to approve five MERS adoption agreements all with an effective date of June 1, 2020 and authorize the Chairman of the Board to sign the agreements.**

One Commissioner questioned when we would be seeing the budget amendments for these changes. It was explained those would be coming forthwith.

**Roll Call: Motion passed 8-0.**

4. Approval of the Claims

**MOTION by Comm Musta, seconded by Comm Potter to approve the Claims in the amount of \$397,355.42.**

**Roll Call: Motion passed 8-0.**

5. Budget Amendments

**MOTION by Comm Bengelink, seconded by Comm Potter to approve the budget amendment dated 5/6/2020.**

5/6/2020

**Wexford County Board of Commissioners  
 Amendments to the 2020 Budget**

<b>Adj #</b>	<b>Acct</b>	<b>Acct Description</b>	<b>Revenue</b>	<b>Expense</b>
20200501	<b>101.301.702.03</b>	Perm. Employee		\$ 5,309
	<b>101.301.719.00</b>	Social Security		413
	<b>101.301.720.00</b>	Retirement		1,622
	<b>101.301.721.00</b>	Health Insurance		1,815
	<b>101.301.722.00</b>	Workers Comp		374
	<b>101.301.725.00</b>	Sick & Accident Ins.		67
	<b>101.315.543.03</b>	Secondary Road Patrol	\$9,600	
	<b>Additional Revenue received for Secondary Road Patrol</b>			
20200502	<b>101.315.932.00</b>	Vehicle Maint./Operations		\$1,500
	<b>101.315.543.03</b>	Secondary Road Patrol	\$1,500	
	<b>Additional Revenue received for Secondary Road Patrol</b>			

**Roll Call: Motion passed unanimously.**

6. Monthly Reports-HR/Public Safety  
No action needed.

7. COVID-19 Preparedness and Response Plan  
**MOTION by Comm Nichols, seconded by Comm Bengelink to approve the COVID-19 Preparedness and Response Plan with a implementation date of May 7, 2020.**

**Roll Call: Motion passed unanimously.**

8. COVID-19 Grants, Eligibility, Deadlines  
Administrator Koch explained that EM Travis Baker wrote this up as an update to the Board. It is a waiting game at this point.

No action needed.

9. Personnel Changes-Circuit Court  
**MOTION by Comm Potter, seconded by Comm Nichols to approve the staffing level reassignments for the 28<sup>th</sup> Circuit Court by reducing the M-3 position to an L-6 position, increasing the M-2 position to an M-3 and increasing the L-4 position to an L-6 position and also approving the two new position descriptions.**

**Roll Call: Motion passed 8-0.**

10. Rec & Building Reports  
No action needed.

11. Prime Professional for the HVAC Units-Civic Center  
**MOTION by Comm Bengelink, seconded by Musta to accept the donated services of Scott Peedle, PE, to act as Prime Professional per the DNR Passport Grant for preparing bid documents, contracts, and inspections for the HVAC system at the Wexford Civic Arena.**

Comm Bengelink requested that a thank you letter be sent regarding this as well.

**Roll Call: Motion passed 8-0.**

12. Monthly Report-Executive Committee  
No action needed.

13. Discussion on Time Change for Board Meetings

**MOTION by Comm Potter, seconded by Comm Bengelink to change the Board of Commissioners meeting time from 5:30 pm to 4:00 pm for the remainder of the 2020 calendar year.**

**Roll Call: Motion passed 8-0.**

14. Committee of the Whole-Central Dispatch- 911 Center

**MOTION by Comm Nichols, seconded by Comm Musta to form a Committee of the Whole for the purposes of discussing the Central Dispatch 911 Center.**

**Roll Call: Motion passed 8-0.**

Administrator Koch informed the Board that Orshal is currently sweeping the parking lot, which was approved already. There was a concern of the slopes between the upper and lower drive and the parking area. The solution was to lay a blanket of mulch on the slope.

**MOTION by Comm Bengelink, seconded by Comm Potter to rise and report the findings for the Committee of the Whole.**

**All in favor.**

**MOTION by Comm Bengelink, seconded by Comm Musta to approve Change Order #008 in the amount of \$500.00 and Change Order #009 in the amount of \$800.00 for an increase of \$1,300 and authorize the Chairman to sign the Change Order.**

**Roll Call: Motion passed unanimously.**

15. Salvage Vehicle Inspection Extension

**MOTION by Comm Nichols, seconded by Comm Potter to approve extending the Salvage Vehicle Inspection Agreement and authorize the Chairman to sign an acknowledgement letter extending the expiration date to April 30, 2021.**

**Roll Call: Motion passed unanimously.**

**Administrator's Report-**

Administrator Koch informed the Board that she is in the process of preparing RFP's for windows for the courthouse.

The MIDC quarter reporting was pushed to the end of May, so she will be working on those numbers.

There is a possible federal grant available for reimbursement for the hazard pay issued. The County will be applying for that.

The Chart of Accounts change has been delayed to 2022, and she is hopeful we will be compliant before then.

The current County plan is to reopen May 18<sup>th</sup>, however, we have to be compliant with all parts of reopening. She thanked Comm Bengelink for the thermometers he had provided and everyone for their continued work together during these times.

**Correspondence-**

1. Cash Investment

**Public Comments**-None.

**Liaison Reports-**

Comm Nichols attended a virtual meeting for the District #10 Health Department. They are working together to get information out daily to the public.

Comm Townsend attended a virtual meeting for Northern Lakes Community Mental Health and the Library Board. There is not much going on with them.

**Board Comments**

Comm Nichols stated it was good to see everyone.

Comm Potter wanted to see Committee meetings start up again. It was explained that May meetings were still on and being held virtually.

Comm Hurlburt is looking forward to being back together. In the meantime, he asked that everyone please follow the rules and guidelines because he is out there on the frontlines and sees everyday what this is doing to people.

Comm Townsend thanked Comm Hurlburt for all he does out in the community. He has had conversations with Al Sherburne, Mesick Rescue, and this is very serious.

Comm Bengelink stated it was Correction Officers week, and he wanted to give them all a shout out.

**Chairman's Comments**

Comm Taylor thanked everyone for attending.

**Adjourn**

**MOTION by Comm Potter, seconded by Comm Nichols to adjourn at 4:24 p.m.**

**All in favor.**

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Gary Taylor, Chairperson

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Alaina Nyman, County Clerk



**INFRASTRUCTURE  
ALTERNATIVES, INC.**

May 15, 2020

Mr. Scott Conradson, District Engineer  
Michigan Department of Environmental Quality  
Office of Drinking Water and Municipal Assistance  
Cadillac District Office  
120 West Chapin Street  
Cadillac, MI 49601

**Re: Cedar Creek Township/Wexford County Public Water Supply Asset Management Plan**

Dear Mr. Conradson:

We understand that the Department of Environment, Great Lakes, and Energy (EGLE) is requiring an Asset Management Plan (AMP) for water systems in order to meet critical items as outlined in the Safe Drinking Water Act 1976 PA 399, as amended. The enclosed AMP as prepared by Infrastructure Alternatives, Inc. (IAI) is intended to satisfy these requirements.

The AMP serves as an interactive planning tool for the community to manage current system needs, as well as project preventative maintenance and capital improvements, in order to provide continuous reliable service to its customers. We have geared the resulting AMP tables toward the EGLE Asset Management Program Review Checklist and have organized the work activities around the five-part structure for Water System AMPs, which are listed as follows:

1. Asset Inventory and Condition Assessment
2. Criticality of Assets
3. Level of Service
4. Capital Improvements Planning
5. Long-Term Funding/ Revenue Structure

***Asset Inventory***

The County owns and operates the community water system serving 53 customers. The water system is served by two water production wells (each have a capacity of 212 gpm and are equipped with submersible pumps), Well Control system, one chlorine feed pump, three 270-gallon hydro-pneumatic pressure tanks providing finished water storage and system pressure located at the well house located on N. 45 Road. The distribution system is equipped with three auto-flushing units, multiple manual flushing valves and isolation valves. This system is not equipped to support firefighting capabilities. We also understand that Michigan's Lead and Copper Rule requires the presence of lead services lines to be a factor in prioritizing asset





**INFRASTRUCTURE  
ALTERNATIVES, INC.**

criticality in the AMP by January 1, 2021. However, this was not included in this plan as the system was constructed in 2009 and contains only HDPE and copper service lines. All tracked assets, locations, and known historical detail are listed by category in Table 1 of the AMP.

***Criticality Assessment***

An assessment of each asset within the water distribution system was collected through historically documentation, day-to-day operations input, supplier input, and field knowledge. Asset data entered into Table 1 includes installation date, typical useful life, current condition, probability of failure (1 – Improbable to 5 – Imminent), consequence of failure (1 – Insignificant to 5 – Catastrophic), and estimated cost of replacement. The complete criticality rating system is outlined in Table 2. Any asset receiving a criticality rating of 16 or above is automatically assigned to the Capital Improvements Plan (CIP).

***Level of Service Goals***

The Cedar Creek Township Public Water Supply Distribution System seeks to provide quality drinking water to residents of the community. This Level of Service (LOS) plan outlined in Table 3 should be integrated with utility operations on an ongoing basis through the setting of practical goals for the water system operations and performance. The table provides a definition of each goal and tangible methods and timelines by which to measure its validity have been added.

***Funding Structure and Rate Methodology***

The funding and rate structure as outlined in Table 4 accounts for all expenditures relating to operations and maintenance of the Cedar Creek Township water system. Planned CIP and asset replacement project costs were taken into account, and five funding options were generated and reviewed by Wexford County, with a projection of “Option 5” into the year 2027. We selected Option 5 as it is as close to the current rate structure. Currently, the majority of the customers on the system are provided water service at no cost, deductions from the Operating Reserve account (approximately \$1.2 million as of 3/31/2020) for the majority of the system Revenue (shown in Table 7 under “Interest Income / Transferred In”). Therefore, we have looked ahead at the sustainability of the system for the year 2027, when all system customers will be financially responsible for their water service, and determined that an additional \$1.92 per month added to the current scheduled annual increases would close this funding gap. A 10-year budget, as outlined in Table 7, utilizes the annual expenditure values and revenues. This budget assumes an annual inflation factor of 1.5. The County is in the process of reviewing the rate methodology and recommended budget in order to implement increases which will allow the system to sustain well into the future.

***Capital Improvements Plan***

The CIP outlines the multiyear scheduling of improvements the County is actively pursuing. Development of these projects is to be over a 5 year and 20 year planning period as outlined in the system Reliability Study. All projects listed are planned for development within the 20 year planning period, and the specific timeline of each of these projects is reflected in Table 6. Any further CIP and/or replacement projects, particularly projects falling beyond the 20 year planning period, have been detailed in “20 + year CIP” on Table 6.



**INFRASTRUCTURE  
ALTERNATIVES, INC.**

We trust that the enclosed AMP fulfills the required submittal for community water systems. Please call should you have any questions.

Respectfully,

**SIERRA BROWN**  
REGIONAL MANAGER  
**IAI | Clean Water Solutions**

Mobile 517.242.7131  
[www.iaiwater.com](http://www.iaiwater.com) | [sbrown@iaiwater.com](mailto:sbrown@iaiwater.com)  
7888 Childsdale Ave NE | Rockford, MI 49341

cc. Mr. Gary Taylor, Wexford County Executive Committee Chair  
Ms. Janet Koch, Wexford County Administrator  
Mr. Robert Polanic, IAI Project Manager

Attachments:

Cedar Creek Township Public Water Supply Asset Management Plan  
Cedar Creek Township Public Water Supply System Fees & Charges – 20 YR Fee Schedule

## Utility Information

Utility Name: Cedar Creek Water Supply  
Street Address:  
City: Manton  
Zip Code: 49633  
Phone Number: 231.577.8793  
Email: [bpolanic@jaiwater.com](mailto:bpolanic@jaiwater.com)  
WSSN: 1258  
  
Number of Connections: 53  
Number of Customers: 53

## Personnel

Contact Person: Gary Taylor  
Title: Wexford County Executive Board Chair  
Role: Administration  
Email: [gtaylor@wexfordcounty.org](mailto:gtaylor@wexfordcounty.org)

Team Member: Janet Koch  
Title: Wexford County Administrator  
Role: Administration  
Email: [jkoch@wexfordcounty.org](mailto:jkoch@wexfordcounty.org)

Team Member: Bob Polanic  
Title: Project Manager  
Role: Operator in Charge  
Email: [bpolanic@jaiwater.com](mailto:bpolanic@jaiwater.com)

Team Member: Nathan Filley  
Title: Plant Manager  
Role: Operations  
Email: [nfilley@jaiwater.com](mailto:nfilley@jaiwater.com)

Team Member: Ryan Longstreet  
Title: Operations Specialist  
Role: Operations  
Email: [rlongstreet@jaiwater.com](mailto:rlongstreet@jaiwater.com)

Team Member: Brandon Cerka  
Title: Operations Specialist  
Role: Operations  
Email: [bcerka@jaiwater.com](mailto:bcerka@jaiwater.com)

**Asset Inventory Table 1**

**Directions**

- A. List assets
- B. Enter asset information
- C. To add more assets use insert function and add rows then copy first asset row to new rows to transfer formulas
- D. Enter information in highlighted cells**
- E. Remaining cells will calculate automatically.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Source Assets	Material	Location	Latitude	Longitude	Manufacturer	Original Cost	Replacement Cost	Year Installed	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Well #1 (submersible 212 gpm)		Well House Site	44.3786	-85.37455		\$ 75,000	\$ 90,000	2009	39	1	2	4	8
Well #2 (submersible 212 gpm)		Well House Site	44.37783	-85.37404		\$ 75,000	\$ 90,000	2009	39	1	2	4	8
Well Controls		Well House Site	44.37731	-85.37493		\$ 30,000	\$ 30,000	2009	19	2	3	5	15
Emergency Generator		Well House Site	44.37723	-85.37492		\$ 50,000	\$ 55,000	2009	14	1	3	3	9
Dehumidifier		Well House Site	44.37731	-85.37493		\$ 800	\$ 1,000	2009	4	2	3	1	3

If Criticality Factor is greater than 16 cell will turn RED  
 If Criticality Factor is greater than 16 [add to CIP table](#)

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Treatment Assets	Material	Location	Latitude	Longitude	Manufacturer	Original Cost	Replacement Cost	Remaining Useful Life in Years	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Chlorine injections equipment		Well House Site	44.37731	-85.37493		\$ 2,000	\$ 2,000	2020	10	3	3	3	9

If Criticality Factor is greater than 16 cell will turn RED  
 If Criticality Factor is greater than 16 [add to CIP table](#)

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Storage/Distribution Assets	Material	Location	Latitude	Longitude	Manufacturer	Original Cost	Replacement Cost	Remaining Useful Life in Years	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Hydro-pneumatic Storage Tank	Steel	Well House Site	44.37731	-85.37493		\$ 10,000	\$ 10,000	2009	4	2	3	5	15
Manual Flushers (26 @ \$1,000 each)		Throughout System			EJ	\$ 26,000	\$ 26,000	2009	39	2	2	2	4
Distribution Valves (25 @ \$750 each)		Throughout System				\$ 18,750	\$ 18,750	2009	39	2	2	4	8
Water Main (28,079 ft @ \$60 per linear foot)		Throughout System				\$ 1,684,740	\$ 1,684,740	2009	64	2	2	5	10
Curb-box and Service Line (\$1000 per connection)		Throughout System				\$ 56,000	\$ 56,000	2009	39	2	3	3	9
Meters (56 @ \$300 each)		Throughout System				\$ 16,800	\$ 16,800	2009	9	2	3	2	6
Auto Flusher #1			44.35399	-85.39725		\$ 4,000	\$ 4,000	2009	4	3	3	2	6
Auto Flusher #2			44.37524	-85.40288		\$ 4,000	\$ 4,000	2009	4	3	3	2	6
Auto Flusher #3			44.38574	-85.39764		\$ 4,000	\$ 4,000	2009	4	3	3	2	6

If Criticality Factor is greater than 16 cell will turn RED  
 If Criticality Factor is greater than 16 [add to CIP table](#)

## Asset Rating Table 2

<b>Column J</b>	
<b>Condition</b>	<b>Assessment</b>
<b>Condition Rating</b>	<b>Description</b>
5	Asset Unserviceable - Over 50% of asset requires replacement
4	Significant deterioration - significant renewal/upgrade required (20 -40%)
3	Moderate deterioration - Significant maintenance required (10 -20%)
2	Minor Deterioration - Minor maintenance required (5%)
1	New of Excellent Condition - Only normal maintenance required

<b>Column K</b>	
<b>Probability of</b>	<b>Failure</b>
<b>Performance Rating</b>	<b>Description</b>
5	Imminent - Likely to occur in the life of the item
4	Probable - Will occur several times in the life of an item
3	Occasional - Likely to occur some- time in the life of an item
2	Remote - Unlikely but possible to occur in the life of an item
1	Improbable - So unlikely, it can be assumed occurrence may not be experienced

<b>Column L</b>	
<b>Consequence of</b>	<b>Failure *</b>
<b>Performance Rating</b>	<b>Description</b>
5	Catastrophic disruption
4	Major disruption
3	Moderate disruption
2	Minor disruption
1	Insignificant disruption

\* consider safety/social, economic/financial, environmental

**Level Of Service Table 3**

<b>SAMPLE AREAS</b>	<b>DEFINE GOALS / OBJECTIVES</b>	<b>WHAT LEVEL OF SERVICE</b>
<b>Safe Drinking Water</b>	All federal and state water quality regulations will be met.	Preform all required monitoring and additional system monitoring to ensure satisfactory chlorine application.
<b>Health, Safety</b>	To provide a safe and injury free work place.	Conduct regular safety meetings and in-house (IAI) safety inspections. No MIOSHA safety violations.
<b>Security</b>	Secure all water installations from break ins / intrusions.	Security of water insallations incude keyed locked on perimter fence and eyed lock on well house door.
<b>Operator certification</b>	Must have operator in charge & backup operator on staff.	The water supply has two (2) State of Michigan certified operators.
<b>Customer complaints</b>	To provide excellent customer service.	All customer complaints will be investigated within 1 business day of reporting the complaint. Results of complaint will be reported to customer verbally, via the phone, in person, or in writing.
<b>Upcoming regulatory changes</b>	Be aware of regulatory changes and comply with changes as they occur.	Attend industry conferences and training sessions to stay updated of changes and requirements. Annual meetings with local EGLE representative to insure compliance.
<b>Response time</b>	To provide excellent customer service.	Customer emergency response time within 30 minutes. Customers will receive written notice at least 24 hours in advance of any planned interruption in service.
<b>Operating Reserves</b>	Enough reserves to cover all anticipated major expenses and potential unexpected breakdowns	Follow EGLE Asset Management Guidelines. Increase water rates by 3% until 2033.
<b>Wells -Supply water</b>	Maintain all well related equipment. Focusing on preventative maintenance to prevent unscheduled breakdown.	Wells are inspected annually and major services performed by Well Specialist with regular maintenance performed by operations staff.
<b>Alternative Power Source</b>	Both wells have a permanent generator or back up power.	Annual inspections of generator will be performed by outside, certified professionals with regular inspections and maintenance performed by operations staff.
<b>Quality Drinking Water</b>	To provide high quality good tasting drinking water.	Water mains will be flushed at a minimum of two (2) times per year with additional flushing as needed.
<b>Distribution System</b>	Distribution System Valves  Water Main Flushing  General System Maintenance	Exercise ALL water distribution valves annually. Provide adequate manpower to perform valve exercise program. Have written documentation of valve exercising.  Water mains will be flushed two (2) times per year. Provide adequate manpower to perform water main flushing. Have written documentation of water main flushing. Under normal conditions, pressures will be maintained between 50 and 70 psi. Insure water rates and budget are adequate to provide manpower to perform valve exercising, hydrant maintenance, water main flushing and replacement if necessary.
<b>Water Treatment</b>	Maintain water plant to insure high quality good tasting drinking water.	Best done through adequate preventative maintenance and chlorine residual testing three (3) times per week.
<b>Administrative</b>	Provide excellent customer service. Insure customers bills are accurate.	Follow up on all complaints to insure a finite outcome. Review any discrepancy.
<b>Financial</b>		Review Water Rates annually.
<b>Rules and Regulations</b>	Monitor & enforce.	Update & review rules annually - Cross onnections, Site sampling plan, Required Lab analysis, Consumer confidence report, and Safety program.

**Rate Methodology**

**Table 4**

**Directions**

A. To add more line item expenses use insert function and add rows then copy first line item row to new rows to transfer formulas

**B. Enter information in highlighted cells**

C. Remaining cells will calculate automatically.

Gallons (mil)	<<< Click at left and select flow units (million cubic feet or millions of gallons)
2.11	<<< Enter annual billable flow in units selected above
0.01	<<< Enter typical quarterly flow of single-family home in units selected above
Meters	<<< Click at left and select the type of fixed units
53	<<< Enter number of fixed units

<b>Calculate Operating Reserve</b> (optional if creating budget for only OM&R)	
\$ 44,117	Total OM&R from Expenditures in table below
\$ 22,058	Targeted Operating Reserve Amount (this is 50% of OM&R)
\$ 1,200,000	<<< Enter amount of cash or equivalents
\$ (1,177,942)	Additional Operating Reserves Needed (If negative number, stop here)
	<<< Enter # of years to accumulate reserves (rule of thumb is 5 years)
\$ -	Annual Contribution To Achieve Targeted Operating Reserve Amount

- Edit budget items below, if needed
- Enter budget amount for each item in highlighted cells
- Under Options 3 and 4, enter percent of entire budget allocated to billable flow (Variable). The remainder is allocated to Fixed.
- Under Option 5, enter percent of each budget item allocated to billable flow. The remainder is allocated to Fixed.
- Click on Capital Improvements tab and Replacement tab to complete those worksheets

Expenditures	Budget	Option 1		Option 2		Option 3		Option 4		Option 5			Option 5 (2027)		2027 Budget
		Variable	Fixed	Variable	Fixed	Variable	Fixed	Variable	Fixed	%	Variable	Fixed	%	Variable	
		100%	100%	80%	20%	20%	80%				30%	70%		30%	70%
<b>Operation, Maintenance and Repair (OM&amp;R)</b>															
Administration Fee	\$ 1,000	\$ 1,000	\$ 1,000	\$ 800	\$ 200	\$ 200	\$ 800	0%	\$ 300	\$ 700	0%	\$ 339	\$ 791	\$ 1,131	
Postage	\$ 250	\$ 250	\$ 250	\$ 200	\$ 50	\$ 50	\$ 200	0%	\$ 75	\$ 175	0%	\$ 85	\$ 198	\$ 283	
Contract Services	\$ 22,850	\$ 22,850	\$ 22,850	\$ 18,280	\$ 4,570	\$ 4,570	\$ 18,280	0%	\$ 6,855	\$ 15,995	0%	\$ 7,751	\$ 18,085	\$ 25,836	
Telephone	\$ 1,200	\$ 1,200	\$ 1,200	\$ 960	\$ 240	\$ 240	\$ 960	0%	\$ 360	\$ 840	0%	\$ 407	\$ 950	\$ 1,357	
Printing	\$ 200	\$ 200	\$ 200	\$ 160	\$ 40	\$ 40	\$ 160	0%	\$ 60	\$ 140	0%	\$ 68	\$ 158	\$ 226	
Utilities	\$ 6,000	\$ 6,000	\$ 6,000	\$ 4,800	\$ 1,200	\$ 1,200	\$ 4,800	0%	\$ 1,800	\$ 4,200	0%	\$ 2,035	\$ 4,749	\$ 6,784	
Maintenance	\$ 5,000	\$ 5,000	\$ 5,000	\$ 4,000	\$ 1,000	\$ 1,000	\$ 4,000	0%	\$ 1,500	\$ 3,500	0%	\$ 1,696	\$ 3,957	\$ 5,653	
Replacement (See Table 4)	\$ 7,617	\$ 7,617	\$ 7,617	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,285	\$ 5,332	0%	\$ 2,584	\$ 6,028	\$ 8,612	
<b>Total OM&amp;R</b>	<b>\$ 44,117</b>	<b>\$ 44,117</b>	<b>\$ 44,117</b>	<b>\$ 29,200</b>	<b>\$ 7,100</b>	<b>\$ 7,100</b>	<b>\$ 28,400</b>		\$ 13,235	\$ 30,882		\$ 14,965	\$ 34,917	\$ 49,882	
Capital Improvement (See Table 5 - 5 YR CIP)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,600	\$ 400	\$ 400	\$ 1,600	0%	\$ 600	\$ 1,400	0%	\$ 678	\$ 1,583	\$ 2,261	
Capital Improvement (See Table 5 - 20 YR CIP)	\$ 5,708	\$ 5,708	\$ 5,708	\$ 4,566	\$ 1,142	\$ 1,142	\$ 4,566	0%	\$ 1,712	\$ 3,995	0%	\$ 1,936	\$ 4,517	\$ 6,453	
<b>Total Water System Expenses</b>	<b>\$ 51,824</b>	<b>\$ 51,824</b>	<b>\$ 51,824</b>	<b>\$ 35,366</b>	<b>\$ 8,642</b>	<b>\$ 8,642</b>	<b>\$ 34,566</b>		\$ 15,547	\$ 36,277		\$ 17,579	\$ 41,017	\$ 58,596	

Calculate Rate	Option 1		Option 2		Option 3		Option 4		Option 5			Option 5 (2027)		2027 RATES
Rate per 1000 Gallons	\$ 24.51	\$ -	\$ 16.73	\$ 4.09	\$ 7.35	\$ 7.35	\$ 8.32	\$ 8.09						
Readiness to serve charge/Meter	\$ -	\$ 977.81	\$ 163.05	\$ 652.19	\$ 684.47	\$ 773.91	\$ 599.04							
Quarterly Bill for single-family home	\$ 0.25	\$ 244.45	\$ 40.93	\$ 163.09	\$ 244.66	\$ 276.63	\$ 230.66							

## Replacement Expenses Table 5

### Directions

- A. List assets to be replaced or rehabilitated
- B. Determine how long before action must take place
- C. Enter cost to replace or rehabilitate
- D. To add more replacement items use insert function and add rows then copy first line item row to new rows to transfer formulas
- E. Enter information in highlighted cells
- F. Remaining cells will calculate automatically.

A	B	C	
Projects	Remaining Useful Life in Years	Replacement Cost	Reserve Required Each Year
Dehumidifier	4	\$ 1,000	\$ 250
Hydro-pneumatic Storage Tank	4	\$ 10,000	\$ 2,500
Meters (56 @ \$300 each)	9	\$ 16,800	\$ 1,867
Auto Flusher #1	4	\$ 4,000	\$ 1,000
Auto Flusher #2	4	\$ 4,000	\$ 1,000
Auto Flusher #3	4	\$ 4,000	\$ 1,000
<b>Total Replacement reserves required in the current year</b>			<b>\$ 7,617</b>
			<b>Click Total to add to Budget</b>



## Capital Improvement Project Plan Table 6

### Directions

- A. List projects to be completed
- B. Determine how long before the project must begin
- C. Enter the total projected cost of the project
- D. To add more CIP's use insert function and add rows then copy first CIP row to new rows to transfer formulas
- E. Enter information in highlighted cells
- F. Remaining cells will calculate automatically.

### 5 year CIP

A	B		C	
Projects	Years Until Project Must Begin	Completion Date	Cost	Reserve Required Each Year
Chlorine Feed Alarm Upgrade	3	2023	\$ 2,000	\$ 667
Valve Replacement on 22 Road	3	2023	\$ 2,500	\$ 833
Auto-Flusher Programming Upgrade	1	2021	\$ 500	\$ 500
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
<b>Total Capital Improvement reserve required in the current year</b>				<b>\$ 2,000</b>
				<b>Click Total to add to Budget</b>

### 20 year CIP

A	B		C	
Projects	Years Until Project Must Begin	Completion Date	Cost	Reserve Required Each Year
Chlorine injections equipment	10	2030	\$ 2,000	\$ 200
Emergency Generator	14	2034	\$ 55,000	\$ 3,929
Well Controls	19	2039	\$ 30,000	\$ 1,579
<b>Total Capital Improvement reserve required in the current year</b>				<b>\$ 5,708</b>
				<b>Click Total to add to Budget</b>

### 20 + year CIP

A	B		C	
Projects	Years Until Project Must Begin	Completion Date	Cost	Reserve Required Each Year
Well #3	39	2059	\$ 90,000	\$ 2,308
Well #4	39	2059	\$ 90,000	\$ 2,308
Manual Flushers (26 @ \$1,000 each)	39	2059	\$ 26,000	\$ 667
Distribution Valves (25 @ \$750 each)	39	2059	\$ 18,750	\$ 481
Curb-box and Service Line (\$1000 per connection)	39	2059	\$ 56,000	\$ 1,436
Water Main (28,079 ft @ \$60 per linear foot)	64	2084	\$ 1,684,740	\$ 26,324
<b>Total Capital Improvement reserve required in the current year</b>				<b>\$ 27,760</b>
				<b>Click Total to add to Budget</b>

Ten Year Budget \*

Table 7

Directions

- A. List current year budget expenses
- B. Determine inflation factor
- C. To add more line item expenses use insert function and add rows then copy first line item row to new rows to transfer formulas
- D. Enter information in highlighted cells
- E. Remaining cells will calculate automatically.

INFLATION FACTOR (%) - 1.77 \*\*

Annual Fee Increase (%) - 3

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>EXPENSES</b>										
<b>OPERATIONS &amp; MAINTENANCE</b>										
Administration Fee	\$1,000.00	\$1,017.70	\$1,035.71	\$1,054.05	\$1,072.70	\$1,091.69	\$1,111.01	\$1,130.68	\$1,150.69	\$1,171.06
Postage	\$250.00	\$254.43	\$258.93	\$263.51	\$268.18	\$272.92	\$277.75	\$282.67	\$287.67	\$292.76
Contract Services	\$22,850.00	\$23,254.45	\$23,666.05	\$24,084.94	\$24,511.24	\$24,945.09	\$25,386.62	\$25,835.96	\$26,293.26	\$26,758.65
Telephone	\$1,200.00	\$1,221.24	\$1,242.86	\$1,264.85	\$1,287.24	\$1,310.03	\$1,333.21	\$1,356.81	\$1,380.83	\$1,405.27
Printing	\$200.00	\$203.54	\$207.14	\$210.81	\$214.54	\$218.34	\$222.20	\$226.14	\$230.14	\$234.21
Utilities	\$6,000.00	\$6,106.20	\$6,214.28	\$6,324.27	\$6,436.21	\$6,550.13	\$6,666.07	\$6,784.06	\$6,904.14	\$7,026.34
Maintenance	\$5,000.00	\$5,088.50	\$5,178.57	\$5,270.23	\$5,363.51	\$5,458.44	\$5,555.06	\$5,653.38	\$5,753.45	\$5,855.28
Replacement (See Replacement sheet)	\$7,616.67	\$7,751.48	\$7,888.68	\$8,028.31	\$8,170.41	\$8,315.03	\$8,462.21	\$8,611.99	\$8,764.42	\$8,919.55
<b>TOTAL OM&amp;R EXPENSES</b>	\$44,116.67	\$44,897.53	\$45,692.22	\$46,500.97	\$47,324.04	\$48,161.67	\$49,014.13	\$49,881.68	\$50,764.59	\$51,663.12
Capital Improvement (See CIP sheet)	\$2,000.00	\$2,035.40	\$2,071.43	\$2,108.09	\$2,145.40	\$2,183.38	\$2,222.02	\$2,261.35	\$2,301.38	\$2,342.11
Operating Reserves	\$5,707.52	\$5,808.54	\$5,911.35	\$6,015.98	\$6,122.47	\$6,230.83	\$6,341.12	\$6,453.36	\$6,567.58	\$6,683.83
<b>TOTAL EXPENSES</b>	\$51,824.19	\$52,741.47	\$53,675.00	\$54,625.05	\$55,591.91	\$56,575.89	\$57,577.28	\$58,596.40	\$59,633.55	\$60,689.07
<b>REVENUES</b>										
User charge Revenue	\$7,200.00	\$7,416.00	\$7,638.48	\$7,867.63	\$8,103.66	\$8,346.77	\$8,597.18	\$8,855.92	\$9,121.92	\$9,395.27
Miscellaneous Revenue / Penalties	\$1,000.00	\$1,017.70	\$1,035.71	\$1,054.05	\$1,072.70	\$1,091.69	\$1,111.01	\$1,130.68	\$1,150.69	\$1,171.06
Interest Income / Transferred In	\$44,600.00	\$45,389.42	\$46,192.81	\$47,010.43	\$47,842.51	\$48,689.32	\$49,551.12	-	-	-
<b>TOTAL REVENUES</b>	\$52,800.00	\$53,823.12	\$54,867.01	\$55,932.11	\$57,018.88	\$58,127.78	\$59,259.31	\$50,030.60	\$51,517.61	\$53,048.98
<b>BUDGET SURPLUS/DEFICIT</b>	\$975.81	\$1,081.65	\$1,192.01	\$1,307.06	\$1,426.97	\$1,551.90	\$1,682.03	-\$8,565.80	-\$8,115.95	-\$7,640.08

\* The 10 Year Budget is for estimation purposes only. It is not intended for determining debt funding needs. For a more accurate debt evaluation please seek the services of a financial advisor.

\*\* The annual inflation factor can be found at the following website <http://www.usinflationcalculator.com/inflation/historical-inflation-rates/>

**Section 6. Conflict.** All resolutions or parts thereof in conflict with the provisions of this resolution are, to the extent of such conflict, hereby rescinded.

**ROLL CALL VOTE:**

YEAS: HILTY, FUSCONE, MIX, PARKER, DARNELL, MONROE

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: SOLOMON **BOARD APPROVED**

APR 18 2013

**RESOLUTION DECLARED ADOPTED.**

**WEXFORD CO.  
D.P.W.**

Date: April 18, 2013

Michael F. Mix  
Secretary, Board of Public Works

**Cedar Creek Public Water Supply**

System Fees and Charges - 20 YR Fee Schedule  
Annual Increase: 3.00%

Year	Commodity (per 1k gal)	Availability (per month)	Connection	Service Lead (per foot)	Inspection/Admin
2013	\$5.35	\$33.00	\$1,250	\$15.00	\$35.00
2014	\$5.51	\$33.99	\$1,288	\$15.45	\$36.05
2015	\$5.68	\$35.01	\$1,326	\$15.91	\$37.13
2016	\$5.85	\$36.06	\$1,366	\$16.39	\$38.25
2017	\$6.02	\$37.14	\$1,407	\$16.88	\$39.39
2018	\$6.20	\$38.26	\$1,449	\$17.39	\$40.57
2019	\$6.39	\$39.40	\$1,493	\$17.91	\$41.79
2020	\$6.58	\$40.59	\$1,537	\$18.45	\$43.05
2021	\$6.78	\$41.80	\$1,583	\$19.00	\$44.34
2022	\$6.98	\$43.06	\$1,631	\$19.57	\$45.67
2023	\$7.19	\$44.35	\$1,680	\$20.16	\$47.04
2024	\$7.41	\$45.68	\$1,730	\$20.76	\$48.45
2025	\$7.63	\$47.05	\$1,782	\$21.39	\$49.90
2026	\$7.86	\$48.46	\$1,836	\$22.03	\$51.40
2027	\$8.09	\$49.92	\$1,891	\$22.69	\$52.94
2028	\$8.34	\$51.41	\$1,947	\$23.37	\$54.53
2029	\$8.59	\$52.96	\$2,006	\$24.07	\$56.16
2030	\$8.84	\$54.54	\$2,066	\$24.79	\$57.85
2031	\$9.11	\$56.18	\$2,128	\$25.54	\$59.59
2032	\$9.38	\$57.87	\$2,192	\$26.30	\$61.37
2033	\$9.66	\$59.60	\$2,258	\$27.09	\$63.21

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance Committee  
**FOR MEETING DATE:** May 20, 2020  
**SUBJECT:** Two Seven Oh, Inc. Grant Agreement

**SUMMARY OF ITEM TO BE PRESENTED:**

The Reimbursement Grant Agreement from Two Seven Oh, Inc. is attached for consideration. This reimbursement agreement is to spay and neuter animals prior to adoption with the services being provided by Meyer Veterinary Clinic. The grant amount is \$5,000 for the period of March 12, 2020 through November 1, 2020.

**RECOMMENDATION:**

The Finance Committee recommends the full board approve the reimbursement grant agreement.

## Two Seven Oh Inc.

### Reimbursement Grant Agreement

May 8, 2020

<b>GRANTEE:</b>	Wexford County Animal Shelter	
<b>GRANT AMOUNT:</b>	\$5,000.00	
<b>GRANT PERIOD:</b>	March 12, 2020 - November 1, 2020	
<b>FINAL REPORT DUE:</b>	December 1, 2020	
<b>GRANT DESCRIPTION:</b>	To spay and neuter animals prior to adoption. Costs will be covered up to \$265.00 per canine and \$160.00 per feline. Services will be provided by Meyer Veterinary Clinic.	
<b>GRANT ADMINISTRATOR:</b>	Madison Cregar	
Two Seven Oh Inc. (The Foundation), The Grantee and The Third Party are entering into this Agreement to establish the terms of the grant provided by The Foundation to The Grantee by covering the costs of the Grant Description directly to The Third Party.		<b>Please initial each section</b>
1	The Foundation will only cover expense specified in the Grant Description.	
2	Services must occur within the Grant Period.	
3	The Foundation and The Grantee may agree in writing to modify the objectives, methods or timeline of the Grant Description. Any modifications must take place before the end of the Grant Period. Any modification request after the end of the Grant Period will not be allowed	
4	<p>The Grantee agrees to submit a Final Report no later than 28 days after the end of the Grant Period. This report must include:</p> <ul style="list-style-type: none"> <li>- a brief summary of the outcome of your Grant</li> <li>- a full financial accounting of the expenditures of the grant with invoice(s)/receipt(s) for all payments used to fulfill the Grant Description you wish to have covered by this grant.</li> </ul> <p>Invoices/receipts must have:</p> <ol style="list-style-type: none"> <li>a. The description and quantity of products and/or services, line by line, and the cost of each of item;</li> <li>b. The date at which the products were purchased or when services occurred;</li> <li>c. The vendor's name with contact information;</li> <li>d. The Grantee's name somewhere on the invoice</li> </ol> <p>(If The Grantee is unable to provide an invoice/receipt without one or more of these items, the invoice/receipt will be invalid and will be removed from final award amount.)</p> <ul style="list-style-type: none"> <li>- a completed Spay Neuter Grant Summary (attached) for all surgeries included in the Grant. Each veterinarian listed in your summary under Surgery Performed By, must sign the last page of the summary, certifying that all surgeries that indicated them as the one who performed the surgery, were indeed performed. This is not be used as an invoice for procedures</li> </ul>	
5	The Foundation agrees to reimburse The Grantee up to, but not exceeding, the Grant	
6	The Grantee agrees to cover any expenses exceeding the Grant Amount.	

7	The Grantee agrees to immediately notify The Foundation if any of the following occurs in the Grant Period: - any changes in key personnel - any changes in address or phone number - any development that significantly affects the operation of the Grant Description - any additional funding for the Grant Description	
8	The Grantee agrees to credit the participation of The Foundation as "Anonymous" in any advertisement, publicity or public comment related to the Grant Description.	
9	The Grantee will keep adequate records to document the expenditure of funds and activities supported by the grant. The Grantee agrees to make available to The Foundation the financial records related to the activities supported by the grant at any given time during the Grant Period.	
b	<b>All veterinarians that will be performing any procedures must have an active license to practice veterinary medicine and had no formal complaints filed against them within the last year.</b>	
10	In the event The Foundation finds that The Grantee has failed to comply with any terms of this agreement, The Foundation may cancel its participation in the Grant Description resulting in no funds being reimbursed.	
11.	<b>The Foundation will not issue reimbursement checks before the Final Report Due Date, regardless if the grantee completes and submits the final report prior to the due date.</b>	

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

Signature: \_\_\_\_\_  
 Printed Name: Gary Taylor  
 Board Position/Title: Chairman, Board of Commissioners  
 Date: May 20, 2020

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

Signature of Director of Grants: Katie Wagner  
 Printed Name of Director of Grants: Katie Wagner  
 Date: May 8, 2020

**This signed agreement must be postmarked, faxed or emailed by:** June 5, 2020

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

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance Committee  
**FOR MEETING DATE:** May 20, 2020  
**SUBJECT:** MIDC Cost Analysis FY21

**SUMMARY OF ITEM TO BE PRESENTED:**

The Michigan Indigent Defense Commission (MIDC). Fiscal Year 21 Cost Analysis is presented for consideration and approval. This cost analysis is the equivalent of submitting a grant application to MIDC. The grant cycle runs with the state fiscal year, October 1 through September 30.

For FY 2021, the request for State funding is \$855,183 which is a 1.53% increase over last year. The local share increase of 2.1% from FY20 is a statutory increase. The local share amount for FY2021 is \$149,987, which is shared by Wexford and Missaukee Counties.

Our MIDC Regional Manager, Melissa Wangler, is reviewing the cost analysis. If she requests any changes from the following, they will be provided to you before the meeting.

**RECOMMENDATION:**

The Finance Committee recommends the full board approve the MIDC Cost Analysis.

# Indigent Defense System Cost Analysis

Grant Year October 1, 2020 - September 30, 2021

Funding Unit Name(s)

Wexford-Missaukee

DATE SUBMITTED: May 13, 2020

Personnel	Position	Calculation hours and rate	Total	State Grant	Local Share	Other Funding Sources	Total
Category Summary			384,974.40	384,974.40	0.00	0.00	384,974.40

Personnel Justification - List all positions to be funded by the grant budget ( state grant/local share). Please \* highlight all positions that are new personnel requests for FY2021 and provide justification for need.

FY20 request for paralegal has been removed due to difficulty of finding a qualified candidate. The position has been replaced by a lower wage clerical staff member. FY21 wages are based on previously agreed-upon wage increases through union contracts and other action by the Board of Commissioners. The hiring of a corrections officer that would be dedicated to escorting inmates to and from appointments public defenders is still greatly desired, however, the jail administrator has not been able to fill that position to date. Attached is the 2019 request letter.

Fringe Benefits	Percentage	Amount	State Grant	Local Share	Other Funding Sources	Total	
FICA	7.65%	\$ 29,838.00	\$ 29,838.00	\$ -	\$ -	\$ 29,838.00	
Retirement	7.26%	\$ 28,325.00	\$ 28,325.00	\$ -	\$ -	\$ 28,325.00	
Health, dental, vision insurance		\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	
Workers' Compensation		\$ 2,250.00	\$ 2,250.00	\$ -	\$ -	\$ 2,250.00	
Life Insurance		\$ 300.00	\$ 300.00	\$ -	\$ -	\$ 300.00	
Other (Sick & Accident)		\$ 4,600.00	\$ 4,600.00	\$ -	\$ -	\$ 4,600.00	
Category Summary			215,313.00	215,313.00	0.00	0.00	215,313.00

Fringe Benefits Justification

Staff members have stabilized in the public defender's office, which allows more accurate benefits costs to be determined.



**Contractual**

Contracts for Attorneys	Services Provided	Calculation hours and rate		Total	State Grant	Local Share	Other Funding Sources		Total				
King & King Law Offices	Managed Assigned Counsel Admin.	Annual contract/pd. monthly	\$	41,600.00	\$	-	\$	41,600.00	\$	41,600.00			
Roster*	Conflict Attys-misdemeanor	\$100/hr	\$	70,000.00	\$	52,049.14	\$	17,950.86	\$	70,000.00			
Roster*	Conflict Attys-low severity felonies (up to 15 years)	\$110/hr	\$	110,000.00	\$	81,791.50	\$	28,208.50	\$	110,000.00			
Roster*	Conflict Attys-high severity felonies (above 15 years)	\$120/hr	\$	70,000.00	\$	52,049.14	\$	17,950.86	\$	70,000.00			
<b>Category Summary</b>				\$	<b>291,600.00</b>	\$	<b>185,889.78</b>	\$	<b>105,710.23</b>	\$	<b>-</b>	\$	<b>291,600.00</b>

Contract Attorney Justification - list all possible rate scenarios for attorney contracts that apply (i.e. hourly, event based, annual contract paid monthly) and the type work whether generally indigent defense or specific like counsel at first appearance. Please \* highlight rates or attorney line requests that are a change from your FY20 approved contract and contract rates.

The MAC Administrator, who held his rates for FY19 to FY, has indicated that he's willing to extend the FY19 rates through FY21.

Conflict attorney costs are due to indications of a rising number of misdemeanors and CSC cases.

Contracts for Experts and Investigators	Services Provided	Calculation hours and rate		Total	State Grant	Local Share	Other Funding Sources		Total					
Investigators & Experts - staff attorneys			\$	15,000.00	\$	15,000.00			\$	15,000.00				
Investigators & Experts - conflict attorneys			\$	10,000.00	\$	10,000.00			\$	10,000.00				
<b>Category Summary</b>						<b>25,000.00</b>		<b>25,000.00</b>		<b>0.00</b>		<b>0.00</b>		<b>25,000.00</b>

Experts and Investigators Justification - Provide explanation and justification if there are changes to the requested amounts for experts and investigators from the FY20 approved contract along with an explanation if requesting to adjust the rates from your FY20's approved contract rates.

The extremely variable nature of our system's need for experts and investigators makes this cost extremely difficult to anticipate.

Contracts for Construction Projects	Services Provided	Calculation	Total	State Grant	Local Share	Other Funding Sources		Total						
Soundproofing at Wexford County jail-interview rooms/arraignment room			\$	2,865.00	\$	-	\$	2,865.00	\$	-	\$	2,865.00		
<b>Category Summary</b>						<b>2,865.00</b>		<b>0.00</b>		<b>2,865.00</b>		<b>0.00</b>		<b>2,865.00</b>

Construction Project Justification - Provide as much detail as possible for the requested construction project identifying the need for the construction project, the component costs if possible, whether an estimate or if you were provided a documented quote. Attach a separate document if needed. Please attach the quote to the submission of the application.

Dampening and deadening the noise between the public defenders and their jail clientele is still needed to provide privacy and confidentiality. A detailed estimate is attached.

Contracts Other	Services Provided	Calculation	Total	State Grant	Local Share	Other Funding	
						Sources	Total
Rent	CanDew, LLC	\$1,500/month	\$ 18,000.00	\$ -	\$ 18,000.00	\$ -	\$ 18,000.00
Copier/printer lease	Applied Imaging	\$177.81/month	\$ 2,133.72	\$ 2,133.72	\$ -	\$ -	\$ 2,133.72
Summer Intern - seasonal	Intern	\$ 12.00	\$ 7,680.00	\$ 7,680.00	\$ -	\$ -	\$ 7,680.00
Category Summary			\$ 27,813.72	\$ 9,813.72	\$ 18,000.00	\$ -	\$ 27,813.72

Contracts Other Justification - Provide justification for all other contract costs associated with the local indigent defense system with a \* highlight to new request for FY21. // The FY20 cost analysis included funds for a larger office. However, our current landlord has accommodated our need for one additional office with a minimal increase in rent cost. Also, rent now includes most utility costs, including lawn maintenance and snowplowing.

Equipment	Vendor	Calculation	Total	State Grant	Local Share	Other Funding	
						Sources	Total
Blinds for office windows			\$ 200.00	\$ -	\$ 200.00	\$ -	\$ 200.00
Stand-up computer desk riser			\$ 350.00	\$ -	\$ 350.00	\$ -	\$ 350.00
Laptop computer at jail to allow Zoom w/ attorneys			\$ 1,350.00	\$ -	\$ 1,350.00	\$ -	\$ 1,350.00
Category Summary			1,900.00	0.00	1,900.00	0.00	1,900.00

Equipment Justification - Provide justification for new equipment requests for FY21. // Office blinds are needed to reduce glare on computer screen for office staff and a stand up desk riser would be of great benefit to a staff attorney. // Funds to purchase a laptop are being requested as the jail/public defenders have been using Zoom extensively. To make that happen a laptop from elsewhere in the jail is currently being used, but that computer was obtained for a different use and an additional one is needed. This request is in place of purchasing a Polycom for the public defender's office; Zoom use also allows conflict attorneys to meet virtually with clients.

Training/Travel	Vendor	Calculation	Total	State Grant	Local Share	Other Funding	
						Sources	Total
<b>Staff Attorneys</b>							
Mileage to Missaukee County**	County rate for 2019 \$0.575/mile	26 miles round trip to Miss.	\$ 6,219.20	\$ 6,219.20	\$ -	\$ -	\$ 6,219.20
Conference registration*	Criminal Defense Assoc. of Mich.	\$300 for 4 attorneys	\$ 1,200.00	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00
Skills training - staff attorneys*	Criminal Defense Assoc. of Mich.	\$875 for 4 attorneys	\$ 3,500.00	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00
CDAM memberships	CDAM	\$140 x 4	\$ 560.00	\$ 560.00	\$ -	\$ -	\$ 560.00
SADO memberships	SADO	\$50 x 4	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ 200.00
NAPD membership	NAPD	\$20 x 4	\$ 80.00	\$ 80.00	\$ -	\$ -	\$ 80.00
Hotel for conferences	Per County policy	\$175/night, 2 nights / 4 attys	\$ 1,400.00	\$ 1,400.00	\$ -	\$ -	\$ 1,400.00
Mileage to conferences**			\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
<b>Conflict Attorneys</b>							
Skills training - conflict attorneys*	Criminal Defense Assoc. of Mich.	\$875 for 6 attorneys	\$ 5,250.00	\$ 5,250.00	\$ -	\$ -	\$ 5,250.00
Hourly compensation		\$30/hour - 12 hrs - 4 attys	\$ 2,160.00	\$ 2,160.00	\$ -	\$ -	\$ 2,160.00
Hotel for conferences	SOM rates		\$ 1,020.00	\$ 1,020.00	\$ -	\$ -	\$ 1,020.00
Mileage to conferences**	SOM rates		\$ 340.00	\$ 340.00	\$ -	\$ -	\$ 340.00
Category Summary			\$ 22,929.20	\$ 22,929.20	\$ -	\$ -	\$ 22,929.20

Training and Travel Justification - Provide travel and training justification and \*highlight new or changed requests for FY21  
Suggested rates for training registration would be \$30/hour; SADO membership is \$50/year; NAPD membership is \$30/year

As our system matures, we have begun to realize the importance of funding the required training for the conflict attorneys. We have had a difficult time retaining conflict attorneys and the training requirements have been cited as a contributing factor for their reluctance to remain on the roster. While we expect all our system's attorneys to make as much use of the no-cost or low-cost skills training made available, having funding available could assist with conflict attorney attraction and retention.

Supplies/Services	Vendor	Calculation	Total	State Grant	Local Share	Other Funding	
						Sources	Total
Postage			\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
General office supplies			\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
Case Management software		\$25/month per user	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ 1,800.00
State Bar license renewal		\$340/attorney	\$ 1,360.00	\$ -	\$ 1,360.00	\$ -	\$ 1,360.00
Westlaw subscription*		\$820/month	\$ 9,840.00	\$ -	\$ 9,840.00	\$ -	\$ 9,840.00
Transcripts			\$ 1,200.00	\$ -	\$ 1,200.00	\$ -	\$ 1,200.00
Cost allocation**			\$ 11,263.00	\$ 11,263.00	\$ -	\$ -	\$ 11,263.00
Utilities: Internet access/fax	Spectrum Business	\$90/month	\$ 1,080.00	\$ -	\$ 1,080.00	\$ -	\$ 1,080.00
Utilities: phone	Anavon Technology Group	App. \$175/month	\$ 2,100.00	\$ -	\$ 2,100.00	\$ -	\$ 2,100.00
Utilities: electric	Consumers Energy	App. \$130/month	\$ 1,560.00	\$ -	\$ 1,560.00	\$ -	\$ 1,560.00
Utilities: recycling	Miss Green	\$6/month	\$ 72.00	\$ -	\$ 72.00	\$ -	\$ 72.00
Utilities: heat	Now included in rent		\$ -	\$ -	\$ -	\$ -	\$ -
Utilities: lawn maintenance	Now included in rent		\$ -	\$ -	\$ -	\$ -	\$ -
Utilities: snowplowing	Now included in rent		\$ -	\$ -	\$ -	\$ -	\$ -
Utilities: water/sewer		No cost at this time	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Category Summary</b>			<b>\$ 32,775.00</b>	<b>\$ 11,263.00</b>	<b>\$ 21,512.00</b>	<b>\$ -</b>	<b>\$ 32,775.00</b>

Supplies Justification - Provide justification for supplies requests and \*highlight new or changed requests for FY21.

The increased costs for this category are due primarily to two expenses: 1) a subscription to Westlaw and 2) cost allocation. Please see the attached document Cost Allocation Plan - 2 CFR Part 200 Federal Plan, as prepared by MGT Consulting Group. Highlighted on the PDF's page 23 is the summary schedule for the public defender's office. As the department is still relatively new, there were no numbers in the county's cost allocation plan until the attached was completed.

<b>Budget Total</b>			<b>\$ 1,005,170.32</b>	<b>\$ 855,183.10</b>	<b>\$ 149,987.23</b>	<b>\$ -</b>	<b>\$ 1,005,170.32</b>
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**State share 1.53% increase from FY20**  
**Local share 2.1% increase from FY20; statutory increase**

5/20/2020

**J.4.**

**Wexford County Board of Commissioners  
Amendments to the 2020 Budget**

<b>Adj #</b>	<b>Acct</b>	<b>Acct Description</b>	<b>Revenue</b>	<b>Expense</b>	<b>a.</b>
20200503	<b>245.000.699.00</b>	Appropriated Fund Balance	\$25,060		
	<b>245.904.970.11</b>	Courthouse Improvement		\$25,060	
		<b>Courthouse Upgrade for the Electronic HVAC</b>			
20200504	<b>101.253.410.00</b>	Personal Property Tax	\$38,250		
	<b>101.301.702.03</b>	Employee Wages-Deputy		\$18,750	b.
	<b>101.351.702.03</b>	Employee Wages-Corrections		\$18,000	
	<b>225.000.702.03</b>	Employee Wages-Animal Control		\$1,500	

**COVID-19 - Compensation for First Responders, Active Sheriff Deputies, Active Corrections Officers, Active Command Staff, Active Animal Control Staff**