



Wexford County

FINANCE AND APPROPRIATIONS COMMITTEE

Michael Musta, Chair

NOTICE OF MEETING

The Finance & Appropriations Committee of the Wexford County Board of Commissioners will hold a regular meeting on Wednesday, August 26, 2020 beginning at 4:00 p.m. in the Commissioners' Room, Third Floor, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE AUGUST 13, 2020, REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Approval of Claims (*A. Nyman, County Clerk*)
 - 2. Veterans Serving Veterans Request for Octagon Building Funds.....3
 - 3. CDBG Grant Discussion8
 - 4. Budget Amendment(s)
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

COUNTY OF WEXFORD
FINANCE & APPROPRIATIONS COMMITTEE MEETING
REGULAR MEETING MINUTES
August 13, 2020

E.

The meeting was called to order by Chairman Musta at 4:00 p.m. in the Commissioners' Room of the Courthouse.

Members Present: Mike Musta, Brian Potter and Gary Taylor
Members Absent: Julie Theobald
Also Present: Norma Kijorski, Senior Executive Assistant; Janet Koch, County Administrator;
Kristi Nottingham, Treasurer; Alaina Nyman, Clerk

ADDITIONS OR DELETIONS TO THE AGENDA

Added: G.4. 2020 Bulk Office Paper Bids; G.5. MERS Budget Amendment

APPROVAL OF THE AGENDA

A motion was made by Taylor and supported by Potter to approve the agenda, as amended. A vote was requested. All in favor.

APPROVAL OF THE MINUTES

A motion was made by Taylor and supported by Potter to approve the July 22, 2020 Regular Meeting Minutes. A vote was requested. All in favor.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Potter and supported by Taylor to pay the bills in the amount of \$1,062,383.21.

Ms. Nyman stated that the amount of the claims also includes the Appropriations and the 701 accounts which are Trust & Agency accounts. This money is received from the townships and paid to the State.

A vote was called. All in favor.

G.2. Fee for Replacement Death Certificates

A motion was made by Taylor and supported by Potter to forward to the full board with a recommendation to approve the \$5.00 fee for replacement of corrected death certificates.

Ms. Alaina Nyman, County Clerk, stated that all other counties within the area are charging \$1.00 to \$10.00 for a corrected death certificate. Funeral homes are requesting corrected certificates.

A vote was called. All in favor.

G.3. Budget Amendment(s)

A motion was made by Potter and supported by Taylor to forward the budget amendment dated 8/19/2020 to the full board with a recommendation to approve. A vote was called. All in favor.

G.4. 2020 Bulk Office Paper Bids – ATTACHMENT 1

A motion was made by Taylor and supported by Potter to forward the bid received from Lindenmeyr Munroe in the amount of \$7,806.50 for the purchase of the 2020 Bulk Office Paper to the full board with a recommendation to approve.

Chairman Musta stated that the County utilized Lindenmeyr Munroe in 2018 and they were the lowest bid.

A vote was requested. All in favor.

G.5. MERS Budget Amendment - ATTACHMENT 2

A motion was made by Potter and supported by Taylor to forward the budget amendment for the MERS Retirement Carve Out for the Building Department and the Community Corrections Department to the full board with a recommendation to approve.

Ms. Koch stated that the Treasurer will complete journal entries to accomplish the year-end processes for the January through May over charge. Ms. Koch will review the two accounts, 249 & 260, periodically to verify the adjustments.

A vote was called. All in favor.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Ms. Koch, County Administrator, reported the following:

Status of Payroll Reimbursement Grant Applications

- SOM - Treasury denoted distribution will be September 18, but there will be no notification of awards. The funds will just show up.

Status of Hazard Pay Grant Application

- SOM - Treasury indicated reimbursement and payments will be on a first-come, first served basis.

Status of MIDC Grants

- MIDC meets Tuesday, August 18 and indications are positive the Corrections Officer position will be funded; however, we will not know for sure until the meeting.

Revenue Sharing

- Initial information was received that the County would have to apply for its 150% portion. But then it was changed to the County would not have to apply. Now, the newest information is the County does have to apply along with submitting eligible expenses.
- Applications will be available at the end of August. Applications are due by September 15. Then the first report is due October 7. We are still waiting for details from the Treasury on how this will all work.

Consensus Revenue Estimating Conference

- Scheduled for Monday, August 24. Links can be provided, if interested.

Payroll

- Scott Hunter from Baird Cotter and Bishop will not be renewing their contract to do payroll. They

- are willing to provide some provide training.
- Clerk's Office, Treasurer's Office, and Admin. Office will all step up to manage various portions of the payroll. It should save the County approximately \$35,000 annually. The current plan is to bring payroll fully inhouse by February 2021.

Capital Improvement Plan - CIP

- A fleet replacement schedule is being developed.

Maintenance

- Received its new truck last week

PUBLIC COMMENTS

Ms. Nyman stated that some revenue has been lost due to criminal background searches; however, the replacement death certificates will off-set some of the loss which is approximately \$2,500.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion to adjourn was made by Taylor and supported by Potter at 4:15 p.m. A vote was called. All in favor.

Michael Musta, Chairman

Norma Kijorski, Recording Secretary



Wexford County Bid Summary
2020 Bulk Office Paper Purchase

Sealed Bid Due Date: 3:00 p.m. August 13, 2020

Bid Opening Date: 3:00 p.m. August 13, 2020

Present at Bid Opening: Commissioner Mike Musta, Finance Committee Chair; Janet Koch,
 Administrator; Jami Bigger, Executive Assistant

Firm	Bid Total	Comments
Integrity Business Solutions 1302 Industry Dr. Ste. B Traverse City, MI 49696	\$8,449.95	
Lindenmeyr Munroe 2944 Walkent Dr. N.W. Grand Rapids, MI 49544	\$7,806.50	
Staples 10249 Church Ranch Way Westminster, CO 80021	\$8,450.86	
Central Michigan Paper 425 S. Airport Rd. Traverse City, MI 49686	\$8,036.50	



WEXFORD COUNTY BUDGET AMENDMENT

As provided for in the Uniform Budgeting and Accounting Act of 1978, as amended, and consistent with Wexford County Policy No. E-7.3, the Treasurer's Office is hereby authorized to record the following adjustments to the budget.

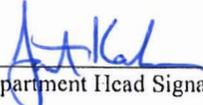
FUND: General PIC Special Revenue Debt Service DPW / Landfill

REVENUE

Account Number	Account Description	Decrease	Increase
249-000-699.00	Approp FB	15,831	
260-000-695.00	Transfer In	40,664	
101-101-699.00	Approp TB		20,696

EXPENDITURE

Account Number	Account Description	Increase	Decrease
249-000-720.00	Retirement		15,831
260-363-720.00	Retirement		40,664
101-965-999.19	Transfer Out - Comm Corr		40,664
101-290-720.00	Retirement	61,360	
		\$	\$
		\$	\$
		\$	\$
Total		\$	\$


 Department Head Signature

8/13/2020
 Date

Finance Committee Approval Date (if necessary) _____

(For Treasurer use only)
 B.A. Number _____

Date _____

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

COMMITTEE: Finance
FROM: Janet Koch, County Administrator
FOR MEETING DATE: August 26, 2020
SUBJECT: Octagon Building Fund Request

SUMMARY OF ITEM #1:

A letter has been submitted by Ms. Crystal Lake Johnson, Veterans Serving Veterans Octagon Building Committee, requesting that the funds in the County’s Octagon account be released to the Community Foundation. (See following page.) The amount in that account, which is Fund 499, is currently \$354.47.

RECOMMENDATION:

A motion to forward to the full board with a recommendation to approve releasing all funds from Fund 499 to the Community Foundation’s Octagon Building Fund.

SUMMARY OF ITEM #2:

The letter also requests that the County donate to the Community Foundation’s Octagon Building fund the money that would have been used for building demolition, a cost reported to have been estimated at \$20,000.

To the best of our knowledge, no funds have ever been allocated for demolition of the Octagon Building. If the Committee would like the Board of Commissioners to consider allocating to the project a compensatory amount for demolition, there are two basic choices; allocate in 2020 from the general fund balance or incorporate the request into the 2021 budget.

RECOMMENDATION:

Please discuss the above and, if the committee wishes, make a recommendation to the Board of Commissioners.



Veterans Serving Veterans, Inc.

August 17, 2020

Dear County Administrator Janet Koch and Board of Commissioners (Gary Taylor, Julie Theobold, Mike Bengelink, Judy Nichols, Michael Bush, Joseph Hurlburt, Michael Musta, Ben Townsend, Brian\ Potter),

First and foremost, I would like to thank you all for your assistance in the purchase of the Octagonal building. We are very excited and preparations are already underway for the foundation. That being said, we have also started fund raising and already have \$2100 in the coffers; with The Cadillac Community Foundation. We would like to now address the issue of the \$350 plus dollars in the Octagonal account, as well as the monies that had been tentatively ~~been~~ allocated for demolition of the building. To our knowledge, that was approximately \$20,000. If you'd be so kind as to let us know what procedures we would need to take to have you allocate that money to us, we would greatly appreciate it. We would then put it with the rest that we've already fundraised and site preparation could begin in Veterans Community Park.

Thank you again for all your assistance we are so pleased that we will be able to give the Octagonal building a new home, restored to its original beauty and make it a wonderful community destination for all to enjoy.

A handwritten signature in black ink that reads 'Crystal Lake Johnson'. The signature is written in a cursive, flowing style.

Crystal Lake Johnson

Veterans Serving Veterans Octagon Building Committee

3740 S. 41 Road | P.O. Box 634 | Cadillac, MI 49601 | 231-876-2530

vetservingvetsinc@gmail.com | vetsservingvets.org



Cadillac Vets Serving Vets

501(c)(3) Organization | Tax ID #47-1605286

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

COMMITTEE: Finance
FROM: Janet Koch, County Administrator
FOR MEETING DATE: August 26, 2020
SUBJECT: COVID-19 Community Development Block Grant

SUMMARY OF ITEM TO BE PRESENTED:

The Michigan Economic Development Corporation is offering a Community Development Block Grant to counties for COVID-19 expenses (see following letter of interest and attachment). The MEDC is requesting that counties formally submit documentation either agreeing to proceed or agreeing not to proceed with the CDBG process.

Though the deadline to respond is stated as August 14, I've contacted Christine Whitz, the MEDC's Director for the CDBG program, and she has agreed to extend our response deadline to September 3, which is the day after the next Board meeting.

Ms. Whitz recommends that the County agree to proceed with the process, as the grant runs to the end of 2020. I am waiting for confirmation that submitting an agreement to proceed with the process doesn't obligate the County in any way.

More information on this grant is available here: <https://www.miplace.org/cdbg-cares-funding/>. From that website:

The funding is designated for COVID-19 related unbudgeted county expenditures used to prevent, prepare for and respond to the coronavirus. CDBG will reimburse expenses, not already paid with other federal or state funding, dating back to January 21, 2020, which was the date of the first confirmed U.S. COVID-19 case.

Most of the County's current COVID expenses are already being reimbursed through other grant programs. However, as Ms. Whitz mentioned, we don't know what the next few months will bring, and proceeding with this process could allow reimbursement of yet more unexpected COVID expenses.

RECOMMENDATION:

A motion to forward to the full board with a recommendation to agreed to proceed with process to obtain CDBG reimbursement of COVID expenditures.



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

July 31, 2020

Re: CDBG Reimbursement of COVID Expenditures Letter of Interest

Dear County Official:

The State of Michigan continues to respond to the needs of our cities and counties across the state that have been negatively impacted by the COVID-19 virus. We are writing to you today to make you aware of funding support available to the county through the State of Michigan's Community Development Block Grant (CDBG) Program to assist you in your COVID-19 related recovery efforts in the amount up to the allocation listed in Attachment A.

Please note that the funding is identified as an allocation to the county and is not a grant award until the potential grant offer has been approved by the Michigan Strategic Fund (MSF).

CDBG funding is awarded to the State by the U.S. Department of Housing and Urban Development (HUD) and administered by the Michigan Economic Development Corporation (MEDC), through the MSF. Expenditures must be made for a previously COVID related eligible expense that benefited low- and moderate-income people, removed blight, or met needs having a particular urgency that posed a serious and immediate threat to the health or welfare of the community and be eligible under the Housing Community Development Act (HCDA).

The counties that are allocated funds will be required to comply with all CDBG Program requirements as stated in the CDBG Grant Administration Manual ([Link](#)). To assist the county with making a decision on continuing with the process, the CDBG program requirements are summarized below. These requirements include, but are not limited to:



- **National Objective**
 - Ensuring that the project activities benefited low- and moderate-income people, removed blight, or met needs having a particular urgency that posed a serious and immediate threat to the health or welfare of the community.
- **Environmental Review**
 - Ensuring that the correct level of environmental review will be completed.
- **Financial Management**
 - Ensuring that the community has a sound financial management system.
 - Ensuring that costs are reasonable.
 - Ensuring that the correct procurement process will be followed when engaging consultants and contractors.
 - Ensuring that contractors are properly licensed, bonded, and insured.
- **Reporting requirements**
 - Single Audit Requirement due once per year.
 - Section 3 Summary Report due once per year. (depending on activities funded)
 - MEDC Payables due once per year.
 - Contract and Subcontract Activity Report once per year. (depending on activities funded)
- **Plan and Policy Requirements**
 - Procurement Policy
 - Public Participation Plan
 - Residential Anti-Displacement and Relocation Plan
 - Section 3 Policy
 - Section 3 Plan
 - Fair Housing Ordinance/Plan
 - Excessive Force Policy

The allocation to the county is contingent upon several factors, including (i) submission by the county of completed documentation required under the CDBG Program, (ii) satisfactory county support, (iii) available funding, (iv) the project activities occurring within the geographic boundary of the county, (v) approval of an award by the MSF, (vi) execution of a final grant agreement between the county and the MSF containing pre-disbursement, compliance and reporting requirements, and (vii) execution and certification of the Applicant section of the grant agreement, and all other detailed terms and conditions, required by the MSF.

A CDBG Specialist will be assigned after the return of Attachment B and will be available to assist you through the process.

This letter of interest is subject to the county's ability to receive approval from the MSF and execute a grant agreement with the MSF.

Due no later than **midnight, August 14, 2020**. Return to CDBG@michigan.org one of the following:

- a. This Letter of Interest, Attachment B, signed by the Authorized Elected Official, **accepting** the offer to continue in the CDBG COVID-19 allocation process.

OR;

- b. This Letter of Interest, Attachment B, signed by the Authorized Elected Official, **declining** the offer to continue in the CDBG COVID-19 allocation process. By electing to decline the offer to continue in the allocation process or by electing not to sign and return this Letter of Interest to CDBG@michigan.org no later than **midnight, August 14, 2020** the county is choosing not to pursue the proposed CDBG funding.

As indicated above, please return, Attachment B to CDBG@michigan.org no later than **midnight, August 14, 2020**, this Letter of Interest signed on Attachment B by the county's authorized elected official indicating whether this offer to continue in the process is being accepted or declined.

Submit the documents and/or questions to the State of Michigan CDBG Program via email at CDBG@michigan.org

We look forward to receiving your response and working with you to assist with your county's COVID-19 response efforts.

Sincerely,



Christine Whitz
Director, Community Development Block Grant Program

Attachment A – CDBG CARES Funding County Allocations
Attachment B – Letter of Interest Response

ATTACHMENT B

Letter of Interest Response

Please select one of the two below options, sign, and return this Attachment B as explained in the Letter of Interest no later than **midnight on August 14, 2020** to CDBG@michigan.org

1. By checking this box, the county has agreed to **proceed with the process.**

Authorized County Official Signature Date

Title
County of _____

2. The county has agreed **not to proceed** with the process and has chosen not to pursue the proposed Community Development Block Grant Program funding.

Authorized County Official Signature Date

Title
County of _____

RETURN SIGNED COPY TO: CDBG@michigan.org

No later than midnight on August 14, 2020