



Wexford County

**BOARD OF COMMISSIONERS**

*Gary Taylor, Chair*

**NOTICE OF MEETING**

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, August 19, 2020 beginning at 4:00 p.m. in the Commissioners’ Room of the Historic Courthouse in Cadillac, MI, 49601.

**TENTATIVE AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. ADDITIONS / DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION
- G. PRESENTATIONS AND REPORTS
  - 1. Invasive Species Annual Update (*Vicki Sawicki, Coordinator*) ..... 1
- H. 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 August 5, 2020, Regular Meeting Minutes ..... 5
- J. AGENDA ITEMS
  - 1. Wexford County’s 2019 Financial Audit (*Stephen Peacock, CPA, Principal*)..... 9
  - 2. Ratification of the CESF Program Grants; Courts, Prosecutor, Sheriff (*BOC 8/5/20*) 10
  - 3. Fee for Replacement Death Certificates (*Finance 8/13/2020*) ..... 21
  - 4. Bid Award – Bulk Paper Purchase (*Finance 8/13/2020*) ..... 22
  - 5. Budget Amendment(s) (*Finance 8/13/2020*) ..... 27

K. ADMINISTRATOR’S REPORT ..... 28  
L. CORRESPONDENCE  
M. PUBLIC COMMENTS  
N. LIAISON REPORTS  
O. BOARD COMMENTS  
P. CHAIR COMMENTS  
Q. ADJOURN



# 2019 Annual Report

**Fighting Invasives, Protecting Assets, Restoring Habitats**

Serving the counties of Lake, Mason, Mecosta,  
Missaukee, Osceola, and Wexford

2019 was a big year for NCCISMA. In addition to our three permanent staff positions, we employed six seasonal staff during the field season. With all this added help NCCISMA was able to perform invasive species control on 472 acres at 187 sites across our six-county region. This was the first year for NCCISMA's cost-share program, which provides control of high priority species on private property for half of cost. Funding from the Michigan Invasive Species Grant Program picked up the other half of the cost in 2019, and funding is secured to continue this program in 2020. In 2019 NCCISMA



was able to directly help with the control of 36 high priority species infestations on private property.

In addition to this, NCCISMA advised over 270 area residents on invasive species identification and best management practices through one-on-one consultations. Workshops and demonstrations empowered another 132 area residents to control invasive species on their own. In addition to control work, NCCISMA's expanded staff accomplished a notable amount of invasive species surveys, expanding our known inventory, and leaving us better situated to prevent the spread of high priority invasives in the region. Surveys completed include nine public parks covering 316 acres, 78.5 linear miles of trail, and 243 miles of the Muskegon River shoreline. The trail systems that were surveyed this year include Lake Michigan Recreation Area, Cadillac Pathways, Pere Marquette Trail, and White Pine Trail. The field season was capped off with a good amount of restoration work, planting native species where invasive species had been removed or in areas that were otherwise at risk for invasion. This involved the planting of trees, shrubs, plant-plugs, and seeds on 21.5 acres over 12 locations throughout NCCISMA.



## Lake County Highlights

- Participated in Baldwin Public Schools balanced calendar intersession - Lesson: Invasive Species Plan, Lake County
- Enrolled Phragmites treatment site in the Phragmites Adaptive Management Framework - data collected at this site will be part of an international adaptive management research project
- Control of source population of Phragmites for the region on 3 Mile Rd. - 4 acres
- Control of source population of Japanese knotweed for the region on Old M-63 - 10.5 acres
- Assisted with weeding of native plant garden beds at Baldwin Ranger District office of the USFS

## Mason County Highlights

- 9 acres of understory seeded with native grass where garlic mustard has been treated for several years at Buttersville Park and Campground
- Provided guidance to volunteers at four AFFEW-sponsored invasive species removal days at Cartier Park in Ludington
- Administered autumn olive control workshop in collaboration with Mason County Conservation District
- Collaborated with Huron-Manistee National Forest to provide outreach to campers at Lake Michigan Recreation Area
- Installed demonstration native plant beds at Cartier Park in Ludington





## Mecosta County Highlights

- Restoration native planting at Paris Park including installation of 1,750 shrubs, 321 forbs, and interpretive trail signs.
- Campground outreach including a walking tour showcasing restoration work performed by NCCISMA at Paris Park
- 2nd staging area for NCCISMA strike team including installation of tool crib storage shed at Paris Park thanks to NCCISMA partner, Mecosta County Parks
- Outreach with local students was funded by Cargill Corporation, and included presentations on invasive ID and reporting given to 70 Big Rapids High School students, invasive species walking tours for 155 Big Rapids Middle School students, and a garlic mustard pull with 34 Big Rapids Middle School students
- Assisted Muskegon River Watershed Assembly with native plant installation along Big Rapids River Walk

## Missaukee County

- Annual NCCISMA 1/2 day community outreach event was held at Lake Township Hall with focus on Aquatic Invasive Species and the Exotic Aquatic Plant Watch program of the MiCorps Cooperative Lakes Monitoring Program. Hosted by Missaukee Conservation District.
- Collaborated with Missaukee County Road Commission on roadside control of giant and Japanese knotweed
- Administered autumn olive control workshop in collaboration with Conservation District Forester
- Restoration seeding performed at 4 acre Japanese knotweed treatment location where NCCISMA has been providing treatments since 2016
- Aquatic Invasive Species Landing Blitz event at Lake Missaukee



## Osceola County

- Participated in Swampbuster - Wetland Mitigation Bank Celebration in Sears
- Administered autumn olive control workshop at Kettunen Center in collaboration with Conservation District Forester
- Hosted Japanese knotweed control workshop at Riverside Park East in Evert
- Presented 1/2 day workshop on educational resources for teaching about invasive species at Michigan Alliance for Environmental and Outdoor Education (MAEOE) Conference at Kettunen Center
- Control of wild parsnip source population and outliers covering 31.5 acres, and post-treatment restoration seeding of four acres



## Wexford County

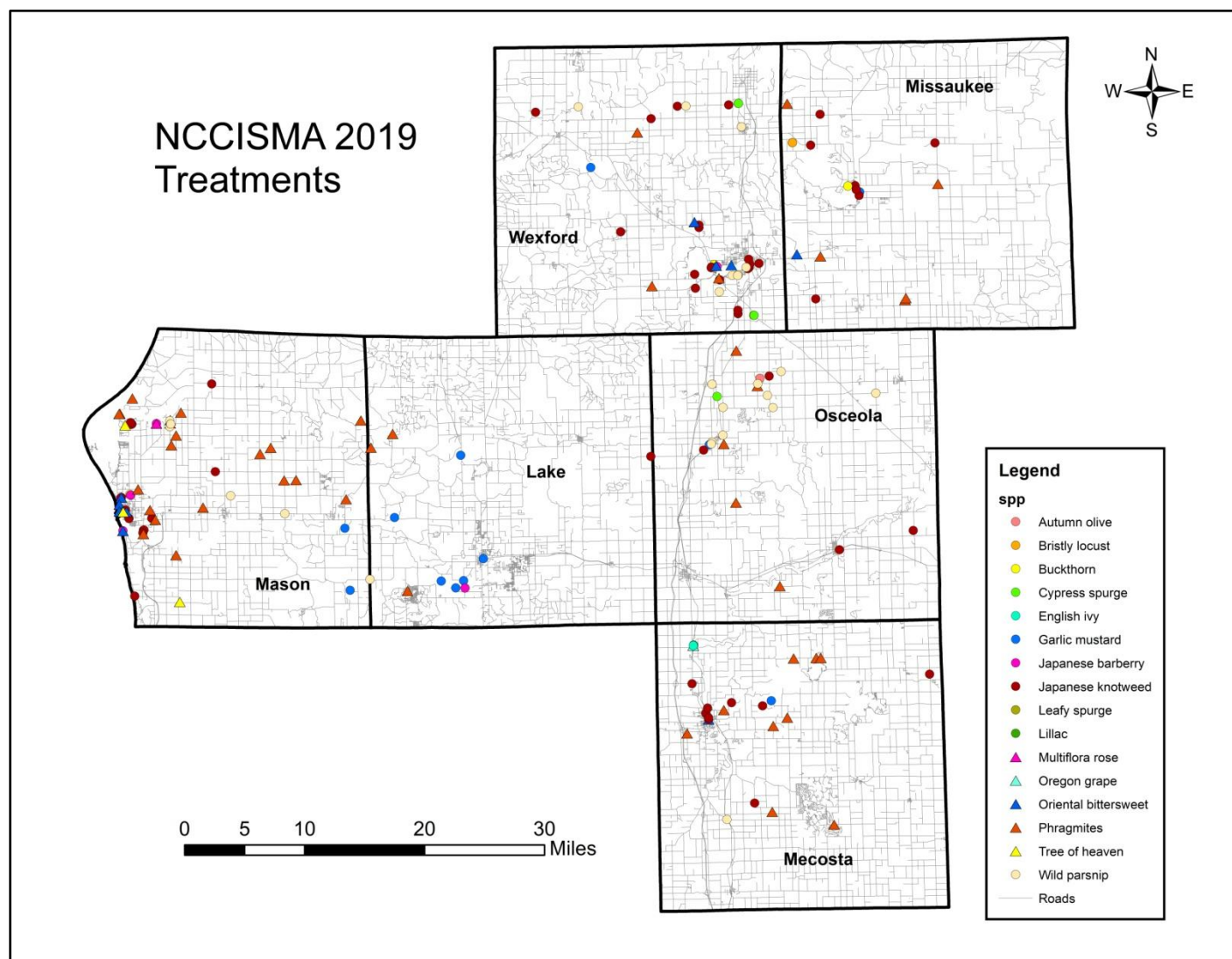
- Restoration planting at Japanese knotweed control site in Wexford County including 250 native shrubs and native grass seeding
- Collaborated with Wexford County Road Commission on roadside control of Japanese knotweed and Phragmites
- Garlic mustard pull at Mesick School Forest with 41 Mesick Middle School 6th graders
- Aquatic Invasive Species Landing Blitz event at Lake Cadillac
- Campground outreach at Mitchell State Park in Cadillac

**Special thanks to Wexford County for donating office space at the county courthouse for NCCISMA staff!**

NCCISMA staff and volunteer accomplishments in survey, control, and restoration are summarized in the table below.

2019 Survey, Control, & Restoration						
	Lake	Mason	Mecosta	Missaukee	Osceola	Wexford
Property owner consultations	24	95	36	19	27	70
Mechanical Control (sites/acres)	8/14.5	14/41	5/7	3/2	12/39.5	6/19.5
Chemical Control (sites/acres)	4/27.5	34/79	17/21.5	14/26.5	18/44	16/47
Cost-shared treatments (sites/acres)		17/89.5	2/1	2/1	1/0.5	14/11
Reward program (sites/acres)		5/2.5	1/0.5		1/1	1/0.5
Park surveys (sites/acres)			5/222.9		4/93	
Trail surveys (linear miles)	8	5.5	6	15.5	29.3	14.25
Muskegon River aquatic (miles)			63.2	32.8	64.6	
Muskegon River terrestrial (acres)			190			
Restoration planting (sites/acres)		3/10	2/2.5	1/4	4/4	2/1

2019 Invasive species control activity locations are depicted in the following map.



A variety of outreach activities were achieved in 2019. Through these efforts NCCISMA was able to make over 150,000 impressions related to invasive species prevention and management.

<b>2019 Outreach</b>		
<b>Description</b>	<b>Number of Events</b>	<b>Number of People Reached</b>
NCCISMA Hosted Outreach Events	8	432
NCCISMA Articles in Print/Electronic Publications	23	77,350
Interviews for radio, television, print, web	12	43,500
NCCISMA Facebook Postings	60	12,135
Booth at Partner Events	5	278
Presentations at Partner Events	9	270
High School Outreach	1	70
Invasive species walking tours and treatment demos	3	197
Educational Placemats Distributed to Restaurants	19	32,500
Invasive Species Control Workshops/demonstrations	11	132
Volunteer workdays	6	98
Presentations to local governmental bodies	13	439

**Services NCCISMA provides:**

- Invasive Species Management & Outreach Resource Directory, available online at [NorthCountryInvasives.org](http://NorthCountryInvasives.org)
- Invasive species identification
- Invasive species surveys and management plans
- Invasive species treatment equipment rentals through partnering Conservation Districts
- Demonstrations and instruction on invasive species control techniques
- Invasive species treatment cost assistance
- Help with obtaining DEQ permits for treatment of invasive species in standing water
- Licensed pesticide applicator contact list

**CISMA's are all about partnerships.**

**In 2019 NCCISMA partnerships were expanded and strengthened in many exciting ways!**

**Thank You Partners for an Awesome 2019!**

<b>NCCISMA 2019 Funding</b>			
<b>Project</b>	<b>Funding Source</b>	<b>Grant Amount</b>	<b>Completion Date</b>
Mecosta-Osceola Student Outreach	Cargill Corp.	\$3,000	Completed
Public Parks Initiative	USFS - GLRI	\$40,000	Completed
CISMA Base Funding 2018	MISGP	\$60,000	Completed
Supplemental Outreach Funding	USFS - GLRI	\$13,315	Completed
Sentries at the Gate	US-EPA - GLRI	\$210,000	Dec. 2019
Parklands Initiative II	USFS - GLRI	\$40,000	April 2021
Treatment Instruction Videos	USFS - GLRI	\$25,000	May 2021
Public Trails Initiative	USFS - GLRI	\$40,000	May 2021
CISMA Base Funding 2019	MISGP	\$60,000	March 2020
Strike Team Formation	MISGP	\$135,000	April 2020
Muskegon River Watershed	MISGP	\$191,900	April 2021

**WEXFORD COUNTY BOARD OF COMMISSIONERS**  
Regular Meeting \*Wednesday, August 5, 2020

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

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

Absent- Julie Theobald.

Pledge of Allegiance.

**Additions/Deletions to the Agenda-**

1. Add: J.7. McKay v Wexford County Treasurer
2. Add: L. Register of Deeds Retirement

**Approval of the Agenda**

**MOTION** by Comm Potter, seconded by Comm Bush to approve the agenda, as amended.

**Roll call; Motion passed unanimously.**

**Employee Recognition-**

1. Christine Wright was acknowledged for her 15 years of service as a Correction Officer. Her award will be delivered to her.
2. Matthew Howell was unable to be present to receive his 10 year service award. It will be delivered to him at a later time.
3. Norma Kijorski was congratulated on her 10 years of service with the County. She was unable to receive her award in person, but it will be given to her.

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

**Public Comment-** *None.*

**Consent Agenda**

1. Approval of the July 15, 2020, Regular Meeting Minutes
2. Acceptance of Resignation from the Veteran Services Committee

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

**Roll call; Motion passed unanimously.**

**Agenda Items**

1. Child Care Budget

**MOTION by Comm Nichols, seconded by Comm Bush to approve the Child Care Fund Budget for FY 2021 between Wexford County and the Michigan Department of Health and Human Services in the amount of \$636,999.70 for the period of October 1, 2020 to September 30, 2021 and authorize the Chairman of the Board to sign the Budget Summary – DHS 2091 form on behalf of the County.**

**Roll call: Motion passed unanimously.**

2. Octagon Building Sale Agreement

**MOTION by Comm Bengelink, seconded by Comm Bush to approve the Purchase and Sale of the Octagon Building Agreement between the County of Wexford and Veterans Serving Veterans, Inc. with the approval of The Northern District Fair Association in the amount of \$1.00 and to authorize the Chairman of the Board to sign the sale agreement on behalf of the County.**

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

3. Ordinance 30-A Addresses, Amended

**MOTION by Comm Bengelink seconded by Comm Bush to approve the amended Ordinance 30-A, Addresses, effective October 4, 2020, 60 days after publication, and publish a summary of the ordinance in the Cadillac News for Saturday, August 8, 2020.**

One Commissioner explained that Commissioner Townsend, Joe Porterfield, and Bob Scarbrough went through the ordinance to allow addresses to be issued to buildings on a permanent foundation that is 800 square feet or more. The Planning Commission has this same change going before them and should be resolved soon. This change opens it to the areas that don't have zoning.

One Commissioner questioned if this would fix the issue that Alan Devereaux was having and brought before the Board. It was explained that it would.

**Roll Call: Motion passed unanimously.**

4. Abilita Master Service Agreement

**MOTION by Comm Nichols, seconded by Comm Potter to approve the Master Service Agreement between Wexford County and Aylward Consultants, DBA Abilita-Lansing, and authorize the Board Chairman to sign the agreement on behalf of the County.**

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

5. CESF Grant



**MOTION by Comm Bush, seconded by Comm Potter to authorize the Board Chairman to sign CESF applications with the applications to be ratified at the following BOC meeting.**

**Roll Call: Motion passed unanimously.**

6. Budget Amendment-*None*.

7. McKay v Wexford County Treasurer

**MOTION by Comm Potter, seconded by Comm Bengelink to authorize the Board Chairman to sign a conflict waiver and retainer agreement with McCurdy Wotila & Porteous regarding the McKay case.**

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

**Administrator's Report-**

Administrator Koch thanked everyone for their flexibility with the meeting change. She explained that as of right now the auditors are planning on attending the next meeting, and she had hard copies of the audit for everyone.

One Commissioner asked her if there were any other grants out there. She explained she is working through all the requirements for the grants the Board is aware of and will be looking into all grants she is aware of.

**Correspondence-**

1. Register of Deeds Retirement

**Public Comments-***None*.

**Liaison Reports-**

Comm Nichols attended the District 10 Health Department meeting, and all of that information is online.

**Board Comments**

Comm Bengelink read a quote from Ronald Reagan.

Comm Nichols was excited to see the millages pass for the County. She also thanked Clerk Nyman and her staff for their work on the Election.

Comm Potter congratulated everyone on another 2 years.

**Chairman's Comments**

Comm Taylor thanked everyone for coming.

**Adjourn**

**MOTION by Comm Hurlburt, seconded by Comm Nichols to adjourn at 4:12 p.m.**

**All in favor.**

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Gary Taylor, Chairperson

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Alaina Nyman, County Clerk

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Janet Koch, Administrator  
**FOR MEETING DATE:** August 19, 2020  
**SUBJECT:** 2019 Financial Audit Review

**SUMMARY OF ITEM TO BE PRESENTED:**

The audit by Rehmann of the Financial Statements and Single Audit Act Compliance for the year ended December 31, 2019, will be presented for acceptance.

Representatives from Rehmann will present the findings. They will answer any questions the BOC may have.

**RECOMMENDATION:**

Administration recommends the full board accept the 2019 Financial Statement and the Single Audit Act Compliance.

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Janet Koch, Administrator  
**FOR MEETING DATE:** August 19, 2020  
**SUBJECT:** Ratification of the CESF-Coronavirus Emergency  
Supplemental Funding Grants

SUMMARY OF ITEM TO BE PRESENTED:

The CESF monies are Federal CARES funding courtesy of the U.S. Department of Justice, and administered by the Michigan State Police (MSP). This is not competitive funding; it is a 100% reimbursement for eligible expenses from March 1, 2020 through September 30, 2021.

Applications for the three County allocations for this funding—Sheriff’s Office, the Prosecutor’s Office, and the three Courts—were reviewed by the Board Chair and submitted ahead of the noon August 14 deadline. (See following.) All three applications are for the full allocations.

The application states that award notifications will be on or before October 15, 2020. A grant agreement must be signed and returned to MSP by November 30, 2020.

Reimbursement payments will be made to the County on a quarterly basis after we provide completed CESF Financial Status Reports, invoices, cancelled checks, and other supporting information.

Many, many people stepped up to work on these applications; to brainstorm on what expenditures would be best for the County, to gather information for eligible expenses, to talk to vendors, to crunch numbers, etc. It was an outstanding effort and the hours upon hours of effort are much appreciated.

RECOMMENDATION:

Administration recommends that the Board ratify the CESF Program applications.

## FY 2020 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF)

- If your jurisdiction appears on this list, you are not eligible to apply for this funding.
- This application is due to the MSP/GCSD no later than 12 p.m. (noon) EST on August 14, 2020. Late submissions and/or incomplete applications will not be accepted. Submission must be made electronically to [msp-cesf@michigan.gov](mailto:msp-cesf@michigan.gov).

<input type="checkbox"/> Our agency chooses not to apply for this funding.			
<b>I. Applicant Information</b>			
Tribe/Agency/Jurisdiction Name ⓘ Wexford County Courts		Tribe/Agency/Jurisdiction Address (Street, City, State, and Zip) 437 E. Division St., Cadillac, MI 49601	
Date of Application 08/14/2020		Project Start Date March 1, 2020	Project End Date September 30, 2021
Tribe/Agency/Jurisdiction's SIGMA Vendor/Customer ID ⓘ CV0048507	Tribe/Agency/Jurisdiction's SIGMA Address ID 002	Federal Tax Identification Number 38-6007337	DUNS Number ⓘ 072584741
<b>II. Geographic Data</b>			
Population of Geographic Area Served 33,631		County(ies) Served Wexford	
<b>Political Districts</b> ⓘ			
U.S. Congressional District 4th	State House District 102nd	State Senate District 35th	
<b>III. Funding Disclosure</b>			
Is your jurisdiction also applying for other grant or foundation dollars (Federal, State, or Private) that will be used to pay for the budget items in this application? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, please explain.			
<b>IV. Project Information</b>			
<b>Grant Summary</b>			
Describe your tribe/agency/jurisdiction's efforts for preventing, preparing for, and/or responding to the coronavirus in four sentences or less (a maximum of 400 characters). This brief summary will be used for a short description of your jurisdiction's efforts for press notification. Be sure this description accurately represents what has been completed as well as future plans.			
COVID-19 has been a major disruption for the court systems. To keep plaintiffs, defendants, judges, and staff safe, we temporarily reduced court proceedings. As we safely reopen, we are instituting cleaning and screening measures, but more needs to be done. Funding will be used to increase connectivity and provide the ability for jurors to socially distance in the court and while deliberating.			
<b>Program Narrative</b>			
Describe the impacts of the coronavirus specific to your tribe/agency/jurisdiction. Then, describe how this funding will assist in resolving the issues specific to your jurisdiction. Finally, provide a brief description of the timeline for this plan. (A maximum of 2,000 characters is allowed for this section). The 28th Circuit Court, 84th District Court, 83rd Probate Court adapted quickly to COVID-19 by limiting court proceedings, restricting access to the building, and instituting cleaning and screening protocols. Reopening safely will require further changes to keep all involved safe and healthy. Increasing Wi-Fi in the courthouse will assist attorneys and the public, particularly as we anticipate subscribing to a software system allowing the sending of text notifications to court participants. Laptops and iPads will allow for increased remote capacity; desktop printers will reduce the number of staff sharing a common printer. PPE for jury trials, additional supplies for the unanticipated increase of mailings, and shields in the Clerk's Office and courtroom are all demonstrated needs. The 28th Circuit Court serves Wexford and Missaukee Counties. Wexford County is home to the Court's base operations, which are housed in a structure built in 1913. Respecting the integrity of this remarkable building is both pleasure and challenge. One of the current challenges is fixed benches. While benches are historically accurate, they do not lend themselves well to social distancing. Replacing the benches with quality moveable and stackable wooden chairs would maintain the dignity of the court yet allow for the flexible seating that COVID-19 is requiring. In addition, the existing jury room is too small for social distancing. Replacing the existing benches in the Board of Commissioners meeting room with moveable chairs would permit the space to be used as a jury room. Also, adding connectivity plus audio, and			

video capacity to the Board/jury room would allow remote viewing of court proceedings. The lead time for chair ordering and delivery might be 5 months. We will do all we can to reduce that time frame and will temporarily use available chairs in the interim. We expect that computers, iPads, printers, and connectivity would be purchased and implemented within 2 months of approval.

**V. Designation of Grant Officials**

**Authorized Official**

This individual is authorized to enter into binding contracts for the jurisdiction receiving funds. This is normally the executive of the tribe/agency/jurisdiction (e.g., mayor, city manager, council president, etc.)

Authorized Official Name and Title Gary Taylor, Board Chair	Agency Wexford County	Phone Number 231-429-3102
Address 437 E. Division St., Cadillac, MI 49601		Email Address gtaylor@wexfordcounty.org

**Project Director**

This individual is designated by the agency to be directly responsible for all grant activities, including reporting, and is the main contact.

Project Director Name and Title Janet Koch, County Administrator	Agency Wexford County	Phone Number 231-779-9453
Address 437 E. Division St., Cadillac, MI 49601		Email Address jkoch@wexfordcounty.org

**Financial Officer**

This individual has detailed knowledge of the grant budgeting and accounting practices of the agency. The financial officer will be responsible for all financials regarding the reimbursement of grant funds.

Financial Officer Name and Title Kristi Nottingham	Agency Wexford County Treasurer	Phone Number 231-779-9475
Address 437 E. Division St., Cadillac, MI 49601		Email Address treasurer@wexfordcounty.org

**VI. Budget Information**

All budget items must be **directly related** to the prevention of, preparation for, and/or response to the coronavirus.

Tribe/Agency/Jurisdiction CESF Allocation (Provided by the MSP/GCSD): \$64,089.08

**Overtime Expenses**

Provide a description of all Overtime expenses. This must include the position title, justification for overtime, and the grant funds allocated toward each position.

Total Overtime Grant Funds:  
**\$0.00**

**Supplies and Materials Expenses**

Provide a description of all Supply and Material expenses. Include the budget item and the grant funds allocated toward each item.

- Wireless Access Points @ \$166.67 (x3) = \$500
- Internet connectivity in jury room @ \$225
- HP ProBook laptop @ \$1100 (x5) = \$5,500
- iPad Pro 12.9 in @ \$1,150
- iPad Pro 10.2 in @ \$560
- Desktop Printers @ \$200 (x2) = \$400
- Circuit Court/jury room chairs @ \$320.57 (x105) = \$33,660
- PPE for jury trials @ \$1,039.08
- "No Wait Inside" software @ \$150 (x13) = \$1,950
- Temporal scanner @ \$50 (x5) = \$250
- Office supplies/postage/paper @ \$3,150
- Guard w/safety glass @ \$2,215
- Polycarbonate shields @ \$222.50 = \$890

Total Supplies and Materials Grant Funds:  
**\$51,489.08**

**Equipment Expenses**

Provide a description of all Equipment expenses. Include the budget item and the grant funds allocated toward each item. DO NOT use this budget

line unless an individual item costs more than \$5,000. Items costing under \$5,000 should be listed under Supplies and Materials.

Video capacity/portable amplification system in jury room @ \$9,000

Total Equipment Grant Funds:  
**\$9,000.00**

**Other Expenses**

Provide a description of all Other expenses. Include the budget item and the grant funds allocated toward each item.

Total Other Grant Funds:  
**\$0.00**

**Contractual (Subcontracts) Expenses**

Total number of Contractor positions anticipated for this project: 1

**Budget Information**

Provide details regarding each Contractor in the space provided. You MUST include the following information for EACH Contractor:

- Agency Type (Options: State Agency, County, Local (City, Township, Village), Private, Nonprofit, College/University)
- Name of Contractor
- Brief Description of Services
- If the Contractor includes personnel and number of personnel
- Contractor Address (Street Address, City, State, and Zip Code)
- The grant funds allocated toward each Contractor

**Contractor Position(s) Information**

AGENCY TYPE: Private

NAME: Cadillac Janitorial, Inc.

DESCRIPTION OF SERVICES: Contractor sanitizes courthouse daily at noon for \$600/month - anticipating this will be needed for 12 months.

PERSONNEL:

ADDRESS: 220 7th Street, PO Box 622, Cadillac, MI 49601

GRANT FUNDS: \$3,600.00

Total Contractual Grant Funds:  
**\$3,600.00**

**Grant Funds Grand Total: \$64,089.08**

**VII. Certification**

I certify, to the best of my knowledge, that the above information is true, complete, and accurate.



## FY 2020 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF)

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<input type="checkbox"/> Our agency chooses not to apply for this funding.			
<b>I. Applicant Information</b>			
Tribe/Agency/Jurisdiction Name ⓘ WEXFORD COUNTY PROSECUTOR		Tribe/Agency/Jurisdiction Address (Street, City, State, and Zip) 437 E. DIVISION ST., CADILLAC, MI 49601	
Date of Application 08/11/2020	Project Start Date March 1, 2020	Project End Date September 30, 2021	
Tribe/Agency/Jurisdiction's SIGMA Vendor/Customer ID ⓘ CV0048507	Tribe/Agency/Jurisdiction's SIGMA Address ID 002	Federal Tax Identification Number 38-6007337	DUNS Number ⓘ 072584741
<b>II. Geographic Data</b>			
Population of Geographic Area Served 33,631		County(ies) Served WEXFORD	
<b>Political Districts</b> ⓘ			
U.S. Congressional District 4TH	State House District 102ND	State Senate District 35TH	
<b>III. Funding Disclosure</b>			
Is your jurisdiction also applying for other grant or foundation dollars (Federal, State, or Private) that will be used to pay for the budget items in this application? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, please explain.			
<b>IV. Project Information</b>			
<b>Grant Summary</b>			
Describe your tribe/agency/jurisdiction's efforts for preventing, preparing for, and/or responding to the coronavirus in four sentences or less (a maximum of 400 characters). This brief summary will be used for a short description of your jurisdiction's efforts for press notification. Be sure this description accurately represents what has been completed as well as future plans. SEE ATTACHED			
<b>Program Narrative</b>			
Describe the impacts of the coronavirus specific to your tribe/agency/jurisdiction. Then, describe how this funding will assist in resolving the issues specific to your jurisdiction. Finally, provide a brief description of the timeline for this plan. (A maximum of 2,000 characters is allowed for this section). SEE ATTACHED			
<b>V. Designation of Grant Officials</b>			
<b>Authorized Official</b>			
This individual is authorized to enter into binding contracts for the jurisdiction receiving funds. This is normally the executive of the tribe/agency/jurisdiction (e.g., mayor, city manager, council president, etc.)			
Authorized Official Name and Title GARY TAYLOR	Agency WEXFORD COUNTY	Phone Number 231-429-3102	
Address 437 E. DIVISION ST., CADILLAC, MI 49601		Email Address gtaylor@wexfordcounty.org	
<b>Project Director</b>			
This individual is designated by the agency to be directly responsible for all grant activities, including reporting, and is the main contact.			
Project Director Name and Title COREY J. WIGGINS	Agency WEXFORD COUNTY PROSECUTOR OFFICE	Phone Number 231-779-9505	



Address 437 E. DIVISION ST., CADILLAC, MI 49601		Email Address 231-779--9505
<b>Financial Officer</b> This individual has detailed knowledge of the grant budgeting and accounting practices of the agency. The financial officer will be responsible for all financials regarding the reimbursement of grant funds.		
Financial Officer Name and Title KRISTI NOTTINGHAM	Agency WEXFORD COUNTY TREASURER	Phone Number 231-779-9475
Address 437 E. DIVISION ST, CADILLAC, MI 49601		Email Address treasurer@wexfordcounty.org
<b>VI. Budget Information</b> All budget items must be <b>directly related</b> to the prevention of, preparation for, and/or response to the coronavirus.		
Tribe/Agency/Jurisdiction CESF Allocation (Provided by the MSP/GCSD): \$22,500.00		
<b>Overtime Expenses</b> Provide a description of all Overtime expenses. This must include the position title, justification for overtime, and the grant funds allocated toward each position.		
		Total Overtime Grant Funds: <b>\$0.00</b>
<b>Supplies and Materials Expenses</b> Provide a description of all Supply and Material expenses. Include the budget item and the grant funds allocated toward each item. ZOOM LICENSING FOR HOSTING MEETINGS @ \$160 EACH (X 1) = \$160.00 ADDITIONAL DESKTOP PRINTERS @ \$200 EACH (X 1) = \$200.00 DESKTOP SCANNERS @ \$1,000 EACH (X4) = \$4,000.00 MICROSOFT SERVER LICENSE @ \$840.00 EACH (X1) = \$840.00 MICROSOFT REMOTE DESKTOP SERVICES LICENSE @ \$166.00 EACH (X5) = \$830.00 FACE MASKS @ \$20.00 PER BOX (X 2 BOXES) = \$40.00 TEMPORAL SCANNER @ \$30.00 EACH (X 1) = \$30.00		
		Total Supplies and Materials Grant Funds: <b>\$6,100.00</b>
<b>Equipment Expenses</b> Provide a description of all Equipment expenses. Include the budget item and the grant funds allocated toward each item. DO NOT use this budget line unless an individual item costs more than \$5,000. Items costing under \$5,000 should be listed under Supplies and Materials. CHERRYLAN SOFTWARE LICENSE FEE @ \$13,000.00		
		Total Equipment Grant Funds: <b>\$13,000.00</b>
<b>Other Expenses</b> Provide a description of all Other expenses. Include the budget item and the grant funds allocated toward each item.		
		Total Other Grant Funds:
<b>Contractual (Subcontracts) Expenses</b> Total number of Contractor positions anticipated for this project: 1		
<b>Budget Information</b> Provide details regarding each Contractor in the space provided. You MUST include the following information for EACH Contractor:		
<ul style="list-style-type: none"> <li>• Agency Type (Options: State Agency, County, Local (City, Township, Village), Private, Nonprofit, College/University)</li> <li>• Name of Contractor</li> <li>• Brief Description of Services</li> <li>• If the Contractor includes personnel and number of personnel</li> <li>• Contractor Address (Street Address, City, State, and Zip Code)</li> <li>• The grant funds allocated toward each Contractor</li> </ul>		
<b>Contractor Position(s) Information</b> AGENCY TYPE: PRIVATE NAME: CHERRYLAN DESCRIPTION OF SERVICES: PROVIDE MAINTENANCE ON PAERLESS MANAGEMENT SOFTWARE PERSONNEL: NO		

ADDRESS: P.O. 6147, TRAVERSE CITY, MI 49696  
GRANT FUNDS: \$3,400.00

Total Contractual Grant Funds:  
**\$3,400.00**

**Grant Funds Grand Total: \$22,500.00**

**VII. Certification**

I certify, to the best of my knowledge, that the above information is true, complete, and accurate. *Gary Taylor*

#### IV. PROJECT EFFORTS

##### **GRANT SUMMARY:**

We maintain only paper files without access to files or office servers when working remotely. By maintaining digital files, we can limit the number of persons handling files. Remote access to the servers will allow us to limit the number of staff required in the office. By reducing shared equipment, we can limit the number of staff accessing the equipment along with movement around the office.

##### **PROGRAM NARRATIVE:**

Our office consists of 3 attorneys and 5 support staff. In 2019 we processed approximately 2400 reports from 6 agencies, and charged roughly 1900 cases with 5000 crimes. During the COVID shutdown we reduced to 1 support staff and 1 attorney. Shutdown. We maintain only paper files with no access to the servers, which made working remotely difficult. The 1 support staff prepared the files for the other 2 attorneys to work from home. The files were worked on and delivered back to the office. Due to the location of the files, remote hearings generally were the responsibility of the 1 attorney in the office.

Meetings with witnesses, victims and law enforcement stopped, making hearing preparation difficult. We have since purchased a zoom account to host meetings.

To respond to the corona virus, we need: 1) to work remotely with very little notice; 2) to limit potential exposure within our office; and 3) conduct face to face meetings either with witnesses and staff.

Our largest obstacle is the ability to work remotely. We do not have digital file software, and have no access to the servers when working remote. With this grant, we can purchase necessary software and server licenses to allow this. We will also be able to authorize charges remotely, instead of coming to the office. Our goal is to have the program in place and in use within 2 months of approval.

In addition to software and licenses, we need to purchase 4 desktop scanners and 1 additional desktop printer. This reduces the number of staff using our shared scanner. The additional printer will reduce the number of staff sharing the main printer. The additional equipment will also reduce movement in the office. It also reduces number of times the shared equipment is sanitized. Implementation of this step can be completed within a couple of weeks of approval.

Masks will be provided as needed and the temporal scanner will be used as necessary to check employee's temperatures.

## FY 2020 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF)

- If your jurisdiction appears on this list, you are not eligible to apply for this funding.
- This application is due to the MSP/GCSD no later than 12 p.m. (noon) EST on August 14, 2020. Late submissions and/or incomplete applications will not be accepted. Submission must be made electronically to [msp-cesf@michigan.gov](mailto:msp-cesf@michigan.gov).

<input type="checkbox"/> Our agency chooses not to apply for this funding.			
<b>I. Applicant Information</b>			
Tribe/Agency/Jurisdiction Name ⓘ WEXFORD COUNTY SHERIFF'S OFFICE		Tribe/Agency/Jurisdiction Address (Street, City, State, and Zip) 1015 LINCOLN STREET, CADILLAC, MI 49601	
Date of Application 08/14/2020		Project Start Date March 1, 2020	Project End Date September 30, 2021
Tribe/Agency/Jurisdiction's SIGMA Vendor/Customer ID ⓘ CV0048507	Tribe/Agency/Jurisdiction's SIGMA Address ID 002	Federal Tax Identification Number 38-6007337	DUNS Number ⓘ 072584741
<b>II. Geographic Data</b>			
Population of Geographic Area Served 33,631		County(ies) Served WEXFORD	
<b>Political Districts</b> ⓘ			
U.S. Congressional District 4TH	State House District 102ND	State Senate District 35TH	
<b>III. Funding Disclosure</b>			
Is your jurisdiction also applying for other grant or foundation dollars (Federal, State, or Private) that will be used to pay for the budget items in this application? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, please explain.			
<b>IV. Project Information</b>			
<b>Grant Summary</b>			
Describe your tribe/agency/jurisdiction's efforts for preventing, preparing for, and/or responding to the coronavirus in four sentences or less (a maximum of 400 characters). This brief summary will be used for a short description of your jurisdiction's efforts for press notification. Be sure this description accurately represents what has been completed as well as future plans. Keeping the jail inmates and staff safe has always been a high priority of the Wexford County Sheriff. In 2020, this has expanded to keeping the jail COVID-free. Rigorous sanitizing and thorough screening are keeping the jail safe, but as the courts start to reopen, more measures are needed. Air cleaners and fogging devices will help, as will funding for more masks and added teleworking capacity.			
<b>Program Narrative</b>			
Describe the impacts of the coronavirus specific to your tribe/agency/jurisdiction. Then, describe how this funding will assist in resolving the issues specific to your jurisdiction. Finally, provide a brief description of the timeline for this plan. (A maximum of 2,000 characters is allowed for this section). The safety of the Wexford County Jail inmates and staff is of paramount importance. The jail, completed in 2017, has the capacity to house 158 inmates. To support the jail, the County has 25 corrections officers, 3 nursing staff members, and 4 kitchen staff. The sheriff, command staff, administration, staff, and the deputies also work in the jail facility. All told, 223 people need to be protected and kept safe from the threat of COVID-19. Staff is sanitizing surfaces and screening all who enter the facility. To date, not a single inmate of the jail has tested positive for COVID-19. The fact that the courts have kept the number of inmates to a minimum has helped, but jury trials are scheduled to start in mid-September and there is an expectation that the courts will be functioning to their utmost capacity very soon. This will have the corresponding effect of increasing the jail population and we need to prepare. The grant funds will help keep the inmates and staff safe in a number of ways. Our request for additional Zoom licenses, laptops, and associated licenses will allow deputies to perform interviews remotely. This will limit potential exposure to both law enforcement and the public. Facility sanitizing is the largest request and, if granted, will increase the safety of all persons in the jail, both inmate and staff. The IWAVE air cleaners use a UVC light to disinfect, kill germs, bacteria, and viruses. This technology has been used in hospital operating rooms for years. The IWAVE system will clean the air of intake and holding cells, front lobby, and front office. Also			

requested is funding for masks and sanitizing fogging devices. These will be used to sanitize inmate pods, holding cells, patrol cars, and office spaces.  
As soon as the grant is approved, we will move forward on purchasing/installing fogging devices and installing the IWAVE system. It is hoped that all would be functioning within 2 months of approval. Masks would be used on an as-needed basis.

**V. Designation of Grant Officials**

**Authorized Official**

This individual is authorized to enter into binding contracts for the jurisdiction receiving funds. This is normally the executive of the tribe/agency/jurisdiction (e.g., mayor, city manager, council president, etc.)

Authorized Official Name and Title GARY TAYLOR	Agency WEXFORD COUNTY	Phone Number 231-429-3102
Address 437 E. DIVISION ST., CADILLAC, MI 49601		Email Address gtaylor@wexfordcounty.org

**Project Director**

This individual is designated by the agency to be directly responsible for all grant activities, including reporting, and is the main contact.

Project Director Name and Title MICHAEL MCDANIEL, JAIL ADMINISTRATOR	Agency WEXFORD COUNTY SHERIFF'S OFFICE	Phone Number 231-779-9216
Address 1015 LINCOLN STREET, CADILLAC, MI 49601		Email Address mmcdaniel@wexfordcounty.org

**Financial Officer**

This individual has detailed knowledge of the grant budgeting and accounting practices of the agency. The financial officer will be responsible for all financials regarding the reimbursement of grant funds.

Financial Officer Name and Title KRISTI NOTTINGHAM	Agency WEXFORD COUNTY TREASURER	Phone Number 231-779-9475
Address 437 E. DIVISION ST, CADILLAC, MI 49601		Email Address treasurer@wexfordcounty.org

**VI. Budget Information**

All budget items must be directly related to the prevention of, preparation for, and/or response to the coronavirus.

Tribe/Agency/Jurisdiction CESF Allocation (Provided by the MSP/GCSD): **\$54,720.00**

**Overtime Expenses**

Provide a description of all Overtime expenses. This must include the position title, justification for overtime, and the grant funds allocated toward each position.

Total Overtime Grant Funds:  
**\$0.00**

**Supplies and Materials Expenses**

Provide a description of all Supply and Material expenses. Include the budget item and the grant funds allocated toward each item.

ZOOM LICENSING FOR HOSTING MEETINGS @ \$160 EACH (X2) = \$320.00  
HP LAPTOP @ \$429.99 EACH (X4) = \$1,719.96  
MICROSOFT SERVER LICENSE @ \$840.00 EACH (X4) = \$3,360.00  
SANISPRAY HP 130 @ \$2300.00 (X2) = \$4,600.00  
SANISPRAY HP 20 @ 979.00 (X4) = \$3,916.00

Total Supplies and Materials Grant Funds:  
**\$13,915.96**

**Equipment Expenses**

Provide a description of all Equipment expenses. Include the budget item and the grant funds allocated toward each item. DO NOT use this budget line unless an individual item costs more than \$5,000. Items costing under \$5,000 should be listed under Supplies and Materials.

IWAVE AIR PURIFICATION GENERATOR SYSTEM = \$12,377.87  
FIBERLOCK SHOCKWAVE RTU 5 GALLON @ \$94.95 (X100) = \$9,495.00  
N-95 PROTECTIVE MASK @ \$114.90 PER BOX (X80) = \$9,192.00  
PLEATED FACE MASK @ \$28.54 PER CASE (X200) = \$5,708.00

Total Equipment Grant Funds:  
**\$36,772.87**

**Other Expenses**

Provide a description of all Other expenses. Include the budget item and the grant funds allocated toward each item.

Total Other Grant Funds:

**Contractual (Subcontracts) Expenses**

Total number of Contractor positions anticipated for this project: 1

**Budget Information**

Provide details regarding each Contractor in the space provided. You MUST include the following information for EACH Contractor:

- Agency Type (Options: State Agency, County, Local (City, Township, Village), Private, Nonprofit, College/University)
- Name of Contractor
- Brief Description of Services
- If the Contractor includes personnel and number of personnel
- Contractor Address (Street Address, City, State, and Zip Code)
- The grant funds allocated toward each Contractor

**Contractor Position(s) Information**

AGENCY TYPE: PRIVATE

NAME: SHORELINE POWER SERVICES, INC.

DESCRIPTION OF SERVICES: INSTALLATION OF ELECTRICAL WORK ON IWAVE AIR PURIFICATION GENERATOR SYSTEMS

PERSONNEL: NO

ADDRESS: 6724 EAST RAILWAY COMMONS, WILLIAMSBURG, MI 49690

GRANT FUNDS: \$4,031.17

Total Contractual Grant Funds:  
**\$4,031.17**

**Grant Funds Grand Total: \$54,720.00**

**VII. Certification**

I certify, to the best of my knowledge, that the above information is true, complete, and accurate.

*Mary Taylor*

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance Committee  
**FOR MEETING DATE:** August 19, 2020  
**SUBJECT:** Fee for Replacement Death Certificate

SUMMARY OF ITEM TO BE PRESENTED:

Alaina Nyman, County Clerk, has learned that Wexford County is the only county in the Michigan Association of County Clerks District II that does not impose a fee for corrected death certificates. There are eight counties in District II.

Ms. Nyman is requesting the implementation of a \$5.00 fee to issue corrected death certificates. The \$5.00 fee would cover the cost of processing a certified copy after the initial certificate has been issued. Ms. Nyman, who notes that counties are charging anywhere from \$5/copy to \$10/copy, expects to attend the meeting to answer any questions.

RECOMMENDATION:

The Finance Committee recommends the full board approve the fee for the replacement of corrected death certificates.



**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	

Finance Committee Recommendation: Lindenmeyr Munroe



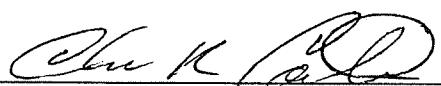
**WEXFORD COUNTY BID SUBMITTAL FORM  
2020 BULK OFFICE PAPER PURCHASE**

Firm Name Integrity Business Solutions  
 Firm Address 1302 Industry Dr Ste B Traverse City, Mi  
 Phone Number ( 231 ) 946-0500  
 Email Address T.Couturier@e-integrity.biz.com

Description	Quantity (in cases)	Unit Price	Total
8½ x 11 #20 copy paper - white (not recycled)	288	27.75	7,992
8½ x 14 #20 copy paper - white (not recycled)	10	45.75	457.50
Subtotal			\$ 8,449.50
Shipping			\$ _____
<b>TOTAL BID PRICE</b>			<b>\$ 8,449.50</b>

**PAPER SPECIFICATIONS:** Bidders are required to complete the following on paper stocks quoted:

BRAND NAME: verographic  
 MANUFACTURER: Import  
 RECYCLED CONTENT: no recycle content  
 BRIGHTNESS: 92  
 OPACITY: 90%



Signature of official authorized to bind the firm to the provisions of the RFP

Thomas Couturier Manager Date 7-30-2020  
 Typed or printed name and title: (TC)

**Failure to complete this form may be considered grounds for elimination from the selection process.**

*Bid opening will commence on Thursday, August 13 at 3:00 p.m. on the 2<sup>nd</sup> floor foyer in the Historic Courthouse and is open to the public.*

Delivery Guidelines attached.

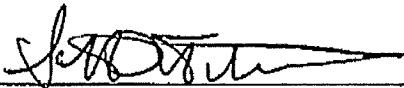
**WEXFORD COUNTY BID SUBMITTAL FORM  
2020 BULK OFFICE PAPER PURCHASE**

Firm Name Lindenmeyr Munroe  
 Firm Address 2944 Walkent Dr. NW, Grand Rapids 49544  
 Phone Number (800) 632-5930  
 Email Address stietema@lindenmeyr.com

Description	Quantity (in cases)	Unit Price	Total
8½ x 11 #20 copy paper - white (not recycled)	288	25.50	\$7,344
8½ x 14 #20 copy paper - white (not recycled)	10	46.25	\$462.50
Subtotal			\$7,806.50
Shipping			\$ —
<b>TOTAL BID PRICE</b>			<b>\$7,806.50</b>

**PAPER SPECIFICATIONS:** Bidders are required to complete the following on paper stocks quoted:

BRAND NAME: Global Office / Boise X-9 (8.5x14)  
 MANUFACTURER: Ittihad / Boise  
 RECYCLED CONTENT: 0%  
 BRIGHTNESS: 92  
 OPACITY: 91



Signature of official authorized to bind the firm to the provisions of the RFP

Scott Tietema VP Sales  
 Typed or printed name and title:

Date 8-5-2020

Failure to complete this form may be considered grounds for elimination from the selection process.

*Bid opening will commence on Thursday, August 13 at 3:00 p.m. on the 2<sup>nd</sup> floor foyer in the Historic Courthouse and is open to the public.*

Delivery Guidelines attached.

**WEXFORD COUNTY BID SUBMITTAL FORM  
2020 BULK OFFICE PAPER PURCHASE**

Firm Name Staples Contract & Commercial LLC

Firm Address 10249 Church Ranch Way, Westminster, CO 80021

Phone Number ( 303 ) 373-8278

Email Address StaplesPublicBidsDesk@Staples.com

Description	Quantity (in cases)	Unit Price	Total
8½ x 11 #20 copy paper - white (not recycled)	288	\$27.92	\$8,040.96
8½ x 14 #20 copy paper - white (not recycled)	10	\$40.99	\$409.90
Subtotal			\$ 8,450.86
Shipping			\$ 0
<b>TOTAL BID PRICE</b>			<b>\$ 8,450.86</b>

**PAPER SPECIFICATIONS:** Bidders are required to complete the following on paper stocks quoted:

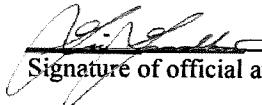
**BRAND NAME:** IP/Staples

**MANUFACTURER:** International Paper/Domtar

**RECYCLED CONTENT:** 0

**BRIGHTNESS:** 92

**OPACITY:** 88

  
\_\_\_\_\_  
Signature of official authorized to bind the firm to the provisions of the RFP

Gil Grandbois - VP, Pricing  
Typed or printed name and title:

Date 08/10/2020

**Failure to complete this form may be considered grounds for elimination from the selection process.**

*Bid opening will commence on **Thursday, August 13 at 3:00 p.m.** on the 2<sup>nd</sup> floor foyer in the Historic Courthouse and is open to the public.*

Delivery Guidelines attached.

**WEXFORD COUNTY BID SUBMITTAL FORM  
2020 BULK OFFICE PAPER PURCHASE**

Firm Name Central Michigan Paper  
 Firm Address 425 S. Airport Rd TC, MI  
 Phone Number (231) 218-0396  
 Email Address stevem@cmpaper.com

Description	Quantity (in cases)	Unit Price	Total
8½ x 11 #20 copy paper - white (not recycled)	288	\$26.50	\$7632.00
8½ x 14 #20 copy paper - white (not recycled)	10	\$39.75	397.50
Subtotal			\$8029.50
Shipping			\$ 7.00
<b>TOTAL BID PRICE</b>			\$8036.50

**PAPER SPECIFICATIONS:** Bidders are required to complete the following on paper stocks quoted:

BRAND NAME: BOISE Multipurpose  
 MANUFACTURER: Boise Papers  
 RECYCLED CONTENT: 0%  
 BRIGHTNESS: 92  
 OPACITY: 90

Steve Mentzer  
 Signature of official authorized to bind the firm to the provisions of the RFP

Steve Mentzer  
 Typed or printed name and title:

Date 8/4/2020

**Failure to complete this form may be considered grounds for elimination from the selection process.**

*Bid opening will commence on Thursday, August 13 at 3:00 p.m. on the 2<sup>nd</sup> floor foyer in the Historic Courthouse and is open to the public.*

Delivery Guidelines attached.

8/19/2020

**J.5.**

**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>
20200801	<b>295.000.800.00</b>	Contracted Services		\$11,042	
	<b>295.682.930.06</b>	New Freedom		(\$7,407)	
	<b>295.682.727.00</b>	Office Supplies		(\$738)	
	<b>295.682.800.00</b>	Contracted Services		(\$2,897)	
20200802	<b>245.000.699.00</b>	Appropriated Fund Balance	86,303		b.
	<b>245.905.970.28</b>	Vehicles - Sheriff		86,303	
		Correct accounting error in 2019 for 2020 budget			
20200803	<b>249.000.699.00</b>	Appropriated Fund Balance	(\$15,831)		c.
	<b>260.000.695.00</b>	Transfer In	(\$40,664)		
	<b>101.101.699.00</b>	Appropriated Fund Balance	\$ 20,696		
	<b>249.000.720.00</b>	Retirement		(\$15,831)	
	<b>260.363.720.00</b>	Retirement		(\$40,664)	
	<b>101.965.999.19</b>	Transfer Out-Comm. Corr.		(\$40,664)	
	<b>101.290.720.00</b>	Retirement	\$	61,360	
		MERS Retirement Carve Outs			

**Completed Projects/Tasks**

FOIA Requests: The Administration Office received 4 new Freedom of Information requests between August 1 and August 14.

New Employees: No new employees have started working at the County since the last Board of Commissioners meeting.

**Current Projects/Tasks**

Window Replacement Project: The window contractor was on site to measure the windows in the historic courthouse on Monday, August 10, and returned to confirm on Friday, August 14. The original completion date of October is still holding and many of us are looking forward to a winter without snow piling up on our windowsills.

First Responder Hazard Pay Premiums Program: We still have not received word from Michigan's Department of Treasury regarding an award.

Public Safety and Public Health Payroll Reimbursement Program: The latest information from Treasury is that awards will be disbursed on September 18, and that there will be no advanced notice of award amount.

Coronavirus Emergency Supplemental Funding (CESF): Applications for the three County allocations for this funding—Sheriff's Office, the Prosecutor's Office, and the three Courts—were submitted ahead of the noon August 14 deadline. The CESF monies are Federal CARES funding courtesy of the U.S. Department of Justice, and administered by the Michigan State Police. This is not competitive funding; it is a 100% reimbursement for eligible expenses from March 1, 2020 through September 30, 2021. Proposed expenditures include a jail air purification system, PPE, increased connectivity, new court seating, and increasing the capacity for remote access. Notice of award is on or before October 15.

Abilita Consulting: Thanks to the Board's recent approval of the agreement, the Admin office has already had a virtual meeting with Abilita. They are already reviewing our telecom-munications contracts and invoices and will be providing a report with recommendations soon.

**Additional Notes/Meetings**

Revenue Sharing Replacement: The latest from Treasury regarding the replacement funding is that we **will** have to apply for the funding. (FYI: The funding is called the Coronavirus Relief Local Governments Grants Program, cleverly abbreviated as CRLGG.) Funds are restricted for eligible expenditures under the CARES Act, and the payment amount will be posted on the CRLGG program website, which at the time of this writing did not yet exist. Applications must be submitted by Sept. 15 and the first report will be due Oct. 6. However, the applications won't be available until the end of August and the reporting requirements haven't been developed.

Michigan Indigent Defense Commission Grant: The MIDC meets August 18 and their agenda includes our system's budget. MIDC staff is recommending that our budget be approved as is.

Respectfully submitted,  
Janet Koch, County Administrator