



Wexford County

**BOARD OF COMMISSIONERS**

*Gary Taylor, Chair*

**NOTICE OF MEETING**

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, April 7, 2021 beginning at 4:00 p.m. in the Commissioners’ Room of the Historic Courthouse in Cadillac, MI, 49601.

**PUBLIC PARTICIPATION**

In accordance with the March 31, 2021 Michigan Department of Health and Human Services Gathering and Face Mask Order Amendment, the public may participate in person if social distancing guidelines are followed. The meeting can also be attended by any one of the following three ways:

- **By Telephone:** Dial toll free 1-646-876-9923, enter Webinar ID 749 610 4141#
- **By Computer:** Go to the Zoom Web Site (zoom.us). Click on “Join a Meeting.” Join using Meeting ID 749 610 4141.
- **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 749 610 4141.

**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
  - 1. 30-year Service Award – Mistine Stark, Community Corrections ..... 1
- G. PRESENTATIONS AND REPORTS
  - 1. NMCAA Weatherization Program – *Kerry Baughman, Executive Director*
  - 2. Legislative Update – *Michele Hoitenga – House of Representatives*
- 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 March 17, 2021, Regular Meeting Minutes ..... 2

*In compliance with the Americans with Disabilities Act, persons with physical limitations that may tend to restrict access to or participation in this meeting should contact the County Administrator’s office (231-779-9453) at least twelve (12) hours prior to the scheduled start of the meeting.*

- J. AGENDA ITEMS
  - 1. Resolution 21-11 Extending Appreciation – Bob Scarbrough *(HR/PS 3/23/21)*..... 6
  - 2. Resolution 21-12 Honoring E. S. Fawcett *(HR/PS 3/23/21)*..... 8
  - 3. Reinstating Administrative Analyst Position – Equalization *(HR/PS 3/23/21 & FIN 3/24/21)* 11
  - 4. Register of Deeds Purchase Order Request *(Finance 3/24/21)*..... 15
  - 5. Budget Amendment(s)
- K. ADMINISTRATOR’S REPORT
- L. CORRESPONDENCE
- M. PUBLIC COMMENTS
- N. LIAISON REPORTS
- O. BOARD COMMENTS
- P. CHAIR COMMENTS
- Q. ADJOURN

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** HR/Public Safety Committee  
**FOR MEETING DATE:** April 7, 2021  
**SUBJECT:** Employee Recognition Certificate

SUMMARY OF ITEM TO BE PRESENTED:

Wexford County would like to recognize employees for their service, per County policy B.13-0, at 10, 15, 20, 25, 30 and 35 years. The following employee should be recognized at a Board of Commissioners meeting for their service as follows:

<b>EMPLOYEE NAME</b>	<b>DEPARTMENT</b>	<b>YEARS OF SERVICE</b>
<b>Mistine Stark</b>	Community Corrections	30 Years

Mistine Stark began her employment with Wexford County on March 10, 1991 as a Corrections Officer Sergeant with the Sheriff’s Office. On July 8, 1996, she transferred to Circuit Court to work as a Community Corrections Officer. On July 7, 1997 she was promoted to Senior Community Corrections Officer. On March 21, 2005 Ms. Stark was hired as the Community Corrections Coordinator/Manager and continues to hold this position.

RECOMMENDATION:  
Presentation of the Certificate of Appreciation to Ms. Stark at the next in-person BOC meeting.

**WEXFORD COUNTY BOARD OF COMMISSIONERS**  
Regular Meeting \* Wednesday, March 17, 2021

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

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

Absent- *None*.

Pledge of Allegiance.

**Additions/Deletions to the Agenda-**

1. **Added J8-1<sup>st</sup> Choice Contract for Wex HVAC**

**Approval of the Agenda**

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

**Roll Call: Motion passed unanimously.**

**Employee Recognition-** *None*.

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

**Public Comment-** *None*.

**Consent Agenda**

1. Approval of the March 3, 2021

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

**Roll Call: Motion passed 9-0**

**Agenda Items**

1. Resolution 21-10 911 Fee Diversion

**MOTION by Comm Bengelink, seconded by Comm Potter to approve Resolution 21-10 Wexford County 911 Fee Diversion.**

**Roll Call: Motion passed 9-0.**

2. Letter of Understanding-Building Department

**MOTION by Comm Nichols, seconded by Comm Bengelink to approve the Letter of Understanding between the County and Mr. Tony Gagliardo regarding inspection services at a rate of \$40.00 per hour with no entitlements to any benefits as a**

**irregular part-time employee and authorize the Chairman and Vice Chairman to sign the letter.**

**Roll Call: Motion passed 9-0.**

3. Salvage Vehicle Agreement Renewal  
**MOTION by Comm Bengelink, seconded by Comm Potter to approve the fourth and final extension to the Salvage Vehicle Inspection Agreement with an expiration date of April 30, 2022 and authorize the Chairman to sign the letter.**

**Roll Call: Motion approved unanimously.**

4. USDA Cooperative Law Enforcement Agreement  
**MOTION by Comm Potter, seconded by Comm Bengelink to approve the Cooperative Law Enforcement Agreement with the USDA Forest Service expiring December 31, 2025 along with the Annual Operating & Financial Plan in the amount of \$4,000 and authorize the Chairman to sign both the agreement and the financial plan.**

**Roll Call: Motion approved unanimously.**

5. Cadillac Janitorial Contract Extension  
**MOTION by Comm Nichols, seconded by Comm Bengelink to approve a two-month extension for janitorial services taking the new expiration date of May 31, 2021 with Cadillac Janitorial and authorize the Chairman to sign a letter regarding the extension.**

**Roll Call: Motion passed 9-0.**

6. Residential Stability Services Agreement  
**MOTION by Comm Bengelink, seconded by Comm Potter to approve the Residential Stability Services Agreement with Networks Northwest and authorize the Chairman to sign the agreement.**

**Roll Call: Motion passed unanimously.**

7. Budget Amendment(s)- *None.*
8. 1<sup>st</sup> Choice Contract for Wex HVAC  
**MOTION by Comm Nichols, seconded by Comm Potter to authorize the Board Chairman to sign the 1<sup>st</sup> Choice contract for Wex HVAC improvements after review**

**by County Counsel, pending the Passport Grant's requirement of contractor approval by the DNR.**

One Commissioner questioned why this is being presented, if it is listed as "pending." It was explained that the grant requirements needed the Board approval before contractor was approved.

**Roll Call: Motion passes unanimously.**

**Administrator's Report**- *None.*

**Correspondence**-

1. Prosecutor's Report

**Public Comments**-*None*

**Liaison Reports**-

Comm Townsend attended a Library meeting. The Tustin Library has a contract with the Cadillac Library and sends fund to the Cadillac Library. A new agreement is being drawn up.

**Board Comments**

Comm Musta wished Bob Scarbrough a happy retirement and thanked him for his service.

Comm Townsend echoed what Comm Musta stated. He stated that Mr. Scarbrough is one of the best inspectors in the area. He also hoped that Janet and everyone else that is sick to get better soon.

Comm Bengelink read a Ronald Reagan quote.

Comm Bush offered condolences to the Fawcett family. He hopes everyone heals up, and we can get back to some normal.

Comm Theobald offered her condolences to the Fawcett and Larkins families. She also congratulated Bob Scarbrough on his retirement.

Comm Nichols echoed what Comm Theobald stated. Both Mr. Fawcett and Mr. Larkins were trailblazers in the community and will be missed.

**Chairman's Comments**

Comm Taylor offered his condolences to the Fawcett and Larkins families. He congratulated Bob Scarbrough on his retirement and thanked everyone for coming.

**Adjourn**

**MOTION by Comm Theobald, seconded by Comm Potter to adjourn at 4:12 p.m.  
All in favor.**

\_\_\_\_\_  
Gary Taylor, Chairperson

\_\_\_\_\_  
Alaina Nyman, County Clerk

DRAFT

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the \_\_\_\_\_ day of \_\_\_\_\_, at 4:00 p.m.

**J.1.**

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**RESOLUTION NO. 21-11  
EXTENDING APPRECIATION FOR  
ROBERT SCARBROUGH’S DEDICATED SERVICE**

**WHEREAS**, the Wexford County Board of Commissioners would like to personally thank Robert Scarbrough for his commitment to Wexford County for over the past 20 years. Bob worked with dedication and pride to meet the needs of Wexford County; and

**WHEREAS**, Bob began his career with Wexford County on May 1, 2000 as a part-time Building Inspector; and

**WHEREAS**, on July 1, 2005, Bob became the full-time Building Inspector for Wexford County; and

**WHEREAS**, on May 17, 2007 the BOC voted to appoint Bob as head of the Building Department as the Building Official, a position that he helped established for the Building Department; and

**WHEREAS**, while leading the Building Department, Bob has also served as the Soil Erosion Agent for Wexford County during most of his career; and

**WHEREAS**, Bob attended numerous classes with the Northern Michigan Code Officials Association throughout his career to ensure compliance with his Code Official and Inspector License; and

**WHEREAS**, Bob has served as the Secretary to the Construction Board of Appeals since it was formed in 2013.

**NOW, THEREFORE BE IT RESOLVED** that the Wexford County Board of Commissioners wishes you the best in your future endeavors and once again thanks you for your efforts for over the past 20 years while you served Wexford County as a very dedicated and appreciated employee.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: \_\_\_\_\_

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

RESOLUTION DECLARED ADOPTED.



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Alaina M. Nyman, County Clerk

STATE OF MICHIGAN     )  
                                          )ss  
COUNTY OF WEXFORD    )

I hereby certify that the forgoing is a true and complete copy of the Resolution 21-11 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on \_\_\_\_\_ and I further certify that public notice of such meeting was given as provided by law.

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Alaina M. Nyman, County Clerk

DRAFT

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the seventh day of April 2021 at 4:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**RESOLUTION NO. 21-12  
IN HONOR AND APPRECIATION OF  
THE DEDICATED SERVICE OF EPHRAIM STANLEY (E. S.) FAWCETT**

**WHEREAS**, the Wexford County Board of Commissioners would like to extend its appreciation to E. S. Fawcett for his commitment to the betterment of Wexford County in general and Haring Township specifically; and

**WHEREAS**, Stan’s ventures in business began with the opening of Fawcett Steel, which he operated out of his garage before relocating the business to its current site in Haring Township, and eventually selling Fawcett Steel to Alro Steel in 1996; and

**WHEREAS**, Stan was a strong community advocate, which is demonstrated by his donations of vast amounts of his time to the restoration of the Shay locomotive in downtown Cadillac and his personal funding of youth memberships to the YMCA for any 7<sup>th</sup> grade student in Wexford County for the 2013 academic year; and

**WHEREAS**, Stan’s prominence in the County as a businessman expanded in the 1980’s when he became an extremely successful property developer in Haring Township and was the primary force behind the development of Haring Township’s improvements to the “North” end of Cadillac; and

**WHEREAS**, Stan also showed his support for the community by donating property for the CASA soccer field and the Cadillac-Wexford Transit Authority; and

**WHEREAS**, Stan generously donated ten acres of land in the City of Cadillac to the people of Wexford County on which the new Wexford County Sheriff’s Office was constructed and opened in 2017; and

**WHEREAS**, on this same donation of land, the E. S. Fawcett Communications Center, the 911 Dispatch building, was constructed and opened in 2020; and

**WHEREAS**, as an example of his self-effacing character, Stan attended the Ribbon Cutting Ceremonies for both buildings and declined any attention or publicity for his donation.

**NOW THEREFORE, BE IT RESOLVED**, that the Wexford County Board of Commissioners would like to honor the memory of Mr. Stanley Fawcett by recognizing his dedicated, loyal, and diligent service to Wexford County.

DRAFT

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: \_\_\_\_\_

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

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
Gary Taylor, Chairman, Wexford County Board of Commissioners

\_\_\_\_\_  
Alaina M. Nyman, County Clerk

STATE OF MICHIGAN     )  
                                          ) ss.  
COUNTY OF WEXFORD    )

I hereby certify that the foregoing is a true and complete copy of Resolution 21-12 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on April 7, 2021, and I further certify that public notice of such meeting was given as provided by law.

\_\_\_\_\_  
Alaina M. Nyman, County Clerk



## Wexford County Request for Board of Commissioner Action

J.3.

**Department:** Equalization

**Submitted by:** Joe Porterfield, Director

**Subject:** Reinstatement of the Administrative Analyst Position

**Committee:** HR/PS and Finance

**Committee Meeting Date:** March 23 & March 24, 2021

**BOC Meeting Date:** April 7, 2021

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**Action Request:** Motion to allow the Equalization Department to add the position of Administrative Analyst back to the employee roster.

**Financial Information** (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision):

To be determined

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**Summary:**

Last year, due to COVID 19, we were unable to get out in the field to do field work so that work was done from our desks. This allowed us to analyze the real estate market as best we could without field visits. Not wanting to have an inexperienced employee sitting with very little to nothing to do, I asked to have the position removed from our roster. As I am sure you are aware this allows us to do an ok job, however, it does not allow us to do the job at the standard people are used to seeing out of Wexford County. Now with the loss of our City Appraiser and likelihood of having to hire someone with little-to-no experience and train them in house, I feel there is no way we can adequately do the job expected of us without filling this position also.

**Timeline** I would like to post the position around the 2<sup>nd</sup> week of May and have someone in place around the 1<sup>st</sup> of June.

**List of Attachments:**



## WEXFORD COUNTY POSITION DESCRIPTION

**Position: Administrative Analyst**

**Adopted: January 1993, December 2008**

- A. Summary. To perform work necessary to prepare tax and assessment rolls applying specific knowledge of State Statutes; along with preparing all required technical state and county reports regarding the taxing and equalizing process; to assist the work of assessors regarding property assessment rolls; to assist local township treasurers in tax collection matters.
- B. Supervision Received. Works under the supervision of the Equalization Director.
- C. Supervision Exercised. None.
- D. Responsibilities and Essential Duties and Functions. An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)
1. Prepare tax and assessment rolls applying specific working knowledge of the equalization and assessment process and taxable value process.
  2. Prepare and maintain maps, indicating new property splits, new subdivision, and boundary line changes.
  3. Maintain property addresses in computer to comply with GIS standards.
  4. Prepare property splits for tax and assessment rolls.
  5. Assist other County offices such as Treasury Office, Register of Deeds, Building and Zoning, with questions and problems.
  6. Daily up-dating property information on computer.
  7. Work with any County computer problems concerning the assessment process or tax administration.
  8. Confer with local officials, County officials and other interested persons regarding the equalization of County assessments and taxable values.
  9. Administration of the Principal Residence Exemptions.
  10. Make telephone and counter contacts and answer inquiries.

11. Assist the Equalization Director to prepare required technical State Tax Commission forms for County and State. Responsible for calculating Headlee; Truth in Assessing; Truth in Taxation millage rollbacks for all taxing units in County. Responsible for calculating Equalization and Apportionment Reports for the County.
12. Prepare tax warrants for taxing units in County.
13. Review local tax and assessment rolls for accuracy and provide consultant services to other departments regarding them.
14. Assist the Equalization Director to confer with State Tax Commission Personnel regarding rules and regulations and their interpretations.
15. Must have extensive knowledge of property tax laws; rules of State Tax Commission Tax Tribunal and Tax calendar.
16. Must have extensive knowledge of the appraisal and equalization process.
17. Check recorded deeds for name and address changes and property splits and post deeds.
18. Operate office equipment.
19. Perform miscellaneous clerical and record keeping work.
20. Conduct training sessions with assessors of the County to complete assessment rolls according to State law.
21. Perform related work as required.
22. Must have the ability to keep the assessment roll and tax roll in balance after the principle residence form and the July and December Board of Reviews.
23. Have the ability to maintain the State of Michigan Level II Certification, with continuing education as required by the State of Michigan.

E. Essential Functions, Qualifications, and KSA's for Employment. All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Reasonable knowledge of the statutes, regulations, and legal forms involving the ownership and transfer of real property.

### Administrative Analyst

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2. Considerable knowledge of local and State law, rules and regulations governing the assessment of property.
3. Considerable knowledge of modern office practices and procedures.
4. Considerable knowledge of procedures of appraisal process.
5. Considerable knowledge of property descriptions, map and other legal documents.
6. Accuracy in posting to property descriptions, map and other legal documents.
7. Ability to prepare effective correspondence and detailed reports regarding assessment and other data.
8. Ability to work effectively with the public and with other employees.
9. Ability to work effectively with numbers to complete duties 1 through 4, 9 and 13.
10. Possession of a valid Michigan Motor Vehicle Operators License.
11. Ability to see well to complete duties 1 through 4.
12. Ability to hear well to complete duty 5, 8, 10, 14, 20.
13. Graduation from an accredited community college or Associates Degree in Business Administration or related field.
14. Five years of experience in performing clerical work with responsibility for the exercise of individual judgment and initiative required and responsible experience in real estate and taxation work.
15. Level II certification as Assessor by the State of Michigan.

**\*Note:** Two (2) years of related job experience may be substituted for each one (1) year of required education.





## Wexford County

### Request for Board of Commissioner Action

**Department:** Register of Deeds  
**Submitted by:** Roxanne Snyder  
**Subject:** Computer equipment  
**Committee:** Finance  
**Committee Meeting Date:** 03/24/2021  
**BOC Meeting Date:** 04/07/2021

**Action Request** (proposed motion for the Board to consider):  
 Approval for computer upgrades

**Financial Information** (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision):

The total cost of \$6,620 is budgeted in fund, 256.000.980.00, Capital Equipment.

**Summary** (explain why the action is necessary and the desired outcome after implementation):  
 Computers need to be updated every five years, per I.T. Right. We are over due and recently had one go down and had to replace it. Would like to get the other 8 replaced before it happens again.

**Timeline** (if request is approved at BOC meeting date noted above):  
 As soon as possible.

**List of Attachments:**  
 Quote from I.T.Right

# I.T. RIGHT

**Information Technology Solutions that  
Work for Local Government**

5815 East Clark Rd Suite G  
Box 160  
48808 Bath  
United States

Received by Wexford County

MAR 16 2021

Administration Office

**QUOTE**

**Number** ITRQ19304

**Date** Mar 15, 2021

**Sold To**

**Wexford County-MI**  
Roxanne Snyder  
437 E. Division Street  
49601 Cadillac

**Ship To**

**Wexford County-MI**  
Roxanne Snyder  
437 E. Division Street  
49601 Cadillac

**From The Desk Of**



**mallen**  
855-487-4448  
mallen@itright.com

**Phone** (231) 942-7662  
**Fax**

**Phone** (231) 942-7662  
**Fax**

Here is the quote you requested.

Terms	P.O. Number	Ship Via
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Line	Qty	Description	Unit Price	Ext. Price
1	8	PC Mid-range: - ASUS PRIME H310M-A - mATX - Intel H310 Chipset - 4x SATA3 6Gb/s - 1x M.2 - Six-Core Intel Core i5-9400 2.90GHz 9MB Cache - CRUCIAL 8GB PC4-19200 2400MHz - In Win Z589 - mATX Mini Tower - USB 3.0 - 350 Watt Power Supply - Black - Included Power Supply (Chassis must include power to select this option) - 250GB Crucial MX500 M.2 SATA 6.0Gb/s Solid State Drive - LG 24x Super Multi DVD+/-RW with M-DISC (SATA) - Integrated Video (Included with Motherboard) - Logitech Desktop MK120 Keyboard and Mouse - Microsoft Windows 10 Professional with Recovery Partition and DVD (DPK) (OA) - Three Year Warranty with Advanced Parts Replacement and RSL - Embed Serial # in BIOS via ASUS Tool	\$780.00	\$6,240.00
2	2	Monitor: 24" Wide LCD Monitor	\$190.00	\$380.00

*256,000.980.00  
3/16/21  
RS*

\* For orders over \$5000, payment for the hardware/software is required prior to processing the order.

Thanks for choosing I.T. Right!

Line	Qty	Description	Unit Price	Ext. Price
* For orders over \$5000, payment for the hardware/software is required prior to processing the order.			<b>SubTotal</b>	\$6,620.00
Please contact me if I can be of further assistance.			<b>Tax</b>	\$0.00
			<b>Shipping</b>	\$0.00
			<b>Total</b>	<b>\$6,620.00</b>

\* For orders over \$5000, payment for the hardware/software is required prior to processing the order.

Thanks for choosing I.T. Right!