



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, January 26, 2022, beginning at 4:00 p.m. in the Commissioners’ Room, 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 JANUARY 13, 2022 REGULAR MEETING MINUTES1
- F. PUBLIC COMMENTS
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Approval of Claims (A. Nyman, County Clerk)
 - 2. Year-to-Date Revenue and Expense Report (December 2021).....3
 - 3. Wex Dehumidifier Bids.....6
 - 4. Budget Amendment(s)
- H. CORRESPONDENCE
- I. ADMINISTRATOR’S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

WEXFORD COUNTY
FINANCE & APPROPRIATIONS COMMITTEE MEETING
REGULAR MEETING MINUTES
January 13, 2022

The regular meeting was called to order by Chairman Michael Musta at 4:00 p.m. in the Commissioners' Room, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Mike Musta, Mike Bengelink, Brian Potter and Gary Taylor
Members Absent: None
Also Present:

ADDITIONS OR DELETIONS TO THE AGENDA

DELETE: G.2. 2-1-1 Service Membership.

APPROVAL OF THE AGENDA

A motion was made by Taylor and supported by Potter to approve the agenda as amended.

APPROVAL OF THE MINUTES

A motion was made by Taylor and supported by Bengelink to approve the December 22, 2021 Regular Meeting Minutes and December 28, 2021 Special Meeting Minutes.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Potter and supported by Taylor to approve paying the bills in the amount of \$836,457.97.

Ms. Nyman stated that some changes were made to what was previously sent out.

A vote was called, all in favor. Motion passed.

G.3. Discussion on Bid Results for the WEX Dehumidifier

Comm. Musta stated that there were two bids that were submitted; one from First Choice and one from Cooke Sheet Metal. Cooke Sheet Metal was asked to provide references and information.

Comm. Bengelink asked for copies for the references and information from Cooke Sheet Metal to be able to make a more informed decision before forwarding to the Board.

Comm. Musta states that this was being tabled for the next meeting.

G.4. Budget Amendments

A motion was made by Taylor and supported by Bengelink to approve the Budget Amendments dated January 13, 2022.

A vote was called, all in favor. Motion passed.

G.5. Register of Deeds & Treasurer Electronic Export

A motion was made by Bengelink and supported by Potter to forward to the full board the recommendation to approve the \$14,400 quote from Tyler Technologies for electronic export of documents from the Treasurer’s office to the Register of Deeds, with the cost to be split between funds 615 and 256.

Comm. Bengelink stated that there is a grant that is being used on part of this as well.

A vote was called, all in favor. Motion passed.

CORRESPONDENCE

None.

ADMINISTRATOR’S COMMENTS

Ms. Koch stated that for agenda item G.5. the fund 615 is a non-budgeted fund and it is under the Treasurer’s discretion. They are purchasing a new folder/insert/sealer and there are no delivery issues anticipated. Should be ready to go for next bulk mailing.

Ms. Koch submitted final Financial Status Reports for the courts and sheriff’s CFSF grants.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

Comm. Musta mentioned that he would like to warn everyone to watch the budget.

ADJOURN

A motion was made by Taylor and supported by Potter to adjourn the meeting at 4:08 p.m.

Michael Musta, Chairman

Megan Kujawa, Recording Secretary

01/21/2022

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY
 PERIOD ENDING 12/31/2021

% Fiscal Year Completed: 100.00

G.2.

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2021 NORMAL (ABNORMAL)	MONTH 12/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
	Unclassified	16,265,059.00	14,559,586.35	731,260.04	1,705,472.65	89.51
TOTAL REVENUES		16,265,059.00	14,559,586.35	731,260.04	1,705,472.65	89.51
Expenditures						
101	COMMISSIONERS	63,787.00	60,236.39	5,079.79	3,550.61	94.43
131	CIRCUIT COURT	329,927.00	300,362.50	34,792.71	29,564.50	91.04
136	DISTRICT COURT	683,469.00	621,767.93	48,386.89	61,701.07	90.97
141	FRIEND OF THE COURT	876,953.00	831,903.35	95,670.38	45,049.65	94.86
147	JURY COMMISSION	3,550.00	3,367.31	0.53	182.69	94.85
148	PROBATE COURT	633,900.00	592,817.88	38,314.39	41,082.12	93.52
151	PROBATION AND PAROLE	2,700.00	1,146.35	49.22	1,553.65	42.46
166	CIRCUIT COURT FAMILY COUNS.	74,875.00	60,859.87	2,734.77	14,015.13	81.28
168	PUBLIC DEFENDER	260,315.00	214,579.07	21,242.56	45,735.93	82.43
172	COUNTY ADMINISTRATION	215,828.00	195,154.72	14,973.56	20,673.28	90.42
191	ELECTIONS	38,550.00	9,173.16	9.81	29,376.84	23.80
215	COUNTY CLERK	314,295.00	290,732.49	23,835.87	23,562.51	92.50
225	EQUALIZATION	437,285.00	401,625.95	37,413.96	35,659.05	91.85
229	PROSECUTING ATTORNEY	633,888.00	484,234.95	48,133.22	149,653.05	76.39
230	PROS ATTNY CO-OP REIMB	54,860.00	51,882.34	6,163.19	2,977.66	94.57
236	REGISTER OF DEEDS	291,597.00	274,048.02	23,336.60	17,548.98	93.98
245	STATE SURVEY & REMONUMENT/	36,955.00	36,955.00	23,340.00	0.00	100.00
253	COUNTY TREASURER	363,516.00	329,758.94	31,024.36	33,757.06	90.71
265	BUILDING AND GROUNDS	370,495.00	293,168.75	(746.41)	77,326.25	79.13
266	HUMAN SERVICES BLDG	99,625.00	87,896.88	30,207.94	11,728.12	88.23
267	HUMAN RESOURCES DEPARTMEN	21,395.00	18,424.36	4,496.29	2,970.64	86.12
268	DISTRICT HEALTH DEPARTMENT	74,200.00	64,023.86	19,468.16	10,176.14	86.29

270	JAIL - BLDG/GRDS	239,715.00	195,861.45	19,536.50	43,853.55	81.71
271	JAIL - BLDG/GRDS CARMEL ST	4,759.00	2,821.92	253.51	1,937.08	59.30
272	MAINT/STORAGE - BLDG/GRDS	5,450.00	1,898.30	396.18	3,551.70	34.83
275	DRAIN COMMISSION	75,544.00	40,851.06	13,799.96	34,692.94	54.08
282	DEPT OF AGRICULTURE	139,000.00	104,815.87	0.00	34,184.13	75.41
286	REVENUE SHARING	89,152.00	68,908.59	0.00	20,243.41	77.29
287	ARPA Direct Payment	364,384.00	364,382.38	0.00	1.62	100.00
290	GEN SERVICES ADMINISTRATION	1,472,329.00	1,421,377.47	52,107.97	50,951.53	96.54
301	SHERIFF	2,533,983.00	2,407,408.59	268,944.05	126,574.41	95.00
302	SHERIFF COURT SECURITY	30,000.00	0.00	0.00	30,000.00	0.00
315	SECONDARY ROAD PATROL	108,955.00	93,933.07	9,081.35	15,021.93	86.21
331	MARINE	27,602.00	11,927.37	0.00	15,674.63	43.21
333	FEDERAL FOREST	4,500.00	3,856.47	0.00	643.53	85.70
334	SNOWMOBILE	27,852.00	14,600.05	962.13	13,251.95	52.42
335	ORV GRANT	40,777.00	37,440.39	5,003.42	3,336.61	91.82
351	JAIL	2,889,533.00	2,528,202.15	250,731.11	361,330.85	87.50
362	STATE GRANT PA 511	117,444.00	88,179.66	10,089.60	29,264.34	75.08
363	ENHANCEMENT	213,165.00	195,860.60	19,016.02	17,304.40	91.88
426	EMERGENCY MANAGEMENT	129,113.00	118,881.17	6,647.25	10,231.83	92.08
526	SANITARY LANDFILL	67,475.00	46,947.01	6,110.50	20,527.99	69.58
605	CONTAGIOUS DISEASES	750.00	728.40	0.00	21.60	97.12
648	MEDICAL EXAMINER	93,800.00	96,545.32	15,330.92	(2,745.32)	102.93
681	VETERANS BURIAL	10,000.00	7,200.00	600.00	2,800.00	72.00
861	FRINGE BENEFITS	0.00	(452.99)	(8,867.43)	452.99	100.00
890	CONTINGENCIES	46,950.00	38,136.47	13,530.00	8,813.53	81.23
965	TRANSFERS	1,127,855.00	855,344.68	61,988.01	272,510.32	75.84
966	APPROPRIATIONS	573,501.00	661,872.02	92,579.27	(88,371.02)	115.41
TOTAL EXPENDITURES		16,315,553.00	14,631,647.54	1,345,768.11	1,683,905.46	89.68
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		16,265,059.00	14,559,586.35	731,260.04	1,705,472.65	89.51
TOTAL EXPENDITURES		16,315,553.00	14,631,647.54	1,345,768.11	1,683,905.46	89.68

01/21/2022

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 12/31/2021

% Fiscal Year Completed: 100.00

G.2.a

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2021	MONTH 12/31/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 225 - ANIMAL CONTROL:						
TOTAL REVENUES		250,198.00	182,459.19	18,130.64	67,738.81	72.93
TOTAL EXPENDITURES		250,198.00	226,380.82	29,275.71	23,817.18	90.48
Fund 243 - COURT SECURITY FUND:						
TOTAL REVENUES		129,470.00	128,533.19	9,849.35	936.81	99.28
TOTAL EXPENDITURES		129,470.00	119,605.53	12,359.52	9,864.47	92.38
Fund 249 - BUILDING INSPECTIONS DEPT.:						
TOTAL REVENUES		172,600.00	232,698.42	16,839.28	(60,098.42)	134.82
TOTAL EXPENDITURES		215,030.00	176,548.75	13,132.62	38,481.25	82.10
Fund 259 - INDIGENT DEFENSE FUND:						
TOTAL REVENUES		998,590.00	589,516.42	262,269.36	409,073.58	59.03
TOTAL EXPENDITURES		998,590.00	815,341.39	87,626.00	183,248.61	81.65
Fund 261 - 911-WIRELESS:						
TOTAL REVENUES		1,025,688.00	705,353.46	4,903.23	320,334.54	68.77
TOTAL EXPENDITURES		1,025,158.00	921,459.23	100,390.59	103,698.77	89.88
Fund 292 - CHILD CARE FUND:						
TOTAL REVENUES		552,200.00	127,544.38	2,015.46	424,655.62	23.10
TOTAL EXPENDITURES		552,200.00	345,490.69	28,094.77	206,709.31	62.57

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Finance Committee
FROM: Janet Koch, County Administrator
FOR MEETING DATE: January 26, 2022
SUBJECT: Wex Dehumidifier Bids

SUMMARY OF ITEM TO BE PRESENTED:

Following is the bid tabulation from the January 13, 2022 bid opening. During the Finance Committee meeting that followed the bid opening, it was stated that the low bidder, Cooke Sheet Metal, had been asked to supply a list of references.

A reference list was provided and are still being contacted. All information that results from those contacts will be provided at the meeting.

RECOMMENDATION:

Administration recommends that the Committee forward a recommendation to the full board to award the dehumidifier bid to their preferred bidder.

Wexford County Bid Tab

Wexford Civic Center – Ice Arena Dehumidifier

Sealed Bid Due Date: Thursday, January 13, 2022, at 2:00 p.m.

Bid Opening Date: Thursday, January 13, 2022, at 3:00 p.m.

Present at Bid Opening: Janet Koch, Administrator; Mike Musta, Chair of Finance & Appropriations; Megan Kujawa, Senior Executive Administrative Assistant; and Representatives from Cooke Sheet Metal Inc.

Firm	Bid Total	Comments
1 st Choice Heating & Cooling 8147 Islandview Dr. Newaygo, MI 49337	\$154,969.50	
Cooke Sheet Metal Inc 901 S. Commerce Dr. Kalkaska, MI 49646	\$134,586.00	Rep. from Cooke Sheet Metal Inc. states to use the bid submittal total form and not the quote total. There was noted discrepancies

Recommendation: