



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, April 27, 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 APRIL 14, 2022 REGUALR 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 General Fund Revenue and Expense Report3
 - a. Year-to-Date Special Funds Report5
 - 3. Janitorial Services Bid6
 - 4. FY 2023 Community Corrections Plan and Application7
 - a. Resolution 22-12 Supporting Community Corrections Plan.....8
- 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
 April 14, 2022

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

Members Present: Michael Musta, Mike Bengelink, Brian Potter, and Gary Taylor
 Members Absent: None.
 Also Present: Jami Bigger, HR Director/Interim Co-Administrator; Megan Kujawa, Senior Executive Administrative Assistant; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Joe Porterfield, Equalization Director/Interim Co-Administrator; and Roxanne Snyder, Register of Deeds.

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: G.3. Administration Executive Assistant Position

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Bengelink to approve the agenda as amended. A vote was called, all in favor. Motion passed.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Potter to approve the March 23, 2022 Regular Meeting Minutes. A vote was called, all in favor. Motion passed.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Comm. Potter and supported by Comm. Bengelink to approve paying the bills in the amount of \$214,099.29. A vote was called, all in favor. Motion passed.

G.2. Payroll Services Bid

Comm. Musta informed the committee that there wouldn't be a motion made on the grounds that only one bid was received by DM Payroll Services in the amount of \$13,041.92. He has asked the Administration Office to contact DM Payroll to set up a Zoom meeting before the next Finance Committee meeting to allow for discussion and clarification on the submitted bid.

G.3. Administration Executive Assistant Position

A motion was made by Comm. Bengelink and supported by Comm. Taylor to forward the recommendation to the full board to eliminate the part-time Executive Assistant position in the Administration Office from the budget and employee roster effective April 30, 2022.

Comm. Musta informed the committee that this was initiated due to a lack of workload to support keeping the position and is not financially beneficial to the County.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Co-Interim Admin, Mr. Porterfield stated that the audit is going well. Ms. Bigger had no further comments.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

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

Michael Musta, Chairman

Megan Kujawa, Recording Secretary

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 03/31/2022

% FY COMPLETED: 24.66

GL #	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORM (ABNORM)	ACTIVITY FOR 03/31/2022 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% USED
Fund 101 - GENERAL FUND						
Expenditures						
101	COMMISSIONERS	66,822.00	17,676.45	4,443.61	49,145.55	26.45
131	CIRCUIT COURT	331,107.00	60,403.40	26,831.94	270,703.60	18.24
136	DISTRICT COURT	665,559.00	148,551.12	47,864.03	517,007.88	22.32
141	FRIEND OF THE COURT	957,135.00	177,936.33	75,993.62	779,198.67	18.59
147	JURY COMMISSION	3,700.00	11.53	11.53	3,688.47	0.31
148	PROBATE COURT	637,075.00	126,150.47	48,994.28	510,924.53	19.80
151	PROBATION AND PAROLE	2,700.00	186.84	129.32	2,513.16	6.92
166	CIRCUIT COURT FAMILY COUNS.	68,405.00	4,252.96	1,613.27	64,152.04	6.22
168	PUBLIC DEFENDER	269,330.00	52,030.71	17,831.82	217,299.29	19.32
172	COUNTY ADMINISTRATION	221,658.00	36,398.22	14,653.13	185,259.78	16.42
191	ELECTIONS	80,600.00	23.26	23.26	80,576.74	0.03
215	COUNTY CLERK	345,093.00	65,089.10	25,181.77	280,003.90	18.86
225	EQUALIZATION	532,541.00	113,511.27	46,104.36	419,029.73	21.32
229	PROSECUTING ATTORNEY	732,358.00	141,545.61	55,158.33	590,812.39	19.33
230	PROS ATTNY CO-OP REIMB	57,843.00	11,295.39	5,451.00	46,547.61	19.53
236	REGISTER OF DEEDS	313,586.00	71,143.68	31,568.05	242,442.32	22.69
245	STATE SURVEY & REMONUMENTATION	46,531.00	0.00	0.00	46,531.00	0.00
253	COUNTY TREASURER	410,515.00	78,189.14	29,281.66	332,325.86	19.05
265	BUILDING AND GROUNDS	337,723.00	124,338.49	45,046.56	213,384.51	36.82
266	HUMAN SERVICES BLDG	79,000.00	39,518.83	7,663.15	39,481.17	50.02
267	HUMAN RESOURCES DEPARTMENT	82,485.00	15,959.04	7,102.50	66,525.96	19.35
268	DISTRICT HEALTH DEPARTMENT	65,200.00	21,651.94	6,031.50	43,548.06	33.21
270	JAIL - BLDG/GRDS	168,000.00	78,927.14	30,501.98	89,072.86	46.98
271	JAIL - BLDG/GRDS CARMEL ST	1,750.00	862.99	315.23	887.01	49.31
272	MAINT/STORAGE - BLDG/GRDS	5,850.00	1,534.57	454.39	4,315.43	26.23
275	DRAIN COMMISSION	65,931.00	17,406.25	14,146.69	48,524.75	26.40

282	DEPT OF AGRICULTURE	139,000.00	0.00	0.00	139,000.00	0.00
287	ARPA Direct Payment	0.00	15,631.95	0.00	(15,631.95)	100.00
290	GEN SERVICES ADMINISTRATION	664,208.00	230,076.01	100,443.46	434,131.99	34.64
301	SHERIFF	2,651,094.00	476,567.22	196,509.93	2,174,526.78	17.98
302	SHERIFF COURT SECURITY	20,000.00	0.00	0.00	20,000.00	0.00
315	SECONDARY ROAD PATROL	121,969.00	22,736.62	8,783.83	99,232.38	18.64
331	MARINE	30,792.00	14.37	0.00	30,777.63	0.05
333	FEDERAL FOREST	4,000.00	0.00	0.00	4,000.00	0.00
334	SNOWMOBILE	22,939.05	19,715.81	12,403.98	3,223.24	85.95
335	ORV GRANT	30,442.00	2,738.98	720.61	27,703.02	9.00
351	JAIL	3,043,602.00	509,669.90	210,167.05	2,533,932.10	16.75
362	STATE GRANT PA 511	99,324.00	20,226.62	7,551.84	79,097.38	20.36
363	ENHANCEMENT	215,954.00	47,250.75	18,314.16	168,703.25	21.88
426	EMERGENCY MANAGEMENT	94,858.00	25,112.28	12,445.21	69,745.72	26.47
526	SANITARY LANDFILL	65,584.00	4,636.00	1,632.00	60,948.00	7.07
605	CONTAGIOUS DISEASES	700.00	156.80	0.00	543.20	22.40
648	MEDICAL EXAMINER	97,400.00	17,250.59	1,719.82	80,149.41	17.71
681	VETERANS BURIAL	9,000.00	3,300.00	2,700.00	5,700.00	36.67
861	FRINGE BENEFITS	0.00	22,433.87	(7,272.31)	(22,433.87)	100.00
890	CONTINGENCIES	50,000.00	0.00	0.00	50,000.00	0.00
965	TRANSFERS	1,168,772.00	336,794.87	50,493.32	831,977.13	28.82
966	APPROPRIATIONS	585,476.00	153,491.73	12,732.75	431,984.27	26.22
TOTAL EXPENDITURES		15,663,611.05	3,312,399.10	1,171,742.63	12,351,211.95	21.15
TOTAL REVENUES		15,663,611.05	1,465,155.90	923,929.54	14,198,455.15	9.35

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY
 PERIOD ENDING 03/31/2022
 % FY COMPLETED: 24.66

GL NUMBER	2022 AMENDED BUDGET	YTD BALANCE NORM (ABNORM)	ACTIVITY FOR 03/31/2022 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% USED
Fund 225 - ANIMAL CONTROL:					
TOTAL REVENUES	255,986.00	203,208.75	56,177.16	52,777.25	79.38
TOTAL EXPENDITURES	255,986.00	40,466.92	16,121.51	215,519.08	15.81
Fund 243 - COURT SECURITY FUND:					
TOTAL REVENUES	156,170.00	33,222.39	11,267.60	122,947.61	21.27
TOTAL EXPENDITURES	156,170.00	28,400.46	13,436.49	127,769.54	18.19
Fund 249 - BUILDING INSPECTIONS DEPT.:					
TOTAL REVENUES	246,000.00	39,571.66	19,966.44	206,428.34	16.09
TOTAL EXPENDITURES	192,377.00	36,329.59	12,383.70	156,047.41	18.88
Fund 259 - INDIGENT DEFENSE FUND:					
TOTAL REVENUES	1,135,833.00	231,581.67	29,187.09	904,251.33	20.39
TOTAL EXPENDITURES	1,135,833.00	175,549.35	71,554.77	960,283.65	15.46
Fund 261 - 911-WIRELESS:					
TOTAL REVENUES	956,544.00	26,816.12	22,338.67	929,727.88	2.80
TOTAL EXPENDITURES	956,544.00	326,437.98	136,896.11	630,106.02	34.13
Fund 292 - CHILD CARE FUND:					
TOTAL REVENUES	518,500.00	9,062.60	2,083.01	509,437.40	1.75
TOTAL EXPENDITURES	518,500.00	49,153.28	14,062.26	469,346.72	9.48
TOTAL REVENUES - ALL FUNDS	3,269,033.00	543,463.19	141,019.97	2,725,569.81	16.62
TOTAL EXPENDITURES - ALL FUNDS	3,215,410.00	656,337.58	264,454.84	2,559,072.42	20.41

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Finance and Appropriations Committee
FROM: Administration
FOR MEETING DATE: April 27, 2022
SUBJECT: Janitorial Services Bid

SUMMARY OF ITEM TO BE PRESENTED:

The Administration Office advertised for bid requests for Janitorial Services at the Historic Courthouse/Annex, District Health Department #10, Lake Street General Offices (Excluding Invasive Species). The bid tabulation will be provided following the April 26, 2022 bid opening.

RECOMMENDATION:

Administration recommends that the Committee forwards a recommendation to the full board to award Janitorial Services bid to the preferred bidder.



Wexford County Request for Board of Commissioner Action

Department: Community Corrections
Submitted by: Mistine Stark
Subject: Community Corrections Annual State Grant Application
Committee: Finance
Committee Meeting Date: April 27, 2022
BOC Meeting Date: May 4, 2022

Action Request (proposed motion for the Board to consider):

Motion to approve the Annual Community Corrections grant application submission to the State of Michigan.

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 grant application is requesting funds to be awarded to the Wexford County Community Corrections department to assist with programing. The amount is not guaranteed and is be determined at a later date.

Summary (explain why the action is necessary and the desired outcome after implementation):

The grant application and operations plan between the Michigan Department of Corrections and both Wexford and Missaukee Counties for funding of alternative Community Corrections programs in lieu of jail or prison is being presented for approval, the application will be presented at the listed BOC meeting.

Timeline (if request is approved at BOC meeting date noted above):

List of Attachments:

*Copies of Community Corrections Grant application and Cost Proposal is pending.

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 fourth day of May 2022 at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

**RESOLUTION NO. 22-12
SUPPORTING THE P.A. 511 WEXFORD-MISSAUKEE
COMMUNITY CORRECTIONS PLAN AND GRANT APPLICATION**

BE IT RESOLVED, that the Wexford County Board of Commissioners supports the P.A. 511 Wexford - Missaukee Community Corrections FY 2023 Plan and Grant Application on this date of May 4, 2022.

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 22-12 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on May 4, 2022, and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk