



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 Thursday, May 12, 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 27, 2022 REGUALR MEETING MINUTES .....1
- F. PUBLIC COMMENTS  
*The Committee welcomes all public input.*
- G. AGENDA ITEMS
  - 1. Approval of Claims (A. Nyman, County Clerk)
  - 2. Resolution 22-13 2022 Marine Safety Program Grant Agreement .....4
- 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 27, 2022

The Finance and Appropriations Committee 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: 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; Lt. Michael McDaniel, Sheriff's Department; 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.5. Jail Camera Discussion, G.6. Deputy Sponsorship to the Academy; DELETED: G.4. FY2023 Community Corrections Plan and Application**

**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 April 14, 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 \$127,626.87. A vote was called, all in favor. Motion passed.**

***G.2. Year-to-Date General Fund Revenue and Expense Report***

***G.2.a Year-to-Date Special Fund Report***

No concerns or questions were noted, no discussion took place.

***G.3. Janitorial Services Bid***

Comm. Musta asked for a brief recap of the bid opening that took place Tuesday, April 26, 2022 at 9:00am due to him being unable to be present. Mr. Adam Kerr, Maintenance Director, informed the committee that only one vendor signed up for the mandatory walk through and that was the only bid that was received. Due to the extent of the bid there needs to be further discussion with the vendor on the expectations and that meeting is being arranged between the vendor, Mr. Joe Porterfield, Co-Interim Admin, and Mr. Kerr. After that takes place it will come back to the Finance Committee and discussion to forward a recommendation to the full board. Comm. Musta thanked Mr. Kerr and Mr. Porterfield for their efforts.

***G.4. FY2023 Community Corrections Plan and Application***

Deleted.

### **G.5. Jail Camera Discussion**

Lt. Mike McDaniel wanted to bring discussion to the committee that earlier this week that the Safety Committee met and were discussed the need for new/updated camera system at the Jail. There are several issues pertaining to the current system and servers. Lt. McDaniel has reached out to the vendor who previously installed the system to see if there are any available updates, he has not heard back. He would like to investigate working with a different vendor, due to past experiences of poor customer service with the original vendor.

Comm. Potter asked if he had reached out to TKS, to which Lt. McDaniel said that TKS originally agreed to provide a proposal/quote, TKS stated that they are unable to provide what is needed and is unable to work with the system. Lt. McDaniel did find a vendor that he is fairly impressed with their system the servers and their capabilities to provide the equipment and services that the Sheriff's Department is looking for.

Comm. Musta asked if there is need for a motion today or if this was just an informative discussion. Comm. Bengelink said that it was just informative because due to the financial requirements of the project there will need to be a request for proposals and to go through the steps per the County Policies. Lt. McDaniel stated that this is not going to be an immediate project it will be a lengthy process and the current preferred vendor quoted a minimum of 20 weeks to install/integration after contracts have been signed and approved. Comm. Musta thanked Lt. McDaniel for bringing it to the committee, so they are aware of the potential project.

### **G.6. Deputy Sponsorship to the Academy**

**A motion was made by Comm. Taylor and supported by Comm. Bengelink to forward a recommendation to the full board to sponsor up to three Deputies to the Academy.**

Comm. Potter questioned how many total slots there are for sponsorship. Comm. Taylor stated that there would be a total of four, however one of those has already been used by an applicant who is set to graduate from the Kirtland Police Academy on May 6, 2022. Comm. Taylor continued on to comment that is why they said up to three due to wanting to draw more applicants in but it is unlikely to fill the three openings. Comm. Bengelink noted that himself and Comm. Taylor will be attending the graduation. Comm. Potter asked if there opening for the sponsorship will be advertised, Lt. McDaniel stated that Undersheriff Doehring is working on the ad and that the upcoming semester starts in August.

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

### **CORRESPONDENCE**

None.

### **ADMINISTRATOR'S COMMENTS**

Co-Interim Admin, Mr. Porterfield stated that the audit is in its final stages and that is going well. Co-Interim Admin, Ms. Bigger had no further comment.

### **PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

Comm. Taylor questioned if they should make a motion approving the Administrator and Deputy Administrator compensation, Comm. Bengelink stated that the Board is able to and has the authority to approve the proposed compensations.

Comm. Bengelink commented to Mr. Porterfield that Tuesday he will be in town and at the Courthouse along with Wednesday before the Board meeting to be available to speak with the vendor concerning the expectations of the Janitorial Services Bid.

**CHAIR COMMENTS**

None.

**ADJOURN**

**A motion was made by Comm. Potter and supported by Comm. Taylor to adjourn the meeting at 4:16 p.m.**

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Michael Musta, Chairman

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Megan Kujawa, Recording Secretary

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Finance and Appropriations Committee  
**FROM:** Administration  
**FOR MEETING DATE:** May 12, 2022  
**SUBJECT:** Resolution 22-13 Supporting the Marine Safety Program Grant Agreement

SUMMARY OF ITEM TO BE PRESENTED:

Resolution 22-13 supports the 2022 Marine Safety Program Grant Agreement which is attached for consideration along with the grant agreement. This federal grant will cover 100% of total eligible costs toward completing the work listed, not to exceed \$8,900, which is \$2,000 less than last year's grant. A local match is NOT required.

RECOMMENDATION:

Administration suggests the Finance Committee forward a recommendation to the full board to approve the resolution and authorize the Board Chairman to sign the resolution and agreement, as presented.

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 eighteenth 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. 22-13  
SUPPORTING WEXFORD COUNTY 2022 MARINE SAFETY PROGRAM (FEDERAL FUNDING)  
GRANT AGREEMENT**

**BE IT RESOLVED**, that the Wexford County Board of Commissioners supports the Marine Safety Program Grant Agreement for the period January 1, 2022 through September 30, 2022 in the amount of \$8,900 on this date of May 18, 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 22-13 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on May 18, 2022, and I further certify that public notice of such meeting was given as provided by law.

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



Michigan Department of Natural Resources - Grants Management  
**2022 MARINE SAFETY PROGRAM (FEDERAL FUNDING)**  
**GRANT AGREEMENT**

Required by authority of 1994 PA 451, as amended, and 1972 PA 227.

This Agreement is between the Michigan Department of Natural Resources for and on behalf of the State of Michigan ("DEPARTMENT") and Wexford County Sheriff's Department ("GRANTEE").

1. The GRANTEE has been approved by the DEPARTMENT to receive Marine Safety program funding for the purposes of marine safety law enforcement related activities. The total amount obligated with this award is:

	Federal Funds (100%)	State Funds (75%)
Operating	\$8,900.00	\$0.00
Equipment	\$0.00	\$0.00

**Salaries, Wages and Benefits for:**

- ❖ Marine Safety Law Enforcement and Related Activities;
- ❖ Instruction of Boating Safety Courses;
- ❖ Inspection of Boat Liveries;
- ❖ Attendance at Authorized Marine Safety Training (attendance at the Department's Annual Administrators' Workshop and the Michigan Sheriffs' Association's New Marine Officers Training are pre-authorized).

**Operating Expenses for the Scope Items Listed Above, including:**

- ❖ Purchase of fuel, oil, and parts for patrol vehicles, watercraft, and trailers;
- ❖ Travel expenses;
- ❖ Uniforms, personal flotation devices, boat shoes, etc.;
- ❖ Leasing of vehicles, dockage, storage, eligible office space;
- ❖ Boat repair, replacement and/or servicing of boat outfitting equipment.

2. Salary and Wages are reimbursable to the GRANTEE at the employees' hourly rate. Overtime is only eligible if the employee worked in excess of 80 hours for full time employees and 40 hours for part time employees in a pay period on Marine Safety duties.
3. The percentage of the GRANTEE'S total budget devoted to operating expenses shall not exceed Forty percent (40%), unless prior approval has been obtained from the DEPARTMENT.
4. Federal funding from the award Recreational Boating Safety 16.01.26 is provided to state agencies under the authority of 46 U.S.C. 13103(a)(2) and (3). The Federal Award Date for these funds are February 2, 2022 and the Federal Award ID Number for these funds is 70Z02322MO0000978. The State of Michigan has received a federal funding apportionment for fiscal year 2022 through the United States Coast Guard, Department of Homeland Security. From this federal funding the amount shown below is provided to the GRANTEE by the DEPARTMENT for the purpose of supporting the GRANTEE'S Marine Safety program. Reference the "Department of Homeland Security, United States Coast Guard, Boating Safety Financial Assistance CFDA 97.012, and passed through by Department of Natural Resources" on your single audit reports and other financial statements as required.

The DEPARTMENT agrees to reimburse the GRANTEE a sum of money equal to 100% of the total eligible costs toward completing the scope of work listed above, but not to exceed Eight Thousand Nine Hundred Dollars and Zero Cents (\$8,900.00), which is the total amount awarded under this agreement.

There is no local match required for this reimbursement.

The Subaward Budget Period and Period of Performance for federal funding is **January 1, 2022** through **September 30, 2022**.

Completed reimbursement request and documentation of operating expenditures are due no later than **October 31, 2022**.

5. This Agreement shall be administered on behalf of the DEPARTMENT through the Finance and Operations Division. All reports, documents, or actions required of the GRANTEE shall be submitted through MiGrants website unless otherwise instructed by the DEPARTMENT.
6. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE through the MiGrants website. The indirect rate for this award is zero because it has been waived by the GRANTEE.
7. The GRANTEE may not assign or transfer any interest in this Agreement to any other agency, group or individual.
8. The GRANTEE shall display valid and proper state of Michigan registration on all vessels and comply with the state of Michigan life jacket regulations.
9. This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual Agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.
10. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
11. The GRANTEE agrees to follow the DEPARTMENT procedure policy:
  - a. The GRANTEE will openly advertise and seek written bids for contracts for purchase or services with a value equal to or greater than \$50,000.00 and accept the lowest qualified bid.
  - b. The GRANTEE will solicit three (3) written quotes for contracts with purchases or services between \$5,000.00 and \$50,000.00.
12. The Agreement may be executed separately by the parties. This Agreement is not effective until:
  - a. The GRANTEE has signed it and returned it, and
  - b. The DEPARTMENT has signed it.
13. The award is not for Research and Development



The individuals signing for the parties indicated below certify by their signatures that they have the authority to do so and will ensure that the terms of the Agreement are fulfilled.

**GRANTEE**

SIGNED:

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

SIGMA Vendor ID: \_\_\_\_\_

SIGMA Address ID: \_\_\_\_\_

Unique Entity Identifier: \_\_\_\_\_

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

SIGNED:

By: \_\_\_\_\_  
Section Manager

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: 517-284-7268

Email: [dnr-grants@michigan.gov](mailto:dnr-grants@michigan.gov)

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION	DATE SUBMITTED  May 4, 2022	