



Wexford County

**FINANCE & APPROPRIATIONS COMMITTEE**

*Mike Musta, Chair*

**NOTICE OF MEETING**

The Finance and Appropriations Committee of the Wexford County Board of Commissioners will hold a regular meeting on Wednesday, June 22, 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 JUNE 9, 2022, REGULAR MEETING MINUTES ..... 1
- F. PUBLIC COMMENTS  
*The Committee welcomes all public input.*
- G. AGENDA ITEMS
  - 1. Approval of the Claims (*A. Nyman, County Clerk*)
  - 2. Year – to – Date Revenue and Expense Report
    - a. General Ledger ..... 3
    - b. Special Funds..... 5
  - 3. Fiscal Year 2023 Budget Calendar Draft ..... 6
- 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  
June 9, 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: Megan Kujawa, Senior Executive Administrative Assistant; Alaina Nyman, Clerk; Kristi Nottingham, Treasurer; Joe Porterfield, County Administrator/Equalization Director

**ADDITIONS OR DELETIONS TO THE AGENDA**

**ADDED: G.3. L-4046 Statement of Taxable Values, G.4. Clerk's Worker;s Comp Final Audit - Discussion, G.5. Canteen Services- Jail Meal Services**

**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, 4-0.**

**APPROVAL OF THE MINUTES**

**A motion was made by Comm. Taylor and supported by Comm. Potter to approve the May 25, 2022 Regular Meeting Minutes. A vote was called, all in favor. Motion passed, 4-0.**

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***G.1. Approval of Claims***

**A motion was made by Comm. Potter and supported by Comm. Taylor to approve paying the bills in the amount of \$338,688.34. A vote was called, all in favor. Motion passed, 4-0.**

***G.2. Applied Imaging PrintSmart Agreement***

**A motion was made by Comm. Bengelink and supported by Comm. Potter to forward a recommendation to the full board to approve the Applied Imaging PrintSmart Agreement. A vote was called, all in favor. Motion passed, 4-0.**

Chair, Musta stated that the County does spend a significant amount of funds on toner and hopes to see that if this does provide some savings that potential it could be implemented throughout all departments.

***G.3. L-4046 Statement of Taxable Values***

**A motion was made by Comm. Taylor and supported by Comm. Bengelink to forward a recommendation to the full board to approve the 2022 L-4046 Taxable Valuations. A vote was called, all in favor. Motion passed, 4-0.**

Mr. Porterfield, County Administrator/Equalization Director informed the committee that this statement is an annual report which is used for various items, including millages.

**G.4. Clerk's Worker's Comp Final Audit Discussion**

Ms. Nyman, Clerk informed the committee that each year there is an estimation for coverage of services and then they are audited and this year they underestimated by just over \$11000.00, but it is expected.

**G.5. Canteen Services – Jail Meal Services**

**A motion was made by Comm. Bengelink and supported by Comm. Taylor to forward a recommendation to the full board for approval of the temporary rate increase for meal services at the jail.**

Comm. Bengelink stated that he doesn't believe that it will be temporary but would like to potentially to start looking at other options.

Comm. Potter stated that the Sheriff's Department is in contract with the meal service provider through the end of the year.

Mr. Porterfield informed the committee that the Sheriff's budget does have enough money in it to cover the increase.

**A vote was called, all in favor. Motion passed, 4-0.**

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Mr. Porterfield informed the committee that everything is continuing to be busy and that he is learning a lot from being in the position.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

None.

**ADJOURN**

**A motion was made by Comm. Taylor and supported by Comm. Bengelink to adjourn the meeting at 4:20 p.m.**

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Michael Musta, Chairman

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Megan Kujawa, Recording Secretary

## REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 05/31/2022

% Fiscal Year Completed: 41.37

GL #	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE (05/31/2022) NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
<b>Fund 101 - GENERAL FUND</b>						
101	COMMISSIONERS	66,822.00	30,744.32	4,942.75	36,077.68	46.01
131	CIRCUIT COURT	331,107.00	116,112.03	25,065.02	214,994.97	35.07
136	DISTRICT COURT	665,559.00	259,758.44	44,858.04	405,800.56	39.03
141	FRIEND OF THE COURT	957,135.00	343,694.70	75,186.84	613,440.30	35.91
147	JURY COMMISSION	3,700.00	426.29	414.76	3,273.71	11.52
148	PROBATE COURT	637,075.00	244,865.68	50,617.90	392,209.32	38.44
151	PROBATION AND PAROLE	2,700.00	250.83	63.99	2,449.17	9.29
166	CIRCUIT COURT FAMILY COUNS.	68,405.00	14,255.63	4,676.33	54,149.37	20.84
168	PUBLIC DEFENDER	269,330.00	100,267.17	17,307.92	169,062.83	37.23
172	COUNTY ADMINISTRATION	221,658.00	72,899.51	15,154.00	148,758.49	32.89
191	ELECTIONS	80,600.00	878.25	180.25	79,721.75	1.09
215	COUNTY CLERK	345,093.00	124,854.80	24,656.25	220,238.20	36.18
225	EQUALIZATION	532,541.00	203,114.86	39,657.88	329,426.14	38.14
229	PROSECUTING ATTORNEY	732,358.00	255,963.92	44,935.32	476,394.08	34.95
230	PROS ATTNY CO-OP REIMB	57,843.00	20,205.81	3,468.71	37,637.19	34.93
236	REGISTER OF DEEDS	313,586.00	126,421.33	23,253.39	187,164.67	40.31
245	STATE SURVEY & REMONUMENTATION	46,531.00	1,800.00	0.00	44,731.00	3.87
253	COUNTY TREASURER	410,515.00	146,922.88	26,861.61	263,592.12	35.79
265	BUILDING AND GROUNDS	337,723.00	182,341.40	26,517.47	155,381.60	53.99
266	HUMAN SERVICES BLDG	79,000.00	57,586.92	9,231.78	21,413.08	72.89
267	HUMAN RESOURCES DEPARTMENT	82,485.00	34,476.35	7,242.58	48,008.65	41.80
268	DISTRICT HEALTH DEPARTMENT	65,200.00	33,523.61	6,459.52	31,676.39	51.42
270	JAIL - BLDG/GRDS	168,000.00	117,818.84	22,139.94	50,181.16	70.13
271	JAIL - BLDG/GRDS CARMEL ST	1,750.00	1,382.67	285.02	367.33	79.01
272	MAINT/STORAGE - BLDG/GRDS	5,850.00	2,435.70	395.17	3,414.30	41.64
275	DRAIN COMMISSION	65,931.00	22,721.31	2,347.32	43,209.69	34.46

282	DEPT OF AGRICULTURE	139,000.00	118,637.34	118,637.34	20,362.66	85.35
287	ARPA Direct Payment	0.00	15,708.95	0.00	(15,708.95)	100.00
290	GEN SERVICES ADMINISTRATION	664,208.00	304,851.59	25,626.28	359,356.41	45.90
301	SHERIFF	2,651,094.00	907,192.00	182,838.44	1,743,902.00	34.22
302	SHERIFF COURT SECURITY	20,000.00	0.00	0.00	20,000.00	0.00
315	SECONDARY ROAD PATROL	121,969.00	43,100.70	8,836.20	78,868.30	35.34
331	MARINE	30,792.00	627.64	613.27	30,164.36	2.04
333	FEDERAL FOREST	4,000.00	0.00	0.00	4,000.00	0.00
334	SNOWMOBILE	22,939.05	22,456.87	0.00	482.18	97.90
335	ORV GRANT	30,442.00	11,977.98	3,958.26	18,464.02	39.35
351	JAIL	3,043,602.00	924,562.57	180,733.61	2,119,039.43	30.38
362	STATE GRANT PA 511	107,609.00	28,908.37	364.61	78,700.63	26.86
363	ENHANCEMENT	215,954.00	94,998.27	25,744.37	120,955.73	43.99
426	EMERGENCY MANAGEMENT	94,858.00	43,591.35	7,779.83	51,266.65	45.95
526	SANITARY LANDFILL	65,584.00	11,087.50	4,819.50	54,496.50	16.91
605	CONTAGIOUS DISEASES	700.00	239.90	83.10	460.10	34.27
648	MEDICAL EXAMINER	97,400.00	39,831.04	5,911.23	57,568.96	40.89
681	VETERANS BURIAL	9,000.00	5,100.00	0.00	3,900.00	56.67
861	FRINGE BENEFITS	0.00	27,162.13	15,138.34	(27,162.13)	100.00
890	CONTINGENCIES	50,000.00	0.00	0.00	50,000.00	0.00
965	TRANSFERS	1,163,772.00	397,156.26	16,794.32	766,615.74	34.13
966	APPROPRIATIONS	585,476.00	309,661.48	63,590.50	275,814.52	52.89
<b>TOTAL REVENUES</b>		15,666,896.05	2,990,956.99	884,677.14	12,675,939.06	19.09
<b>TOTAL EXPENDITURES</b>		15,666,896.05	5,822,575.19	1,137,388.96	9,844,320.86	37.16

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 PERIOD ENDING 05/31/2022  
 % Fiscal Year Completed: 41.37

GL NUMBER	2022 AMENDED BUDGET	YTD BALANCE 05/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
<b>Fund 225 - ANIMAL CONTROL</b>					
TOTAL REVENUES	255,986.00	210,614.98	6,118.36	45,371.02	82.28
TOTAL EXPENDITURES	255,986.00	80,184.05	15,377.43	175,801.95	31.32
<b>Fund 243 - COURT SECURITY FUND</b>					
TOTAL REVENUES	156,170.00	53,851.20	10,444.31	102,318.80	34.48
TOTAL EXPENDITURES	156,170.00	54,677.24	12,912.04	101,492.76	35.01
<b>Fund 249 - BUILDING INSPECTIONS DEPT.</b>					
TOTAL REVENUES	246,000.00	86,531.60	23,943.50	159,468.40	35.18
TOTAL EXPENDITURES	192,377.00	66,095.55	11,071.75	126,281.45	34.36
<b>Fund 259 - INDIGENT DEFENSE FUND</b>					
TOTAL REVENUES	1,135,833.00	433,976.94	1.27	701,856.06	38.21
TOTAL EXPENDITURES	1,135,833.00	347,512.70	82,008.98	788,320.30	30.60
<b>Fund 261 - 911-WIRELESS</b>					
TOTAL REVENUES	1,036,879.00	258,907.86	117,725.24	777,971.14	24.97
TOTAL EXPENDITURES	1,036,879.00	471,890.55	66,359.61	564,988.45	45.51
<b>Fund 292 - CHILD CARE FUND</b>					
TOTAL REVENUES	518,500.00	31,212.19	11,155.28	487,287.81	6.02
TOTAL EXPENDITURES	518,500.00	127,633.43	39,904.36	390,866.57	24.62
<b>TOTAL REVENUES - ALL FUNDS</b>					
3,349,368.00					
<b>TOTAL EXPENDITURES - ALL FUNDS</b>					
3,295,745.00					
1,075,094.77					
1,147,993.52					
169,387.96					
227,634.17					
2,274,273.23					
2,147,751.48					
32.10					
34.83					

## WEXFORD COUNTY FISCAL YEAR 2023 BUDGET CALENDAR

***Finance Committee: Musta (Chair), Bengelink, Potter, Taylor***

<u>Date</u>	<u>Time</u>	
June 22, 2022	4:00 PM	Finance Committee reviews draft Budget Calendar.
July 6, 2022	4:00 PM	Finance Committee presents Budget Calendar for discussion and approval at regular Board of Commissioners meeting.
July 11, 2022	N/A	Administrator to open 2022 budgeting to Departments/Elected Offices.
August 1, 2022	N/A	Deadline for Departments/Elected Offices to submit completed budget requests in BS&A.
August 1 through August 19, 2022	N/A	Administrator works with Departments/Elected Offices regarding budget requests; updates Finance Committee during the process.
August 19, 2021	3:00 PM	Proposed budgets provided to Finance Committee for discussion and review at their next meeting.
August 24, 2022	4:00 PM	Finance reviews the budgets, determines which dept. heads they'd like to have present at a subsequent meeting; provides direction to the Administrator.
September 8, 2022	4:00 PM	Finance hears from selected department heads; provides instructions to the Administrator.
September 28, 2022	4:00 PM	Finance hears from selected department heads; reviews the revised budget, reaches a consensus regarding any additional revisions; recommends budget for consideration by the full Board.
October 5, 2022	4:00 PM	Administrator presents budget to Board. Budget revisions desired by the Board are communicated to the Administrator.
October 7, 2022	N/A	Public Hearing Notice in <i>Cadillac News</i> .
October 19, 2022	4:00 PM	Public Hearing, consideration of approval of the budget by BOC, and adoption of the General Appropriations Act.

Other meeting dates may be added as needed to review budget strategies