



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 **Tuesday, July 26, 2022**, beginning at **3:30 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 JULY 14, 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 Reports
 - a. General Funds 5
 - b. Special Funds 7
 - 3. Networks Northwest 2023 Budget Request 8
 - 4. Website Domain Transfer 10
- 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
 July 14, 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, Brian Potter, and Gary Taylor
 Members Absent: Mike Bengelink.
 Also Present: Duane Alworden, Central Dispatch Director; Melissa Alderman-Bismack, Community Corrections Sr. Officer; Jami Bigger, Deputy County Administrator/HR Director; Ashley Hackert, Deputy Clerk; Karl Holder, Airport Authority; Megan Kujawa, Sr. Executive Administrative Assistant; Kristi Nottingham, Treasurer; Joe Porterfield, County Administrator/Equalization Director; and Members of the Public.

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: G.7. Health Department Roof, **G.8.** Health Department Sidewalk, **G.9.** Courthouse Conveyor Belt Scanner, **G.10.** Courthouse Metal Detector, **G.11.** Jail Water Softener, **G.12.** Clerk Office Records Scanning, and **G.13.** Catholic Human Services Liquor Tax Application.

Chairman Musta wanted to inform those in attendance that added items G.7. through G.12. are from the ARPA committee meeting.

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Potter to approve the agenda as amended. A vote was called, all in favor. Motion passed, 3-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Potter to approve the June 22, 2022 Regular Meeting Minutes. A vote was called, all in favor. Motion passed, 3-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Comm. Taylor and supported by Comm. Potter to approve paying the bills in the amount of \$519,254.18. A vote was called, all in favor. Motion passed, 3-0.

G.2. AAANWM FY 2023 – 2025 Multi Year Plan, G.2. Resolution 22-18 Approving FY 2023 -2025 Plan for AAANWM

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve Resolution 22-18 Approving the Area Agency on Aging of Northwest Michigan Multi-Year plan for Fiscal Year 2023 through 2025. A vote was called, all in favor. Motion passed 3-0.

G.3. U.S. District Court Substance Abuse Testing Services

A motion was made by Comm. Potter and supported by Comm. Taylor to forward a recommendation to the full board to approve the annual renewal of the U.S. District Court drug and alcohol testing contract. A vote was called, all in favor. Motion passed, 3-0.

Comm. Potter asked Ms. Bismack if there were any changes to the agreement, she stated there was not, and it is an annual renewal.

G.4. Child Care Fund Budget for Fiscal Year 2023

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the Child Care Fund Budget for Fiscal Year 2023 in the amount of \$651,999.56. A vote was called, all in favor. Motion passed, 3-0.

G.5. Central Dispatch Parking Lot Discussion

Mr. Alworden, Central Dispatch Director, informed the committee that he has tried to achieve three quotes per County Policy, however due to the timing of the year and in peak asphalt usage, nobody is placing bids on any projects. Mr. Porterfield and himself have reached out and placed calls to various companies and the two quotes that are provided in the packet are the only companies that they have heard back from.

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the proposed quote from American Asphalt Paving Inc. in the amount of \$9,695.00 to expand the parking lot at Central Dispatch.

Comm. Taylor asked to amend his motion to state that in addition to waive the County Policy's of requiring three bids, due to lack of response. Comm. Potter revised his support to support the amended motion.

A vote was called, all in favor. Motion passed, 3-0.

G.6. Budget Amendment(s)

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the budget amendments dated July 20, 2022. A vote was called, all in favor. Motion passed, 3-0.

G.7. Health Department Roof

A motion was made by Comm. Potter and supported by Comm. Taylor to forward a recommendation to the full board to approve the quote from Bigelow Exteriors for the replacement of the District Health Department #10 roof in the amount of \$40,620.00, with payment to be remunerated from ARPA funds. A vote was called, all in favor. Motion passed, 3-0.

G.8. Health Department and Courthouse Sidewalk

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the quote from Schepers Concrete Construction LLC. In the amount of \$38,697.00 for repairs and replacement of sidewalks at the District Health Department #10 and the Courthouse, with payment to be remunerated from ARPA funds. A vote was called, all in favor. Motion passed, 3-0.

G.9. Courthouse Conveyor Belt Scanner

A motion was made by Comm. Potter and supported by Comm. Taylor to forward a recommendation to the full board to approve the quote from Protective Technologies International in the amount of \$26,725 for a conveyor belt scanner at the courthouse, with payment to be remunerated from ARPA funds. A vote was called, all in favor. Motion passed, 3-0.

G.10. Courthouse Metal Detector

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the quote from Zorpro, LLC in the amount of \$9,821.00 for a new metal detector at the courthouse, with payment to be remunerated from ARPA funds. A vote was called, all in favor. Motion passed, 3-0.

Comm. Potter asked if the current metal detector is worth anything and what the plan for it was. Mr. Porterfield stated that there was discussion about moving it to Lake St., however when the time comes it will go the Recreation and Building Committee for discussion and then to the full board.

G.11. Jail Water Softener

A motion was made by Comm. Potter and supported by Comm. Taylor to forward a recommendation to the full board to approve the quote from Durant Plumbing and Heating Inc., in the amount of \$29,500.00 for a water softener at the jail, with payment to be remunerated from ARPA funds. A vote was called, all in favor. Motion passed, 3-0.

Comm. Potter asked if there was a warranty that came with the water softener because he did not see one on the provided quote. Mr. Porterfield said that he believes so but will confirm that there is one.

G.12. Clerk's Office Records Scanning

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve granting the Clerk's Office \$20,000.00 of ARPA funds to be used towards record conversion scanning, in addition to the \$10,000 currently budgeted for the scanning and approve the quote from Graphic Sciences in an amount not to \$30,000. A vote was called, all in favor. Motion passed, 3-0.

G.13. Catholic Human Services Liquor Tax Application

A motion was made by Comm. Potter and supported by Comm. Taylor to forward a recommendation to the full board to approve the Catholic Human Services Liquor Tax Application for the Wexford County Missaukee Substance Use Disorder Program for the requested amount of \$82,996. A vote was called, all in favor. Motion passed, 3-0.

Comm. Taylor wanted to clarify that this approved Judge Elmore to apply for the grant and the amount listed is the amount that he is applying for to cover costs of the program. There will be an agreement later when the funds have been officially awarded.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Mr. Porterfield informed the committee that he is looking to get the budget process started. Ms. Harvey from H&S companies will be meeting with himself and Ms. Nottingham, Treasurer, next week to go over some of the details and so he can learn more about B&SA program than what he already does. Mr. Porterfield sent out another email to Rehmann and has not heard back on when they will be here to give report on the audit. Ms. Bigger mentioned that Mr. Kerr, Maintenance Director, was informed by the City of Cadillac that on Monday, the water will be shut off while they continue to do maintenance and repairs. Mr. Kerr has a solution to help get the courthouse facilities available

PUBLIC COMMENTS

Mr. Karl Holder from the Airport Authority stated that he is the new president and wanted to introduce himself and asked if it would be possible to come to committee meetings to discuss what is the protocol and the means of the working relationship between the Airport Authority and the Board of Commissioners.

Chairman Musta stated that he thinks it would be a good idea to come to the Executive Committee, which meets the second Tuesday of every month and to reach out the Administration office to either Mr. Porterfield or Ms. Bigger to share contact information. Mr. Holder said that he would do that.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

Chairman Musta said that he is very pleased with the projects that are starting to take place with the use of the ARPA funds to get those items checked off, the deadline to allocate the funds is 2024, still have time but it is nice the projects are getting completed.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Potter to adjourn the meeting at 4:14 p.m.

Michael Musta, Chairman

Megan Kujawa, Recording Secretary

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY						
PERIOD ENDING 06/30/2022						
% Fiscal Year Completed: 49.59						
GL #	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 06/30/2022 NORM (ABNORM)	ACTIVITY FOR 06/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND						
101	COMMISSIONERS	66,822.00	35,476.95	4,732.63	31,345.05	53.09
131	CIRCUIT COURT	331,107.00	140,292.89	24,180.86	190,814.11	42.37
136	DISTRICT COURT	665,559.00	307,279.31	47,520.87	358,279.69	46.17
141	FRIEND OF THE COURT	957,135.00	419,715.11	76,020.41	537,419.89	43.85
147	JURY COMMISSION	3,700.00	2,948.18	2,521.89	751.82	79.68
148	PROBATE COURT	637,075.00	294,806.81	49,941.13	342,268.19	46.28
149	PROBATE COURT	0.00	1,350.00	1,350.00	(1,350.00)	100.00
151	PROBATION AND PAROLE	2,700.00	289.69	38.86	2,410.31	10.73
166	CIRCUIT COURT FAMILY COUNS.	68,405.00	19,009.34	4,753.71	49,395.66	27.79
168	PUBLIC DEFENDER	269,330.00	123,010.49	22,743.32	146,319.51	45.67
172	COUNTY ADMINISTRATION	221,658.00	87,710.35	14,810.84	133,947.65	39.57
191	ELECTIONS	80,600.00	908.53	30.28	79,691.47	1.13
215	COUNTY CLERK	345,093.00	149,859.71	25,004.91	195,233.29	43.43
225	EQUALIZATION	532,541.00	252,639.79	49,524.93	279,901.21	47.44
229	PROSECUTING ATTORNEY	732,358.00	305,353.38	49,389.46	427,004.62	41.69
230	PROS ATTNY CO-OP REIMB	57,843.00	25,707.24	5,501.43	32,135.76	44.44
236	REGISTER OF DEEDS	313,586.00	149,961.45	23,540.12	163,624.55	47.82
245	STATE SURVEY & REMONUMENTATION	46,531.00	7,650.00	5,850.00	38,881.00	16.44
253	COUNTY TREASURER	410,515.00	176,099.10	29,126.22	234,415.90	42.90
265	BUILDING AND GROUNDS	348,638.00	219,676.62	37,335.22	128,961.38	63.01
266	HUMAN SERVICES BLDG	81,955.00	63,566.20	5,979.28	18,388.80	77.56
267	HUMAN RESOURCES DEPARTMENT	82,485.00	41,399.20	6,922.85	41,085.80	50.19
268	DISTRICT HEALTH DEPARTMENT	65,200.00	35,692.47	2,168.86	29,507.53	54.74
270	JAIL - BLDG/GRDS	168,000.00	134,427.00	16,608.16	33,573.00	80.02
271	JAIL - BLDG/GRDS CARMEL ST	1,750.00	1,616.77	234.10	133.23	92.39
272	MAINT/STORAGE - BLDG/GRDS	5,850.00	2,683.00	247.30	3,167.00	45.86

CONTINUED - REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 06/30/2022

% Fiscal Year Completed: 49.59

GL #	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 06/30/2022 NORM (ABNORM)	ACTIVITY FOR 06/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND						
275	DRAIN COMMISSION	65,931.00	25,381.31	2,660.00	40,549.69	38.50
282	DEPT OF AGRICULTURE	139,000.00	118,637.34	0.00	20,362.66	85.35
287	ARPA Direct Payment	0.00	26,958.95	11,250.00	(26,958.95)	100.00
290	GEN SERVICES ADMINISTRATION	664,208.00	536,221.20	231,369.61	127,986.80	80.73
301	SHERIFF	2,682,899.84	1,111,155.80	203,963.80	1,571,744.04	41.42
302	SHERIFF COURT SECURITY	20,000.00	0.00	0.00	20,000.00	0.00
315	SECONDARY ROAD PATROL	121,969.00	52,315.20	9,214.50	69,653.80	42.89
331	MARINE	30,792.00	2,133.46	1,505.82	28,658.54	6.93
333	FEDERAL FOREST	4,000.00	0.00	0.00	4,000.00	0.00
334	SNOWMOBILE	22,939.05	22,485.61	28.74	453.44	98.02
335	ORV GRANT	30,442.00	12,726.59	748.61	17,715.41	41.81
351	JAIL	3,011,796.16	1,134,339.46	209,776.89	1,877,456.70	37.66
362	STATE GRANT PA 511	107,609.00	40,803.62	11,895.25	66,805.38	37.92
363	ENHANCEMENT	215,954.00	108,656.55	13,658.28	107,297.45	50.31
426	EMERGENCY MANAGEMENT	132,608.00	88,655.16	45,063.81	43,952.84	66.86
526	SANITARY LANDFILL	65,584.00	12,719.50	1,632.00	52,864.50	19.39
605	CONTAGIOUS DISEASES	700.00	239.90	0.00	460.10	34.27
648	MEDICAL EXAMINER	97,400.00	50,597.04	10,766.00	46,802.96	51.95
681	VETERANS BURIAL	9,000.00	6,000.00	900.00	3,000.00	66.67
861	FRINGE BENEFITS	0.00	20,142.91	(7,019.22)	(20,142.91)	100.00
890	CONTINGENCIES	50,000.00	0.00	0.00	50,000.00	0.00
965	TRANSFERS	1,173,772.00	821,510.42	424,354.32	352,261.58	69.99
966	APPROPRIATIONS	585,476.00	406,615.73	96,954.25	178,860.27	69.45
TOTAL REVENUES		15,728,516.05	5,216,791.09	2,225,834.10	10,511,724.96	33.17
TOTAL EXPENDITURES		15,728,516.05	7,597,425.33	1,774,800.30	8,131,090.72	48.30

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 06/30/2022

% Fiscal Year Completed: 49.59

GL #	DESCRIPTION	2022 AMENDED BUDGET	YTD 06/30/2022 NORM (ABNORM)	ACTIVITY FOR 06/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 225 - ANIMAL CONTROL:						
	TOTAL REVENUES	255,986.00	211,763.22	1,148.24	44,222.78	82.72
	TOTAL EXPENDITURES	255,986.00	102,137.86	21,953.81	153,848.14	39.90
Fund 243 - COURT SECURITY FUND:						
	TOTAL REVENUES	156,170.00	66,346.51	12,495.31	89,823.49	42.48
	TOTAL EXPENDITURES	156,170.00	65,217.31	10,540.07	90,952.69	41.76
Fund 249 - BUILDING INSPECTIONS DEPT.:						
	TOTAL REVENUES	247,000.00	101,128.90	14,597.30	145,871.10	40.94
	TOTAL EXPENDITURES	193,377.00	79,577.33	13,481.78	113,799.67	41.15
Fund 259 - INDIGENT DEFENSE FUND:						
	TOTAL REVENUES	1,135,833.00	448,571.36	14,594.58	687,261.64	39.49
	TOTAL EXPENDITURES	1,135,833.00	425,792.10	78,279.40	710,040.90	37.49
Fund 261 - 911-WIRELESS:						
	TOTAL REVENUES	1,031,879.00	261,638.24	2,730.38	770,240.76	25.36
	TOTAL EXPENDITURES	1,031,879.00	532,983.15	61,092.60	498,895.85	51.65
Fund 292 - CHILD CARE FUND:						
	TOTAL REVENUES	518,500.00	44,460.45	13,248.26	474,039.55	8.57
	TOTAL EXPENDITURES	518,500.00	179,631.74	51,998.31	338,868.26	34.64
TOTAL REVENUES - ALL FUNDS		3,345,368.00	1,133,908.68	58,814.07	2,211,459.32	33.89
TOTAL EXPENDITURES - ALL FUNDS		3,291,745.00	1,385,339.49	237,345.97	1,906,405.51	42.09

G.3.

June 28, 2022

County Administrator
437 E Division Street
Cadillac, MI 49601

RE: 2023 BUDGET REQUEST

Networks Northwest requests a year 2023 appropriation from Wexford County of \$4,695.00 which is the same appropriation requested for the years 2000 through 2022. This is for part of the required local match for the federal Economic Development Administration grant, which is what makes your county's communities eligible for federal infrastructure funds. It also helps provide the required match for other federal and state-funded programs. The return on this \$55,000 total investment by our ten counties is at least 20:1 in any given year.

The enclosed table shows how the requested amount was determined.

If you have any questions, my direct line is 231-929-5020.

Sincerely,



Darla Rowland
CFO

enclosure

cc: Ben Townsend

Northwest Michigan Council of Governments
dba Networks Northwest
Appropriation Request Calculation
(adopted by the COG Board 7/29/99)

County	Real Property Taxable Value 1998 Tax Year	% of Total	1998 Population	% of Total Population	Combine Percent	Average Percent	Total Appropriation Request for 2000 thru 2023
Antrim	\$923,211,949	10.31%	21,522	8.14%	18.45%	9.22%	\$5,073.00
Benzie	520,672,963	5.82%	14,678	5.55%	11.36%	5.68%	3,125.00
Charlevoix	1,022,289,910	11.42%	24,436	9.24%	20.65%	10.33%	5,680.00
Emmet	1,371,664,991	15.32%	28,677	10.84%	26.16%	13.08%	7,194.00
Grand Traverse	2,117,448,190	23.65%	74,134	28.02%	51.67%	25.84%	14,210.00
Kalkaska	455,146,730	5.08%	15,568	5.88%	10.97%	5.48%	3,016.00
Leelanau	1,127,784,545	12.60%	19,142	7.24%	19.83%	9.92%	5,454.00
Manistee	569,575,878	6.36%	23,330	8.82%	15.18%	7.59%	4,174.00
Missaukee	304,492,656	3.40%	13,892	5.25%	8.65%	4.33%	2,379.00
Wexford	<u>541,038,033</u>	<u>6.04%</u>	<u>29,185</u>	<u>11.03%</u>	<u>17.07%</u>	<u>8.54%</u>	<u>4,695.00</u>
Total	<u>\$8,953,325,845</u>	<u>100.00%</u>	<u>264,564</u>	<u>100.00%</u>	<u>200.00%</u>	<u>100.00%</u>	<u>\$55,000.00</u>

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Finance and Appropriations Committee
FROM: Administration
FOR MEETING DATE: July 26, 2022
SUBJECT: Website Domain Transfer

SUMMARY OF ITEM TO BE PRESENTED:

The current website domain of wexfordcounty.org is owned by Wild West Domains, which is a subsidiary of GoDaddy.com. The Administration office is asking that the County's website developer Shumaker Technology Group, obtain ownership of the domain to make maintenance of the domain smoother and increase security of the domain.

Shumaker Technology Group is a subsidiary ITRight/VC3 and took over the website development accounts when VC3 took ownership of ITRight.

Kyle Shumaker, President of Shumaker Technology has proposed the following:

\$50 – One time charge to initiate the transfer and get DNS records built to Shumaker Technology site.

\$25/year – Annual dues for maintenance of the domain.

RECOMMENDATION:

Administration recommends the Finance and Appropriations Committee to forward a recommendation to the full board approving Shumaker Technology Group take ownership and maintenance of the wexfordcounty.org domain.