

WEXFORD COUNTY  
**FINANCE & APPROPRIATIONS COMMITTEE MEETING**  
REGULAR MEETING MINUTES  
May 25, 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, Deputy County Administrator/HR Director; Brooke Fuller, Building Department Manager; Adam Kerr, Maintenance Director; Megan Kujawa, Senior Executive Administrative Assistant; Alaina Nyman, Clerk; Kristi Nottingham, Treasurer; Joe Porterfield, County Administrator/Equalization Director; Roxanne Snyder, Register of Deeds; Mistine Stark, Community Corrections Manager; Trent Taylor, Sheriff; Corey Wiggins, Prosecuting Attorney, and members of the Northern District Fair Board.

**ADDITIONS OR DELETIONS TO THE AGENDA**

**ADDED: G.6. Satisfaction Agreement, G.7. County Fair Capital Improvement Grant Agreement, G.8. Part-Time Clerk Position, G.9. Bailiff Benefits**

**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 12, 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 \$413,966.83. A vote was called, all in favor. Motion passed, 4-0.**

***G.2. Year – to – Date Revenue and Expense Reports***

Reports were provided in packet, no discussion took place.

***G.3. Building Department Fee Schedule***

**A motion was made by Comm. Taylor and supported by Comm. Bengelink to forward a recommendation to the full board to approve the increase in fees for the Building Department, as presented.**

Chair, Musta stated that this would bring us in line with surrounding counties.

Ms. Fuller, Building Department Manager, stated that with an employee retiring this year the department had to hire two new inspectors to take his place and will help to offset raising costs.

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

**G.4. Budget Amendment**

**A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the Budget Amendment dated 06-01-2022. A vote was called, all in favor. Motion passed, 4-0.**

Chair, Musta wanted it noted for the record that there were some additions to the budget amendment then what was provided in the packet.

**G.5. Community Corrections Discussion**

The Committee requested discussion with Ms. Stark, Community Corrections Manager, because there were some questions that arose regarding Community Corrections being supplementally funded by the General Fund. They were asking if there was ever any discussion or agreement that Missaukee County would contribute a portion to cover expenditures. Ms. Stark stated that for as long as she has been fulfilling this role and working with Community Corrections that there wasn't anything like that to her knowledge. Mr. Porterfield, County Administrator stated that he has been looking into this and looked back as far as when the Community Corrections Advisory Board was created and there was and has not been mention of Missaukee County providing any supplemental funding if needed. He continued to state that he will reach out to Missaukee County Administrator to see if they have something that we do not have. Chair, Musta thanked Mr. Porterfield and Ms. Stark for their input and hope that there is an answer to these questions.

**G.6. Satisfaction Agreement**

**A motion was made by Comm. Potter and supported by Comm. Bengelink to forward a recommendation to the full board to approve the Accord and Satisfaction Agreement as it is presented and authorize the Chair to sign on behalf of the County. A vote was called, all in favor. Motion passed, 4-0.**

**G.7. Northern District Fair Board Request for Financial Assistance**

**A motion was made by Comm. Taylor and supported by Comm. Bengelink to forward a recommendation to the full board to approve no more than \$5,667.00 for assistance in capital improvement of facilities at the Northern District Fair. A vote was called, all in favor. Motion passed, 4-0.**

Chair, Musta made mention that the Board of Commissioners assisted and approved a similar agreement in the past for the rabbit barn.

**G.8. Part-Time Clerk Position**

**A motion was made by Comm. Bengelink and supported by Comm. Potter to forward a recommendation to the full board to approve adding the part-time Deputy Clerk position to the Clerk's employee roster at an L4 wage level so long as payroll duties are fulfilled through the Clerk's Office.**

Chair, Musta stated that this is a result of the lack of success in finding an organization that met the needs of the County in order to outsource payroll duties. Payroll duties takes up a lot of time in the Clerk's office this would assist them in being able to complete tasks.

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

**G.9. Bailiff Benefits**

**A motion was made by Comm. Potter and supported Comm. Taylor to forward a recommendation**

to the full board to approve the two Bailiff positions to be classified as regular full-time employees with benefits per County Policy B-5.0. A vote was called, all in favor. Motion passed, 4-0.

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Mr. Porterfield informed the committee that it has been very busy finishing up with the audit and starting to look at the 2023 budget. He stated that the expected taxable value increase has the consumer price at 5% for taxes, even though this benefits the County, no inflation is good for the consumer. Deputy County Administrator, Ms. Bigger didn't have anything to add.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

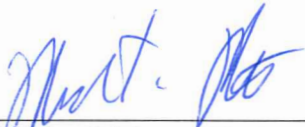
Comm. Bengelink stated that he is very appreciative of the work the Administration and staff is doing and the effort that they are putting in.

**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.



Michael Musta, Chairman



Megan Kujawa, Recording Secretary