

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

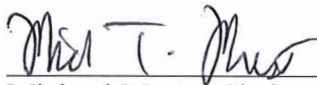
None.

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