



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, September 28, 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 SEPTEMBER 8, 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 (August)
 - a. General Fund 3
 - b. Special Funds..... 5
 - 3. Budget Amendment(s) 6
 - 4. 2023 Budget Discussion
- 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
 September 8, 2022

The Finance and Appropriations Committee regular meeting was called to order by Chair 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, Gary Taylor, and Julie Theobald
 Members Absent: None.
 Also Present: Jami Bigger, Deputy County Administrator/HR Director; Linda Kimbel, Manton Library; Megan Kujawa, Sr. Exec Admin Assistant; Tracy Logan, Cadillac Wexford Public Library; Alaina Nyman, Clerk; and Joe Porterfield, County Administrator/Equalization Director.

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Theobald to approve the agenda. A vote was called, all in favor. Motion passed, 4-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Theobald and supported by Comm. Potter to approve the August 24, 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 \$149,437.74. A vote was called, all in favor. Motion passed, 4-0.

G.2. 2023 Requested Budget Discussion

A draft report was provided to committee members. Mr. Porterfield, County Administrator, informed the committee that there are some holes that still need to have numbers put in. Ms. Harvey was able to sit down with Mr. Porterfield yesterday and went over the line items and what was done in the past. She informed Mr. Porterfield that she will get a report together that would highlight key points and clarification. Mr. Porterfield will be meeting with the Sheriff to go through his budget. He noted this has been done by past Administrators is also done in surrounding areas.

Comm. Potter inquired if Mr. Porterfield had discussed the budget overage that was reported through the audit with Judge A. Van Alst. He stated he has not met with her yet but inquired with Ms. Harvey who stated certain reporting requirements make it appear as there was an overage, however there was not. This will be further examined in hopes to prevent it from happening next year.

Ms. Bigger, Deputy County Administrator, informed the committee that Mr. Porterfield and herself have included personnel changes that have been discussed, but not yet implemented, to show the financial impact if they were approved. However, all personnel changes will still need to be brought before the proper committee and approved by the full board. She also noted that 8% has been budgeted for health insurance increases as recommended by the county's insurance agents.

Mr. Porterfield went on to state that as the budget sits it is to the positive and they are starting off in a good place. At this time, there are no ARPA funds supplementing the budget.

Chair Musta stated that this budget is looking good and likes to see that we are in the positive starting off. He stated the committee will review it more in depth over the weekend and asked that commissioners go directly to Mr. Porterfield with any questions or concerns.

G.3. Manton Library Agreement

A motion was made by Comm. Potter and supported by Comm. Taylor to forward a recommendation to the full board to approve the Agreement for Subaward of Federal Financial Assistance ARPA, with the Friends of the Manton Public Library in an amount not to exceed \$10,000. A vote was called, all in favor. Motion passed 4-0.

Ms. Kimbel introduced herself to the committee and went on to thank them. She explained the plans that they have for the new public library in Manton. They are working with TrueNorth regarding properties and parcels. The hope is that ground will be broke spring of 2024 and completed by the end of 2024.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Mr. Porterfield and no further information.

Ms. Bigger informed the committee that the Wexford County Facebook page is up and running, she has been posting available job positions, but the page will be used for general information as well. She said that you search "Wexford County" it is the page with the County's logo.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Potter to adjourn the meeting at 4:23 p.m.

Michael Musta, Chairman

Megan Kujawa, Recording Secretary

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY
 PERIOD ENDING 08/31/2022
 % Fiscal Year Completed: 66.58

GL #	DESCRIPTION	2022 AMENDED BUDGET	YTD 08/31/2022 NORM (ABNORM)	ACTIVITY FOR AUGUST INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND						
101	COMMISSIONERS	66,822.00	46,636.28	5,952.77	20,185.72	69.79
131	CIRCUIT COURT	331,107.00	195,620.85	30,075.42	135,486.15	59.08
136	DISTRICT COURT	665,559.00	404,331.18	49,010.61	261,227.82	60.75
141	FRIEND OF THE COURT	957,135.00	575,521.63	93,909.43	381,613.37	60.13
147	JURY COMMISSION	3,700.00	3,077.11	14.56	622.89	83.17
148	PROBATE COURT	637,075.00	395,451.21	49,647.57	241,623.79	62.07
149	PROBATE COURT	0.00	2,495.48	514.00	(2,495.48)	100.00
151	PROBATION AND PAROLE	2,700.00	654.03	179.88	2,045.97	24.22
166	CIRCUIT COURT FAMILY COUNS.	68,405.00	28,746.26	4,936.08	39,658.74	42.02
168	PUBLIC DEFENDER	269,330.00	169,863.68	21,464.49	99,466.32	63.07
172	COUNTY ADMINISTRATION	221,658.00	106,552.52	9,551.29	115,105.48	48.07
191	ELECTIONS	80,600.00	17,794.96	15,737.18	62,805.04	22.08
215	COUNTY CLERK	345,093.00	199,812.04	23,003.98	145,280.96	57.90
225	EQUALIZATION	532,541.00	329,735.99	37,315.72	202,805.01	61.92
229	PROSECUTING ATTORNEY	732,358.00	400,875.40	42,929.91	331,482.60	54.74
230	PROS ATTNY CO-OP REIMB	57,843.00	33,288.58	3,902.71	24,554.42	57.55
236	REGISTER OF DEEDS	313,586.00	198,217.40	23,339.82	115,368.60	63.21
245	STATE SURVEY & REMONUMENTATION	46,531.00	11,700.00	4,050.00	34,831.00	25.14
253	COUNTY TREASURER	410,515.00	236,114.31	27,685.17	174,400.69	57.52
265	BUILDING AND GROUNDS	348,638.00	269,425.10	25,113.87	79,212.90	77.28
266	HUMAN SERVICES BLDG	81,955.00	79,520.79	7,984.36	2,434.21	97.03
267	HUMAN RESOURCES DEPARTMENT	82,485.00	54,765.89	6,815.78	27,719.11	66.39
268	DISTRICT HEALTH DEPARTMENT	65,200.00	49,844.97	7,439.10	15,355.03	76.45
270	JAIL - BLDG/GRDS	168,000.00	166,962.13	17,354.15	1,037.87	99.38
271	JAIL - BLDG/GRDS CARMEL ST	1,750.00	2,072.53	154.12	(322.53)	118.43
272	MAINT/STORAGE - BLDG/GRDS	5,850.00	3,185.03	367.23	2,664.97	54.44

275	DRAIN COMMISSION	123,532.00	31,666.59	3,024.50	91,865.41	25.63
282	DEPT OF AGRICULTURE	139,000.00	118,637.34	0.00	20,362.66	85.35
287	ARPA Direct Payment	0.00	558,575.25	410,513.30	(558,575.25)	100.00
290	GEN SERVICES ADMINISTRATION	664,208.00	589,089.59	29,940.34	75,118.41	88.69
301	SHERIFF	2,682,899.84	1,506,889.34	173,336.85	1,176,010.50	56.17
302	SHERIFF COURT SECURITY	20,000.00	0.00	0.00	20,000.00	0.00
315	SECONDARY ROAD PATROL	121,969.00	72,480.09	9,269.58	49,488.91	59.43
331	MARINE	30,792.00	8,077.16	2,846.22	22,714.84	26.23
333	FEDERAL FOREST	4,000.00	0.00	0.00	4,000.00	0.00
334	SNOWMOBILE	22,939.05	22,514.35	28.74	424.70	98.15
335	ORV GRANT	30,442.00	13,939.65	585.45	16,502.35	45.79
351	JAIL	3,011,796.16	1,548,126.23	195,423.44	1,463,669.93	51.40
362	STATE GRANT PA 511	107,609.00	59,933.69	9,577.10	47,675.31	55.70
363	ENHANCEMENT	215,954.00	135,690.99	13,160.85	80,263.01	62.83
426	EMERGENCY MANAGEMENT	132,608.00	103,906.88	7,815.70	28,701.12	78.36
526	SANITARY LANDFILL	65,584.00	17,596.00	1,632.00	47,988.00	26.83
605	CONTAGIOUS DISEASES	700.00	315.89	65.77	384.11	45.13
648	MEDICAL EXAMINER	97,400.00	59,395.53	2,964.87	38,004.47	60.98
681	VETERANS BURIAL	9,000.00	7,200.00	600.00	1,800.00	80.00
861	FRINGE BENEFITS	0.00	22,578.96	11,264.03	(22,578.96)	100.00
890	CONTINGENCIES	50,000.00	0.00	0.00	50,000.00	0.00
965	TRANSFERS	1,173,772.00	914,621.74	16,794.32	259,150.26	77.92
966	APPROPRIATIONS	585,476.00	469,407.23	52,246.25	116,068.77	80.18
TOTAL REVENUES		15,786,117.05	8,028,704.27	1,787,593.44	7,757,412.78	50.86
TOTAL EXPENDITURES		15,786,117.05	10,242,907.85	1,449,538.51	5,543,209.20	64.89

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY
 PERIOD ENDING 08/31/2022
 % Fiscal Year Completed:

GL NUMBER	2022 AMENDED BUDGET	YTD 08/31/2022 NORM (ABNORM)	ACTIVITY FOR AUGUST INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 225 - ANIMAL CONTROL					
TOTAL REVENUES	262,064.00	231,172.57	19,199.40	30,891.43	88.21
TOTAL EXPENDITURES	262,064.00	158,932.62	15,898.16	103,131.38	60.65
Fund 243 - COURT SECURITY FUND:					
TOTAL REVENUES	156,170.00	88,945.66	11,607.16	67,224.34	56.95
TOTAL EXPENDITURES	156,170.00	86,942.71	10,818.86	69,227.29	55.67
Fund 249 - BUILDING INSPECTIONS DEPT.:					
TOTAL REVENUES	247,000.00	186,535.03	28,837.84	60,464.97	75.52
TOTAL EXPENDITURES	193,377.00	107,567.78	13,452.92	85,809.22	55.63
Fund 259 - INDIGENT DEFENSE FUND:					
TOTAL REVENUES	1,135,833.00	650,964.78	0.00	484,868.22	57.31
TOTAL EXPENDITURES	1,135,833.00	580,721.63	71,484.90	555,111.37	51.13
Fund 261 - 911-WIRELESS:					
TOTAL REVENUES	1,031,879.00	481,236.02	117,921.09	550,642.98	46.64
TOTAL EXPENDITURES	1,031,879.00	680,712.19	72,496.63	351,166.81	65.97
Fund 292 - CHILD CARE FUND:					
TOTAL REVENUES	518,500.00	79,252.05	27,969.80	439,247.95	15.28
TOTAL EXPENDITURES	518,500.00	243,831.18	46,683.75	274,668.82	47.03
TOTAL REVENUES - ALL FUNDS	3,351,446.00	1,718,106.11	205,535.29	1,633,339.89	51.26
TOTAL EXPENDITURES - ALL FUNDS	3,297,823.00	1,858,708.11	230,835.22	1,439,114.89	56.36

October 5, 2022

Wexford County Board of Commissioners
Amendments to the 2022 Budget

Adj #	Acct	Acct Description	Revenue	Expense
2022-10-01	573-000-800.00	Contracted Services	\$14,057.00	
	573-000-699.00	Fund Balance		(\$14,057.00)
Payment for the water connection and hook up for the two services at Cedar Creek, previous invoice was approved and paid for.				

Adj #	Acct	Acct Description	Revenue	Expense
2022-10-02	101-301-702.03	Perm. Employees		(\$25,134.00)
	101-301-957.00	Training		\$25,134.00