



## 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, November 23, 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 NOVEMBER 10, 2022, REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS  
*Designated for topics on the agenda only.*
- G. AGENDA ITEMS
  - 1. Approval of the Claims (*A. Nyman, County Clerk*)
  - 2. Year to Date Revenue and Expense Report..... 3
  - 3. Community Development Block Grant Program Income for Emergency Repairs ..... 6
    - a. Ad for Public Hearing Notice for Closeout 2020 ..... 7
    - b. Ad for Public Hearing Notice for Closeout 2021 ..... 8
  - 4. Year End Budget Adjustments..... 9
  - 5. ORV Grant Agreement ..... 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  
 November 10, 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, Chair; Brian Potter, Gary Taylor, and Julie Theobald  
 Members Absent: None.  
 Also Present: Jami Bigger, Deputy County Administrator/HR Director; Judge Jason Elmore, Circuit Court Judge; Adam Kerr, Maintenance Director; Megan Kujawa, Sr. Exec Admin Assistant; Alaina Nyman, Clerk; Kristi Nottingham, Treasurer; Joe Porterfield, County Administrator/Equalization Director; Roxanne Snyder, Register of Deeds; and Mistine Stark, Community Corrections Manager.

**ADDITIONS OR DELETIONS TO THE AGENDA**

None.

**APPROVAL OF THE AGENDA**

**A motion was made by Comm. Theobald and supported by Comm. Taylor 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. Taylor and supported by Comm. Theobald to approve the October 26, 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. Theobald to approve paying the bills in the amount of \$185,098.75. A vote was called, all in favor. Motion passed, 4-0.**

***G.2. Fiscal Year 2023 Recommended Budget***

**A motion was made by Comm. Theobald and supported by Comm. Potter to forward to the full board for approval the proposed Fiscal Year 2023 budget incorporating all changes approved by the Finance Committee on November 10, 2022.**

Administrator, Mr. Porterfield informed the Committee that he has been working with Ms. Hervey on finalizing the budget. The budget is balance with using roughly \$38,000 from the general fund and \$500,000 of ARPA funds.

Mr. Porterfield stated that the County did receive the grant that himself and Madame Nottingham had worked together on. The County will receive \$178,000 in December and another \$178,000 in January. There are very few restrictions on the how to use funds from the grant.

After the final sale of the remaining Transition House, the monies from both will be put in a reserve fund.

Mr. Porterfield stated that originally it was recommended that Ms. Bigger should budget for a health insurance rate increase of 8%, but she was able to get it below 5%.

The Sheriff's Department is re-negotiating the contract with Kalkaska for the housing of inmates and potential to house more and that will create a little extra revenue. There was an increase in funding from the State for the Secondary Road Patrol.

Comm. Potter asked if the Community Corrections budget was balanced. Mr. Porterfield stated that he worked with Ms. Stark and that she agreed to decrease her employee roster and was able to balance her budget as asked.

Judge Elmore spoke to the Committee regarding his need for the pre-trial services that Community Corrections provides. He stated that Community Corrections provides after hours and weekend services for both Wexford and Missaukee County, he believes that there needs to be a meeting with Missaukee County because he also serves as a Judge in Missaukee County and roughly a third of his cases are that of Missaukee County. Judge Elmore stated that Missaukee County should be paying a type of Administrative Fee for the use of Community Corrections. Judge Elmore stated that he would be able to get a projection and generate a report to see what Missaukee County should be charged.

Chair Musta stated that he would like to see the budget for Community Corrections left how it is and then have the Administration Office and Judge Elmore work with Missaukee County on getting an agreement made to present back to the Committee and to the Board.

Comm. Theobald asked if the funding for the 2-1-1 is necessary. The Committee unanimously agreed that it should be removed.

Comm. Taylor asked why the budget for MMR has been in the last few years increased to \$26250 when the contract is for \$25,000. The Committee unanimously agreed to have the line for MMR be reduced back to the \$25,000.

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

#### **CORRESPONDENCE**

None.

#### **ADMINISTRATOR'S COMMENTS**

Ms. Bigger stated that the budgetary changes recommended today will be incorporated and the updated budget and the budget resolution will be sent out on Monday. Mr. Porterfield thanked Madame Nottingham for her assistance with the grant.

#### **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 4:33 p.m.**

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY - **GENERAL LEDGER**  
 PERIOD ENDING 10/31/2022  
 % Fiscal Year Completed: 83.29

GL #	DESCRIPTION	YTD BALANCE		ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
		2022 AMENDED BUDGET	10/31/2022 NORM (ABNORM)	10/31/2022 INCREASE (DECREASE)		
<b>Fund 101 - GENERAL FUND</b>						
<b>TOTAL REVENUES</b>		15,786,117.05	13,997,724.58	1,572,122.79	1,788,392.47	88.67
<b>Expenditures</b>						
101	COMMISSIONERS	66,822.00	61,179.78	6,465.41	5,642.22	91.56
131	CIRCUIT COURT	331,107.00	256,326.79	29,924.39	74,780.21	77.42
136	DISTRICT COURT	665,559.00	521,960.05	51,465.42	143,598.95	78.42
141	FRIEND OF THE COURT	957,135.00	783,897.02	76,719.71	173,237.98	81.90
147	JURY COMMISSION	3,700.00	3,376.43	0.00	323.57	91.25
148	PROBATE COURT	637,075.00	510,174.41	48,869.15	126,900.59	80.08
149	PROBATE COURT	0.00	2,495.48	0.00	(2,495.48)	100.00
151	PROBATION AND PAROLE	2,700.00	1,586.93	708.00	1,113.07	58.78
166	CIRCUIT COURT FAMILY COUNS.	68,405.00	40,216.12	4,885.28	28,188.88	58.79
168	PUBLIC DEFENDER	269,330.00	221,738.96	32,270.08	47,591.04	82.33
172	COUNTY ADMINISTRATION	221,658.00	130,248.74	10,428.47	91,409.26	58.76
191	ELECTIONS	80,600.00	18,398.67	0.00	62,201.33	22.83
215	COUNTY CLERK	365,093.00	256,376.84	25,488.28	108,716.16	70.22
225	EQUALIZATION	532,541.00	415,197.62	38,662.38	117,343.38	77.97
229	PROSECUTING ATTORNEY	732,358.00	507,132.59	48,200.21	225,225.41	69.25
230	PROS ATTN Y CO-OP REIMB	57,843.00	44,567.83	3,948.10	13,275.17	77.05
236	REGISTER OF DEEDS	313,586.00	255,503.60	26,094.16	58,082.40	81.48
245	STATE SURVEY & REMONUMENTATION	46,531.00	15,750.00	4,050.00	30,781.00	33.85
253	COUNTY TREASURER	410,515.00	305,634.91	29,866.74	104,880.09	74.45
265	BUILDING AND GROUNDS	348,638.00	315,159.16	22,271.18	33,478.84	90.40
266	HUMAN SERVICES BLDG	81,955.00	94,758.57	7,311.33	(12,803.57)	115.62
267	HUMAN RESOURCES DEPARTMENT	82,485.00	70,745.73	7,827.97	11,739.27	85.77
268	DISTRICT HEALTH DEPARTMENT	65,200.00	70,891.87	15,905.12	(5,691.87)	108.73
270	JAIL - BLDG/GRDS	168,000.00	200,532.77	19,293.13	(32,532.77)	119.36
271	JAIL - BLDG/GRDS CARMEL ST	1,750.00	2,472.91	231.84	(722.91)	141.31

GL #	DESCRIPTION	YTD BALANCE		ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
		2022 AMENDED BUDGET	10/31/2022 NORM (ABNORM)	10/31/2022 INCREASE (DECREASE)		
<b>Fund 101 - GENERAL FUND</b>						
<b>Expenditures</b>						
272	MAINT/STORAGE - BLDG/GRDS	5,850.00	3,894.13	267.37	1,955.87	66.57
275	DRAIN COMMISSION	123,532.00	40,680.23	2,997.30	82,851.77	32.93
282	DEPT OF AGRICULTURE	139,000.00	120,452.49	1,815.15	18,547.51	86.66
287	ARPA Direct Payment	(20,000.00)	599,845.25	650.00	(619,845.25)	(2,999.23)
290	GEN SERVICES ADMINISTRATION	664,208.00	625,447.18	14,358.51	38,760.82	94.16
301	SHERIFF	2,682,899.84	1,978,047.39	192,196.33	704,852.45	73.73
302	SHERIFF COURT SECURITY	20,000.00	0.00	0.00	20,000.00	0.00
315	SECONDARY ROAD PATROL	121,969.00	95,690.86	11,682.62	26,278.14	78.46
331	MARINE	30,792.00	12,896.82	390.78	17,895.18	41.88
333	FEDERAL FOREST	4,000.00	0.00	0.00	4,000.00	0.00
334	SNOWMOBILE	22,939.05	22,528.72	0.00	410.33	98.21
335	ORV GRANT	30,442.00	21,662.77	5,219.04	8,779.23	71.16
351	JAIL	3,011,796.16	1,961,066.99	181,460.97	1,050,729.17	65.11
362	STATE GRANT PA 511	107,609.00	81,459.60	9,476.02	26,149.40	75.70
363	ENHANCEMENT	215,954.00	167,246.86	13,987.22	48,707.14	77.45
426	EMERGENCY MANAGEMENT	132,608.00	117,534.60	5,589.02	15,073.40	88.63
526	SANITARY LANDFILL	65,584.00	51,673.35	4,980.92	13,910.65	78.79
605	CONTAGIOUS DISEASES	700.00	315.89	0.00	384.11	45.13
648	MEDICAL EXAMINER	97,400.00	73,966.53	2,176.00	23,433.47	75.94
681	VETERANS BURIAL	9,000.00	8,700.00	300.00	300.00	96.67
861	FRINGE BENEFITS	0.00	5,215.36	(7,049.25)	(5,215.36)	100.00
890	CONTINGENCIES	50,000.00	0.00	0.00	50,000.00	0.00
965	TRANSFERS	1,173,772.00	969,983.05	38,566.99	203,788.95	82.64
966	APPROPRIATIONS	585,476.00	576,906.73	14,920.25	8,569.27	98.54
<b>TOTAL EXPENDITURES</b>		<b>15,786,117.05</b>	<b>12,641,538.58</b>	<b>1,004,871.59</b>	<b>3,144,578.47</b>	<b>80.08</b>
<b>Fund 101 - GENERAL FUND:</b>						
<b>TOTAL REVENUES</b>		<b>15,786,117.05</b>	<b>13,997,724.58</b>	<b>1,572,122.79</b>	<b>1,788,392.47</b>	<b>88.67</b>
<b>TOTAL EXPENDITURES</b>		<b>15,786,117.05</b>	<b>12,641,538.58</b>	<b>1,004,871.59</b>	<b>3,144,578.47</b>	<b>80.08</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.00</b>	<b>1,356,186.00</b>	<b>567,251.20</b>	<b>(1,356,186.00)</b>	<b>100.00</b>

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY - *SPECIAL FUNDS*

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
			10/31/2022 (ABNORM)	10/31/2022 (DECREASE)		
<b>Fund 225 - ANIMAL CONTROL:</b>						
TOTAL REVENUES		264,322.01	240,025.88	7,051.75	24,296.13	90.81
TOTAL EXPENDITURES		264,322.01	206,395.60	25,109.62	57,926.41	78.08
NET OF REVENUES & EXPENDITURES		0.00	33,630.28	(18,057.87)	(33,630.28)	100.00
<b>Fund 243 - COURT SECURITY FUND:</b>						
TOTAL REVENUES		156,170.00	110,382.63	9,969.43	45,787.37	70.68
TOTAL EXPENDITURES		156,170.00	110,325.01	8,482.54	45,844.99	70.64
NET OF REVENUES & EXPENDITURES		0.00	57.62	1,486.89	(57.62)	100.00
<b>Fund 249 - BUILDING INSPECTIONS DEPT.:</b>						
TOTAL REVENUES		249,750.00	250,829.69	25,681.23	(1,079.69)	100.43
TOTAL EXPENDITURES		196,127.00	141,473.70	14,208.20	54,653.30	72.13
NET OF REVENUES & EXPENDITURES		53,623.00	109,355.99	11,473.03	(55,732.99)	203.93
<b>Fund 259 - INDIGENT DEFENSE FUND:</b>						
TOTAL REVENUES		1,147,096.00	672,771.81	21,783.46	474,324.19	58.65
TOTAL EXPENDITURES		1,147,096.00	747,048.33	68,466.80	400,047.67	65.13
NET OF REVENUES & EXPENDITURES		0.00	(74,276.52)	(46,683.34)	74,276.52	100.00
<b>Fund 261 - 911-WIRELESS:</b>						
TOTAL REVENUES		1,031,879.00	628,367.55	135,156.30	403,511.45	60.90
TOTAL EXPENDITURES		1,031,879.00	855,198.20	83,110.80	176,680.80	82.88
NET OF REVENUES & EXPENDITURES		0.00	(226,830.65)	52,045.50	226,830.65	100.00
<b>Fund 292 - CHILD CARE FUND:</b>						
TOTAL REVENUES		518,500.00	102,999.20	6,900.96	415,500.80	19.86
TOTAL EXPENDITURES		518,500.00	324,337.90	30,444.44	194,162.10	62.55
NET OF REVENUES & EXPENDITURES		0.00	(221,338.70)	(23,543.48)	221,338.70	100.00
<b>TOTAL REVENUES - ALL FUNDS</b>		3,367,717.01	2,005,376.76	206,543.13	1,362,340.25	59.55
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		3,314,094.01	2,384,778.74	229,822.40	929,315.27	71.96
<b>NET OF REVENUES &amp; EXPENDITURES</b>		53,623.00	(379,401.98)	(23,279.27)	433,024.98	707.54

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Finance & Appropriations Committee  
**FROM:** Treasurer and Administration Office  
**FOR MEETING DATE:** November 23, 2022  
**SUBJECT:** CBDG Program Year 2020 Closeout and CBDG Proposed Program Year 2021 Funding

SUMMARY OF ITEM TO BE PRESENTED:

Public hearing for Proposed Program year 2021 Funding and Closeout of Program Year 2020 and MSC-2015-5831-HO (Michigan State Housing Development Authority) CBDG Grants with MEDC (Michigan Economic Development Corporation) Strategic Fund Agency. Also, Closeout Hearing for the last large grant that was applied for through Michigan State Housing Development Authority (MSHDA). A Public hearing is required for the proposed Program Year 2021 and Closeout of Program Year 2020 and MSC-2015-5831-HOA CBDG Grants with MEDC strategic Fund and Closeout Hearing for the last large grant that was applied for through Michigan State Housing Development Authority (MSHDA).

The ad in the Cadillac News will run on Wednesday, November 30, 2022, draft of those public hearing notices are included.

RECOMMENDATION:

The Treasurer and Administration recommend that the Finance Committee forwards a recommendation to the full board to hold a public hearing for the aforementioned purpose at the Board of Commissioners meeting on December 7, 2022, for the closeout of the CBDG Program Year 2020 and for the CBDG Proposed Program Year 2021.



**Wexford County and the Wexford County Home Repair Program  
NOTICE OF 2020 CLOSEOUT PUBLIC HEARING  
FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING  
FOR CDBG PROGRAM INCOME EMERGENCY REPAIR**

Wexford County & the Wexford County Home Repair Program will conduct a closeout public hearing on **December 07, 2022** at **4:00 p.m.** at the **Wexford County Courthouse at 437 E. Division St., Cadillac, MI 49601**. For the purpose of affording citizens an opportunity to submit comments and receive a final report on the completion of the CDBG Program Income Emergency Repair grant that has been fully expended.

The CDBG grant provided funding to assist with Homeowner Rehabilitation-Emergency Repairs only. These Local dollars were used along with some matching funds provided by Northwest Michigan Community Action Agency and others to benefit county residents who were at or below 80% of the Area Median Income. No persons were displaced as a result of the project. Interested parties are invited to comment on the project in person at the public hearing or in writing through **December 02, 2022** and address their comments to Joe Porterfield at [administration@wexfordcounty.org](mailto:administration@wexfordcounty.org)





**Wexford County and the Wexford County Home Repair Program  
NOTICE OF PUBLIC HEARING  
FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING  
FOR 2021 CDBG PROGRAM INCOME EMERGENCY REPAIR**

Wexford County & the Wexford County Home Repair Program will conduct a public hearing on **December 07, 2022** at **4:00 p.m.** at the **Wexford County Courthouse at 437 E. Division St., Cadillac, MI 49601** for the purpose of affording citizens an opportunity to inquire and submit comments on the available CDBG Program Income funding.

Wexford County proposes to use **\$38,190.00** in CDBG funds for Homeowner Rehabilitation-Emergency Repairs only and to benefit county residents who are at or below 80% of the Area Median Income. No persons will be displaced as a result of the proposed activities.

Further information, including a copy of Wexford County's CDBG Program Guidelines, is available for review. To inspect the document, please contact Leslie Casselman at [lcasselman@nmcaa.net](mailto:lcasselman@nmcaa.net) or they can be reviewed at the Wexford County Administration office. Comments may be submitted in writing through **December 2, 2022** or made in person at the public hearing. Citizen views and comments on the proposed funding availability are welcome.

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**FROM:** Administration and Treasurer Office  
**FOR MEETING DATE:** November 23, 2022  
**SUBJECT:** Year End Budget Adjustments

SUMMARY OF ITEM TO BE PRESENTED:

The Treasurer and Administrators are requesting to transfer funds from one department to the another without Board approval to ensure no department is in the negative at the end of the year.

RECOMMENDATION:

It is recommended that the Finance Committee forwards to the full board for approval.



Michigan Department of Natural Resources  
Law Enforcement Division / Parks and Recreation Division

## FY 2022-23 OFF-ROAD VEHICLE (ORV) LAW ENFORCEMENT PROGRAM GRANT AGREEMENT

*By authority of Part 811 Off-Road Vehicles, 1994 PA 451, as amended.*

This Agreement is between the Department of Natural Resources for, and on behalf of, the State of Michigan (DEPARTMENT) and the Wexford County  
Federal Tax Identification Number 38-6007337 (GRANTEE).

1. The Agreement period is **October 1, 2022** through **September 30, 2023**.
2. The GRANTEE has been approved by the DEPARTMENT to receive Off-Road Vehicle (ORV) Law Enforcement funding for the following scope of work:
  - a. ORV law enforcement and related activities with emphasis on the state-designated ORV trail system and other public land. This funding is not meant to support enforcement of local ordinances enacted pursuant to Section 81131, Part 811 Off-Road Vehicles 1994 PA 451, as amended.
  - b. ORV law enforcement program operating expenses.
  - c. Contractual services, supplies and materials (CSS&M), including purchase of personal gear, such as boots, gloves, goggles, uniforms, and first aid kits; purchase of parts for equipment used in the program and cost of labor for installation or repair work; purchase of electronics and associated items costing \$1,000 or less each.
  - d. Purchase of the following equipment for ORV law enforcement purposes:  
None
3. The DEPARTMENT agrees as follows:
  - a. To grant to the GRANTEE a sum of money up to 100 percent of the total eligible cost of ORV law enforcement and related activities, operating expenses and CSS&M, but not to exceed  
Seventeen thousand Dollars **\$ 17000**
  - b. To grant to the GRANTEE a sum of money up to 100 percent of the total eligible cost of equipment purchased for ORV law enforcement purposes and authorized under item 2.d. in this Agreement, but not to exceed  
None Dollars **\$**
4. This Agreement shall be administered on behalf of the DEPARTMENT through Parks and Recreation Division (PRD).
  - a. All reports, documents, or actions required of the GRANTEE are to be submitted to PRD, Department of Natural Resources, P.O. Box 30257, Lansing, MI 48909-7757.
  - b. The GRANTEE'S contact for this grant is:
 

Name	<u>Richard Denison</u>	Title	<u>Lieutenant</u>
Address	<u>1015 Lincoln St.</u>		
City, State, ZIP	<u>Cadillac, MI 49601</u>		
Telephone No.	<u>231-779-9216</u>	FAX No.	<u>231-779-0218</u>
E-mail	<u>rdenison@wexfordcounty.org</u>		

OFF-ROAD VEHICLE (ORV) LAW ENFORCEMENT  
GRANT AGREEMENT

5. The GRANTEE may not assign or transfer any interest in this Agreement to any other agency, group or individual.
6. To receive reimbursement under this Agreement, the GRANTEE shall submit a completed State Aid Voucher (form PR1988-2) along with required documentation of expenditures and an activity report to the DEPARTMENT by October 14, 2023.
7. The Agreement may be executed separately by the parties. This Agreement is not effective until:
  - a) the GRANTEE has signed it and returned it, and
  - b) the DEPARTMENT has signed it.

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*The individuals signing for the parties indicated below certify by their signatures that they have the authority to do so and will ensure the terms of the Agreement are fulfilled.*

**GRANTEE**

Name (Print) Gary Taylor Title Chairman, Wexford County Board of Commissioners  
Signature \_\_\_\_\_ Date December 07, 2022

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**DEPARTMENT OF NATURAL RESOURCES**

Name (Print) \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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Send this completed, signed agreement to:

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PARKS AND RECREATION DIVISION  
PROGRAM SERVICES SECTION  
P.O. BOX 30257  
LANSING MI 48909-7757**