

WEXFORD COUNTY
FINANCE & APPROPRIATIONS COMMITTEE MEETING
REGULAR MEETING MINUTES
October 26, 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: Duane Alworden, Central Dispatch Director; Travis Baker, Deputy 911 Director/Emergency Management Director; Pam Blevins, COA Executive Director; Jami Bigger, Deputy County Administrator/HR Director; Ashley Hackert, Deputy Clerk; Megan Kujawa, Sr. Exec Admin Assistant; Kristi Nottingham, Treasurer; and Joe Porterfield, County Administrator/ Equalization Director (Virtual Attendance).

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: G.7. Sheriff's Department FY2023 Snowmobile Grant, G.8. TelNet Renewal Agreement, G.9. RFP – Bulk Paper Order, G.10. Central Dispatch/911 Deputy Director Position, G.11. Central Dispatch/911 Director Wage Increase, G.12. Maintenance Position, and G.13. FY2023 Proposed Budget

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Theobald 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 October 13, 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 \$1,243,149.35. A vote was called, all in favor. Motion passed, 4-0.

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

No discussion took place.

G.3. COA Budget 2023

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the 2023 Council on Aging budget. A vote was called, all in favor. Motion passed 4-0.

Chair Musta, noted that it was a simple budget, the committee had no concerns or questions.

G.4. FY2022 MSP EMPG

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the MSP Emergency Management Grant Agreement for fiscal year 2022. A vote was called, all in favor. Motion passed 4-0.

G.5. Treasurer's Dog Licensing Fee

A motion was made by Comm. Potter and supported by Comm. Theobald to forward a recommendation to the full board to approve the Wexford County's Township Treasurers to retain \$3.00 per one-year dog license and \$9.00 for three-year dog license. A vote was called, all in favor. Motion passed 4-0.

Madame Treasurer Nottingham informed the committee that the overall fees were not going up, the township treasurers are just retaining an increased amount to cover administrative costs of processing the dog licenses.

G.6. MIDC Grant Agreement

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the Michigan Indigent Defense Commission Grant Agreement for October 1, 2022 through September 30, 2023. A vote was called, all in favor. Motion passed 4-0.

G.7. Sheriff's Department FY2023 Snowmobile Grant

A motion was made by Comm. Potter and supported by Comm. Theobald to forward a recommendation to the full board to approve the Sheriff's Department FY2023 Snowmobile Grant Application Agreement. A vote was called, all in favor. Motion passed 4-0.

G.8. TelNet Renewal Agreement

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve the presented TelNet Renewal Agreement, for phone services at the Jail. A vote was called, all in favor. Motion passed 4-0.

G.9. RFP – Bulk Paper Order

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward the bid for the 2023 Bulk Paper Purchase from Central Michigan Paper Co. to the full board to be awarded.

Chair Musta stated that this was the only bid that was received and that the bid was substantially higher than last year.

Ms. Bigger, Deputy County Administrator informed the committee that this does get billed back to the department's office supply budget.

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

G.10. Central Dispatch/911 Deputy Director Position

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve making the Deputy 911 Director full-time and reclassifying to an M3 nonunion wage level, effective January 1, 2023.

911 Director, Mr. Alworden informed the committee that with the continuing changes and requirements by the State, making this a full-time position would be beneficial for his department. He suggested to the committee that in the future the Emergency Management Director position should be considered a full-time position as well.

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

G.11. Central Dispatch/911 Director Wage Increase

A motion was made by Comm. Potter and supported by Comm. Theobald to forward a recommendation to the full board to approve increasing the Central Dispatch/911 Director wages in the amount of \$5,849.60, effective January 1, 2023.

Mr. Alworden stated that he has been in contact with several of the surrounding county's 911 center directors and this would make his salary comparable to those. He stated that the increase is within his budget and is not supplemented or supported by the general fund.

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

G.12. Maintenance Position

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the part-time Maintenance Worker/Custodian become full-time, effective January 1, 2023. A vote was called, all in favor. Motion passed, 4-0.

Ms. Bigger informed the committee that this position going full-time is factored into the proposed 2023 budget.

G.13. FY2023 Proposed Budget

County Administrator, Mr. Porterfield informed the committee that he is waiting to hear back from Corrina, financial accountant for the County, she is working with Mr. Porterfield to nail down the numbers. They are continuing to work to the budget and aim to use as little ARPA funds to supplement the budget as possible. Mr. Porterfield noted that there is a cushion in the fund balance. He continued that once him and Corinna review and go over the budget that he will send it to the committee. The budget does not include providing additional monies to DHHS, Alliance for Economic Success, or the Conservation District. Mr. Porterfield informed the committee that Madame Clerk Nyman graciously offered to remove her previously approved part-time position from the budget and employee roster, since her office is managing smoothly without it currently. Comm. Taylor asked Mr. Porterfield to go ahead and remove it.

Deputy County Administrator, Ms. Bigger informed the committee that on Monday, October 31, 2022, the Administration office will submit the notice of public hearing to the newspaper for the public hearing to take place at the November 16, 2022 Board of Commissioners meeting.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Administrators had nothing to add.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

Comm. Potter wanted to bring to the attention of everyone that there needs to be a conscious mind on the County's spending because there is not going to be the ARPA funds to help balance the budget in the future.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Potter to adjourn the meeting at 4:20 p.m.



Michael Musta, Chairman



Megan Kujawa, Recording Secretary