



## 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, February 22, 2023, beginning at 4:00 p.m. in the Commissioners' Room, third floor of the Historic Courthouse, 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 FEBRUARY 09, 2023, 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. Truck Bed Mount Unit – Animal Control Purchase Request ..... 3
  - 3. Budget Amendment ..... 5
- 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  
February 09, 2023

The Finance and Appropriations Committee regular meeting was called to order by Chair Michael Musta at 4:00 p.m., in the Commissioners’ Room, Third Floor, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Michael Musta, Chair; Brian Potter, and Gary Taylor  
Members Absent: Julie Theobald  
Also Present: Jami Bigger, Deputy County Administrator/HR Director; Ashley Hackert; Deputy Clerk; Megan Kujawa, Sr. Executive Assistant; Kristi Nottingham, Treasurer; 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. Taylor and supported by Comm. Potter to approve the agenda, as presented. 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 January 25, 2023 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. Potter and supported by Comm. Taylor to approve paying the bills in the amount of \$401,704.33. A vote was called, all in favor. Motion passed, 3-0.**

***G.2. Revenue and Expense Report***

A report for December and January were provided in the packet. Chair Musta noted that there were not any concerns with the reports.

***G.3. Rehman Letter of Understanding***

**A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the presented Engagement Letter and Letter of Understanding from Rehman. A vote was called, all in favor. Motion passed, 3-0.**

Comm. Taylor noted that this was annual for the audit to be completed.

***G.4. Child Care Fund Grant Amendment***

**A motion was made by Comm. Potter and supported by Comm. Taylor to forward a recommendation to the full board to approve the Child Care Fund Budget Amendment. A vote was called, all in favor. Motion passed, 3-0.**

**CORRESPONDENCE**

None.

**ADMINISTRATOR’S COMMENTS**

Deputy County Administrator, Ms. Bigger informed the committee that there will be a Northern Lakes Community Mental Health listening session taking place later this month and the public is invited to attend. There will be a posting and invite coming out later this week. Also there will be a Opiate Recovery Funds Committee meeting on Friday, February 10, 2023, at 1pm to discuss how to utilize the funds from the opiate settlement.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

Chair Musta wished everyone safe travels home this evening.

**ADJOURN**

**A motion was made by Comm. Taylor and supported by Comm. Potter to adjourn the meeting at 4:05 p.m.**

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Michael Musta, Chair

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Megan Kujawa, Recording Secretary



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor  
Sheriff

Richard R. Doehring  
Undersheriff

February 10, 2023

Administrator Office,

Wexford County Administrator's Office

437 E. Division St

Cadillac, MI 49601

RE: **Purchase Order**

Attached is a quote for the purchase of a Transport unit/Box for the new Animal Control Vehicle(Truck).

Jackson Creek Manufacturing is a dedicated company for this specific type a box for the Animal Control industry, which is a very limited/specialty type of industry to received other quotes. It is also the closest manufacturing to our location.

Jackson Creek is also the manufacturing company we have used in the past and is the current product on our most recent ACO vehicle, which allows for compatibility, and knowledge of this product for our officers.

This quote covers installations and delivery costs.

Total cost for the Diamond Deluxe BM96L unit with installation and delivery is:

**\$23,405.00**

Line item will be 225-00-962.06

I will send a budget amendment up to transfer funds from the Donated funds to be used for this purchase.

Thank you

Lt. Richard Denison

Jackson Creek Manufacturing Inc.

# Quote

P.O. Box 37  
 318 Klopman Mill Rd.  
 Denton, NC 27239-7795

Date	Quote #
1/30/2023	13928

Name / Address
Wexford County Sheriff's Office Animal Control 1015 Lincoln St Cadillac MI 49601

Ship To

Terms	Rep	Project
Net 30	WB	

Item	Description	Qty	Cost	Total
BM96L	DIAMOND DELUXE Bed-Mount Unit, Totally Enclosed Unit for Full Size, Long Bed Truck (8') Mounting on 2023 Ford F250 Long Bed	1	12,400.00	12,400.00T
SafetyDoor	Safety Door (two rear compartments only)	2	255.00	510.00T
PetStep	#222 PetStep Folding Ramp	1	205.00	205.00T
FlrGr1	Floor Grilles	6	140.00	840.00T
AC/Heat	AC/Heat Unit (ties into vehicle factory system) **Requires R134A system**	1	3,410.00	3,410.00T
Misc. Custom Sales	Additional charge for R1234YA tie-in	1	700.00	700.00T
IntLights	Interior Lights (all animal and storage compartments)	7	110.00	770.00T
Install	Installation of BM Unit	1	620.00	620.00T
Shipping	Shipping Charges to pick up truck in Cadillac, MI and then return completed Truck/Body	1	3,950.00	3,950.00T
***Quote is Valid for 30 (Thirty) Days*** ***Estimated Completion 120 - 150 (One Hundred Twenty- One Hundred Fifty) Days ARO*** ***If truck is not received within 60 days of completion of body, payment of one half will be required, remainder due when truck is completed and delivered*** Jackson Creek Mfg., Inc. P.O. Box 37 Denton, NC 27239 PH# 888.221.7823 Contact: Warren Brown, wbrown@jacksoncreekmfg.com *****Jackson Creek Mfg., Inc. is a NATM certified trailer manufacturer***** *****All Truck Body Installations Meet FMVSS 111 Requirements*****  Out-of-state sale, exempt from sales tax			0.00%	0.00
<b>Total</b>				<b>\$23,405.00</b>

**Wexford County Board of Commissioners  
Amendments to the 2023 Budget Log**

<b>BOC Meeting Date</b>	<b>Acct</b>	<b>Acct Description</b>	<b>Revenue</b>	<b>Expense</b>
2023-03-01	225-000-390.04	Restricted Donation	\$23,405.00	
	225-000-962.06	G.Phelps Pets Expenditures	\$23,405.00	
<b>Comment/Reasoning:</b> Animal Control Truck Box				