



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 Thursday, April 13, 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 MARCH 22, 2023, REGULAR MEETING MINUTES ..... 1
- F. PUBLIC COMMENTS  
*Designated for topics on the agenda only.*
- G. AGENDA ITEMS
  - 1. Approval of the Claims *(Clerk’s Office)*
  - 2. Year – to – Date Revenue and Expense Reports
    - a. February 2023 ..... 3
    - b. March 2023 ..... 6
- 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  
March 22, 2023

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

Members Present: Brian Potter, Gary Taylor, and Julie Theobald  
Members Absent: Michael Musta  
Also Present: Jami Bigger, Deputy County Administrator/HR Director; Ashley Hackert, Deputy Clerk; Megan Kujawa, Sr. Executive Assistant; Lt. Mike McDaniel, Sheriff's Office; Kristi Nottingham, Treasurer; and Joe Porterfield, County Administrator/Equalization Director.

**ADDITIONS OR DELETIONS TO THE AGENDA**

**ADDED:** G.3. Resolution 23-10 Opiate Litigation Settlement and Agreements

**APPROVAL OF THE AGENDA**

**A motion was made by Comm. Theobald and supported by Comm. Taylor 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. Theobald and supported by Comm. Taylor to approve the March 09, 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. Theobald and supported by Comm. Taylor to approve paying the bills in the amount of \$359,706.85. A vote was called, all in favor. Motion passed, 3-0.**

***G.2. Purchase Request for Activation of Jail Radios***

**A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the purchase of the activation fees for the jail radios from the State of Michigan in the amount of \$6500.00. A vote was called, all in favor. Motion passed, 3-0.**

***G.3. Resolution 23-10 Opiate Litigation Settlement and Agreements***

**A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve Resolution 23-10 Opiate Settlement and the corresponding agreements. A vote was called, all in favor. Motion passed, 3-0.**

**CORRESPONDENCE**

None.

**ADMINISTRATOR’S COMMENTS**

County Administrator, Mr. Porterfield informed the committee that the added agenda item was sent to him late last week and he was informed that all the documents needed to be signed and turned in by the 18<sup>th</sup> of April which is why it was added so that it could get to the full board in time. With this particular settlement there will be a total of \$820k over the course of 13 years.

Mr. Porterfield working with Madame Nottingham to ensure the reporting is right for the use of the SLFRF funds. There aren’t many expectations to the use of the funds besides it cannot be used to hire lobbyists. Lastly, Mr. Porterfield stated that he is investigating if there is a deadline of when the funds need to be used by.

Deputy County Administrator, Ms. Bigger informed the committee that tomorrow at the Opiate committee meeting they will be discussing proposals on the use of funds.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

None.

**ADJOURN**

**A motion was made by Comm. Taylor and supported by Comm. Theobald to adjourn the meeting at 4:06 p.m.**

---

Brian Potter, Commissioner District #9

---

Megan Kujawa, Recording Secretary

**REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY**

**PERIOD ENDING 02/28/2023**

**% Fiscal Year Completed: 16.16**

GL # DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		FEB. 2023 NORM (ABNORM)	FEB. 2023 INCREASE (DECREASE)	BALANCE NORM (ABNORM)	
<b>Fund 101 - GENERAL FUND</b>					
Expenditures					
101 COMMISSIONERS	118,769.00	18,077.05	9,033.31	100,691.95	15.22
131 CIRCUIT COURT	359,679.00	46,279.34	22,921.29	313,399.66	12.87
136 DISTRICT COURT	682,559.00	341,999.16	48,310.29	340,559.84	50.11
141 FRIEND OF THE COURT	1,061,553.00	133,787.18	65,041.23	927,765.82	12.60
147 JURY COMMISSION	5,300.00	0.00	0.00	5,300.00	0.00
148 PROBATE COURT	691,948.00	104,993.79	52,865.33	586,954.21	15.17
149 PROBATE COURT	0.00	10.00	0.00	(10.00)	100.00
151 PROBATION AND PAROLE	2,700.00	4.66	4.66	2,695.34	0.17
166 CIRCUIT COURT FAMILY COUNS.	65,055.00	9,575.88	4,751.48	55,479.12	14.72
168 PUBLIC DEFENDER	271,380.00	41,959.88	22,515.23	229,420.12	15.46
172 COUNTY ADMINISTRATION	137,351.00	18,530.75	9,197.89	118,820.25	13.49
191 ELECTIONS	29,550.00	0.00	0.00	29,550.00	0.00
215 COUNTY CLERK	380,095.00	50,187.87	23,341.58	329,907.13	13.20
225 EQUALIZATION	560,794.00	86,687.74	49,231.81	474,106.26	15.46
229 PROSECUTING ATTORNEY	774,779.00	99,267.53	51,527.37	675,511.47	12.81
230 PROS ATTNY CO-OP REIMB	73,544.00	9,176.00	4,919.02	64,368.00	12.48
236 REGISTER OF DEEDS	336,178.00	53,440.18	25,066.09	282,737.82	15.90
245 STATE SURVEY & REMONUMENTATION	49,898.00	0.00	0.00	49,898.00	0.00
253 COUNTY TREASURER	430,002.00	67,667.00	29,036.14	362,335.00	15.74
265 BUILDING AND GROUNDS	491,380.00	67,626.14	44,355.89	423,753.86	13.76
266 HUMAN SERVICES BLDG	130,000.00	18,675.57	12,203.09	111,324.43	14.37
267 HUMAN RESOURCES DEPARTMENT	87,344.00	12,982.26	6,621.82	74,361.74	14.86
268 DISTRICT HEALTH DEPARTMENT	88,200.00	18,509.12	15,651.94	69,690.88	20.99
270 JAIL - BLDG/GRDS	239,500.00	39,146.88	22,043.15	200,353.12	16.35
271 JAIL - BLDG/GRDS CARMEL ST	3,300.00	501.56	501.56	2,798.44	15.20

**REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY**

**PERIOD ENDING 02/28/2023**

**% Fiscal Year Completed: 16.16**

GL # DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		FEB. 2023 NORM (ABNORM)	FEB. 2023 INCREASE (DECREASE)	BALANCE NORM (ABNORM)	
<b>Fund 101 - GENERAL FUND</b>					
Expenditures					
272 MAINT/STORAGE - BLDG/GRDS	6,770.00	1,142.82	779.95	5,627.18	16.88
275 DRAIN COMMISSION	89,514.00	5,185.86	2,779.65	84,328.14	5.79
282 DEPT OF AGRICULTURE	120,000.00	0.00	0.00	120,000.00	0.00
287 ARPA Direct Payment	412,869.00	62,323.00	62,323.00	350,546.00	15.10
290 GEN SERVICES ADMINISTRATION	817,800.00	230,193.65	68,159.95	587,606.35	28.15
301 SHERIFF	2,895,136.00	408,567.79	209,377.15	2,486,568.21	14.11
315 SECONDARY ROAD PATROL	129,353.00	8,863.32	5,105.14	120,489.68	6.85
331 MARINE	33,360.00	0.00	0.00	33,360.00	0.00
333 FEDERAL FOREST	4,000.00	949.20	0.00	3,050.80	23.73
334 SNOWMOBILE	35,703.00	2,575.76	1,869.52	33,127.24	7.21
335 ORV GRANT	31,271.00	1,271.24	635.62	29,999.76	4.07
351 JAIL	3,225,272.00	394,821.90	207,725.36	2,830,450.10	12.24
362 STATE GRANT PA 511	120,000.00	13,992.90	8,142.15	106,007.10	11.66
363 ENHANCEMENT	154,318.00	24,739.37	11,912.85	129,578.63	16.03
426 EMERGENCY MANAGEMENT	96,990.00	18,137.51	11,492.43	78,852.49	18.70
526 SANITARY LANDFILL	66,600.00	2,331.00	699.00	64,269.00	3.50
605 CONTAGIOUS DISEASES	500.00	0.00	0.00	500.00	0.00
648 MEDICAL EXAMINER	99,900.00	19,876.22	9,276.22	80,023.78	19.90
681 VETERANS BURIAL	10,000.00	1,500.00	1,500.00	8,500.00	15.00
861 FRINGE BENEFITS	0.00	33,366.85	16,618.33	(33,366.85)	100.00
965 TRANSFERS	1,071,515.00	272,657.30	17,048.67	798,857.70	25.45
966 APPROPRIATIONS	603,000.00	126,187.08	25,020.08	476,812.92	20.93
<b>TOTAL REVENUES</b>	<b>17,094,729.00</b>	<b>826,411.42</b>	<b>411,739.98</b>	<b>16,268,317.58</b>	<b>4.83</b>
<b>TOTAL EXPENDITURES</b>	<b>17,094,729.00</b>	<b>2,867,768.31</b>	<b>1,179,605.24</b>	<b>14,226,960.69</b>	<b>16.78</b>

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 02/28/2023

% Fiscal Year Completed: 16.16

GL #	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		
		2023 AMENDED BUDGET	FEB. 2023 NORM (ABNORM)	FEB. 2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 225 - ANIMAL CONTROL						
	TOTAL REVENUES	\$311,928.00	\$192,732.65	\$90,576.29	\$119,195.35	61.79
	TOTAL EXPENDITURES	\$311,928.00	\$41,166.41	\$19,095.36	\$270,761.59	13.2
Fund 243 - COURT SECURITY FUND						
	TOTAL REVENUES	\$137,222.00	\$20,339.38	\$10,249.02	\$116,882.62	14.82
	TOTAL EXPENDITURES	\$137,222.00	\$21,935.01	\$11,232.17	\$115,286.99	15.99
Fund 249 - BUILDING INSPECTIONS DEPT.						
	TOTAL REVENUES	\$267,000.00	\$30,586.11	\$13,787.95	\$236,413.89	11.46
	TOTAL EXPENDITURES	\$197,340.00	\$26,940.47	\$13,406.22	\$170,399.53	13.65
Fund 259 - INDIGENT DEFENSE FUND:						
	TOTAL REVENUES	\$1,267,215.00	\$213,206.73	\$213,185.12	\$1,054,008.27	16.82
	TOTAL EXPENDITURES	\$1,267,215.00	\$176,327.77	\$87,296.58	\$1,090,887.23	13.91
Fund 261 - 911-WIRELESS:						
	TOTAL REVENUES	\$1,400,000.00	\$2,985.98	\$2,961.04	\$1,397,014.02	0.21
	TOTAL EXPENDITURES	\$1,131,705.00	\$142,299.34	\$76,303.66	\$989,405.66	12.57
Fund 292 - CHILD CARE FUND:						
	TOTAL REVENUES	\$523,000.00	\$3,044.63	\$1,671.80	\$519,955.37	0.58
	TOTAL EXPENDITURES	\$523,000.00	\$43,663.25	\$20,842.25	\$479,336.75	8.35
	<b>TOTAL REVENUES - ALL FUNDS</b>	<b>\$3,906,365.00</b>	<b>\$462,895.48</b>	<b>\$332,431.22</b>	<b>\$3,443,469.52</b>	<b>11.85</b>
	<b>TOTAL EXPENDITURES - ALL FUNDS</b>	<b>\$3,568,410.00</b>	<b>\$452,332.25</b>	<b>\$228,176.24</b>	<b>\$3,116,077.75</b>	<b>12.68</b>

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 24.66

GL #	DESCRIPTION	YTD BALANCE		ACTIVITY FOR	AVAILABLE	
		2023 AMENDED	MARCH 2023	MARCH 2023	BALANCE	NORM
		BUDGET	(ABNORM)	(DECREASE)	(ABNORM)	USED
<b>Fund 101 - GENERAL FUND</b>						
Expenditures						
101	COMMISSIONERS	118,769.00	33,591.51	15,514.46	85,177.49	28.28
131	CIRCUIT COURT	359,679.00	88,393.80	42,114.46	271,285.20	24.58
136	DISTRICT COURT	682,559.00	185,233.57	(156,765.59)	497,325.43	27.14
141	FRIEND OF THE COURT	1,061,553.00	226,905.60	93,118.42	834,647.40	21.37
147	JURY COMMISSION	5,300.00	0.00	0.00	5,300.00	0.00
148	PROBATE COURT	691,948.00	178,816.65	73,822.86	513,131.35	25.84
149	PROBATE COURT	0.00	10.00	0.00	(10.00)	100.00
151	PROBATION AND PAROLE	2,700.00	162.55	157.89	2,537.45	6.02
166	CIRCUIT COURT FAMILY COUNS.	65,055.00	16,132.91	6,557.03	48,922.09	24.80
168	PUBLIC DEFENDER	271,380.00	71,112.08	29,152.20	200,267.92	26.20
172	COUNTY ADMINISTRATION	137,351.00	32,858.89	14,328.14	104,492.11	23.92
191	ELECTIONS	29,550.00	107.20	107.20	29,442.80	0.36
215	COUNTY CLERK	380,095.00	87,293.60	37,105.73	292,801.40	22.97
225	EQUALIZATION	560,794.00	142,797.49	56,109.75	417,996.51	25.46
229	PROSECUTING ATTORNEY	774,779.00	169,703.01	70,435.48	605,075.99	21.90
230	PROS ATTNY CO-OP REIMB	73,544.00	18,211.13	9,035.13	55,332.87	24.76
236	REGISTER OF DEEDS	336,178.00	78,484.18	25,044.00	257,693.82	23.35
245	STATE SURVEY & REMONUMENTATION	49,898.00	0.00	0.00	49,898.00	0.00
253	COUNTY TREASURER	430,002.00	109,826.10	42,159.10	320,175.90	25.54
265	BUILDING AND GROUNDS	491,380.00	107,665.97	40,039.83	383,714.03	21.91
266	HUMAN SERVICES BLDG	130,000.00	33,963.34	15,287.77	96,036.66	26.13
267	HUMAN RESOURCES DEPARTMENT	87,344.00	21,966.41	8,984.15	65,377.59	25.15
268	DISTRICT HEALTH DEPARTMENT	88,200.00	26,984.23	8,475.11	61,215.77	30.59
270	JAIL - BLDG/GRDS	239,500.00	61,805.97	22,659.09	177,694.03	25.81
271	JAIL - BLDG/GRDS CARMEL ST	3,300.00	934.53	432.97	2,365.47	28.32

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 24.66

GL #	DESCRIPTION	YTD BALANCE		ACTIVITY FOR	AVAILABLE	
		2023 AMENDED BUDGET	MARCH 2023 NORM (ABNORM)	MARCH 2023 INCREASE (DECREASE)	BALANCE NORM (ABNORM)	% BDGT USED
<b>Fund 101 - GENERAL FUND</b>						
Expenditures						
272	MAINT/STORAGE - BLDG/GRDS	6,770.00	2,302.52	1,159.70	4,467.48	34.01
282	DEPT OF AGRICULTURE	120,000.00	0.00	0.00	120,000.00	0.00
287	ARPA Direct Payment	412,869.00	62,323.00	0.00	350,546.00	15.10
290	GEN SERVICES ADMINISTRATION	817,800.00	269,947.76	39,754.11	547,852.24	33.01
301	SHERIFF	2,895,136.00	663,129.15	254,561.36	2,232,006.85	22.90
315	SECONDARY ROAD PATROL	129,353.00	13,294.19	4,430.87	116,058.81	10.28
331	MARINE	33,360.00	0.00	0.00	33,360.00	0.00
333	FEDERAL FOREST	4,000.00	1,558.04	608.84	2,441.96	38.95
334	SNOWMOBILE	35,703.00	9,920.10	7,344.34	25,782.90	27.79
335	ORV GRANT	31,271.00	1,953.06	681.82	29,317.94	6.25
351	JAIL	3,225,272.00	646,572.42	251,750.52	2,578,699.58	20.05
362	STATE GRANT PA 511	120,000.00	24,742.97	10,750.07	95,257.03	20.62
363	ENHANCEMENT	154,318.00	39,163.89	14,424.52	115,154.11	25.38
426	EMERGENCY MANAGEMENT	96,990.00	24,731.08	6,593.57	72,258.92	25.50
526	SANITARY LANDFILL	66,600.00	4,192.50	1,861.50	62,407.50	6.30
605	CONTAGIOUS DISEASES	500.00	0.00	0.00	500.00	0.00
648	MEDICAL EXAMINER	99,900.00	32,518.68	12,642.46	67,381.32	32.55
681	VETERANS BURIAL	10,000.00	2,700.00	1,200.00	7,300.00	27.00
861	FRINGE BENEFITS	0.00	21,518.66	(11,848.19)	(21,518.66)	100.00
965	TRANSFERS	1,071,515.00	289,705.97	17,048.67	781,809.03	27.04
966	APPROPRIATIONS	603,000.00	218,662.16	92,475.08	384,337.84	36.26
<b>TOTAL REVENUES</b>		<b>17,094,729.00</b>	<b>1,392,591.66</b>	<b>566,180.24</b>	<b>15,702,137.34</b>	<b>8.15</b>
<b>TOTAL EXPENDITURES</b>		<b>17,094,729.00</b>	<b>4,031,168.65</b>	<b>1,163,400.34</b>	<b>13,063,560.35</b>	<b>23.58</b>



REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 24.66

GL # DESCRIPTION	2023	ACTIVITY FOR MARCH			
	AMENDED BUDGET	YTD MARCH 2023 NORM (ABNORM)	2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 225 - ANIMAL CONTROL					
TOTAL REVENUES	335,333.00	239,355.22	46,622.57	95,977.78	71.38
TOTAL EXPENDITURES	335,333.00	62,740.67	21,574.26	272,592.33	18.71
Fund 243 - COURT SECURITY FUND					
TOTAL REVENUES	137,222.00	31,141.76	10,802.38	106,080.24	22.69
TOTAL EXPENDITURES	137,222.00	36,972.00	15,036.99	100,250.00	26.94
Fund 249 - BUILDING INSPECTIONS DEPT.					
TOTAL REVENUES	267,000.00	49,985.89	19,399.78	217,014.11	18.72
TOTAL EXPENDITURES	197,340.00	46,275.96	19,335.49	151,064.04	23.45
Fund 259 - INDIGENT DEFENSE FUND					
TOTAL REVENUES	1,267,215.00	213,239.27	32.54	1,053,975.73	16.83
TOTAL EXPENDITURES	1,267,215.00	288,748.48	112,420.71	978,466.52	22.79
Fund 261 - 911-WIRELESS					
TOTAL REVENUES	1,400,000.00	6,096.22	3,110.24	1,393,903.78	0.44
TOTAL EXPENDITURES	1,131,705.00	319,769.04	177,469.70	811,935.96	28.26
Fund 292 - CHILD CARE FUND					
TOTAL REVENUES	523,000.00	24,326.99	21,282.36	498,673.01	4.65
TOTAL EXPENDITURES	523,000.00	71,967.34	28,304.09	451,032.66	13.76
<b>TOTAL REVENUES - ALL FUNDS</b>	<b>3,929,770.00</b>	<b>564,145.35</b>	<b>101,249.87</b>	<b>3,365,624.65</b>	<b>14.36</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>	<b>3,591,815.00</b>	<b>826,473.49</b>	<b>374,141.24</b>	<b>2,765,341.51</b>	<b>23.01</b>