



Wexford County

**BOARD OF COMMISSIONERS**

*Gary Taylor, Chair*

**NOTICE OF MEETING**

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, July 19, 2023, beginning at 4:00 p.m. in the Commissioners Room, third floor of the Historic Courthouse, located at 437 E. Division St., Cadillac, Michigan.

**TENTATIVE AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLIEGIANCE
- D. ADDITIONS/DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION
- G. PRESENTATIONS AND REPORTS
- H. PUBLIC COMMENT

*Designated for topics on the agenda only.*

I. CONSENT AGENDA

*The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission may ask that any item on the consent agenda be removed therefrom and placed elsewhere for full discussion. Such requests will be automatically respected. If any item is not removed from the consent agenda, the action noted on the agenda is approved by motion of the Commission to adopt the consent agenda.*

- 1. Approval of the July 05, 2023 Regular Meeting Minutes .....1

J. AGENDA ITEMS

- 1. Purchase Order Server Replacement Sheriff's Office (Executive 07/11/2023) .....4
- 2. Cadillac Janitorial Contract Extension (Executive 07/11/2023) .....7
- 3. Kalkaska County Inmate Housing Agreement (Finance 07/13/2023) .....26
- 4. Real Estate Agreement (Finance 07/13/2023) .....33
- 5. Fairgrounds Sewer Replacement (Finance 07/13/2023) .....40
- 6. Prein & Newhof Environmental Study ( Finance 07/13/2023) .....42
- 7. Register of Deeds Scanning Project (Finance 07/13/2023) .....49
- 8. Friend of the Court IV-D Reimbursement Application 2024 (Finance 07/13/2023) .....57
- 9. Budget Amendment (Finance 07/13/2023) .....112

K. ADMINISTRATOR'S REPORT

L. CORRESPONDENCE

M. PUBLIC COMMENT

*Open for any public comments.*

N. LIAISON REPORT

O. BOARD COMMENTS

P. CHAIR COMMENTS

Q. ADJOURN

## WEXFORD COUNTY BOARD OF COMMISSIONERS

Regular Meeting \* Wednesday, July 5, 2023

Meeting called to order at 4:00 p.m. by Chairman Taylor.

Roll Call: Present- Commissioners Jason Mitchell, Michael Musta, Ben Townsend, Kathleen Adams, Michael Bush, Julie Theobald, Jason Baughan and Gary Taylor.

Absent- Brian Potter.

Pledge of Allegiance.

**Additions/Deletions to the Agenda-** *None.*

**Approval of the Agenda**

**MOTION** by Comm Musta, seconded by Comm Bush to approve the agenda.

All in Favor.

**Public Comment-***None*

**Employee Recognition-** *None.*

**Presentation and Reports-** *None.*

**Consent Agenda**

1. Approval of the June 21, 2023 Regular Meeting Minutes

**MOTION** by Comm Theobald, seconded by Comm Bush to approve the Consent Agenda.

All in favor.

**Agenda Items**

1. Removal of D-9.1 Wrecker Policy

**MOTION** by Comm Theobald, seconded by Comm Adams to approve removing D-9.1 Wrecker Policy from the County Policy Manual per recommendation from County legal counsel.

Roll Call: Motion Passed 8-0.

2. Fiscal Year 2024 Budget Calendar Draft

**MOTION** by Comm Adams, seconded by Comm Bush to approve the Fiscal Year 2024 Budget Calendar.

Commissioner Theobald pointed out that August 18<sup>th</sup> is a Friday.

**Roll Call: Motion Passed 8-0.**

3. MIDC Compliance Plan for Fiscal Year 2024

**MOTION by Comm Baughan, seconded by Comm Musta to approve the application for MIDC Compliance Plan for Fiscal Year 2024.**

**Roll Call: Motion Passed 8-0.**

4. Networks Northwest Fiscal Year 2024 Appropriations Request

**MOTION by Comm Musta, seconded by Comm Adams to approve Networks Northwest Fiscal Year 2024 Appropriations request in the amount of \$4,695.00.**

**Roll Call: Motion Passed 8-0.**

5. Central Dispatch Request for Additional Dispatcher

**MOTION by Comm Adams, seconded by Comm Baughan to approve adding a tenth dispatcher position to Central Dispatch's employee roster.**

**Roll Call: Motion Passed 8-0.**

6. Networks Northwest-MiWorks Lake Street Lease Agreement

**MOTION by Comm Theobald, seconded by Comm Musta to approve the lease agreement with Networks Northwest for Michigan Works office space at 401 N. Lake St., from July 1, 2023 through December 31, 2023, and authorize the Chairman to sign.**

**Roll Call: Motion passed 8-0.**

**Administrator's Report-**

Deputy Administrator Jami Bigger noted that the wrecker policy was removed at the advisement of the county attorney. It is going to become a Sheriff's Department policy that is being worked on.

Ms. Bigger noted that the audit had been completed and submitted. Rehmann will be contacting soon for a date and time to come present to the Board.

Ms. Bigger announced that she had applied for a grant for the new camera system in the jail. She also noted that MiWorks will be most likely relocating in January to a larger location.

Deputy Administrator Bigger also informed the Board of the passing of retired Sheriff's Deputy, Brad Denike. She asked that everyone keep his family in their thoughts and prayers.

**Correspondence-**

**Public Comments-** *None.*

**Liaison Reports-**

Comm Theobald attended the Human Services Leadership meeting. They will be hosting a mental health symposium on September 14<sup>th</sup> at Baker College. She announced that there is now a dental surgery center in Manistee for children.

Comm Townsend didn't attend a jail diversion meeting, but he noted that it is nice to see that this program is going forward in Traverse City. He hopes to see more.

**Board Comments-**

Comm Theobald thanked Ms. Bigger for writing grants.

Comm Baughan wanted the Denike family to know they are in their thoughts and prayers; not only as the Baughan family, but the Selma Township Fire Department as well.

Comm Adams thanked Joe and Jami for meeting with her and helping her learn.

**Chairman's Comments-**

Chair Taylor thanked everyone for attending.

**Adjourn**

**MOTION** by Comm Theobald, seconded by Comm Bush to adjourn at 4:09 p.m.

**All in favor.**

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Gary Taylor, Chairperson

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Alaina M. Nyman, County Clerk



**OFFICE OF THE SHERIFF • WEXFORD COUNTY**

Trent J Taylor  
Sheriff

Richard R. Doehring  
Undersheriff

July 6, 2023

Mr. Joe Porterfield  
Wexford County Administrator  
437 East Division St.  
Cadillac, Mi 49601

RE: Purchase Order- Server Replacement Sheriff's Office- / Netmotion Server

Dear Mr. Porterfield,

The Wexford County Sheriff Office is requesting a purchase order for the replacement of our data server, body camera server, and the Netmotion server. The equipment will be purchased from our IT company, VC3. The cost for all three servers including labor is \$20,422.00. The current data servers are over five years old and at end of life per Elijah Barnes from VC3. The Jaildata server where our body cameras download has reached full capacity. Deputies cannot download footage and the Lieutenant gave notice to all appropriate parties that our body worn cameras are out of commission until this server is replaced. The Netmotion server used for our in-car computers is becoming increasingly faulty. VC3 has had to restart the server four times over the last few months to regain connection. When this occurs, Deputies are not able to utilize in-car computers while managing traffic stops and complaints.

I have attached the quote with a cost breakdown for your review. Included with this letter is a budget amendment to move funds from permanent employees to the purchasing line item of Computer Services. Funds for this purchase will be procured from the following line items.

Computer Services 101-301-802.00 - \$10,211.00  
Computer Services 101-351-802.00- \$10,211.00

If you have any questions regarding this purchase order, please feel free to contact me.

Sincerely,

Julie Henry  
Office Manager

Enc: Quote- IT Right a VC3 Company  
Budget Amendment

**Estimate For****Wexford County Sheriff, MI**

Julie Henry  
1015 Lincoln St.  
Cadillac, MI 49601  
United States

**Phone** (231) 779-9223

**Fax**

**QUOTE**

**Number** VC3Q25871

**Date** Mar 16, 2023

Here is the quote you requested.

From The Desk Of	Phone	Ship Via	Terms
Jon Thelen			Net 15

Line	Qty	Description	Unit Price	Ext. Price
1	1	1 x VMhost (Replacing Jaildata and Netmotion) SuperServer 520P-WTR RAID Configuration Broadcom 3808 [SAS 12, 8 ports] RAID 1 (*OS) -> 2 x 480GB Micron 5400 PRO Series 2.5" SATA 6.0Gb/s Solid State Drive RAID 1 -> 2 x 1.92TB Micron 5400 PRO Series 2.5" SATA 6.0Gb/s Solid State Drive RAID 1 -> 2 x 8TB SATA 6.0Gb/s 7200RPM - 3.5" - Ultrastar DC HC320 (512e) RAID 1 -> 2 x 20TB SATA 6.0Gb/s 7200RPM - 3.5" - Ultrastar DC HC560 (512e/4Kn) - Supermicro SuperServer 520P-WTR - 2U - 8x 3.5" SATA (2x 2.5" NVMe dedicated) - 1x M.2 - Dual 10-Gigabit Ethernet - 650W Red Pwr - Intel Xeon Silver 4314 Processor 16-Core 2.4GHz 24MB Cache (135W) - 8 x 16GB PC4-25600 3200MHz DDR4 ECC RDIMM - 2 x No DC Persistent Memory Currently Selected - 2 x 8TB SATA 6.0Gb/s 7200RPM - 3.5" - Ultrastar DC HC320 (512e) - 2 x 20TB SATA 6.0Gb/s 7200RPM - 3.5" - Ultrastar DC HC560 (512e/4Kn) - 2 x 480GB Micron 5400 PRO Series 2.5" SATA 6.0Gb/s Solid State Drive - 2 x 1.92TB Micron 5400 PRO Series 2.5" SATA 6.0Gb/s Solid State Drive - Broadcom MegaRAID 9540-8i SAS3/SATA 8-Port RAID Controller - PCIe 4.0 x8 - Broadcom NetXtreme 1-Gigabit Ethernet Network Adapter - PCIe 2.0 x4 - 4x RJ45 - Supermicro Update Manager (SUM) (OOB Management Package), included - 2 x AC Power Cord (North America), C13, NEMA 5-15P, 2.1m CAB-AC - Microsoft Windows Server 2022 Standard (16-core) - Downgrade Kit - Microsoft Windows Server 2022 Standard to 2019 Standard - COA and DVD Media - 3 Year Advanced Parts Replacement Warranty and NBD Onsite	\$9,319.00	\$9,319.00

**\*Quotes are Subject to Availability. Prices may vary if substitutions become necessary.  
Shipping charges included upon invoice.**

**5815 Clark Rd, Bath MI 48808  
1.855.487.4448**

Line	Qty	Description	Unit Price	Ext. Price
		Service (Zone 0) Sub		
2	1	1 x Domain Contoller (replacing Jaildc) SuperServer 510T-MR RAID Configuration Broadcom 3808 [SAS 12, 8 ports] RAID 1 (*OS) -> 2 x 480GB Micron 5400 PRO Series 2.5" SATA 6.0Gb/s Solid State Drive - Supermicro SuperServer 510T-MR - 1U - 4x 3.5" SATA - 1x M.2 - Dual 1GbE - 400W 1+1 Redundant - Six-Core Intel Xeon E-2336 Processor 2.9GHz 12MB Cache (65W) - 2 x 16GB PC4-25600 3200MHz DDR4 ECC UDIMM - 2 x 480GB Micron 5400 PRO Series 2.5" SATA 6.0Gb/s Solid State Drive - Broadcom MegaRAID 9540-8i SAS3/SATA 8-Port RAID Controller - PCIe 4.0 x8 - Supermicro Update Manager (SUM) (OOB Management Package), included - 2 x AC Power Cord (North America), C13, NEMA 5-15P, 2.1m CAB-AC - Microsoft Windows Server 2022 Standard (16-core) - 9 x 5-Device Client Access License (CAL) for Microsoft Windows Server 2022 - 3 Year Advanced Parts Replacement Warranty and NBD Onsite Service (Zone 0)	\$7,263.00	\$7,263.00
3	24	Labor	\$160.00	\$3,840.00
4		SCOPE: - Migrate AD DHCP and Print server roles to new DC, SD-DC01 - Spin up virtual machines for netmotion mobility and file server - Migrate all shares and services ( including Unifi controller) from Jaildata to new file server SD-DATA - Work with Provision Support on migrating Securamax database, web services, and uploader from existing server. ( if possible see about consolidating all video data in one place) - Work with netmotion support on migrating Mobility server. Use 2019 downgrade kit on this server (2022 is not yet supported by netmotion) - Contact TAM with any questions		

Please contact me if I can be of further assistance.

<b>SubTotal</b>	\$20,422.00
<b>Tax</b>	\$0.00
<b>Shipping</b>	\$0.00
<b>Total</b>	<b>\$20,422.00</b>

\*Quotes are Subject to Availability. Prices may vary if substitutions become necessary.  
Shipping charges included upon invoice.

**5815 Clark Rd, Bath MI 48808**  
**1.855.487.4448**

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance & Appropriations  
**FOR MEETING DATE:** July 19, 2023  
**SUBJECT:** Cadillac Janitorial Contract Extension

**SUMMARY OF ITEM TO BE PRESENTED:**

The Janitorial Services Agreement with Cadillac Janitorial Services has expired. Following is the current contract for your consideration of extending it.

**RECOMMENDATION:**

The Finance Committee forwards a recommendation to the full board to extend the janitorial contract with Cadillac Janitorial for a one-year period.

**Wexford County**  
**JANITORIAL SERVICES AGREEMENT**

**THIS AGREEMENT**, made and entered into this **1st day of June, 2022**, by and between the **COUNTY OF WEXFORD**, a municipal corporation and political subdivision of the State of Michigan, of 437 E. Division Street, Cadillac, MI. 49601 (hereinafter referred to as the "County"), and **CADILLAC JANITORIAL, INC.**, a Michigan corporation, P.O. Box 622, Cadillac, Michigan 49601 (hereinafter referred to as the "Contractor").

**WHEREAS**, the County desires janitorial services including seasonal exterior snow removal and grounds keeping at the following County buildings:

- A. Courthouse and Annex, 437 E. Division Street;
- B. Lake Street Building, 401 Lake Street;
- C. District Health No. 10, 521 Cobb Street;

**WHEREAS**, the Contractor is a janitorial company with an established and active business record in the State of Michigan; and

**WHEREAS**, the Contractor has submitted proposals pursuant to the RFP to the County to provide the services which the County requires; and

**WHEREAS**, the County accepts the Contractor's proposal subject to the terms and conditions of this Agreement.

**NOW, THEREFORE**, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED**, as follows:

- I. **Services to be Provided by the Contractor:** The Contractor shall provide the County with the janitorial pursuant to the RFP. The responsibilities of the Contractor with regard to such services are more fully set forth in the attached Exhibits A through E - Specifications and Bid Responses, which Exhibits A-E are incorporated by reference into this Agreement.
- II. **Manner in Which Services Shall be Provided:** The Contractor agrees that all services conducted pursuant to this Agreement will comply with the specifications in Exhibit A-E with oversight by the Contract Compliance Inspector (hereinafter referred to as the "CCI").
- III. **Agreement Term:** This Agreement shall continue for a term of six (6) months, from **June 1, 2022 through December 1st, 2022**, inclusive. The Contractor shall commence performance **June 1st, 2022**, time being of the essence.
- IV. **Compensation:**  
**Janitorial:** The Contractor's compensation for janitorial services under this Agreement for the six month period of this Agreement shall not exceed the following sums: \$99,502.00 (Ninety Nine Thousand two hundred Fifty Two Dollars.) The County shall pay to the Contractor the compensation stated in Section IV(A) on or about the first day of each month for all janitorial services completed during the previous month, by electronic transfer check made payable to the Contractor.
- V. **Contractor Performance Review:**  
The CCI shall continually monitor the performance of the contractor and convey discrepancies or progress as indicated:
  - 1. It shall be the responsibility of the CCI to bring to the attention of the contractor the next working day any discrepancies identified as being not in compliance

with the specifications set forth in the applicable RFP or other agreed upon documentation.

2. Minor contractual infractions may be reviewed between the CCI and the contractor verbally.
3. The CCI shall reduce identified persistent minor contractual infractions or major discrepancies to a written "Contract Discrepancy Report," as identified in the RFP.
4. The contractor shall respond to verbal or written infractions in the manner in which they were presented by the CCI in a timely manner not to exceed five (5) workdays.
5. The CCI shall provide the contractor with a monthly written evaluation indicating in detail the quality of service provided the County during the preceding thirty (30) days.

**VI. Conflict Resolution:**

If contractual or other issues were to arise between the CCI and the contractor which were not able to be resolved between the parties the following conflict resolution shall be invoked:

1. The issue/issues of the conflict shall be reduced to writing and forwarded to the Office of the Wexford County Administrator, hereinafter referred to as "Administrator".
2. The Administrator shall investigate the facts of the case and make a presentation to the Executive Committee.
3. The presentation shall consist of reviewing written proofs and verbal testimony from the principals involved.
4. If resolution offered by this panel is mutually acceptable to parties' corrections will be affected upon the panel's recommendation.
5. If mutually acceptable solutions are not available the matter will be brought through the Executive Committee and forwarded to the appropriate committee for Board of Commissioner Action.

By engaging in this conflict resolution procedure, the Parties do not waive their respective rights to any other contractual or legal remedy.

**VII. Contractor Personnel Screening:**

Per the RFP all contractor personnel who work inside County facilities are required to have a fingerprint supported background check and a completed "Security Awareness Acknowledgment for Personnel with only Physical Access to Physically Secure Locations" form (Exhibit F) presented to the CCI prior to working within the facilities.

1. The CCI shall review the responses to the background checks and clear each individual in writing with a copy of this clearance to be filed with both the CCI and the Administrator. Copies of responses to the background checks shall be provided to the Contractor by the CCI.
2. If the background check indicates an arrest and conviction for a misdemeanor the CCI shall inform the Administrator who shall take the response to the Executive Council to determine whether the arrest and conviction is serious enough to deny access to the facilities. If access is granted, the clearance will be filed with both the CCI and the Administrator. If access is denied, the CCI shall provide written notice to the Contractor.
3. If the background check indicates an arrest and conviction for a Felony or a Circuit Court Misdemeanor, the CCI shall inform the Administrator that the individual access is denied to work within county facilities. If access is denied,

the denied clearance will be filed with both the CCI and the Administrator. The CCI shall provide written notice to the Contractor that access is denied.

4. If the CCI becomes aware from any source that an individual seeking access to work for the Contractor within County facilities lacks the moral turpitude compatible with this employment, the CCI shall inform the Administrator who shall take the proofs to the Executive Council to determine whether the character flaw is serious enough to deny access to the facilities. If access is granted, the clearance will be filed with both the CCI and the Administrator. If access is denied, the CCI shall provide written notice to the Contractor.
5. A trial judge or the prosecuting attorney may deny access by any employee of the contractor to court offices of that judge without cause. If a trial judge denies access, the CCI shall provide written notice to the Contractor.

**VIII. Termination:**

**A. For-Cause:** The County may, at any time, upon five (5) days' written notice to the Contractor, terminate this contract and the Contractor's right to proceed with the work, for just cause, which shall include; gross negligence by the Contractor or the Contractor's employees, willful misconduct by the Contractor or the Contractor's employees, violations by the Contractor or the Contractor's employees of laws, ordinances or County policies while on County property or performing services for the County. It is expressly understood and agreed that by exercising such right of termination the County does not waive any other legal or equitable remedies it may have against the Contractor.

**B. At-Will:** Notwithstanding any other provision in this Agreement to the contrary, this Agreement may be terminated by the County at any time upon delivery of sixty (60) days prior written notice to the Contractor.

**IX. Nondiscrimination:**

The Contractor, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this section shall be regarded as a material breach of this Agreement.

**X. Compliance with the Law, Applicable Law, and Venue:**

The Contractor, while engaged in any activity pursuant to this Agreement, shall comply with all applicable Federal, State or local laws, ordinances, rules and regulations. Breach of this covenant shall be regarded as a material breach of this Agreement.

This Agreement shall be construed according to the laws of the State of Michigan. The venue for the bringing of any legal or equitable action under this Agreement shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this Agreement in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Western District, and Northern Division.

**XI. Contractor:**

It is expressly understood and agreed that the Contractor is a contractor. The Contractor and the employees and agents of the Contractor shall in no way be deemed to be and shall not hold themselves out as the employees or agents of the County. The Contractor and its employees and agents shall not be entitled to any fringe benefits which the County affords its employees, such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave or longevity. The Contractor shall be responsible for the payment of salaries, wages and other compensation due its staff for

services they perform under this Agreement and for withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes to the proper Federal, State and local governments. The Contractor, as required by law, shall carry workers' compensation insurance coverage for any and all employees it may have, and shall provide the County with proof of said coverage.

**XII. Indemnification and Hold Harmless:**

The Contractor shall, at its own expense, indemnify, save and hold harmless the County, and its elected and appointed officials/officers, employees and agents from all claims, damages, costs, lawsuits and expenses, including, but not limited to, all costs from administrative proceedings, court costs and attorney fees, that they may incur as a result of any acts, omissions or negligence of the Contractor or any of its employees or agents which may arise out of this Agreement.

The Contractor's indemnification responsibilities under this section shall include the sum of damages, costs and expenses which are in excess of the sum paid out on behalf of or reimbursed to the County, its officials/officers, employees and agents by the insurance coverage obtained and/or maintained by the Contractor pursuant to the requirements of this Agreement.

**XIII. Liability Insurance:**

During the term of this Agreement the Contractor shall maintain the following insurances:

- A. Workers' Compensation Insurance, including Employers' Liability Coverage, covering its employees, in accordance with all applicable statutes of the State of Michigan.
- B. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the following: (a) Contractual Liability; (b) Products and Completed Operations; (c) Broad Form General Liability Endorsement or Equivalent.
- C. Additional Insured - Commercial General Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insureds": The County of Wexford.
- D. Cancellation Notice - All insurance described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material changes shall be sent to: County Administrator, 437 E. Division Street, Cadillac, MI. 49601. "
- E. Proof of Insurance - The Contractor shall provide to the County, at the time the Agreement copies are returned for execution, certificates of insurance for each of the policies mentioned above. If so requested, certified copies of all policies will be furnished to the Clerk's Office.

All insurance coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan, who are acceptable to the County, and who have a minimum A.M. Best Company's Insurance Reports rating of A or A- (Excellent).

If any of the insurance coverage required by this section expires during the term of this Agreement, the Contractor shall deliver renewal certificates and/or policies to the County at least ten (10) days prior to the expiration date.

**XIV. Waivers:**

No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.



In no event shall the making by the County of any payment due to the Contractor constitute or be construed as a waiver by County of any breach of a provision of this Agreement, or any default which may then exist on the part of the Contractor, and the making of any such payment by the County while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the County in respect to such breach or default.

**XV. Modification of Agreement:**

Modifications, amendments or waivers of any provisions of this Agreement may be made only by the written mutual consent of the parties hereto.

**XVI. Assignment or Subcontracting:**

The Contractor shall not assign or subcontract any of its duties and obligations under this Agreement without obtaining the prior written consent of the County.

**XVII. Section Titles:**

The titles of the sections set forth in this Agreement are inserted for the convenience of reference only, and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

**XVIII. Complete Agreement:**

This Agreement and the attached Exhibits A-F, contains all of the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

**XIX. Invalid Provisions:**

If any provision of this Agreement is held to be invalid by a court of competent jurisdiction, it shall be considered to be deleted, and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was declared invalid.

**XX. Certification of Authority to Sign Agreement:**

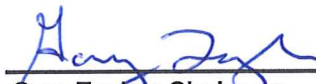
The persons signing on behalf of the parties certify by their signatures that they are duly authorized to sign this Agreement on behalf of the parties, and that this Agreement has been authorized by the parties.

**IN WITNESS WHEREOF**, the authorized representatives of the parties hereto have fully executed this instrument on the day and year first above written.

**WITNESSED BY:**

\_\_\_\_\_

**COUNTY OF WEXFORD**



Gary Taylor: Chairman  
Wexford County Board of Commissioners

**CADILLAC JANITORIAL INC.**

\_\_\_\_\_  
Carl Owinga  
Vice President Cadillac Janitorial Inc.



**Wexford County Board of Commissioners**  
**REQUEST FOR PROPOSALS**  
**Janitorial Services**  
**for Specified County Facilities**

**Exhibit A**

*April 5, 2022*

**Project Representatives: Jami Bigger and Joe Porterfield**  
**County Interim Co-Administrators**  
**437 E. Division St.**  
**Cadillac, MI 49706**  
**P: 231-779-9453**  
**F: 231-779-9745**

**WEXFORD COUNTY NOTICE OF RECEIVING PROPOSALS**

Wexford County seeks bids from qualified firms, on a competitive basis for the purpose of entering into a three-year agreement to provide Janitorial services for the following specified County facilities:

- 1. Historic Courthouse and Annex**
- 2. District Health Department #10**
- 3. Lake Street General Offices – Excluding Invasive Species Office**

**Detailed bid specifications are attached.** Firms must submit complete bids on all five (5) facilities to be considered qualified. Qualified firms may secure a copy of the bid specifications from:

**Wexford County Administration**  
**Megan Kujawa, Sr. Executive Assistant**  
Historic Courthouse  
437 E. Division St.  
Cadillac, MI 49601  
[mkujawa@wexfordcounty.org](mailto:mkujawa@wexfordcounty.org)  
or online at [www.wexfordcounty.org](http://www.wexfordcounty.org)

**Mandatory Walk-through:**

A mandatory pre-proposal walk-through will be held **Thursday, April 14, 2022, at 1:00 p.m.**  
Contact Megan Kujawa, Senior Executive Assistant, to schedule at 231-779-9453.

**Bid Deadline:**

Only bid proposals received by the County Administrator's Office, 437 E. Division St. Cadillac, MI 49601, on or before **Tuesday, April 26, 2022, at 9:00 a.m.** will be considered.

*Wexford County Reserves the right to reject any or all proposals submitted.*

## **WEXFORD COUNTY REQUEST FOR PROPOSALS JANITORIAL SERVICES**

- I. Introduction:** Wexford County seeks bids from qualified firms, on a competitive basis, for providing Janitorial Services for all specified facilities. Bid will be awarded only in the event of a cost benefit analysis showing it is in the County's best interest to contract out this service.

**For a bidder to qualify it must participate in a facility walk-thru of all specified buildings.**

A walk-thru is scheduled for **Thursday, April 14, 2022, at 1:00 p.m.** Bidders must schedule this mandatory walk-thru by contacting Megan Kujawa, Administration, at (231) 779-9453.

**A. Bid Submittal and Project Representatives**

To be considered, firms must submit a complete, sealed bid submission form and any associated documents to this Request for Proposals (RFP), to the County Administration Office (address). In order to be considered, proposals must be received at the designated location no later than **9:00 am, Tuesday, April 26, 2022**. Bids will be publicly opened and read aloud at 9:00 am, Tuesday, April 26, 2022.

Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to either of the following:

Jami Bigger and Joe Porterfield  
County Interim Co-Administrators  
Wexford County Administration  
437 E. Division St.  
Cadillac, MI 49601  
(231) 779-9453  
[administration@wexfordcounty.org](mailto:administration@wexfordcounty.org)

Adam Kerr  
Maintenance Director/Contract Compliance Inspector  
Wexford County  
437 E. Division St.  
Cadillac, MI 49601  
(231) 779-9469  
[maintenance@wexfordcounty.org](mailto:maintenance@wexfordcounty.org)

**Contact with personnel of Wexford County other than the above stated persons regarding this RFP will be considered grounds for elimination from the selection process.**

If it becomes necessary to revise any part of this RFP or if additional data is necessary to enable an exact interpretation of provisions of this RFP, an addendum will be issued to all vendors known to have received a proposal. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a proposer shall be binding

## **II. GENERAL INFORMATION**

**A. Proposal Preparation and Submission**

All proposals must be made on the required forms prepared and executed fully and properly. Proposed prices shall be based on the selected proposer furnishing all labor, supervision, administration, incidentals, bonds, insurance, and any other services required to complete the work in strict accordance with this RFP. All fees and costs must be disclosed in the proposal. Proposers must submit a listing of any and all exceptions to this RFP. Suggested substitutions, printed forms, sample contracts etc. may be provided with the listed exceptions

Each proposal must be plainly marked on the exterior, "Janitorial Services for all Specified Wexford County Facilities." An official authorized to bind the firm to its provisions must sign all proposals and bid submission forms. To be considered a valid response to this RFP, the proposal must remain valid, and the price must be firm for at least one-hundred and twenty (120) days from the proposal opening date. Wexford County is not liable for any cost incurred by the firm prior to the issuance of a contract.

**B. Right of Refusal**

Wexford County reserves to its sole discretion the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive informalities or irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

**C. Disclosure of Proposals**

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

**D. Independent Price Determination**

By submitting a proposal, you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

- i. The prices in its proposal have been determined independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;
- ii. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and
- iii. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
- iv. The price quoted is not higher than that given to the general public for the same service

**E. Conflict of Interest**

By submitting a proposal, you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal that he/she has no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under any subsequent agreement with respect to this RFP. If at any time during the bidding process or subsequent contractual period, an actual or potential conflict of interest arises, the Proposer shall immediately disclose in writing the conflict of interest to the County.

The County reserves the right to immediately terminate in writing to the Contractor any subsequent agreement where, in the reasonable judgment of the County, such conflict poses a material conflict to the performance of the Contractor's obligations under the agreement; such termination of the agreement shall be effective upon the receipt of such notice by the Contractor

**III. CONTRACT REQUIREMENTS**

A proposal in response to an RFP is an offer to contract with the County based upon the terms, conditions, scope of work and specifications contained in this RFP. The County reserves the right to negotiate further with one or more responsible and responsive proposers. The content of the RFP and the successful proposer's proposal will become an integral part of the contract but may be modified by the provisions of the contract. The County reserves the right to accept or reject in whole or in part any form contract submitted by a proposer and/or to require that amendments be made thereto, or that an agreement drafted by the county be utilized. The successful proposer shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from the County. A valid and

enforceable contract exists when an agreement is fully executed between the parties.

However, by submission of proposals pursuant to this RFP, proposers acknowledge that they are amenable to the inclusion in a contract of any information provided either in response to this RFP, including those set forth in this Article, or subsequently during the selection process.

**A. Nondiscrimination Clause**

The Proposer who is selected as the Contractor, as required by law shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification.) The Contractor shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- a) The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- b) The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- c) Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 394, as amended, and regulations promulgated there under.
- d) The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 328 (42 USCA §12101 et seq), as amended, and regulations promulgated there under.

Breach of this section shall be regarded as a material breach of the agreement.

**B. Compliance with the Law**

The Proposer who is selected as the Contractor shall render the services to be provided pursuant to this agreement in compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations.

**C. Independent Contractor**

The Proposer who is selected as the Contractor shall be an independent contractor. The employees, servants and agents of the Contractor shall not be deemed to be and shall not hold themselves out as employees, servants, or agents of the County and shall not be entitled to any fringe benefits received by the County's personnel, such as, but not limited to, health and accident insurance, life insurance, longevity or paid sick or vacation leave.

The Contractor shall be responsible for paying all compensation to its personnel for services they have performed under this Contract and for withholding and payment of all applicable taxes to the proper Federal, State and local governments

**D. Choice of Law and Venue**

Any agreement resulting from this RFP shall be construed according to the laws of the State of Michigan. The County and Contractor agree that the venue for any legal action under this agreement shall be the County of Wexford, State of Michigan. In the event that any action is Ingham County Request for Proposals for Janitorial Services in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Western District – Southern Division.

**E. Insurance Requirements**

The Proposer who is selected as the Contractor be required to provide a at its own expense and maintain public and professional liability, property damage, and worker's compensation insurance protecting, as they may appear, the interests of all parties to any agreement that may result from this RFP. The firm is responsible for insuring the protection of all persons and property at all times. The successful bidder prior to contract

execution must provide documentation of the above insurance. Wexford County must be included as a separate named insured. The vendor will be required to furnish the County with appropriate certificates of insurance prior to commencement of any work associated with any contract.

The effective dates and expiration dates of all policies should coincide with the term of the contract. If any of the insurance expires during the contract period, it will be necessary for a current certificate of insurance to be issued and filed with the County. Wexford County's minimum insurance requirements are as follows:

Commercial general liability insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and \$1,000,000 aggregate for Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable; (F) Per contract aggregate. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's licensed insurance counselor. Coverage is to include, but is not limited to premises, operations, products and/or completed operations, personal injury and contract liability.

- i. Automobile liability including statutory no-fault coverage, including all owned, non-owned, and hired autos within limits of a minimum of \$1,000,000. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's insurance counselor.
- ii. Worker's Compensation and Employers' Liability if the selected firm hires one or more persons or currently has employees. If the selected firm does not have any employees, an affidavit must be filed with the County stating that the firm has no employees and will not hire any while working for Wexford County as a vendor or a subcontractor, etc. In addition, a Certificate of Assumed Name must be filed with the County.

All insurances described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change shall be sent to the Wexford County Administrator's Office, 437 E. Division St. Cadillac, MI 49706. Failure to comply with these insurance requirements may result in contract termination or delay in receipt of funds. The vendor will be required to secure any/all necessary certificates and permits from municipal or other public authorities and comply with all licensing requirements and all federal, state and municipal laws, ordinances and regulations as may be required.

**F. County Liability**

Officers, agents and employees of Wexford County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFP. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel, except when such loss or damage is due to the fault or negligence of the County.

**G. PA 517 of 2012 Certification.**

The Proposer who is selected as the Contractor certify that neither the Company, nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, Company will not become an "Iran linked business" during the course of performing the work under the Contract

**IV. SPECIFICATION AND SCOPE OF SERVICES**

Wexford County is seeking an individual(s) to furnish and maintain an adequate number of properly trained personnel to provide Janitorial Services for all Specified Facilities. This person or persons will be responsible for hiring their own team to run the facilities, and will be responsible for managing, and operating the service in an efficient and effective manner. The County will provide maintenance support and direction to the successful bidder through the Contract Compliance Inspector (CCI).

These services will be provided to Wexford County by a privately owned contractor who will accept all responsibility specified by contracts for providing the services specified for each identified facility. All interested parties to be considered qualified shall submit their proposal and bid submission form to **Wexford County Administration office on or before 9:00 a.m. no later than April 26, 2022.**

All personnel working within county facilities will be subject to county approval for security clearances. The County reserves the right to dismiss from the premises covered by this contract any Contractor's employee whose conduct is improper, inappropriate, or offensive as determined solely by the County. Any employee so dismissed from working on this contract shall not be allowed to return to the premises without written consent from the County. Personnel not employed by the Contractor (including minors not employed by the Contractor) shall not be permitted on the work premises. All of Contractor's employees must be fingerprinted and pass a background check; any Contractor employee with an active court case will not be permitted to work in any of the court facilities.

Contract term to be for 36 months with an option to renew for an additional 36-month period.

**A. Scope of Work**

The Scope of Work is expected to include, but not be limited to, the tasks identified in Exhibit A to this RFP. Exhibit A is a detailed list of the mandatory janitorial tasks, the frequency of each task, and the facility where the tasks shall be provided. It is the purpose of these specifications to ensure that all services and materials necessary to clean and keep clean all portions of the buildings are provided. It is understood that the highest possible standards of cleanliness are to be maintained.

While Exhibit A sets forth the Scope of Work anticipated by the County at this time, there is no guarantee by the County that this shall continue over the duration of the contract. The County reserves the right to add, modify, or delete tasks and facilities as necessary; any such action shall be formalized by a written amendment to the contract.

**Addenda and Acknowledgement of Addenda**

All substantive questions and answers resulting from the pre-submittal briefing and tour session shall be formalized and issued as a written addendum to this RFP. Only written addenda should be utilized by Vendors when preparing a response to this RFP. Vendors submitting proposals shall acknowledge

receipt of any addendum to this RFP by identifying such in the **Original Response Checklist**.

### **Basic Requirements**

#### **Equipment, Supplies, and Materials**

The Vendor shall furnish all necessary equipment, materials, and supplies required in performing the janitorial tasks, including specialty cleaning and consumable supplies. The equipment must be of industrial type and supplies all of which must be approved in writing by the County.

#### **Security**

- a) The Contractor shall be responsible for all keys issued to all individuals. Keys shall not be left in doors, and employees are not under any circumstances to admit anyone to offices where they are working. Doors are not to be propped open at any time. All doors shall be closed, locked, and checked upon leaving offices that have been cleaned. The Contractor shall be responsible for setting all alarms and shall be responsible for any call-backs for not setting alarms properly.
- b) Employees of the Contractor shall not disturb papers on desks, open drawers or cabinets, use telephones or tamper with personal property.
- c) Employees of the Contractor shall report to the County Administrator anything out of the ordinary, such as doors unlocked, stopped toilets or drains, broken fixtures, lights out of order, etc.

#### **Safety & Training**

- a) Safety is the responsibility of the Contractor. All equipment and materials will be handled and operated safely per manufacturer recommendations and in accordance with all applicable codes, laws ordinances and regulations.
- b) Contractor is responsible for the training of all employees both initially and on-going as deemed critical to the effective operation of this contract.
- c) Contractor shall be responsible for the training of employees to be in compliance with OSHA regulations pertaining to blood borne pathogens, specifically as that standard relates to equipment, cleanup procedures and disposal.
- d) All containers must be labeled, and Material Safety Data Sheet (MSDS) must be maintained on site by the Contractor in compliance with Occupational Safety and Health Administration's (OSHA) Hazardous Communication Program

### **V. BID AWARD**

It is the intention of the County to award a contract to the lowest responsive and most responsible proposer provided that the proposal has been submitted in accordance with the terms and conditions of the RFP and does not exceed the budgeted funds available. **It is currently anticipated that a decision will be made on or before Wednesday, May 4, 2022. The Wexford County Board of Commissioners and other boards and committees must approve the contract resulting from this solicitation. This process typically takes 3-4 weeks from the date the successful Contractor is identified**



**Pre-Proposal Briefing Session and Tour**

**To assist those Vendors interested in submitting proposals for this RFP, the County Representative will be conducting a mandatory pre-proposal tour and review of the facilities on April 14, 2022, at 1:00 p.m.**

**To sign up for the mandatory Pre-Proposal Briefing and Tour Contact:**

**Megan Kujawa, Senior Executive Assistant**

**E-Mail: [mkujawa@wexfordcounty.org](mailto:mkujawa@wexfordcounty.org)**

**Phone: 231-779-9453**



**WEXFORD COUNTY BID SUBMISSION FORM  
JANITORIAL SERVICES FOR SPECIFIED COUNTY FACILITIES**

Firm Name Cadillac Janitorial Inc.

Address PO Box 622, 1351 Plett Rd. Cadillac, MI 49601 Phone (231) 468-9137

**1. Pricing Sheet: Daily/Weekly All Facilities:**

<u>Facility</u>	<u>Frequency</u>	<u>Est. Monthly Hours</u>	<u>Price Per Month</u>	<u>Annual Amount</u>
Wexford County Courthouse 437 E. Division St. Cadillac, MI 49601	Daily/Weekly Mon. - Fri.	318	\$ 7,770.00	\$ 93,324.00
Lake Street Facilities 401 North Lake St. Cadillac, MI 49601	Daily/Weekly Mon. - Fri.	191	\$ 4,662.00	\$ 55,944.00
District Health Department #10 521 Cobb St. A, Cadillac, MI 49601	Daily/Weekly Mon. - Fri.	127	\$ 3110.00	\$ 37,320.00
<b>Annual Total</b>			\$ 15,542.00	\$ 186,588.00

**2. Pricing Sheet: Consumable Products & Supplies**

<u>Facility</u>	<u>Annual Amount</u>
All Facilities – Consumable Products and Supplies	\$ 11,916.00

**3. Pricing Sheet: Annual Grant Total**

<u>Pricing Sheet</u>	<u>Annual Amount</u>
Total Pricing Sheet 1: Daily/Weekly All Facilities	\$ 186,588.00
Total Pricing Sheet 2: Consumable Products and Supplies	\$ 11,916.00
<b><u>Grand Total</u></b>	\$ 198,504.00

Signature of official authorized to bind the firm to the provisions of the RFP:

Carl Ouwinga  
Carl Ouwinga Vice President Cadillac Janitorial Inc  
Typed and printed name and title:

APRIL 22, 2022  
April 22, 2022  
Date

**Please Note:** The pricing is reflective of one extra VCT flooring strip and wax, one extra carpet cleaning, adding in suites/offices, increase cost of consumables and the almost doubling of the labor costs.  
Failure to complete this form may be considered grounds for elimination from the selection process.  
*Wexford County - RFP Janitorial*

**Security Awareness Acknowledgment for Personnel with only Physical Access to  
Physically Secure Locations**

I, \_\_\_\_\_ have read the following, or have had it read and explained to me, and understand and agree that:

My duties require me to work or be present in areas where Criminal Justice Information (CJI) may be seen. I realize that this information is sensitive in nature and will not discuss or reveal any CJI to anyone.

CJI refers to state and federal criminal justice data, which may include case/incident information, identity information (including fingerprints and other forms of biometric data), and property (such as vehicle or firearm) data.

Access to or use of CJI (such as viewing, reading, copying, sharing) is strictly limited to official purposes, specifically the *administration of criminal justice*.

The term "administration of criminal justice" is defined in the CJIS Security Policy as:

"Administration of criminal justice" means the detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. It also includes criminal identification activities; the collection, storage, and dissemination of criminal history record information; and criminal justice employment. In addition, administration of criminal justice includes "crime prevention programs" to the extent access to criminal history record information is limited to law enforcement agencies for law enforcement programs (e.g. record checks of individuals who participate in Neighborhood Watch or "safe house" programs) and results of such checks will not be disseminated outside the law enforcement agency.

My work-related duties, as defined by my employer and understood by me, do not in any way involve the administration of criminal justice, as defined above.

In the course of my work-related duties, I may see or learn of (as by hearing mention of) CJI.

Because I have no responsibility or authority for handling CJI, I will not access, use, view, copy, disseminate, or disclose (in writing or in conversation) CJI, nor will I take part in the physical destruction of CJI. I am aware that doing so would be considered misuse of CJI.

I further understand that misuse of CJI is not limited to situations in which the CJI is used by me or others for purposes or in a manner that could be punished under the criminal laws of the state or of the United States.

I acknowledge that misuse of CJI may subject me to administrative action (such as termination of employment or contract), civil penalties and/or criminal penalties.

I agree and commit that if I hear, see, or otherwise become aware of actual or potential misuse of CJI, or of a situation that may cause or contribute to the misuse of CJI, I will promptly report same to \_\_\_\_\_ (*insert agency designee.*)

I agree and commit that I will not allow, by action or inaction, the unescorted entry into any secure (protected) area by anyone who is not known to me to be authorized to enter such area.

I have read and understand the information above regarding the importance of protecting CJI, and have asked and received a satisfactory answer to any questions I had concerning the duties and restrictions imposed on me with respect to CJI.

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Employing the Individual

I hereby confirm that the above signed individual has read the above document (or had it read to him or her), and been given the opportunity to ask questions. I have answered any questions and/or clarified any issues he or she posed regarding information security requirements.

\_\_\_\_\_  
Signature of Criminal Justice Agency Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Criminal Justice Agency

\_\_\_\_\_  
ORI

<b>Cadillac Janitorial Understanding of Specifications</b>	
<b>Facilities:</b> Courthouse, Lake Street, Health Dept. #10 (Excluding Dental Clinic)	
Offices, Courtrooms, Conference Rooms, Lobbies, Restrooms, Breakrooms	
<b>Task</b>	<b>Frequency</b>
Clean the following surfaces and areas to be debris, dust, and spot free as possible	
Elevator handrails and all buttons	Daily
Elevator walls and door tracks	Weekly
Areas Requiring Detailed Attention on Schedule: <ul style="list-style-type: none"> <li>• Reception area counters</li> <li>• Spot clean glass</li> <li>• Office Suites</li> <li>• Common area tables and chairs</li> <li>• Holding cells</li> <li>• Counters and interior window spot clean</li> </ul>	Twice Weekly
Copy room counters and tables – wiped/dusted	Twice Weekly
Spot clean hard surface floors	Daily
Low ledges	Twice Weekly
General hallways walls – spot cleaned <ul style="list-style-type: none"> <li>• Excluding Tribute Walls</li> </ul>	Twice Weekly
Stairwell steps, walls, and handrails	Twice Weekly
Dusting including the removal of cobwebs	Weekly
File Cabinets	Weekly
Baseboards	Weekly
Dust	Weekly
Horizontal surfaces/molding (6’ ladder reach)	Twice Weekly
Mailroom	Twice Weekly
Light switches and door handles	Weekly
Vents/grills including ceiling vents (6’ ladder reach)	Weekly
Water put down all drains, (including holding cells)	Monthly
<i>*** Wexford County Employees will clean their own desk/monitor/keyboard</i>	
<b>Kitchen/Breakroom Area (Vendor to use own tools)</b>	
Wipe sinks (if free of dishes) and fixtures	Daily
Move furniture to be orderly	Weekly
Chairs free of crumbs, dust, etc.	Weekly
Clean outside of refrigerator, microwave, cupboards/drawer fronts	Weekly
Clean outside of dispensers (hand soap and hand towel refill)	Daily
Clean outside of vending machines, dust, spills, etc.	Weekly
Vendor will turn-off any machines for safety that are noticed	Daily
<i>***Wexford County Employees will clean coffee pot area</i>	
<b>Emptying of Trash Cans to Include</b>	
Pick-up above throughout. Replace liners as needed	Daily
Pick up debris from under furniture (as possible) throughout	Daily
Trash is items placed inside or on top of waste cans or labeled trash. All items found on the floor that is not obvious as trash will be left on the nearest county. This is to ensure that only trash is disposed of.	Daily
Empty outside trash cans at entrances	3 Times Weekly
Empty Cigarette Cans	Weekly

<b>Restrooms</b> <b>*Clean with Disinfectant</b>	
Clean: <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Urinals inside and out</li> <li>• Wall tile</li> <li>• Sinks</li> <li>• Floors</li> <li>• Counter tops</li> <li>• Remove debris</li> <li>• Sanitize</li> <li>• Seats left up</li> </ul>	Daily
Plunge Toilets, as needed. E-mail location of any that do not clear	As needed
Clean mirrors, frames, outside of dispensers, doors	Daily
Fill supplies: <ul style="list-style-type: none"> <li>• Toilet paper</li> <li>• Hand towel</li> <li>• Hand Soap</li> </ul>	Daily
<b>Vacuum</b>	
Carpet throughout, Elevator door locked open during service	3 Times Weekly
Spot vacuum debris on other days	2 Times Weekly
Wall to wall including under desk and chair	3 Times Weekly
<b>Clean Glass</b>	
Lobby door and windows spot cleaned	Daily
Reception glass, door glass spot cleaned	3 Times Weekly
Lobby doors	Weekly
<b>Sweep and Mop</b>	
Sweep all hard floors and damp mop	Weekly
Sweep all hard floors and damp mop (may be daily during winter)	Daily
<b>All Other Doors</b>	
Disinfect door handles of high traffic areas	2 Times Weekly
Spot clean door and frames	2 Times Weekly
<b>Specialty Cleaning</b>	
Carpet extraction – All wall to wall	Twice Yearly
Strip and wax – All appropriate flooring (minimum 3 coat finish)	Twice Yearly
Ground level windows – Spring Cleaning	Yearly

**AGREEMENT  
BETWEEN  
WEXFORD COUNTY / WEXFORD COUNTY SHERIFF  
AND  
KALKASKA COUNTY / KALKASKA COUNTY SHERIFF  
FOR  
HOUSING KALKASKA COUNTY PRISONERS IN WEXFORD COUNTY JAIL  
FOR PERIOD COVERING January 1st, 2023 through December 31, 2024**

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**AGREEMENT**  
**TO**  
**HOUSE KALKASKA COUNTY PRISONERS**  
**IN WEXFORD COUNTY JAIL**

**THIS AGREEMENT**, made and entered into this 21<sup>st</sup> day of June, 2023, by and between the **COUNTY OF WEXFORD**, a municipal corporation and political subdivision of the State of Michigan (hereafter referred to as "Wexford"), acting on behalf of the **SHERIFF OF WEXFORD COUNTY**, who has offices at the Wexford County Jail, 1015 Lincoln St., Cadillac, Michigan 49601 (hereinafter referred to as "Wexford Sheriff"), and the **COUNTY OF KALKASKA**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as "Kalkaska"), acting on behalf of the **SHERIFF OF KALKASKA COUNTY**, Who has offices at the Kalkaska County Jail, Michigan (hereinafter referred to as the "Kalkaska Sheriff").

**WITNESSETH:**

**WHEREAS**, Kalkaska and the Kalkaska Sheriff wish to alleviate staffing issues in the Kalkaska Jail by transferring and housing Kalkaska prisoners in the Wexford Jail; and

**WHEREAS**, Wexford and the Wexford Sheriff agree that Kalkaska Sheriff may transfer and house prisoners in the Wexford County Jail, subject to the terms and conditions in the Agreement.

**NOW, THEREFORE**, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

1. **AGREEMENT TERM AND TERMINATION.** This agreement shall commence on the 1st day of January 2023, and shall continue through the 31st day of December 2024, at the end of which time this Agreement shall terminate.

Notwithstanding any other provision in this Agreement to the contrary, either Wexford or Kalkaska can terminate this Agreement at any time, with or without cause, by delivery of not less than thirty (30) days prior written notification to the other party.

2. **BED SPACE TO BE PROVIDED AND COMPENSATION.** In consideration of Wexford reserving thirty-five (35) Jail Beds and incarcerating Kalkaska prisoners under the terms of this Agreement, Kalkaska agrees to pay Wexford at a rate of thirty-five DOLLARS (\$35.00), per bed. It is understood, that at times, the actual bed space utilized may be less than the thirty-five (35) reserved beds, due to fluctuations in Kalkaska County's inmate population.

In addition, Kalkaska may utilize all or part of the remaining available Wexford County Jail bed space on an on-call basis only. Kalkaska agrees to pay Wexford at a rate of Thirty-five DOLLARS (\$35) per bed per day for each bed utilized over the thirty-five (35) reserved jail beds.

3. **PAYMENT SCHEDULE.** Kalkaska shall pay Wexford for lodgings for the duration of the contract within thirty (30) days of a billing statement indicating the dates and number of

Kalkaska prisoners housed. Each bill shall be for THIRTY-FIVE AND NO/100 DOLLARS (\$35.00) per bed per day occupied by a Kalkaska inmate.

4. **REMEDIES IF JAIL BECOMES UNINHABITABLE.** In the event the Wexford Jail becomes uninhabitable, due to riot, natural disaster, fire overcrowding, or other factors beyond the control of Wexford, requiring Kalkaska prisoners to be removed from the Wexford Jail, payments shall abate while the Jail is uninhabitable and Kalkaska may exercise either of the following options:

- A. Permitting Wexford, at sole expense, to repair the Wexford Jail to a habitable state and upon completion of such repairs to resume the care and control of Wexford prisoners under the terms and conditions of this Agreement.
- B. Terminating this Agreement in its sole discretion effective on delivery of written notice to Wexford.

5. **TRANSPORTATION OF PRISONERS.** Kalkaska Sheriff shall deliver the Kalkaska prisoners to be housed at the Wexford County Jail and shall turn the prisoners over the custody of the individuals designated by the Wexford Sheriff. The Kalkaska Sheriff shall provide transportation of prisoners to and from court proceedings and a means for a released prisoner's return to Kalkaska if said prisoner upon release cannot obtain transportation.

6. **PRISONER TRANSFER ORDERS.** Kalkaska Sheriff shall furnish the Wexford Sheriff an appropriate transfer order as a legal basis for holding a prisoner at the Wexford Jail on behalf of Kalkaska. Kalkaska County will comply with any MDOC mandates in regards to COVID-19 or any other pandemic orders.

In addition, Kalkaska Sheriff's Office shall provide the receiving County Sheriff's Office with a full transfer packet for all transferred inmates no less than one (2) hours prior to transfer.

The transfer packet referenced in this section shall consist of copies of the following documents:

- A. Transfer Data Sheet
- B. Mug Shot
- C. If an inmate has an account funds balance, print off a check and include in packet
- D. Booking sheet (individual arrest report)
- E. All arrest information (warrant, ticket, arrest report, etc.)
- F. All court paperwork including bonds, sentencings, court dates, etc.
- G. All booking assessments.

7. **PRISONER MEDICAL FILES.** Kalkaska Sheriff shall transmit the medical file and medical clearance file shall be maintained by the Wexford Jail's medical staff, and shall accompany the prisoner on any transfer. The Wexford Sheriff may maintain his own medical records as deemed appropriate and shall implement procedures to protect the confidentiality of

the records and agrees not to release information about Kalkaska prisoners to unauthorized sources or to release information which is protected and/or made confidential by statute.

**8. PRISONERS WITH MEDICAL AND/OR MENTAL HEALTH PROBLEMS.**

Wexford reserves the right to refuse any Kalkaska prisoner determined by Wexford Jail's medical personnel to be unacceptable for incarceration in Wexford Jail due to acute medical or surgical problems or serious mental health problems.

**9. MEDICAL COSTS.**

- A. The boarding rate per bed day includes all routine prisoner incarceration costs including intake physicals and assessment done by the Wexford Jail Medical Staff.
- B. Any additional medical needs deemed necessary by the Wexford Jail Medical Staff will be paid by Kalkaska. This is to include, but not be limited to, prescriptions, hospitalizations, tests, and laboratory, dental and optical services.
- C. Prior to any off-site non-emergency medical treatment for Kalkaska's prisoners, treatments must first be approved by Kalkaska.
- D. If a Kalkaska inmate has a medical emergency requiring off-site medical care at the hospital taking less than four (4) hours, Wexford Sheriff's Office will provide staffing. If an off-site emergency hospital stay is longer than four (4) hours, the Wexford County Sheriff's Office shall contact the Kalkaska County Sheriff's Office and the Kalkaska County Sheriff's shall provide the staffing to take over the hospital detail.

**10. TYPES OF QUALIFIED INMATES.** Wexford will house Kalkaska prisoners which qualify in any Classification category. Wexford will not lodge any juvenile inmates.

**11. INMATE PROPERTY.** Wexford County will not store property of Kalkaska County prisoners who are lodged in the Wexford Jail.

**12. DEATH OF KALKASKA PRISONERS.** If a Kalkaska prisoner dies while in the custody of the Wexford Sheriff, the Wexford Sheriff shall notify the Kalkaska Sheriff. Kalkaska shall be responsible for the disposition of the body of the deceased prisoner and any costs thereof, including the cost of autopsy, and any costs incurred by Wexford prior to the Kalkaska Sheriffs receiving the prisoner's body; if it is determined by the Medical Examiner performing the autopsy that the death resulted from natural causes. If the death of a Kalkaska prisoner is determined by the Medical Examiner performing the autopsy on the deceased to be of unnatural causes, Wexford shall pay the cost of disposition of the body and other costs relating to the death of the prisoner, including the cost of the autopsy.

**13. CHOICE OF LAW.** This Agreement and its performance shall be construed in accordance with, and governed by, the laws of the State of Michigan.

14. **COMPLIANCE WITH THE LAW.** The parties to this Agreement shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations, including, but not limited to, those regulating the transporting, housing and care of prisoners.

15. **NONDISCRIMINATION.** The parties to this Agreement shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination. The parties to this Agreement, as required by law, shall not discriminate against and employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or matters directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight or marital status. Breach of this section shall be regarded material breach of this Agreement.

16. **LIABILITY INSURANCE.** Both Wexford and Kalkaska shall procure, pay the premiums on, keep and maintain during the term of this Agreement liability insurance of appropriate types and amounts to cover liability arising from the activities which they are to perform under this Agreement.

17. **COLLECTIVE BARGAINING.** It is expressly understood and agreed by Wexford And Kalkaska that the requirements of this Agreement shall not be construed as in any way affecting the collective bargaining agreements of either County.

18. **WAIVERS.** No failure or delay on the part of any of the parties of this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

19. **AMENDMENTS.** Modifications, amendments or waivers of any provisions of this Agreement may be made only by the written mutual consent of Wexford, Kalkaska, and the Wexford Sheriff and the Kalkaska Sheriff, signed by their authorized representatives.

20. **ASSIGNMENT OR SUBCONTRACTING.** Modifications, amendments or waivers of any provisions of this Agreement may be made only by the written mutual consent of Wexford, Kalkaska, and the Wexford Sheriff and the Kalkaska Sheriff, signed by their authorized representatives.

21. **TITLES SECTIONS.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

22. **COMPLETE AGREEMENT.** This Agreement constitutes the entire agreement between parties. No other agreements, including prior agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.



**23. SEVERABILITY OF PROVISIONS.** If any part of this Agreement is rendered invalid or unenforceable because of any Federal or State statute or regulation or by a court having appropriate jurisdiction ruling a provision or clause invalid, unconstitutional or beyond the authority of either Wexford, Kalkaska, Wexford Sheriff or Kalkaska Sheriff to enter into or carry out, such part shall be deemed deleted and shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect. If, however, the removal of such provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found to be invalid, unenforceable, unconstitutional or beyond the authority of the parties, and Wexford shall reimburse for all services provided under this Agreement up to the effective date of termination.

**24. CERTIFICATION OF AUTHORITY.** The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of the parties that they represent and that this Agreement has been authorized by said parties.

**IN WITNESS WHEREOF,** the authorized representatives of the parties to this Agreement have fully executed this Agreement as of the date first above written.

**COUNTY OF KALKASKA**

By: Kohn Fisher  
Kohn Fisher, Chairperson  
County Board of Commissioners

Date: 6-21-23

By: Patrick Whiteford  
Patrick Whiteford, Sheriff

Date: 6-30-23

**COUNTY OF WEXFORD**

By: \_\_\_\_\_  
Gary Taylor, Chairperson  
County Board of Commissioners

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Trent Taylor, Sheriff

Date: \_\_\_\_\_

APPROVED AS TO FORM FOR COUNTY OF KALKASKA:  
COHL, STOKER & TOSKEY, P.C.  
By: DONALD J. KULHANEK  
On: June 1, 2023

N:\Client\Kalkaska\Agreements\Wexford Co. Jail\Wexford Jail Housing Contract 23-24 - Unapproved r1.docx  
Kalkaska Co. #23-007E

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance & Appropriations Committee  
**FOR MEETING DATE:** July 19, 2023  
**SUBJECT:** Real Estate Agreement

**SUMMARY OF ITEM TO BE PRESENTED:**

The ARPA committee forwarded a recommendation to the Finance and Appropriations to purchase land parcel 10-088-00-024-00 from Thomas and Amy Schmid in the amount of \$9,000.

**RECOMMENDATION:**

The Finance Committee forwards a recommendation to the full board to approve the purchase of parcel 10-088-00-024-00 from Thomas and Amy Schmid in the amount of \$9,000 with the use of ARPA funds.

**REAL ESTATE SALES AGREEMENT BETWEEN THE COUNTY  
OF WEXFORD AND THOMAS & AMY SCHMID**

This real estate sales agreement (the "Agreement") is entered into on June 30<sup>th</sup>, 2023 by and between **Thomas Allen Schmid and Amy Colleen Schmid** 205 East Pine Street, Cadillac, Michigan ("Sellers"), and **Wexford County**, a municipal corporation and political subdivision of the State of Michigan, 437 East Division Street, Cadillac Michigan ("Buyer"), on the terms and conditions set forth below.

1. **Background.** Sellers are owners of a parcel of vacant real property designated PARCEL 10-088-00-024-00 LOT 25 ROSEDALE PARK PLAT CITY OF CADILLAC, as described in Exhibit A which Buyer wishes to purchase (the "Premises"). This Agreement sets forth the terms and conditions on which Buyer agrees to purchase the Premises from Sellers.
2. **Purchase and sale.** Sellers agree to sell the Premises to Buyer, and Buyer agrees to purchase the Premises from Seller, together with all easements, rights, hereditaments, and appurtenances, on the terms and conditions set forth below. If this Agreement is approved by the Wexford County Board of Commissioners and, further, if Buyer does not elect to terminate this Agreement during the Due Diligence Period this Agreement shall become binding on Buyer to purchase the Premises.
3. **Purchase price.** At closing, Buyer shall pay Sellers a purchase price for the Premises of NINE THOUSAND 00/100 Dollars (\$9,000.00) in immediately available funds ("Purchase Price").
4. **Earnest money deposit.** There shall be no earnest money deposit.
5. **Due diligence and approval time periods.** Buyer shall have the right to conduct a due diligence review of the Premises as follows:
  - A. The term Due Diligence Period shall mean the 90-day period beginning with the Effective Date of this Agreement. Buyer may elect to extend this Due Diligence Period for an additional period of 30 days to provide more time, for a total of 120 days, by delivering written notice of that election to extend to Sellers (the Extension Notice).
  - B. If, on or before the expiration of the Due Diligence Period, Buyer gives notice to Sellers that Buyer elects to terminate this Agreement, this Agreement will automatically terminate and neither Sellers nor Buyer shall have any further rights or obligations under this Agreement. If Buyer fails to give either an Extension Notice or a notice of termination of this Agreement within the Due Diligence Period, Buyer shall be obligated to close on the terms stated in this Agreement without further extensions.
  - C. During the Due Diligence Period, buyer may undertake the review it deems necessary for the purchase, including survey, zoning, and other development matters. Buyer shall be entitled to undertake inspections of the Premises, including inspections for a phase I and, if necessary, a phase II environmental assessment

and soil borings and soil testing of the Premises for environmental or pre-construction purposes. All such inspections and tests shall be undertaken only at Buyer's expense, except as may be otherwise agreed upon by the parties in writing, and only in such manner as to cause no damage or injury to the Premises. Buyer shall restore and/or repair any damage to the Premises caused by such inspections or testing, and Buyer shall hold Sellers harmless with respect to any costs or liabilities arising from the undertaking of such inspections and testing.

6. **Buyer's access to premises.** During the Due Diligence Period, Buyer and its respective employees, agents, contractors, and invitees shall have reasonable access to the Premises for the purpose of inspecting and evaluating the Premises. While Buyer or its employees, agents, contractors, or invitees are on the Premises, (a) they shall not unreasonably interfere with any use of the Premises by Sellers; and (b) Sellers shall not be liable for any damage, loss, or injury caused by Buyer's agents. On completion of all such inspections and evaluations, Buyer shall return the Premises substantially to their prior condition.

7. **Closing date and possession.** Buyer and Sellers shall close the sale and purchase of the Premises from Sellers to Buyer (the Closing) within 30 days after the end of the Due Diligence Period. The Closing shall take place at the offices of the selected title company in Michigan, or at another location mutually agreeable to Sellers and Buyer.

Title to the Premises shall be good and marketable and free and clear of all liens and encumbrances. Between the date of this and ending on the earlier of Closing or termination of this Agreement, Sellers agree that they will take no voluntary action to convey any interest in the Premises to anyone other than Buyer nor will Sellers encumber the Premises.

8. **Delivery of Documents.** On the signing of this Agreement, Sellers shall deliver to Buyer a copy of the following documents:

A. a copy of the title insurance commitment for an owner's policy for the Premises prepared by Lakeside Title.

9. **Taxes and assessments.** current real estate taxes shall be prorated as of the date of Closing between Sellers and Buyer based on the due date of the respective taxing authority. However, for purposes of this proration, taxes shall be deemed paid in advance. Sellers and Buyer understand and acknowledge that the amount of any past due real estate taxes on the Premises not paid by the date of Closing may be deducted from the Purchase Price paid at Closing and be paid to the respective taxing authority at Closing.

10. **Form of conveyance.** At Closing, Sellers shall grant and convey legal title to the Premises to Buyer pursuant to a warranty deed, subject only to the easements, covenants, conditions, and restrictions of record as shown on the title commitment delivered to Buyer as stated above. The deed shall state the consideration.



11. **Warranties of Sellers.** Except as otherwise provided or acknowledged in this Agreement, Sellers will represent and warrant to Buyer at closing, which representations and warranties survive closing, as follows:

- A. Marketable title to the Premises shall be transferred to Buyer on the closing date, free from liens, encumbrances, claims of others, unless otherwise specified herein or in the Warranty Deed given and accepted at closing.
- B. Performance of the obligations of Sellers under this Agreement will not violate any contract, indenture, statute, ordinance, judicial or administrative order or judgment applicable to Sellers or the Premises.
- C. There is no litigation or proceeding pending, or to the Sellers, knowledge threatened, against or involving the Sellers or Premises, and the Sellers does not know of any ground for any such litigation or proceeding, which could have a material adverse impact on Buyer or Buyer's title to the Premises.
- D. Sellers shall continue its current insurance of the improvements on the Premises and maintain the Premises in its current condition during the interim period between the acceptance of this Agreement and the closing date.
- E. Sellers is not aware of any latent defects on the Premises not previously disclosed.
- F. The Premises will be vacant and free of leases at the time of Closing.
- H. Sellers have full right, power and authority to enter this Agreement and to sell, transfer and deliver to the Buyer the Premises in accordance with the terms of this Agreement, and otherwise to consummate and close the transaction provided for in this Agreement in the manner and upon the terms herein specified.

12. **Warranties of Buyer.** Except as otherwise provided or acknowledged in this Agreement, Buyer will represent and warrant to Sellers at closing, which representations and warranties survive closing, as follows:

- A. The performance of the obligations of Buyer under this Agreement will not violate any contract, indenture, statute, ordinance, judicial or administrative order or judgment applicable to Buyer.
- B. There is no litigation or proceeding pending, or to Buyer's knowledge threatened, against or involving Buyer, and Buyer does not know of any ground for any such litigation or proceeding, which could have an adverse impact on Sellers or Seller's interest under this Agreement.
- C. Except as otherwise provided or acknowledged in this Agreement or any documents executed at closing, after Buyer completes Buyer's due diligence in accordance with Section 5 of this Agreement, Buyer acknowledges that if Buyer proceeds to closing Buyer is purchasing the Premises , and any and all buildings

and improvements located on the Premises that are included in the sale, "as is" in its current physical condition and "where is" as to location.

13. **Board Approval.** This Agreement and Buyer's obligation to close hereunder is contingent upon Buyer obtaining final approval from the Wexford County Board of Commissioners. Buyer will notify the Sellers of receipt of said approval.
14. **Condemnation.** If all or any portion of the Premises are taken by the exercise of eminent domain or condemnation proceedings before Closing, Buyer may, at its option, terminate this Agreement by giving written notice to Seller. In the event of a condemnation proceeding as a result of which Buyer elects to terminate this Agreement, any deposit paid by Buyer shall be returned to Buyer. In the event of such a termination, this Agreement shall be null and void, and the parties shall have no further rights or obligations under this Agreement. If Buyer does not elect to terminate this Agreement in the event of the exercise of eminent domain, the Buyer shall accept title to the Premises without any reduction of the Purchase Price, and Sellers shall assign to Buyer at Closing all of Seller's right, title, and interest in and to any resulting condemnation award.
15. **Sellers default.** In the event of any default by Sellers that continues without cure for 10 days after delivery by Buyer of notice to Seller, Buyer shall have the right (but not the obligation) to terminate this Agreement by notice to Sellers within 15 days after the end of the cure period allowed to Sellers, or Buyer shall have, as its sole remedy, the right to enforce this Agreement by an action for specific performance.
16. **Buyer's default.** In the event of any default by Buyer that continues without cure for 10 days after the delivery by Sellers of notice to Buyer, Sellers shall have the right (but not the obligation) to terminate this Agreement by notice to Buyer within 15 days after the end of the cure period allowed to Buyer, or Sellers shall have, as its sole remedy, the right to enforce this Agreement by an action for specific performance.
17. **Closing.** Sellers or the Title Company shall prepare the closing documents and deliver them to Buyer for review and approval at least 10 days before closing.

At closing, Sellers shall be responsible for the payment of the state and county transfer taxes; the title insurance premium to issue a policy pursuant to the title commitment referenced above (and the costs of any recording fees to record any documents to clear title.

Buyer shall pay the fees necessary to record the deed and any other documents to transfer title.

Buyer and Sellers shall each pay their own attorney and other professional fees, and each shall pay one-half of any closing costs charged by any closing agent
18. **Real estate broker.** Each party represents that it has not engaged the services of a real estate broker.

19. **Notices.** Except as otherwise provided, all notices required under this Agreement shall be effective only if in writing or facsimile transmission and shall be either personally served, electronically transmitted, or sent with postage prepaid to the appropriate party at its address as set forth in the introductory paragraph of this Agreement. Either party may change its address by giving notice of the change or a facsimile transmission number to the other two as provided in this section.
20. **Extensions.** Either party may, upon written request of the other party, grant written extensions of due dates found in this Agreement.
21. **Entire agreement.** This Agreement and its exhibits constitute the entire agreement between the parties with respect to the subject matter of this Agreement, and all prior agreements with respect to the Premises between the parties, whether written or oral, shall be of no further force and effect. This Agreement may not be modified except by a written document signed by Sellers and Buyer.
22. **Applicable law.** This Agreement shall be applied, construed, and enforced in accordance with the laws of the State of Michigan, without giving effect to conflicts of law principles. Venue for any disputes under this Agreement shall lie in Wexford County, Michigan.
23. **Binding Effect.** This Agreement shall be binding on and inure to the benefit of the parties and their respective successors and permitted assigns. Sellers and Buyer are permitted to assign this Agreement to affiliated business entities that are owned in total by either Sellers or Buyer; but neither party may assign or otherwise transfer its interest under this Agreement to any other third party without the prior approval of the other party to this Agreement.
24. **Counterparts.** This Agreement may be executed in one or two counterparts, each of which will be an original and all of which together constitute one and the same document.
25. **Exhibits.** The following are exhibits to this Agreement:
- A. Exhibit A—Legal description of the Premises

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date and year first above written.

**WITNESS:**

**Wexford County, Michigan**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
By:  
Its: Chairperson

**WITNESS:**

Matthew C. VanLier  
Matthew J. VandenBos  
Amanda Edwards

**Sellers**

Thomas A. Schmid  
Thomas Allen Schmid  
Amy C. Schmid  
Amy Colleen Schmid

**Exhibit A**

Legal Description of Parcel  
LOT 25 ROSEDALE PARK PLAT CITY OF CADILLAC

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance Committee  
**FOR MEETING DATE:** July 19, 2023  
**SUBJECT:** Fairgrounds Sewer Replacement

**SUMMARY OF ITEM TO BE PRESENTED:**

Maintenance is requesting that the County's policy of requiring three bids be waved for sewer line replacement and repairs at the fairgrounds. Mr. Kerr, Maintenance Director, would like the line repaired before the fair in August. Funds for the repairs are from ARPA funds.

**RECOMMENDATION:**

The Finance Committee forwards a recommendation to the full board to waive the competitive bidding requirement and to approve the replacement of the sewer at the fairgrounds with the use of ARPA funds not to exceed \$25,000.



# Proposal

Page No.

of

Pages

## FRANKE SEPTIC TANK SERVICE, L.L.C.

11894 S. Mackinaw Trail  
Cadillac, Michigan 49601  
Phone: (231) 775-7014

PROPOSAL SUBMITTED TO <i>Wexford County</i>		PHONE	DATE <i>June 20, 2023</i>
STREET <i>437 East Division</i>		JOB NAME <i>Fairgrounds Sewer Replacement</i>	
CITY, STATE AND ZIP CODE <i>Cadillac - Michigan</i>		JOB LOCATION <i>Fairground.</i>	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

*ATTN: Adam in Maintenance 920-9073*

*Estimate on replacement of Failed 4in Line From  
Concession Stand - Grand Stand with 6in PVC Sewer with  
Cleanouts and 2 ~~1~~ to 3 Ft dia Sewer Manholes  
to 13th St. Pump Station*

- 1. Install approx. 500 ft 6in PVC Sewerline 15,000.00*
- 2. Install cleanouts and 2 - sewer manholes 5,000.00*

*Approx - \$20,000.00*

*(Billing to be on time and  
material Basis.)*

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

*as above.* dollars (\$ \_\_\_\_\_).

Payment to be made as follows:

*up on completion of our work*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

*Terry Frank*

NOTE: This proposal may be withdrawn by us if not accepted within *20* days.

**Acceptance of Proposal:** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance & Appropriations Committee  
**FOR MEETING DATE:** July 19, 2023  
**SUBJECT:** Prein & Newhof Environmental Study

**SUMMARY OF ITEM TO BE PRESENTED:**

The following is an agreement from Prein & Newhof to complete an environmental and topographical study on parcel 10-088-00-024-00.

**RECOMMENDATION:**

The Finance Committee forwards a recommendation to the full board to approve paying Prein & Newhof in the amount of \$3,900 with the use of ARPA funds.

July 10, 2023

Via email to [administration@wexfordcounty.org](mailto:administration@wexfordcounty.org)

Mr. Joe Porterfield  
County Administrator / Equalization Director  
Wexford County  
437 E. Division St.  
Cadillac, MI 49601

Re: **Proposal for Phase 1 Environmental Site Assessment and Topographic Survey**  
Parcel No. 83-10-088-00-024-00  
LOT 25 ROSEDALE PARK PLAT, Cadillac, MI

Dear Mr. Porterfield:

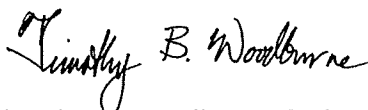
Prein&Newhof is pleased to present our Professional Services Agreement to complete the Phase 1 Environmental Site Assessment (ESA) and topographic survey on the above referenced property. We understand that the property consists of approximately 0.191 acres of vacant land.

If the terms of our Professional Services Agreement are acceptable, please sign and return it to us so that we can start the Phase 1 ESA. Additionally, we will need the owner and user questionnaires completed and returned to us to use in the Phase 1 ESA.

If you have any questions, please call. Thank you for the opportunity to submit this proposal.

Sincerely,

**Prein&Newhof**



Timothy B. Woodburne, CPG

Enclosures:



Christopher J. Cruickshank, P.E.



**Project No.**

## **Professional Services Agreement**

This Professional Services Agreement is made this 15<sup>th</sup> day of June, 2023 ("Agreement") by and between Prein & Newhof, Inc. ("P&N"), of 3355 Evergreen Drive, NE, Grand Rapids, MI 49525, and Wexford County ("Client") at 437 E. Division St, Cadillac, MI 49601

WHEREAS Client intends to:

Obtain a Phase 1 Environmental Site Assessment on Parcel Number: 83-10-088-00-024-00, LOT 25 ROSEDALE PARK PLAT CITY OF CADILLAC and perform topographic survey of this lot.

NOW THEREFORE, for and in consideration of the terms and conditions contained herein, the parties agree as follows:

### **ARTICLE 1 – DESIGNATED REPRESENTATIVES**

Client and P&N each designate the following individuals as their representatives with respect to the Project.

#### **For Client:**

Name: Joe Porterfield  
Title: County Administrator /  
Equalization Director  
Phone: (231) 779-9453  
Fax: (231) 779-9745  
E-Mail: administration@wexfordcounty.org

#### **For P&N:**

Name: Tim Woodburne  
Title: Environmental Consultant  
Phone Number: 616-364-8491  
Fax Number: 616-364-6955  
E-Mail: twoodburne@preinnewhof.com

### **ARTICLE 2 – GENERAL CONDITIONS**

This Agreement consists of this Professional Services Agreement and the following documents which by this reference are incorporated into and made a part of this Agreement.

- ☒ P&N Standard Terms and Conditions for Professional Services
- ☐ P&N Proposal dated Click here to enter text., 20Click here to enter text.
- ☐ P&N Standard Rate Schedule
- ☐ P&N Supplemental Terms and Conditions

### **ARTICLE 3 – ENGINEERING SERVICES PROVIDED UNDER THIS AGREEMENT:**

Client hereby requests, and P&N hereby agrees to provide, the following services:

- ☐ P&N Scope of Services per Proposal dated Click here to enter text., 20Click here to enter text.
- ☒ Scope of Services defined as follows:

The currently proposed Phase 1 ESA will generally follow the guidelines established in the American Society for Testing and Materials Practice E 1527-21, "Standard Practice for Environmental Site Assessments: Phase 1 Environmental Site Assessment Process." The performance of a Phase 1 ESA

satisfies the requirement that a prospective new owner has undertaken the appropriate inquiry, or “due diligence” measures required to qualify for the “innocent landowner” defense against liability from environmental contamination provided by Part 201 of Michigan NREPA 1994 Public Act 451, as amended.

If the Phase 1 ESA establishes that *recognized environmental conditions* are present at a site, a Phase II Environmental investigation would be required to determine if contaminant concentrations within the soil or groundwater exceed Part 201 Generic Residential Criteria. If the concentrations of contaminants are found to exceed these criteria, the property would be classified as a “facility” under Part 201, and we would recommend that a Baseline Environmental Assessment (BEA) be performed within 45 days after purchase, occupancy, or foreclosure (whichever is first) to provide the new owner protection against clean-up liability under Part 201. At that time, a Due Care Plan may also be required to prevent exacerbation of contaminants found at the site.

The Phase 1 ESA will include the following activities:

- **Historical Review:** A review of the site's historical uses will be made by interviewing the current owner or owner's representative knowledgeable about operations conducted historically at the site. As necessary, we will review standard historical sources such as City or township records, Sanborn maps, City Directories and aerial photographs.
- **Environmental Lien:** According to Section 6.2 of ASTM E 1527-21, it is up to the user, in this case the buyer, to conduct an environmental lien search or have a company conduct the lien search. We can also have the environmental lien search performed if you desire, but the cost for this service would be considered extra \$150.00 per parcel. If you can provide the results of the lien search to us, we will include it in our report.
- **Questionnaires:** Please have the “user” and “Owner” Information Request forms completed and returned to us. They will be included in the report. They are copied from the ASTM E 1527 standard. Please note that there are *two forms*, one to be completed by the *purchaser* and the other to be completed by the *current owner*.
- **Site Reconnaissance:** A visual inspection of the site will be made to examine the property for surface evidence of potential fill, dumping areas, stained soils, or activities that may be an environmental concern including the presence of underground storage tanks.
- **Review of State and Local Records:** A review of the database search of government lists concerning existing and potentially contaminated sites within the vicinity of the property will be made within the ASTM search radii around the Property. Where necessary to determine potential impacts, a more extensive review of State files might be needed.

**Report and Schedule:** One report will be prepared to document each element of the Phase 1 ESA. One electronic copy in a pdf format will be delivered. No paper reports will be provided.

The report will be certified for the benefit of Wexford County, or a different entity name if needed.

We will have the Phase 1 ESA done in approximately 4-5 weeks from the signing of the agreement. If the schedule changes, please let us know.

**ARTICLE 4 – COMPENSATION:**

- ☒ Lump Sum for Services Described in Article 3 above – \$3,900.00.

Additional services to be billed per P&N's Standard Rate Schedule in effect on the date the additional service is performed.

- ☐ Hourly Billing Rates Plus Reimbursable Expenses per P&N's Standard Rate Schedule in effect on the date services are performed.

- ☐ Other: Click here to enter text.

**ARTICLE 5 – ADDITIONAL TERMS (If any)**

NONE

This Agreement constitutes the entire Agreement between P&N and Client and supersedes all prior written or oral understandings. This Agreement may not be altered, modified or amended, except in writing properly executed by authorized representatives of P&N and Client.

**Accepted by: Wexford County**

**Accepted for: Prein&Newhof, Inc.**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Printed  
Name:** \_\_\_\_\_

**Printed  
Name:** Christopher J. Cruickshank, P.E

**Title:** \_\_\_\_\_

**Title:** Corporate Secretary

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# OWNER (Seller) Questionnaire

p. 1 of 1

Regarding Parcel ID 83-10-088-00-024-00, LOT 25 ROSEDALE PARK PLAT CITY OF CADILLAC

## Request for information from owner of Property

Please indicate which documents exist by indicating "yes" or "No".

If Yes, will it be made available to Prein&Newhof for the Phase 1 ESA?

Documents Listed from Section 10.8.1 of ASTM E 1527-21	Yes	No	To Be Made Available
1. Environmental Site Assessment Reports			
2. Environmental Compliance Audit Reports			
3. Environmental permits (for example, solid waste or hazardous waste disposal permits, underground injection permits, NPDES permits)			
4. Registrations for underground and above ground storage tanks			
5. Registration for underground injection systems			
6. Material Safety Data Sheets			
7. Community right-to-know plan			
8. Safety plans, preparedness and prevention plans; spill plans, etc.			
9. Reports regarding hydrogeologic conditions on the property or surrounding area,			
10. Notices or other correspondences from any government agency relating to past or current violations of environmental laws with respect to the property or relating to environmental liens encumbering the property			
11. Hazardous waste generator notices or reports			
12. Geotechnical studies			
13. Risk Assessments			
14. Recorded AULs (Activity and Use Limitations) as a result of environmental contamination, such as land use restrictions, engineering controls, or restrictive covenants			
<b>Proceedings Involving the Property (ASTM E 1527-21 Section 10.9)</b> <b>Are you aware of the following:</b>			
1. Pending/threatened/past litigation relevant to hazardous substances or petroleum products in, on, or from the Property			
2. Pending/threatened/past administrative proceedings relevant to hazardous substances or petroleum products in, on, or from the Property			
3. Any notices from any government entity regarding any possible violation of environmental laws or possible liability relating to hazardous substances or petroleum products.			

Form Completed by: \_\_\_\_\_

Relationship to the property: \_\_\_\_\_  
(e.g., owner or owner's representative, site manager, etc.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Records should be available during the site reconnaissance or delivered to:

**Prein&Newhof Attn: Timothy B. Woodburne, CPG Email: [twoodburne@preinnewhof.com](mailto:twoodburne@preinnewhof.com)  
3355 Evergreen Drive NE, Grand Rapids, MI 49525. Ph: (616) 364-8491 Fax: (616) 364-6955**

**Prein&Newhof**

# User (Buyer) Questionnaire

p. 1 of 1

Regarding Parcel ID 83-10-088-00-024-00, LOT 25 ROSEDALE PARK PLAT CITY OF CADILLAC

According to ASTM E 1527-21 the user is defined as “the party seeking to use Practice E 1527 to complete an environmental site assessment of the property. A user may include, without limitation, a potential purchaser of property, a potential tenant of property, an owner of property, a lender, or a property manager”. As necessary please attach supporting documents.

Questionnaire adopted from (ASTM E 1527-21 Appendix X3)	Yes	No
1. Are you aware of any environmental cleanup liens against the property that are filed or recorded under federal, tribal, state, or local law?		
2. Are you aware of any AULs (activity and use limitations), such as engineering controls, land use restrictions, or institutional controls that are in place at the site and/or have been filed or recorded in a registry under federal, tribal, state, or local law?		
3. As the user of this ESA do you have any specialized knowledge or experience related to the property or nearby properties? For example, are you involved in the same line of business as the current or former occupants of the property or an adjoining property so that you would have specialized knowledge of the chemicals and processes used by this type of business?		
4.1 Does the purchase price being paid for this property reasonably reflect the fair market value of the property?		
4.2 Has the purchase price been adjusted lower than fair market value because contamination is known or believed to be present at the property?		
5. The next four questions are about commonly known or reasonably ascertainable information about the property that would help the environmental professional to identify conditions indicative of releases or threatened releases. For example, as user:		
5.1 Do you know the past uses of the property?		
5.2 Do you know of specific chemicals that are present or once were present at the property?		
5.3 Do you know of spills or other chemical releases that have taken place at the property?		
5.4 Do you know of any environmental cleanups that have taken place at the property?		
6. As the user of this ESA, based on your knowledge and experience related to the property are there any obvious indicators that point to the presence or likely presence of contamination at the property?		

Form Completed by: \_\_\_\_\_

Relationship to the property: \_\_\_\_\_  
(e.g, purchaser, operator, lender, etc.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to:

**Prein&Newhof, Attn: Timothy B. Woodburne, CPG Email: [twoodburne@preinnewhof.com](mailto:twoodburne@preinnewhof.com)  
3355 Evergreen Drive NE, Grand Rapids, MI 49525. Ph: (616) 364-8491 Fax: (616) 364-6955**

**Prein&Newhof**

Proposal to:

**Scan 1948-1957 Deed and Mortgage Libers On-Site**

Presented to:

**Wexford County Register of Deeds  
437 E Division Street  
Cadillac, MI 49601**

Presented by:

**US Imaging, Inc.  
400 S. Franklin Street  
Saginaw, MI 48607  
[www.us-imaging.com](http://www.us-imaging.com)**

Rhonda Olson  
Northern Account Manager  
[rolson@us-imaging.com](mailto:rolson@us-imaging.com)  
(989) 928-1559

November 1, 2022

# US★Imaging

November 1, 2022

Roxanne Snyder  
Wexford County Register of Deeds  
437 E Division Street  
Cadillac, MI 49601

US Imaging, Inc. is pleased to present this proposal to scan **1948-1957 Deed and Mortgage Libers** for Wexford County. Our team will provide Wexford County with an unparalleled combination of county expertise, proven processes, and state of the art technology to provide the highest quality images and indexes possible. US Imaging understands the scope of work required, the critical success factors, and the County's goals. US Imaging has become America's premier County Conversion Service for the following reasons:

- **Experience** – US Imaging's staff has been converting images for over 46 years and has served over 945 Counties Nationwide.
- **County Focus** – US Imaging is the only scanning vendor in America that serves Counties exclusively. We have successfully scanned & indexed records for every County document type.
- **State of The Art Scanners** – US Imaging is a beta test site for several scanner manufacturers, we typically receive the most scanning equipment in the world 3-6 months before any of our competitors.
- **On-Site Scanning** – US Imaging staff travel to the County and scan books on-site 24/7 to protect and preserve these irreplaceable documents.
- **On-Site Content Inspection** – If scanning is performed on-site, our editing staff will inspect 100% of the images before the on-site crew leaves the site to guarantee that no images were missed during scanning.
- **JPEG & TIFF Images** – US Imaging scans all media at 300dpi and provides both JPEG and TIFF images. Color or Grayscale JPEG images will provide large file size that is an exact digital backup of the original media. Black and white TIFF images will provide a small file size for superior performance in the imaging system.
- **ImageXpress Software** – US imaging provides a retrieval software program that allows Counties to access both TIFF and JPEG images prior to importing them into the Recording System.
- **Excess Border Removal** – US Imaging removes excess white borders, black borders, and microfilm camera copy boards to minimize file size, improve system performance and dramatically reduce toner consumption.
- **ImageReview** – US Imaging provides a software program that displays the Poor Quality Image Report and the Poor Quality images, so the County can easily sort, inspect, and approve Poor Quality images for enhancement.
- **Image Enhancement** – US Imaging can adjust the poor contrast of an entire roll, splice, book, document, page, or any specific area on a page to provide the most legible images possible.
- **Backup** – US Imaging stores a backup of all images to provide duplicating, reformatting & enhancement services on demand or en mass at any time in the future.
- **Guaranteed Quality** – If a County is not satisfied with any image, we will attempt to correct it for free.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (989) 928-1559 or e-mail [rolson@us-imaging.com](mailto:rolson@us-imaging.com).

Sincerely,



Rhonda Olson  
Northern Account Manager  
US Imaging, Inc.

400 S. Franklin Street • Saginaw, MI 48607  
Phone: (989) 753-7933 • Fax: (800) 517-4293



### **Wexford County Requirements:**

- **Work Area** - County will provide a 12' x 18' space inside the County Building, near the vault with access 24 hours per day, 7 days a week, electricity, lighting, and heat/air to allow on-site scanning. If on-site time is less than 24/7, the time and investment to complete will change according to the hours and days access is available.
- **Hardware** – County will allocate sufficient hard drive storage to import TIFF images into the system.
- **Import** – County will work with system vendor, Tyler Technologies, to import images into their recording system. **Tyler Technologies charges a minimum flat fee of \$2,500 per Pilot upload and at least \$1,500 per Bulk upload. Tyler Technologies' fees are separate from the pricing included in this proposal.**
- **Pilot** - County will inspect the first 1,000 images each time that the media changes and approve image quality and index accuracy or request changes prior to completing Stage 2 and 3.
- **Poor Quality Image Report** – County will review images on the poor quality image report and approve which images are to be enhanced.

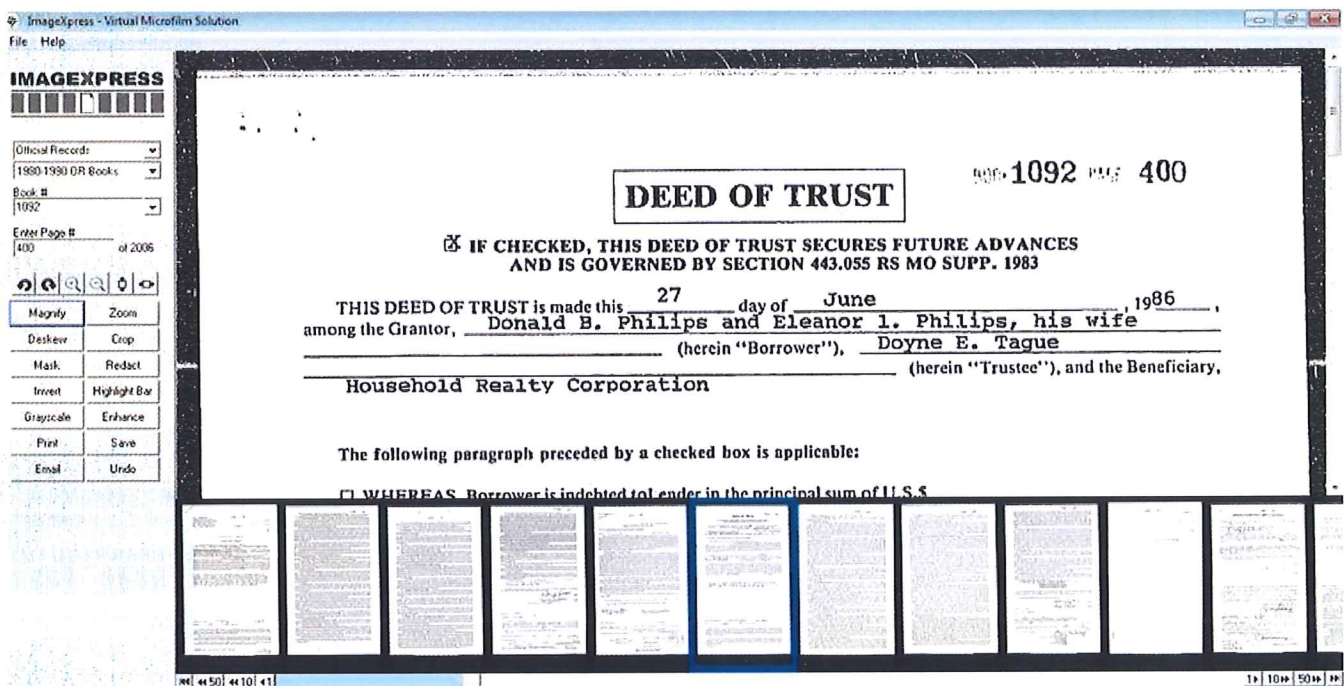
### **US Imaging Requirements:**

#### **Stage 1 – Capture & Pilot**

- **On-Site Scanning** – We will provide all necessary hardware, software, staff, and project managers to perform scanning at your facility 24 hours per day, 7 days a week. If on-site time is less than 24/7, the time and investment to complete will change according to the hours and days access is available.
- **Inventory** – US Imaging staff will create an inventory report of all the media types for the entire range of images that require capture. This on-line report will be utilized to track the progress of the project from start to finish.
- **Book Tracking** – Labels will be applied to the County's shelving units to identify the location where books are to be returned after scanning. Labels will be removed once scanning is complete.
- **Book Inspection** - If books or pages in mechanical binders require sorting or preparation, we can sort or prep them for \$37.50 per hour. If pages are too fragile to handle, we will bring this to the County's attention and recommend a Book Restoration and Binding Company.
- **Book Handling** - Books will be removed from shelves in sequential order. Bound pages will remain in the binder and placed in a custom book cradle during capture to hold two pages (left & right) open, flat, level and in focus. Pages in mechanical binders that are smaller than 12" will be removed from the binders and fed through a document scanner. After scanning, pages will be placed back into mechanical binders and books will be put back onto shelves in order.
- **Bound Book Scanning** – Pages within a bound (sewn or glued) binder will not be cut and the pages and binder will remain as intact. Pages will be scanned on a book scanner at 300dpi and are saved as color JPEG images. Our Book Scanners will capture two pages (left & right) per image, utilize book cradles to hold pages level & a glass platen will flatten the pages to minimize spine curvature and allow the scanner to obtain consistent focus and sharpness across both pages. US Imaging will scan the spine of each book to capture the date range.
- **Mechanical Book Scanning** – Handwritten, Typed and Photostat pages are removed from mechanical binders and are scanned in color at 300dpi and are saved as color JPEG images. Pages are fed through an automatic document feeder and capture the front and back of the page simultaneously to create two individual JPEG images. Scanners will be cleaned each time that vertical lines appear to minimize file size and eliminate data from being covered up. US Imaging will scan the spine of each book to capture the date range.
- **On-Site Content Inspection** – After scanning, our on-site staff will inspect 100% of the pages as 1"x1.5" thumbnail images to confirm that no pages have been double fed, cut off, stretched, or contain scanner errors. Any pages with these issues will be rescanned at no charge before the on-site team leaves the premise. If pages are sequentially numbered within each book, our on-site staff will confirm that the quantity of images within each book directory matches the last page number within each book. If there are any mismatches between number of images and number of pages, they will be corrected if present or noted in the production report. 100% of the JPEG and TIFF images will be thoroughly inspected for legibility and image quality as 12"x18" full size images in Stage 2.
- **JPEG to TIFF Conversion** - All JPEG images will be converted to 300dpi single page Black & White TIFF images with Group IV compression. TIFF images will be sequentially numbered by a zero filled 8-digit number and stored in folders named by the Document Type and Book #.
- **Automatic Image Enhancement** - Each TIFF image will be automatically deskewed and solid black borders will be removed for optimum file compression. Despeckle is not performed on scanned images to preserve punctuation.
- **Automatic Polarity Reversal** – Each TIFF image will be automatically reversed. Black images with white text, will be reversed to white images with black text. If Dual Polarity exists, this will be corrected in Stage 3.



- **Pilot Images** – 1,000 images from each media change will be cropped, enhanced, grouped as documents, indexed by Document number or Book-Page number, and saved as multi-page TIFF's that can be easily viewed by any imaging viewer. We will e-mail a link, username, and password to download the Pilot Images from our FTP site.
- **USB Hard Drives** – All single page JPEG and TIFF images will be copied to two sets of external USB Hard Drives. One set will be shipped to the County for review and on-site backup. One set will be stored at US Imaging for off-site backup.
- **ImageXpress** – We will provide a software utility called **ImageXpress** to allow the County to retrieve single page TIFF & JPEG images until final images from Stage 3 are completed and imported into the Recording System. End users can retrieve digital images in the same manner as they currently do from microfilm and books, only much faster! Digital images can be viewed at Fit to Height, Fit to Width, Zoomed, Deskewed, Cropped, Redacted, Masked, Inverted, and viewed in Black & White or Grayscale. Grayscale images can be adjusted lighter and darker and multiple pages can be selected for printing, saving, or e-mailing as TIFF, JPEG or PDF. A web-based version is also available if the County would prefer to host the images or have US Imaging host the images. Training will be provided via GoToMeeting at no charge.



## Stage 2 – Crop, Inspect, Duplicate, Double Group, Index & Verify

- **Excess Border Removal** – Due to page sizes the automatic crop included in Stage 1 may leave large white borders, black borders, black lines, and shadows on the images. Manual cropping can be performed to provide a more accurate original page size, fewer bytes per image and better performance of your system and overall appearance of every image. No data or marginal notations will be removed from the image during this process.
- **Single Inspect & Report Quality** – Each black and white TIFF image will be visually inspected as a 12"W x 18"H image on 27" Portrait monitors and compared to the color JPEG image on a second monitor and TIFF images with missing light data or gray shaded boxes that turn black with be reported as poor quality. Our staff will also check for sequential page order, missing pages, duplicate pages, "A" pages, and image quality. Particular attention is to be given to the Party Names, Dates, Legal Descriptions and Signatures during this process. If any part of the image is considered illegible it will be added to the Poor Quality Image Report. The poor quality issues that will be identified on the report are image too dark, image too light, blurry, white spots, black spots, poor original, out of order, missing, duplicate, and "A" page.
- **Double Inspect & Verify (Optional)** – Image quality is subjective, and we highly recommend a second opinion. 100% of the images will be inspected and reported by a second inspector. The poor quality images identified by the first inspector and the second inspector will be consolidated into a single Poor Quality Image Report to guarantee the highest image quality possible.



- **Page Duplication** – Handwritten Books commonly have multiple documents on a single page. These pages are duplicated so that each document can have their own set of images. A 600-page handwritten book will typically contain 900 documents; thus 300 pages will be duplicated.
- **Double Page Duplication (Optional)** – Duplication of pages is performed a second time and the second set of duplicated images are electronically compared against the first set of duplicated images and any mismatches are corrected by a third set of operators to provide the most accurate duplicating possible.
- **Manually Group & Index** – Our staff will manually group individual images together as documents and index each document by the Document # and the Book-Page # of the first page of each new document in a single pass at 98% accuracy.
- **Double Group, Index & Verify (Optional)** – Manual grouping and indexing is prone to human errors, and we highly recommend double grouping and indexing to eliminate them. 100% of the images will be grouped and indexed a second time by a second indexer. The documents and indexes identified by the first indexer and the second indexer will be compared electronically and any mismatches will be inspected, verified, and corrected by a third indexer to guarantee the highest grouping and indexing accuracy possible.
- **USB Hard Drives** – 100% of the inspected, cropped, grouped, indexed, and verified TIFF images, the Poor Quality Image Report and **ImageReview** Software will be copied to two sets of external USB Hard Drives. One set will be shipped to the County for review and on-site backup. One set will be copied to the Stage 1 drive and stored at US Imaging for off-site backup.
- **ImageReview Software** - We will provide a reviewing software program called **ImageReview** that will allow the County to easily sort the Poor Quality Report by Document-Page #, Book-Image # or Poor Quality Issue (light, dark, blurry, etc.). **ImageReview** can also filter the images by poor quality issue to isolate specific issues of concern and minimize the number of images that need to be reviewed. **ImageReview** will display the poor quality image so the County can see the problem with the image. Images can be deselected from the list if the image is of acceptable quality to the County. **ImageReview** highlights images on the list after they have been inspected so the users know if the image has already been inspected or not. Once inspection is complete, **ImageReview** exports an approved list of images to be enhanced that can be easily e-mailed to US Imaging and provide approval to proceed to Stage 3. This tool dramatically reduces the number of images that need to be inspected by the County and provides the County with complete control over the quality and budget.

The screenshot displays the 'Image Review' software interface. On the left, a table lists images with their Book/Image IDs, quality issues, and inspection status. On the right, a scanned document is visible, featuring a notary public seal and a filing stamp.

	Book/Image	Issue	ok
1	0220/00000006.TIF	Dark	<input checked="" type="checkbox"/>
2	0220/00000080.TIF	Dark	<input checked="" type="checkbox"/>
3	0220/00000147.TIF	Dark	<input checked="" type="checkbox"/>
4	0220/00000201.TIF	Light	<input checked="" type="checkbox"/>
5	0220/00000265.TIF	Cut Off	<input checked="" type="checkbox"/>
6	0220/00000311.TIF	Dark	<input checked="" type="checkbox"/>

Total 6 images

IN WITNESS WHEREOF, I, Ms. G. Catherine Lassiter, the Notary Public in and for Orange County, Texas, have executed this agreement on this 11 day of April, 1958, at Orange, Texas.

WITNESSES: Ms. G. Catherine Lassiter, Notary Public in and for Orange County, Texas.

THE STATE OF TEXAS, COUNTY OF ORANGE, BEFORE ME, A NOTARY PUBLIC in and for Orange County, Texas, on this day personally appeared Mr. J. L. Stark, known to me to be the person and officer whose name is subscribed to the foregoing instrument as President of The Lathrop and Young Lumber Company and acknowledged to me that he executed the same as the act and deed of said Corporation, for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 13 day of May, 1958.

Notary Public in and for Orange County, Texas.

THE STATE OF TEXAS, COUNTY OF Orange, BEFORE ME, A NOTARY PUBLIC in and for Orange County, Texas, on this day personally appeared Mr. J. L. Stark, known to me to be the person and officer whose name is subscribed to the foregoing instrument as President of The Lathrop and Young Lumber Company and acknowledged to me that he executed the same as the act and deed of said Corporation, for the purposes and considerations therein expressed and in the capacity therein stated.

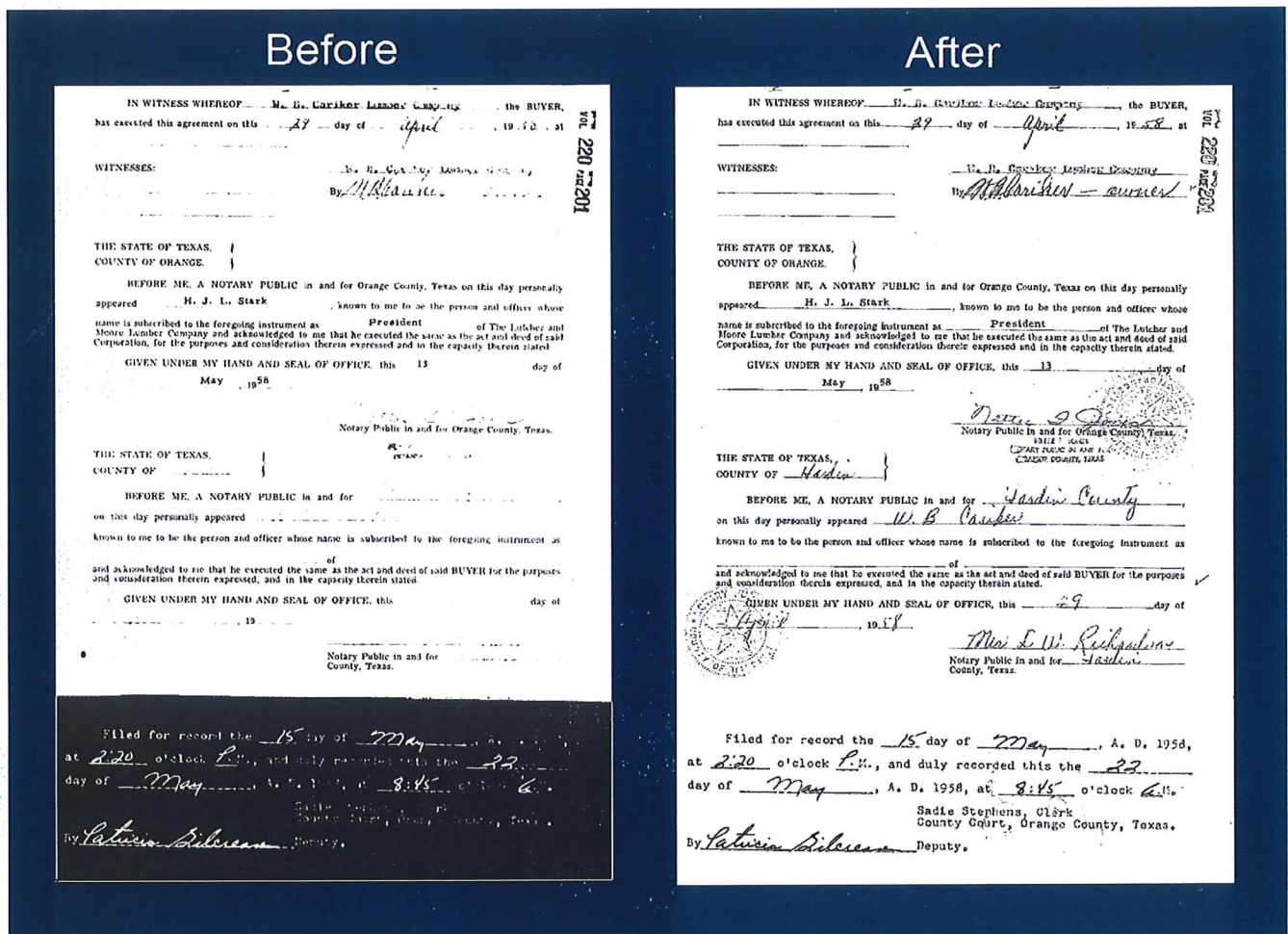
GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 13 day of May, 1958.

Notary Public in and for Orange County, Texas.

Filed for record the 15 day of May, 1958, at 2:20 o'clock P.M., and duly recorded this 15 day of May, 1958, at 8:45 o'clock P.M. by Patricia Williams, Notary Public in and for Orange County, Texas.

### Stage 3 – Enhance & Format

- **Image Enhancement** – US Imaging has the ability to adjust the black and white contrast of poor quality TIFF Images from the 256 shades of gray contained within the JPEG images. We will only enhance County approved images on the poor quality image report. We can adjust the contrast of the entire page or any specific area on a page to provide the most legible images possible.
- **Masking (Optional)** – Pages with multiple documents on a page can have unwanted documents masked so only one document is visible at a time. Page numbers, page margins and overall format of the page will not be changed.
- **Dual Polarity Correction** – The majority of Photostat pages are Black background with white text; however, some pages contain a mix where a portion of the page contains black background white text, and another portion contains white background with black text. US Imaging has the unique ability to correct this issue and adjust the background polarity, so the entire page contains white background with black writing. This will reduce storage space and will save a huge amount of toner when printing.
- **Marginal Notations** – Photostat Books commonly contain a white border around the black page. Book-Page #, Reference Book-Page # and Release information is commonly located in this white border and are called Marginal Notations. We have the unique ability to include these notations in the image and make all the background white and all the text and handwriting black.
- **Formatting** - Images and indexes will be formatted to the format and specifications provided by the system vendor.
- **USB Hard Drives** – All formatted images will be copied to two sets of external USB Hard Drives. One set will be shipped to the County for import and on-site backup. One set will be copied to the Stage 1 drive and stored at US Imaging for off-site backup.





**Phase 1: Estimated Investment to Scan 1948-1957 Deed & Mortgage Libers On-Site**

**Mechanical Photostat Books**

34 Books	@	640 Pages per Book (Deed Libers 157-190)	=	21,760 Images	
25 Books	@	640 Pages per Book (Mortgage Libers 86-110)	=	16,000 Images	
37,760 Images	@	20% Poor Quality Images	=	7,552 Poor Quality	
37,760 Images	@	5% Multiple Documents per Page	=	1,888 Multi-Docs	
37,760 Images	@	10% Dual Polarity Pages	=	3,776 Dual Polarity	
37,760 Images	@	25% Marginal Notation Pages	=	9,440 Notations	
37,760 Images	@	1,800 Mechanical Images Scanned per Hour (1 Scanner)	=	21 On-Site Hours	
21 Hours	@	22 Hours per Day with 24 Hour Access	=	1 On-Site Day	
37,760 Images	@	400 Images per Gigabyte for Grayscale JPEG Format	=	95 GB for JPEG's	
37,760 Images	@	4,000 Images per Gigabyte for B&W TIFF Format	=	10 GB for TIFF's	

**Stage 1**

		\$500.00 Travel & Setup for On-Site Scanning	=	\$500.00	
1 Day	@	\$400.00 Per Day On-Site with 24 Hour Access	=	\$400.00	
37,760 Images	@	\$0.115 Per Image to Scan & Inspect 300dpi JPEG	=	\$4,342.40	
37,760 Images	@	\$0.02 Per Image to Convert JPEG to B&W TIFF	=	\$755.20	
2 Drives	@	\$250.00 Per USB Hard Drive, Copying & Backup	=	\$500.00	31%
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment	=	<u>\$25.00</u>	\$6,522.60

**Stage 2**

37,760 Images	@	\$0.04 Per TIFF to Remove Excess Borders	=	\$1,510.40	
37,760 Images	@	\$0.04 Per TIFF to Single Inspect & Report to 98% Quality	=	\$1,510.40	
37,760 Images	@	\$0.04 Per TIFF to Double Inspect & Report to 100% Quality	=	<u>\$1,510.40</u>	
1,888 Images	@	\$0.04 Per TIFF to Single Duplicate to 98% Quality	=	\$75.52	
1,888 Images	@	\$0.04 Per TIFF to Double Duplicate to 100% Quality	=	<u>\$75.52</u>	
39,648 Images	@	\$0.065 Per TIFF to Single Group & Index to 98% Accuracy	=	\$2,577.12	
39,648 Images	@	\$0.065 Per TIFF to Double Group & Index to 100% Accuracy	=	<u>\$2,577.12</u>	
1 Drive	@	\$25.00 Per Small USB Hard Drive, Copying	=	\$25.00	47%
1 Shipment	@	\$15.00 Per Small USB Hard Drive Shipment	=	<u>\$15.00</u>	\$9,876.48

**Stage 3**

7,552 Images	@	\$0.50 Per TIFF to Enhance & Replace Poor Quality	=	\$3,776.00	
3,776 Images	@	\$0.04 Per TIFF to Mask Unwanted Documents	=	<u>\$151.04</u>	
3,776 Images	@	\$0.04 Per TIFF to Reverse Dual Polarity Pages	=	\$151.04	
9,440 Images	@	\$0.04 Per TIFF to Reverse Marginal Notation Pages	=	\$377.60	
1 Drive	@	\$25.00 Per Small USB Hard Drive, Copying	=	\$25.00	22%
1 Shipment	@	\$15.00 Per Small USB Hard Drive Shipment	=	<u>\$15.00</u>	\$4,495.68

**Total Investment = \$20,894.76**

**ACCEPTANCE AND AUTHORIZATION:**

The proposed quantities above are estimated, invoiced quantities will be actual. Invoices will be issued at the completion of each Stage or Hard Drive shipment.

All hard drives, images and indexes are the exclusive property of the County. US Imaging will not reproduce or distribute Wexford County images and/or indexes to any other entity without the County's express permission.

During the term of this agreement, US Imaging, Inc. agrees to extend quoted per item prices, terms and conditions to all Government Agencies that may benefit from Cooperative Purchasing as applicable by their local and state regulations.

Wexford County may designate acceptance of this proposal by signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

In exchange for products and services outlined in this proposal, Wexford County agrees to pay US Imaging, Inc. the total amount due within 30 days from the date of invoice.

US Imaging also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

**Accepted by:**

Roxanne Snyder  
Register of Deeds  
Wexford County  
437 E Division Street  
Cadillac, MI 49601

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Accepted by:**

Rhonda Olson  
Northern Account Manager  
US Imaging, Inc.  
400 S. Franklin Street  
Saginaw, MI 48607

Signature: Rhonda Olson

Date: November 1, 2022

**Please Check the Approved Phase(s) / Service(s):**

\_\_\_\_\_ Phase 1: Scan 1948-1957 Deed & Mortgage Libers On-Site = \$16,580.68

**Optional Services**

\_\_\_\_\_ Stage 2: Double Inspect & Report to 100% Quality = \$1,510.40

\_\_\_\_\_ Stage 2: Double Duplicate, Group & Index to 100% Accuracy = \$2,652.64

\_\_\_\_\_ Stage 3: Mask Unwanted Documents = \$151.04

**Total Estimated Investment, All Options = \$20,894.76**

## Title IV-D Cooperative Reimbursement Program - 2024

### Section I - Program Identification

FOR OFFICE USE ONLY:

Version # \_\_\_\_\_

APP # \_\_\_\_\_

#### A. Program Identification Information

- a. Program Identification Name County Of Wexford
- b. Organizational Unit
- c. Address 401 North Lake Street
- d. Address 2
- e. City Cadillac State Mi Zip 49601-1861
- f. Federal ID Number 23-86007337 Reference No. 072584741 Unique Entity Id. ELBVKK7YL1T1
- g. Agency's fiscal year (beginning month and day) January-01
- h. Agency Type

☒ Public

#### Payment Address

SIGMA Address ID:

# &amp; Street Name

P.O.Box

City

State

Zip

#### B. Project Information

- a. Project Name Title IV-D Cooperative Reimbursement Program - 2024
- b. Is implementing agency same as Program Identification ☒ Yes ☐ No
- c. Implementing Agency Name
- d. Project Start Date Oct-01-2023 End Date Sep-30-2028
- e. Amount of Funds Allocated \$3,700,190.00 Project Cost \$5,606,349.00

#### Fiscal Year Allocation

Year	Amount for Line 10	Allocated Amount
2024	1,014,608.00	1,465,935.00
2025	1,065,338.00	1,542,798.00
2026	1,118,605.00	1,623,506.00
2027	1,174,536.00	1,708,250.00
2028	1,233,262.00	1,797,229.00
<b>Totals:</b>	<b>5,606,349.00</b>	<b>8,137,718.00</b>

Type of Application

☒ New ☐ Amendment

Type of Program

- ☒ Friend of the Court, Circuit Court # [28]
- ☐ Prosecuting Attorney
- ☐ Combined PA and FOC, Circuit Court #



FOR OFFICE USE ONLY: Version # \_\_\_\_\_

APP # \_\_\_\_\_

**C. Contacts**

a. Financial Officer

Name Alaina Nyman  
Title County Clerk  
Mailing Address 437 E Division  
City Cadillac State MI Zip 49601  
Telephone (231) 779-9450 Fax  
E-mail Address anyman@wexfordcounty.org

b. Project Director

Name Robert Kulpa  
Title Friend of the Court  
Mailing Address 401 N. Lake Street  
City Cadillac State MI Zip 49601  
Telephone (231) 779-9494 - 2007 Fax (231) 779-9497 - 2007  
E-mail Address kulpar@michigan.gov

c. Authorized Official

Name Gary Taylor  
Title County Commissioner  
Mailing Address 437 E Division St  
City Cadillac State MI Zip 49601  
Telephone (231) 779-9450 Fax  
E-mail Address gtaylor@wexfordcounty.org



## Section II - Management Plan

FOR OFFICE USE ONLY:

Version # \_\_\_\_\_

APP # \_\_\_\_\_

### A. Organizational Chart

Attachment Title	Attachment
Wexford FOC Org Chart	<a href="#">182_Wexford FOC org FY24-28.pdf</a>

### B. Position Descriptions

Attachment Title	Attachment
Wexford FOC Job Descriptions	<a href="#">JOB DESCRIPTIONS 2012.docx</a>

## Caseload Documentation

FOR OFFICE USE ONLY:

Version # \_\_\_\_\_

APP # \_\_\_\_\_

### A. Caseload Documentation

County	Fiscal Start Month	Number of Active IV-D Cases (a)	Number of Active Non IV-D Cases (b)	Number of Total Active Cases (c)	IV-D Caseload % (a/c)	MiCSES Report
Missaukee	10	913	44	957	95.40	<a href="#">137_Missaukee Feb 2023.pdf</a>
Wexford	1	2,663	203	2,866	92.92	<a href="#">714_Wexford Feb 2023.pdf</a>
<b>CASELOAD TOTALS</b>		3,576	247	3,823	93.54	

## Budget

### PERSONNEL

	Employee Name	Job Title	Type	FTE Count	Child Support %	IV-D Caseload %	IV-D FTE Count	IV-E FTE Count	P.T. & C %	P.T. & C FTEs	PROF C %	Salary & Fringe	IV-D Share	IV-E Share	P.T.& C Share	Non. IV-D / IV-E Share
Non-Administrative Staff																
1	Annette Janson	Senior Support Enforcement Analyst	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	76,894.00	76,894.00	0.00	0.00	0.00
2	Cheyenne McKinley	Locate Specialist	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	39,665.44	39,665.44	0.00	0.00	0.00
3	David Swanson	Mediator	T.D.	1.00	80.00	100.00	0.80	0.00	20.00	0.20	0.00	63,561.88	50,849.50	0.00	12,712.38	0.00
4	Dorene Baldwin	Order Entry-Case Transfer	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	69,800.68	69,800.68	0.00	0.00	0.00
5	Kimberly Recca	Custody/PT Enforcement	T.D.	1.00	60.00	100.00	0.60	0.00	40.00	0.40	0.00	68,575.84	41,145.50	0.00	27,430.34	0.00
6	Michelle Kovach	Enforcement Clerk	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	65,583.52	65,583.52	0.00	0.00	0.00
7	Renee Pollington	Support Enforcement	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	146,102.20	146,102.20	0.00	0.00	0.00
8	Stephanie Innis	Senior Account-Auditor Specialist	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	65,857.60	65,857.60	0.00	0.00	0.00
9	Tammy Brintnell	Human Services Specialist	T.D.	1.00	75.00	100.00	0.75	0.00	25.00	0.25	0.00	55,185.28	41,388.96	0.00	13,796.32	0.00
	Subtotal - Non-Administrative Staff				9.00		8.15	0.00		0.85		651,226.44	597,287.40	0.00	53,939.04	0.00
Contracted Employees																
1	Benjamin Hicok	Referee	T.D.	0.00	50.00	100.00	0.00	0.00	50.00	0.00	0.00	60,000.00	30,000.00	0.00	30,000.00	0.00
	Subtotal - Contracted Employees				0.00		0.00	0.00		0.00		60,000.00	30,000.00	0.00	30,000.00	0.00
L1	SUBTOTAL - NON-ADMIN				9.00		8.15	0.00		0.85		711,226.44	627,287.40	0.00	83,939.04	0.00
L2	NON-ADMINISTRATIVE FTE PERCENTAGES						90.56	0.00		9.44						
Administrative Employees																
1	Robert Kulpa	Friend of the Court	Admin	1.00	90.56	0.00	0.91	0.00	9.44	0.09	0.00	102,679.72	92,986.75	0.00	9,692.97	0.00
2	Sandra Huttenga	Asst. FOC	Admin	1.00	90.56	0.00	0.91	0.00	9.44	0.09	0.00	81,710.32	73,996.87	0.00	7,713.45	0.00
	Subtotal - Administrative Employees				2.00		1.82	0.00		0.18		184,390.04	166,983.62	0.00	17,406.42	0.00
Non-Admin / Admin Combined																
	Subtotal - Non-Admin / Admin Combined				0.00		0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Personnel				11.00		9.97	0.00		1.03		895,616.48	794,271.02	0.00	101,345.46	0.00
L2	STAFF PERCENTAGES						90.64	0.00		9.36						

Budget Detail - FY 2024 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2024

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

DATA PROCESSING

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Data Processing</b>															
1	Data Processing Equipment	Direct	3,500.00	0.00	0.00	0.00	3,500.00	90.64	3,172.40	9.36	327.60	3,172.40	327.60	0.00	3,500.00
	<b>Subtotal - Data Processing</b>		<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>		<b>3,172.40</b>		<b>327.60</b>	<b>3,172.40</b>	<b>327.60</b>	<b>0.00</b>	<b>3,500.00</b>
<b>Central Services (DP)</b>															
	<b>Subtotal - Central Services (DP)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Depreciation</b>															
	<b>Subtotal - Depreciation</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Data Processing</b>		<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>		<b>3,172.40</b>		<b>327.60</b>	<b>3,172.40</b>	<b>327.60</b>	<b>0.00</b>	<b>3,500.00</b>

## Budget Detail - FY 2024 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2024

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

## OTHER DIRECT

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Other Direct</b>															
1	Postage	Direct	5,000.00	0.00	0.00	0.00	5,000.00	90.64	4,532.00	9.36	468.00	4,532.00	468.00	0.00	5,000.00
2	Office Supplies	Direct	9,636.33	0.00	0.00	0.00	9,636.33	90.64	8,734.37	9.36	901.96	8,734.37	901.96	0.00	9,636.33
3	Printing	Direct	4,000.00	0.00	0.00	0.00	4,000.00	90.64	3,625.60	9.36	374.40	3,625.60	374.40	0.00	4,000.00
4	Dues & Memberships	Direct	4,500.00	0.00	0.00	0.00	4,500.00	90.64	4,078.80	9.36	421.20	4,078.80	421.20	0.00	4,500.00
5	Contracted Services	Direct	8,291.00	0.00	0.00	0.00	8,291.00	90.64	7,514.96	9.36	776.04	7,514.96	776.04	0.00	8,291.00
6	Security/Bench Warr Contract Services	Direct	10,000.00	0.00	0.00	0.00	10,000.00	90.64	9,064.00	9.36	936.00	9,064.00	936.00	0.00	10,000.00
7	Security/Bench Warr - Mileage	Direct	500.00	0.00	0.00	0.00	500.00	90.64	453.20	9.36	46.80	453.20	46.80	0.00	500.00
8	Equipment Leasing	Direct	5,000.00	0.00	0.00	0.00	5,000.00	90.64	4,532.00	9.36	468.00	4,532.00	468.00	0.00	5,000.00
9	Cellular Phones	Direct	2,500.00	0.00	0.00	0.00	2,500.00	90.64	2,266.00	9.36	234.00	2,266.00	234.00	0.00	2,500.00
10	Travel & Conferences	Direct	4,000.00	0.00	0.00	0.00	4,000.00	90.64	3,625.60	9.36	374.40	3,625.60	374.40	0.00	4,000.00
	<b>Subtotal - Other Direct</b>		<b>53,427.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>53,427.33</b>		<b>48,426.53</b>		<b>5,000.80</b>	<b>48,426.53</b>	<b>5,000.80</b>	<b>0.00</b>	<b>53,427.33</b>
<b>Depreciation - Other Equipment</b>															
	<b>Subtotal - Depreciation - Other Equipment</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Other Direct</b>		<b>53,427.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>53,427.33</b>		<b>48,426.53</b>		<b>5,000.80</b>	<b>48,426.53</b>	<b>5,000.80</b>	<b>0.00</b>	<b>53,427.33</b>

## Budget Detail - FY 2024 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2024

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

## CENTRAL SERVICES

	County Name	Provider's County Total Budget	IV-D Cost	Cost Unallowable for IV-D Contract		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocat ed to P.T&C	IV-D Total	PROFC %	IV-E Share	PT & C Total	Non.IV-D / IV-E Total	% of Cost Plan	Total Amount
				PT&C Cost	Non IV-D Cost												
<b>Central Services</b>																	
1	Missaukee	3,011.40	0.00	0.00	0.00	3,011.40	90.64	2,729.53	9.36	281.87	2,729.53	0.00	0.00	281.87	0.00	100.00	3,011.40
2	Wexford	183,151.50	0.00	0.00	0.00	45,787.88	90.64	41,502.13	9.36	4,285.75	41,502.13	0.00	0.00	4,285.75	0.00	25.00	45,787.88
3	Wexford	183,151.50	0.00	0.00	0.00	137,363.63	90.64	124,506.39	9.36	12,857.24	124,506.39	0.00	0.00	12,857.24	0.00	75.00	137,363.63
	<b>Subtotal - Central Services</b>	<b>369,314.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>186,162.91</b>		<b>168,738.05</b>		<b>17,424.86</b>	<b>168,738.05</b>		<b>0.00</b>	<b>17,424.86</b>	<b>0.00</b>		<b>186,162.91</b>
	<b>Total - Central Services</b>	<b>369,314.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>186,162.91</b>		<b>168,738.05</b>		<b>17,424.86</b>	<b>168,738.05</b>		<b>0.00</b>	<b>17,424.86</b>	<b>0.00</b>		<b>186,162.91</b>

Budget Detail - FY 2024 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2024

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

PATERNITY TESTING

	County Budget Line Item	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
				PT&C Cost	Non IV-D Cost									
Paternity Testing														
	Subtotal - Paternity Testing	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Paternity Testing	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	1,321,858.21	0.00	0.00	0.00	1,138,706.72		1,014,608.00		124,098.72	1,014,608.00	124,098.72	0.00	1,138,706.72

Budget Detail - FY 2024 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2024

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

FEES AND OTHER INCOME

	County Budget Line Item	Calculation Type	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Service Fees</b>															
	Subtotal - Service Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Final Judgment Fees</b>															
	Subtotal - Final Judgment Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Other Income</b>															
	Subtotal - Other Income		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Fees and Other Income		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00



Budget Detail - FY 2024 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2024  
Agency: County Of Wexford  
Application: Title IV-D Cooperative Reimbursement Program - 2024

SOURCE OF FUNDS

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
Federal Incentives															
	Subtotal - Federal Incentives		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Source of Funds		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00

Budget Categories	Title IV-D	Title IV-E	Non IV-D / IV-E	P.T. & C.
<b>Personnel</b>				
Non-Administrative Staff	597,287.40	0.00	0.00	53,939.04
Contracted Employees	30,000.00	0.00	0.00	30,000.00
Administrative Employees	166,983.62	0.00	0.00	17,406.42
Non-Admin / Admin Combined	0.00	0.00	0.00	0.00
<b>Total - Personnel</b>	<b>794,271.02</b>	<b>0.00</b>	<b>0.00</b>	<b>101,345.46</b>
<b>Data Processing</b>				
Data Processing	3,172.40	0.00	0.00	327.60
Central Services (DP)	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
<b>Total - Data Processing</b>	<b>3,172.40</b>	<b>0.00</b>	<b>0.00</b>	<b>327.60</b>
<b>Other Direct</b>				
Other Direct	48,426.53	0.00	0.00	5,000.80
Depreciation - Other Equipment	0.00	0.00	0.00	0.00
<b>Total - Other Direct</b>	<b>48,426.53</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.80</b>
<b>Central Services</b>				
Central Services	168,738.05	0.00	0.00	17,424.86
<b>Total - Central Services</b>	<b>168,738.05</b>	<b>0.00</b>	<b>0.00</b>	<b>17,424.86</b>
<b>Paternity Testing</b>				
Paternity Testing	0.00	0.00	0.00	0.00
<b>Total - Paternity Testing</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>1,014,608.00</b>	<b>0.00</b>	<b>0.00</b>	<b>124,098.72</b>
<b>Fees and Other Income</b>				
Service Fees	0.00	0.00	0.00	0.00
Final Judgment Fees	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
<b>Total - Fees and Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Federal Incentives	0.00	0.00	0.00	0.00

**A. CONTRACT DESCRIPTION**

COUNTY : Missaukee and Wexford CONTRACT NO : \_\_\_\_\_  
 PROVIDER : \_\_\_\_\_ FOC ☒ PA \_\_\_\_\_ COM \_\_\_\_\_  
 FISCAL YEAR : 2024 AMENDMENT \_\_\_\_\_ LINE ITEM TRANSFER \_\_\_\_\_

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2024 IV-D Budget	Adjustment To 2024 IV-D Budget	Revised 2024 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION B</b>				
1. FTE Positions	9.97	0.00	0.00	11.00
2. % of Total FTE	90.64	0.00	0.00	100.00
3. Caseload % (FOC, COM)	93.54	0.00	0.00	100.00
Budget Categories	Current 2024 IV-D Budget	Adjustment To 2024 IV-D Budget	Revised 2024 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION C</b>				
1. Personnel	794,271.02	0.00	0.00	895,616.48
2. Data Processing	3,172.40	0.00	0.00	3,500.00
3. Other Direct	48,426.53	0.00	0.00	53,427.33
4. Central Services	168,738.05	0.00	0.00	186,162.91
5. Paternity Testing	0.00	0.00	0.00	0.00
<b>6. TOTAL EXPENDITURES</b>	<b>1,014,608.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,138,706.72</b>
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>1,014,608.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,138,706.72</b>
11. Federal Incentives	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>1,014,608.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,138,706.72</b>
13. County Share @ 34.00%	344,966.72	0.00	0.00	0.00
14. State Share (IV-D) @ 66.00%	669,641.28	0.00	0.00	0.00
15. STATE GF/GP AMOUNT	47,091.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>716,732.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Budget Detail - FY 2025 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2025

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

## PERSONNEL

	Employee Name	Job Title	Type	FTE Count	Child Support %	IV-D Caseload %	IV-D FTE Count	IV-E FTE Count	P.T. & C %	P.T. & C FTEs	PROF C %	Salary & Fringe	IV-D Share	IV-E Share	P.T. & C Share	Non. IV-D / IV-E Share
Non-Administrative Staff																
1	Annette Janson	Senior Support Enforcement Analyst	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	78,894.00	78,894.00	0.00	0.00	0.00
2	Cheyanne McKinley	Locate Specialist	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	41,665.44	41,665.44	0.00	0.00	0.00
3	David Swanson	Mediator	T.D.	1.00	80.00	100.00	0.80	0.00	20.00	0.20	0.00	65,561.88	52,449.50	0.00	13,112.38	0.00
4	Dorene Baldwin	Order Entry-Case Transfer	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	71,800.68	71,800.68	0.00	0.00	0.00
5	Kimberly Recca	Custody/PT Enforcement	T.D.	1.00	65.00	100.00	0.65	0.00	35.00	0.35	0.00	70,575.84	45,874.30	0.00	24,701.54	0.00
6	Michelle Kovach	Enforcement Clerk	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	67,583.52	67,583.52	0.00	0.00	0.00
7	Renee Pollington	Support Enforcement	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	148,102.20	148,102.20	0.00	0.00	0.00
8	Stephanie Innis	Senior Account-Auditor Specialist	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	67,857.60	67,857.60	0.00	0.00	0.00
9	Tammy Brintnell	Human Services Specialist	T.D.	1.00	75.00	100.00	0.75	0.00	25.00	0.25	0.00	57,185.28	42,888.96	0.00	14,296.32	0.00
	Subtotal - Non-Administrative Staff				9.00		8.20	0.00		0.80		669,226.44	617,116.20	0.00	52,110.24	0.00
Contracted Employees																
1	Benjamin Hicok	Referee	T.D.	0.00	50.00	100.00	0.00	0.00	50.00	0.00	0.00	63,000.00	31,500.00	0.00	31,500.00	0.00
	Subtotal - Contracted Employees				0.00		0.00	0.00		0.00		63,000.00	31,500.00	0.00	31,500.00	0.00
L1	SUBTOTAL - NON-ADMIN				9.00		8.20	0.00		0.80		732,226.44	648,616.20	0.00	83,610.24	0.00
L2	NON-ADMINISTRATIVE FTE PERCENTAGES						91.11	0.00		8.89						
Administrative Employees																
1	Robert Kulpa	Friend of the Court	Admin	1.00	91.11	0.00	0.91	0.00	8.89	0.09	0.00	104,679.72	95,373.69	0.00	9,306.03	0.00
2	Sandra Huttenga	Asst. FOC	Admin	1.00	91.11	0.00	0.91	0.00	8.89	0.09	0.00	83,710.32	76,268.47	0.00	7,441.85	0.00
	Subtotal - Administrative Employees				2.00		1.82	0.00		0.18		188,390.04	171,642.16	0.00	16,747.88	0.00
Non-Admin / Admin Combined																
	Subtotal - Non-Admin / Admin Combined				0.00		0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Personnel				11.00		10.02	0.00		0.98		920,616.48	820,258.36	0.00	100,358.12	0.00
L2	STAFF PERCENTAGES						91.09	0.00		8.91						

Budget Detail - FY 2025 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2025

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

DATA PROCESSING

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Data Processing</b>															
1	Data Processing Equipment	Direct	3,500.00	0.00	0.00	0.00	3,500.00	91.09	3,188.15	8.91	311.85	3,188.15	311.85	0.00	3,500.00
	<b>Subtotal - Data Processing</b>		<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>		<b>3,188.15</b>		<b>311.85</b>	<b>3,188.15</b>	<b>311.85</b>	<b>0.00</b>	<b>3,500.00</b>
<b>Central Services (DP)</b>															
	<b>Subtotal - Central Services (DP)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Depreciation</b>															
	<b>Subtotal - Depreciation</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Data Processing</b>		<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>		<b>3,188.15</b>		<b>311.85</b>	<b>3,188.15</b>	<b>311.85</b>	<b>0.00</b>	<b>3,500.00</b>

## Budget Detail - FY 2025 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2025

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

## OTHER DIRECT

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Other Direct</b>															
1	Postage	Direct	9,790.14	0.00	0.00	0.00	9,790.14	91.09	8,917.84	8.91	872.30	8,917.84	872.30	0.00	9,790.14
2	Office Supplies	Direct	11,000.00	0.00	0.00	0.00	11,000.00	91.09	10,019.90	8.91	980.10	10,019.90	980.10	0.00	11,000.00
3	Printing	Direct	5,000.00	0.00	0.00	0.00	5,000.00	91.09	4,554.50	8.91	445.50	4,554.50	445.50	0.00	5,000.00
4	Dues & Memberships	Direct	4,500.00	0.00	0.00	0.00	4,500.00	91.09	4,099.05	8.91	400.95	4,099.05	400.95	0.00	4,500.00
5	Contracted Services	Direct	8,291.00	0.00	0.00	0.00	8,291.00	91.09	7,552.27	8.91	738.73	7,552.27	738.73	0.00	8,291.00
6	Security/Bench Warr Contract Services	Direct	15,000.00	0.00	0.00	0.00	15,000.00	91.09	13,663.50	8.91	1,336.50	13,663.50	1,336.50	0.00	15,000.00
7	Security/Bench Warr - Mileage	Direct	500.00	0.00	0.00	0.00	500.00	91.09	455.45	8.91	44.55	455.45	44.55	0.00	500.00
8	Equipment Leasing	Direct	7,500.00	0.00	0.00	0.00	7,500.00	91.09	6,831.75	8.91	668.25	6,831.75	668.25	0.00	7,500.00
9	Cellular Phones	Direct	2,500.00	0.00	0.00	0.00	2,500.00	91.09	2,277.25	8.91	222.75	2,277.25	222.75	0.00	2,500.00
10	Travel & Conferences	Direct	6,000.00	0.00	0.00	0.00	6,000.00	91.09	5,465.40	8.91	534.60	5,465.40	534.60	0.00	6,000.00
	<b>Subtotal - Other Direct</b>		<b>70,081.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>70,081.14</b>		<b>63,836.91</b>		<b>6,244.23</b>	<b>63,836.91</b>	<b>6,244.23</b>	<b>0.00</b>	<b>70,081.14</b>
<b>Depreciation - Other Equipment</b>															
	<b>Subtotal - Depreciation - Other Equipment</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Other Direct</b>		<b>70,081.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>70,081.14</b>		<b>63,836.91</b>		<b>6,244.23</b>	<b>63,836.91</b>	<b>6,244.23</b>	<b>0.00</b>	<b>70,081.14</b>

## Budget Detail - FY 2025 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2025

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

## CENTRAL SERVICES

	County Name	Provider's County Total Budget	IV-D Cost	Cost Unallowable for IV-D Contract		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocat ed to P.T&C	IV-D Total	PROFC %	IV-E Share	PT & C Total	Non.IV-D / IV-E Total	% of Cost Plan	Total Amount
				PT&C Cost	Non IV-D Cost												
<b>Central Services</b>																	
1	Missaukee	3,161.96	0.00	0.00	0.00	3,161.96	91.09	2,880.23	8.91	281.73	2,880.23	0.00	0.00	281.73	0.00	100.00	3,161.96
2	Wexford	192,309.08	0.00	0.00	0.00	48,077.27	91.09	43,793.59	8.91	4,283.68	43,793.59	0.00	0.00	4,283.68	0.00	25.00	48,077.27
3	Wexford	192,309.08	0.00	0.00	0.00	144,231.81	91.09	131,380.76	8.91	12,851.05	131,380.76	0.00	0.00	12,851.05	0.00	75.00	144,231.81
	<b>Subtotal - Central Services</b>	<b>387,780.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>195,471.04</b>		<b>178,054.58</b>		<b>17,416.46</b>	<b>178,054.58</b>		<b>0.00</b>	<b>17,416.46</b>	<b>0.00</b>		<b>195,471.04</b>
	<b>Total - Central Services</b>	<b>387,780.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>195,471.04</b>		<b>178,054.58</b>		<b>17,416.46</b>	<b>178,054.58</b>		<b>0.00</b>	<b>17,416.46</b>	<b>0.00</b>		<b>195,471.04</b>

Budget Detail - FY 2025 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2025

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

PATERNITY TESTING

	County Budget Line Item	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
				PT&C Cost	Non IV-D Cost									
Paternity Testing														
	Subtotal - Paternity Testing	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Paternity Testing	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	1,381,977.74	0.00	0.00	0.00	1,189,668.66		1,065,338.00		124,330.66	1,065,338.00	124,330.66	0.00	1,189,668.66



Budget Detail - FY 2025 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2025

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

FEES AND OTHER INCOME

	County Budget Line Item	Calculation Type	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Service Fees</b>															
	Subtotal - Service Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Final Judgment Fees</b>															
	Subtotal - Final Judgment Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Other Income</b>															
	Subtotal - Other Income		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Fees and Other Income		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00

Budget Detail - FY 2025 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2025

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

SOURCE OF FUNDS

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
Federal Incentives															
	Subtotal - Federal Incentives		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Source of Funds		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00

Budget Categories	Title IV-D	Title IV-E	Non IV-D / IV-E	P.T. & C.
<b>Personnel</b>				
Non-Administrative Staff	617,116.20	0.00	0.00	52,110.24
Contracted Employees	31,500.00	0.00	0.00	31,500.00
Administrative Employees	171,642.16	0.00	0.00	16,747.88
Non-Admin / Admin Combined	0.00	0.00	0.00	0.00
<b>Total - Personnel</b>	<b>820,258.36</b>	<b>0.00</b>	<b>0.00</b>	<b>100,358.12</b>
<b>Data Processing</b>				
Data Processing	3,188.15	0.00	0.00	311.85
Central Services (DP)	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
<b>Total - Data Processing</b>	<b>3,188.15</b>	<b>0.00</b>	<b>0.00</b>	<b>311.85</b>
<b>Other Direct</b>				
Other Direct	63,836.91	0.00	0.00	6,244.23
Depreciation - Other Equipment	0.00	0.00	0.00	0.00
<b>Total - Other Direct</b>	<b>63,836.91</b>	<b>0.00</b>	<b>0.00</b>	<b>6,244.23</b>
<b>Central Services</b>				
Central Services	178,054.58	0.00	0.00	17,416.46
<b>Total - Central Services</b>	<b>178,054.58</b>	<b>0.00</b>	<b>0.00</b>	<b>17,416.46</b>
<b>Paternity Testing</b>				
Paternity Testing	0.00	0.00	0.00	0.00
<b>Total - Paternity Testing</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>1,065,338.00</b>	<b>0.00</b>	<b>0.00</b>	<b>124,330.66</b>
<b>Fees and Other Income</b>				
Service Fees	0.00	0.00	0.00	0.00
Final Judgment Fees	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
<b>Total - Fees and Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Federal Incentives	0.00	0.00	0.00	0.00

**A. CONTRACT DESCRIPTION**COUNTY : Missaukee and Wexford

CONTRACT NO : \_\_\_\_\_

PROVIDER : \_\_\_\_\_

FOC ☒ \_\_\_\_\_

PA \_\_\_\_\_ COM \_\_\_\_\_

FISCAL YEAR : 2025

AMENDMENT \_\_\_\_\_ LINE ITEM TRANSFER \_\_\_\_\_

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2025 IV-D Budget	Adjustment To 2025 IV-D Budget	Revised 2025 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION B</b>				
1. FTE Positions	10.02	0.00	0.00	11.00
2. % of Total FTE	91.09	0.00	0.00	100.00
3. Caseload % (FOC, COM)	93.54	0.00	0.00	100.00
Budget Categories	Current 2025 IV-D Budget	Adjustment To 2025 IV-D Budget	Revised 2025 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION C</b>				
1. Personnel	820,258.36	0.00	0.00	920,616.48
2. Data Processing	3,188.15	0.00	0.00	3,500.00
3. Other Direct	63,836.91	0.00	0.00	70,081.14
4. Central Services	178,054.58	0.00	0.00	195,471.04
5. Paternity Testing	0.00	0.00	0.00	0.00
<b>6. TOTAL EXPENDITURES</b>	<b>1,065,338.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,189,668.66</b>
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>1,065,338.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,189,668.66</b>
11. Federal Incentives	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>1,065,338.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,189,668.66</b>
13. County Share @ 34.00%	362,214.92	0.00	0.00	0.00
14. State Share (IV-D) @ 66.00%	703,123.08	0.00	0.00	0.00
15. STATE GF/GP AMOUNT	47,091.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>750,214.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Budget Detail - FY 2026 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2026

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

## PERSONNEL

	Employee Name	Job Title	Type	FTE Count	Child Support %	IV-D Caseload %	IV-D FTE Count	IV-E FTE Count	P.T. & C %	P.T. & C FTEs	PROF C %	Salary & Fringe	IV-D Share	IV-E Share	P.T. & C Share	Non. IV-D / IV-E Share
Non-Administrative Staff																
1	Annette Janson	Senior Support Enforcement Analyst	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	80,894.00	80,894.00	0.00	0.00	0.00
2	Cheyanne McKinley	Locate Specialist	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	43,665.44	43,665.44	0.00	0.00	0.00
3	David Swanson	Mediator	T.D.	1.00	85.00	100.00	0.85	0.00	15.00	0.15	0.00	67,561.88	57,427.60	0.00	10,134.28	0.00
4	Dorene Baldwin	Order Entry-Case Transfer	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	73,800.68	73,800.68	0.00	0.00	0.00
5	Kimberly Recca	Custody/PT Enforcement	T.D.	1.00	75.00	100.00	0.75	0.00	25.00	0.25	0.00	72,575.84	54,431.88	0.00	18,143.96	0.00
6	Michelle Kovach	Enforcement Clerk	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	69,583.52	69,583.52	0.00	0.00	0.00
7	Renee Pollington	Support Enforcement	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	150,102.20	150,102.20	0.00	0.00	0.00
8	Stephanie Innis	Senior Account-Auditor Specialist	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	69,857.60	69,857.60	0.00	0.00	0.00
9	Tammy Brintnell	Human Services Specialist	T.D.	1.00	80.00	100.00	0.80	0.00	20.00	0.20	0.00	59,185.28	47,348.22	0.00	11,837.06	0.00
	Subtotal - Non-Administrative Staff				9.00		8.40	0.00		0.60		687,226.44	647,111.14	0.00	40,115.30	0.00
Contracted Employees																
1	Benjamin Hicok	Referee	T.D.	0.00	50.00	100.00	0.00	0.00	50.00	0.00	0.00	65,000.00	32,500.00	0.00	32,500.00	0.00
	Subtotal - Contracted Employees				0.00		0.00	0.00		0.00		65,000.00	32,500.00	0.00	32,500.00	0.00
L1	SUBTOTAL - NON-ADMIN				9.00		8.40	0.00		0.60		752,226.44	679,611.14	0.00	72,615.30	0.00
L2	NON-ADMINISTRATIVE FTE PERCENTAGES						93.33	0.00		6.67						
Administrative Employees																
1	Robert Kulpa	Friend of the Court	Admin	1.00	93.33	0.00	0.93	0.00	6.67	0.07	0.00	106,679.72	99,564.18	0.00	7,115.54	0.00
2	Sandra Huttenga	Asst. FOC	Admin	1.00	93.33	0.00	0.93	0.00	6.67	0.07	0.00	85,710.32	79,993.44	0.00	5,716.88	0.00
	Subtotal - Administrative Employees				2.00		1.86	0.00		0.14		192,390.04	179,557.62	0.00	12,832.42	0.00
Non-Admin / Admin Combined																
	Subtotal - Non-Admin / Admin Combined				0.00		0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Personnel				11.00		10.26	0.00		0.74		944,616.48	859,168.76	0.00	85,447.72	0.00
L2	STAFF PERCENTAGES						93.27	0.00		6.73						

Budget Detail - FY 2026 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2026

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

DATA PROCESSING

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Data Processing</b>															
1	Data Processing Equipment	Direct	3,500.00	0.00	0.00	0.00	3,500.00	93.27	3,264.45	6.73	235.55	3,264.45	235.55	0.00	3,500.00
	<b>Subtotal - Data Processing</b>		<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>		<b>3,264.45</b>		<b>235.55</b>	<b>3,264.45</b>	<b>235.55</b>	<b>0.00</b>	<b>3,500.00</b>
<b>Central Services (DP)</b>															
	<b>Subtotal - Central Services (DP)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Depreciation</b>															
	<b>Subtotal - Depreciation</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Data Processing</b>		<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>		<b>3,264.45</b>		<b>235.55</b>	<b>3,264.45</b>	<b>235.55</b>	<b>0.00</b>	<b>3,500.00</b>

## Budget Detail - FY 2026 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2026

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

## OTHER DIRECT

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Other Direct</b>															
1	Postage	Direct	9,120.54	0.00	0.00	0.00	9,120.54	93.27	8,506.73	6.73	613.81	8,506.73	613.81	0.00	9,120.54
2	Office Supplies	Direct	11,000.00	0.00	0.00	0.00	11,000.00	93.27	10,259.70	6.73	740.30	10,259.70	740.30	0.00	11,000.00
3	Printing	Direct	5,000.00	0.00	0.00	0.00	5,000.00	93.27	4,663.50	6.73	336.50	4,663.50	336.50	0.00	5,000.00
4	Dues & Memberships	Direct	4,500.00	0.00	0.00	0.00	4,500.00	93.27	4,197.15	6.73	302.85	4,197.15	302.85	0.00	4,500.00
5	Contracted Services	Direct	8,291.00	0.00	0.00	0.00	8,291.00	93.27	7,733.02	6.73	557.98	7,733.02	557.98	0.00	8,291.00
6	Security/Bench Warr Contract Services	Direct	15,000.00	0.00	0.00	0.00	15,000.00	93.27	13,990.50	6.73	1,009.50	13,990.50	1,009.50	0.00	15,000.00
7	Security/Bench Warr - Mileage	Direct	500.00	0.00	0.00	0.00	500.00	93.27	466.35	6.73	33.65	466.35	33.65	0.00	500.00
8	Equipment Leasing	Direct	7,500.00	0.00	0.00	0.00	7,500.00	93.27	6,995.25	6.73	504.75	6,995.25	504.75	0.00	7,500.00
9	Cellular Phones	Direct	2,500.00	0.00	0.00	0.00	2,500.00	93.27	2,331.75	6.73	168.25	2,331.75	168.25	0.00	2,500.00
10	Travel & Conferences	Direct	6,000.00	0.00	0.00	0.00	6,000.00	93.27	5,596.20	6.73	403.80	5,596.20	403.80	0.00	6,000.00
	<b>Subtotal - Other Direct</b>		<b>69,411.54</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>69,411.54</b>		<b>64,740.15</b>		<b>4,671.39</b>	<b>64,740.15</b>	<b>4,671.39</b>	<b>0.00</b>	<b>69,411.54</b>
<b>Depreciation - Other Equipment</b>															
	<b>Subtotal - Depreciation - Other Equipment</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Other Direct</b>		<b>69,411.54</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>69,411.54</b>		<b>64,740.15</b>		<b>4,671.39</b>	<b>64,740.15</b>	<b>4,671.39</b>	<b>0.00</b>	<b>69,411.54</b>

Budget Detail - FY 2026 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2026

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

CENTRAL SERVICES

	County Name	Provider's County Total Budget	IV-D Cost	Cost Unallowable for IV-D Contract		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocat ed to P.T&C	IV-D Total	PROFC %	IV-E Share	PT & C Total	Non.IV-D / IV-E Total	% of Cost Plan	Total Amount
				PT&C Cost	Non IV-D Cost												
<b>Central Services</b>																	
1	Missaukee	3,320.07	0.00	0.00	0.00	3,320.07	93.27	3,096.63	6.73	223.44	3,096.63	0.00	0.00	223.44	0.00	100.00	3,320.07
2	Wexford	201,924.53	0.00	0.00	0.00	50,481.13	93.27	47,083.75	6.73	3,397.38	47,083.75	0.00	0.00	3,397.38	0.00	25.00	50,481.13
3	Wexford	201,924.53	0.00	0.00	0.00	151,443.40	93.27	141,251.26	6.73	10,192.14	141,251.26	0.00	0.00	10,192.14	0.00	75.00	151,443.40
	<b>Subtotal - Central Services</b>	<b>407,169.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>205,244.60</b>		<b>191,431.64</b>		<b>13,812.96</b>	<b>191,431.64</b>		<b>0.00</b>	<b>13,812.96</b>	<b>0.00</b>		<b>205,244.60</b>
	<b>Total - Central Services</b>	<b>407,169.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>205,244.60</b>		<b>191,431.64</b>		<b>13,812.96</b>	<b>191,431.64</b>		<b>0.00</b>	<b>13,812.96</b>	<b>0.00</b>		<b>205,244.60</b>



Budget Detail - FY 2026 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2026

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

PATERNITY TESTING

	County Budget Line Item	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
				PT&C Cost	Non IV-D Cost									
Paternity Testing														
	Subtotal - Paternity Testing	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Paternity Testing	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	1,424,697.15	0.00	0.00	0.00	1,222,772.62		1,118,605.00		104,167.62	1,118,605.00	104,167.62	0.00	1,222,772.62

Budget Detail - FY 2026 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2026

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

FEES AND OTHER INCOME

	County Budget Line Item	Calculation Type	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Service Fees</b>															
	Subtotal - Service Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Final Judgment Fees</b>															
	Subtotal - Final Judgment Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Other Income</b>															
	Subtotal - Other Income		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Fees and Other Income		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00

Budget Detail - FY 2026 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2026

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

SOURCE OF FUNDS

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
Federal Incentives															
	Subtotal - Federal Incentives		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Source of Funds		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00

Budget Categories	Title IV-D	Title IV-E	Non IV-D / IV-E	P.T. & C.
<b>Personnel</b>				
Non-Administrative Staff	647,111.14	0.00	0.00	40,115.30
Contracted Employees	32,500.00	0.00	0.00	32,500.00
Administrative Employees	179,557.62	0.00	0.00	12,832.42
Non-Admin / Admin Combined	0.00	0.00	0.00	0.00
<b>Total - Personnel</b>	<b>859,168.76</b>	<b>0.00</b>	<b>0.00</b>	<b>85,447.72</b>
<b>Data Processing</b>				
Data Processing	3,264.45	0.00	0.00	235.55
Central Services (DP)	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
<b>Total - Data Processing</b>	<b>3,264.45</b>	<b>0.00</b>	<b>0.00</b>	<b>235.55</b>
<b>Other Direct</b>				
Other Direct	64,740.15	0.00	0.00	4,671.39
Depreciation - Other Equipment	0.00	0.00	0.00	0.00
<b>Total - Other Direct</b>	<b>64,740.15</b>	<b>0.00</b>	<b>0.00</b>	<b>4,671.39</b>
<b>Central Services</b>				
Central Services	191,431.64	0.00	0.00	13,812.96
<b>Total - Central Services</b>	<b>191,431.64</b>	<b>0.00</b>	<b>0.00</b>	<b>13,812.96</b>
<b>Paternity Testing</b>				
Paternity Testing	0.00	0.00	0.00	0.00
<b>Total - Paternity Testing</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>1,118,605.00</b>	<b>0.00</b>	<b>0.00</b>	<b>104,167.62</b>
<b>Fees and Other Income</b>				
Service Fees	0.00	0.00	0.00	0.00
Final Judgment Fees	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
<b>Total - Fees and Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Federal Incentives	0.00	0.00	0.00	0.00

**A. CONTRACT DESCRIPTION**

COUNTY : Missaukee and Wexford CONTRACT NO : \_\_\_\_\_  
 PROVIDER : \_\_\_\_\_ FOC ☒ PA \_\_\_\_\_ COM \_\_\_\_\_  
 FISCAL YEAR : 2026 AMENDMENT \_\_\_\_\_ LINE ITEM TRANSFER \_\_\_\_\_

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2026 IV-D Budget	Adjustment To 2026 IV-D Budget	Revised 2026 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION B</b>				
1. FTE Positions	10.26	0.00	0.00	11.00
2. % of Total FTE	93.27	0.00	0.00	100.00
3. Caseload % (FOC, COM)	93.54	0.00	0.00	100.00
Budget Categories	Current 2026 IV-D Budget	Adjustment To 2026 IV-D Budget	Revised 2026 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION C</b>				
1. Personnel	859,168.76	0.00	0.00	944,616.48
2. Data Processing	3,264.45	0.00	0.00	3,500.00
3. Other Direct	64,740.15	0.00	0.00	69,411.54
4. Central Services	191,431.64	0.00	0.00	205,244.60
5. Paternity Testing	0.00	0.00	0.00	0.00
<b>6. TOTAL EXPENDITURES</b>	<b>1,118,605.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,222,772.62</b>
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>1,118,605.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,222,772.62</b>
11. Federal Incentives	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>1,118,605.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,222,772.62</b>
13. County Share @ 34.00%	380,325.70	0.00	0.00	0.00
14. State Share (IV-D) @ 66.00%	738,279.30	0.00	0.00	0.00
15. STATE GF/GP AMOUNT	47,091.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>785,370.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Budget Detail - FY 2027 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2027

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

## PERSONNEL

	Employee Name	Job Title	Type	FTE Count	Child Support %	IV-D Caseload %	IV-D FTE Count	IV-E FTE Count	P.T. & C %	P.T. & C FTEs	PROF C %	Salary & Fringe	IV-D Share	IV-E Share	P.T.& C Share	Non. IV-D / IV-E Share
Non-Administrative Staff																
1	Annette Janson	Senior Support Enforcement Analyst	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	83,894.00	83,894.00	0.00	0.00	0.00
2	Cheyanne McKinley	Locate Specialist	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	46,665.44	46,665.44	0.00	0.00	0.00
3	David Swanson	Mediator	T.D.	1.00	85.00	100.00	0.85	0.00	15.00	0.15	0.00	70,561.88	59,977.60	0.00	10,584.28	0.00
4	Dorene Baldwin	Order Entry-Case Transfer	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	76,800.68	76,800.68	0.00	0.00	0.00
5	Kimberly Recca	Custody/PT Enforcement	T.D.	1.00	75.00	100.00	0.75	0.00	25.00	0.25	0.00	75,575.84	56,681.88	0.00	18,893.96	0.00
6	Michelle Kovach	Enforcement Clerk	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	72,583.52	72,583.52	0.00	0.00	0.00
7	Renee Pollington	Support Enforcement	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	153,102.20	153,102.20	0.00	0.00	0.00
8	Stephanie Innis	Senior Account-Auditor Specialist	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	72,857.60	72,857.60	0.00	0.00	0.00
9	Tammy Brintnell	Human Services Specialist	T.D.	1.00	80.00	100.00	0.80	0.00	20.00	0.20	0.00	62,185.28	49,748.22	0.00	12,437.06	0.00
	Subtotal - Non-Administrative Staff				9.00		8.40	0.00		0.60		714,226.44	672,311.14	0.00	41,915.30	0.00
Contracted Employees																
1	Benjamin Hicok	Referee	T.D.	0.00	50.00	100.00	0.00	0.00	50.00	0.00	0.00	68,000.00	34,000.00	0.00	34,000.00	0.00
	Subtotal - Contracted Employees				0.00		0.00	0.00		0.00		68,000.00	34,000.00	0.00	34,000.00	0.00
L1	SUBTOTAL - NON-ADMIN				9.00		8.40	0.00		0.60		782,226.44	706,311.14	0.00	75,915.30	0.00
L2	NON-ADMINISTRATIVE FTE PERCENTAGES						93.33	0.00		6.67						
Administrative Employees																
1	Robert Kulpa	Friend of the Court	Admin	1.00	93.33	0.00	0.93	0.00	6.67	0.07	0.00	109,679.72	102,364.08	0.00	7,315.64	0.00
2	Sandra Huttenga	Asst. FOC	Admin	1.00	93.33	0.00	0.93	0.00	6.67	0.07	0.00	88,710.32	82,793.34	0.00	5,916.98	0.00
	Subtotal - Administrative Employees				2.00		1.86	0.00		0.14		198,390.04	185,157.42	0.00	13,232.62	0.00
Non-Admin / Admin Combined																
	Subtotal - Non-Admin / Admin Combined				0.00		0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Personnel				11.00		10.26	0.00		0.74		980,616.48	891,468.56	0.00	89,147.92	0.00
L2	STAFF PERCENTAGES						93.27	0.00		6.73						

Budget Detail - FY 2027 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2027

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

DATA PROCESSING

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Data Processing</b>															
1	Data Processing Equipment	Direct	4,500.00	0.00	0.00	0.00	4,500.00	93.27	4,197.15	6.73	302.85	4,197.15	302.85	0.00	4,500.00
	<b>Subtotal - Data Processing</b>		<b>4,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,500.00</b>		<b>4,197.15</b>		<b>302.85</b>	<b>4,197.15</b>	<b>302.85</b>	<b>0.00</b>	<b>4,500.00</b>
<b>Central Services (DP)</b>															
	<b>Subtotal - Central Services (DP)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Depreciation</b>															
	<b>Subtotal - Depreciation</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Data Processing</b>		<b>4,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,500.00</b>		<b>4,197.15</b>		<b>302.85</b>	<b>4,197.15</b>	<b>302.85</b>	<b>0.00</b>	<b>4,500.00</b>



## Budget Detail - FY 2027 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2027

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

## OTHER DIRECT

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Other Direct</b>															
1	Postage	Direct	10,000.00	0.00	0.00	0.00	10,000.00	93.27	9,327.00	6.73	673.00	9,327.00	673.00	0.00	10,000.00
2	Office Supplies	Direct	15,694.65	0.00	0.00	0.00	15,694.65	93.27	14,638.40	6.73	1,056.25	14,638.40	1,056.25	0.00	15,694.65
3	Printing	Direct	6,500.00	0.00	0.00	0.00	6,500.00	93.27	6,062.55	6.73	437.45	6,062.55	437.45	0.00	6,500.00
4	Dues & Memberships	Direct	4,500.00	0.00	0.00	0.00	4,500.00	93.27	4,197.15	6.73	302.85	4,197.15	302.85	0.00	4,500.00
5	Contracted Services	Direct	8,291.00	0.00	0.00	0.00	8,291.00	93.27	7,733.02	6.73	557.98	7,733.02	557.98	0.00	8,291.00
6	Security/Bench Warr Contract Services	Direct	18,000.00	0.00	0.00	0.00	18,000.00	93.27	16,788.60	6.73	1,211.40	16,788.60	1,211.40	0.00	18,000.00
7	Security/Bench Warr - Mileage	Direct	2,000.00	0.00	0.00	0.00	2,000.00	93.27	1,865.40	6.73	134.60	1,865.40	134.60	0.00	2,000.00
8	Equipment Leasing	Direct	9,000.00	0.00	0.00	0.00	9,000.00	93.27	8,394.30	6.73	605.70	8,394.30	605.70	0.00	9,000.00
9	Cellular Phones	Direct	2,500.00	0.00	0.00	0.00	2,500.00	93.27	2,331.75	6.73	168.25	2,331.75	168.25	0.00	2,500.00
10	Travel & Conferences	Direct	7,000.00	0.00	0.00	0.00	7,000.00	93.27	6,528.90	6.73	471.10	6,528.90	471.10	0.00	7,000.00
	<b>Subtotal - Other Direct</b>		<b>83,485.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>83,485.65</b>		<b>77,867.07</b>		<b>5,618.58</b>	<b>77,867.07</b>	<b>5,618.58</b>	<b>0.00</b>	<b>83,485.65</b>
<b>Depreciation - Other Equipment</b>															
	<b>Subtotal - Depreciation - Other Equipment</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Other Direct</b>		<b>83,485.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>83,485.65</b>		<b>77,867.07</b>		<b>5,618.58</b>	<b>77,867.07</b>	<b>5,618.58</b>	<b>0.00</b>	<b>83,485.65</b>

Budget Detail - FY 2027 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2027

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

CENTRAL SERVICES

	County Name	Provider's County Total Budget	IV-D Cost	Cost Unallowable for IV-D Contract		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocat ed to P.T&C	IV-D Total	PROFC %	IV-E Share	PT & C Total	Non.IV-D / IV-E Total	% of Cost Plan	Total Amount
				PT&C Cost	Non IV-D Cost												
<b>Central Services</b>																	
1	Missaukee	3,486.07	0.00	0.00	0.00	3,486.07	93.27	3,251.46	6.73	234.61	3,251.46	0.00	0.00	234.61	0.00	100.00	3,486.07
2	Wexford	212,020.76	0.00	0.00	0.00	53,005.19	93.27	49,437.94	6.73	3,567.25	49,437.94	0.00	0.00	3,567.25	0.00	25.00	53,005.19
3	Wexford	212,020.76	0.00	0.00	0.00	159,015.57	93.27	148,313.82	6.73	10,701.75	148,313.82	0.00	0.00	10,701.75	0.00	75.00	159,015.57
	<b>Subtotal - Central Services</b>	<b>427,527.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>215,506.83</b>		<b>201,003.22</b>		<b>14,503.61</b>	<b>201,003.22</b>		<b>0.00</b>	<b>14,503.61</b>	<b>0.00</b>		<b>215,506.83</b>
	<b>Total - Central Services</b>	<b>427,527.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>215,506.83</b>		<b>201,003.22</b>		<b>14,503.61</b>	<b>201,003.22</b>		<b>0.00</b>	<b>14,503.61</b>	<b>0.00</b>		<b>215,506.83</b>

Budget Detail - FY 2027 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2027

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

PATERNITY TESTING

	County Budget Line Item	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
				PT&C Cost	Non IV-D Cost									
Paternity Testing														
	Subtotal - Paternity Testing	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Paternity Testing	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	1,496,129.72	0.00	0.00	0.00	1,284,108.96		1,174,536.00		109,572.96	1,174,536.00	109,572.96	0.00	1,284,108.96

Budget Detail - FY 2027 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2027

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

FEES AND OTHER INCOME

	County Budget Line Item	Calculation Type	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Service Fees</b>															
	Subtotal - Service Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Final Judgment Fees</b>															
	Subtotal - Final Judgment Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Other Income</b>															
	Subtotal - Other Income		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Fees and Other Income		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00

SOURCE OF FUNDS

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
Federal Incentives															
	Subtotal - Federal Incentives		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Source of Funds		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00

Budget Categories	Title IV-D	Title IV-E	Non IV-D / IV-E	P.T. & C.
<b>Personnel</b>				
Non-Administrative Staff	672,311.14	0.00	0.00	41,915.30
Contracted Employees	34,000.00	0.00	0.00	34,000.00
Administrative Employees	185,157.42	0.00	0.00	13,232.62
Non-Admin / Admin Combined	0.00	0.00	0.00	0.00
<b>Total - Personnel</b>	<b>891,468.56</b>	<b>0.00</b>	<b>0.00</b>	<b>89,147.92</b>
<b>Data Processing</b>				
Data Processing	4,197.15	0.00	0.00	302.85
Central Services (DP)	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
<b>Total - Data Processing</b>	<b>4,197.15</b>	<b>0.00</b>	<b>0.00</b>	<b>302.85</b>
<b>Other Direct</b>				
Other Direct	77,867.07	0.00	0.00	5,618.58
Depreciation - Other Equipment	0.00	0.00	0.00	0.00
<b>Total - Other Direct</b>	<b>77,867.07</b>	<b>0.00</b>	<b>0.00</b>	<b>5,618.58</b>
<b>Central Services</b>				
Central Services	201,003.22	0.00	0.00	14,503.61
<b>Total - Central Services</b>	<b>201,003.22</b>	<b>0.00</b>	<b>0.00</b>	<b>14,503.61</b>
<b>Paternity Testing</b>				
Paternity Testing	0.00	0.00	0.00	0.00
<b>Total - Paternity Testing</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>1,174,536.00</b>	<b>0.00</b>	<b>0.00</b>	<b>109,572.96</b>
<b>Fees and Other Income</b>				
Service Fees	0.00	0.00	0.00	0.00
Final Judgment Fees	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
<b>Total - Fees and Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Federal Incentives	0.00	0.00	0.00	0.00

**A. CONTRACT DESCRIPTION**

COUNTY : Missaukee and Wexford CONTRACT NO : \_\_\_\_\_  
 PROVIDER : \_\_\_\_\_ FOC ☒ PA \_\_\_\_\_ COM \_\_\_\_\_  
 FISCAL YEAR : 2027 AMENDMENT \_\_\_\_\_ LINE ITEM TRANSFER \_\_\_\_\_

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2027 IV-D Budget	Adjustment To 2027 IV-D Budget	Revised 2027 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION B</b>				
1. FTE Positions	10.26	0.00	0.00	11.00
2. % of Total FTE	93.27	0.00	0.00	100.00
3. Caseload % (FOC, COM)	93.54	0.00	0.00	100.00
Budget Categories	Current 2027 IV-D Budget	Adjustment To 2027 IV-D Budget	Revised 2027 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION C</b>				
1. Personnel	891,468.56	0.00	0.00	980,616.48
2. Data Processing	4,197.15	0.00	0.00	4,500.00
3. Other Direct	77,867.07	0.00	0.00	83,485.65
4. Central Services	201,003.22	0.00	0.00	215,506.83
5. Paternity Testing	0.00	0.00	0.00	0.00
<b>6. TOTAL EXPENDITURES</b>	<b>1,174,536.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,284,108.96</b>
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>1,174,536.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,284,108.96</b>
11. Federal Incentives	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>1,174,536.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,284,108.96</b>
13. County Share @ 34.00%	399,342.24	0.00	0.00	0.00
14. State Share (IV-D) @ 66.00%	775,193.76	0.00	0.00	0.00
15. STATE GF/GP AMOUNT	47,091.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>822,284.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Budget Detail - FY 2028 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2028

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

## PERSONNEL

	Employee Name	Job Title	Type	FTE Count	Child Support %	IV-D Caseload %	IV-D FTE Count	IV-E FTE Count	P.T. & C %	P.T. & C FTEs	PROF C %	Salary & Fringe	IV-D Share	IV-E Share	P.T.& C Share	Non. IV-D / IV-E Share
Non-Administrative Staff																
1	Annette Janson	Senior Support Enforcement Analyst	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	85,894.00	85,894.00	0.00	0.00	0.00
2	Cheyanne McKinley	Locate Specialist	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	48,665.44	48,665.44	0.00	0.00	0.00
3	David Swanson	Mediator	T.D.	1.00	85.00	100.00	0.85	0.00	15.00	0.15	0.00	72,561.88	61,677.60	0.00	10,884.28	0.00
4	Dorene Baldwin	Order Entry-Case Transfer	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	78,800.68	78,800.68	0.00	0.00	0.00
5	Kimberly Recca	Custody/PT Enforcement	T.D.	1.00	80.00	100.00	0.80	0.00	20.00	0.20	0.00	77,575.84	62,060.67	0.00	15,515.17	0.00
6	Michelle Kovach	Enforcement Clerk	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	74,583.52	74,583.52	0.00	0.00	0.00
7	Renee Pollington	Support Enforcement	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	155,102.20	155,102.20	0.00	0.00	0.00
8	Stephanie Innis	Senior Account-Auditor Specialist	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	74,857.60	74,857.60	0.00	0.00	0.00
9	Tammy Brintnell	Human Services Specialist	T.D.	1.00	85.00	100.00	0.85	0.00	15.00	0.15	0.00	64,185.28	54,557.49	0.00	9,627.79	0.00
	Subtotal - Non-Administrative Staff				9.00		8.50	0.00		0.50		732,226.44	696,199.20	0.00	36,027.24	0.00
Contracted Employees																
1	Benjamin Hicok	Referee	T.D.	0.00	50.00	100.00	0.00	0.00	50.00	0.00	0.00	70,000.00	35,000.00	0.00	35,000.00	0.00
	Subtotal - Contracted Employees				0.00		0.00	0.00		0.00		70,000.00	35,000.00	0.00	35,000.00	0.00
L1	SUBTOTAL - NON-ADMIN				9.00		8.50	0.00		0.50		802,226.44	731,199.20	0.00	71,027.24	0.00
L2	NON-ADMINISTRATIVE FTE PERCENTAGES						94.44	0.00		5.56						
Administrative Employees																
1	Robert Kulpa	Friend of the Court	Admin	1.00	94.44	0.00	0.94	0.00	5.56	0.06	0.00	111,679.72	105,470.33	0.00	6,209.39	0.00
2	Sandra Huttenga	Asst. FOC	Admin	1.00	94.44	0.00	0.94	0.00	5.56	0.06	0.00	90,710.32	85,666.83	0.00	5,043.49	0.00
	Subtotal - Administrative Employees				2.00		1.88	0.00		0.12		202,390.04	191,137.16	0.00	11,252.88	0.00
Non-Admin / Admin Combined																
	Subtotal - Non-Admin / Admin Combined				0.00		0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Personnel				11.00		10.38	0.00		0.62		1,004,616.48	922,336.36	0.00	82,280.12	0.00
L2	STAFF PERCENTAGES						94.36	0.00		5.64						



Budget Detail - FY 2028 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2028

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

DATA PROCESSING

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Data Processing</b>															
1	Data Processing Equipment	Direct	4,500.00	0.00	0.00	0.00	4,500.00	94.36	4,246.20	5.64	253.80	4,246.20	253.80	0.00	4,500.00
	<b>Subtotal - Data Processing</b>		<b>4,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,500.00</b>		<b>4,246.20</b>		<b>253.80</b>	<b>4,246.20</b>	<b>253.80</b>	<b>0.00</b>	<b>4,500.00</b>
<b>Central Services (DP)</b>															
	<b>Subtotal - Central Services (DP)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Depreciation</b>															
	<b>Subtotal - Depreciation</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Data Processing</b>		<b>4,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,500.00</b>		<b>4,246.20</b>		<b>253.80</b>	<b>4,246.20</b>	<b>253.80</b>	<b>0.00</b>	<b>4,500.00</b>

## Budget Detail - FY 2028 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2028

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

## OTHER DIRECT

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Other Direct</b>															
1	Postage	Direct	15,000.00	0.00	0.00	0.00	15,000.00	94.36	14,154.00	5.64	846.00	14,154.00	846.00	0.00	15,000.00
2	Office Supplies	Direct	19,436.83	0.00	0.00	0.00	19,436.83	94.36	18,340.59	5.64	1,096.24	18,340.59	1,096.24	0.00	19,436.83
3	Printing	Direct	8,000.00	0.00	0.00	0.00	8,000.00	94.36	7,548.80	5.64	451.20	7,548.80	451.20	0.00	8,000.00
4	Dues & Memberships	Direct	6,500.00	0.00	0.00	0.00	6,500.00	94.36	6,133.40	5.64	366.60	6,133.40	366.60	0.00	6,500.00
5	Contracted Services	Direct	8,291.00	0.00	0.00	0.00	8,291.00	94.36	7,823.39	5.64	467.61	7,823.39	467.61	0.00	8,291.00
6	Security/Bench Warr Contract Services	Direct	18,000.00	0.00	0.00	0.00	18,000.00	94.36	16,984.80	5.64	1,015.20	16,984.80	1,015.20	0.00	18,000.00
7	Security/Bench Warr - Mileage	Direct	2,000.00	0.00	0.00	0.00	2,000.00	94.36	1,887.20	5.64	112.80	1,887.20	112.80	0.00	2,000.00
8	Equipment Leasing	Direct	12,000.00	0.00	0.00	0.00	12,000.00	94.36	11,323.20	5.64	676.80	11,323.20	676.80	0.00	12,000.00
9	Cellular Phones	Direct	2,500.00	0.00	0.00	0.00	2,500.00	94.36	2,359.00	5.64	141.00	2,359.00	141.00	0.00	2,500.00
10	Travel & Conferences	Direct	7,000.00	0.00	0.00	0.00	7,000.00	94.36	6,605.20	5.64	394.80	6,605.20	394.80	0.00	7,000.00
	<b>Subtotal - Other Direct</b>		<b>98,727.83</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>98,727.83</b>		<b>93,159.58</b>		<b>5,568.25</b>	<b>93,159.58</b>	<b>5,568.25</b>	<b>0.00</b>	<b>98,727.83</b>
<b>Depreciation - Other Equipment</b>															
	<b>Subtotal - Depreciation - Other Equipment</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Other Direct</b>		<b>98,727.83</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>98,727.83</b>		<b>93,159.58</b>		<b>5,568.25</b>	<b>93,159.58</b>	<b>5,568.25</b>	<b>0.00</b>	<b>98,727.83</b>

## Budget Detail - FY 2028 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2028

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

## CENTRAL SERVICES

	County Name	Provider's County Total Budget	IV-D Cost	Cost Unallowable for IV-D Contract		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocat ed to P.T&C	IV-D Total	PROFC %	IV-E Share	PT & C Total	Non.IV-D / IV-E Total	% of Cost Plan	Total Amount
				PT&C Cost	Non IV-D Cost												
<b>Central Services</b>																	
1	Missaukee	3,660.39	0.00	0.00	0.00	3,660.39	94.36	3,453.94	5.64	206.45	3,453.94	0.00	0.00	206.45	0.00	100.00	3,660.39
2	Wexford	222,621.79	0.00	0.00	0.00	55,655.45	94.36	52,516.48	5.64	3,138.97	52,516.48	0.00	0.00	3,138.97	0.00	25.00	55,655.45
3	Wexford	222,621.79	0.00	0.00	0.00	166,966.34	94.36	157,549.44	5.64	9,416.90	157,549.44	0.00	0.00	9,416.90	0.00	75.00	166,966.34
	<b>Subtotal - Central Services</b>	<b>448,903.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>226,282.18</b>		<b>213,519.86</b>		<b>12,762.32</b>	<b>213,519.86</b>		<b>0.00</b>	<b>12,762.32</b>	<b>0.00</b>		<b>226,282.18</b>
	<b>Total - Central Services</b>	<b>448,903.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>226,282.18</b>		<b>213,519.86</b>		<b>12,762.32</b>	<b>213,519.86</b>		<b>0.00</b>	<b>12,762.32</b>	<b>0.00</b>		<b>226,282.18</b>

Budget Detail - FY 2028 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2028

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

PATERNITY TESTING

	County Budget Line Item	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
				PT&C Cost	Non IV-D Cost									
Paternity Testing														
	Subtotal - Paternity Testing	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Paternity Testing	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	1,556,748.28	0.00	0.00	0.00	1,334,126.49		1,233,262.00		100,864.49	1,233,262.00	100,864.49	0.00	1,334,126.49

Budget Detail - FY 2028 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2028

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

FEES AND OTHER INCOME

	County Budget Line Item	Calculation Type	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Service Fees</b>															
	Subtotal - Service Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Final Judgment Fees</b>															
	Subtotal - Final Judgment Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Other Income</b>															
	Subtotal - Other Income		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Fees and Other Income		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00

Budget Detail - FY 2028 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2028

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

SOURCE OF FUNDS

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
Federal Incentives															
	Subtotal - Federal Incentives		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Source of Funds		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00

Budget Categories	Title IV-D	Title IV-E	Non IV-D / IV-E	P.T. & C.
<b>Personnel</b>				
Non-Administrative Staff	696,199.20	0.00	0.00	36,027.24
Contracted Employees	35,000.00	0.00	0.00	35,000.00
Administrative Employees	191,137.16	0.00	0.00	11,252.88
Non-Admin / Admin Combined	0.00	0.00	0.00	0.00
<b>Total - Personnel</b>	<b>922,336.36</b>	<b>0.00</b>	<b>0.00</b>	<b>82,280.12</b>
<b>Data Processing</b>				
Data Processing	4,246.20	0.00	0.00	253.80
Central Services (DP)	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
<b>Total - Data Processing</b>	<b>4,246.20</b>	<b>0.00</b>	<b>0.00</b>	<b>253.80</b>
<b>Other Direct</b>				
Other Direct	93,159.58	0.00	0.00	5,568.25
Depreciation - Other Equipment	0.00	0.00	0.00	0.00
<b>Total - Other Direct</b>	<b>93,159.58</b>	<b>0.00</b>	<b>0.00</b>	<b>5,568.25</b>
<b>Central Services</b>				
Central Services	213,519.86	0.00	0.00	12,762.32
<b>Total - Central Services</b>	<b>213,519.86</b>	<b>0.00</b>	<b>0.00</b>	<b>12,762.32</b>
<b>Paternity Testing</b>				
Paternity Testing	0.00	0.00	0.00	0.00
<b>Total - Paternity Testing</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>1,233,262.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,864.49</b>
<b>Fees and Other Income</b>				
Service Fees	0.00	0.00	0.00	0.00
Final Judgment Fees	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
<b>Total - Fees and Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Federal Incentives	0.00	0.00	0.00	0.00

**A. CONTRACT DESCRIPTION**COUNTY : Missaukee and Wexford

CONTRACT NO : \_\_\_\_\_

PROVIDER : \_\_\_\_\_

FOC ☒ \_\_\_\_\_

PA \_\_\_\_\_ COM \_\_\_\_\_

FISCAL YEAR : 2028

AMENDMENT \_\_\_\_\_ LINE ITEM TRANSFER \_\_\_\_\_

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2028 IV-D Budget	Adjustment To 2028 IV-D Budget	Revised 2028 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION B</b>				
1. FTE Positions	10.38	0.00	0.00	11.00
2. % of Total FTE	94.36	0.00	0.00	100.00
3. Caseload % (FOC, COM)	93.54	0.00	0.00	100.00
Budget Categories	Current 2028 IV-D Budget	Adjustment To 2028 IV-D Budget	Revised 2028 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION C</b>				
1. Personnel	922,336.36	0.00	0.00	1,004,616.48
2. Data Processing	4,246.20	0.00	0.00	4,500.00
3. Other Direct	93,159.58	0.00	0.00	98,727.83
4. Central Services	213,519.86	0.00	0.00	226,282.18
5. Paternity Testing	0.00	0.00	0.00	0.00
<b>6. TOTAL EXPENDITURES</b>	<b>1,233,262.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,334,126.49</b>
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>1,233,262.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,334,126.49</b>
11. Federal Incentives	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>1,233,262.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,334,126.49</b>
13. County Share @ 34.00%	419,309.08	0.00	0.00	0.00
14. State Share (IV-D) @ 66.00%	813,952.92	0.00	0.00	0.00
15. STATE GF/GP AMOUNT	47,091.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>861,043.92</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



## Budget Abstract Summary for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2028

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

Description	2024	2025	2026	2027	2028	Total
<b>SECTION B</b>						
1. FTE Positions	9.97	10.02	10.26	10.26	10.38	50.89
2. % of Total FTE	90.64	91.09	93.27	93.27	94.36	462.63
3. Caseload % (FOC, COM)	93.54	93.54	93.54	93.54	93.54	467.70
<b>SECTION C</b>						
1. Personnel	794,271.02	820,258.36	859,168.76	891,468.56	922,336.36	4,287,503.06
2. Data Processing	3,172.40	3,188.15	3,264.45	4,197.15	4,246.20	18,068.35
3. Other Direct	48,426.53	63,836.91	64,740.15	77,867.07	93,159.58	348,030.24
4. Central Services	168,738.05	178,054.58	191,431.64	201,003.22	213,519.86	952,747.35
5. Paternity Testing	0.00	0.00	0.00	0.00	0.00	0.00
<b>6. TOTAL EXPENDITURES</b>	<b>1,014,608.00</b>	<b>1,065,338.00</b>	<b>1,118,605.00</b>	<b>1,174,536.00</b>	<b>1,233,262.00</b>	<b>5,606,349.00</b>
7. Service Fees	0.00	0.00	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>1,014,608.00</b>	<b>1,065,338.00</b>	<b>1,118,605.00</b>	<b>1,174,536.00</b>	<b>1,233,262.00</b>	<b>5,606,349.00</b>
11. Federal Incentives	0.00	0.00	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>1,014,608.00</b>	<b>1,065,338.00</b>	<b>1,118,605.00</b>	<b>1,174,536.00</b>	<b>1,233,262.00</b>	<b>5,606,349.00</b>
13. County Share @ 34.00%	344,966.72	362,214.92	380,325.70	399,342.24	419,309.08	1,906,158.66
14. State Share (IV-D) @ 66.00%	669,641.28	703,123.08	738,279.30	775,193.76	813,952.92	3,700,190.34
15. STATE GF/GP AMOUNT	47,091.00	47,091.00	47,091.00	47,091.00	47,091.00	235,455.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>716,732.28</b>	<b>750,214.08</b>	<b>785,370.30</b>	<b>822,284.76</b>	<b>861,043.92</b>	<b>3,935,645.34</b>

## Attachments Index

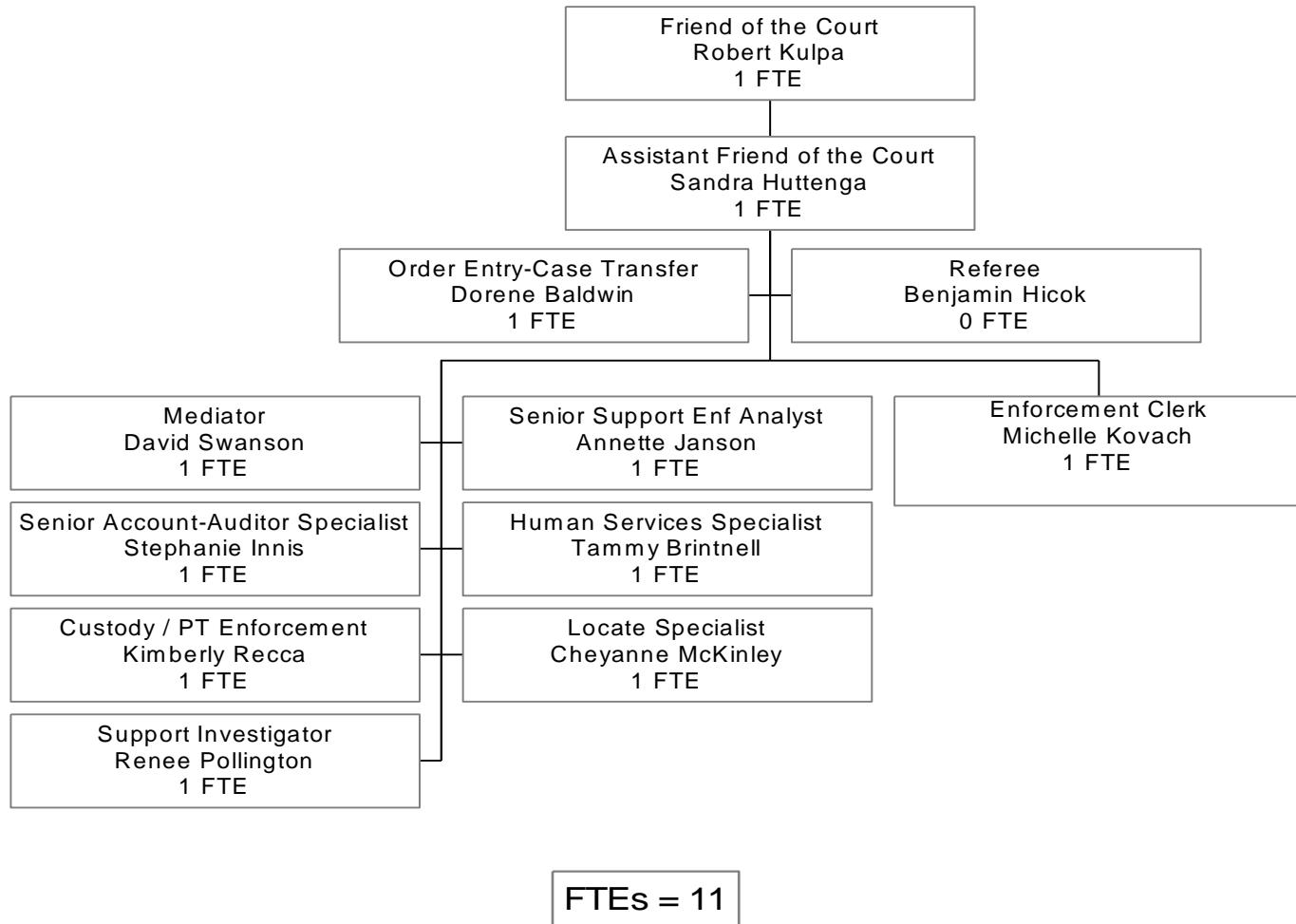
FOR OFFICE USE ONLY:	Version # _____	APP # _____
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#	Section	Title	File Name
1	Section II - Management Plan	182_Wexford FOC org FY24-28.pdf	<a href="#">36494_0_182_Wexford FOC org FY24-28.pdf</a>
2	Section II - Management Plan	JOB DESCRIPTIONS 2012.docx	<a href="#">JOB DESCRIPTIONS 2012.docx</a>
3	Caseload Documentation	137_Missaukee Feb 2023.pdf	<a href="#">36503_0_137_Missaukee Feb 2023.pdf</a>
4	Caseload Documentation	714_Wexford Feb 2023.pdf	<a href="#">36503_1_714_Wexford Feb 2023.pdf</a>

# Wexford /Missaukee Counties, Michigan

## Friend of the Court

### FY 2024 - 2028



# MiCSES

## FOC IV-D / Non IV-D Case Percentage Report

County of 057 - Missaukee for month of 02/2023

IV-D Case Types	Total Count	IV-D Count	NON IV-D Count
A - TANF - CASH ASSISTANCE	18	18	0
B - IV-A TANF Arrears Only	21	21	0
F - IV-E Foster Care	8	8	0
G - IV-E Foster Care Arrears Only	12	12	0
J - Non-Federal Foster Care	3	3	0
L - Non IV-D case	44	0	44
M - Medicaid	458	458	0
N - OTHER IV-D	393	393	0
Totals	957	913	44
IV-D Percentage	100.00%	95.40%	4.60%

03/07/2023 08:37:22

User ID: HUTTENGAS

# MiCSES

## FOC IV-D / Non IV-D Case Percentage Report

Section / Title: Caseload Documentation / 714\_Wexford Fed 22301

County of 083 - Wexford for month of 02/2023

IV-D Case Types	Total Count	IV-D Count	NON IV-D Count
A - TANF - CASH ASSISTANCE	31	31	0
B - IV-A TANF Arrears Only	64	64	0
F - IV-E Foster Care	7	7	0
G - IV-E Foster Care Arrears Only	43	43	0
J - Non-Federal Foster Care	18	18	0
L - Non IV-D case	203	0	203
M - Medicaid	1253	1253	0
N - OTHER IV-D	1247	1247	0
Totals	2,866	2,663	203
IV-D Percentage	100.00%	92.92%	7.08%

03/07/2023 08:36:39

User ID: HUTTENGAS

**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>
2023-07-19	101-301-702.03	Permanent Employees		(\$10,211.00)
	101-301-802.00	Computer Services		\$ 10,211.00
	101-351-702.03	Permanent Employees		(\$10,211.00)
	101-351-802.00	Computer Services		\$ 10,211.00
<b>Comment/Reasoning:</b> Server equipment purchase at the Sheriff's Office				
2023-07-19	295-000-800.00	Contracted Services		\$ 1,984.56
	295-000-932.00	Vehicle Maintenance and Operations		\$ 1,984.56
<b>Comment/Reasoning:</b> Purchase of new RICOH Printer for Veterans Services				



## WEXFORD COUNTY BUDGET AMENDMENT

As provided for in the Uniform Budgeting and Accounting Act of 1978, as amended, and consistent with Wexford County Policy No. E-7.3, the Treasurer's Office is hereby authorized to record the following adjustments to the budget.

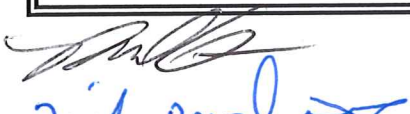
FUND:    ☐ General    ☐ PIC    ☐ Special Revenue    ☐ Debt Service    ☐ DPW / Landfill

### REVENUE

Account Number	Account Description	Decrease	Increase
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total</b>		\$	\$

### EXPENDITURE

Account Number	Account Description	Increase	Decrease
101-301-702.03	Permanent Employees	\$	\$10211.00
101-301-802.00	Computer Services	\$10211.00	\$
101-351-702.03	Permanent Employees	\$	\$10211.00
101-351-802.00	Computer Services	\$10211.00	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total</b>		\$	\$

  
 Department Head Signature

7-6-23  
 7-6-2023  
 Date

Finance Committee Approval Date (if necessary) \_\_\_\_\_

(For Treasurer use only)

B.A. Number \_\_\_\_\_

Date \_\_\_\_\_



## WEXFORD COUNTY BUDGET AMENDMENT

As provided for in the Uniform Budgeting and Accounting Act of 1978, as amended, and consistent with Wexford County Policy No. E-7.3, the Treasurer's Office is hereby authorized to record the following adjustments to the budget.

Department: Veterans Services

### REVENUE

Account Number	Account Description	Decrease	Increase
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total		\$	\$

### EXPENDITURE

Account Number	Account Description	Increase	Decrease
295-000-800.00	Contracted Svcs	\$ 1984.56	\$
295-000-932.00	Vehicle Maint & Oper.	\$ 1984.56	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total		\$	\$

Department Head Signature \_\_\_\_\_

Date \_\_\_\_\_

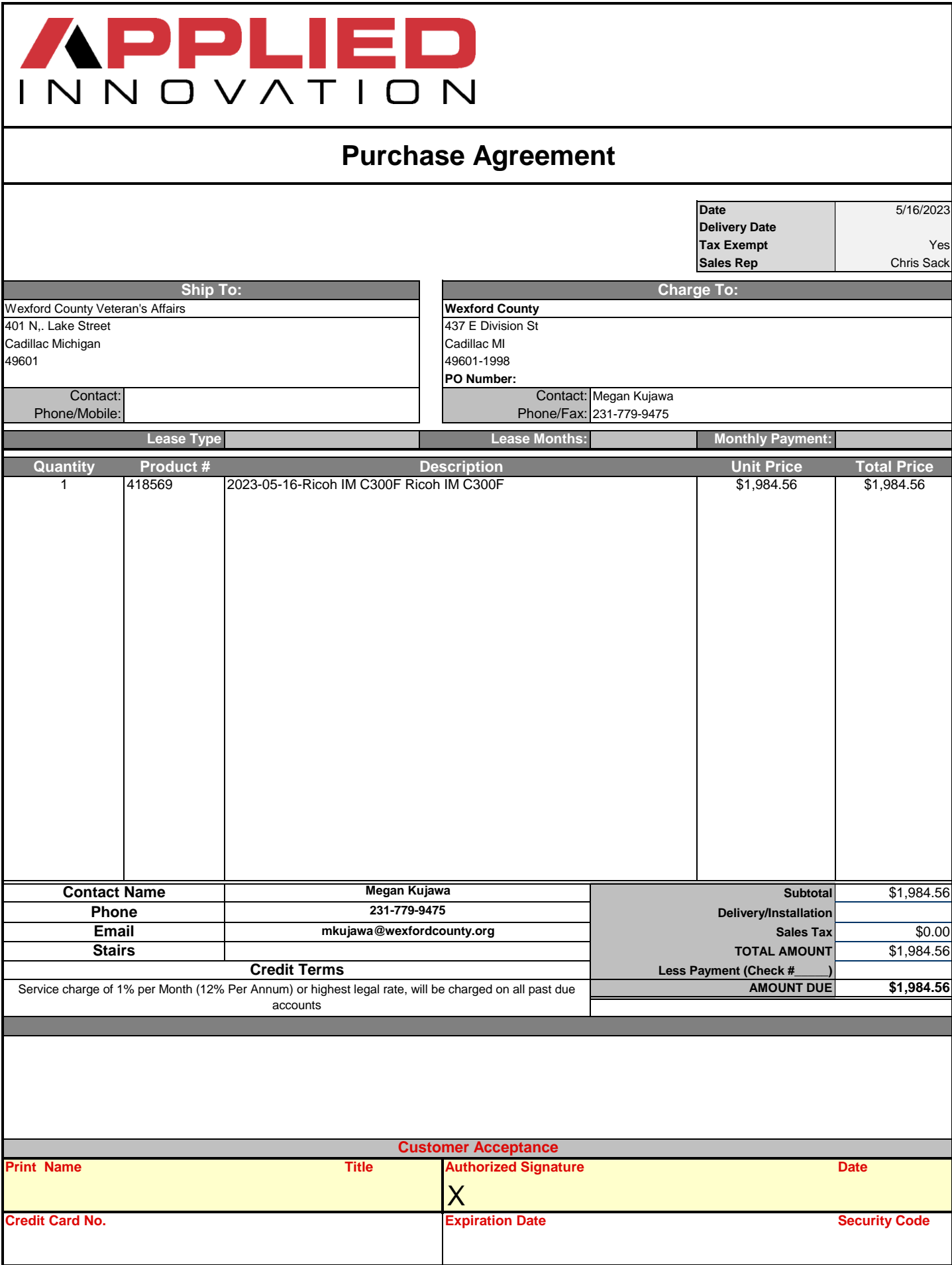
Finance Committee Approval Date (if necessary) \_\_\_\_\_

(For Treasurer use only)

B.A. Number \_\_\_\_\_

Date \_\_\_\_\_





# APPLIED INNOVATION

## Maintenance Plan

Customer Information			
Company Name:	Wexford County	Date:	5/16/2023
Meter Contact:		Customer #:	
Meter Phone:		Representative:	Chris Sack
E-Mail:		Meter Type:	
Fax:		Invoice Frequency:	Monthly
Delivery Contact:		Overage Frequency:	Monthly
Delivery Contact Phone:		Effective Date:	
		Initial Term (Months):	

Make/Model	B&W Rate	Color Rate	Monthly Base Payment*	B&W Base Allowance	Color Base Allowance	Start Meter
Ricoh IM C300F	\$ 0.01300	\$ 0.07000				
NO MINIMUM BASE. CUSTOMER ONLY PAYS FOR PAGES USED, BILLED AT END OF MONTH			\$ - \$ -			

### Special Instructions:

Cancel contract on device ID Number(s):

\*All Base Amounts are Monthly - For Payments Increments Other than Monthly Take the Base and Multiply by the Number of Months Between Invoices

1. This agreement allows for an unlimited number of unscheduled maintenance calls, provided the calls are not a result of operator negligence. Applied Imaging's responsibility with this agreement ceases if the equipment covered is repaired or adjusted by any person other than an authorized Applied Imaging technical representative, or the supplies used are not authorized or approved by Applied Imaging.
2. Service shall be provided without additional charge 8:00 a.m. to 5:00 p.m. Monday through Friday (except National holidays), unless other arrangements have been made.
3. The maintenance service plan includes all necessary parts with the following exceptions:
  - a. Cassettes, master units, exit trays, work trays or any item that is not related to the electromechanical operation of the equipment.
  - b. Parts damaged by fire, water, other acts of nature, misuse or negligence on the part of the customer or operators of the equipment.
  - c. Any system software or related connectivity support.
4. Maintenance with supplies agreements include toner, developer and photoreceptor (drum). These agreements do not include paper, staples or freight.
5. It is the customer/user's responsibility to provide power that meets the specific requirements as well as proper service access space around the equipment. If either one or both of these conditions are not met, Applied Imaging reserves the right to suspend this protection plan until the power deficiency is corrected and/or adequate service space is provided.
6. Wide Format contracts include P&L only. Supplies and Print Heads are not included.

Acceptance		Decline Maintenance	
Customer Signature	Date	Signature	Date
X			
Countersignature		Countersignature	
X			

### Network Connectivity Setup and Support

This includes the initial network configuration of the devices listed above. I agree to allow Applied Imaging to perform the services detailed on the back of this agreement. I understand that if I do not provide the necessary information listed on the back that configuration may be delayed. I understand that if I have needs outside of this scope that they may be subject to additional charges. This maintenance plan includes ongoing network support as it relates to printing, scanning and faxing. Please see the Network Connectivity Setup and Support section of the Terms and Conditions for further details.

Phone: \_\_\_\_\_

Network Contact: \_\_\_\_\_ Network Email: \_\_\_\_\_

Initial to Accept

Initial to Decline

### Meter Readings

Applied Imaging offers - free of charge - an application that can automatically gather the meters from your print devices. Applied Imaging will install this application on your print server or workstation unless otherwise noted in the Meter Comments below.

METER COMMENTS