

Wexford County

FINANCE & APPROPRIATIONS COMMITTEE

Mike Musta, Chair

NOTICE OF MEETING

The Finance and Appropriations Committee of the Wexford County Board of Commissioners will hold a regular meeting on Thursday, August 10, 2023, beginning at 4:00 p.m. in the Commissioners' Room, third floor of the Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

A.	CALL TO ORDER
B.	ROLL CALL
C.	ADDITIONS / DELETIONS TO THE AGENDA
D.	APPROVAL OF THE AGENDA
E.	APPROVAL OF THE JULY 26, 2023, REGULAR MEETING MINUTES1
F.	PUBLIC COMMENTS Designated for topics on the agenda only.
G.	AGENDA ITEMS 1. Approval of the Claims (Clerk's Office) 2. Year – to – Date Revenue and Expense Reports
Ц	4. Victim's Rights Grant Agreement
	ADMINISTRATOR'S COMMENTS
	PUBLIC COMMENTS
K.	COMMITTEE COMMENTS
L.	CHAIR COMMENTS
M.	ADJOURN

WEXFORD COUNTY FINANCE & APPROPRIATIONS COMMITTEE MEETING

REGULAR MEETING MINUTES July 26, 2023

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

Members Present: Michael Musta, Brian Potter, Gary Taylor, and Julie Theobald

Members Absent: None

Also Present: Duane Alworden, Central Dispatch Director; Jami Bigger, Deputy County

Administrator/HR Director; Megan Kujawa, Senior Executive Administrative Assistant; Kristi Nottingham, Treasurer; and Mistine Stark, Community Corrections

Manager

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: G.8. Community Corrections Substance Abuse Testing Services

APPROVAL OF THE AGENDA

A motion was made by Comm. Theobald and supported by Comm. Taylor to approve the Agenda, as amended. A vote was called, all in favor. Motion passed, 4-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Theobald to approve the July 13, 2023 Regular Meeting Minutes. A vote was called, all in favor. Motion passed, 4-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Comm. Potter and supported by Comm. Theobald to approve paying the bills in the amount of \$320,161.05. A vote was called, all in favor. Motion passed, 4-0.

G.2. On-Call Non-Attorney Magistrate Compensation

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the presented change in the District Court's Non-Attorney Magistrate on-call compensation rate from \$50 for holidays and weekends to \$20 per day for off-hours, effective January 1, 2024. A vote was called, all in favor. Motion passed, 4-0.

G.3. On-Call Pay Rate Increase for Juvenile Officers

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve the presented on-call compensation rate increase for Probate Court's Juvenile Officers to \$20 per night, effective January 1, 2024. A vote was called, all in favor. Motion passed, 4-0.

G.4. Enhanced Outpatient Programming Proposal

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the proposal from Catholic Human Services to provide Enhanced Outpatient Services for Community Corrections, with a service term of October 1, 2023 through September 30, 2026.

Ms. Mistine Stark, Community Corrections Manager, informed the committee that the State recommended this be put out for bids because Community Corrections has had the same vendor for roughly eight years and due to how rural the County is, the State okayed a three-year agreement whereas those downstate and, in the city, due these yearly. The requested monies is less than previously used because Medicaid has started to pay for services.

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

G.5. Central Dispatch Vehicle Request

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve the purchase of a 2020 GMC Acadia in the amount not to exceed \$35,000 from Betten Baker in Cadillac and to waive the sealed bid process in accordance with Section I.5 of Policy D-1.0 Purchasing Contracts and Sales. A vote was called, all in favor. Motion passed, 4-0.

Mr. Duane Alworden, Central Dispatch Director, informed the committee that the current GMC Terrain was used for Emergency Management and when Emergency Management received their new Explorer, Central Dispatch Deputy Director started to use the Terrain for trainings and meetings. Mr. Alworden stated that there are some maintenance issues with the vehicle and that he is unsure of what the problem is. This Acadia would be used by staff for training courses in case other staff members are using the Central Dispatch truck.

Comm. Potter asked how many training courses a year his staff attends and was wondering if it would be more beneficial for the County to pay staff mileage for times of overlapping versus obtaining a new vehicle. He also questions if a cost analysis had been done.

Comm. Theobald questioned why the motion read not to exceed \$35,000 when in the packet the vehicle is for sale for \$29,995. Mr. Alworden stated that it is due to the price in the packet was not the out-the-door price. Mr. Alworden stated that before the meeting he was informed that the out-the-door price would be \$30,309.00.

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

G.6. My Community Dental Centers Lease Agreement

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the presented attorney accepted five-year lease agreement between Wexford County and My Community Dental Health Centers for dental clinic space at the Health Department.

Chair Musta stated that this came up since the Health Department building is paid off and now it is the County's responsibility to collect the rent from the dental clinic.

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

G.7. MEI Special Considerations

A motion was made by Comm. Potter and supported by Comm. Theobald to forward a recommendation to the full board to approve the special consideration request for the Medical Examiner in the amount of \$100. A vote was called, all in favor. Motion passed, 4-0.

Comm. Theobald asked if this was just for a certain case, Ms. Bigger confirmed that this was for a particular case that required extra time.

G.8. Community Corrections Substance Abuse Testing Services

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve Purchase Order 0646-2024-TS20 for Substance Abuse **Testing Services for the Community Corrections Department.**

Ms. Mistine Stark, Community Corrections Manager, informed the Committee that this is a annual agreement with the Federal Government.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS
Ms. Bigger stated that the budget is open and Department Heads have has been working on it. She has no heard from any Departments having issues. The audit will be presented at the second Board o
Commissioners meeting in August. She stated that Weadock and Associates informed her that market rate increases for health insurance is projected to be 8%. Rates for dental, vision, short-term disability, and life
insurance are locked in from last year and those won't change.
PUBLIC COMMENTS None.
COMMITTEE COMMENTS None.
CHAIR COMMENTS None.
ADJOURN
A motion was made by Comm. Taylor and supported by Comm. Theobald to adjourn the meeting a
4:15 p.m.
Michael Musta, Chair Megan Kujawa, Recording Secretary

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY PERIOD ENDING 07/31/2023

% Fiscal Year Completed: 58.08

2023

		AMENDED	YTD JULY 2023	ACTIVITY JULY 2023	AVAILABLE BALANCE	% BDGT
GL#	DESCRIPTION	BUDGET	NORM(ABNORM)	INCREASE (DECREASE)	NORM(ABNORM)	USED
	101 - GENERAL FUND					
Expe	nditures					
101	COMMISSIONERS	118,769.00	65,447.79	9,133.02	53,321.21	55.11
131	CIRCUIT COURT	359,679.00	186,914.15	29,987.12	172,764.85	51.97
136	DISTRICT COURT	682,559.00	381,366.00	54,674.21	301,193.00	55.87
141	FRIEND OF THE COURT	1,061,553.00	500,641.69	64,838.10	560,911.31	47.16
147	JURY COMMISSION	5,300.00	3,173.50	115.72	2,126.50	59.88
148	PROBATE COURT	691,948.00	361,691.39	54,757.46	330,256.61	52.27
149	PROBATE COURT	0.00	270.00	0.00	(270.00)	100.00
151	PROBATION AND PAROLE	2,700.00	638.64	0.00	2,061.36	23.65
166	CIRCUIT COURT FAMILY COUNS.	65,055.00	32,750.98	5,045.18	32,304.02	50.34
168	PUBLIC DEFENDER	271,380.00	141,704.87	17,537.07	129,675.13	52.22
172	COUNTY ADMINISTRATION	137,351.00	67,370.51	9,677.20	69,980.49	49.05
191	ELECTIONS	29,550.00	3,868.40	2,531.33	25,681.60	13.09
215	COUNTY CLERK	380,095.00	184,793.49	25,835.12	195,301.51	48.62
225	EQUALIZATION	560,794.00	291,510.48	39,913.47	269,283.52	51.98
229	PROSECUTING ATTORNEY	774,779.00	346,512.64	49,629.11	428,266.36	44.72
230	PROS ATTNY CO-OP REIMB	73,544.00	37,626.54	4,779.16	35,917.46	51.16
236	REGISTER OF DEEDS	336,178.00	167,615.80	25,011.38	168,562.20	49.86
245	STATE SURVEY & REMONUMENTATION	49,898.00	8,500.00	0.00	41,398.00	17.03
253	COUNTY TREASURER	430,002.00	219,873.96	32,388.95	210,128.04	51.13
265	BUILDING AND GROUNDS	491,380.00	232,680.17	33,623.81	258,699.83	47.35
266	HUMAN SERVICES BLDG	130,000.00	69,717.18	9,896.01	60,282.82	53.63
267	HUMAN RESOURCES DEPARTMENT	87,344.00	50,050.43	9,746.42	37,293.57	57.30
268	DISTRICT HEALTH DEPARTMENT	88,200.00	53,130.26	8,139.59	35,069.74	60.24
270	JAIL - BLDG/GRDS	239,500.00	127,864.19	6,864.25	111,635.81	53.39
271	JAIL - BLDG/GRDS CARMEL ST	3,300.00	2,615.84	543.83	684.16	79.27

		2023				
		AMENDED	YTD JULY 2023	ACTIVITY JULY 2023	AVAILABLE BALANCE	% BDGT
GL#	DESCRIPTION	BUDGET	NORM(ABNORM)	INCREASE (DECREASE)	NORM(ABNORM)	USED
Func	101 - GENERAL FUND					
Expe	nditures					
287	ARPA Direct Payment	412,869.00	307,804.92	0.00	105,064.08	74.55
290	GEN SERVICES ADMINISTRATION	817,800.00	615,143.22	49,822.83	202,656.78	75.22
301	SHERIFF	2,905,753.50	1,442,714.66	257,084.72	1,463,038.84	49.65
315	SECONDARY ROAD PATROL	129,353.00	30,304.97	8,804.26	99,048.03	23.43
331	MARINE	33,360.00	2,009.28	669.76	31,350.72	6.02
333	FEDERAL FOREST	4,000.00	1,329.99	0.00	2,670.01	33.25
334	SNOWMOBILE	35,703.00	10,695.77	0.00	25,007.23	29.96
335	ORV GRANT	31,271.00	5,447.26	692.87	25,823.74	17.42
351	JAIL	3,235,889.50	1,526,400.95	258,499.43	1,709,488.55	47.17
362	STATE GRANT PA 511	120,000.00	63,635.21	7,949.06	56,364.79	53.03
363	ENHANCEMENT	154,318.00	74,089.49	12,363.65	80,228.51	48.01
426	EMERGENCY MANAGEMENT	96,990.00	44,141.33	5,406.07	52,848.67	45.51
526	SANITARY LANDFILL	66,600.00	5,356.50	699.00	61,243.50	8.04
605	CONTAGIOUS DISEASES	500.00	40.12	40.12	459.88	8.02
648	MEDICAL EXAMINER	99,900.00	48,018.88	18,011.85	51,881.12	48.07
681	VETERANS BURIAL	10,000.00	6,600.00	600.00	3,400.00	66.00
861	FRINGE BENEFITS	0.00	18,077.41	(10,490.18)	(18,077.41)	100.00
965	TRANSFERS	1,071,515.00	695,613.64	64,651.78	375,901.36	64.92
966	APPROPRIATIONS	603,000.00	358,002.55	75,137.00	244,997.45	59.37
TOTA	AL REVENUES	17,132,430.00	5,777,629.02	1,006,387.10	11,354,800.98	33.72
TOT	AL EXPENDITURES	17,132,430.00	8,931,572.24	1,248,587.41	8,200,857.76	52.13

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY PERIOD ENDING 07/31/2023

% Fiscal Year Completed: 58.08

	20230				% BDGT
	AMENDED	YTD JULY 2023	ACTIVITY JULY 2023	AVAILABLE BALANCE	USED
GL # DESCRIPTION	BUDGET	NORM(ABNORM)	INCREASE (DECREASE)	NORM(ABNORM)	USED
Fund 225 - ANIMAL CONTROL					
TOTAL REVENUES	335,333.00	237,056.80	805.40	98,276.20	70.69
TOTAL EXPENDITURES	335,333.00	145,478.47	27,476.20	189,854.53	43.38
<u>.</u>					
Fund 243 - COURT SECURITY FUND:					
TOTAL REVENUES	137,222.00	72,068.55	10,135.17	65,153.45	52.52
TOTAL EXPENDITURES	137,222.00	61,486.10	7,043.21	75,735.90	44.81
<u>-</u>					
Fund 249 - BUILDING INSPECTIONS DEPT.:					
TOTAL REVENUES	267,000.00	167,104.67	26,059.00	99,895.33	62.59
TOTAL EXPENDITURES	197,340.00	96,860.40	14,990.52	100,479.60	49.08
Form 4 250 INDICENT DEFENCE FUND.					
Fund 259 - INDIGENT DEFENSE FUND:	4 267 245 22	750 266 04	242.050.04	500.040.40	50.04
TOTAL REVENUES	1,267,215.00	758,266.81	242,868.91	508,948.19	59.84
TOTAL EXPENDITURES	1,267,215.00	613,442.43	103,714.12	653,772.57	48.41
Fund 261 - 911-WIRELESS:					
TOTAL REVENUES	1,400,000.00	332,403.18	85,158.85	1,067,596.82	23.74
TOTAL EXPENDITURES	1,131,705.00	624,116.34	99,327.32	507,588.66	55.15
Fund 292 - CHILD CARE FUND:					
TOTAL REVENUES	523,000.00	108,768.31	42,448.96	414,231.69	20.80
TOTAL EXPENDITURES	523,000.00	211,008.47	28,059.88	311,991.53	40.35
·					
TOTAL REVENUES - ALL FUNDS	3,929,770.00	1,675,668.32	407,476.29	2,254,101.68	42.64
TOTAL EXPENDITURES - ALL FUNDS	3,591,815.00	1,752,392.21	280,611.25	1,839,422.79	48.79

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Finance & Appropriations Committee

FROM: Treasurer and Administration Office

FOR MEETING DATE: August 10, 2023

SUBJECT: CBDG Program Year 2021 closeout and CBDG Proposed Program

Year 2022 Funding

SUMMARY OF ITEM TO BE PRESENTED:

Public hearing for Proposed Program year 2022 Funding and Closeout of Program Year 2021 and MSC-2015-5831-HO (Michigan State Housing Development Authority) CDBG Grants with MEDC (Michigan Economic Development Corporation) Strategic Fund Agency. Also, Closeout Hearing for the last large grant that was applied for through Michigan State Housing Development Authority (MSHDA). A Public hearing is required for the proposed Program Year 2022 and Closeout of Program Year 2021 and MSC-2015-5831-HOA CDBG Grants with MEDC strategic Fund and Closeout Hearing for the last large grant that was applied for through Michigan State Housing Development Authority (MSHDA).

The ad in the Cadillac News will run on Monday, August 7th, 2023, drafts of those public hearing notices are included.

RECOMMENDATION:

The Treasurer and Administration recommends that the Finance Committee forwards a recommendation to the full board to hold a public hearing for the aforementioned purpose at the Board of Commissioners meeting on August 16th, 2023, for the closeout of the CBDG Program Year 2021 and for the CBDG Proposed Program Year 2022.



WEXFORD COUNTY, MICHIGAN

Administration Office, 437 E. Division, Cadillac, MI 49601

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

Wexford County & the Wexford County Home Repair Program will conduct a closeout public hearing on <u>August 16th</u>, <u>2023</u> at <u>4:00 p.m.</u> at the <u>Wexford County Courthouse</u> at <u>437 E</u>. **Division St.**, <u>Cadillac</u>, <u>MI 49601</u>. For the purpose of affording citizens an opportunity to submit comments and receive a final report on the completion of the CDBG Program Income Emergency Repair grant that has been fully expended.

The CDBG grant provided funding to assist with Homeowner Rehabilitation-Emergency Repairs only. These Local dollars were used along with some matching funds provided by Northwest Michigan Community Action Agency and others to benefit county residents who were at or below 80% of the Area Median Income. No persons were displaced as a result of the project. Interested parties are invited to comment on the project in person at the public hearing or in writing through August 14th, 2023 and address their comments to Kristi Nottingham at knottingham@wexfordcounty.org.



WEXFORD COUNTY, MICHIGAN

Administration Office, 437 E. Division, Cadillac, MI 49601

Wexford County and the Wexford County Home Repair Program NOTICE OF PUBLIC HEARING FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR 2022 CDBG PROGRAM INCOME EMERGENCY REPAIR

Wexford County & the Wexford County Home Repair Program will conduct a public hearing on <u>August 16th</u>, <u>2023</u> at <u>4:00 p.m.</u> at the <u>Wexford County Courthouse at 437 E. Division St.</u>, <u>Cadillac</u>, <u>MI 49601</u> for the purpose of affording citizens an opportunity to inquire and submit comments on the available CDBG Program Income funding.

Wexford County proposes to use \$63,301.77 in CDBG funds for Homeowner Rehabilitation-Emergency Repairs only and to benefit county residents who are at or below 80% of the Area Median Income. No persons will be displaced as a result of the proposed activities.

Further information, including a copy of Wexford County's CDBG Program Guidelines, is available for review. To inspect the document, please contact <u>Leah Moskovitz at lmoskovitz@nmcaa.net</u> or they can be reviewed at the Wexford County Treasurer's office. Comments may be submitted in writing through <u>August 14, 2023</u> or made in person at the public hearing. Citizen views and comments on the proposed funding availability are welcome.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Finance & Appropriations Committee

FROM: Prosecutor's Office

FOR MEETING DATE: August 10, 2023

SUBJECT: Victim's Rights Grant Agreement

SUMMARY OF ITEM TO BE PRESENTED:

The Victim's Rights grant agreement is between Michigan Department of Health and Human Services and Wexford County. This agreement is for the period of October 1, 2023 through September 30, 2024 in the amount of \$55,634 and is attached for consideration and approval.

The focus of the program is to establish procedures and develop budgetary and training criteria to implement the requirements of the Crime Victim Rights Act, PA 87 of 1985.

RECOMMENDATION:

Administration recommends the full board to approve the grant agreement.

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User Name: clwright [C Wright] , Agency: Wexford County of Prosecutor

Date : Jun-22-23

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Classification Seq.: 1 Level: Level: Line Item O Category Sub Type: Direct	Narrative:
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Application:

Victim Rights Prosecutor-2024 Wexford County of Prosecutor

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Date: Jun-22-23	Timeout: 20 mins	2223

Program:

Victim Rights Prosecutor-2024

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13. Budget Summary

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Salary & Wages Program Expenses

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Supplies & Materials

Employee Travel and Training

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Application:

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Agency Source of Funds (*) Wexford County of Prosecutor Program: Victim Rights Prosecutor-2024 Timeout: 20 mins Date: Jun-22-23

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14. Source of Funds

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User Name: clwright [C Wright] , Agency: Wexford County of Prosecutor

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EGrAMS Application



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		Victim Rights Prosecutor-2024	Program : Victim Ri		Wexford County of Prosecutor	Agency
Date : Jun-22-23		Timeout : 20 mins			Source of Funds 🍥 🕦	Source

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User Name: clwright [C Wright] , Agency: Wexford County of Prosecutor

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Active Registration Statistics By Delivery Method 01-01-2022 to 12-31-2022

492	0	25	14	297	0	156	OVERALL TOTALS	OVERALL.
492	0	25	14	297	0	156	AGENCY TOTALS	
315	0	14	1 1	194	0	96	December 2022	<u></u>
308	0	16	12	188	0	92	November 2022	
305	0	17	12	183	0	93	October 2022	
304	0	17	11	184	0	92	September 2022	
300	0	17	10	182	0	91	August 2022	
302	0	18	0	184	0	94	July 2022	
292	0	20	Ø	173	0	94	June 2022	
290	0	21	4	. 171	0	94	May 2022	
289	0	20	O	167	0	97	April 2022	,
273	0	18	5	152	0	98	March 2022	
267	0	15		149	0	86	February 2022	
263	0	14	5	148	0	96	January 2022	Wexford County Prosecuting Attorney's
Total	Letter	lnApp	Phone	SMS	TTY	Email	Month	Agency
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