



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, September 14, 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 AUGUST 23, 2023, REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
 - 1. Approval of the Claims *(Clerk's Office)*
 - 2. MSUE Agreement for Services..... 4
 - 3. Community Corrections Budget Discussion
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

WEXFORD COUNTY
FINANCE & APPROPRIATIONS COMMITTEE MEETING
REGULAR MEETING MINUTES
August 23, 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, Gary Taylor, and Julie Theobald
Members Absent: Brian Potter
Also Present: Jami Bigger, Deputy County Administrator/HR Director; Brooke Fuller, Building Department Manager; Erica Heis, Chief Deputy Register of Deeds; Megan Kujawa, Senior Executive Administrative Assistant; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Joe Porterfield, County Administrator/Equalization Director; and Sheriff Trent Taylor

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: G.4. Sheriff's Office Grant Agreement – Northern Michigan Regional Entity PA 2, G.5. Election Coordinator Position, G.6. Building Department Inspectors Increase, and G.7. Premier Realty Listing Agreement Addendum

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Theobald to approve the Agenda, as amended. A vote was called, all in favor. Motion passed, 3-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Theobald and supported by Comm. Taylor to approve the August 10, 2023 Regular Meeting Minutes. A vote was called, all in favor. Motion passed, 3-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Comm. Taylor and supported by Comm. Theobald to approve paying the bills in the amount of \$164,999.83. A vote was called, all in favor. Motion passed, 3-0.

G.2. Sheriff's Office Request – Purchase Order Livescan Palm Scanner

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the Sheriff's Office request to purchase the Livescan Palm Scanner in the amount of \$10,888.00, and to approve the reimbursement grant agreement with the Michigan State Police. A vote was called, all in favor. Motion passed, 3-0.

G.3. Budget Amendment(s)

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve Budget Amendments dated September 06, 2023. A vote was called, all in favor. Motion passed, 3-0.

G.4. Sheriff's Office Grant Agreement – Northern Michigan Regional Entity PA 2

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the Fiscal Year 2024 Letter of Agreement for Public Act 2 Funded Services with Northern Michigan Regional Entity. A vote was called, all in favor. Motion passed, 3-0.

G.5. Elections Coordinator Position

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve adding the Elections Coordinator Full-Time Position to the Clerk's roster at an L5 wage level.

Madam Clerk Nyman, informed the Committee that there has been new legislation in elections which has created a need for this position. This is a position that is continuing to have moving parts. Office space for this position is being looked at within the Courthouse building. There is a grant to cover the costs of this position for the year 2024 which is due September 8th.

A vote was called, all in favor. Motion passed, 3-0.

G.6. Building Department Inspectors Increase

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve a wage increase for inspectors to \$40/hour, effective Monday, September 18, 2023.

Ms. Fuller, Building Department Manager, informed the committee that surrounding counties hourly range is roughly \$30-\$50/hour, for those that are paid hourly versus per inspection. The County pays hourly because a vehicle, fuel card, and liability insurance is offered. She cited difficulties with being able to employ inspectors at the current rate.

A vote was called, all in favor. Motion passed, 3-0.

G.7. Premier Realty Listing Agreement Addendum

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve the change in listing price to \$150,000 for 820 S. Carmel Street, and to extend the listing expiration date to January 27, 2024.

Comm. Theobald asked Mr. Porterfield why the decrease in listing price.

Mr. Porterfield, County Administrator, informed the Committee that the price decrease was a recommendation from the realtor. There was a survey already completed to split the ambulance garage off.

A vote was called, all in favor. Motion passed, 3-0.

CORRESPONDENCE

None.

ADMINISTRATOR’S COMMENTS

Mr. Porterfield stated that the budget is continuing to be worked on and Administration is working with staff. Probate Court informed him that they did not receive as much grant monies as anticipated and that changed their budget some. Mr. Porterfield was informed that Standard 6 and 7 are being put into place and the Public Defenders Office had already anticipated this and figured it into their budget.

He stated that Ms. Bigger and himself met with MMRMA and that liability insurance is expected to be between 10-15% increase and that he is going to expect 12.5%, they are also going to budget for an 8% increase in health insurance.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Theobald to adjourn the meeting at 4:16 p.m.

Michael Musta, Chair

Megan Kujawa, Recording Secretary

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES (“Agreement”) is entered into on _____ by and between Wexford County, Michigan (“County”), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY (“MSU”) on behalf of MICHIGAN STATE UNIVERSITY EXTENSION (MSUE”).

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation’s land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan’s economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

Further, as an organization committed to the principles of diversity, equity and inclusion, we will work collaboratively with our community partners to ensure participation from the broad human diversity of each community (including race, color, religion, national origin, age, sex, disability, height, weight, marital status, gender, gender identity (gender expression), political beliefs, sexual orientation, family status, veteran status or any other factor prohibited by applicable law) and work to make our programs accessible and inclusive of the multiple realities and forms of knowledge that will support equitable outcomes for all throughout Michigan’s 83 counties;

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community, Food & Environment

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.

2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. .5 FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").
6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Storage space meeting the following requirements.
 - a. 171 sq. ft. secured storage room.
 - b. Wexford County MSU Extension will pay \$1,090 (171sft x \$6.37/sft annually). The transaction will occur through a transfer of money from the county millage.
3. Clerical support for staff for the MSUE office as agreed upon between the County and MSUE District Director that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

.75 FTE MSU employed Clerical Support Staff

Optional:

4. Funding for additional Extension educators at .2 FTE
5. Funding for additional 4-H program capacity at .5 FTE

- 6. Funding for Consumer Horticulture/Master Gardner Coordinator
- 7. Funding for operating expenses (phone and internet)
- 8. Collection and distribution on behalf of MSUE funds provided by the millage approved by the voters of Wexford County on August 2020. The millage collected will provide funds for the following:
 - a. Annual Extension Assessment, contributions of MSUE and County as outlined in this Agreement and other usual and customary Extension Office Operating and Personnel expenses.
- 9. Total Annual Assessment in the amount of **\$173,681**

Payments due and payable under the terms of this agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, Michigan 48824

C. Staffing and Financial Summary:

A. Base Assessment (includes .5 FTE 4-H Program Coordination) \$51,465

ADDITIONAL PERSONNEL – all positions listed in items B through E to be employed by MSU

B. .75 FTE Clerical Support Staff \$53,051
C. .2 FTE Educator (CFEI; Program Area: Economic Development) \$22,892
D. .5 FTE Additional 4-H Program Coordination \$35,368
E. Consumer Horticulture/Master Gardner Coordinator \$5,305
F. Operating Expenses (phone and internet) \$5,600

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2024: \$173,681

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2024, the first day of the County budget year 2024 and shall terminate on the last day of such County budget year 2024. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Wexford County Administrator, 437 E. Division Street, Cadillac, MI 49601, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County’s employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. **Assignment.** This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** This Agreement, with its Appendix “A” is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY**

By: _____

Evonne Pedawi
Contract & Grant Administration

Its: _____

Date: _____

WEXFORD COUNTY

By: _____

Print name: _____

Its: _____

(title)

Date: _____

Appendix A
Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever-changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media platforms. We view communication with our constituents through Facebook, Twitter, Instagram, YouTube, and other emerging social media to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Director. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:
NetRange35.8.0.0 - 35.9.255.255 CIDR35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

Office 365 – Details on what to open are at <https://docs.microsoft.com/en-us/microsoft-365/enterprise/urls-and-ip-address-ranges?view=o365-worldwide>
search.msu.edu
35.9.160.36 (1935,443) authentication)
45.60.149.216
35.9.247.31 (zoom.msu.edu)
d2l.msu.edu (80 and 443) (D2L – Desire to Learn @ Brightspace.com)
108.161.147.0/24, 199.231.78.0/24, 64.62.142.12/32, 209.206.48.0/20 (external) Meraki Cloud communication
199.231.78.148/32, 64.156.192.245/32 (external) Meraki VPN registry

The following applications are necessary on all computers – MS Office (preferably O365, MSUE provides MS licensing), Adobe Acrobat, Zoom, SAP client, VPN client, Antivirus. (Most recent version of Chrome, Firefox, or Edge)

Other notable web server/sites IP addresses:

canr.msu.edu – 52.5.24.1
msue.anr.msu.edu – 52.5.24.1
events.anr.msu.edu/web3.anr.msu.edu – 45.60.11.113
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
master Gardener (External) – 128.120.155.54
extension.org (External) – 54.69.217.186 msu.zoom.us (External)

Questions may be directed to anr.support@msu.edu where they will be routed to the best person to assist you.