

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 8<sup>th</sup>.

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.

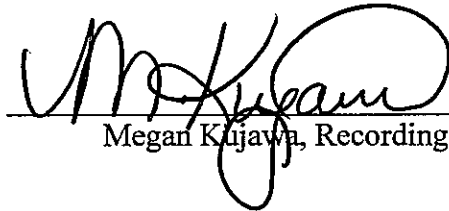
**ADJOURN**

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



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Michael Musta, Chair



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Megan Kujawa, Recording Secretary