

WEXFORD COUNTY  
FINANCE & APPROPRIATIONS COMMITTEE MEETING  
REGULAR MEETING MINUTES  
September 27, 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, Brian Potter and Julie Theobald  
Members Absent: None  
Also Present: Megan Kujawa, Senior Executive Administrative Assistant; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Joe Porterfield, County Administrator/Equalization Director; Mistine Stark, Community Corrections Manager; and Corey Wiggins, Prosecuting Attorney

**ADDITIONS OR DELETIONS TO THE AGENDA**

**ADDED:** *G.10. Fairgrounds Tractor Purchase Discussion*

**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, 4-0.

**APPROVAL OF THE MINUTES**

A motion was made by Comm. Theobald and supported by Comm. Potter to approve the September 14, 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. Taylor to approve paying the bills in the amount of \$376,413.37. A vote was called, all in favor. Motion passed, 4-0.

***G.2. Revenue and Expense Reports***

Reports were provided in the packet. There were no concerns.

***G.3. Community Corrections P.A. 511 Grant 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 Community Corrections P.A. 511 Grant Agreement for the period of October 01, 2023 to September 30, 2024 in the amount of \$128,543.00. A vote was called, all in favor. Motion passed, 4-0.

***G.4. National Criminal History Program Grant Agreement***

A motion was made by comm. Theobald and supported by Comm. Potter to forward a recommendation to the full board to approve the National Criminal History Grant Agreement in an amount not to exceed \$15,545.00 for the period of September 19, 2023 through September 30, 2024. A vote was called, all in favor. Motion passed, 4-0.

***G.5. Public Defender's Purchase Request***

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the Public Defender's purchase request for file cabinets from Amazon in the amount of \$8,051.22. A vote was called, all in favor. Motion passed, 4-0.

***G.6. Register of Deeds Purchase Request***

A motion was made by Comm. Potter and supported by Comm. Theobald to forward a recommendation to the full board to approve the Register of Deeds' purchase request for fraudulent notification software from Tyler Technologies in the amount of \$800 annually, and an installation fee of \$6,600.

Chair Musta stated that from the information provided in the packet it appears that this will be a mandatory requirement for the office. Comm. Potter asked if there were any grants available to cover the installation cost. Madame Register of Deeds Snyder stated that there were not any she was aware of.

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

***G.7. Budget Amendments***

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve the budget amendments dated October 04, 2023.

***G.8. AT&T Centrex Renewal Agreement***

A motion was made by Comm. Potter and supported by Comm. Taylor to forward a recommendation to the full board to approve the annual AT&T Centrex Agreement.

Comm. Theobald questioned that she believed the County did not have anything to do with AT&T anymore. Mr. Porterfield stated that we still have to have some lines with AT&T.

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

***G.9. Draft Fiscal Year 2024 Budget Discussion***

Mr. Porterfield discussed the draft budget that they received. He stated that he is meeting with the Prosecuting Attorney to go over some numbers. The Sheriff's Office has requested that two new vehicles for purchase be placed in their budget. Mr. Porterfield took a cybersecurity class and the County is going to have to look at updating our cybersecurity. He is working with MMRMA for grants with that. Mr. Porterfield stated that the County will need to prepare to replace the computers because they are becoming outdated and not working properly. He is working with VC3 to have a five-year cycle in replacing computers but will be starting with the oldest first. Mr. Porterfield that everyone has been conservative in their budgets.

***G.10. Fairground Tractor Purchase Discussion***

Mr. Porterfield stated that before the fair, the Fair Board approached him and asked about purchasing a new tractor. Mr. Porterfield told them to see what the revenue looked like from the fair before moving forward. Since their current tractor is not in working condition, the Fair Board asked about doing something similar to the agreement of the loader. The County would purchase the tractor and then the Fair Board would make monthly payments. The tractor from Burnips in Big Rapids is 40 horse New Holland with a finish mower, brush hog tiller, forks, and grader would be \$42,850 with a 10-year warranty. Mr. Porterfield stated that no local dealers were able to match that type of warranty.

**A motion was made Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the purchase of tractor and implements from Burnips Equipment in the amount of \$42,850 and to approve an attorney approved agreement with the Fair Board to make monthly payments over the course of five-years. A vote was called, all in favor. Motion passed, 4-0.**

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Mr. Porterfield stated that there are several vehicles at the Sheriff's Office that need to be auctioned and he will be working with Lt. Denison and Mr. Kerr to get the vehicles ready. He will also include the Ford tractor in that auction.

Comm. Potter asked about the sale of the Old Jail. Mr. Porterfield stated that there has been more interest in it and there was a gentleman that contacted him, and he referred him to Mr. Meier.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

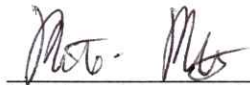
None.

**CHAIR COMMENTS**

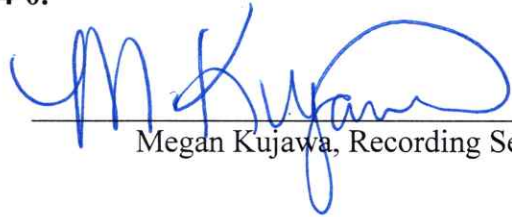
None.

**ADJOURN**

**A motion was made by Comm. Taylor and supported by Comm. Potter to adjourn the meeting at 4:17p.m. A vote was called, all in favor. Motion passed, 4-0.**



Michael Musta, Chair



Megan Kujawa, Recording Secretary