



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 Wednesday, April 24, 2024, 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 APRIL 11, 2024, 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. Revenue and Expense Reports 3
- 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
 April 11, 2024

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, Julie Theobald
 Members Absent: None
 Also Present: Adam Kerr, Maintenance Director; Megan Kujawa, Sr. Exec. Administrative Assistant; Alaina Nyman, Clerk; Kristi Nottingham, Treasurer; and Joe Porterfield, County Administrator/Equalization Director.

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: G.3. Courthouse Additional Sidewalk Repairs, G.4. Sale of Sheriff's Office Motorhome, and G.5. Sale of Equalization Expedition

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 March 27, 2024, 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 \$425,567.09. A vote was called, all in favor. Motion passed, 4-0.

G.2. 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 the budget amendment dated April 17, 2024. A vote was called, all in favor. Motion passed, 4-0.

Mr. Porterfield, County Administrator, stated that this budget amendment was needed because the Drain Commissioner received more grant monies than anticipated.

G.3. Courthouse Additional Sidewalk Repairs

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the presented quote from Schepers Concrete for additional repairs to the Courthouse sidewalk in the amount of \$7,933.00, with funds coming from ARPA, to waive the three-quote requirement in accordance with Section I. of Policy D-1.0 Purchasing, Contracts, and Sales. A vote was called, all in favor. Motion passed, 4-0.

Mr. Kerr, Maintenance Director, informed the committee that the Board previously approved a quote from Schepers for the repairs, however, there is some additional work that needs to be done since that quote was given in 2022.

G.4. Sale of the Sheriff's Office Motorhome

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve the sale of the Sheriff's Office motorhome and for the revenue from the sale to go back into the Sheriff's Office budget. A vote was called, all in favor. Motion passed, 4-0.

Mr. Porterfield stated that the motorhome was given to the Sheriff's Office and that the stipulations in the sale agreement was that the Sheriff's Office needed to keep it for two years and then afterwards, if they were to sell it, that the funds would need to be used for the Sheriff's Office. Mr. Porterfield informed the committee that the Sheriff would like the minimum bid to start at \$100,000.

G.5. Sale of Equalization Expedition

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the sale of the Equalization's Expedition and for the revenue from the sale to go back into the general fund. A vote was called, all in favor. Motion passed, 4-0.

Mr. Porterfield informed the committee that the vehicle does have a brand-new motor, but there is an electrical issue. It has a master cut-off switch that, if it doesn't get turned off, then the battery gets drained. His office has been utilizing the old Emergency Management GMC Terrain because it has better fuel efficiency.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Mr. Porterfield stated that the audit is starting and when that is finished will start working on next year's budget. He was looking at numbers and it appears that there will be an increase in tax revenue.

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 4:08 p.m. A vote was called, all in favor. Motion passed, 4-0.

Michael Must, Chair

Megan Kujawa, Recording Secretary

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 03/31/2024

% Fiscal Year Completed: 24.86

GL # DESCRIPTION	2024		ACTIVITY FOR MARCH 2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
	AMENDED BUDGET	YTD MARCH 2024 NORM (ABNORM)			
Fund 101 - GENERAL FUND					
Expenditures					
101 COMMISSIONERS	118,669.00	30,954.84	14,066.55	87,714.16	26.09
172 COUNTY ADMINISTRATION	139,057.00	33,694.29	14,337.91	105,362.71	24.23
174 GEN SERVICES ADMINISTRATION	898,356.00	319,854.57	101,861.90	578,501.43	35.60
193 ARPA Direct Payment	0.00	56,569.64	12,050.00	(56,569.64)	100.00
194 DEPT OF AGRICULTURE	120,000.00	0.00	0.00	120,000.00	0.00
215 COUNTY CLERK	434,104.00	99,278.21	46,656.50	334,825.79	22.87
245 STATE SURVEY & REMONUMENTATION	49,898.00	0.00	0.00	49,898.00	0.00
253 COUNTY TREASURER	451,989.00	118,682.28	47,042.91	333,306.72	26.26
257 EQUALIZATION	586,791.00	152,214.10	56,862.84	434,576.90	25.94
262 ELECTIONS	110,150.00	71,123.80	4,822.45	39,026.20	64.57
265 BUILDING AND GROUNDS	485,267.00	100,032.59	39,377.00	385,234.41	20.61
268 DISTRICT HEALTH DEPARTMENT	102,100.00	27,543.65	8,493.22	74,556.35	26.98
270 HUMAN RESOURCES	90,485.00	49,100.00	(2,836.63)	41,385.00	54.26
271 JAIL - BLDG/GRDS CARMEL ST	5,500.00	9,343.38	210.43	(3,843.38)	169.88
272 MAINT/STORAGE - BLDG/GRDS	8,020.00	2,538.14	1,592.45	5,481.86	31.65
276 HUMAN SERVICES BLDG	135,100.00	27,150.00	11,353.44	107,950.00	20.10
278 JAIL - BLDG/GRDS	268,700.00	46,397.05	20,941.36	222,302.95	17.27
279 PUBLIC DEFENDER	253,610.00	78,613.17	20,932.68	174,996.83	31.00
283 CIRCUIT COURT	344,369.00	78,353.28	32,049.85	266,015.72	22.75
286 DISTRICT COURT	761,190.00	203,503.86	75,117.68	557,686.14	26.73
289 FRIEND OF THE COURT	1,082,709.00	236,713.94	88,885.02	845,995.06	21.86
293 RAISE THE AGE	285,000.00	46,420.00	46,420.00	238,580.00	16.29
294 PROBATE COURT	630,257.00	163,300.17	70,158.93	466,956.83	25.91
295 PROBATION AND PAROLE	2,700.00	217.15	31.97	2,482.85	8.04
296 PROSECUTING ATTORNEY	870,439.00	202,206.83	79,510.77	668,232.17	23.23

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 03/31/2024

% Fiscal Year Completed: 24.86

GL # DESCRIPTION	2024				
	AMENDED BUDGET	YTD MARCH 2024 NORM (ABNORM)	ACTIVITY FOR MARCH 2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND					
Expenditures					
331 MARINE	34,931.00	0.00	0.00	34,931.00	0.00
332 SNOWMOBILE	35,381.00	14,935.11	5,074.47	20,445.89	42.21
333 FEDERAL FOREST	35,081.00	5,466.49	4,066.67	29,614.51	15.58
334 SNOWMOBILE	4,000.00	652.13	231.22	3,347.87	16.30
351 JAIL	3,595,419.00	701,943.73	264,827.15	2,893,475.27	19.52
362 STATE GRANT PA 511	128,543.00	18,420.98	11,792.75	110,122.02	14.33
363 ENHANCEMENT	136,773.00	37,854.22	14,030.17	98,918.78	27.68
426 EMERGENCY MANAGEMENT	116,203.00	26,200.29	15,059.66	90,002.71	22.55
442 DRAIN COMMISSION	64,327.00	10,738.17	4,458.79	53,588.83	16.69
526 SANITARY LANDFILL	57,000.00	4,029.00	1,735.00	52,971.00	7.07
605 CONTAGIOUS DISEASES	500.00	39.08	39.08	460.92	7.82
648 MEDICAL EXAMINER	107,400.00	31,953.49	19,165.64	75,446.51	29.75
681 VETERANS BURIAL	10,000.00	600.00	300.00	9,400.00	6.00
711 REGISTER OF DEEDS	332,755.00	94,772.94	42,517.26	237,982.06	28.48
959 APPROPRIATIONS	554,700.00	168,810.84	64,591.75	385,889.16	30.43
995 TRANSFERS	1,174,028.00	377,079.81	20,126.59	796,948.19	32.12
TOTAL EXPENDITURES	18,065,848.00	4,529,907.08	1,596,509.86	13,535,940.92	25.07
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	18,065,848.00	1,456,439.00	694,679.74	16,609,409.00	8.06
TOTAL EXPENDITURES	18,065,848.00	4,529,907.08	1,596,509.86	13,535,940.92	25.07

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY
PERIOD ENDING 03/31/2024
% Fiscal Year Completed: 24.86

GL #	DESCRIPTION	2024 AMENDED BUDGET	YTD MARCH 2024 NORM (ABNORM)	ACTIVITY FOR MARCH 2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 225 - ANIMAL CONTROL						
	TOTAL REVENUES	279,221.00	225,799.54	62,975.17	53,421.46	80.87
	TOTAL EXPENDITURES	279,221.00	61,430.13	24,355.70	217,790.87	22.00
Fund 239 - COURT SECURITY FUND:						
	TOTAL REVENUES	164,219.00	40,660.36	13,588.25	123,558.64	24.76
	TOTAL EXPENDITURES	164,219.00	19,535.46	8,606.20	144,683.54	11.90
Fund 249 - BUILDING INSPECTIONS DEPT.:						
	TOTAL REVENUES	274,200.00	63,325.11	30,009.00	210,874.89	23.09
	TOTAL EXPENDITURES	235,713.00	55,124.85	22,586.08	180,588.15	23.39
Fund 260 - PUBLIC DEFENDER:						
	TOTAL REVENUES	1,744,957.00	373,647.11	0.00	1,371,309.89	21.41
	TOTAL EXPENDITURES	1,744,957.00	333,281.49	123,444.62	1,411,675.51	19.10
Fund 261 - 911-WIRELESS:						
	TOTAL REVENUES	1,400,000.00	9,604.51	3,584.88	1,390,395.49	0.69
	TOTAL EXPENDITURES	1,207,558.00	348,846.48	180,212.48	858,711.52	28.89
Fund 292 - CHILD CARE FUND:						
	TOTAL REVENUES	736,286.00	67,950.47	2,239.37	668,335.53	9.23
	TOTAL EXPENDITURES	736,286.00	80,163.23	28,235.42	656,122.77	10.89
	TOTAL REVENUES - ALL FUNDS	4,598,883.00	780,987.10	112,396.67	3,817,895.90	16.98
	TOTAL EXPENDITURES - ALL FUNDS	4,367,954.00	898,381.64	387,440.50	3,469,572.36	20.57