



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, April 11, 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 MARCH 27, 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. Budget Amendment 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
March 27, 2024

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

Members Present: Julie Theobald, Brian Potter, and Gary Taylor
Members Absent: Michael Musta
Also Present: Megan Kujawa, Sr. Exec. Administrative Assistant; Karen Maury, Chief Deputy Clerk; Kristi Nottingham, Treasurer; and Joe Porterfield, County Administrator/Equalization Director.

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Potter to approve the March 14, 2024, 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. Potter and supported by Comm. Taylor to approve paying the bills in the amount of \$179,107.09. A vote was called, all in favor. Motion passed, 3-0.

G.2. Revenue and Expense Reports

Reports were provided in the packet, there were no noted concerns.

G.3. USDA Forest Service Grant Agreement

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the presented modifications from the USDA grant beginning April 01, 2024 through December 31, 2024 and authorize the Sheriff to sign. A vote was called, all in favor. Motion passed, 3-0.

G.4. H&S Companies Agreement

A motion was made by Comm. Potter and supported by Comm. Taylor to forward a recommendation to the full board to approve the H&S Companies General Ledger Assistance Agreement, effective April 01, 2024. A vote was called, all in favor. Motion passed, 3-0.

G.5. Opioid Misuse Prevention Media Campaign DHD #10 – Opioid Funds

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the presented proposal and agreement with District Health Department #10 for the use of Opioid Funds for advertising. A vote was called, all in favor. Motion passed, 3-0.

G.6. VC3 IT Services Agreement

A motion was made by Comm. Potter to forward a recommendation to the full board to approve the presented Master Services Agreement and the Work Order and Service Plan with VC3 effective April 03, 2024 through December 31, 2026. Comm. Taylor supported for discussion.

Mr. Porterfield, County Administrator, addressed concerns with the committee. The presented agreement is the final draft that was cautiously approved by legal. There are federally required guidelines that had to be in the contract. There is a clause in the agreement that 90-days before the end of each contract year that the County is able to walk away. There is a clause that states that if they are not meeting the guidelines outlined in the agreement then the County has a 30-day out.

Comm. Potter asked what the surrounding Counties are using for IT. Mr. Porterfield stated that he was working with Benzie County to potentially share Karhu Cyber and split an IT person.

Mr. Porterfield has concerns about an upcoming project for the Prosecuting Attorney's office that VC3 is already working on. Also it has been budgeted in the 2024 budget to replace 20 computers this year and the quote that was given by VC3 he doesn't believe another IT Company could match it.

Comm. Taylor asked that this be sent to the Board for further discussion and would like if Mr. Porterfield could get some further information from Karhu Cyber.

A vote was called, all in favor. Motion passed, 2-1.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Mr. Porterfield thanked the Committee for forwarding the H&S Agreement, they don't use them often but it is nice to have their assistance when needed. Looking forward to the upcoming budget, the County will have to come up with \$800,000.00 to balance the budget. Mr. Porterfield stated that potentially the Board will need to look at a hiring freeze.

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 4:12 p.m. A vote was called, all in favor. Motion passed, 3-0.

**Wexford County Board of Commissioners
Amendments to the 2024 Budget Log**

BOC Meeting Date	Acct	Acct Description	Revenue	Expense
2024-04-17	101-442-651.09	QPCR Grant	\$ 9,400.00	
	101-442-531.08	Beaches Grant	\$ 7,450.00	
	101-442-702.03	Beaches Perm Employee		\$ 6,000.00
	101-442-702.04	QPCR Temp Part-Time		\$ 1,000.00
	101-442-860.03	Beaches Travel		\$ 1,100.00
	101-442-860.04	QPCR Travel		\$ 400.00
	101-442-800.09	Beaches Contracted		\$ 750.00
	101-442-800.10	QPCR Contracted		\$ 7,600.00
Total			\$ 16,850.00	\$ 16,850.00
Comment/Reasoning:				



WEXFORD COUNTY BUDGET AMENDMENT

As provided for in the Uniform Budgeting and Accounting Act of 1978, as amended, and consistent with Wexford County Policy No. E-7.3, the Treasurer's Office is hereby authorized to record the following adjustments to the budget.

FUND: General PIC Special Revenue Debt Service DPW / Landfill

REVENUE

Account Number	Account Description	Increase	Decrease
101-442-651.09	QPCR Grant	\$ 9,400. ⁰⁰	\$
101-442-531.08	Beaches Grant	\$ 7,450. ⁰⁰	\$
		\$	\$
		\$	\$
		\$	\$
Total		\$ 16,850.⁰⁰	\$

EXPENDITURE

Account Number	Account Description	Decrease	Increase
101-442-702.03	Beaches perm Employee	\$	\$ 6,800. ⁰⁰
101-442-702.04	QPCR Temp Part Time	\$	\$ 1,000. ⁰⁰
101-442-860.03	Beaches Travel	\$	\$ 6100. ⁰⁰
101-442-860.04	QPCR Travel	\$	\$ 400. ⁰⁰
101-442-800.09	Beaches Contracted	\$	\$ 750. ⁰⁰
101-442-800.10	QPCR Contracted	\$	\$ 7,600. ⁰⁰
		\$	\$
Total		\$	\$ 16,850

M. J. [Signature]
 Department Head Signature

3-29-24
 Date

Finance Committee Approval Date (if necessary) _____

(For Treasurer use only)
 B.A. Number _____

Date _____