



## 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, May 22, 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 MAY 10, 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
  - 3. Central Dispatch Purchase Request for Fencing..... 6
- 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  
May 10, 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: Jami Bigger, Deputy County Administrator/HR Director; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; 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. Theobald to approve the agenda. 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 April 24, 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. Taylor to approve paying the bills in the amount of \$326,739.28. A vote was called, all in favor. Motion passed, 4-0.

***G.2. Abilita Retainer Agreement***

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward the attorney approved retainer agreement with Abilita to the full board with a recommendation to approve. A vote was called, all in favor. Motion passed, 4-0.

***G.3. Area Agency on Aging of NW MI FY25 Local Match Request***

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the local match request of \$4,189 for Area Agency on Aging of Northwest Michigan for fiscal year 2025. A vote was called, all in favor. Motion passed, 4-0.

**CORRESPONDENCE**

None.

**ADMINISTRATOR’S COMMENTS**

Administrator Porterfield noted the auditors will be onsite next week. The following week he will be out for two days of vacation time and then at the Michigan Association of County Administrative Officers Conference.

**PUBLIC COMMENTS**

None

**COMMITTEE COMMENTS**

Commissioner Potter commented that he was informed by Judge Audrey Van Alst that her department expects to see roughly \$30,000 in savings with their new program. Prosecutor Wiggins informed him that he also expects to see some savings.

**CHAIR COMMENTS**

None.

**ADJOURN**

**A motion was made by Comm. Taylor and supported by Comm. Theobald to adjourn the meeting at 4:05 p.m. A vote was called, all in favor. Motion passed, 4-0.**

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Michael Musta, Chair

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Jami Bigger, Recording Secretary

**REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY**  
**PERIOD ENDING 04/30/2024**  
**% Fiscal Year Completed: 33.06**

GL #	DESCRIPTION	YTD BALANCE		ACTIVITY FOR	AVAILABLE BALANCE		% BDGT USED
		2024 AMENDED BUDGET	APRIL 2024 (ABNORM)	APRIL 2024 INCREASE (DECREASE)	NORM (ABNORM)		
Fund 101 - GENERAL FUND							
Expenditures							
101	COMMISSIONERS	118,669.00	34,305.14	8,259.57	84,363.86		28.91
172	COUNTY ADMINISTRATION	139,057.00	39,319.15	10,312.23	99,737.85		28.28
174	GEN SERVICES ADMINISTRATION	898,356.00	362,087.80	42,233.23	536,268.20		40.31
193	ARPA Direct Payment	0.00	56,864.40	294.76	(56,864.40)		100.00
194	DEPT OF AGRICULTURE	120,000.00	0.00	0.00	120,000.00		0.00
215	COUNTY CLERK	434,104.00	124,111.42	35,206.59	309,992.58		28.59
245	STATE SURVEY & REMONUMENTATION	49,898.00	3,400.00	3,400.00	46,498.00		6.81
253	COUNTY TREASURER	451,989.00	135,452.24	28,854.16	316,536.76		29.97
257	EQUALIZATION	586,791.00	182,628.26	44,254.67	404,162.74		31.12
262	ELECTIONS	110,150.00	71,123.80	0.00	39,026.20		64.57
265	BUILDING AND GROUNDS	485,267.00	130,551.90	33,461.81	354,715.10		26.90
268	DISTRICT HEALTH DEPARTMENT	102,100.00	34,310.94	6,767.29	67,789.06		33.61
270	HUMAN RESOURCES	90,485.00	45,969.52	(3,130.48)	44,515.48		50.80
271	JAIL - BLDG/GRDS CARMEL ST	5,500.00	9,560.36	216.98	(4,060.36)		173.82
272	MAINT/STORAGE - BLDG/GRDS	8,020.00	3,138.77	600.63	4,881.23		39.14
276	HUMAN SERVICES BLDG	135,100.00	36,520.02	9,370.02	98,579.98		27.03
278	JAIL - BLDG/GRDS	268,700.00	65,536.84	19,139.79	203,163.16		24.39
279	PUBLIC DEFENDER	253,610.00	98,898.20	22,933.57	154,711.80		39.00
283	CIRCUIT COURT	344,369.00	94,455.74	25,543.27	249,913.26		27.43
286	DISTRICT COURT	761,190.00	238,788.77	56,766.87	522,401.23		31.37
289	FRIEND OF THE COURT	1,082,709.00	291,504.63	75,210.47	791,204.37		26.92
293	RAISE THE AGE	285,000.00	46,449.49	29.49	238,550.51		16.30
294	PROBATE COURT	630,257.00	189,771.23	49,328.73	440,485.77		30.11
295	PROBATION AND PAROLE	2,700.00	335.51	118.36	2,364.49		12.43

**REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY**

**PERIOD ENDING 04/30/2024**

**% Fiscal Year Completed: 33.06**

GL #	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		2024 AMENDED BUDGET	APRIL 2024 NORM (ABNORM)	APRIL 2024 INCREASE (DECREASE)	NORM (ABNORM)		
<b>Fund 101 - GENERAL FUND</b>							
Expenditures							
316	SECONDARY ROAD PATROL	144,686.00	25,990.67	1,818.55		118,695.33	17.96
331	MARINE	34,931.00	0.00	0.00		34,931.00	0.00
332	SNOWMOBILE	35,381.00	14,562.87	15.41		20,818.13	41.16
333	FEDERAL FOREST	35,081.00	6,779.38	1,312.89		28,301.62	19.32
334	SNOWMOBILE	4,000.00	652.13	0.00		3,347.87	16.30
351	JAIL	3,595,419.00	861,867.69	225,589.98		2,733,551.31	23.97
362	STATE GRANT PA 511	128,543.00	28,320.62	10,108.59		100,222.38	22.03
363	ENHANCEMENT	136,773.00	45,998.07	10,975.68		90,774.93	33.63
426	EMERGENCY MANAGEMENT	116,203.00	31,915.24	7,365.13		84,287.76	27.47
442	DRAIN COMMISSION	81,177.00	13,514.30	4,051.48		67,662.70	16.65
526	SANITARY LANDFILL	57,000.00	14,783.22	10,754.22		42,216.78	25.94
605	CONTAGIOUS DISEASES	500.00	84.96	45.88		415.04	16.99
648	MEDICAL EXAMINER	107,400.00	32,881.10	927.61		74,518.90	30.62
681	VETERANS BURIAL	10,000.00	900.00	300.00		9,100.00	9.00
711	REGISTER OF DEEDS	332,755.00	111,239.70	25,822.55		221,515.30	33.43
959	APPROPRIATIONS	554,700.00	179,356.09	10,545.25		375,343.91	32.33
995	TRANSFERS	1,174,028.00	397,206.40	20,126.59		776,821.60	33.83
<b>TOTAL EXPENDITURES</b>		<b>18,082,698.00</b>	<b>5,460,156.67</b>	<b>1,254,369.95</b>		<b>12,622,541.33</b>	<b>30.20</b>
<b>Fund 101 - GENERAL FUND:</b>							
<b>TOTAL REVENUES</b>		<b>18,082,698.00</b>	<b>2,295,170.54</b>	<b>824,612.18</b>		<b>15,787,527.46</b>	<b>12.69</b>
<b>TOTAL EXPENDITURES</b>		<b>18,082,698.00</b>	<b>5,460,156.67</b>	<b>1,254,369.95</b>		<b>12,622,541.33</b>	<b>30.20</b>

**REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY**

**PERIOD ENDING 04/30/2024**

**% Fiscal Year Completed: 33.06**

GL #	DESCRIPTION	2024 AMENDED BUDGET	YTD APRIL 2024 (ABNORM)	NORM ACTIVITY FOR APRIL 2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
<b>Fund 225 - ANIMAL CONTROL:</b>						
	TOTAL REVENUES	279,221.00	226,770.78	706.18	52,450.22	81.22
	TOTAL EXPENDITURES	279,221.00	83,653.64	25,942.79	195,567.36	29.96
<b>Fund 239 - COURT SECURITY FUND:</b>						
	TOTAL REVENUES	164,219.00	54,206.70	13,508.25	110,012.30	33.01
	TOTAL EXPENDITURES	164,219.00	22,703.31	5,777.43	141,515.69	13.83
<b>Fund 249 - BUILDING INSPECTIONS DEPT.:</b>						
	TOTAL REVENUES	274,200.00	89,166.27	25,654.55	185,033.73	32.52
	TOTAL EXPENDITURES	235,713.00	64,852.07	16,770.49	170,860.93	27.51
<b>Fund 260 - PUBLIC DEFENDER:</b>						
	TOTAL REVENUES	1,744,957.00	717,152.90	343,307.90	1,027,804.10	41.10
	TOTAL EXPENDITURES	1,744,957.00	419,037.16	116,504.97	1,325,919.84	24.01
<b>Fund 261 - 911-WIRELESS:</b>						
	TOTAL REVENUES	1,400,000.00	212,173.25	202,533.75	1,187,826.75	15.16
	TOTAL EXPENDITURES	1,207,558.00	407,152.31	88,604.24	800,405.69	33.72
<b>Fund 292 - CHILD CARE FUND:</b>						
	TOTAL REVENUES	736,286.00	155,372.76	87,422.29	580,913.24	21.10
	TOTAL EXPENDITURES	736,286.00	152,021.87	71,073.81	584,264.13	20.65
<b>TOTAL REVENUES - ALL FUNDS</b>		<b>4,598,883.00</b>	<b>1,454,842.66</b>	<b>673,132.92</b>	<b>3,144,040.34</b>	<b>31.63</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		<b>4,367,954.00</b>	<b>1,149,420.36</b>	<b>324,673.73</b>	<b>3,218,533.64</b>	<b>26.31</b>



# Wexford County

## Request for Board of Commissioner Action

G.3.

**Department:** Central Dispatch

**Submitted by:** Travis Baker

**Subject:** Dispatch Fence Project

**Committee:** Finance Committee

**Committee Meeting Date:** 5-22-2024

**BOC Meeting Date:** 6-5-2024

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**Action Request** (proposed motion for the Board to consider):

Approval for Central Dispatch to start with the installation of a fence around the dispatch building.

**Financial Information** (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision):

Cost for fence and gate only \$ 38,440.00

Additional quotes are being created for power, opener/controller, and camera/access systems. This will be presented to the board later.

Funds are available in the Central Dispatch 980 fund. No money from the general fund will be used.

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**Summary** (explain why the action is necessary and the desired outcome after implementation):

Installing a fence around Central Dispatch will assist with the security needed for the building. We have experienced in recent months an influx of visitors at the door thinking Central Dispatch is the homeless shelter. People wanting to drop off donations for the homeless shelter and recently, we had a domestic dispute in the parking lot. Central Dispatch needs to be secured and should not have people walking through our yards or using our driveways to ride skateboards.

**Timeline** (if request is approved at BOC meeting date noted above):

Once approved, Hamberg can order the fencing and begin installation. By that time, we should have the other items needed ready to present to the board.

**List of Attachments:**

1 quote from Hamberg Fence

1 quote from Fineline Fence

# PROPOSAL



7183 45 Road Cadillac, MI 49601  
(231) 775-3554 (231) 775-3698 fax

PROPOSAL SUBMITTED TO Wexford County 911 Dispatch Center		PHONE NUMBER (231) 306-2129	DATE April 4, 2024
ADDRESS 971 Lincoln		JOB NAME	
CITY, STATE, ZIP Cadillac, MI 49601		JOB LOCATION	
Architect Tracy	Date of Plans	Fax # or email <a href="mailto:tbaker@wexfordcounty.org">tbaker@wexfordcounty.org</a>	JOB PHONE

**Description**

Labor and materials included to install 980' of 8' tall chain link fencing including 1 - 28' opening cantilever sliding gate with 3 strands of barb wire on top

\$38,440.00

**We Propose** hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:

Thirty-eight thousand, four hundred forty and no/100 ----- dollars \$38,440.00

Payment in full upon completion of job, 2% Per Month, 24% ANNUALLY Charge On All Past Due Accounts. **Credit card payments - add 4%**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized

Signature *Patty Meyers*

Note: This proposal may be withdrawn by us if not accepted within 10 days.

**Acceptance of Proposal** -The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Materials remain property of Hamberg Fence Co. until job is paid in full.

Hamberg Fence Co. is responsible for calling underground utilities staking. Hamberg Fence is not responsible for any secondary wires, irrigation lines, or misc. not marked.

Date of Acceptance: \_\_\_\_\_





8960 E 34 rd Building D  
 Cadillac, MI 49601  
 finelinefencing07@gmail.com  
 www.finelinefencing.net  
 231-394-1681, 231-577-0931

# FINELINE FENCING

## Estimate

For: Travis Baker (wexford 911 center)  
 tbaker@wexfordcounty.org  
 971 Lincoln St  
 Cadillac, MI, 49601-2035  
 231-306-2127, 231-306-2130

Estimate No: 1109  
 Date: 05/03/2024

Description	Quantity	Rate	Amount
Install 980ft of 8ft tall commercial galvanized chain link fencing in agreed upon layout.	1	\$50,259.00	\$50,259.00
Install 3x strands of barbed wire on top of fencing.			
Install 1x 28ft roll gate at agreed upon location. Gate will also have 3 strands of barbed wire on top.			
Materials:			
2"x9-gaugex 8' tall KT 1.2oz GAW ASTM A 392 Cls 1 Galvanized chain link wire.			
1 5/8" PE DQ40 Galvanized pipe ASTM F1043 Group IC			
2 7/8" x 12' DQ40 term posts.			
2 3/8" x 12' DQ40 Line posts			
4" x 12' DQ40 gate posts.			
Down payment: \$34,992	1	\$0.00	\$0.00
		Subtotal	\$50,259.00
		TAX 0%	\$0.00
		Total	\$50,259.00
<b>Total</b>			<b>\$50,259.00</b>

## Comments

Requested amount down and full balance upon completion. 4% fee will be added for all card purchases.

## Terms and Conditions

All material remains property of FineLine Fencing until paid in full or have a mutual agreement from both parties (Homeowner or Business & FineLine Fencing). The project will be installed in a manner of which complies with local regulations and requirements. Any deviation from these guidelines will result in relinquishing FineLine Fencing from any legal actions or fines if issued. Fences will be installed in a manner that is standard practice. Any changes to original agreement must be agreed upon by both parties before changes are made. Additional cost may be applied. Homeowners are required to know where their property lines prior to installation. FineLine Fencing strives to give fair and accurate pricing. The estimate is not a final price it is an estimate and is subject to change due to unforeseen circumstances and additional labor costs.

Estimated date is given with our best estimated time frame. Start dates may be changed due to weather, material delays or any other unforeseen circumstances.

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FINELINE FENCING

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Client's signature

