



Wexford County

BOARD OF COMMISSIONERS

Gary Taylor, Chair

NOTICE OF MEETING

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, July 03, 2024, beginning at 4:00 p.m. in the Commissioners Room, third floor of the Historic Courthouse, located at 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLIEGIANCE
- D. ADDITIONS/DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION 1
 - 1. Ginette Haines – 40 Years
 - 2. Jeffrey Harnish – 10 Years
- G. PRESENTATIONS AND REPORTS
- H. PUBLIC COMMENT
Designated for topics on the agenda only.
- I. CONSENT AGENDA
The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission may ask that any item on the consent agenda be removed therefrom and placed elsewhere for full discussion. Such requests will be automatically respected. If any item is not removed from the consent agenda, the action noted on the agenda is approved by motion of the Commission to adopt the consent agenda.
 - 1. Approval of the June 20, 2024 Regular Meeting Minutes 2
- J. AGENDA ITEMS
 - 1. Resolution 24-17 Extending Appreciation to Sandy Huttenga-Pearson (HR/PS June 27, 2024) 1
 - 2. Policy B-13.0 Employee Recognition - Update (HR/PS June 27, 2024) 9
 - 3. FY 2025 Budget Calendar (Finance June 26, 2024) 10
 - 4. Networks Northwest Fiscal Year 2025 Appropriation (Finance June 26, 2024) 11
 - 5. Position Description Update – Executive Assistant 13
- K. ADMINISTRATOR’S REPORT
- L. CORRESPONDENCE
- M. PUBLIC COMMENT
Open for any public comments.
- N. LIAISON REPORT
- O. BOARD COMMENTS
- P. CHAIR COMMENTS
- Q. ADJOURN

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Human Resources / Public Safety Committee
FOR MEETING DATE: July 03, 2024
SUBJECT: Employee Recognition

SUMMARY OF ITEM TO BE PRESENTED:

Wexford County would like to recognize employees for their service, per County Policy B.13-0, at 10, 15, 20, 25, 30, and 35 years. The following employees should be recognized at the next Board of Commissioners meeting for their service as follows:

EMPLOYEE NAME	DEPARTMENT	YEARS OF SERVICE
Ginette Haines	Treasurer's Office	40
Jeffrey Harnish	Sheriff's Office	10

Ginette Haines began her employment on July 02, 1984 with the Wexford County Treasurer's Office as an Account Clerk. On January 01, 1985, Ms. Haines was promoted to Deputy Treasurer. On January 01, 2005, Ms. Haines began serving as the PA 123 Administrator, where she continues to serve in this position in addition to her duties as Deputy Treasurer.

Jeffrey Harnish began his employment on July 29, 2014 with the Wexford County Sheriff's Office as a Deputy Sheriff. On February 15, 2021, Mr. Harnish was promoted to Law Enforcement Sergeant, where he continues to serve in this position.

RECOMMENDATION:

The Human Resources / Public Safety Committee recommends the presentation of the Certificate of Appreciation at the Board of Commissioners meeting on July 03, 2024.

WEXFORD COUNTY BOARD OF COMMISSIONERS
Regular Meeting * Thursday, June 20, 2024

Meeting called to order at 4:00 p.m. by Chairman Taylor.

Roll Call: Present- Commissioners Jason Mitchell, Michael Musta, Ben Townsend, Kathleen Adams, Michael Bush, Julie Theobald, Jason Baughan, Brian Potter and Gary Taylor.

Absent-None.

Pledge of Allegiance.

Additions/Deletions to the Agenda- None.

Approval of the Agenda

MOTION by Comm Theobald, seconded by Comm Musta to approve the agenda.

All in Favor.

Employee Recognition- None.

Presentation and Reports-None.

Public Comment-None

Consent Agenda

- 1. Approval of the June 5, 2024 Regular Meeting Minutes
MOTION by Comm Theobald, seconded by Comm Bush to approve the Consent Agenda.

All in favor.

Agenda Items

- 1. Resolution 24-16 Materials Management Planning for Wexford County
MOTION by Comm Musta, seconded by Comm Theobald to approve Resolution 24-16 Assuming Responsibility as the County Approval Agency for Materials Management Planning for Wexford County.

Roll Call: Motion passed 9-0.

- 2. Interlocal Agreement for Materials Management Plan
MOTION by Comm Baughan, seconded by Comm Bush to approve the Interlocal Agreement for Materials Management Planning between Wexford, Missaukee, and Manistee Counties and authorize the County Administrator to sign on behalf of the County.

Roll Call: Motion passed 9-0.

3. New Water Connection-Cedar Creek

MOTION by Comm Theobald, seconded by Comm Baughan to approve the quote from Matt's Underground Utility Construction in the amount of \$15,460.00.

Roll Call: Motion passed 9-0.

4. 2001 Ford Expedition Bid

MOTION by Comm Adams, seconded by Comm Theobald to accept the bud from Kent Taylor in amount of \$450.00 for the 2001 Ford Expedition.

Roll Call: Motion passed 8-1, with Commissioner Bush voting against the motion.

5. IT Services Proposal

MOTION by Comm Theobald, seconded by Comm Bush to accept the proposal for IT Managed Services from Karhu Cyber and enter into an attorney approved contract.

Roll Call: Motion passed unanimously.

6. Letter of Understanding-Building Official

MOTION by Comm Adams, seconded by Comm Baughan to approve the attorney approved Letter of Understanding for the Building Official starting June 01, 2024 through May 31, 2025 in the amount of \$90,000.00 and authorize the Chairman and County Administrator to sign.

Roll Call: Motion passed unanimously.

7. Marine Safety Program Grant Agreement

MOTION by Comm Baughan, seconded by Comm Potter to approve the annual Marine Safety Program Grant Agreement in the amount of \$8,900.00 and authorize the Chairman to sign.

Roll Call: Motion passed unanimously.

8. MOU for Support for Circuit Court NMRE Grant Application

MOTION by Comm Theobald, seconded by Comm Bush to approve the presented Memorandum of Understanding with Catholic Human Services in support of submitting the proposed grant application to the Northern Michigan Regional Entity in the amount of \$102,599.00 and authorize the Chairman and Clerk to sign.

Roll Call: Motion passed 8-1, with Commissioner Taylor voting against the motion.

9. Sheriff's Office Purchase Report

MOTION by Comm Baughan, seconded by Comm Bush to approve the quote from Sig Sauer in the amount of \$19,572.00 for New Duty Pistols and to approve the quote from Rapid Force in the amount of \$3,332.00 for New Duty Holsters.

Roll Call: Motion passed 9-0.

10. Resolution 24-15 2024 Millage Rate Request for FY 2024

MOTION by Comm Bush, seconded by Comm Theobald to approve Resolution 24-15 2024 Summer Millage Rate for Fiscal Year 2024 Budget.

Administrator Porterfield explained that this is an annual thing.

Roll Call: Motion passed 9-0.

11. Wexford County L-4029 Tax Rate Request

MOTION by Comm Theobald, seconded by Comm Bush to approve the 2024 Tax Rate Request, Report L-4029 and authorize the Chairman and Clerk to sign.

Administrator Porterfield explained this is confirmation of millage rollbacks. The only rollback is the headlee rollback.

Roll Call: Motion passed unanimously.

12. Wexford County L-4026 Taxable Valuations

MOTION by Comm Theobald, seconded by Comm Bush to approve the 2024 Taxable Valuations Report L-4046 and authorize the Chairman and Equalization Director to sign.

Mr. Porterfield explained that this is also an annual report that is due each June.

Roll Call: Motion passed 9-0.

Administrator's Report-

Administrator Porterfield informed the Board that the land was all taken care of with the City, and that he should be hearing that everything is finalized next week or beginning of the following week. He has been reminding employees to be mindful of ransomware attacks. Grand Traverse County was just hit with one. We do have tests and trainings for employees to participate in to prevent a ransomware attack.

Mr. Porterfield also explained that the audit is in the process of being finalized. He does have preliminary reports and should have final reports soon. He also mentioned that

Sheriff Taylor informed him of a new requirement for MCOLEs certified officer to have continuing education, so he will be researching that more.

Correspondence-None

Public Comments-

Jackie Erway introduced herself to the Board as a candidate for Cherry Grove Township Supervisor. She has been a resident for many years and is a mother and new grandmother. She has a Bachelors Degree in Business from Ferris State University, and Ms. Erway highlighted several programs and boards she has been apart of. She believes she can make a positive influence on the area.

Liaison Reports-

Commissioner Townsend attended the library meeting in Tustin, a Networks Northwest meeting, a Chamber of Commerce meeting, and a Northern Lakes Community Mental Health meeting.

Comm Adams attended a Lake Mitchell Improvement Board meeting where they have a new treasurer. The assessment that is being charged is being increased, and there will be a public hearing regarding that on August 16th.

Comm Potter attended a Clam Lake DDA meeting. They have had to replace the lights at exit 177 as they are prone to getting hit. It was also announced that Julie Snider will be stepping down, so there will be an opening.

Comm Musta attended an AES meeting. He did miss the CWTA meeting, but he caught up with Carrie.

Board Comments-

Comm Adams thanked the Sheriff for getting the required three quotes.

Comm Townsend forgot to mention the Air Race Classic at the Airport. He was not able to attend, but he heard it was a huge success.

Chairman's Comments-

Chair Taylor thanked everyone for attending.

Adjourn

**MOTION by Comm Theobald, seconded by Comm Potter to adjourn at 4:17 p.m.
All in favor.**

Gary Taylor, Chairperson

Alaina M. Nyman, County Clerk

DRAFT

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the third day of July 2024, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

**RESOLUTION NO. 24 - 17
EXTENDING APPRECIATION FOR
SANDY HUTTENGA-PEARSON'S DEDICATED SERVICE**

WHEREAS, the Wexford County Board of Commissioners would like to personally thank Sandy Huttenga-Pearson for her commitment to Wexford County for over the past thirty-three years. Sandy has worked with dedication and pride to meet the needs of Wexford County and its citizens; and

WHEREAS, Sandy began her employment with Wexford County on January 02, 1991, as a Department Aide at the Friend of the Court; and

WHEREAS, Sandy was promoted on March 30, 1992 to a full-time Enforcement Account Clerk; and

WHEREAS, Sandy was promoted to Support Investigator on August 22, 1994; and

WHEREAS, in March of 1997 Sandy was promoted to the position of Assistant Friend of the Court; and

WHEREAS, Sandy will retire from the Wexford County Friend of the Court effective August 16, 2024 with over thirty-three years of service.

NOW, THEREFORE BE IT RESOLVED that the Wexford County Board of Commissioners wishes you the best in your future endeavors and once again thanks you for your efforts for over the past thirty-three years while you served Wexford County as a very dedicated and appreciated employee.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Gary Taylor, Chairman, Wexford County Board of Commissioners

Alaina Nyman, County Clerk

STATE OF MICHIGAN)
) ss
COUNTY OF WEXFORD)

I hereby certify that the forgoing is a true and complete copy of the Resolution 24 - 17 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on July 03, 2024, and I further certify that public notice of such meeting was given as provided by law.

Alaina Nyman, County Clerk

DRAFT

Personnel Management Policies**B-13.0 Employee Recognition**

County Board Approval: September 18, 1996; Amended November 17, 1999, December 5, 2012;
Amended January 6, 2021; July 3, 2024

A. General.

It is the policy of the Wexford County Board of Commissioners that employees be recognized for their significant achievements and contributions to County operations and for their outstanding performance.

B. Recognition.

Employees will be recognized for longevity by the Board of Commissioners. There are several categories of employee recognition as outlined below:

3. Longevity.
 - a. General.
 - 1) “Years of service” is defined as continuous service in the employ of Wexford County.
 - 2) Longevity awards will be processed by the office of the County Administrator via the standing Human Resources and Safety Committee for presentation at regular Board meetings on an as occurring basis.
 - 3) All regular full-time and regular part-time employees are eligible for awards in recognition of longevity.
 4. Employees will receive a Certificate of Service in recognition of longevity at 10, ~~15, 20, 25, 30 and 35~~ years of service and at every five-year increment following-

WEXFORD COUNTY FISCAL YEAR 2025 BUDGET CALENDAR

Finance Committee: Musta (Chair), Potter, Taylor, Theobald

<u>Date</u>	<u>Time</u>	
June 26	4:00 PM	Finance Committee reviews draft Budget Calendar.
July 03	4:00 PM	Finance Committee presents Budget Calendar for discussion and approval at regular Board of Commissioners meeting.
July 08	N/A	Administrator to open 2025 budgeting to Departments/Elected Offices.
August 02	N/A	Deadline for Departments/Elected Offices to submit completed budget requests in BS&A.
August 05 through August 23	N/A	Administrator works with Departments/Elected Offices regarding budget requests; updates Finance Committee during the process.
August 23	3:00 PM	Proposed budgets provided to Finance Committee for discussion and review at their next meeting.
August 28	4:00 PM	Finance reviews the budgets, determines which dept. heads they'd like to have present at a subsequent meeting; provides direction to the Administrator.
September 12	4:00 PM	Finance hears from selected department heads; provides instructions to the Administrator.
September 25	4:00 PM	Finance hears from selected department heads; reviews the revised budget, reaches a consensus regarding any additional revisions; recommends budget for consideration by the full Board.
October 02	4:00 PM	Administrator presents budget to Board. Budget revisions desired by the Board are communicated to the Administrator.
October 04	N/A	Public Hearing Notice in <i>Cadillac News</i> .
October 16	4:00 PM	Public Hearing, consideration of approval of the budget by BOC, and adoption of the General Appropriations Act.

Other meeting dates may be added as needed to review budget strategies

June 7, 2024

Mr. Joe Porterfield, County Administrator
437 E Division Street
Cadillac, MI 49601

Received by

JUN 10 2024

Wexford County
Administration Office

RE: 2025 BUDGET REQUEST

Dear Mr. Porterfield,

Networks Northwest requests a year 2025 appropriation from Wexford County of \$4,695.00 which is the same appropriation requested for the years 2000 through 2024. This is for part of the required local match for the federal Economic Development Administration grant, which is what makes your county's communities eligible for federal infrastructure funds. It also helps provide the required match for other federal and state-funded programs. The return on this \$55,000 total investment by our ten counties is at least 20:1 in any given year.

The enclosed table shows how the requested amount was determined.

If you have any questions, my direct line is 231-929-5020.

Sincerely,



Darla Rowland
CFO

enclosure

cc: Ben Townsend

Northwest Michigan Council of Governments
dba Networks Northwest
Appropriation Request Calculation
 (adopted by the COG Board 7/29/99)

County	Real Property		% of		% of		Combine	Average	Total	Appropriation
	1998 Tax	1998 Value	Total	1998	Population	Population				
Antrim	\$923,211,949	10.31%	21,522	8.14%	18.45%	9.22%	\$5,073.00			
Benzie	520,672,963	5.82%	14,678	5.55%	11.36%	5.68%	3,125.00			
Charlevoix	1,022,289,910	11.42%	24,436	9.24%	20.65%	10.33%	5,680.00			
Emmet	1,371,664,991	15.32%	28,677	10.84%	26.16%	13.08%	7,194.00			
Grand Traverse	2,117,448,190	23.65%	74,134	28.02%	51.67%	25.84%	14,210.00			
Kalkaska	455,146,730	5.08%	15,568	5.88%	10.97%	5.48%	3,016.00			
Leelanau	1,127,784,545	12.60%	19,142	7.24%	19.83%	9.92%	5,454.00			
Manistee	569,575,878	6.36%	23,330	8.82%	15.18%	7.59%	4,174.00			
Missaukee	304,492,656	3.40%	13,892	5.25%	8.65%	4.33%	2,379.00			
Wexford	541,038,033	6.04%	29,185	11.03%	17.07%	8.54%	4,695.00			
Total	\$8,953,325,845	100.00%	264,564	100.00%	200.00%	100.00%	\$55,000.00			



WEXFORD COUNTY POSITION DESCRIPTION

Position: Executive Assistant

Adopted: June 2, 2010; **Updated:** July 3, 2024

- A. **Summary.** Under supervision of the County Administrator & Deputy County Administrator, provides administrative functions that assist the Administrators in the daily functions of the department.
- B. **Supervision Received.** Work is performed under the general supervision of the County Administrator & Deputy County Administrator.
- C. **Supervision Exercised.** None.
- D. **Responsibilities and Essential Duties and Functions.** An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.
- Fulfill administrative office duties. Extensive use of word processing, spreadsheets, and all other Microsoft Office software. Duties will include a broad range of office details to include, but not limited to, public and County contacts (including providing back-up material for other County Officials to re-contact such inquiries), filing, mail, tracking, internet research, preparation of agendas and recording meeting minutes, arranging various appointments, equipment upkeep and maintaining records of expiration dates of applicable County contracts.
 - Handle Freedom of Information (FOIA) requests in accordance with FOIA statutes.
 - Assist all offices with IT troubles and contact IT vendor to solve the problem.
 - Conduct troubleshooting on office equipment including copiers, fax machines, postage meter and telephones.
 - Track fixed assets in accordance with County policy.
 - Assure discreet and confidential handling of all business on a need-to-know basis.
 - Contact other agencies for best practices.
 - Respond to inquiries or requests from the public, vendors, and various County Officials.
 - Point of contact for a broad range of inquiries from both internal and external customers.
 - Assist in other duties as assigned by the Administrator or Deputy Administrator.
- E. **Essential Functions, Qualifications and KSAs for Employment.** All of the following qualifications are essential. An employee in this class should have the equivalent of the following:
- High school diploma and some post high school education. Associate's degree in administration or related field preferred.
 - Minimum two (2) years' secretarial or administrative assistant experience in an office setting.
 - Advanced computer skills in Microsoft Office TM
 - Innate ability and willingness to adapt to rapidly changing priorities, to continually learn, and to innovate.

- Experience with BS&A software or the ability to quickly learn the software.
- Skills in assembling data, preparing reports for presentations and record keeping.
- Cooperative and team approach to daily duties.
- Confident communication skills to interact with the public and staff with a diverse background

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job-related selection or promotional criteria.

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WEXFORD COUNTY POSITION DESCRIPTION

Position: Senior Executive Assistant

Adopted: June 2, 2010

- A. **Summary.** Under minimal supervision of the County Administrator, provides administrative functions that assist the County Administrator in the daily functions of the department.
- B. **Supervision Received.** Work is performed under the general supervision of the County Administrator.
- C. **Supervision Exercised.** Supervision may be exercised over other administrative and clerical employees assigned to assist.
- D. **Responsibilities and Essential Duties and Functions.** An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.
- Provide administrative oversight of office duties. Extensive use of word processing, spreadsheets and presentation software. Duties will include a broad range of office details to include, but not limited to, public and County contacts (including providing back-up material for other County Officials to re-contact such inquiries), filing, mail, FOIA requests and tracking, internet research, preparation of agendas and minutes, arranging various appointments, equipment upkeep and maintaining records of expiration dates of applicable County contracts.
 - Assure discreet and confidential handling of all business on a need to know basis.
 - Contacting other agencies for best practices and recommending such to County Officials.
 - Respond to inquiries or requests from the public, vendors and various County Officials.
 - Point of contact for a broad range of inquiries from both internal and external customers.
 - Coordinate the duties of other various office staff.
- E. **Essential Functions, Qualifications and KSAs for Employment.** All of the following qualifications are essential. An employee in this class should have the equivalent of the following:
- Advanced computer skills in Microsoft Office™ and BS&A software
 - High school diploma and some post high school education
 - Skills in assembling data, preparing reports for presentations and record keeping
 - Cooperative and team approach to daily duties
 - Confident communication skills to interact with the public and staff with a diverse background

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job-related selection or promotional criteria.