



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, October 23, 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 OCTOBER 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. FY 2025 Snowmobile Law Enforcement Program Grant Agreement 3
 - 3. Two Seven Oh Inc. Grant Agreement 5
 - 4. Firewall Upgrade Project – Karhu Cyber 12
 - 5. Purchase of Courthouse Steam Boiler Replacement 14
 - 6. Budget Amendment 19
 - 7. Canteen Services Renewal Agreement 20
- 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
 October 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: Julie Theobald, Gary Taylor, Michael Musta
 Members Absent: Brian Potter
 Also Present: Joe Porterfield, Administrator, Kristi Nottingham, Treasurer and Alaina Nyman, County Clerk.

ADDITIONS OR DELETIONS TO THE AGENDA

Add: G.2. FAM Letter of Credit Increase - Landfill
 Add: G.3. AT&T Centrex Service Agreement Extension

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, 3-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Theobald to approve the September 26, 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. Theobald and supported by Comm. Taylor to approve paying the bills in the amount of \$263,270.92. A vote was called, all in favor. Motion passed, 3-0.

G.2. FAM Letter of Credit Increase-Landfill

A motion was made Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve an increase in the amount of \$4,800 to the Letter of Credit with Fifth-third Bank, required by EGLE, for the Financial Assurance Mechanism at the Wexford County Landfill. A vote was called, all in favor. Motion passed, 3-0.

G.3. AT&T Centrex Service Agreement Extension

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to renew the one-year Centrex Service Agreement with AT&T.

Commissioner Musta asked if this was something that we had to have. Administrator Porterfield explained that there are 2 lines on the agreement, but we only need the one. If we cancel the one line, the bill will increase for just one line. If we extend it another year, we will have time to look at options.

A vote was called, all in favor. Motion passed, 3-0.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Administrator Porterfield confirmed the 11% increase in health insurance costs. He also informed the Committee that the boiler has died in the historical part of the courthouse. The original estimate was around \$22,000 for parts to fix with a 14 week estimate for installation. Yesterday he received notification that the original company that discussed it was able to get what was needed, and they could have it fix in roughly 2 weeks for \$79,928.00. Mr. Porterfield followed the Emergency Purchasing policy and met with the Finance Chair and Board Chair to approve this quote.

Mr. Porterfield also updated the Committee on the budget process. There are still a few departments that haven't entered their budgets, and he will be sending an email to have those done.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Theobald and supported by Comm. Taylor to adjourn the meeting at 4:04 p.m. A vote was called, all in favor. Motion passed, 3-0.

Michael Musta, Chair

Alaina Nyman, County Clerk



Michigan Department of Natural Resources
Law Enforcement Division / Parks and Recreation Division

**FY 2025 SNOWMOBILE LAW ENFORCEMENT PROGRAM
GRANT AGREEMENT**

Issued by authority of part 821 Snowmobiles, 1994 PA 451, as amended.

This Agreement is between the Department of Natural Resources for and on behalf of the State of Michigan (DEPARTMENT) and Wexford County
Federal Tax Identification Number 38-6007337 (GRANTEE).

1. The Agreement period is **October 1, 2024** through **April 30, 2025**.
2. The GRANTEE has been approved by the DEPARTMENT to receive Snowmobile Law Enforcement funding for the following scope of work:
 - a. Snowmobile law enforcement and related activities with emphasis on the state-designated snowmobile trail system and other public land. This funding is not meant to support enforcement of local ordinances.
 - b. Snowmobile law enforcement program operating expenses.
 - c. Contractual services, supplies and materials (CSS&M), including purchase of personal gear, such as boots, gloves, goggles, uniforms, and first aid kits; purchase of parts for equipment used in the program and cost of labor for installation or repair work; purchase of electronics and associated items costing \$1,000 or less each.
 - d. Purchase of the following equipment for snowmobile law enforcement purposes:

None

3. The DEPARTMENT agrees as follows:
 - a. To grant to the GRANTEE a sum of money up to 85 percent of the total eligible cost of snowmobile law enforcement and related activities, operating expenses and CSS&M, but not to exceed
Four Thousand Dollars **\$4000**
 - b. To grant to the GRANTEE a sum of money up to 85 percent of the total eligible cost of equipment purchased for snowmobile law enforcement purposes and authorized under item 2.d. in this Agreement, but not to exceed
None Dollars **\$0**

4. This Agreement shall be administered on behalf of the DEPARTMENT through Parks and Recreation Division (PRD).
 - a. All reports, documents, or actions required of the GRANTEE are to be submitted to PRD, Department of Natural Resources, PO Box 30257, Lansing, MI 48909-7757.
 - b. The GRANTEE'S contact for this grant is:

Name _____ Title _____

Address _____

City, State, ZIP _____

Telephone No. _____ Fax No. _____

E-mail _____

SNOWMOBILE LAW ENFORCEMENT
GRANT AGREEMENT

5. The GRANTEE may not assign or transfer any interest in this Agreement to any other agency, group or individual.
6. To receive reimbursement under this Agreement, the GRANTEE shall submit a completed State Aid Voucher (form PR1988-2) along with required documentation of expenditures and an activity report to the DEPARTMENT by **May 31, 2025**.
7. The Agreement may be executed separately by the parties. This Agreement is not effective until:
 - a) the GRANTEE has signed it and returned it, and
 - b) the DEPARTMENT has signed it.

The individuals signing for the parties indicated below certify by their signatures that they have the authority to do so and will ensure that the terms of the Agreement are fulfilled.

GRANTEE

Name (Print) _____ Title _____

Signature _____ Date _____

DEPARTMENT OF NATURAL RESOURCES

Name (Print) _____ Title _____

Signature _____ Date _____

Send this completed, signed agreement to:

kennedyr@michigan.gov
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PARKS AND RECREATION DIVISION
PO BOX 30257
LANSING MI 48909-7757

Two Seven Oh Inc.

Reimbursement Grant Agreement

October 1, 2024

GRANTEE:	Wexford County Animal Shelter
GRANT AMOUNT:	\$10,000.00
GRANT PERIOD:	September 30, 2024 - April 1, 2025
FINAL REPORT DUE:	May 1, 2025
GRANT DESCRIPTION:	To spay and neuter animals prior to adoption. Costs will be covered up to \$355.00 per female canine and \$323.00 per male canine. Costs will also be covered up to \$215.00 per female feline and up to \$72.00 per male feline. Services will be provided by Meyer Veterinary Clinic.
GRANT ADMINISTRATOR:	Madison Cregar

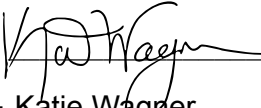
Two Seven Oh Inc. (The Foundation) and The Grantee are entering into this agreement to establish the terms of The Foundation's grant to The Grantee.		Please initial each section
1	The Foundation will only cover expense specified in the Grant Description.	
2	Services must occur within the Grant Period.	
3	The Foundation and The Grantee may agree in writing to modify the objectives, methods or timeline of the Grant Description. Any modifications must take place before the end of the Grant Period. Any modification request after the end of the Grant Period will not be allowed	
4	<p>The Grantee agrees to submit a Final Report no later than 28 days after the end of the Grant Period. This report must include:</p> <ul style="list-style-type: none"> - a brief summary of the outcome of your Grant - a full financial accounting of the expenditures of the grant with invoice(s)/receipt(s) for all payments used to fulfill the Grant Description you wish to have covered by this grant. <p>Invoices/receipts must have:</p> <ul style="list-style-type: none"> a. The description and quantity of products and/or services, line by line, and the cost of each of item; b. The date at which the products were purchased or when services occurred; c. The vendor's name with contact information; d. The Grantee's name somewhere on the invoice <p>(If The Grantee is unable to provide an invoice/receipt without one or more of these items, the invoice/receipt will be invalid and will be removed from final award amount.)</p> <ul style="list-style-type: none"> - a completed Spay Neuter Grant Summary (attached) for all surgeries included in the Grant. Each veterinarian listed in your summary under Surgery Performed By, must sign the last page of the summary, certifying that all surgeries that indicated them as the one who performed the surgery, were indeed performed. This is not be used as an invoice for procedures 	
5	The Foundation agrees to reimburse The Grantee up to, but not exceeding, the Grant Amount to solely implement the Grant Description, for expenses The Grantee incurred during the Grant Period following the submission of a Final Report.	
6	The Grantee agrees to cover any expenses exceeding the Grant Amount.	

7	The Grantee agrees to immediately notify The Foundation if any of the following occurs in the Grant Period: - any changes in key personnel - any changes in address or phone number - any development that significantly affects the operation of the Grant Description - any additional funding for the Grant Description	
8	The Grantee agrees to credit the participation of The Foundation as "Anonymous" in any advertisement, publicity or public comment related to the Grant Description.	
9	The Grantee will keep adequate records to document the expenditure of funds and activities supported by the grant. The Grantee agrees to make available to The Foundation the financial records related to the activities supported by the grant at any given time during the Grant Period.	
b	All veterinarians that will be performing any procedures must have an active license to practice veterinary medicine and had no formal complaints filed against them within the last year.	
10	In the event The Foundation finds that The Grantee has failed to comply with any terms of this agreement, The Foundation may cancel its participation in the Grant Description resulting in no funds being reimbursed.	
11	The Foundation is not obligated to issue reimbursement checks before the Final Report Due Date, regardless if the grantee completes and submits the final report prior to the due date.	

On behalf of The Grantee as a **Board Member**, I understand and agree to the foregoing terms and conditions of accepting Two Seven Oh Inc.'s grant, and authorize this agreement on The Grantee's behalf.

Signature: _____
Printed Name: _____
Board Position/Title: _____
Date: _____
E-mail: _____
Phone: _____

I authorize this grant agreement and terms listed above as a representative of The Foundation.

Signature of Director of Grants:  _____
Printed Name of Director of Grants: Katie Wagner _____
Date: October 1, 2024 _____

This signed agreement must be postmarked, faxed or emailed by: October 29, 2024

Please note that if each section is not initialed and the agreement is not signed by a **Member of the Board (or Board of Commissioners) the agreement will not be valid. If you have any questions please contact the Grant Administrator listed on your agreement.*

Spay Neuter Grant Summary

Grantee:		Wexford County Animal Control			Grant Amount:		\$10,000.00	Grant Period:		9/30/24 - 4/1/25
Grant Description:		To spay and neuter animals prior to adoption. Costs will be covered up to \$355.00 per female canine and \$323.00 per male canine. Costs will also be covered up to \$215.00 per female feline and up to \$72.00 per male feline. Services will be provided by Mever Veterinary Clinic.								
Ref #	Name of Pet or Animal ID Number	Canine/Feline	Breed/ Color	M/F	Age	Weight	Date of Surgery	Clinic/Hospital	Surgery Performed By	Total Cost
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Wexford County

1. Overview:

Karhu Cyber is pleased to offer assistance for Wexford County’s firewall upgrade project. This project is crucial as the existing Cisco ASAs are approaching End-of-Life (EOL), and the associated Barracuda licenses have expired and require repurchase. Given the critical role these firewalls play in securing the County’s network, particularly in maintaining compliance with LEIN and CJIS requirements, it is essential to implement a solution that ensures both performance and security. This Scope of Work (SOW) is based on a mutually agreed understanding between the parties involved. We are committed to providing a solution tailored to Wexford County’s needs and requirements.

2. SOW and Services:

2.1 Network Security Engineering

Objective: Design, configure, and install two Fortinet firewalls to replace the existing end-of-life Cisco firewalls and corresponding Barracuda licenses factoring compliance with LEIN and CJIS cybersecurity requirements.

Activities and Potential Activities may include but are not limited to:

- Design and architect the new firewall environment
- Configure firewalls for CJIS/LEIN compliance
 - FIPS 140-2 encryption standards
 - Secure user authentication, including MFA
 - Logging, monitoring, and audit trail features
- Define firewall rules and access
- Decommission end-of-life firewalls
- Schedule and install (2) firewalls
- Test and validate
- Configure VPN tunnels
- Update configuration documentation

2.2 Firewall and License Procurement(s)

- FortiGate 90G Hardware with FortiCare Premium and FortiGuard Enterprise
 - Fortinet Cloud Management License
- FortiGate 60F Hardware with FortiCare Premium and FortiGuard Enterprise
 - Fortinet Cloud Management License

3. Cost:

Service	Unit	Qty	Rate	Total
2.1 Network Security Engineering	HR	40	\$125	\$5,000
2.2 Firewall and License Procurement (1 yr license option)	LS	1	-	\$4,979
2.2 Firewall and License Procurement (3 yr license option)	LS	1	-	\$8,932

4. Clarifications and Exclusions:

- 1) This proposal expires 10/31/24 (hardware and software licenses fluctuate regularly).
- 2) 1-year OR 3-year options are presented. Only one option shall be selected.
- 3) This Firewall project focuses on upgrading the Wexford County Courthouse and Sheriffs office first.
 - a) The current out of date setup also leverages Barracuda software (which will no longer be needed) since the new setup offers Web Security.

- 4) Without this project, it is estimated that the Barracuda software will cost approximately \$2,000 per annual license (\$4,000 total). Wexford County would then need to upgrade the EOL firewalls themselves early next year. Broken down below for visual clarification:

1 -Year Option	3-Year Option	Stay with Current Cisco 1-Year Plan
\$9,979	\$13,932	Est. \$4,000 (Barracuda) + \$10,000 Firewall upgrade = \$14,000

Additional Information:

This estimate may not include additional costs that may arise during the Project. Such additional costs could include but are not limited to software, hardware, material, unforeseen labor delays or extended time, or other specific requirements unique to the Project. Any changes or deviations from scope will be communicated to Wexford County Administrator.

5. Conclusion:

All terms and conditions remain in place from Managed Security Agreement executed August 7, 2024 unless explicitly identified.

Please reach out for any further information, clarifications, or to discuss the details of this Project.

Wexford County:
Joe Porterfield, Administrator:

Signature: _____

Date: _____

Karhu Cyber:
Quinn Impola, Business Manager:

Signature: _____

Date: _____

COUNTY OF WEXFORD

Administration
437 E. Division St.
Cadillac, MI 49601
(231) 779 - 9453

**PURCHASE
ORDER**
24-3219

G.5.

PO NUMBER MUST APPEAR ON ALL CORRESPONDENCE, INVOICES, SHIPPING PAPERS, & PACKAGES

Sold By:

D & W Mechanical
1266 Industry Dr. Suite A
Traverse City, MI 49686
231-941-1215

Requested By:

Wexford County Maintenance Department
Adam Kerr, Maintenance Director
437 E. Division St.
Cadillac, MI 49601
231-779-9469

**Date Purchase Order
Requested: 10/9/24**

Account Line Item #: 101-265-800.00

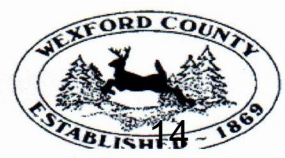
Quote/Invoice Number:

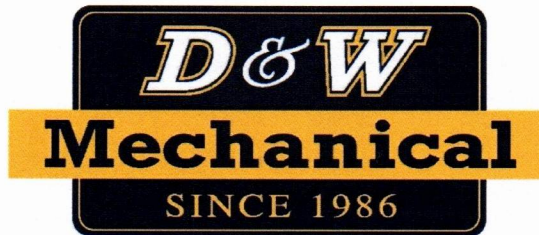
QTY ORDERED	DESCRIPTION	UNIT PRICE	AMOUNT
1	Commerical Steam Boiler Replacement at Wexford County Courthouse - 437 E. Division St., Cadillac, MI	\$79,928.00	\$79,928.00
Grand Total:			\$79,928.00

CONDITIONS: GOODS ARE SUBJECT TO INSPECTION AND APPROVAL. IF SHIPMENT WILL BE DELAYED FOR ANY REASON, ADVISE IMMEDIATELY, STATING ALL THE NECESSARY FACTS. TO AVOID ERRORS, NOTE SPECIFICATIONS CAREFULLY AND FULLY. IF UNABLE TO COMPLETE ORDERS AS WRITTEN, NOTIFICATION MUST BE PROMPT.

AUTHORIZING PURCHASING AGENT:

[Signature]
Clifford Porterfield, County Administrator





COMMERCIAL | RESIDENTIAL | PLUMBING | HVAC | SERVICE

October 9, 2024

Wexford County
107 May St.
Cadillac, MI 49601

Re: Commercial Steam boiler replacement located at 437 E. Division St. Cadillac, MI 49601.

D&W Mechanical is pleased to submit the following proposal for the above-mentioned project.

Scope of Work:

- Demo existing steam boiler, disassembly will take place on site, disposal included.
- Provide / install new Weil McLain LGB 17 Commercial Gas boiler, new boiler will be assembled on site.
- Re-use existing piping and venting, right hand return will be cut out with new cast section welded into place, this will eliminate the current leak.
- Install new steam specialties (valves, steam trap, strainers, lwco, hi-limit etc.)
- Re-install venting from boiler to existing stack and seal.
- Install factory CSD-1 kit.
- Perform factory start up and testing through full sequence of operation.
- Test for leaks, perform CSD-1 testing and paperwork.
- Re-insulate piping, as necessary.
- Boiler permit included.

Total for above scope... \$79,928.00

Clarifications:

- Supplier has all pieces needed to assemble boiler on site.
- Not responsible for condition of existing mechanical infrastructure
- Any other work needed/desired not included in above scope to be done on a T&M basis

Thank you for this opportunity, please let me know if you have any questions.

Respectfully,
D&W Mechanical

Shawn Wolf / Project Manager swolf@dwmechanical.com



D&W MECHANICAL PROPOSAL TERMS AND CONDITIONS

- 1. PAYMENT TERMS:** Clients agree to pay invoices within ten (10) days of invoice date. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work without notice and/or terminate this Agreement. If this happens, Clients shall pay Contractor in full for all work performed up to the date of cessation of work and/or termination of this Agreement, and Contractor shall be further entitled to any all other remedies available at law or in equity. Clients shall reimburse Contractor for all actual costs and attorneys' fees incurred in enforcing any term of this Agreement.
- 2. CHANGES:** No changes in the scope of work related to the services described in proposal above shall be made except on the written agreement of Clients and Contractor. Changes shall be stated in a written change order signed by Clients and Contractor. The change order shall specify a detailed description of the change and the cost or credit of the change. The total price stated on the initial page of this Proposal shall be adjusted to reflect any such changes. Notwithstanding the foregoing, Clients shall pay any extra cost for changes that are required by a public entity or an inspector upon written notification by the Contractor, without any requirement on the part of Contractor to obtain a signed written change order from Clients.
- 3. COMPLIANCE WITH LAWS:** All services shall be provided in a good and workmanlike manner and shall be in accordance with all laws, rules and regulations of the State of Michigan.
- 4. INSURANCE:** Clients shall be responsible for maintaining appropriate insurance coverage at the premises in sufficient policy limits. Contractor shall carry public liability insurance and worker compensation insurance as required by law and both parties shall deliver evidence of said insurance to the other upon request.
- 5. UNAVOIDABLE CONSEQUENCES:** Contractor shall not be liable for any delay or failure to perform any part of this Agreement outside of Contractor's control, including but not limited to, any damage to the Premises or improvements constructed on the Premises; or any damage, loss, cost, or expense that results from such occurrences when the delay, failure, damage, loss, cost, or expense is the proximate result of a fire; a flood; an act of God; a revolution; a riot; a civil disorder; vandalism; an act of enemies; a labor dispute, including a dispute among or between unions; any act of any sovereign nation or political subdivision, including all agencies, bureaus, departments, and representatives; or acts or omissions of Clients or any other cause not within the control of Contractor.
- 6. WARRANTY:** To the extent any goods or equipment are provided by Contractor, Contractor shall pass on to Clients any warranties given by the manufacturers of such goods or equipment. Contractor makes no warranties of any type or kind whatsoever, express or implied, regarding goods or services provided under this Agreement, including without limitation any implied warranty of merchantability and/or any warranty of fitness for a particular purpose.
- 7. STATUTORY NOTICE:** A residential builder or a residential maintenance and alteration contractor is required to be licensed under article 24 of the Occupational Code, 1980 PA 299, MCL 339.2401-.2412. A mechanical contractor is required to be licensed under article 8 of the Skilled Trades Regulation Act, MCL 339.5801-.5819. An HVAC contractor is required to be licensed under MCL 339.5801 of the Skilled trades Regulation Act. Contractor is properly licensed in the state of Michigan as an HVAC contractor under license number 7108722. Contractor is properly licensed in the state of Michigan as a Plumbing contractor under license number 8002052,
- 8. WAIVER OF CLAIMS:** The making of final full payment pursuant to this Agreement shall constitute full acceptance of the labor and materials provided by Contractor, including without limitation the Services, and a waiver of any and all claims by the Clients related to the Services and/or this Agreement, except those arising from fraud or willful misconduct of Contractor.
- 9. ENTIRE AGREEMENT:** This Agreement contains the entire agreement of the parties concerning any and all work to be performed by Contractor on the Property. All prior and simultaneous negotiations, promises, discussions and/or agreements are merged in this Agreement. This Agreement may be modified only by a written document signed by the parties. This Agreement may be signed in one or more counterparts, and signatures on this Agreement may be delivered by e-mail, facsimile, PDF, or other similar electronic means.
- 10. BINDING EFFECT:** This Agreement shall bind and benefit the parties and their successors, heirs, representatives, and permitted assigns.

11. JURISDICTION AND VENUE: This Agreement shall be governed and controlled in all respects by the laws of the state of Michigan, without regard to its conflicts of law principles. Any disputes arising out of or relating to this Agreement shall be resolved solely and exclusively by courts of competent jurisdiction in Grand Traverse County, and the parties consent to such jurisdiction and venue.

12. TIME OF THE ESSENCE: Time shall be of the essence in the performance of this Agreement.

13. SEVERABILITY: If any term or condition of this Agreement shall to any extent be invalid or unenforceable, the remainder of this Agreement, shall be effective, and each term, or condition of this Agreement shall be valid and enforced to the fullest extent permitted by law.

14. NOTICES: All notices as required under this Agreement shall be effective only if in writing or in a form of electronic or facsimile transmission that provides evidence of receipt and shall be either personally served, electronically transmitted, or sent with postage prepaid to the appropriate party at its address as set forth in the introductory paragraph of this Agreement. Either party may change its address by giving notice of the change or a facsimile transmission number to the other as provided in this section.

CLIENTS:
Wexford County

By:

DATE:

CONTRACTOR:
D&W Mechanical

Shawn M. Wolf Sr.

By:

October 8, 2024

DATE:

Jami Bigger

From: Joe Porterfield
Sent: Wednesday, October 9, 2024 12:57 PM
To: Adam Kerr; Gary Taylor; Michael Musta
Cc: Jami Bigger
Subject: emergency purchase

Adam I met a few moments ago with Mike Musta (finance Chair) and Gary Taylor (Board Chairman) pursuant to our emergency purchase policy. They have agreed to the purchase of the boiler in the amount of \$79,928.00 from D & W Mechanical.

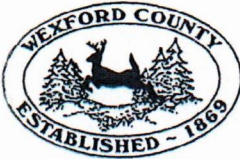
They do want to confirm someone from their office will setup the inspections and be here for the fire up of the unit after installation and inspections.

If you can confirm that would be great. Get it ordered and please confirm we are on a 2 weeks completion schedule.

Thanks

Joe

Joe Porterfield MMAO (4), CES, PPE
Wexford County Administrator/ Equalization Director
Assessor for the City of Cadillac, City of Manton,
Townships of Cherry Grove and Slagle.



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
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total		\$	\$

EXPENDITURE

Account Number	Account Description	Decrease	Increase
101-301-702.03	Permanent Employees	\$ 23,900. ⁰⁰	\$
101-301-931.00	Equipment & Maintenance	\$	\$ 23,900
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total		\$ 23,900	\$ 23,900

[Handwritten Signature]
 Department Head Signature

10-15-24
 Date

Finance Committee Approval Date (if necessary) _____

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

Date _____

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Finance Committee
FROM: Administration
FOR MEETING DATE: October 23, 2024
SUBJECT: Canteen Services Renewal Agreement

SUMMARY OF ITEM TO BE PRESENTED:

Mike Stump, Vice President of Commissary & Business Development from Tigg’s Canteen Services, is proposing renewal of their current contract with minimal increases. They currently provide jail kitchen services for inmate meals. The renewal is for one year, November 10, 2024, through August 31, 2025. Jail Administrator, Lt. McDaniel, would like to continue services with Tigg’s Canteen and support the renewal as proposed.

Average daily jail population

0-55	Increase	+14
56-75	Increase	+11
76-95	Increase	+10
96-115	Increase	+09
116 +	Increase	+08

Kosher meals	no increase	\$6.82
Medical meals	Increase	+05

The proposed agreement follows.

RECOMMENDATION:

Administration recommends the Finance Committee forward a recommendation to the full board to approve the renewal of the Canteen Services agreement.



CANTEEN SERVICES, INC.
RENEWAL TWO
OF THE FOOD SERVICE AGREEMENT

This Renewal Two (“Renewal”) of the Food Service Agreement effective August 31, 2020, between the County of Wexford, a municipal corporation and political subdivision of the State of Michigan, acting on behalf of the Wexford County Sheriff’s Office, with offices located at 1015 Lincoln Street, Cadillac, Michigan 49601 (hereinafter referred to as “Client”), and Canteen Services, Inc. a Michigan corporation with principal offices located at 353 S. Michigan Ave., Coldwater, MI 49036 (hereinafter referred to as “Canteen”) **is effective upon signature.**

RECITALS

Whereas, Client and Canteen are parties to a three (3) year Food Service Agreement (“Agreement”), with an expiration date of August 31, 2024;

Whereas, the Agreement allows for two (2) one-year (1) renewals with mutual agreement;

Whereas, Client and Canteen do hereby mutually agree to implement the second one-year renewal;

Now, Therefore, Client and Canteen mutually agree as follows:

1. The term of this Agreement shall remain in force through August 31, 2025.
2. A revision to the pricing schedule shall be implemented on November 10, 2024, as follows:

EXHIBIT A,

I. PRICING,

Paragraph 1 Item A. the per meal pricing schedule is revised to read as follows:

Inmate meals quantity per meal service (B/L/D)	Price per meal
0 – 55	\$3.67
56 – 75	\$2.89
76 – 95	\$2.50
96 – 115	\$2.24
116 +	\$2.10
Kosher Meals	\$6.82/each
Medical Snacks	\$1.30/each

All remaining terms and provisions of the Agreement, which are not affected by this ‘Renewal Two’ shall remain in full force and effect.

CANTEEN SERVICES, INC.

COUNTY OF WEXFORD on behalf of the WEXFORD
 COUNTY SHERIFF’S OFFICE

 Signature Date

 Signature Date

 Title

 Title

 Printed name

 Printed name

 Signature Date

 Chairman, Board of Commissioners
 Title

 Printed name