



Wexford County

BOARD OF COMMISSIONERS

Annual Organizational Meeting

NOTICE OF MEETING

The Wexford County Board of Commissioners will hold a regular meeting on Thursday, January 2, 2025, beginning at 4:00 p.m. in the Commissioners Room, third floor of the Historic Courthouse, located at 437 E. Division St., Cadillac, MI 49601.

TENTATIVE AGENDA

- A. CALL TO ORDER
B. ROLL CALL
C. PLEDGE OF ALLIEGIANCE
D. ELECTION OF BOARD CHAIRPERSON
E. ELECTION OF BOARD VICE-CHAIRPERSON
F. ADDITIONS/DELETIONS TO THE AGENDA
G. APPROVAL OF THE AGENDA
H. EMPLOYEE RECOGNITION
I. PRESENTATION AND REPORTS
J. PUBLIC COMMENT
K. CONSENT AGENDA
L. AGENDA ITEMS
M. ADMINISTRATOR'S REPORT
N. CORRESPONDENCE
O. PUBLIC COMMENT

- P. LIAISON REPORT
- Q. BOARD COMMENTS
- R. CHAIR COMMENTS
- S. ADJOURN

WEXFORD COUNTY BOARD OF COMMISSIONERS
Regular Meeting * Wednesday, December 18, 2024

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

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

Absent- Commissioner Gary Taylor.

Pledge of Allegiance.

Additions/Deletions to the Agenda-

Add: J.5. Resolution 24-27 Extending Appreciation for Commissioner Mitchell

Add: J.6. Resolution 24-28 Extending Appreciation for Commissioner Musta

Add: J.7. Resolution 24-29 Extending Appreciation for Commissioner Townsend

Add: J.8. Resolution 24-30 Extending Appreciation for Commissioner Adams

Approval of the Agenda

MOTION by Comm Theobald, seconded by Comm Adams to approve the agenda, as amended.

All in Favor.

Employee Recognition- *None.*

Presentation and Reports- *None.*

Public Comment- *None.*

Consent Agenda

1. Approval of the December 4, 2024, Meeting Minutes

MOTION by Comm Theobald, seconded by Comm Adams to approve the Consent Agenda, as presented.

All in favor.

Agenda Items

1. Remonumentation Surveyor Agreements

MOTION by Comm Adams, seconded by Comm Theobald to approve the Monumentation Surveyor Agreements between CC Land Surveying and Atwell and Wexford County and authorize the Vice Chairman to sign on behalf of the County.

Roll Call: Motion passed 8-0.

2. Peer Review Surveyor Agreements

MOTION by Comm Theobald, seconded by Comm Musta to approve the Peer Review Surveyor Agreements between Bill Sikkema, George Smith, Brent Clough, Craig McVean and Wexford County and authorize the Vice Chairman to sign on behalf of the County.

Roll Call: Motion passed 8-0.

3. Kalkaska Inmate Housing Agreement

MOTION by Comm Baughan, seconded by Comm Adams to approve the Inmate Housing Agreement between Wexford County/Wexford County Sheriff and Kalkaska County/ Kalkaska County Sheriff for the period covering January 1, 2025 through December 31, 2026 and authorize the Vice Chairman to sign on behalf of the County.

Roll Call: Motion passed 8-0.

4. LOU Regarding 2025 Wage Adjustment TPOAM General Unit

MOTION by Comm Theobald, seconded by Comm Baughan to approve the Letter of Understanding between the County of Wexford and the TPOAM General Unit regarding Article 26 Wages, Section C, and authorize the Vice Chairman to sign on behalf of the County.

Roll Call: Motion passed 8-0.

5. Resolution 24-27 Extending Appreciation for Commissioner Mitchell

MOTION by Comm Theobald, seconded by Comm Baughan to approve Resolution 24-27 Extending Appreciation for Commissioner Jason Mitchell's Service and Leadership.

Roll Call: Motion passed unanimously.

6. Resolution 24-28 Extending Appreciation for Commissioner Musta

MOTION by Comm Potter, seconded by Comm Theobald to approve forward Resolution 24-28 Extending Appreciation for Commissioner Michael Musta's Service and Leadership.

Roll Call: Motion passed 8-0.

7. Resolution 24-29 Extending Appreciation for Commissioner Townsend

MOTION by Comm Theobald, seconded by Comm Potter to approve Resolution 24-29 Extending Appreciation for Commissioner Benjamin Townsend's Service and Leadership.

Roll Call: Motion passed unanimously.

8. Resolution 24-30 Extending Appreciation for Commissioner Adams
MOTION by Comm Theobald, seconded by Comm Baughan to approve Resolution 24-30 Extending Appreciation for Commissioner Kathy Adams' Service and Leadership.

Roll Call: Motion passed 8-0.

Administrator's Report-

Administrator Porterfield mentioned that he will miss working with the 4 outgoing Commissioners, and he reminded them that his door is always open. Mr. Porterfield also noted that he is looking forward to working with the new commissioners as well.

Mr. Porterfield explained that there is still a lot going on with the cyber attack. Things are moving forward, but they are still moving slowly. The Register of Deeds Office is still working at getting back up and running. As of right now, there is not a timeline.

Correspondence-None

Public Comments-

Mike Mix, Colfax Township Supervisor, reminded the Board we are at 13 months and counting in asking for a change on the address ordinance. He noted that the Open Meetings Act calls for all discussions be made in public. At all the Board meetings, there is little to no discussion with 9-0 votes. He questioned where the discussions were taking place. He also questioned why the Board does not ask questions during public comment. He believes that is a bad policy. He has great hope for the new members coming in and that they will discuss during the public meetings.

Don Koshmider, Cadillac, informed everyone that InfoWars is still broadcasting. They were not bought by The Onion. He reminded everyone that we are in crazy times, and that they should get their news from InfoWars.

Sandy Bengelink, Cadillac, thanked Jason, Mike, Ben and Kathy for their service as Commissioners. She extended an extra thank you to Kathy for stepping up to the position 2 years ago.

Liaison Reports-

Comm Theobald attended a LDFA meeting. There is more PFAS contamination being found. She encouraged everyone with concerns to reach out to her.

Comm Potter attended a Road Commission meeting where they discussed the budgets for 2024 and 2025.

Comm Townsend attended an Airport meeting. There was a preliminary vote taken on a new pavilion. He showed pictures of the plans for the building, and he noted they have come a long way in the 6 years since he began attending those meetings.

Board Comments-

Comm Baughan noted that last Saturday he helped with Wreaths Across America at the Haring Township Cemetery. Jack Baughan organized this, and together with the Fire Department and several residents they were able to place 90 wreaths. He also noted that on the 21st he will be working with the Haring Township Fire Department ringing bells for the Salvation Army.

Comm Potter helped out with Project Christmas and that was a success. He asked for a moment of silence for Kathy Cline who the County lost the day before.

Comm Townsend commented that when he first started on the Board, he was unsure of how it was run. There are 4 committees that pass things on to the formal Board to approve. He also noted that it is against the Open Meetings Act to ask questions during public comment. Mr. Townsend ended with a parody song written by himself.

Comm Adams thanked Joe, Jami and the administration for being so amazing to work with. The open door policy Joe referred to was her salvation at times. She thanked Rick Charmoli for his articles in helping her understand more. She thanked Alaina, Roxanne, Kristi, Trent, Duane, Travis, the Judges, the Prosecutor's Office, the Public Defenders, the CWTA, Airport, Networks Northwest, and anyone else that she wasn't thinking of. They are hardworking people, and the unsung heroes.

Comm Theobald is going to miss working with the 4 commissioners going out, but she is looking forward to working with the new ones. She was very saddened to hear of the passing of Kathy Cline. Ms. Theobald asked Ben to make sure Gary is able to hear that song. She also noted that she hears Mr. Mix and has been taking notes. She does not have a hidden agenda, and she prepares herself for each meeting by reading the packets. Sometimes more than once.

Vice Chairman's Comments-

Chair Bush thanked everyone for supporting him while he ran the meeting. He noted that people do not see what is being done for these meetings. Mr. Bush wished everyone a Merry Christmas, and will be keeping Kathy's family in his prayers.

Adjourn

**MOTION by Comm Theobald seconded by Comm Potter to adjourn at 4:31 p.m.
All in favor.**

Michael Bush, Vice Chairman

Alaina Nyman, County Clerk



Wexford County
2025 Committee Structure

Executive Committee –

1. _____, Chair of Board of Commissioners
2. _____, Chair of Finance
3. _____, Chair of Human Resources/Public Safety
4. _____, Chair of Recreation and Building

Finance and Appropriations Committee –

1. _____, Chair
2. _____
3. _____
4. _____

Human Resources/Public Safety Committee –

1. _____, Chair
2. _____
3. _____
4. _____

Recreation and Building Committee –

1. _____, Chair
2. _____
3. _____
4. _____

**Wexford County Board of Commissioners
2025 Meeting Schedule**

L.1.c.

Board of Commissioners-

District 1: Aaron Sogge
District 2: Jason Nelson
District 3: Mark Nyman

District 4: Sandy Bengelink
District 5: Michael Bush
District 6: Julie Theobald

District 7: Gary Taylor
District 8: Jason Baughan
District 9: Brian Potter

Unless posted otherwise, the Board of Commissioners will meet on the first and third Wednesday of every month, at 4:00 p.m. in the Commissioners Room of the Historic Courthouse.

January 02 *	April 02	July 02	October 01
January 15	April 16	July 16	October 15
February 05	May 07	August 06	November 05
February 19	May 21	August 20	November 19
March 05	June 04	September 03	December 03
March 19	June 18	September 17	December 17

**Changed due to holiday*

Executive Committee-

Unless posted otherwise, the Executive Committee will meet on the second Tuesday of every month, at 4:00 p.m. in the Commissioners Room of the Historic Courthouse.

January 14	July 08
February 11	August 12
March 11	September 09
April 08	October 14
May 13	November 12 *
June 10	December 09

**Change due to holiday*

Finance & Appropriations Committee-

Unless posted otherwise, the Finance & Appropriations Committee will meet on the second Thursday and the fourth Wednesday of every month at 4:00 p.m. in the Commissioner Room of the Historic Courthouse.

January 09	April 10	July 10	October 09
January 22	April 23	July 23	October 22
February 13	May 08	August 14	November 13
February 26	May 28	August 27	November 26
March 13	June 12	September 11	December 11
March 26	June 25	September 24	December 23*

**Time changed 3:00 p.m. due to holiday*

Human Resources/Public Safety Committee-

Unless posted otherwise, the Human Resources/Public Safety Committee will meet on the fourth Tuesday of every month at 4:00 p.m., in the Commissioner Room of the Historic Courthouse.

January 28	July 22
February 25	August 26
March 25	September 23
April 22	October 28
May 27	November 25
June 24	December 23

Recreation & Building Committee-

Unless posted otherwise, the Recreation & Building Committee will meet on the first Thursday of every month at 4:00 p.m. in the Commissioner Room of the Historic Courthouse.

**The Recreation & Building Committee does not meet in January*

February 06	July 03
March 06	August 07
April 03	September 04
May 01	October 02
June 05	November 06
	December 04

**2025 Wexford County
Liaison Appointments to Standing**

L.1.d.

<u>Organization</u>	<u>Contact</u>	<u>Meeting Information</u>	<u>2024 Appointed</u>
911 Committee	Duane Alworden 231-779-9213	Jan 26, Apr 27, Jul 27, Oct 26 at 10 am	Kathy Adams
Airport Authority	Keith Newell 231-779-9525 manager@wexfordcountyairport.com	Second Wednesday of Each Month, 6:00 p.m. (April/May - 7:00p.m.) 8040 E. 34 Rd, Cadillac	Ben Townsend
Area Agency on Aging Northwest Michigan	Heidi Gustine (Darcia Brewer) 231-421-9612 brewerd@aanm.org	First Thursday of Every Month, 10:00a.m.; 1609 Park Dr. Traverse City	Jason Baughan
Cadillac Area Manufacturing Association	Doug Mellema 231-468-1498	Monthly - Date and Location TBA	Michael Bush
Cadillac Wexford Public Library Board	Tracey Logan, Director 231-775-6541 logant@cadillaclibrary.org	Monthly - Schedule to be Provided	Ben Townsend
Cadillac Wexford Transit Authority	Carrie Thompson 231-775-9411	Third Monday of Each Month, 4:00p.m. CWTA Office. 951 Casa Rd, Cadillac	Michael Musta
Clam Lake Downtown Development Authority	Cindy Warda 231-775-5401 Ext. 6 director@clamlakedda.org	Third Wednesday of Each Month, 8:00a.m. at the Clam Lake Twshp Hall, 8809 E. M115	Brian Potter
Council on Aging	Erin Brotherton Supervisor of Healthcare Services 231-775-0133 erinbrotherton@yahoo.com	Third Tuesday of Each Month, 3:00p.m., 417 W. 13th St. Cadillac	Gary Taylor
Department of Veteran Services	Kathy Cline, Director 231-775-6654 kcline@wexfordcounty.org	Second Wednesday of Each Month, 3:00p.m., 401 N. Lake St., Cadillac	Gary Taylor
District Health Department #10	Kevin Hughes 231-876-3839 khughes@dhd10.org	Last Friday of the Month, (Fall/Winter 10:00a.m., Spring/Summer 9:30a.m.) 521 Cobb St., Cadillac	Gary Taylor Julie Theobald
Department of Health & Human Services	Carey Adrianse 231-779-4501 adriansec@michigan.gov	First Tuesday of Each Month, 9:30a.m. DHHS Office, 10641 W. Watergate Rd (M-55 E.), Lake City	Julie Theobald
Emergency Food and Shelter Board	Lt. Greg Bock & Lt. Liz Bock 231-775-7131	Second Tuesday of Each Month, 4:00p.m., 725 Wright St. Cadillac	Julie Theobald
Emergency Preparedness (Local Planning Team)	Randy Boike 231-920-6280 emd@wexfordcounty.org	Jan 19, Apr 20, Jul 20, Oct 19 – 10:00 a.m. Commissioners Room	Gary Taylor Michael Bush
Human Services Leadership Council	Carey Adrianse 231-779-4501 adriansec@michigan.gov	Virtually, Fourth Tuesday of Each Month, 8:30a.m.	Julie Theobald
Lake Mitchell Improvement Board	Dave Foley lakemitchellboard@gmail.com	TBD, Schedule to be found at lakemitchell.org	Kathy Adams
Local Development Finance Authority	Marcus Peccia 231-775-4446 citymanager@cadillac-mi.net	TBA	Michael Bush
MSUE Council	Eric Karbowski 989-317-4079 karbows8@msu.edu	Quarterly, Dates & Times TBA	Ben Towsend
Northern Lakes Community Mental Health	Stacy Maiville 231-935-3538 stacy.maiville@nlcmh.org	Third Thursday of Each Month, 2:15p.m., Locations TBA	Ben Townsend

**2025 Wexford County
Liaison Appointments to Standing**

<u>Organization</u>	<u>Contact</u>	<u>Meeting Information</u>	<u>2024 Appointed</u>
Northern Michigan Counties Association	John Amrhein 231-922-4627 amrhein@msu.edu	Dates TBA, Roscommon County Board Rm., 500 Lake St., Roscommon	Gary Taylor
Networks Northwest	Alisha Theriault 231-929-5000 Alisha.theriault@networksnorthwest.org	TBA	Ben Townsend
Northern District Fair	Larry Walsh 231-775-6361	Third Thursday of Each Month, 7:00p.m., Fairboard Office, Fairgrounds, Cadillac	Gary Taylor
MMR – Quality & Communications Relations Committee	Daniel Mosholder Operations Manager dmosholder@mobilemedical.org	Dissolved	N/A
Northern Michigan Regional Entity	Sarah Sircely 231-487-9144	First Monday of ODD Months, 10:00a.m., 1999 Walden Dr., Gaylord	Gary Taylor
Northwest Michigan Community Action Agency	Kerry Baughan 231-947-3780 kerrybaughan@nmcaa.net	Third Thursday of Each Month, 12:20p.m., 3963 Three Mile Rd., Traverse City	Julie Theobald
West Michigan Forensic Pathology Services Authority	Lisa Kaspriak 231-510-6205 kaspriak@gmail.com	Dissolved	N/A
Wexford County Road Commission	Karl Hansen 231-775-9731 engineer@wexfordcrc.org	Last Wednesday of Each Month, 7:30a.m. RC Office, 85 W. M-115, Boon	Brian Potter
Wexford Conservation District	Tiffany Jones 231-775-7681	Second Tuesday of Each Month, 9:00a.m., U.S.D.A Office, 34th Rd., Cadillac	Gary Taylor
Wexford County School Safety Committee	David Cox 231-876-2262 dcox@wmisd.org	Second Monday of Each Month, Location TBA	Jason Baughan
Wexford Missaukee Community Corrections Advisory Board	Mistine Stark 231-779-9472 mstark@wexfordcounty.org	Quarterly, Dates and Times TBA	Julie Theobald

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Administration
FOR MEETING DATE: January 2, 2025
SUBJECT: Commissioner Code of Ethics

SUMMARY OF ITEM TO BE PRESENTED:

Wexford County Policy A-0.0 (following) states that “the Board of Commissioners shall annually review the Code of Ethics and Conduct for Wexford County Commissioners.”

RECOMMENDATION

That each commissioner review the Code of Ethics.



CODE OF ETHICS AND CONDUCT

FOR WEXFORD COUNTY COMMISSIONERS

Policy Number: A-0.0

County Board Approval: December 4, 2019

(A) Preamble.

- (1) The citizens of Wexford County are entitled to have a just, ethical and accountable local government that has earned the public's full confidence for integrity.
- (2) Furthermore, the effective functioning of government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; public officials be independent, impartial and just in their judgment and actions; public office be used for the public good, not for personal gain; and public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.
- (3) To this end, the Wexford County Board of Commissioners adopts this Code of Ethics and Conduct to assure public confidence in the integrity of local government and its effective and just operation.

(B) Code of Ethics and Conduct.

- (1) **Acts in the public interest.** Recognizing that stewardship of the public interest must be their primary concern, County Commissioners will work for the common good of the people of Wexford County and not for any private or personal interest, and they will assure just and equal treatment of all persons, claims, and transactions coming before the Board of Commissioners.
- (2) **Compliance with law.** County Commissioners shall comply with the laws of the nation, the State of Michigan, and Wexford County, in the performance of their public duties. Commissioners shall also comply with the Rules of Procedure as adopted by the Board.
- (3) **Respect for process.** County Commissioners shall perform their duties in accordance with the Rules of Procedures established by the County Board of Commissioners governing the deliberation of public policy issues and meaningful involvement of the public.
- (4) **Conduct of public meetings.** County Commissioners shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall refrain from interrupting other speakers, making comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

(5) **Communication.** County Commissioners shall publicly share substantive information that is relevant to the matter under consideration by the Board, which they may have received from sources outside of the public decision-making process.

(6) **Full disclosure.**

- A. A County Commissioner in the performance of his/her public duties shall not act upon any matter in which he/she may have a material financial interest, or where he/she may have a legal or fiduciary duty to another organization or entity or personal relationship that may give the appearance of a conflict of interest, without disclosing the full nature and extent of the interest to the other members of the County Board of Commissioners on the official record. Such disclosure must be made before the time to perform their duty or concurrently with the performance of the duty.
- B. The disclosure required by this section shall not supplant, but instead shall supplement any disclosure of a personal, contractual, financial, business, employment or pecuniary interest required by state statute and the Rules of Procedure A-1.0.6.a-b

(7) **Gifts, favors, and loans.**

- A. A County Commissioner shall refrain from financial and business dealings that would tend to reflect adversely on the Commissioner's impartiality, interfere with the performance of his/her public duties or exploit his/her official position. A County Commissioner should not take any special advantage of services, goods or opportunity for personal gain that is not available to the public in general.
- B. A County Commissioner, a family member of a County Commissioner, a Trust in which a County Commissioner or other family member may be considered as a beneficiary of a Trust, and an entity (corporation, partnership, sole proprietorship, LLC) in which the County Commissioner or other family member has a financial interest, shall refrain from soliciting any gifts, loans or favors except that a Commissioner and a family member may:
 - 1. Accept a gift or honorarium, not exceeding a value of twenty-five dollars (\$25.00), for services rendered in the performance of their public duties or other activity devoted to the improvement of communities and the lives of citizens.
 - 2. Accept ordinary social hospitality; a gift, bequest, favor or loan from a relative; a wedding or engagement gift; a loan in the regular course of business from a lending institution on the same terms as generally available to the public; and a scholarship, grant or fellowship awarded on the same terms as applied to other applicants.
 - 3. Accept any other gift, favor or loan only if the donor is not a person or entity whose interests have come or are likely to come before the Board of Commissioners.
 - 4. Solicit and accept campaign contributions in accordance with federal and state law.

(8) **Confidential Information.** County Commissioners shall respect the confidentiality of

information concerning the property, personnel or affairs of the County. They shall neither disclose nor divulge to an unauthorized person confidential information acquired in the course of their duties in advance of the time prescribed for its authorized release to the public without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

(9) **Use of public resources.** Public resources, including County staff time, equipment, supplies, and facilities, not available to the public in general shall only be used for the benefit of the public. County Commissioners may not use public resources for personal or private use.

(10) **Representation of private interests.** In keeping with his/her role as stewards of the public interest, a County Commissioner shall not appear on behalf of the private interests of third parties, including a family member, a Trust in which a County Commissioner or other family member may be considered as a beneficiary of a trust, and an entity (corporation, partnership, sole proprietorship, LLC) in which the County Commissioner or other family member has an interest, before the Board of Commissioners or any board, committee, commission or proceeding of the County.

(11) **Advocacy.** County Commissioners shall represent the official policies or positions of the Board of Commissioners to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, County Commissioners shall neither state nor imply that they represent the opinions or positions of the Board of Commissioners or Wexford County, and must affirmatively state that it is their own opinion or position, and not that of the Board of Commissioners. Commissioners shall always be mindful of the needs of the entire county, and not just the district they represent.

(12) **Policy role of Board of Commissioners.**

- A. County Commissioners shall respect and adhere to the Board-Administrator structure of Wexford County government. In this structure, the County Board of Commissioners, by its votes taken at properly noticed public meetings, determines the policies of the County with the advice, information, and analysis provided by the administrator, the public, subordinate boards, committees and commissions, and County Staff.
- B. County Commissioners, individually or as a group, shall not interfere with the administrative functions of the County or the professional duties of County staff; nor shall they impair the ability of the County Administrator to implement Board of Commissioners policy decisions.

(13) **Independence of Boards, Committees and Commissions.** Because of the value of the independent advice of subordinate boards, committees, and commissions to the public decision-making process, members of the Board of Commissioners shall, except when the Commissioner is a member of the public body, limit their participation in the proceedings of such subordinate public bodies to the communication of requested information and providing factual information relevant to the discussion at hand and shall not otherwise attempt to unduly influence the deliberations or outcomes of the proceeds. The Board shall be vigilant to maintain a sense of independence, and monitor board appointments to ensure that no conflicts are present in committee appointments, keeping in mind that any family, business, or personal relationships with committee members.

(14) **Positive workplace environment.**

- A. County Commissioners shall support the maintenance of a positive and

constructive workplace environment for County employees and for citizens and businesses deal with the County. County Commissioners shall recognize their special role in dealings with County employees so as to in no way create the perception of inappropriate direction to staff nor give specific orders to subordinates of the County Administrator or County Counsel.

- B. Because County Commissioner actions and comments contribute to the environment in which all County employees must work, in order to create and promote a positive work environment, no Board member shall give orders or direction to any subordinate of the County Administrator, either privately or publicly. Elected Officials may make inquiries or exchange information but cannot issue directives.

(15) Compliance and enforcement.

- A. This Code of Ethics for Wexford County Commissioners expresses standards of ethical conduct expected for members of the Board of Commissioners themselves have the primary responsibility to assure that they understand and meet the ethical standards expressed in this code of ethics and that the public can continue to have full confidence in the integrity of government.
- B. All County Commissioners have a responsibility to act when they learn of actions of another County Commissioner that appear to be in violation of the Code of Ethics. Upon being notified of reasonable suspicion of a violation of the Code of Ethics, the Chairperson shall set, or any three Commissioners, by submission of a letter signed by the three Commissioners, may require the setting, of a public hearing at a regular or special meeting of the County Board of Commissioners to determine whether a violation of the Code of Ethics occurred and, if so, what sanctions shall be imposed for the violation.
- C. The Board of Commissioners may impose sanctions on County Commissioners whose conduct does not comply with the County's ethical standards by a super-majority vote of two-thirds voting in favor of such sanctions. Sanctions may include reprimand, formal censure, loss of committee assignment, restrictions on budget or travel, and removal from office by the governor in the manner and for the causes provided by law.
- D. A violation of this code of ethics shall not be considered a basis for challenging the validity of a County Board of Commissioners decision.

(16) Implementation.

- A. As an expression of the standards of conduct for county Commissioners expected by the public, this Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when County Commissioners are thoroughly familiar with it and embrace its provisions.
- B. For this reason, ethical standards shall be included in the regular orientations for newly elected or appointed County Commissioners. At the first organizational meeting of the Board of Commissioners in January of each year, County Commissioners entering office shall sign a statement affirming that they have read and understand the Code of Ethics for Wexford County Commissioners.
- C. In addition, the Board of Commissioners shall annually review the Code of Ethics and Conduct for Wexford County Commissioners.

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 second day of January, 2025, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

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

**RESOLUTION NO. 25-01
RESOLUTION FOR WEXFORD COUNTY DEPOSITORY**

WHEREAS, the Wexford County Board of Commissioners hereby provides for the designation and deposit of all public money including tax money by the Wexford County Treasurer in the following financial institutions:

**Huntington Bank
Horizon Bank**

WHEREAS, the above signifies the location of the General Fund, Delinquent Tax, and Inmate Trust Fund demand accounts. Surplus funds and investment accounts are governed by PA 20 and the County's Investment Policy; and

WHEREAS, the Treasurer is authorized to enter into and execute on behalf of the County any contracts with any bank or trust company for the safekeeping or their party custodianship of any of the County's securities as well as any contracts or repurchase agreements with any corporation for the purchase of any such securities which will be the subject of such safekeeping or third party custodianship arrangements, on such terms and conditions as the County Treasurer shall require; and

WHEREAS, the County Treasurer is authorized to rely on the continuing effect of these Resolutions until amended or repealed by a subsequent resolution of this or a successor Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Commissioners, under the

laws of the State of Michigan, Act No. 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12), this Board is required to provide, by resolution, for the deposit of all public monies, including tax monies, belonging to, or held for, the State, County, or other political units coming into the hands of the County Treasurer, in one or more Financial Institutions within the State.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Chairperson, Wexford County Board of Commissioners

Alaina M. 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 25-01 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on January 02, 2025, and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk

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 second day of January 2025, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

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

**RESOLUTION NO. 25-02
REAFFIRMING INVESTMENT POLICY – E-1.0**

WHEREAS, pursuant to the provision of Act No. 20 of the Public Acts of Michigan of 1943, as amended, (Act 20) the Board of Commissioners of the County of Wexford may authorize the County Treasurer to invest County funds in certain investments; and

WHEREAS, this Board wishes to authorize such investments as are permitted by Act 20.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Wexford authorizes that:

1. The County Treasurer is authorized to invest funds of the County of Wexford in investments authorized by Act 20.
2. The Investment Policy attached was approved on June 17, 1998 amended January 4, 2006 and reviewed December 4, 2019.
3. Before executing an order to purchase or trade the funds of the County of Wexford, a financial intermediary, broker or dealer shall be provided with a copy of the County’s Investment Policy, shall acknowledge receipt of the Investment Policy and agree to comply with the terms of the Investment Policy regarding the buying or selling of securities.
4. The County Treasurer is authorized to rely on the continuing effect of this resolution until and unless it is specifically amended or rescinded by a future resolution of the Board of Commissioners.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Chairperson, Wexford County Board of Commissioners

Alaina M. 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 25-02 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on January 02, 2025, and I further certify that public notice of such meeting was given as provided by law.

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 second day of January 2025, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

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

**RESOLUTION NO. 25-03
CIVIL RIGHTS ACT/AMERICANS WITH DISABILITIES ACT AND
FAMILY MEDICAL & FAMILY LEAVE ACT**

WHEREAS, Wexford County desires to comply with the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and the Family and Medical Leave Act of 1992 in all entities:

BE IT THEREFORE RESOLVED that, Wexford County shall comply with the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and the Family and Medical Leave Act of 1992 in the employment and retention of personnel, and all other phases pursuant to these Acts, and affirms its policy prohibiting discriminatory practices, policies, and customs that violate the rights of any citizen or lawful permanent resident of the United States on the basis of race, color, national origin, religion, creed, sex, age, weight, height, marital status, or physical disability and/or ability and hereby adopts a broadened policy encouraging participation of minorities, the handicapped, and the disabled.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

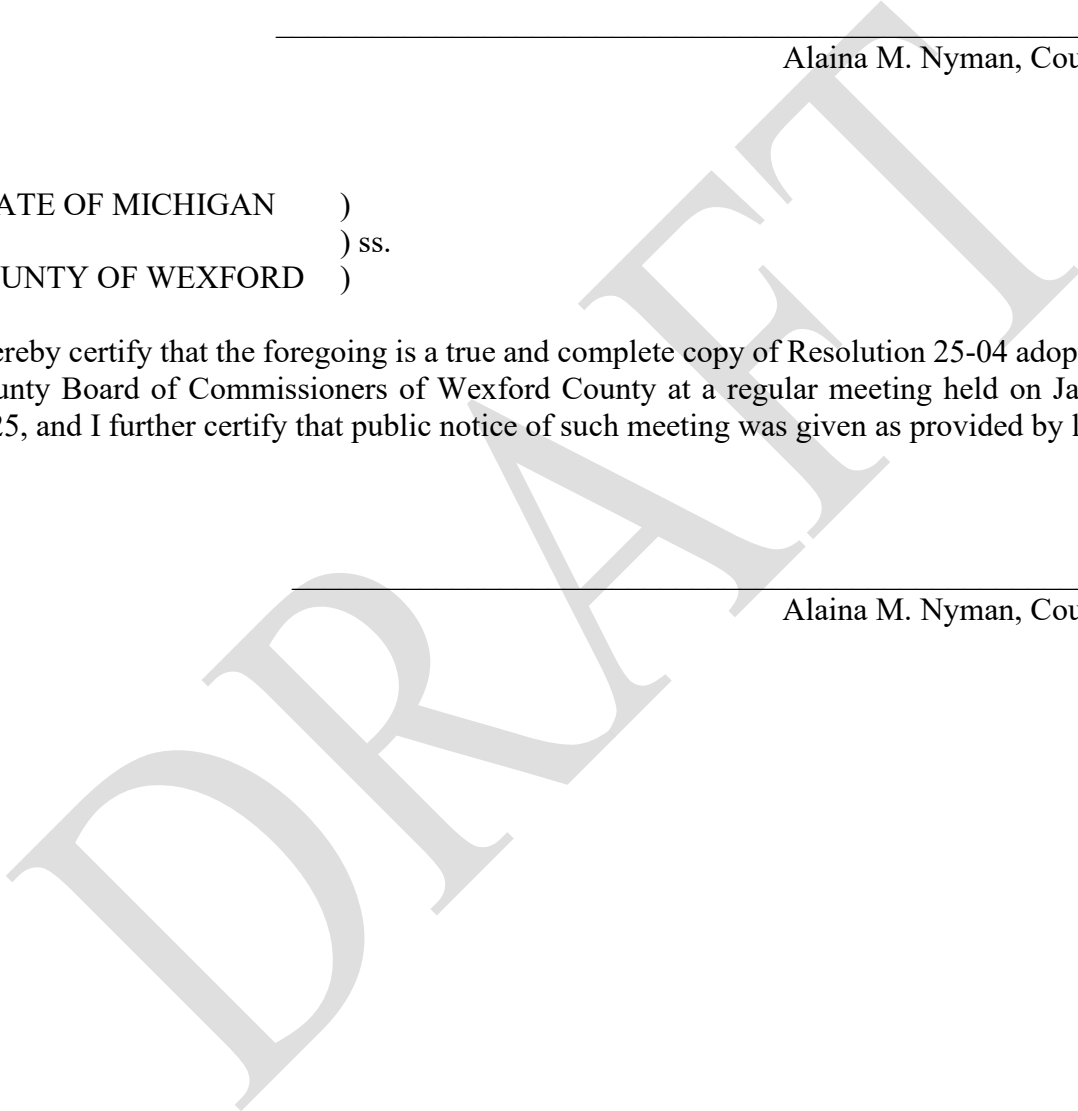
Chairperson, Wexford County Board of Commissioners

Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WEXFORD)

I hereby certify that the foregoing is a true and complete copy of Resolution 25-04 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on January 02, 2025, and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk



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 second day of January 2025, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

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

**RESOLUTION NO. 25-04
FAIR HOUSING**

WHEREAS, Wexford County is committed to fair housing and will work aggressively to ensure that all housing programs comply fully with all state, federal and local fair housing laws; and

WHEREAS, Wexford County has appointed the County Administrator as their fair housing contact person, who has an understanding of the Fair Housing Laws and will attend applicable training as able to remain informed; and

WHEREAS, Wexford County has established a Fair Housing Log. The Fair Housing Log will be maintained and will disclose information regarding any and all fair housing concerns and their outcomes; and

WHEREAS, persons wishing to file a housing related complaint or concern will be referred to the Michigan Department of Civil rights, HUD, and their local Fair Housing Center. The Fair Housing contact will notify Michigan Economic Development Corporation, MEDC, if a complaint or concern is filed; and

WHEREAS, the offices of Wexford County are accessible and barrier free, and the County will make every attempt to reasonably accommodate all of its constituents; and

WHEREAS, Wexford County will include the Fair Housing Logo on all of its documents and advertisements pertaining to its housing programs. The County will post a Fair Housing poster in place visible to the public. The County will secure and distribute upon request, Fair Housing material provided by MEDC and various other Fair Housing agencies and organizations. “Fair Housing, It’s Your Right” brochures will be distributed to all applicants of the County housing program; and

WHEREAS, Wexford County will consider all applicants and contractors based on qualifications. No applicant or contractor will be denied housing or a contract based on their race, color, national origin, religion, age, sex, marital status, familial status or handicap. Persons raising concerns regarding discrimination will not be retaliated against. Marketing of all County housing programs will include minority and women applicants.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Wexford County hereby adopts this Fair Housing Resolution and all of its premises.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Chairperson, Wexford County Board of Commissioners

Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WEXFORD)

I hereby certify that the foregoing is a true and complete copy of Resolution 25-04 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on January 02, 2025, and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk



WEXFORD COUNTY'S FAIR HOUSING POLICY STATEMENT

Equal housing opportunity for all persons, regardless of race, color, national origin, religion, age, sex, familial status, marital status, or disability, is a fundamental policy of Wexford County. Wexford County is committed to diligence in assuring equal housing opportunity and non-discrimination to all aspects of its housing financing activities.

If you are applying for a Wexford County housing repair loan and you believe you are the victim of housing discrimination, you can contact Joe Porterfield, Wexford County Administrator and Fair Housing designee, at administration@wexfordcounty.org or (231) 779-9453.

If you believe you are the victim of housing discrimination you can also contact the **Michigan Department of Civil Rights** at <http://www.michigan.gov/mdcr/> or call their Fair Housing hotline number at 1 (800) 482-3604.

You may also contact the **US Department of Housing and Urban Development** at <http://www.hud.gov/offices/enforce/contact.cfm> or call their Housing Discrimination hotline at 1 (800) 669-9777.

Western Michigan Fair Housing:

Fair Housing Center of West Michigan

20 Hall SE
Grand Rapids, MI 49507
(616) 451-2980

Other Resources:

HUD's Office of Fair Housing and Equal Opportunity

<http://www.hud.gov/offices/fheo/aboutfheo/aboutfheo.cfm>

National Fair Housing Advocate

www.fairhousing.com

People with Disabilities

<http://www.hud.gov/offices/fheo/disabilities/sect504.cfm>

<http://www.hud.gov/offices/fheo/disabilities/index.cfm>

<http://www.usdoj.gov/crt/ada/adahom1.htm>

Accessibility Requirements for Buildings

<http://www.hud.gov/offices/fheo/disabilities/accessibilityR.cfm>

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 second day of January 2025 at 4:00 p.m.

PRESENT: _____

ABSENT: _____

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

**RESOLUTION NO. 25-05
RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION
AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH
INSURANCE CONTRIBUTION ACT**

WHEREAS, 2011 Public Act 152 (the “Act”) was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains three options for complying with the requirements of the Act;

WHEREAS, the three options are as follows:

- 1) Section 3 - “Hard Caps” Option - limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 - “80%/20%” Option - limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 - “Exemption” Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

WHEREAS, the Wexford County Board of Commissioners has decided to adopt the annual Exemption option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Wexford County elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year January 1, 2025 through December 31, 2025.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Chairperson, Wexford County Board of Commissioners

Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WEXFORD)

I hereby certify that the foregoing is a true and complete copy of Resolution 25-05 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on January 02, 2025, and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk