



Wexford County

BOARD OF COMMISSIONERS

Gary Taylor, Chair

NOTICE OF MEETING

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, February 19, 2025, 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
- 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 February 5, 2025, Regular Meeting Minutes 1
- J. AGENDA ITEMS
 - 1. Resolution 25-08 Extending Appreciation for Richard Doehring’s Dedicated Service.....5
 - 2. PD Office Additional Position Request – Manager of Finance & MIDC Grant Compliance
(HR/PS 1/28/25)7
- 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

WEXFORD COUNTY BOARD OF COMMISSIONERS
Regular Meeting * Wednesday, February 5, 2025

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

Roll Call: Present- Commissioners Aaron Sogge, Jason Nelson, Mark Nyman, Sandy Bengelink, Michael Bush, Julie Theobald, Gary Taylor, Jason Baughan, and Brian Potter.

Absent- *None*.

Pledge of Allegiance.

Additions/Deletions to the Agenda-

Add: J.5. Appointments to the Materials Management Planning Committee
Add: J.6. Wexford-Missaukee ISD Assumption of Risk & Liability Disclaimer Agreement

Commissioner Nelson requested J.7 be added for the Address Ordinance.

Approval of the Agenda

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

All in Favor.

Employee Recognition- *None*.

Presentation and Reports- *None*.

Public Comment-

Mike Mix, Colfax Township, thanked the Board for adding the address ordinance to the agenda. About 3 months into his quest, it was suggested to him that Colfax Township could have a building department to approve these requests. They turned that down. Their residents are already paying for a County building department. Also if you read the ordinance, it specifies that addresses will not be issued to vacant land.

Jeanne Housler, Colfax Township, added on to Mr. Mix's comments that it is not up to the county to create zoning for townships that do not want it. She believes that is not true freedom. She asked that they please remove that language.

Shelly Bigelow, Greenwood Township, noted that Greenwood Township used to be a part of the Joint Planning Commission, but they have since been removed. She supports Mike and what is being asked of the Board.

Consent Agenda

1. Approval of the January 15, 2025 Regular Meeting Minutes
2. Acceptance of Resignation from Northern Lake Community Mental Health Board
3. Appointment to Northern Lake Community Mental Health Board
4. Acceptance of Resignation from Department of Health & Human Services
5. Appointment to Department of Health & Human Services

MOTION by Comm Theobald, seconded by Comm Bush to approve the Consent Agenda.

All in favor.

Agenda Items

1. Resolution 25-06 Amending WMCCAB Operating Procedures & Bylaws
MOTION by Comm Theobald, seconded by Comm Baughan to approve Resolution 25-06 Resolution of the Board of Commissioners for Wexford County to Provide General Operating Procedures of the Wexford-Missaukee Community Corrections Advisory Board as Amended.

Roll Call: Motion passed 9-0.

2. Resolution 25-07 Ratifying the TPOAM Supervisors Contract
MOTION by Comm Baughan, seconded by Comm Potter to approve Resolution 25-07 Wexford County Board of Commissioners Resolution to Ratify the Tentative Agreement for the TPOAM Administrative and Supervisors Unit.

Roll Call: Motion passed 9-0.

3. Tyler Technologies Software Service Agreement
MOTION by Comm Theobald, seconded by Comm Bush to waive the bidding requirements of Policy D-1.0, Section I.2. and approve the Tyler Technologies Software Service Agreement in the amount of \$133,944 and authorize the Chairman to sign on behalf of the County.

Roll Call: Motion passed 9-0.

4. US Imaging Proposal
MOTION by Comm Bengelink, seconded by Comm Baughan to waive the bidding requirements of Policy D-1.0, Section I.2. and approve the US Imaging Proposal and Agreement in the amount of \$140,986.65 and authorize the Chairman and Register of Deeds to sign on behalf of the County.

Commissioner Theobald questioned if this gave us some sort of timeframe. Administrator Porterfield explained it should be 2 months or less before things are completed. The timeline was not put into the contract, but that was the hopes.

Roll Call: Motion passed 9-0.

5. Appointments to the Materials Management Planning Committee
MOTION by Comm Nyman, seconded by Comm Bush to recommend to the Manistee County Commission to appoint Gary Taylor as the County Elected Official and Joseph Grzybowski as the City Representation on the Materials Management Planning Committee.

Roll Call: Motion passed unanimously.

6. Wexford-Missaukee ISD Assumption of Risk & Liability Disclaimer Agreement
MOTION by Comm Bush, seconded by Comm Baughan to approve the Wexford County and Wexford-Missaukee Intermediate School District Assumption of Risk and Liability Disclaimer Agreement to allow the district use of a county facility to store a trailer and authorize the Chairman to sign on behalf of the County.

Roll Call: Motion passed 9-0.

7. Address Ordinance
MOTION by Comm Nelson, seconded by Comm Sogge to amend the Wexford County Address Ordinance #30-A by removing in Section 7 paragraphs 3, 6, & 7 to allow addresses for vacant properties.

Commissioner Theobald questioned if that amendment would be for any property, not just a building of smaller size. It was explained that yes it would be.

Commissioner Potter explained that it is hard to vote on because they didn't have those paragraphs in front of them. He noted that this did not come through the HR Committee, so the county attorney could review and give an opinion on. He reminded everyone that the Building Inspector, County Administrator and 911 Director previously did not support this amendment.

Roll Call: Motion failed 3-6 with Commissioners Bengelink, Bush, Theobald, Baughan, Potter and Taylor voting against the motion.

Administrator's Report-

Administrator Porterfield reminded everyone that the commissioner training that was canceled is going to be rescheduled. There will be a demonstration of the new body scanner at the jail. He thanked the board for passing the appointments to the Material Management Planning Committee. He noted there is a lot of Wexford County involvement on that committee.

Administrator Porterfield introduced the IT provider to give an update on the current situation. They are working on eliminating the residual effects and amping up security.

Correspondence-None

Public Comments-

Mike Mix, Colfax Township, thanked Commissioners Sogge, Nelson and Nyman for voting yes. He commented that he is not giving up. He asked to be contacted to get on the HR Committee.

Liaison Reports-

Comm Bengelink attended a Library Board meeting. She used to serve on the board and was excited to be back on it. At the meeting, they discussed the new Manton Library that is being built. They are hoping for a May opening. The director also gave a year end report.

Comm Theobald emailed her 3 updates.

Comm Baughan attended the Wexford County School Safety Meeting where they discussed some house bills that will address terminology for safety issues. He thanked the Board for approving the request to store the trailer.

Comm Potter noted the Judiciary Committee will begin soon. He attended a Clam Lake DDA meeting, and they are looking at getting water and sewer moved.

Comm Taylor attended a Conservation District meeting. They are gearing up for their tree sale. He also attended a Fair Board meeting.

Board Comments-

Comm Potter commented about the motion being voted down. It isn't always fun having to vote no. He noted there are parts he agrees with and parts he doesn't. He asked for future research into issues.

Comm Nelson reminded everyone that Wexford County doesn't only consist of the City of Cadillac. He asked everyone to remember that.

Chairman's Comments-

Chair Taylor thanked everyone for attending.

Adjourn

MOTION by Comm Theobald seconded by Comm Bush to adjourn at 4:25 p.m. All in favor.

Gary Taylor, Chairperson

Alaina 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 nineteenth day of February 2025, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

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

**RESOLUTION NO. 25 - 08
EXTENDING APPRECIATION FOR
RICHARD DOEHRING'S DEDICATED SERVICE**

WHEREAS, the Wexford County Board of Commissioners would like to personally thank Undersheriff Richard Doehring for his commitment to Wexford County over the past eight years. Rick has worked with dedication and pride to meet the needs of Wexford County and its citizens; and

WHEREAS, Rick began his employment with Wexford County on January 1, 2017 when he was appointed as the Wexford County Undersheriff by Sheriff Taylor; and

WHEREAS, Rick has served in law enforcement for nearly 39 years; and

WHEREAS, Rick's law enforcement career began in 1986 when he became a Trooper for the Michigan State Police at the Flint Post; and

WHEREAS, throughout his career, he served as a Trooper at the Michigan State Police Post in Cheboygan, a Detective for Straits Area Narcotic Enforcement Team and a Trooper in both Traverse City and Benzie County; and

WHEREAS, in November 2014, Rick transferred back to the Flint, Michigan Post where he finished out his career with the Michigan State Police; and

WHEREAS, Rick retired from the Wexford County Sheriff's Office on January 31, 2025 with over eight 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 eight 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

STATE OF MICHIGAN)
) ss
COUNTY OF WEXFORD)

I hereby certify that the forgoing is a true and complete copy of the Resolution 25-08 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on February 19, 2025, and I further certify that public notice of such meeting was given as provided by law.

Alaina Nyman, County Clerk

DRAFT

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Human Resources/Public Safety Committee
FOR MEETING DATE: February 19, 2025
SUBJECT: Public Defender's Office Position Request - Manager of Finance & MIDC Grant Compliance

SUMMARY OF ITEM TO BE PRESENTED:

The Michigan Indigent Defense Commission (MIDC) has introduced several key changes to the grant reporting requirements for FY25. Here are some of the main updates:

1. [Attorney Qualification Tier: Each attorney's Standard 7 qualification tier is now a mandatory field¹.](#)
2. [Expanded Assignment Categories: New assignments must be reported in six categories \(probation violations, traffic misdemeanors, non-traffic misdemeanors, low severity felonies, high severity felonies, and life offenses\) instead of the previous three¹.](#)
3. [Shift/Docket Hours Reporting: Systems employing salaried defenders must report the number of shift/docket hours worked during the quarter¹.](#)
4. [Attorney Invoices: Local systems must upload invoices for all contract attorneys providing direct service representation¹.](#)

These changes aim to improve the accuracy and comprehensiveness of the data collected, ensuring better compliance and oversight. As a result, PD offices are taking proactive steps by creating a full-time compliance position to ensure that all the necessary standards are met efficiently. This approach is necessary in not only helping in meeting the standards more efficiently but to reduce the burden on existing staff.

In that regard, the new reporting and compliance checking requires daily tracking for compliance within our office and assigned counsel (overflow and conflict), combined with quarterly reporting, the yearly grant application process, it has become a full-time position. So, Mr. Champion is requesting the addition of a compliance and reporting position for the Public Defender's Office. Following is a drafted position description.

Mr. Champion has requested a budget amendment from the MIDC to have funds allocated for this additional position at an M3 wage level. If approved, there would be no additional cost to the County. The MIDC meets on February 18, 2025, so Mr. Champion will be able to convey their decision at the BOC meeting.

RECOMMENDATION:

Pending approval from the MIDC, the HR/PS Committee recommends the full board approve the addition of the Manager of Finance & MIDC Grant Compliance to the Public Defender's roster.



Wexford County Position Description

Position: Manager of Finance and MIDC Grant Compliance

Adopted: February 19, 2025

Summary: This is a management position overseeing the financial and grant reporting compliance activities related to the Michigan Indigent Defense Commission (MIDC). Overall, this position requires a strong understanding of financial management, grant compliance, and the Michigan Indigent Defense Commission.

Supervision Received: Work is performed under the general supervision of the Chief Public Defender.

Responsibilities, 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.

1. Manage daily MIDC fiscal and grant reporting compliance operations.
2. Develop and review procedures to ensure reporting compliance with MIDC standards.
3. Prepare financial reports including weekly, monthly, quarterly and annual budget projections.
4. Review grant applications to MIDC, ensuring eligibility and compliance with required grant material.
5. Review daily financial and reporting records for accuracy and adherence to grant guidelines.
6. Oversee implementation of MIDC reporting standards, including attorney qualifications and case assignments.
7. Manage the Case Management System for relevant data entry.
8. Act as a liaison for complaints, questions, and issues regarding managed assigned counsel.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon hire, should have the equivalent of the following:

1. Bachelor's degree in Finance or Accounting (or related work experience).
2. 5+ years of experience in budgeting, financial accounting, statistical analysis (including state/federal grant programs).
3. 5+ years of progressively responsible management experience.
4. Familiarity with federal and state funding agencies (MIDC, DHHS, SAMHSA, BJA, DOJ, etc.) and grant systems (Just Grants, Grant.Gov, etc.).
5. Experience with government accounting preferred.
6. Knowledge of MIDC guidelines, GAO standards, and OMB regulations.
7. Proficient in Microsoft Excel and MS Office Suite.
8. Experience with case management software, relevant court software and systems a plus.