



Wexford County

FINANCE & APPROPRIATIONS COMMITTEE

Brian Potter, Chair

NOTICE OF MEETING

The Finance and Appropriations Committee of the Wexford County Board of Commissioners will hold a regular meeting on Thursday, May 08, 2025, 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 APRIL 23, 2025, 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. FY25 County Budget Amendment- Veteran Services 3
 - 3. Slagle Township Assessors Contract 2025 4
- 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
April 23, 2025

The regular meeting was called to order by Chairman Brian Potter at 4:00 p.m., in the Commissioners' Room, Third Floor, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Brian Potter, Sandy Bengelink, Mark Nyman, Gary Taylor
Members Absent: None
Also Present: Jami Bigger, Deputy Admin. & HR Director; Bob Champion, Chief Public Defender; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Joe Porterfield, Administrator & Equalization Director

ADDITIONS OR DELETIONS TO THE AGENDA

Deleted: G.4. Enterprise Lease Discussion

Added: G.5. CLIO Proposal

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Bengelink to approve the agenda, as amended. A vote was called, all in favor.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Nyman to approve the April 10, 2025, regular meeting minutes. A vote was called, all in favor.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Comm. Taylor and supported by Comm. Nyman to approve paying the claims in the amount of \$189,497.28.

Clerk Nyman noted there were no changes to the report.

A vote was called, all in favor.

G.2. Revenue & Expense Reports

Admin. Porterfield stated the budget is on track. Invoices for the work done in the Register of Deeds office have been received and forwarded to the insurance carrier.

G.3. Ooma Quote/AT&T Replacement

A motion was made by Comm. Nyman and supported by Comm. Taylor to forward a recommendation to the full board to approve the Ooma proposal to replace the AT&T POTS lines. A vote was called, all in favor.

G.4. Enterprise Lease Discussion – DELETED

G.5. CLIO Proposal

A motion was made by Comm. Bengelink and supported by Comm. Taylor to forward the CLIO Legal Practice Management System Proposal in the amount of \$28,622.88 to the full board with a recommendation to approve.

Comm. Potter inquired if the funds were in the Public Defender's budget to cover this cost; Mr. Champion confirmed they were. Mr. Champion also informed the committee that the new system would save their office time and money while also protecting their data. They will no longer need to copy videos, and all communication will be fully encrypted.

A vote was called, all in favor.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Administrator Porterfield informed the committee:

- The audit process has begun; narratives were requested from department heads today and many have already responded.
- Administration is still working on obtaining complete costs for the Enterprise lease. Rough insurance quotes came in at around \$1,000 per additional vehicle.
- Windows 10 will no longer be supported by the end of the year so the county will need to look at upgrading to Windows 11.
- He will be meeting with the Treasurer's office tomorrow to discuss their BS&A delinquent tax system.

PUBLIC COMMENTS

None

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Nyman to adjourn the meeting at 4:06 p.m. A vote was called, all in favor.

Brian Potter, Chair

Jami Bigger, Recording Secretary



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
297-682-539.10	State	\$	\$ 11,901
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total		\$	\$ 11,901

EXPENDITURE

Account Number	Account Description	Decrease	Increase
297-682-727.00	Office Supplies	\$	\$ 250.00
297-682-800.00	Contracted Services	\$	\$ 500.00
297-682-860.00	Travel + Conferences	\$ 3,490	\$
297-682-930.04	Promotional	\$	\$ 6,104
297-682-930.05	Veterans Expo	\$ 17,265	\$
297-682-930.06	New Freedom	\$	\$ 2,000
		\$	\$
Total		\$ 20,755	\$ 8854

Chris Emmons Digitally signed by Chris Emmons
Date: 2025.04.30 11:40:44 -04'00'
Department Head Signature

4/30/25
Date

Finance Committee Approval Date (if necessary) _____

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

Slagle Township, Wexford County

Assessors Service Contract

April 1st 2025:

The following services will be provided for the Township of Slagle, Wexford County by the Wexford County Equalization Department.

- (1) Examine all parcels of real and personal property as required and determine the physical or economic depreciation.
- (2) Maintain assessment roll and add new construction or delete structures as of tax day.
- (3) Prepare and file state reports.
- (4) Prepare and certify the assessment roll.
- (5) Defend all assessments and give courtroom support at MI Tax Tribunal proceedings.
- (6) Process Homestead affidavits.
- (7) Attend Board of Review meetings as required.
- (8) Develop the ECF (economic condition factor) based on sales studies.
- (9) Prorate assessments on splits or combinations for the Township Treasurer.
- (10) Process land divisions (if Township Supervisor is unavailable to do so).
- (11) Print property record cards.
- (12) Maintain Assessing Software on Wexford County computer network.
- (13) Slagle Township is responsible for providing the assessing software. Postage and office supplies as needed for assessor duties.

The fee for this service shall be \$ 12.28 per parcel per year. Beginning April 1st 2025 and continuing thru March 31st 2026.

Clifford Porterfield MMAO (4) R-8388
Wexford County Equalization Director

Gary Taylor Chairman
Wexford County Board of Commissioners

Phil Wendel, Slagle Township Supervisor

Tammy Porterfield, Slagle Township Clerk

Connie Roush, Slagle Township Treasurer