



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 August 14, 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 JULY 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. Community Development Block Grant Program for Emergency Repairs.....3
 - a. Ad for Public Hearing Notice Closeout for 20234
 - b. Ad for Public Hearing Notice Opening for 20245
 - 3. PFN Service Order – Central Dispatch
- 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
July 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, Mark Nyman, Gary Taylor, Sandy Bengelink
Members Absent: None
Also Present: Jami Bigger, Deputy Admin. & HR Director; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Joe Porterfield, Equalization Director & Administrator; Amber Simonton, Bookkeeper/Financial Officer; Megan Swanberg, Executive Assistant; Sandra Watson, Juvenile Officer

ADDITIONS OR DELETIONS TO THE AGENDA

Add: G.4. Dual Position Admin Contract with Joe Porterfield
Add: G.5. Dual Position Deputy Admin Contract with Jami Bigger
Add: G.6. Equalization Vehicle Purchase from Dispatch

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. Motion passed 4-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Bengelink and supported by Comm. Taylor to approve the July 10, 2025, regular meeting minutes. A vote was called, all in favor. Motion passed 4-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Comm. Taylor and supported by Comm. Bengelink to approve paying the claims in the amount of \$107,771.69. A vote was called, all in favor. Motion passed 4-0.

G.2. Revenue & Expense Reports

Mr. Porterfield stated everything is on track.

G.3. FY2025-26 Child Care Fund Budget

A motion was made by Comm. Taylor and supported by Comm. Bengelink to forward a recommendation to the full board to approve the FY2025-26 Child Care Budget. A vote was called, all in favor. Motion passed 4-0.

G.4. Dual Position Admin Contract with Joe Porterfield

A motion was made by Comm. Bengelink and supported by Comm. Nyman to forward a recommendation to the full board to approve the Dual Position Administrator Contract with Joe Porterfield for the three-year period beginning July 30, 2025. A vote was called, all in favor. Motion passed 4-0.

G.5. Dual Position Deputy Admin Contract with Jami Bigger

A motion was made by Comm. Taylor and supported by Comm. Bengelink to forward a recommendation to the full board to approve the Deputy Administrator Contract with Jami Bigger for the three-year period beginning July 30, 2025. A vote was called, all in favor. Motion passed 4-0.

G.6. Equalization Vehicle Purchase from Dispatch

A motion was made by Comm. Nyman and supported by Comm. Bengelink to forward a recommendation to the full board to approve Equalization purchase the 2020 GMC Acadia from Dispatch in the amount of \$20,000.

Comm. Potter asked Mr. Porterfield what the plan is with his other Equalization vehicles. Mr. Porterfield said he plans to sell them.

A vote was called, all in favor. Motion passed 4-0.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Mr. Porterfield, Administrator, informed the committee:

- He is setting up a date for Rehman to present the audit to the BOC.
- The FY26 budget is open, and our staff have begun to work on their budgets.

Comm. Potter asked when Mr. Boike's last day is. Mr. Porterfield stated that it is yet to be determined.

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 4:08 p.m. A vote was called, all in favor. Motion passed 4-0.

Brian Potter, Chair

Megan Swanberg, Recording Secretary

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Finance & Appropriations Committee
FROM: Treasurer and Administration Office
FOR MEETING DATE: August 14, 2025
SUBJECT: CBDG Program Year 2023 closeout and CBDG Proposed Program Year 2024 Funding

SUMMARY OF ITEM TO BE PRESENTED:

Public hearing for Proposed Program year 2024 Funding and Closeout of Program Year 2023 and MSC-2015-5831-HO (Michigan State Housing Development Authority) CBDG Grants with MEDC (Michigan Economic Development Corporation) Strategic Fund Agency. Also, Closeout Hearing for the last large grant that was applied for through Michigan State Housing Development Authority (MSHDA). A Public hearing is required for the proposed Program Year 2024 and Closeout of Program Year 2023 and MSC-2015-5831-HOA CBDG Grants with MEDC strategic Fund and Closeout Hearing for the last large grant that was applied for through Michigan State Housing Development Authority (MSHDA).

The ad in the Cadillac News will run on Friday August 15, 2025, and Wednesday August 20, 2025, drafts of those public hearing notices are included.

RECOMMENDATION:

The Treasurer and Administration recommends that the Finance Committee forwards a recommendation to the full board to hold a public hearing for the aforementioned purpose at the Board of Commissioners meeting on August 20, 2025, for the closeout of the CBDG Program Year 2023 and for the CBDG Proposed Program Year 2024.



**Wexford County and the Wexford County Home Repair Program
NOTICE OF 2023 CLOSEOUT PUBLIC HEARING
FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING
FOR CDBG PROGRAM INCOME EMERGENCY REPAIR**

Wexford County & the Wexford County Home Repair Program will conduct a closeout public hearing on **August 20, 2025**, at **4:00 p.m.** at the **Wexford County Courthouse at 437 E. Division St., Cadillac, MI 49601**. For the purpose of affording citizens an opportunity to submit comments and receive a final report on the completion of the CDBG Program Income Emergency Repair grant that has been fully expended.

The CDBG grant provided funding to assist with Homeowner Rehabilitation-Emergency Repairs only. These Local dollars were used along with some matching funds provided by Northwest Michigan Community Action Agency and others to benefit county residents who were at or below 80% of the Area Median Income. No persons were displaced as a result of the project. Interested parties are invited to comment on the project in person at the public hearing or in writing through **August 18, 2025**, and address their comments to Kristi Nottingham at knottingham@wexfordcounty.org.



**Wexford County and the Wexford County Home Repair Program
NOTICE OF PUBLIC HEARING
FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING
FOR 2024 CDBG PROGRAM INCOME EMERGENCY REPAIR**

Wexford County & the Wexford County Home Repair Program will conduct a public hearing on **August 20, 2025**, at **4:00 p.m.** at the **Wexford County Courthouse at 437 E. Division St., Cadillac, MI 49601** for the purpose of affording citizens an opportunity to inquire and submit comments on the available CDBG Program Income funding.

Wexford County proposes to use **\$53,769.36** in CDBG funds for Homeowner Rehabilitation-Emergency Repairs only and to benefit county residents who are at or below 80% of the Area Median Income. No persons will be displaced as a result of the proposed activities.

Further information, including a copy of Wexford County's CDBG Program Guidelines, is available for review. To inspect the document, please contact Tish Stave at tstave@nmcaa.net or they can be reviewed at the Wexford County Treasurer's office. Comments may be submitted in writing through **August 18, 2025**, or made in person at the public hearing. Citizen views and comments on the proposed funding availability are welcome.



SO Ref #: WFC 02
 Account: Wexford County Central Dispatch
 Order: Wexford County Central Dispatch - SIP Trunk

Prepared for: Wexford County Central Dispatch

Prepared By: Shannon Black
 sblack@pfllc.net
 +1 9063600729

Billing Address:
 971 Lincoln St
 Cadillac, MI 49601

Order: Wexford County Central Dispatch - SIP Trunk
 Contract Term (months): 60
 Service Request: New Customer/New Service
 Billing Frequency: Monthly

Sales Engineer: Jim Miller

Order Description: This order requests 6 SIP Talk paths. PFN for long distance (500 minute package per month). Term is 60-months. Coordinate with Travis Baker.

Porting over 231-779-9211, 231-779-9212, 231-779-9213. Fax number is 231-779-9214. Please issue 2 new numbers. One for alarms and one for the "backdoor" line.

CONTACT INFORMATION: Please verify the information below and correct if needed - Order Contact Required

Contact Name	Contact Role	Email Address	Business Phone	Mobile Phone
Travis Baker	Order Contact	tbaker@wexfordcounty.org	231-779-9211	
Travis Baker	Billing	tbaker@wexfordcounty.org	231-779-9211	

SERVICE LOCATION INFORMATION: Please verify the information below and correct if needed

Location Name	Type	Description	Service Address
971 Lincoln St Cadillac MI 49601 2035	Loc Z	Wexford County Central Dispatch	971 Lincoln St, Cadillac, MI 49601

MONTHLY RECURRING CHARGES (MRC): Billed each month for the duration of term

Product	Service Details	State	Sales Price	Qty	Total Price
SIP	SIP voice service Phone: 231-779-9211 LD Provider: PFN 231-9212, 231-779-9213, 231-779-9214 (FAX)	MI	\$16.00	6	\$96.00
Long Distance	500 Minutes LD LD Provider: PFN	MI	\$28.50	1	\$28.50

Subtotal: \$124.50

Total MRC: \$124.50



SO Ref #: WFC 02
Account: Wexford County Central Dispatch
Order: Wexford County Central Dispatch - SIP Trunk

NON-RECURRING CHARGES (NRC): *One-time charges billed on first invoice*

Service Details	Sales Price	Qty	Total Price
NRC - Installation - Phone Install	\$25.00	6	\$150.00
			Total: \$150.00

**All prices are exclusive of any taxes, surcharges, and regulatory fees*



Please sign and date below

Service Request: New Customer/New Service

Billing Frequency: Monthly

Order Description: This order requests 6 SIP Talk paths. PFN for long distance (500 minute package per month). Term is 60-months. Coordinate with Travis Baker.

Porting over 231-779-9211, 231-779-9212, 231-779-9213. Fax number is 231-779-9214. Please issue 2 new numbers. One for alarms and one for the "backdoor" line.

Wexford County Central Dispatch

Peninsula Fiber Network, LLC

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

