



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, March 12, 2026, beginning at 12:00 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 FEBRUARY 25, 2026, 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. Cidnet Communication Service Agreement 3
- 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
February 26, 2026

The regular meeting was called to order by Chairman Brian Potter at 12:00 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 Administrator & HR Director; Ashley Hackert, Accounts Payable/Chief Deputy Clerk; Joe Porterfield, County Administrator & Equalization Director; Megan Swanberg, Executive Assistant

ADDITIONS OR DELETIONS TO THE AGENDA

Added: G.4. Resolution 26-11 COA Millage Language
G.5. 2025 Emergency Management Performance Grant Agreement
G.6. Commercial Property Lease Renewal for Wexford County Public Defender's Office

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. Taylor and supported by Comm. Bengelink to approve the February 12, 2026, 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. Nyman to approve paying the claims in the amount of \$328,973.66. A vote was called, all in favor. Motion passed 4-0.

G.2. Revenue & Expense Reports

Mr. Porterfield, County Administrator, stated everything is right on track.

G.3. Resolution 26-10 CWTA 2026 Millage

A motion was made by Comm. Taylor and supported by Comm. Bengelink to forward a recommendation to the full board to approve Resolution 26-10 Cadillac Wexford Transit Authority 2026 Millage Resolution. A vote was called, all in favor. Motion passed 4-0.

G.4. Resolution 26-11 COA Millage Language

A motion was made by Comm. Nyman and supported by Comm. Bengelink to forward a recommendation to the full board to approve Resolution 26-11 Older Citizens Service Millage Renewal and Restoration Proposal. A vote was called, all in favor. Motion passed 4-0.

G.5. 2025 Emergency Management Performance Grant Agreement

A motion was made by Comm. Bengelink and supported by Comm. Taylor to forward a recommendation to the full board to approve the FY 2025 Emergency Management Performance Grant Agreement. A vote was called, all in favor. Motion passed 4-0.

G.6. Commercial Property Lease Renewal for Wexford County Public Defender's Office

A motion was made by Comm. Nyman and supported by Comm. Bengelink to forward a recommendation to the full board to approve the Commercial Property Lease renewal for the Wexford County Public Defender's Office. A vote was called, all in favor. Motion passed 4-0.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

County Administrator, Joe Porterfield, Stated the following:

- The Equalization's Office is receiving a lot of phone calls, due to everyone receiving their tax bills.
- The County is getting closer to moving over to the cloud for BS&A applications.
- Audit preparation will be coming soon.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Bengelink to adjourn the meeting at 12:05 p.m. A vote was called, all in favor. Motion passed 4-0.

Brian Potter, Chair

Megan Swanberg, Recording Secretary



STELLAR
SERVICES, LLC

**Amendment for
Wexford County
Sheriff's Office
Cidnet Voice-Data (Phones) &
Cidnet Video Visitation and
Communication
Service Agreement**



February 19, 2026

Amendment

An Agreement was made by and between Stellar Services, LLC with a place of business at 301 Business Park Circle, Stoughton, WI 53589 and Wexford County Sheriff’s Office, with a place of business at 1015 Lincoln Street, Cadillac, MI 49601 on May 28, 2022 (hereinafter referred to as “original stated Agreement), Cidnet Voice-Data (Phones) & Cidnet Video Visitation and Communication Service Agreement” set forth below.

WHEREAS, the parties wish to amend the terms of the original stated Agreement, Cidnet Voice-Data (Phones) & Cidnet Video Visitation and Communication Service Agreement as set forth herein.

NOW THEREFORE, in consideration of the mutual promises herein, the parties, intending to be legally bound, hereby agree that the following constitutes additional terms and conditions of the stated Agreement.

1. Amendment

- This will amend original contract:

I.(A) Terms & Scope of Services update; (D) Installation; (E) System Functionality.

Provider shall install In Touch Correctional Communication System:

1. Provide all required materials, equipment, hardware, software and station cabling (where re-using existing station cabling is unavailable or new locations are required) for installation and maintenance of the Correctional Communications System.
2. Wherever possible, re-use existing station cabling installed at each Facility for the Correctional Communications System. In cases where existing station cabling cannot be used, Provider shall install new station cabling (Category 6 minimum) at no cost. Any new cabling shall include wall plate, cross connection, patch cords, etc. as required. Provider shall comply with all applicable electrical codes.
3. Comply with the security guidelines on institutional security policies; and
4. Provide all coordination required with any local bandwidth provider and other carriers during installation and for the duration of the Agreement.

I.(B) Revenue Sharing; Appendix 1

RATES, FEES AND REVENUE SHARE

CORRECTIONAL TELEPHONE SERVICE				
CALL TYPE	PREPAID COLLECT		DEBIT	
	CONNECTION FEE	PER MINUTE	CONNECTION FEE	PER MINUTE
ALL CALLS WITHIN THE UNITED STATES (Local Inmates)	\$0.00	\$0.16	\$0.00	\$0.16
MEXICO / CANADA:	\$0.00	\$0.25	\$0.00	\$0.25
CUBA:	\$0.00	\$0.99	\$0.00	\$0.99
OTHER INTERNATIONAL:	\$0.00	\$0.35	\$0.00	\$0.35
INBOUND VOICEMAIL:	\$1.50 (up to 3-Minutes duration)			
COMMISSION AMOUNT:	50% on Gross Phone Call Revenue			

VIDEO VISITATION and SECURE MESSAGING	
CHARGE/FEE NAME	AMOUNT
REMOTE (OFF-SITE) VIDEO VISITATION – PER MINUTE RATE:	\$0.30
ON-SITE VIDEO VISITATION – PER MINUTE RATE:	\$0.00
SECURE MESSAGING – RATES:	Text Messages - \$0.25 Picture Attachments - \$0.35 Video Messages (30 Seconds) - \$0.35 GIFs - \$0.05
REMOTE VIDEO VISITATION– COMMISSION:	10% of Gross Video Visitation Revenue
MESSAGING – COMMISSION:	10% of Gross Messaging Revenue

PREMIUM ENTERTAINMENT CONTENT	
PREMIUM ENTERTAINMENT CONTENT – PER MINUTE RATE:	\$0.02 - \$0.04 Per Minute (Varies)
PREMIUM ENTERTAINMENT CONTENT – REVENUE-SHARE:	10% of Gross Revenue

CORRECTIONAL COMMUNICATION SYSTEM – TRANSACTION FEES	
CHARGE/FEE NAME	AMOUNT
LIVE OPERATOR TRANSACTION FEE:	\$5.95
AUTOMATED OPERATOR TRANSACTION FEE:	\$3.00
WEB TRANSACTION FEE:	\$3.00

Correctional Communications System Commission Payment to Subscriber

Provider will forward a monthly payment to Subscriber on or about the last day of each month following the applicable traffic month. Such payment shall be based on gross revenue generated by Provider originating from the Facility, net of federal, state and local taxes, FCC-regulated account funding fees, approved free calls, visits or messages and any other permitted cost recovery mechanism(s). The complete details regarding payments and revenue-share are provided within **Rates, Fees and Revenue-Share** of this Agreement. Provider and Subscriber agree that in the event that rates and/or fees are decreased as mandated by any local, state, or federal agency that adversely affects Provider's profitability under this Agreement, Provider shall have the sole right and discretion to decrease commission payments to Subscriber in such a manner as it sees fit in order for the Agreement to be profitable for Provider. Monthly revenue and commission statements will be provided to Subscriber for commission payments based on gross revenue, upon request.

I.(C) Operational Responsibilities

The system installed by Provider shall have the following functions:

1. Be fully supported by an infrastructure which has the capability to provide specified services such as secure and real-time monitoring of all communications (phone, video and messaging);
2. Be fully capable of completing on-site visitation sessions at no cost to the general public or incarcerated person; however, Provider will charge a per-minute rate for any off-site (remote) calls and visitation sessions connected;
3. Provide security features which prevent unauthorized individuals from accessing any information held by Provider.
4. Offer secured access to the system and the database for Subscriber's authorized users.
5. Provide complete support of all systems and software necessary to ensure provision of services at all times for the duration of the Agreement, and;
6. Ensure that informational flyers, placards or other media is provided to incarcerated population and visitors showing communication systems use instructions, rate information and any other information deemed essential to the utilization of the system.

Appendix 2

Ownership of Correctional Communications Equipment

Throughout the term of the Agreement, Provider shall own all systems and equipment installed at the Facility and shall conduct all maintenance, repairs, upgrades and replacement to systems and equipment at no cost to Subscriber. Provider and Subscriber agree that at no time shall any of the systems and equipment installed at the Facility become a fixture such that it becomes a part of the real property where the Facility is located. Provider and Subscriber agree that all systems and equipment installed at the Facility will remain personal property owned by Provider.

- 2. The parties reaffirm no other terms or conditions of the above mentioned original stated agreement, Inmate Voice (Phone), Video Visitation, Tablets, and Messaging Service Agreement hereby otherwise modified or amended shall be negated or changed as a result of this stated addendum.

IN WITNESS WHEREOF, the parties hereto have entered into this Addendum to be duly executed on month of _____, day of _____, and year _____.

STELLAR SERVICES LLC

By: _____

Signature: _____

Title: _____

Date: _____

WEXFORD COUNTY SHERIFF'S OFFICE

By: _____

Signature: _____

Title: _____

Date: _____

WEXFORD COUNTY CHAIRMAN OF THE BOARD

By: _____

Signature: _____

Title: _____

Date: _____