

WEXFORD COUNTY  
FINANCE & APPROPRIATIONS COMMITTEE MEETING  
REGULAR MEETING MINUTES  
March 25, 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: Adam Kerr, Maintenance; Joe Porterfield, County Administrator & Equalization Director; Megan Swanberg, Executive Assistant

**ADDITIONS OR DELETIONS TO THE AGENDA**

Added: G.6. Discussion on Snow Removal/Cleaning

**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.

**APPROVAL OF THE MINUTES**

A motion was made by Comm. Taylor and supported by Comm. Nyman to approve the March 12, 2026, regular meeting minutes. A vote was called, all in favor. Motion passed.

**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 \$266,960.68. A vote was called, all in favor. Motion passed.

**G.2. Revenue & Expense Reports**

Mr. Porterfield confirms everything is on track.

***G.3. Applied Innovation Proposal – Wexford Missaukee Public Defenders***

A motion was made by Comm. Bengelink and supported by Comm. Nyman to forward a recommendation to the full board to approve Applied Innovation Proposal for Wexford Missaukee Public Defender for a term of 60 months in the amount of \$234.60 per month. A vote was called, all in favor. Motion passed.

***G.4. Prosecutorial Services Contract – City of Cadillac***

A motion was made by Comm. Nyman and supported by Comm. Taylor to forward a recommendation to the full board to approve Prosecutorial Services Contract for the City of Cadillac to provide limited prosecutorial services as a City Attorney at an annual rate of \$40,000.00 at and hourly rate of \$150.00 and the terms of the contract begin July 1, 2026. A vote was called, all in favor. Motion passed.

Comm. Bengelink asked if this is a normal rate and Mr. Porterfield stated it hasn't been increased in years.

***G.5. Veterinarian Service Agreement***

A motion was made by Comm. Bengelink and supported by Comm. Nyman to forward a recommendation to the full board to approve Veterinarian Services Agreement between Wexford

**County Animal Control and Meyer Veterinary Clinic. A vote was called, all in favor. Motion passed.**

**G.6. Discussion on Snow Removal/Cleaning**

Comm. Taylor asked whether the board is satisfied with the current cleaning company. Ms. Nyman responded that the company does not clean thoroughly and is only in the office for a few minutes at a time. Comm. Bengelink asked if the cleaners follow a set schedule each night. Mr. Kerr confirmed that they do. Comm. Taylor then asked Ms. Swanberg about the cleaning practices in their office. She stated that the cleaners do not vacuum and only come in briefly to empty the trash. She also noted that the women's restroom is consistently not clean.

Comm. Bengelink asked whether the bathrooms are shared with the public, and Mr. Porterfield confirmed that they are.

Mr. Kerr also reported that the snow removal bill for February totaled \$45,000, with \$18,000 attributed to salt alone. He noted that a less expensive ice melt product is currently being used.

Mr. Porterfield asked whether the board should issue one Request for Proposal (RFP) or two separate RFPs.

**A motion was made by Comm. Taylor and supported by Comm. Bengelink to forward a recommendation to the full board to approve separating RFPs. One for Cleaning services and one for Snow Removal/Lawn Care. A vote was called, all in favor. Motion passed.**

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

County Administrator, Joe Porterfield, stated that things are currently very busy, and the transition to BS&A will be taking place 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 12:26 p.m. A vote was called, all in favor. Motion passed.**

  
\_\_\_\_\_  
Brian Potter, Chair

  
\_\_\_\_\_  
Megan Swanberg, Recording Secretary