

WEXFORD COUNTY
FINANCE & APPROPRIATIONS COMMITTEE MEETING
REGULAR MEETING MINUTES

November 26, 2025

The regular meeting was called to order by Chairman Brian Potter at 9:00 a.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: Travis Baker, Dispatch Director; Jami Bigger, Deputy Administrator & HR Director; Alaina Nyman, Clerk; Joe Porterfield, County Administrator & Equalization Director; Megan Swanberg, Executive Assistant

ADDITIONS OR DELETIONS TO THE AGENDA

Added: G.4. Budget Discussion

- G.5. isolved Benefit Services Transfer Service Agreement
- G.6. Wage Increase Request – Animal Shelter Attendant
- G.7. Wage Increase Request – Undersheriff
- G.8. Stipend for Soil Erosion Administration – Building Dept.
- G.9. Travel Reimbursement Rate Policy Discussion
- G.10. Public Defender's Request for an Additional Social Worker
- G.11. Prosecutor's Request to Reclassify Clerk to Full-time
- G.12. Finance Meeting Time Change

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. Nyman to approve the November 13, 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 \$625,668.70. A vote was called, all in favor. Motion passed 4-0.

G.2. Revenue & Expense Report

No concerns were cited.

G.3. Zetron Radio Update & Maintenance Plan

A motion was made by Comm. Nyman and supported by Comm. Taylor to forward a recommendation to the full board to approve the Zetron Proposal for the 5-year Equipment Refresh for the Radio Console at Dispatch and the Zetron Connected Care Maintenance and Service Plan in total amount of \$98,630.30.

Comm. Bengelink asked if the funds are in the budget and Mr. Baker stated they are.

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

G.4. Budget Discussion

County Administrator Joe Porterfield said:

- The cyber-attack was not cheap.
- The cost of elections budget will be more this year.

- He will have a meeting at the sheriff's office next week to discuss details in their budget

- The childcare budget has increased.

Comm. Potter asked if we add money to fund balance each year and Mr. Porterfield stated we have the last few years.

G.5. COBRA Administrator Software

A motion was made by Comm. Bengelink and supported by Comm. Taylor to forward a recommendation to the full board to approve the isolved Benefit Services Transfer Service Agreement for COBRA Administration Software in the amount of \$.45 per insured employee or \$300.00 annual minimum.

Deputy Administrator, Jami Bigger, informed the committee this service has been free for years, but now they are charging a minimal fee.

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

G.6. Wage Increase Request – Animal Shelter Attendant

A motion was made by Comm. Taylor and supported by Comm. Bengelink to forward a recommendation to the full board to approve the wage increase request for the Animal Shelter Attendant from \$14.00 per hour to \$15.00 per hour effective January 1, 2026.

Comm. Potter asked if the money was in their budget and Mr. Porterfield stated it is in the budget.

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

G.7. Wage Increase Request – Undersheriff

A motion was made by Comm. Bengelink and supported by Comm. Taylor to forward a recommendation to the full board to approve the wage increase request for the Undersheriff to \$82,000 per year effective January 1, 2026. A vote was called, all in favor. Motion passed 4-0.

G.8. Stipend for Soil Erosion Administration – Building Dept.

A motion was made by Comm. Taylor and supported by Comm. Bengelink to forward a recommendation to the full board to approve an hourly stipend of \$2.00 per hour for the Building Department Assistant to perform administration duties for soil erosion effective January 1, 2026. A vote was called, all in favor. Motion passed 4-0.

G.9. Travel Reimbursement Rate Policy Discussion

A motion was made by Comm. Taylor and supported by Comm. Nyman to forward a recommendation to the full board to approve a \$5.00 increase in breakfast, lunch and dinner reimbursement rates and increased accommodations by \$30. A vote was called, all in favor. Motion passed 4-0.

G.10. Public Defender's Request for an Additional Social Worker

A motion was made by Comm. Bengelink and supported by Comm. Taylor to forward a recommendation to the full board to approve the request for an additional Social Worker for the Wexford Missaukee Public Defender's Office effective January 1, 2026.

Comm. Nyman asked if this comes from the general fund budget and Mr. Porterfield said this comes from a grant.

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

G.11. Prosecutor's Request to Reclassify Clerk to Full-time

A motion was made by Comm. Nyman and supported by Comm. Taylor to forward a recommendation to the full board to approve the request to reclassify the Clerk from a part-time position to a full-time position in the Prosecutor's Office effective January 1, 2026. A vote was

called, all in favor. Motion passed 4-0.

G.12. Finance Meeting Time Change

A motion was made by Comm. Bengelink and supported by Comm. Taylor to approve the December 23, 2025 Finance meeting be changed from 3:00 p.m. to 9:00 a.m. A vote was called, all in favor. Motion passed 4-0.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

County Administrator Joe Porterfield informed the committee of the following:

- The cost of juvenile housing has gone up a ton to house them each day, and the state is going to have to figure out something.
- Computer update has been completed.
- He wants to thank everyone for all their hard work and showing up each and everyday for work.

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 9:19 a.m. A vote was called, all in favor. Motion passed 4-0.



Brian Potter, Chair



Megan Swanberg, Recording Secretary