



Wexford County

EXECUTIVE COMMITTEE

Gary Taylor, Chair

NOTICE OF MEETING

The Executive Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, May 09, 2023, beginning at 4:00 p.m. in the Commissioners’ Room, 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 THE APRIL 11, 2023 REGUALR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
 - 1. Discussion on Current Litigation Matters
 - 2. Infrastructure Alternatives Inc. Monthly Report (*T. Lutke, April 2023*)..... 3
 - 3. Policy A-1.0 Review Discussion 4
- H. CORRESPONDENCE
- I. ADMINISTRATOR’S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

COUNTY OF WEXFORD
EXECUTIVE COMMITTEE MEETING
MEETING MINUTES
April 11, 2023

The Executive Committee regular meeting was called to order by Chairman Gary Taylor at 4:00 p.m. in the Commissioners' Room, located on the third floor of the Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Gary Taylor, Chair; Mike Musta, Brian Potter, and Julie Theobald
Members Absent: None
Also Present: Jami Bigger, Deputy County Administrator/HR Director; Megan Kujawa, Sr. Executive Administrative Assistant; Tom Lutke, IAI Project Manager; Kristi Nottingham, Treasurer; and Joe Porterfield, County Administrator/Equalization Director

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: G.5. Team Elmers Property Agreement

APPROVAL OF THE AGENDA

A motion was made by Comm. Musta and supported by Comm. Theobald 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. Theobald and supported by Comm. Musta to approve the March 14, 2023, Regular Meeting Minutes. A vote was called, all in favor. Motion passed, 4-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Discussion on Current Litigation Matters

Mr. Porterfield informed the committee that the suit involving the Treasurer's should have an agreement soon.

G.2. Infrastructure Alternatives Inc. Monthly Report

Tom Lutke, IAI Project Manager, reviewed his report with the committee.

G.3. Northern Lakes Community Mental Health Authority Enabling Agreement

A motion was made by Comm. Theobald and supported by Comm. Musta to forward a recommendation to the full board to approve the Northern Lakes Community Mental Health Authority Enabling Agreement. A vote was called, all in favor. Motion passed, 4-0.

Mr. Porterfield informed the committee of the suggestions that our legal counsel has suggested as revisions to the agreement, and they have been approved by the other Counties.

G.4. AT&T Completelink Renewal

A motion was made by Comm. Theobald and supported by Comm. Musta to forward a recommendation to the full board to approve the two year AT&T Completelink Agreement. A vote was called, all in favor. Motion passed, 4-0.

Comm. Potter asked for clarification on that he thought the County wasn't using AT&T anymore. Ms. Bigger stated that there are still some services that the County is required to have through AT&T and this is just a renewal of one of those service contracts.

G.5. Team Elmers Property Agreement

A motion was made by Comm. Musta and supported by Comm. Theobald to approve the Team Elmers Property Agreement and authorize the County Administrator to sign. A vote was called, all in favor. Motion passed, 4-0.

Mr. Porterfield informed the committee that a representative from Team Elmers reached out to him and said that they would be doing some road work and would like to store their equipment at the old jail. He has confirmation in writing that the County is not responsible for anything that happens to the equipment and that if there is any damage Team Elmers will repair it. The project will start sometime next week and be completed by the end of May.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Mr. Porterfield stated that he has completed the first report for the Opiate funds and finished the second report for ARPA funds. He informed the committee that they are preparing for the audit to start in May.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

Chair Taylor thanked everyone for coming.

ADJOURN

A motion was made by Comm. Theobald and supported by Comm. Musta to adjourn at 4:12 p.m. A vote was called, all in favor. Motion passed, 4-0.

Gary Taylor, Chair

Megan Kujawa, Recording Secretary



Monthly Operations & Maintenance Report

May 9, 2023

Report for Month: April 2023
Location: Wexford County
Facilities: Cedar Creek Water Plant & Distribution System
Operator in Charge: Ryan Longstreet, Certified Operator

Emergency Callouts/Customer Complaints

- ❑ 4/10 – Customer complaint at 1310 Old US 131 HWY about brown water. Customer contacted the EPA and EGLE before contacting us. EGLE recommended we grab a bacti sample and test for chlorine residuals at the house. Residuals were good and the bacti came back negative. Customer stated he used his yard hydrant for the first time in a month or so, which is where he first noticed the discoloration. We believe that increased usage caused settled sediment in his service line to become suspended which caused the issue. We recommended that he flush his yard hydrant weekly to reduce buildup in the service line.

Significant Events:

- ❑ 4/12 – EGLE site visit and meeting with Customer at 1310 Old 131.
- ❑ 4/20 – Finalized Delinquent Water Bills Report.
- ❑ 4/24 – County Road Truck hit a water valve box at the intersection of E 22 Rd. and N 45 Rd. Valve is currently inoperable. Also found a second valve to the west of the intersection that appears to have been hit in the past and is offline.
- ❑ 4/25 – Water turn on at 3101 Old US 131.

Preventive Maintenance:

- ❑ IAI staff continues to regularly check chlorine residuals throughout the water system. IAI will conduct the spring flush on May 16 and 17 from 8am-4pm.

Facilities Data for the Month

Production at Well House	397,381 gallons
Metered Usage	297,457 gallons
Metered Flushing	230,740 gallons
Difference *(% Gain)	*130,816 gallons (32.92%)



Board of Commissioners Policies

A-1.0 Board and Committee Procedures, General

County Board Approval: April 17, 1996; Amended February 16, 2000; January 29, 2003; August 7, 2013; April 20, 2016; Amended December 4, 2019

A. Rules of Procedure.

1. Meetings. All meetings of the County Board of Commissioners and the Board's Standing Committees shall be conducted in accordance with such rules of procedure as may be required by the State of Michigan and by local policy as adopted by the Board. Where no law or policy provides for the procedural conduct of meetings, *Robert's Rules of Order* will be followed.
2. Quorum. By state statute, a majority of the County Board of Commissioners (currently five of the nine-member Board) shall constitute a quorum for the transaction of County business, **EXCEPT** for final passage of a measure, resolution, appointment, or claim against the County. **Final passage** of a measure, resolution, appointment, or claim against the County requires a majority vote of the members elected and serving, which means five affirmative votes from our currently constituted nine-member Board.
3. Change to Procedures. The Board may, by resolution, remove, amend, suspend or temporarily waive a local procedural rule as required to facilitate the conduct of County business.
4. Procedural Failure. Should any Board member, Standing Committee or specially designated Committee fail to carry out their responsibilities under the currently approved County policies and procedures without just, proper and documented cause, the Board may take whatever remedial action deemed necessary to ameliorate this failure.
5. Motions and Voting.
 - a. Committee Chairs may make and second motions.
 - b. During Board meetings, any roll call vote will begin with a different district at each vote. Subsequent roll call votes will rotate in sequence. However, the Chairman of the Board will always vote last. The sequence rotation will continue through Liaison Reports and Board Comments.
6. Abstentions from Voting
 - a. Financial Conflict of Interest: By state statute, County Commissioners as public servants are specifically prohibited from taking "any part in negotiations of a contract, or approval of a contract" in which he or she has any financial interest. In such instances, a commissioner must abstain from voting. **EXCEPTION:** by statute, if abstentions reduce the number of commissioners available for a required two-thirds vote, those who abstained may vote if their direct financial benefit from the matter before the Board is less than \$250.00, less than 5% of the public cost of a contract and if the member files a sworn affidavit to the Board which shall be made a part of the minutes.
 - b. Ethical Conflict of Interest: In situations in which personal bias, prejudice or family relationship might make it difficult for a commissioner to render a "reasonable and impartial decision", the commissioner may request approval from the Board to abstain. Such a request must clearly state the nature of the conflict, and approval must be by a majority of the members present.

7. First Board Meeting. The first Board meeting in a calendar year will be an organizational meeting and will be held on the first Wednesday in January (except when that day is New Year's Day in which case the first meeting of the calendar year will occur on the first Thursday in January). This meeting will be conducted by the County Clerk until such time during the proceedings that a Chairman is elected, at which time the Chair will assume the conduct of the meeting. At a minimum, the following actions will be considered and/or accomplished during this first meeting:
 - a. Election, by the Board members, of a Board Chair and Vice Chair for the calendar year.
 - b. Establishment of Standing Committees for the calendar year.
 - c. Assignment of Committee members and designation of Committee Chairs.
 - d. Adoption of Board and Committee policies and procedures for the calendar year.
 - e. Establishment of the Board and Committee meeting schedule for the calendar year.
 - f. Establishment of liaison assignments to other regional Boards and Committees for the calendar year.
 - g. Approval of the fiscal year Wexford County Budget Resolution/General Appropriations Act.
 - h. Approval of the Employee Roster for the calendar year.
8. Transfer of Business
 - a. From Board to Committee. Should the Board Chair determine that agenda items before the Board require further study, evaluation or explanation, the Chair will refer these items to the appropriate Committee with a specific tasking that will include actions desired, recommendations required, and a deadline for action.
 - b. From Committee to Board. Should a Committee Chair determine that agenda items before his/her Committee require review or further action by the Board or that actions previously directed to his/her Committee by the Board Chair (for study, evaluation or explanation), the Committee Chair will refer these items to the County Administrator's office for inclusion on the agenda for the next (or specified) regular Board meeting. It will be the responsibility of the Committee Chair to present and lead the discussion at the Board meeting for the items on the Board agenda from his/her Committee.
 - c. From Committee to Committee. Should a Committee Chair determine that any business before his/her Committee be more appropriately addressed by another Standing Committee, the Chair will bring that business to the Board Chair for reassignment.

B. Board of Commissioners.

1. Duties of the Chair. The Chair shall:
 - a. Take the Chair as soon as elected by the Board at the annual organizational Board meeting.
 - b. Conduct the order of business as follows:
 - 1) Call to order.
 - 2) Roll call.

- 3) Pledge of allegiance.

Note: At the first meeting of the calendar year, the County Clerk will act as temporary Chair and carry out the order of business to this point, at which time he/she will call for election of a Board Chair by secret ballot. Upon election, the new Chair will carry out the remainder of the order of business as on the agenda and as generally outlined below.

- 4) Additions or elections to the agenda.
- 5) Approval of the agenda.
- 6) Approval of minutes from previous meeting(s).
- 7) Presentations and Reports.
- 8) Public comments.
- 9) Employee Recognition
- 10) Agenda items.
- 11) Report from Administrator.
- 12) Correspondence.
- 13) Reports from Committees.
- 14) Reports from liaisons.
- 15) Public comments.
- 16) Board comments.
- 17) Chairman's comments.
- 18) Adjournment.

- c. Preserve good order at all Board meetings.
- d. Speak on points of order in reference to other Board members and rule on questions of order as brought forth by Board members.
- e. Vote last on all questions before the Board except where, in the judgment of the Chair, a conflict of interest or an ethics in government situation exists.
- f. Authorize attendance of other Board members in an official capacity (as a representative of the County) at any meeting, convention or gathering deemed important to the conduct of County business.
 - 1) Members so assigned shall report back in writing or orally to the Board as to their participation in said meeting, convention or gathering.
 - 2) This report is to be made at the first Board meeting following attendance at the event.

2. Duties of the Vice Chair. When the Chair is absent from Board meetings or otherwise incapacitated, the Vice Chair, during the interim will assume all of the duties, responsibilities of the Chair. The Vice Chair will not serve as Chair of the Finance Committee.
3. Temporary Chair. Both the Chair and the Vice Chair, when presiding over the Board, have the right to name any member of the Board to perform the duties of the Chair temporarily.

4. Succession to the Chair. When both the Board Chair and the Vice Chair are absent from a Board meeting, the succession to the Chair will be the Finance Committee Chair followed by the Human Resources and Safety Committee Chair.
5. Quorum. A majority of all of the duly elected Board of Commissioners shall constitute a quorum.
6. Special meetings. Special meetings of the Board, when required, will be held in compliance with Public Act No. 267 of 1976 as amended (the Open Meetings Act). The Clerk or a representative approved by the Clerk must be available.
 - a. Special committee meetings may be called by the Board Chair or the Chair of the committee. An approved representative from the Administration Office must be available.

C. Agenda Preparation.

1. Board of Commissioners.
 - a. The Board Chair is responsible for developing a meeting agenda (Vice Chair in the absence of the Chair) in conjunction with the office of the County Administrator.
 - b. Agenda materials are to be submitted to the County Administrator's office by 5:00 PM on the seventh (7th) calendar day prior to the scheduled Board meeting.
 - c. The meeting agenda and related materials will be made available by the County Administrator's office to the Board members, to other elected officials, to County Department Heads and to the general public at least three (3) business days prior to a scheduled meeting. A copy of these materials will also be retained by the County Administrator as part of the historical file of County Business.
2. Committees.
 - a. The Committee Chair is responsible for developing a meeting agenda in conjunction with the office of the County Administrator.
 - b. Agenda materials are to be submitted to the County Administrator's office by 5:00 PM on the third (3rd) business day prior to a scheduled meeting.
 - c. The meeting agenda and related materials will be made available by the County Administrator's office to the Committee members, to remaining Board members, to County Department Heads and to the general public at least one (1) business days prior to a scheduled meeting.

D. Minutes.

1. Recording Format. (Note: all Board and Committee meetings are to be recorded for later transcription.)
 - a. Board.
 - 1) Draft resolutions will be included in agenda books for all resolutions brought before the Board for consideration. Motion sheets will be provided to Commissioners to properly record motions that are proposed and acted on by the Board. These documents will form the basis for the County Clerk to record Board proceedings and prepare minutes for subsequent approval. To this end, the actions, decisions, motions and resolutions of the Board are to be clearly stated to ensure proper recording in the minutes.

- 2) Discussion and comment during Board meetings will be summarized in the minutes as required to ensure clear meaning and intent for record purposes.
- b. Committees.
- 1) An employee of the County Administrator's office will normally act as Committee Secretary to record Committee proceedings and prepare minutes for subsequent approval by the Committee. (Note: in the absence of an employee from the Administrator's office to act as Secretary, a voice recording and handwritten notes are to be turned over to the Administrator's office for later transcription.)
 - 2) The actions and decisions of Committees may be recorded by motion or statement of consensus in the minutes.
 - 3) Discussion and comment during Committee meetings will be summarized in the minutes as required to ensure clear meaning and intent for record purposes.
2. Review, Authentication and Retention.
- a. Board.
- 1) The minutes of the Board and Committee of the Whole will be prepared as soon as possible (and normally not later than three business days) following a Board meeting and signed by the County Clerk following which they will be distributed to Board members for review and approval at a subsequent Board meeting.
 - 2) Once they are approved by the Board, they will then be signed by the Board Chair and retained in the County Clerk's office as a permanent record of County business.
- b. Committees.
- 1) The minutes of Committees will be prepared and signed by the Committee Secretary as soon as possible (and not later than three business days following the Committee meeting) after which they will be distributed to each Committee member for review and approval at a subsequent meeting.
 - 2) Once they are approved by the Committee, they will then be signed by the Committee Chair and retained in the County Administrator's office as a permanent record of Committee business.