

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

The regular meeting was called to order by Chair 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: Adam Kerr, Maintenance Director; Megan Kujawa, Sr. Executive Administrative Assistant; Tom Lutke, IAI Project Manager; and Joe Porterfield, County Administrator/Equalization Director

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: G.3. Purchase Order Server Replacement Sheriff's Office and G.4. Cadillac Janitorial Contract Extension

APPROVAL OF THE AGENDA

A motion was made by Comm. Musta and supported by Comm. Potter to approve the agenda. 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. Potter to approve the May 09, 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, County Administrator, informed the committee that there is an upcoming meeting concerning status update on Opiate Litigation matters. Mr. Porterfield stated that an agreement was signed with attorneys to give permission to represent the County and the Treasurer's office in the tax foreclosure lawsuits.

G.2. Infrastructure Alternatives Inc. Monthly Report

Tom Lutke, IAI Project Manager, reviewed his report with the committee. There weren't any complaints or call outs in the month of June. On July 3, a water leak was found and they were able to have that fixed on July 5. From the leak the customer has an outstanding \$13,000 bill. The committee gave Mr. Lutke permission to prorate the customer's bill for what normal usage is.

G.3. Purchase Order Server Replacement Sheriff's Office

A motion was made by Comm. Theobald and supported by Comm. Musta to forward a recommendation to the full board to approve the purchase of servers from VC3 in the amount of \$20,422.00. A vote was called, all in favor. Motion passed, 4-0.

G.4. Cadillac Janitorial Contract Extension

Comm. Theobald stated that this was an agenda item that was discussed at Recreation and Building last week. She stated that due to the ongoing concerns with the service that is being received by the company from what she has heard from staff that she recommended a six-month contract versus the year extension.

Mr. Porterfield, County Administrator, stated that the concerns that were brought to Mr. Kerr's attention and his own were just found out last week. Any concerns were supposed to be mentioned to either Mr. Kerr or himself, because Cadillac Janitorial checks in frequently to ensure matters are being tended to. Mr. Porterfield informed the committee that the schedule of cleaning was sent out last week by Ms. Bigger and they are looking into re-instating the white three ring binders for communication between staff and the cleaning crew. Mr. Porterfield suggested that the one-year extension is recommended to the full board because six months is too short of a time-frame.

A motion was made by Comm. Theobald and supported by Comm. Musta to forward a recommendation to the full board to approve a one-year extension to the Cadillac Janitorial Contract. A vote was called, all in favor. Motion passed, 4-0.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Mr. Porterfield informed the committee that the MIDC grant was accepted for the fiscal year 2024. Administration will be starting to work on the budget and hold a department head meeting. Mr. Porterfield stated that he is waiting to hear back from the auditors as to when they will be making a presentation to the board.

Comm. Potter asked Mr. Porterfield on a status update regarding a relator for the old jail. Mr. Porterfield stated that he has a realtor that is interested and will reach out to them to get the property re-listed.

Mr. Porterfield stated that he has a conference at the end of this month and then will be out of the office the following week.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

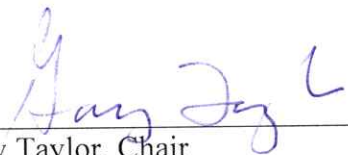
None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Theobald and supported by Comm. Musta to adjourn at 4:32 p.m. A vote was called, all in favor. Motion passed, 4-0.



Gary Taylor, Chair



Megan Kujawa, Recording Secretary