

COUNTY OF WEXFORD  
EXECUTIVE COMMITTEE MEETING  
MEETING MINUTES  
February 13, 2024

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: Jami Bigger, Deputy County Administrator/HR Director; Brooke Fuller, Building Department Manager; Megan Kujawa, Sr. Executive Administrative Assistant; Tom Lutke, IAI Project Manager; Kristi Nottingham, Treasurer; and Roxanne Snyder, Register of Deeds

#### **ADDITIONS OR DELETIONS TO THE AGENDA**

None.

#### **APPROVAL OF THE AGENDA**

A motion was made by Comm. Theobald and supported by Comm. Musta 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. Musta and supported by Comm. Theobald to approve the January 09, 2024 Regular Meeting Minutes and the February 05, 2024 Special 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***

Ms. Bigger, Deputy County Administrator, informed the Committee that they had received an update on the Bliss v. the Sheriff's Office Litigation and that the parties are to complete discovery and investigation, but no hearing trial date has been set.

##### ***G.2. Infrastructure Alternatives Inc. Monthly Report***

Tom Lutke, IAI Project Manager, reviewed his report with the committee. Mr. Lutke stated that he submitted the annual pump report to the State and there were no concerns. They had increased rates by 3% per Resolution 22-13. They sent out the delinquent bills and haven't heard back from anyone and if they don't by the 20<sup>th</sup> of this month, they will be adding it to the tax bills.

##### ***G.3. Agricultural Exemption Request Form – Building Department***

A motion was made by Comm. Musta and supported by Comm. Theobald to forward a recommendation to the full board to approve the Building Department enforcing the application of an agricultural exemption and the application fee of \$100. A vote was called, all in favor. Motion passed, 4-0.

##### ***G.4. Removal of Roof Replacement Fee – Building Department***

A motion was made by Comm. Theobald and supported by Comm. Musta to forward a recommendation to the full board to approve the updated fee schedule. A vote was called, all in favor. Motion passed, 4-0.

**G.5. Rehmann Engagement Letter for 2023 Audit**

A motion was made by Comm. Theobald and supported by Comm. Musta to forward a recommendation to the full board to approve the presented Engagement Letter and Letter of Understanding from Rehmann. A vote was called, all in favor. Motion passed, 4-0.

**G.6. Substance Use Assessment Services Agreement – Opioid Funds**

A motion was made by Comm. Musta and supported by Comm. Theobald to forward a recommendation to the full board to approve the presented agreement for Substance Use Assessment Services with the Prosecutor and Catholic Human Services utilizing Opioid Funds. A vote was called, all in favor. Motion passed, 4-0.

**G.7. ATM Discussion**

Chair Taylor explained that this discussion was brought up by Courthouse Security. The public comes in to pay fines and then have to leave to go to the bank and then never come back to pay. He suggested that it would be located down by security.

Ms. Bigger stated that legal suggested reaching out to local banks to avoid fees because going through a private vendor there might be additional costs. An RFP would need to be published and a contract with the selected vendor would be needed.

The Committee discussed that they would like Administration to move forward with an RFP and would be okay with a placement of an ATM if there is no cost to the County.

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Ms. Bigger stated that the previous IT contract that went before the committee has been going back and forth between legal counsel due to some concerns; Administration is continuing to look at options. There is a request from the Prosecuting Attorney's Office to have a part-time clerk go full-time on the next HR meeting agenda. LT. McDaniel spoke with Ms. Bigger and stated they have made offers to a couple people which will leave only a couple open positions for Corrections.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

None.

**ADJOURN**

A motion was made by Comm. Theobald and supported by Comm. Potter to adjourn at 4:06 p.m. A vote was called, all in favor. Motion passed, 4-0.

  
\_\_\_\_\_  
Gary Taylor, Chair

  
\_\_\_\_\_  
Megan Kujawa, Recording Secretary