



Wexford County

**EXECUTIVE COMMITTEE**

*Gary Taylor, Chair*

**NOTICE OF MEETING**

**Meeting Time Change**

The Executive Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, April 09, 2024, beginning at **3:00 p.m.** in the Commissioners’ Room, third floor of the Historic Courthouse, 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 MARCH 12, 2024 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, March 2024*) ..... 3
  - 3. District Health Department #10 Naloxone Distribution Box Placement 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  
 March 12, 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; Megan Kujawa, Sr. Executive Administrative Assistant; Tom Lutke, IAI Project Manager; and Kristi Nottingham, Treasurer.

**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 February 13, 2024 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***

Ms. Bigger, Deputy County Administrator, updated the Committee on the case of the Estate of Willard Bliss vs. the Sheriff's Office.

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

Tom Lutke, IAI Project Manager, reviewed his report with the committee. Mr. Lutke stated that there were talks with a potential new customer. The water report was finalized. The delinquent water bills were sent out last month and they did not receive any response, so they were forwarded to the Administrator's office.

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Ms. Bigger stated:

- that the RFP for the ATM machines is posted and is due on March 27<sup>th</sup>.
- Lt. McDaniel is looking for funds for a body scanner at the jail. He has already received \$50,000 from MMRMA through a RAP grant but will be reaching out the liquor tax committee to request the remaining funds.
- A patron set off the stairwell alarm leaving through one of the emergency exits, a deputy called it in, and fire responded; there was no fire.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

Thank you to everyone for coming.

**ADJOURN**

**A motion was made by Comm. Theobald and supported by Comm. Musta to adjourn at 4:03 p.m. A vote was called, all in favor. Motion passed, 4-0.**

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Gary Taylor, Chair

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Megan Kujawa, Recording Secretary

DRAFT



INFRASTRUCTURE  
ALTERNATIVES, INC.

G.2.

## Monthly Operations & Maintenance Report

April 9, 2024

**Report for Month:** March 2024  
**Location:** Wexford County  
**Facilities:** Cedar Creek Water Plant & Distribution System  
**Operator in Charge:** Ryan Longstreet, Certified Operator

### Emergency Callouts/Customer Concerns

- ❑ No callouts or customer concerns this month.

### Significant Events:

- ❑ 3/5 – Routine PFAS sampling completed. All results were non-detectable.
- ❑ 3/5 – Turned on Water at 3101 Old US 131 by customer request.
- ❑ 3/6 – Sanitary Survey with EGLE District Engineer.
- ❑ 3/12 – AT&T phone line was not working. Called AT&T to request service. –OK.
- ❑ 3/19 – Received an email from the County Clerk stating that the delinquent water bills were moved to the tax roll. Removed delinquent balances from BS&A
- ❑ 3/25 – 2023 Water Quality Report Approved for distribution, Cross Connection report submitted to the State.

### Preventive Maintenance:

- ❑ IAI staff continues to regularly monitor chlorine residuals throughout the water system.
- ❑ Annual Fire Extinguisher Inspection by Summit Company.

### Facilities Data for the Month

Production at Well House	293,250 gallons
Metered Usage	159.251 gallons
Metered Flushing	214.870 gallons
Difference *(% Gain)	*80,871 gallons (27.58%)



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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Executive Committee  
**FROM:** Administration  
**FOR MEETING DATE:** April 9, 2024  
**SUBJECT:** District Health Department #10 Naloxone Distribution Box Placement Discussion

SUMMARY OF ITEM TO BE PRESENTED:

The District Health Department #10 is working to find locations throughout the community to place a Naloxone (Narcan) distribution box outside their building in order to make Naloxone (Narcan) easily accessible to those who need it. The distribution boxes hold 48 boxes of Naloxone. The outdoor distribution box and the Naloxone (Narcan) are both free. There is no cost to the county.

Previously, the Health Department received approval from the Board of Commissioners for an outdoor Naloxone distribution box outside of the DHD #10 building. This would be the same set up.

The District Health Department #10 is seeking approval to have an outdoor distribution box at the Lake Street County building. Below is a picture of the distribution box.



RECOMMENDATION:

Administration recommends that the Executive Committee discuss the request and make a recommendation to the full board.