

WEXFORD COUNTY  
EXECUTIVE COMMITTEE MEETING  
REGULAR MEETING MINUTES

June 10, 2025

*Gary Taylor, Chair*

The regular meeting was called to order by Chairman Taylor at 4:00 p.m., in the Commissioner's room, Third Floor, Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Gary Taylor, Michael Bush, Brian Potter, Julie Theobald  
Members Absent: None  
Also Present: Jami Bigger, Deputy Administrator & HR Director; Tom Lutke, Infrastructure Alternatives; Kristi Nottingham, Treasurer; Megan Swanberg, Executive Assistant; Joe Porterfield, County Administrator & Equalization Director, members of the public

**ADDITIONS OR DELETIONS TO THE AGENDA**

None.

**APPROVAL OF THE AGENDA**

A motion was made by Comm. Theobald and supported by Comm. Potter to approve the agenda. A vote was called. All in favor.

**APPROVAL OF THE MINUTES**

A motion was made by Comm. Potter and supported by Comm. Bush to approve May 13, 2025, Regular Meeting Minutes. A vote was called. All in favor.

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***G.1. Discussion on Current Litigation Matters***

Mr. Porterfield informed the committee that Sheriff Taylor and himself have a settlement conference to attend in August regarding the Calkin lawsuit.

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

Mr. Lutke, IAI, reported they had a slower month, with only one call for a power failure at the well house.

***G.3. Emergency Management Position Description Update***

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the updated position description for the Emergency Management Specialist, as presented.

Ms. Bigger noted the updated position description will change the position to salary; however, wages will not increase.

**A vote was called. All in favor.**

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Mr. Porterfield informed the committee of the following:

- He is working on finalizing the audit.
- He is getting ready to look at the Budget for next year.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None.


**CHAIR COMMENTS**

None.

**ADJOURN**

**A motion was made by Comm. Theobald and supported by Comm. Bush to adjourn the meeting at 4:04 p.m. A vote was called, all in favor.**

  
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Gary Taylor, Chair

  
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Megan Swanberg, Recording Secretary