



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, December 9, 2025, beginning at 4:00 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 NOVEMBER 12, 2025, 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 Monthly Report *(Tom Lutke, Infrastructure Alternatives Inc.)* ..... 3
  - 3. Appointment to the CWTA..... 4
- H. CORRESPONDENCE
- I. ADMINISTRATOR’S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

WEXFORD COUNTY  
**EXECUTIVE COMMITTEE MEETING**  
REGULAR MEETING MINUTES  
November 12, 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/Human Resources; Kristi Nottingham, Treasurer; Joe Porterfield, County Administrator & Equalization Director; Megan Swanberg, Executive Assistant

**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. Theobald and supported by Comm. Potter to approve the October 14, 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 & himself had a meeting regarding the Calkin case last week. At this time, there is no update in the status of this case.

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

Mr. Lutke, IAI, could not attend the meeting, but provided a report in the packet.

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Mr. Porterfield stated:

- Copy general funds budget done tonight.
- We were recently named in a new lawsuit involving Lake Mitchell Sewer Authority.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

Comm. Bush inquired about the ballot language to confirm term start dates are clear. He did not want the County to have to deal with the issue the city is with the unclear language. He also noted that it was brought to his attention that more security is needed in the parking lot.

**CHAIR COMMENTS**

None.

**ADJOURN**

**A motion was made by Comm. Theobald and supported by Comm. Potter to adjourn the meeting at 4:05 p.m. A vote was called, all in favor.**

---

Gary Taylor, Chair

---

Megan Swanberg, Recording Secretary

DRAFT



INFRASTRUCTURE  
ALTERNATIVES, INC.

## Monthly Operations & Maintenance Report

December 9, 2025

**Report for Month:** November 2025  
**Location:** Wexford County (Cedar Creek Township)  
**Facilities:** Cedar Creek Water Plant & Distribution System  
**Operator in Charge:** Tom Lutke, Water Operator

### Emergency Callouts/Customer Concerns

- ❑ No customer callouts or concerns this month.

### Significant Events:

- ❑ 11/28 – Meter reads showed high usage at 1645 N. Mackinaw Trail. Usage was caused by a leak that surfaced on 12/2/25 and was repaired on 12/3/25 by Maveric Mechanical and Plumbing.

### Preventive Maintenance:

- ❑ IAI staff continues to regularly monitor chlorine residuals throughout the water system.
- ❑ 11/14 – Monthly wellhead checks.

### Facilities Data for the Month

Production at Well House	495,090 gallons
Metered Usage	462,021 gallons
Metered Flushing	160,495 gallons
Difference *(% Gain)	127,426 gallons (25.74%)





# Application for Appointment to Standing and Special Committees, Boards and Commissions

The information provided on this form is for the use of the Wexford County Board of Commissioners in their deliberation to fill vacancies on standing and special committees, boards and commissions. Applications may be submitted at any time and will be kept on file for a period of one (1) year. Applicants may be required to interview with the Human Resources Committee for appointment consideration.

To which committee, board or commission are you seeking appointment? Please check all that apply.

- |                                                                          |                                                                       |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Airport Authority                               | <input type="checkbox"/> Library Board                                |
| <input type="checkbox"/> Board of Public Works                           | <input type="checkbox"/> Northern Lakes Community Mental Health Board |
| <input type="checkbox"/> Building Authority                              | <input type="checkbox"/> Northwest Michigan Substance Abuse Services  |
| <input checked="" type="checkbox"/> Cadillac - Wexford Transit Authority | <input type="checkbox"/> Planning Commission                          |
| <input type="checkbox"/> Civic Center Citizen Advisory Committee         | <input type="checkbox"/> Road Commission                              |
| <input type="checkbox"/> Construction Board of Appeals                   | <input type="checkbox"/> Workforce Development Board                  |
| <input type="checkbox"/> Department of Human Services                    | <input type="checkbox"/> Zoning Board of Appeals                      |
| <input type="checkbox"/> Housing Council                                 | <input type="checkbox"/> Other _____                                  |

Please print or type:

Name David Cox

Address \_\_\_\_\_ Zip Code 49601

Telephone: Home 231-878-\_\_\_\_\_ Business \_\_\_\_\_ Facsimile \_\_\_\_\_

Date available for appointment ASAP County Commission District \_\_\_\_\_

Please complete the following. You may use additional sheets as needed.

**Community Service**

List boards, commissions, committees or community service organizations that you are currently serving or have served upon, offices held, and in what municipality or county.

United Way - President  
Cadillac, Chamber of Commerce - chair (Current President)  
ISD Superintendent  
Lots of misc. Committees over the years

**Employment and Education**

List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained.

31 years in Education  
7 years Superintendent Wexford - Missaukee & Manistee ISD  
Masters Degree in Educational Admin.

Have you ever worked for Wexford County?  Yes  No  
If yes, please list dates and names of departments.

**Personal**

Rules of law and ethics prohibit appointees from participating in and voting on matters in which they may have a direct or indirect financial interest. Are you aware of any potential conflicts of interest?  Yes  No

If yes, please indicate potential conflicts.

Are you aware of the time commitment necessary to serve on the committee, board and/or commission to which you seek appointment, and will you have such time?  Yes  No

Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek.

As Superintendent for Manistee ISD we contracted all Special Education Transportation services to Dial-A-Ride = Great Partnership!

I hereby certify that the preceding information is correct to the best of my knowledge.

Signature D. J. Lee

Date 12-1-25

You are invited to attach additional pages, enclose a copy of your résumé or submit supplemental information that you feel may assist in the evaluation of your application.

Mail or return your completed application to: Wexford County Board of Commissioners  
Wexford County Courthouse  
437 E. Division St.  
Cadillac, MI 49601

*Thank you very much for giving us the opportunity to consider you for appointment.*

