



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, July 14, 2026, 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 JUNE 09, 2026, REGULAR 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. Community Corrections New Hire 5
- 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

June 09, 2026

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 Director; Tom Lutke, Infrastructure Alternatives Inc.; Kristi Nottingham, County Treasurer; Alaina Nyman, County Clerk; 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 May 12, 2026, Regular Meeting Minutes. A vote was called. All in favor.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Discussion on Current Litigation Matters

Deputy County Administrator, Jami Bigger, informed the committee that a settlement demand was received for the suit in which Deputy Howard supervised the seizing of property. Counsel finds the claim defensible and plans to file a motion to dismiss.

G.2. Infrastructure Alternatives Monthly Report

Mr. Tom Lutke, IAI, informed the committee that it had been a relatively slow month, with only a couple of water services being turned back on and routine spring flushing activities taking place.

Comm. Potter asked how often flushing tests are conducted. Mr. Lutke responded that they are performed three times per week in the spring.

CORRESPONDENCE

None.

ADMINISTRATOR’S COMMENTS

Ms. Bigger, Deputy County Administrator, stated the following:

- Mr. Porterfield, Commissioner Taylor and herself will meet with Jim and Drew, from Weadock and Associates, on June 22, 2026, to discuss health insurance costs and issues.
- The I.T. Committee meeting has been rescheduled to July 15, 2026, at 1:00 p.m.
- She reminded commissioners who registered for the Mid-Term Essentials Workshop that the training will be held tomorrow.

PUBLIC COMMENT

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 4:0 p.m. A vote was called, all in favor.

Gary Taylor, Chair

Megan Swanberg, Recording Secretary



INFRASTRUCTURE
ALTERNATIVES, INC.

Monthly Operations & Maintenance Report

July 14, 2026

Report for Month: June 2026
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 callouts or customer concerns this month.

Significant Events:

- ☐ 6/11 – Water turned on for seasonal water customer at 1480 North Mackinaw Trail.
- ☐ 6/30 – Repaired water meter at 2771 North Mackinaw Trail.

Preventive Maintenance:

- ☐ IAI staff continues to regularly monitor chlorine residuals throughout the water system.
- ☐ 6/22 – Annual Generator Service completed by Cummins. No additional maintenance recommended at this time.

Facilities Data for the Month

Production at Well House	480,100 gallons
Metered Usage	401,393 gallons
Metered Flushing	157,746 gallons
Difference *(% Gain)	79,039 gallons (16.46%)



**Full-Time Position Available
Pilot Program With Aim to Become a Permanent Position**

Job Title: Pretrial Services Facilitator

Classification: L5, TPOAM

Department: Community Corrections, 28th Circuit Court for Wexford and Missaukee Counties (I added Circuit Court because of the language in the CC formation documents)

Hourly Wage: L5 starting at \$17.81 per hour plus benefits

Bona Fide Occupational Qualification: This position is **open only to male applicants** pursuant to the best-practices set forth by Community Corrections for the State of Michigan, the Michigan Association of Drug Court Professionals, and the Adult Treatment Court Best Practice Standards. The duties of the position include collecting urine samples from male criminal defendants. This involves being in a closed room, conducting searches of male criminal defendants, and observing the collection of urine samples from male genitalia. The best-practices also are used as criteria by grant funding sources to cover the costs and expenses incurred by Wexford and Missaukee Counties related to drug and alcohol testing conditions made part of pretrial release conditions.

Other Occupational Qualifications and Duties:

- High school graduate or equivalent;
- Must pass drug screening and physical examination;
- Enroll criminal defendants in pre-trial status into the pre-trial supervision programs provided through Community Corrections;
- Install Global Positioning Service and Soberlink monitoring devices upon defendants assigned to the program;
- Perform alcohol and drug testing of defendants assigned to the program;
- Conduct front desk receptionist duties;
- Prepare and handle case files for defendants assigned to the program;
- Document and prepare reports of alleged violations of defendants assigned to the program;
- Have regular access to and use of a personally owned vehicle to travel between the courthouses in Wexford and Missaukee Counties (reimbursement for mileage is provided); and
- Perform other related duties as required.

Supervision: Community Corrections Manager and the 28th Circuit Court Judge

Applications Due: Applications and cover letters are due no later than 12:00 pm on Friday July ____, 2026, at the Office of the Wexford County Administrator, Historic Courthouse, 437 East Division Street, Cadillac, MI 49601.



Wexford County

Request for Board of Commissioner Action

Department: Community Corrections

Submitted by: Judge Jason Elmore, 28th Circuit Court

Subject: Trial New Hire

Committee: Executive Committee,

Committee Meeting Date: July 14, 2026

BOC Meeting Date: July 1, 2026

Action Request (proposed motion for the Board to consider): Employees of Community Corrections are, pursuant to its General Operating Procedures dated January 8, 2025, which were subsequently approved by resolution of the Board of Commissioners, employees of the Circuit Court. I also serve as the chairperson for the program's advisory board. Upon the retirement of long-time former program manager Mistine Stark, I promoted Alix Matzke to fill that role. Ms. Matzke's prior position was as an M2. She is now an M4. In order to reduce expenses, I am respectfully requesting to eliminate the M2 position and create a new L position. Initially, I intended to request it be an L4; however, further discussion with county administrators and BOC chairs for both Wexford and Missaukee Counties, I ask that it be an L5 position. The new hire position will be for a male, which is, as discussed below, a bona fide occupational qualification. The new hire will be for a pilot program for a period of up to 6 months with the possibility of becoming a permanent position. The intent is to hire a male employee to assist the program manager in the following tasks and demonstrate the potential for increased funding to reduce the costs for these services for the courts. Those tasks include enrolling criminal defendants in pre-trial status into the pre-trial supervision programs provided through Community Corrections; installing Global Positioning Service and Soberlink monitoring devices upon defendants assigned to the program; performing alcohol and drug testing of defendants assigned to the program; conducting front desk receptionist duties; preparing and handle case files for defendants assigned to the program; documenting and preparing reports of alleged violations of defendants assigned to the program; and performing other related duties as required. Lastly, without assistance in the office, it is difficult for Community Corrections to meet the mission when Ms. Matzke is on vacation, at training, or otherwise out of the office for any other reason.

Financial Information (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision): For full-time employment, at 37.5 hours per week, an L5 position presently starts out at \$17.81 per hour, for a total of \$667.87 per week. An M2 position presently starts at \$20.53 per hour, which is \$769.87 per week. Benefits would be about the same between the two positions. This is a sizeable reduction in expense considering that Ms. Matzke was making more per hours due to years of service. Moreover, the prior pay rates and other expenses incurred under this program's prior budget caused by old retirement pay programs for Ms. Stark are no longer part of the program's budget. Plus, with the changes I am proposing and working on with the advisory board and counties, I expect we will see an increase in grant funding from Lansing. Much of the funding for Community Corrections has been by State of Michigan Grant funds under Public Act 511. Most of Community Corrections' mission has changed from post-conviction to pre-trial/conviction monitoring services. For reasons I will not address presently, its services are used by Judge Wiggins of the 84th District Court in Wexford County and by me in the 28th Circuit Court in both counties. They are not used by Judge Ransom in her presiding role as the 84th District Court in Missaukee County. It will be a bona fide occupational qualification for the new hire to be a male. State grant funds at this point are limited as our program does not comply with the State's best-practices

requirement to have a male available to conduct urinalysis drug testing upon male criminal defendants. By hiring a male, our program will be in compliance, and, according to the program's State counter-part, we should expect an increase in funding. Thus, granting this request will provide the program with a second employee paid at a lesser rate and allow the program to receive more grant funding.

Summary (explain why the action is necessary and the desired outcome after implementation):

Community Corrections serves a vital role in monitoring criminal defendants pretrial/pre-conviction who are on bond and have pretrial supervision services issued by the judges pursuant to Michigan Court Rul 6.106 as conditions for their release. Terms of pretrial release are to be set at the least restrictive means necessary to ensure the safety of the public, alleged victims, and defendant while also ensuring the defendant is present at all necessary court dates. Those charged with a criminal offense and presumed innocent until proven guilty beyond a reasonable doubt. This is why the terms of bond and pretrial release are to be set at least restrictive means. The law and court rules allow judges to make drug and alcohol testing, GPS monitoring, and assignment to rehabilitative programming when appropriate. Community Corrections provides the services. We are in the process of finding ways to make it more affordable to both the counties and defendants. By hiring this new employee, it will also the program to qualify for more funding, operate at less expense, and still meet its mission objectives for all involved.

Timeline (if request is approved at BOC meeting date noted above):

Once approved, I will have the job description and opening posted immediately with a two-week window for application submissions. Depending on the application process, interviews would start immediately thereafter by Ms. Matzke and I over 2 weeks hopefully concluding with offering the position to a qualified applicant.

List of Attachments:

I have attached a copy of the prosed job description.