

William J. Bunek, Chairman

NOTICE OF MEETING

A Special Session of the Leelanau County Board of Commissioners will be held on Tuesday, April 19, 2022, at 3:00 p.m., in the Commissioner Meeting Room of the Leelanau County Government Center, Suttons Bay, Michigan

A live streaming of this meeting will be available for viewing via the following link –
https://www.youtube.com/channel/UCNQTglgcTedF2qB8floC1GQ?view_as=subscriber

There are two ways to provide public comment during the meeting – you can attend in-person, or email your comments prior to the meeting to clerk@leelanau.gov

(Please silence all electronic/cellular devices)

(Proceedings of the meeting are being recorded and are not the official record of the meeting, the formally approved/accepted written copy of the minutes will be the official record of the meeting.)

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

ROLL CALL

PUBLIC COMMENT

COMMISSIONER COMMENTS

Purpose of Meeting – Discussion/Potential Action:

1. Continuation of Review of American Rescue Plan Act (ARPA) Funding Requests.
2. Leelanau County Housing Initiatives/Potential ARPA or Other Funding –
 - a. Yarrow Brown, Housing North.
 - b. Wendy Irvin, Habitat For Humanity.
 - c. Trudy Galla, Director, Leelanau County Planning/Community Development.
3. Points Communication Contract Update.
4. Fund Development Partnership Proposal.
5. Lower Level Renovations Update/Options.
6. Potential Funding Recommendations.
7. Acceptance of Administrator's Letter of Resignation.
8. Discussion on next Administrator –
 - a. Qualifications, Skills, Duties, etc.
 - b. Pay Scale Range.
9. Other Related Topics.
10. Future Meeting Topics/Dates.

PUBLIC COMMENT

COMMISSIONER COMMENTS

ADJOURNMENT

Agreement
Leelanau County and
Venture North Funding and Development
FUND DEVELOPMENT FOR IMPLEMENTING COUNTY HIGH SPEED BROADBAND PLAN

Agreement by and between Leelanau County government (hereinafter LC) and Venture North Funding and Development (hereinafter VN), a 501 (c) (3) nonprofit (collectively "the parties.")

WHEREAS, LC provides municipal services and oversees municipal programs that are vital to the quality of life and economic well-being of all in Leelanau County, including the development and implementation of a county-wide development of high-speed broadband Capacity; and

WHEREAS, VN provides commercial lending and other support services to assist small businesses and the communities where they do business in creating economic opportunities and prosperity, including job creation. VN has an interest in participating in special projects to support their primary mission where there is broad support, readiness and gaps in support that VN can help meet to support economic and community development within the 10-county VN region that includes Leelanau County.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING REPRESENTATIONS AND THE FOLLOWING TERMS AND CONDITIONS, THE PARTIES AGREE:

1. **Agreement** (hereafter agreement). The parties agree to enter into this agreement to work collaboratively to seek and secure the approximate \$4,800,00 million (FOUR MILLION EIGHT HUNDRED THOUSAND DOLLARS) in funding needed to implement the LC plan for county-wide high-speed broadband.
2. **General Duties**. Under this Agreement, LC will provide information and participation needed by VN to develop the funding required on a best-efforts basis. More specific duties are contained in Attachment A which is incorporated in full into this Agreement.
3. **Agreement Term**. The term of this agreement shall be six (6) months or sooner if feasible from May 1, 2022 through October 31, 2022.
4. **Agreement Termination**. The Agreement may not be terminated earlier than the defined term unless: (a) the funding goal is attained in advance of the end date of the Agreement; or (b) if there is cause because of a violation of the Agreement terms. In the event of a finding of cause by either party, there shall be 14 (fourteen) days prior written notice from the party finding a violation to the terminated party. In the event that VN is terminated, N shall be paid for any amount due to up to the termination date. In the event of a termination, both parties shall return to the other party all properties, reports, records and other documents, materials, equipment and supplies that are rightfully owned and the property of the other party.
5. **Agreement Extension**. The Term of this Agreement may be extended based upon mutual written consent of the Parties.
6. **Compensation**. LC agrees to pay VN a sum of \$80.00 (EIGHTY DOLLARS) per hour plus approved expenses based on an invoice submitted with invoices due within six (6) days of the end of each

month with a ceiling of \$9,600 (NINE THOUSAND SIX HUNDRED DOLLARS) during the six-month period, or an average of 20 hours per month for the six-month period.

To be clear, the above referenced hourly rate includes the number of hours that individuals employed by Venture North as salaried or contract personnel dedicate to work consistent with the purposes of this Agreement that are documented in invoices submitted by Venture North to Leelanau County.

Expenses are **non-routine, pre-approved costs** that are necessary expenses in keeping with the purpose of this Agreement. Examples could include travel to meet with potential funding sources or copies of materials or proposals, including color copies. Expenses will not include transportation expenses of individuals employed by Venture North from their homes to their or Venture North's place of work.

7. **Key Person.** During the period of this Agreement, VN agrees that **Tim Ervin**, a contract employee of VN, will be the primary individual assigned to this project.
8. **Relationship between the Parties** – The status of VN during its association with LC is that of an independent contractor. VN retains the right to control or direct the manner in which services herein are to be performed. The services provided by VN may be evaluated at any time by LC and meetings as a result of the evaluation(s) may be held between LC and VN to review findings, including corrective action if needed. No payroll or employment taxes of any kind shall be withheld or paid by LC with respect to payments made to VN. The payroll or employment taxes that are the subject of this paragraph include but are not limited to FICA, FUTA, federal pensions, income tax, Medicare/Medicaid, state disability insurance or state unemployment tax. In addition, no workers' compensation insurance has been or will be obtained by LC related to VN or this agreement.
9. **Professional Responsibility.** Nothing in this Agreement shall be construed to interfere with or otherwise affect the rendering of services by VN in accordance with generally accepted practices. The duties performed by VN under this agreement shall be subject to the laws and regulations of the State of Michigan.
10. **Liability Insurance.** VN represents and warrants to LC that VN maintains malpractice liability insurance in the face amount of no less than \$1,000,000 per incident and \$3,000,000 per aggregate.
11. **Indemnification by VN.** VN does hereby indemnify and hold harmless LC and its owners and employees against any loss, liability, claim, damages or expense and reasonable counsel fees in connection with a loss in connection with the work, duties, performance and responsibilities as outlined in this agreement.
12. **Indemnification by LC.** LC does hereby indemnify and hold harmless VN and its owners and employees against any loss, liability, claims, damages or expenses and reasonable counsel fees in the connection with a loss in connection with the work duties, performance and responsibilities as outlined in this agreement.
13. **Integration.** The parties' entire understanding is set forth in this Agreement. Any prior or contemporaneous promises or understandings are superseded by the terms of this agreement.

1. LC shall provide or develop information needed by VN to develop understanding and material necessary to identify potential funding sources and seek and secure funding on behalf of LC.
2. LC shall ensure that donor acknowledgement, accounting, bookkeeping, reporting requirements and web and other technology resources are in place and will be used to fulfill the regulatory and other obligations of LC related to this Agreement.
3. LC shall see that other technical resources involved with the project are able to coordinate activities with this project in an effective manner.
4. As needed, representatives from LC may participate in identifying potential funding sources, making funder presentations and carrying out other activities to support this project.
5. VN will see that:
 - appropriate materials are prepared to introduce the project and respond to questions of any individual or organization contacted for the purposes of this project.
 - potential funding sources, including philanthropic sources and governmental agencies and organization are identified, analyzed and considered in an organized, systematic matter in carrying out the project.
 - Funding presentations are organized and executed as needed
 - Funding requests, including grant applications, are prepared, submitted and monitored throughout the project.
 - A brief monthly progress update will be developed and submitted to LC.

Chet Janik

From: John Richards <jrichards@apolloengineering.com>
Sent: Monday, March 7, 2022 9:18 PM
To: Chet Janik
Subject: Leelanau County Agreement Build out project.
Attachments: B105-2017 - Working Draft.docx

Chet,

The attached is an agreement that Fred Hackl sent over to me.

Please review and let me know any feed back.

JR

APOLLO ENGINEERING LLC
John J. Richards, PE
13310 SW Bayshore Dr.
Ste. C
Traverse City, MI 49684
(231) 932 0800 Ph.
(231) 421 6794 Fax
(231) 633 3077 Cell

DRAFT

AIA® Document B105™ - 2017

Standard Short Form of Agreement Between Owner and Architect

AGREEMENT made as of the «Fourteenth» day of «March» in the year «Two Thousand Twenty-Two»
(In words, indicate day, month and year.)

BETWEEN the Owner:

(Name, legal status, address and other information)

«Leelanau County»« »
«8527 E. Government Center Dr.
Suttons Bay, MI 49682»

« »

« »

and the Architect:

(Name, legal status, address and other information)

«FAH Architecture, PLLC»« »
«891 W. Conway Road, Unit #16»
«Telephone Number: (231) 881-8624»

« »

for the following Project:

(Name, location and detailed description)

«Leelanau County»
«8527 E. Government Center Dr.
Suttons Bay, MI 49682»
«Buildout of existing space in the Leelanau County Government Center into the Health
Dept. (1,930 Sq. Ft.)»

»

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following consulting services, if any:

«[Architectural Design](#)
[Mechanical Engineering](#)
[Electrical Engineering](#)
[Plumbing Engineering](#)
[Structural Engineering](#)»

During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a design, which shall be set forth in drawings and other documents appropriate for the Project. Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect shall assist the Owner in filing documents required for the approval of governmental authorities, in obtaining bids or proposals, and in awarding contracts for construction.

During the Construction Phase, the Architect shall act as the Owner's representative and provide administration of the Contract between the Owner and Contractor. The extent of the Architect's authority and responsibility during construction is described in AIA Document A105™-2017, Standard Short Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A105-2017, those modifications shall not affect the Architect's services under this Agreement, unless the Owner and Architect amend this Agreement.

ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. The Owner shall furnish consulting services not provided by the Architect, but required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.

ARTICLE 3 USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the construction of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A105-2017, Standard Short Form of Agreement Between Owner and Contractor. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

«Eight Percent (8%) of Construction Cost.»

The Owner shall pay the Architect an initial payment of «five thousand dollars» (\$ «5,000») as a minimum payment under this Agreement. The initial payment shall be credited to the final invoice.

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus «zero» percent («0» %).

Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid «thirty» («30») days after the invoice date shall bear interest from the date payment is due at the rate of «eight» percent («8» %) «annually» , or in the absence thereof, at the legal rate prevailing at the principal place of business of the Architect.

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; providing services necessitated by the Contractor's failure to perform; and the extension of the Architect's Article 1 services beyond «twelve» («12») months of the date of this Agreement through no fault of the Architect.

ARTICLE 7 OTHER PROVISIONS

(Insert descriptions of other services and modifications to the terms of this Agreement.)

«The construction cost is estimated to be \$228 per sq. ft. x 2,146 = \$489,288.

LiabilityLiability shall be limited to the amount of the fee.

Fire protection design by owner »

This Agreement entered into as of the day and year first written above.

« »

OWNER (Signature)

«Chet Janek» « »

(Printed name and title)

« »

ARCHITECT (Signature)

«Frederick A. Hackl, AIA» «President»

(Printed name, title, and license number, if required)

BOARD OF COMMISSIONERS

Rick Robbins, District #1
Debra L. Rushton, District #2
William J. Bunek, District #3
Ty Wessell, District #4
Patricia Soutas-Little, District #5
Gwenne Allgaier, District #6
Melinda C. Lautner, District #7



Chet Janik, County Administrator

Leelanau County Government Center
8527 E. Government Center Drive, Suite #101
Suttons Bay, Michigan 49682
(231) 256-9711 ♦ (866) 256-9711 toll free
(231) 256-0120 fax
www.leelanau.gov ♦ cjanik@co.leelanau.gov

To: Board of Commissioners

From: Chet Janik

Date: January 19, 2022

Re: Notice of Retirement

I like to start this correspondence by paraphrasing from Ecclesiastes, which states that "There is a time for everything, and a season for every activity, a time to plant and a time to uproot, a time to weep and a time to laugh, a time to be silent and a time to speak."

Based on that philosophy, I believe it's time to announce my retirement as the Leelanau County Administrator. My tentative plan is to depart from the office at the end of December 2022, or upon the successful transition to a new administrator, hopefully the beginning of 2023.

It has truly been an honor serving as the County Administrator since 2012, in my home county. During that time period, I have been extremely fortunate to work with many dedicated Department Heads and Elected Officials, as well as two outstanding Executive Assistants. I benefited from their wisdom, expertise and friendship. I am now ready to start the next chapter of my life which will hopefully include traveling and spending more time with our children and grandchildren.

My final "Thank You" goes to the 17 Commissioners that I had the pleasure of working with and the support shown to me during the past decade.

Leelanau County will always be a special part of my life and I hope to continue my association with local government in some volunteer capacity in the future.

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Gwenne Allgaier, District #6
Melinda C. Lautner, District #7



Chet Janik, County Administrator

Leelanau County Government Center
8527 E. Government Center Drive, Suite #101
Suttons Bay, Michigan 49682
(231) 256-9711 ♦ (866) 256-9711 toll free
(231) 256-0120 fax
www.leelanau.gov ♦ cjanik@co.leelanau.gov

To: County Board of Commissioners

From: Chet Janik

Date: April 18, 2022

Re: Administrator Hiring Process

I want to start by thanking Matt McCauley for volunteering his expertise and his willingness to assist the Commissioners in the search for a new county administrator.

Matt and I met recently and developed this draft proposal and timeline on the selection process.

Board Dialogue To include:

- Define Networks Northwest activities (potentially revise job description, create a job marketing packet (including salary range, provide delivery/marketing of posting, receive and catalog applications, recommend interviewees)
- Map out a 4- to 5-month timeline with benchmarks (10 regularly scheduled BOC meetings (Executive Board and Regular Session), special meetings?)
- Work with Commissioners on top technical and interpersonal attributes they would like to see in the next administrator (distribute notecards, collect, display, and discuss)
- Ask Commissioners if they would like staff to also be surveyed on desired attributes for consideration by the Board
- Begin discussion on salary range using the survey data provided as well as Leelanau- specific cost of living considerations
- Other?
- Next meeting date/time/deliverables/goals?

Potential Timeline w/ Benchmarks:

- **May/June** Complete job description, including preferred salary range, and marketing packet
- **June** Release job posting
- **June/July** Receive and catalog applications

- **July/August** Provide all resumes and recommended 3 to 5 applicants to the Board for interview (interviewees and scoring sheet approved around July 19?)
- **August** First round, 3 to 5 candidates; second round, 2 to 3 candidates, identification of preferred candidate (special meetings, I assume)
- **August/September** ... Approve contract offer to the preferred candidate
- **November** Potential start date

COUNTY OF LEELANAU
JOB DESCRIPTION

COUNTY ADMINISTRATOR

Supervised by: Board of Commissioners
Supervises: Non-Elected Department Heads; i.e., Construction Codes Authority, Equalization, Emergency Management\9-1-1 Dispatch, Information Technology, Maintenance, Planning & Community Development and Senior Services; Executive Assistant; Temporary Office Assistants

FLSA: Exempt

General Summary

Directs and coordinates administration of county government in accordance with policies determined by county commissioners.

Duties and Responsibilities

Serves as the **Chief Administrative Officer**. Duties to include, but are not limited to:

- Prepares and coordinates the proposed annual operating budget jointly with the County Clerk's Accounting Department and County Treasurer, then presents it to the Board of Commissioners.
- Monitors department expenditures and County revenue reports generated by the County Clerk's Accounting Department and County Treasurer.

Serves as **Chief Personnel Officer**. Duties to include:

- Implements the directives and policies of the Board.
- Performs various research and development activities for the betterment of government operations.
- Makes recommendations for appointment or removal of non-elected department heads.
- Assists the Board by recommending and preparing personnel policies for review.
- Oversees the County's compensation and classification process.
- Maintains the master personnel files for non-elected department heads and their staff.

- Provides technical assistance and support in personnel management and employee relations.
- Assists department heads with maintaining a professional personnel policy of hiring, training, and discipline.
- Assists and consults with elected officials as to their personnel needs.
- Evaluates and compares existing employee benefits with those of other employers.
- Analyzes results of comparisons, including surveys and develops recommendations for review by the Board.

Serves as a **member of the labor negotiation team** in union negotiations, mediation, grievance proceedings and contract implementation.

Serves as the **purchasing agent**. Duties to include:

- Directs and develops specifications for the bidding process and procedures.
- Makes arrangements for the sale of surplus property, equipment, and vehicles.
- Assists departments with grant acquisitions.

Serves as **property manager** for all County-owned facilities and lands. Duties to include:

- Coordination through the County Planning and Community Development Department to ensure that necessary planning and zoning regulations are met.

Professional Development expectations to include:

- Attends functions on behalf of the Board and conferences related to job function and County labor issues.
- Prepares reports, conducts staff meetings, prepares meeting notices, agendas, and distributes same to Board and County Clerk in a timely fashion and in conformance to applicable statutes and ordinances.

Supervisory Responsibilities

Communicates Board goals and objectives to and coordinates work activities of six supervisors with approximately twenty-five (25) employees. Carries out supervisory responsibilities in accordance with each organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work, reviewing appraisal performances, recognizing and disciplining employees for their actions, addressing complaints and resolving problems.

Education and/or Experience

Master's Degree (M.A.) or equivalent, and a minimum of five (5) years related experience and/or training, or equivalent combination of education and experience.

Useful Qualities in an Administrator

By Laurel Evans

Having worked with three County Administrators since 2003, these are the attributes that I feel have proven invaluable:

- **Weekly updates to the Board.** Chet has been very proactive in keeping Commissioners timely apprised of anything of interest that affects Leelanau County.
- **Open communication with all departments.** Chet maintains a constant contact with all Elected Officials, Department Heads, and employees, and keeps on top of any concerns that may be brewing, or passing along good news of note to the Board.
- **Open communication with the community.** Having an extensive list of contacts and open line of dialogue with the County's residents has proven useful.
- **Able to assess personnel and quickly suggest adjustments.** Over the last decade, there have been many changes to a few select departments, in which employees hired to a position successfully transitioned to another department; Chet has been instrumental in recognizing an employees' strengths, and whether they may be better suited to other offices within the complex.
- **Strong background in labor relations.** It wasn't that long ago that it would take the county several months to hammer out bargaining agreements. Over the last decade, we have been fortunate to have a good team in place, with Chet at the helm. A great administrator knows how to navigate several bargaining unit agreements simultaneously, in a fair and expedient manner.
- **A sense of humor** (extremely important).
- **The ability to hire new employees, and trust their judgment in an advisory capacity.** A good Administrator may have primary strengths in either HR or Finance; it is rare to find one expert at both. A great Administrator trusts his team to provide the information needed

2022 County Administrator Salary & Fringes Survey

County	Position	2022 Taxable	Population	Salary	Vacation/ Personal Days	Retirement	Years at current position/total years in local government	Vehicle Allowance
Antrim	Administrator	\$2,087,497,561	23,206	\$90,828	25 days + 10 personal days *	MERS B-4 V-10, Age 60	33 years, 35 years County Gov.	Mileage \$.585/mile
Benzie	Administrator	\$1,422,610,214	17,771	\$77,000 + \$30 phone allowance	20 (Pay out for up to 10 per year*	MERS DC, 6% Employer match	11 months Benzie County 12 years local govt.	Millage at standard rate
Crawford	Administrator/Controller	\$713,808,299	12,140	\$70,677 \$4,000 annual annuity paid quarterly	26 days	MERS B-4 (5.29% EE contribution)	24 years (both)	\$0.44 per mile for county business
Lake	Administrator	\$619,394,411	12,000	\$94,536	25 PTO days	MERS B4 Age 60 6.41% EE contrib.	6.5 YRS current; 24 YRS City Mgt or County Adm. experience	IRS rate for county business
Leelanau	Administrator	\$3,317,449,286	21,981	\$92,855	25 days + 12 personal days	MERS B-4 V-10, 55/25	10 years as admin. 32 in Education Administration	IRS rate for county business
Manistee	Admin/Controller	\$1,218,646,127	24,539	\$85,956	20 + 6 personal days**	MERS B-4 V-8 55/20	1.67 yrs 10 years local govt.	IRS rate for county business
Mecosta	Controller/Administrator	\$1,482,861,168	40,031	\$98,878 \$720 annual longevity; may sell back up to 6 unused sick days/yr.	19 days	MERS B-4 for pre- 2001, MERS DC 3% ee, 9%er for post-2001	25 years 39 years local govt	IRS Rate for county business
Missaukee	Administrator/CFO	\$643,400,332	15,052	\$77,900	25 days	Defined Contrib 4% employer, Deferred Comp 7% employer	1 yr Missaukee Co., 8 years local govt.,	\$50.00 / month
Osceola (2019)	County Coordinator	\$771,247,216	23,260	\$78,700 + \$1,200 annual longevity	25 days + 4 personal days	MERS B-3 F55/15 V8 FAC5	26 years Osceola/37 years in local govt	IRS rate for county business
Otsego	Administrator/CFO	\$1,365,881,861	25,091	6-step wage scale ranging from \$95,528 - \$116,720	20 days + 7 personal days	MERS B-4, V10, Age-60, FAC 5, 2.0% EE contribution	4.5 years, 17 years total	\$500 per month
Roscommon	Administrator/Controller	1,465,446,693	23,884	\$87,244.00 (\$71,916 - \$88,881)	Accrue 6 hours per pay up to 300/24 personal	DC 5% match	8 years / 16 years	None

2022 County Administrator Salary & Fringes Survey

Wexford (2019)	Administrator	\$1,029,627,323	33,466	\$89,250	10 days + 3 personal days	MERS Hybrid; (1.5% multiplier, no empl'yr contrib to DC portion)	10 yrs local govt, 2 years at EDO	IRS rate for county business
Average	N/A	N/A	N/A	\$89,236	25 days	N/A	N/A	N/A

*Has the ability to sell back unused personal days at 60% of the full 10 personal days.

**Automatically paid full rate for unused personal time (up to 3 days) at the end of the calendar year.

REVENUE & EXPENSE REPORT - CURRENT

County of Leelanau

Period Ending Date: April 30, 2022

Account Name	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Fund 101 General Fund				
Fiscal Year 2022				
Dept Total	68,992.46	682,373.34	14,922,165.00	4.57%
Board of Commissioners Dept Total	22,843.43	186,799.03	750,601.00	24.89%
Attorney/Legal Fees Dept Total	0.00	13,262.59	85,534.00	15.51%
NW Mich. Council of Govt's Dept Total	0.00	5,454.00	5,454.00	100.00%
Sheriff Dept Total	87,035.88	614,275.18	2,338,100.00	26.27%
Emergency Services Council Dept Total	0.00	0.00	100.00	0.00%
Marine Division Dept Total	150.00	812.74	92,246.00	0.88%
Secondary Road Patrol Dept Total	1,941.47	22,038.67	98,861.00	22.29%
TNT Program Dept Total	2,653.63	24,517.38	102,396.00	23.94%
Suttons Bay Village Officer Dept Total	2,706.50	21,135.62	87,989.00	24.02%
Leelanau Twp Officer Dept Total	2,145.71	21,391.28	92,519.00	23.12%
Jail Division Dept Total	45,627.51	546,788.78	2,139,972.00	25.55%
Emergency Services Dept Total	1,854.83	37,392.29	99,439.00	37.60%
Disaster Contingency Dept Total	0.00	0.00	500.00	0.00%
Animal Control Dept Total	2,563.42	23,656.08	101,782.00	23.24%
Prosecuting Attorney Dept Total	14,086.09	169,296.58	626,786.00	27.01%
PA Family Support Dept Total	1,555.26	20,050.31	94,740.00	21.16%
Victims Services Dept Total	2,179.66	22,485.32	92,959.00	24.19%
Circuit Court Dept Total	62.86	41,536.84	230,917.00	17.99%
Circuit Court - Family Dept Total	4,821.43	60,218.30	283,455.00	21.24%
Friend of the Court Dept Total	0.00	0.00	45,000.00	0.00%
Law Library Dept Total	0.00	0.00	7,000.00	0.00%
Jury Commission Dept Total	27.97	180.11	13,890.00	1.30%
Cir Ct - Family Vol. Dept Total	0.00	0.00	800.00	0.00%
Circuit Court Juvenile Off. Dept Total	3,050.61	31,958.30	124,814.00	25.60%
Family Coordinating Council Dept Total	0.00	0.00	12,000.00	0.00%
Circuit Court Child Care Dept Total	0.00	91,835.75	367,341.00	25.00%
District Court Dept Total	0.00	52,126.17	430,780.00	12.10%
Probate Court Dept Total	10,188.78	98,031.81	384,426.00	25.50%
Elections Dept Total	1,079.95	3,575.30	88,376.00	4.05%
County Clerk Dept Total	10,210.30	131,139.73	554,423.00	23.65%
Circuit Court Clerk Dept Total	42.34	3,010.12	29,242.00	10.29%
Treasurer Dept Total	8,497.22	96,542.57	337,781.00	28.58%
Register of Deeds Dept Total	9,389.78	102,491.45	354,095.00	28.94%
Plat Board Dept Total	0.00	0.00	496.00	0.00%
Equalization Dept Total	11,066.06	108,689.10	450,111.00	24.15%
Remonumentation Grant Dept Total	0.00	0.00	31,000.00	0.00%
Public Health Dept Total	0.00	86,983.75	348,035.00	24.99%
Substance Abuse Dept Total	0.00	0.00	51,500.00	0.00%
Ambulance Services Dept Total	0.00	0.00	100.00	0.00%
Medical Examiner Dept Total	0.00	7,308.00	85,096.00	8.59%
Mental Health Dept Total	0.00	34,925.00	139,700.00	25.00%
Dept. of Human Services Dept Total	0.00	15,000.00	15,000.00	100.00%
Veterans Burial Dept Total	0.00	0.00	10,800.00	0.00%
American Legion Dept Total	0.00	1,134.10	3,000.00	37.80%
Veterans Affairs Dept Total	46,618.00	49,044.50	56,324.00	87.08%
Veterans Service Dept Total	979.00	6,112.00	42,759.00	14.29%
Co-op Extension Dept Total	35,438.48	104,844.80	271,570.00	38.61%
Soil Conservation Dept Total	0.00	18,062.00	72,248.00	25.00%
Planning Dept. Dept Total	6,563.64	74,539.17	274,204.00	27.18%

NOT FINAL

REVENUE & EXPENSE REPORT - CURRENT

County of Leelanau

Period Ending Date: April 30, 2022

Account Name	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Planning Commission Dept Total	237.64	667.77	15,641.00	4.27%
Drain Commissioner Dept Total	2,851.15	29,922.66	58,633.00	51.03%
Water Quality Dept Total	0.00	0.00	4,989.00	0.00%
Accounting Dept Total	6,281.40	72,990.36	194,844.00	37.46%
County Audit Dept Total	15,600.00	39,600.00	58,800.00	67.35%
Insurance Dept Total	56,192.75	168,578.25	227,000.00	74.26%
Bonds Dept Total	0.00	2,973.00	8,000.00	37.16%
Unemployment Comp. Dept Total	0.00	0.00	5,000.00	0.00%
Workers Comp. Ins. Dept Total	15,087.50	30,175.00	60,330.00	50.02%
Internal Services Dept Total	0.00	250,000.00	250,000.00	100.00%
Parks & Recreation Dept Total	804.68	16,835.08	171,756.00	9.80%
Budgeted Fund Transfers Dept Total	0.00	286,456.15	927,707.00	30.88%
Debt Service Transfer Out Dept Total	0.00	0.00	399,204.00	0.00%
Contingency Dept Total	0.00	0.00	614,000.00	0.00%
Revenues Total	68,992.46	682,373.34	14,922,165.00	4.57%
Expenses Fund Total	432,434.93	3,846,842.99	14,922,165.00	25.78%
Net (Rev/Exp)	-363,442.47	-3,164,469.65	0.00	
Beginning/Adjusted Balance	7,865,862.86	YTD Revenues	YTD Expenses	Current Fund Balance
	+	682,373.34	3,846,842.99	= 4,701,393.21
Grand Total for Revenues	68,992.46	682,373.34	14,922,165.00	4.57%
Grand Total for Expenses	432,434.93	3,846,842.99	14,922,165.00	25.78%
Grand Total Net Rev/Exp	-363,442.47	-3,164,469.65	0.00	

NOT FINAL