

**LEELANAU COUNTY BOARD OF COMMISSIONERS**  
**Building Safety Committee – Thursday, October 8, 2020**  
*Approved – 12/7/2020*

*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.*

Meeting called to Order by Committee Chairman William J. Bunek at 3:00 p.m.

The Pledge of Allegiance to the Flag of the United States of America was led by Committee Chairman Bunek followed by a moment of silence. Today's meeting was being held at the Government Center, 8527 E. Government Center Drive, Suttons Bay.

Roll Call:           Commissioner William J. Bunek                 PRESENT  
                          Commissioner Patricia Soutas-Little             PRESENT

Administrator Chet Janik, Building and Electrical Inspector Jon Hedgcock, and Building Administrative Secretary and Part Time Inspector Amber Weber present.

Public Comment:

Chairman Bunek read the phone number to call for public comment. None received.

Action Items –

Approval of February 5, 2019 Minutes:

**MOTION BY SOUTAS-LITTLE TO APPROVE THE FEBRUARY 5, 2019, MINUTES AS PRESENTED. SECONDED BY BUNEK.**

Discussion – None

**AYES – 2 (SOUTAS-LITTLE, BUNEK)**

**NO – 0**

**MOTION CARRIED.**

2020 Budget Update:

Administrator Janik stated that even while the offices were shut down to the public for approximately six weeks due to COVID-19, some permits were still coming in and inspections were still being done, though at a much slower pace. Janik said one of the best things that we have done was to have the new software working which allows online applications, as some counties were really struggling.

Weber gave an overview of the 2020 budget update (on file in the Clerk's office)

[https://www.leelanau.gov/downloads/building\\_safety\\_budgetary\\_status\\_10312020.pdf](https://www.leelanau.gov/downloads/building_safety_budgetary_status_10312020.pdf),

saying that we are down compared to past years, but this was expected due to COVID-19 and the supply shortage many contractors are experiencing. Expenses are about the same, as business has been able to carry on internally.

Janik said that fortunately the last couple years revenues have exceeded expenses allowing for a larger fund balance, which is why you have a large fund balance, for years like this. Janik said though negative spending can't be expected every year, but can work for this year, and said he thinks next year they will bounce back.

Discussion continued.

Affordable Housing Permit Fee:

Administrator Janik asked Chairman Bunek to discuss the idea that Bunek had brought up in a board meeting. Bunek said the idea is to be looking for ways of making homes more affordable for young families and work force people. If it could somehow be streamlined for them and have a set fee for a certain square footage home (whatever is determined) and could include electrical, plumbing, and heating. They would need to talk to the Health Department and see if they could do the septic. Bunek said the idea is that they could come in and pay one fee for all of their inspections.

Discussion continued. Commissioner Soutas-Little said perhaps they could also look at a percent based fee for cases that may need to deviate from the decided criteria, square footage for example. Soutas-Little said they want to be able to accommodate and make sure the outcome is what they are hoping for.

Janik suggested that they have Building Official Paul Hunter, Hedgcock, and Weber come up with more ideas, as well as guidelines and examples, for the next meeting since they know all the details and “what ifs” that go into the calculations. He asked that they help think about how to accomplish this goal, and how they can get there.

Construction Board of Appeals – Deadline Date:

Administrator Janik gave an update and said that there is no state deadline date on when someone can appeal the decision; however, counties do have the ability to set their own deadline dates. Most counties have not, because normally appeals will happen right away. This particular incident is one that the gentleman appealed an occupancy permit approved over two years ago.

Hedgcock stated that most appeals are going to occur during the building process.

Janik then stated he believes it is a good idea to be proactive and it is probably a good idea to have a deadline date. Discussion continued and was decided by the Committee that 90 days seems a reasonable amount of time. Janik said he will speak to legal counsel about the proper wording regarding a 90-day time frame, and then they would need to take it before the Board of Commissioners.

Personnel Update:

Janik gave an update on personnel and said that it is expected that both Building Official Paul Hunter, and Electrical Inspector Theodore Klumpp, will be retiring in 2021. Their formal dates of retire are expected in the next few months, and he said he expects to fill both of those positions.

Public Comment:

None.

Commissioner Comment:

- Soutas-Little thanked Hedgcock and Weber for their time and ideas today.

- Bunek agreed and said he appreciates the good job being done and enjoys hearing compliments about the department.

Adjourn:

Meeting adjourned by Committee Chairman Bunek at 3:55 p.m.

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William J. Bunek, Committee Chairman  
Building Safety Committee

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Alison Middleton, Deputy County Clerk for  
Michelle L. Crocker, Leelanau County Clerk