

**LEELANAU COUTY BOARD OF COMMISSIONERS
EXECUTIVE BOARD MEETING – TUESDAY, APRIL 14, 2020**

Approved 6/16/2020

Proceedings of the meeting are being recorded (audio and video) 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 Chairman William J. Bunek at 9:01 a.m. Today's meeting is being held at the Government Center, 8527 Government Center Drive, Suttons Bay, Michigan and via Zoom.

Chairman Bunek led the Pledge of Allegiance to the Flag of the United States of America, followed by a moment of silence.

<u>Roll Call:</u>	District #1	Anthony Ansoerge	PRESENT (via Zoom)
	#2	Debra L. Rushton	PRESENT (via Zoom)
	#3	William J. Bunek	PRESENT
	#4	Ty Wessell	PRESENT (via Zoom)
	#5	Patricia Soutas-Little	PRESENT (via Zoom)
	#6	Carolyn Rentenbach	PRESENT (via Zoom)
	#7	Melinda C. Lautner	PRESENT (via Zoom)

Communications, Proclamations, Presentations —

Administrator's Update:

Administrator Janik noted that all of today's presenters will be in a different office, presenting via Zoom.

Janik requested that 9-1-1 Director Matt Ansoerge update Commissioners. Ansoerge commented on medical dispatch protocol. The first case in Leelanau County was confirmed on March 16 and discussion was made to expand protocol to law enforcement and fire; there are four cases in Leelanau County. We haven't been quite as hard hit, but we still have a need and are requesting PPE (Personal Protection Equipment) for responders and Long-Term facilities. The Region 7 Health Care Coalition has taken a leadership position and there is a lot of confusion between the Region and State as to how to distribute. Ansoerge said he made the decision to have the items come here and he will distribute them. Cherry Country Quilters have had a team of sewers that have made a bunch of masks for first responders. The longer the numbers stay down in the County the better. Comments continued. The resources must be tracked from the State and all distribution must be done by a Logistic Chief, which is Director Ansoerge, to track the resources. Lansing needs to know where their property has gone. A lot of agencies have declared local emergencies, he doesn't see a need here, as the Governor and President has declared the emergency and we should be able to submit for reimbursement once this is done. The State is covering the PPE delivery for Leelanau County. He noted Fire Chiefs got together to dedicate two ambulances for COVID calls. This will cut down on the exposure that responders have and it is a team effort and going well. They are sharing the financial responsibility and it represents the cohesiveness of the County and the team effort between the jurisdictions. Director Ansoerge responded to questions as to who is assigned to handle the COVID runs.

Director Ansoerge responded to questions from Commissioner Rushton regarding the dedicated ambulances saying they are from Solon and Leland Township, and are housed at Glen Lake

Station 1 and Leland Station. Ansonge continued to respond to questions and that there should be a shipment of N95 masks arriving today, they are good with gloves; however, they will need more face shields. Commissioner Ansonge questioned COVID and North Flight.

Approval of Agenda / Late Additions or Deletions:

Chairman Bunek said that Action Item #2 – Options for Supportive Actions to Address Issues with Short Term Rentals could be deleted from the Agenda.

MOTION BY WESSELL TO APPROVE THE AGENDA AS AMENDED. SECONDED BY RUSHTON.

Discussion – Commissioner Lautner had a question if there is an update on Federal funds for critical employees and she questioned that nothing needs to be done on today's agenda. Janik confirmed that he will address that and nothing needs to be done today.

**AYES – 7 (Wessell, Ansonge, Bunek, Lautner, Rentenbach, Rushton, Soutas-Little)
NO – 0 MOTION CARRIED.**

Public Comment:

None.

Action Items –

COVID-19 Update:

Administrator Janik thanked everyone for their efforts over the last four weeks. The resolution prepared Leelanau County well. In some respects, we were ahead of other Counties and were prepared for both the Governor's Order and the Federal Order. Both he and County Clerk Michelle Crocker have received many requests from other counties for the information. Janik said he has been in many webinars and many jurisdictions have been caught off guard and they appreciate the resolution. Everyone is trying to do the best that they can in these unique circumstances. Janik reviewed what has been done.

Janik reviewed that employees have been classified as critical, essential, or non-essential. For those that have been classified non-essential, it may have been due to health-related concerns, potential exposure, a pre-conditioned medical situation, and those employees were allowed to stay home. Once Governor Gretchen Whitmer issued her order, we had to give people permission to work from home if the technology is available and it is legitimate to work from home. Janik continued that he doesn't see a need to extend the County's Policy, which expired April 13, as the County is in full compliance. We will continue to proceed as much as we can with business as usual.

Janik said he has been in numerous webinars, telephone calls and most of the counties are expressing the same frustration. There is safety in knowing we are doing what other counties are doing. Fortunately, we are in much better shape than other counties – we have four confirmed cases in Leelanau County and by the time it is done we will all know someone affected. Janik said he personally knows two people – one is in Munson and the next several days will be critical and one is at home recovering from it. The best thing that you can do is stay home and stay safe.

The cleaning company has been here every day and weekends and the chemicals being used are preventing the spread on surfaces.

People are being very generous in Leelanau County. One of the busiest offices is Senior Services and they are all working full time. They are currently out picking up meals. There has been money donated to deliver 120 meals today, plus Meals On Wheels today, for a total of 175 meals to be served to seniors. This is also helping the local restaurants.

In terms of Departments here in the building, the Register of Deeds is extremely busy, the County Clerk's office is still very busy, and the Equalization Department has been at full staff. The Department that has been hit the hardest is Building Safety, and work has decreased in the last couple of weeks, they have to stay open for legitimate projects. The Prosecuting Attorney's Office staff has been greatly reduced, as the number of cases has decreased as most people are staying at home; MSU is virtually at a standstill – the full-time County employee is monitoring the office and the part-time employee is working remotely; Planning has been at a virtual standstill.

As to how counties are moving forward – 56 of the 83 participated in a conference call. Everyone is pretty much waiting to see what will happen on April 30. Counties are struggling and no one has made decisions on layoffs yet. Most are waiting to see what is happening next – will the shutdown continue, will it be reduced – financially, assuming things continue – Janik is requesting a Special Session of the Board of Commissioners for May 5, 2020, just to focus on the budget and how to move forward with personnel issues. There are just too many unknowns to wait until the Regular Session of May 19 if we need to make adjustments, we need to prepare and there are steps that need to be taken. It is very stressful on the employees; we are trying to keep people calm, and there are a lot of false rumors.

Janik indicated that he has met with County Clerk Crocker, Treasurer John Gallagher, and Chief Deputy Jen Zywicki regarding finances and we are all on the same page. Janik asked Zywicki to be present and address financial questions. Zywicki updated Commissioners on finances, i.e., Revenue -vs- Expenses. Zywicki reviewed the financials with Commissioners regarding where we stand financially, the HVAC numbers and that the project will come in less than budgeted, and the summer tax roll. This is normally a down time for revenue stream. Comments continued regarding revenue comparison, and foot traffic revenue, and the economy around us.

Commissioner Rushton commented that she wanted to put it on everyone's radar that it is her understanding that Cherry Capital Airport anticipates a \$1.5 million deficit and she would not be surprised to see them looking to the counties for operational funding. She continued that we know that the Feds have allocated a certain amount to airports, but we should include it in our discussion for the May 5, 2020, meeting, as it may come to fruition and the County should be prepared as to how to deal with that issue.

Commissioner Ansonge responded that the Cherry Capital Airport actually asking the County for money is one option, and there are other options out there for the Airport. The County should not be the main focus as the only option.

Janik said he has been in contact with Airport Director Kevin C. Klein and the Counties will be a last resort for funding.

Janik thanked Zywicki, saying he has great faith in her ability to look at the numbers and she does a great job.

Janik continued that when the Governor issued her Order it mandated that certain things happen. We need to make every effort for remote work and keep them separated. Janik thanked IT Director Ron Plamondon for his assistance and also the staff for making this happen. We are trying to be compliant and get the work done and proceed with business.

Janik addressed some of the biggest rumors from the Community, he began with:

- **Construction Codes** – he met with Chairman Bunek, Sheriff Mike Borkovich, Commissioners Soutas-Little and Wessell and spoke about various options. He has also spoken with Prosecuting Attorney Joseph Hubbell. The Deputies ARE NOT driving around the County looking for violators. There have been numerous calls from contractors reporting other contractors doing projects. If there is a report, the Sheriff does investigate and if it is legitimate need, he writes a report and sends it to the Prosecutor. As of the end of last week, no fines have been issued – however, there have been some warnings. He knows that there was a meeting on Friday with a contractor in Empire that may have been pushing the limit and Janik believes that he did stop. If they choose not to stop or listen to the Deputy, it goes to the Prosecutor. Building Official Paul Hunter is working with the Prosecutor. There are projects that are legitimate that can continue.

- There are rumors that the deputies are stopping people to ask them where they are going and that is not the case; if a car is stopped there is a reason for the stop and they may be asked at that time where are they going, where are they coming from.

- **Families First Response Act (CARES ACT)** – because the Governor did declare a State of Emergency, the County is covered by that. Part of that is basically if an employee doesn't have daycare or if their spouses have to work, there are a series of eligibility requirements. Law Enforcement and 911 have been categorized as Critical, and of course we are concerned about their safety and well-being; but also have to be careful about the residents of the County. There are quite a few younger dispatchers working and we would have a huge staffing issue if they all chose to stay home. At the advice of the County's Legal Counsel and what most counties have done, we have declared the Sheriff's Office and 9-1-1 staff as critical and this is a common practice and it was also in consultation with fellow county administrators, legal advice, and reading the Federal mandate. This does not exclude them from any benefits and in fact the County has been generous passing the resolution with 10 days. Anyone that is working 9-1-1 or on the Road or within the Sheriff's Office, if they have a legitimate illness or sickness, we will do anything to help them out and honor the commitment. We have had one dispatcher that had to self-quarantine and that has been taken care of and the staff member was not charged with any sick or vacation days. We also had a couple of Officers that had a variety of health issues and those have been taken care of. Everyone has been treated fairly.

Janik said he knows that there has been a movement Statewide and Commissioners received a letter from a Deputy expressing concerns about being classified as "critical". This letter went out to practically every county in the State. Part of the letter is tied to extra compensation and based on Janik's discussion – every county in the State has been asked to provide extra compensation for their first responders. What is taking place is most counties are waiting to see

what happens after May 1. There has been a movement at the State and Federal level to provide extra compensation, which would be applied for if it becomes available. What some counties have done is offer extra “comp” time for first responders, which was actually done in the March policy and they have been taken through that. So even though classified as “critical”, they have been respected and treated as fairly as possible. Contrary to some stories out there – he has received calls that they are not being treated fairly. It is critical that people in Law Enforcement and 9-1-1 Dispatch have to come to work. We are working with them to meet their needs.

- Janik also referenced the full-page ad in the Leelanau Enterprise, as well as the 50 posters that were distributed and placed in stores, township offices, gas stations – anywhere that was open. The people were very grateful. Because of the Health Department mandate on safety, every employee must fill out a daily sheet and a log must be kept. The public is being limited to the building lobby. In the rare event that someone must come further than the lobby, they must sit at each end of the table to keep the distance.

- Janik commented that he knows people are stressed out; however, he addressed the false rumors that are being associated with Leelanau County via their spouses and their relatives, which have made some misleading statements they are making on Facebook and other social media and it does not help the situation. Janik indicated that he has met with the Sheriff about this and they both agree that this does not help the situation.

- ▶ The County Board of Commissioners and/or Janik have never attempted to take any benefits away from any employees. They have done everything to make sure that every employee, no matter where they work, safety has and will be the first priority.

- ▶The fact is that because there is no approved labor contract with the Road Deputies, there is a rumor that the County refused to give them a raise. Every labor group was offered the same compensation raise and five of the six groups accepted it and one did not. They were offered 2.5%, just like everyone else.

- ▶There is a rumor that Janik received an \$8,000.00 bonus check recently and that is not the case. Janik has not received that nor has he requested that, nor has the Board of Commissioners offered or approved anything like that. Every Commissioner and every Elected Official has great respect for the first responders.

- ▶The Union Reps are asking for hazard/extra pay/compensation. We need to wait and see and take this one week at a time. The Sheriff and Janik are waiting and are on the same page; it is premature to discuss this. We need to wait to see if there is anything at the Federal level. Otsego County just gave employees up to 80 hours, which we have already done. Everything is being done regardless of which building employees work in and no one has had to use their own time for legitimate reasons. This is being raised in every County in the State of Michigan. Janik commented that he, the Sheriff, and Director Ansorge are on the same page.

Janik commented that there will be a potential need to discuss finances, but not today.

Commissioner Soutas-Little commented that in hopes of forlaying a rumor regarding a contractor in Empire that there was a contractor having trouble adhering to the rules and it is

probably the same contractor who happens to live in that area and they have been in compliance with the Governor and were given approval to complete weatherization work. The building inspector has visited the site and she is happy to say it has been completed.

Commissioner Ansortge commented that the County may need to keep track of expenses related to COVID-19. Janik responded that fortunately there has not been much. Overtime costs relative to COVID has been very little. Janik continued that he kept updated on equipment and funds through 9-1-1 and in terms of the overtime costs there are virtually none, as there are virtually no calls coming in. Janik responded that he has a spreadsheet that is being updated and all timesheets are being reviewed by him and the Clerk.

Emergency Management – Potential Renewal of 9-1-1 Surcharge:

MOTION BY WESSELL TO RECOMMEND TO THE BOARD OF COMMISSIONERS TO APPROVE STAYING STATUS QUO FOR THE ANNUAL SNC-500 COLLECTION AND REMITTANCE REPORT AND HAVE THE 911 DIRECTOR AND COUNTY CLERK COMPLETE THE REQUIRED FORMS AND SUBMIT THEM AS REQUIRED. SECONDED BY RUSHTON.

Discussion – Chairman Bunek said he thought that this is something that could be done for relief here by not adding the charge this year and he would support not having the charge for one year. Commissioner Rushton questioned how that would impact the County's obligations and operations. Zywicki responded that the revenue generated through the 9-1-1 surcharge helps offset your 9-1-1 dispatch and your radio capital improvements project and it was projected for balancing the 2020 budget. Brief comments about alternatives for funding. Janik questioned if the revenue is around \$114,000.00. Commissioner Lautner questioned that it is a significant amount and appreciates where Bunek is coming from; however, she will support this.

**AYES – 6 (Lautner, Rentenbach, Rushton, Soutas-Little, Wessell, Ansortge)
NO – 1 (Bunek) RECOMMENDATION PASSES.**

Emergency Management – LEC Tower Requests for Proposal:

Emergency Management / 911 Director Ansortge was present via Zoom and commented that he and Administrator Janik have been working with their consultant. They would like contractors to bid on the tower that they have specked out. They would like to have a tower on the County's property with five co-locators and generate revenue for the County for years to come. Verizon has some interest in being on the tower and they are also reaching out to AT&T to see if they have any interest. Janik stated that this does not necessarily require a vote, they are just looking for endorsement to go forward with the request for proposals.

MOTION BY LAUTNER TO RECOMMEND TO THE BOARD OF COMMISSIONERS TO APPROVE THE ADMINISTRATOR AND EMERGENCY MANAGEMENT DIRECTOR TO DEVELOP A PROPOSAL FOR CONSTRUCTION AND PLACEMENT OF A COMMUNICATIONS TOWER ON THE GOVERNMENT CENTER PROPERTY. SECONDED RUSHTON.

Discussion – Commissioner Lautner commented that although she is not excited about another tower on the campus, if we are going to put one on the property, she wants it to be done by and controlled by the County. She appreciates the foot work that has been done and she recognizes that siting towers in the County has been a problem for 25 years. Commissioner Ansortge commented that he wants to make sure that the co-location of the existing tower and questioned if there is something that needs to be done on the existing tower to keep it

balanced. Commissioner Ansoerge also asked if Director Ansoerge would be talking to Suttons Bay Township about this and Director Ansoerge responded that they plan to work with the Planning Commission and Suttons Bay Township. Commissioner Rushton commented she supported this because it is important to move forward with future plans for the County and her hope is that once we have a return on investment, she is hoping that these funds will help offset future costs of 9-1-1. By putting this on County property as the owner and being able to collect revenues, it helps all citizens. It will also provide extended Wi-Fi service and help offset some of the campus costs.

AYES – 7 (Lautner, Rentenbach, Rushton, Soutas-Little, Wessell, Ansoerge, Bunek)
NO – 0 **RECOMMENDATION PASSES.**

Solid Waste Council – Acceptance of Recycling Partnership Grant Agreement:

Planning and Community Development Director Trudy Galla was present via Zoom and explained the issue before Commissioners.

MOTION BY RENTENBACH TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO ACCEPT THE RECYCLING GRANT AWARD AND EXECUTE THE RECYCLING PARTNERSHIP GRANT AGREEMENT. SECONDED BY WESSELL.

Discussion – Galla responded to questions from Commissioners regarding training, travel, and allocated funds. Commissioner Rushton expressed concern about actual costs to the County to implement this.

AYES – 6 (Rentenbach, Soutas-Little, Wessell, Ansoerge, Bunek, Lautner)
NO – 1 (Rushton) **RECOMMENDATION PASSES.**

Solid Waste Council – Potential Approval of Notice of Intent to Amend the Solid Waste Plan:

Galla explained the Notice of Intent to prepare a County Solid Waste Management Plan Amendment and this document is required in order to start the process.

MOTION BY RENTENBACH TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO EXECUTE THE NOTICE OF INTENT AND SEND TO THE STATE. SECONDED BY SOUTAS-LITTLE.

Discussion – none.

AYES – 7 (Rentenbach, Rushton, Soutas-Little, Wessell, Ansoerge, Bunek, Lautner)
NO – 0 **RECOMMENDATION PASSES.**

MOTION BY RENTENBACH TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE 14 MEMBER SOLID WASTE COUNCIL AS THE SOLID WASTE MANAGEMENT PLANNING COMMITTEE (SWMPC) FOR THE PURPOSES OF AMENDING THE PLAN. SECONDED BY SOUTAS-LITTLE & WESSELL.

Discussion – Galla responded to questions from Commissioners regarding amending the plan to allow curbside recycling and also there are other things that will be amended, such as cleaning up organization names, language on the import/export waste, Grand Traverse County not having a landfill and where they deposit their waste. Galla also explained that under the Solid Waste Management Plan, we have the authority to determine what the import/export looks like. Chairman Bunek commented on exorbitant prices at the Landfill.

AYES – 7 (Rentenbach, Rushton, Soutas-Little, Wessell, Ansoerge, Bunek, Lautner)
NO – 0 **RECOMMENDATION PASSES.**

Public Comment:

None.

Commissioner Comments:

- Commissioner Rushton gave an update on BATA. She commented that BATA has been incrementally reducing its services across both counties. Rushton continued that door-to-door is still available for critical needs. She just wanted to make sure that as the reduction of services is seen, that everyone knows there is service for available critical needs.
- Commissioner Soutas-Little wanted to share the LIFT (Leelanau Internet Futures Team) Committee is meeting tomorrow, virtually and there are exciting things happening and she hopes to have a nice report on some progress. Internet is certainly not a luxury, but something that has been needed. She continued with comments.
- Commissioner Wessell offered a big thanks to the County building and the leaders that are doing such a nice and wonderful job.
- Commissioner Ansortge offered comment and wanted to recognize the 2019 Sheriff's Office Annual Report and that it contains a lot of good news, i.e., the jail passed its audit with no finds at all, which is unusual and a good thing; crimes are down and continuing to go down. Ansortge said we are very fortunate to live in Leelanau County.
- Commissioner Ansortge also commented that he listened to the discussion on the Board and the appointment and it makes him remember back to when Commissioner Jean Watkoski resigned, and this Board didn't take any action to appoint her replacement on the County Road and he does remember that.
- Chairman Bunek commented on the USDA having grants for internet in Counties and questioned who would look into that for rural areas.
- Commissioner Lautner responded to Commissioner Ansortge, that Commissioners didn't appoint because she wanted to allow the voters to elect the Commissioners. She continued that Commissioners to appoint Boards and Commissions.
- Commissioner Soutas-Little stated that the LIFT Committee has looked into the USDA Rural Communities Grants and unfortunately as a County, Leelanau does not meet some of the requirements. LIFT was meeting with individual township planning commissions and part of what they are discussing if there were sections of the townships that may meet the qualifications of the grant and perhaps something could be put together.

Approval of Financials —

Claims and Accounts:

**MOTION BY LAUTNER TO RECOMMEND TO THE BOARD OF COMMISSIONERS
APPROVAL OF CLAIMS AND ACCOUNTS IN THE AMOUNT OF \$250,760.86.
SECONDED BY WESSELL.**

Discussion – none.

**AYES – 7 (Lautner, Rentenbach, Rushton, Soutas-Little, Wessell, Ansortge, Bunek)
NO – 0
RECOMMENDATION PASSES.**

Post Audit Claims and Accounts:

**MOTION BY LAUTNER TO RECOMMEND TO THE BOARD OF COMMISSIONERS
APPROVAL OF POST AUDIT CLAIMS AND ACCOUNTS IN THE AMOUNT OF
\$4,450,333.35. SECONDED BY WESSELL.**

Discussion – none.

AYES – 7 (Lautner, Rentenbach, Rushton, Soutas-Little, Wessell, Ansorge, Bunek)

NO – 0

RECOMMENDATION PASSES.

Commissioner Ansorge commented that people are breaking up and if the link could be looked at for next meeting. Chairman Bunek indicated that he is trying to repeat information.

Discussion regarding how to link for the second meeting.

Adjournment:

Chairman Bunek adjourned the meeting at 10:47 a.m.

William J. Bunek, Chairman
Leelanau County Board of Commissioners

Michelle L. Crocker, Leelanau County Clerk
Clerk, Leelanau County Board of Comm