

**Leelanau County Board of Commissioners**  
**Regular Session - Tuesday, February 15, 2022**  
Approved 3/15/2022

*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. The video of the meeting can be found at the following link: <https://www.leelanau.gov/meetingdetails.asp?MAId=2287#video>*

Meeting called to order by Chairman William J. Bunek at 7:00 p.m. Today's meeting is being held at the Government Center, 8527 Government Center Drive, Suttons Bay, Michigan.

Pledge of Allegiance:

The Pledge of Allegiance to the Flag of the United States of America was recited, followed by a moment of silence and personal prayer.

Roll Call:	District #1	Rick Robbins	PRESENT
	#2	Debra L. Rushton	PRESENT
	#3	William J. Bunek	PRESENT
	#4	Ty Wessell	PRESENT
	#5	Patricia Soutas-Little	PRESENT
	#6	Gwenne Allgaier	ABSENT – prior notice
	#7	Melinda C. Lautner	PRESENT

Approval of Minutes:

*#036-02152022 Regular Session*

**MOTION BY RUSHTON THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE MINUTES OF THE:**

- **BOARD OF COMMISSIONERS SPECIAL SESSION, TUESDAY, DECEMBER 29, 2021;**
- **BOARD OF COMMISSIONERS EXECUTIVE BOARD SESSION, TUESDAY, JANUARY 11, 2022; and**
- **BOARD OF COMMISSIONERS REGULAR SESSION, TUESDAY, JANUARY 18, 2022**

**(AS AMENDED) AND HOLD THE MINUTES OF THE EXECUTIVE SESSION OF TUESDAY, FEBRUARY 8, 2022, UNTIL THE MARCH 2022 MEETING. SECONDED BY WESSELL.**

Discussion – Chairman Bunek requested that there be a couple of changes to the minutes of January 11, 2022, page 12, paragraph 2 residents “haven’t” change to “have”, and page 13 under “seconded by Allgaier. – Discussion.... a lot, “which” should be “while”.

*Amendments to the minutes were agreed to by Commissioners Rushton and Wessell.*

**AYES – 6 (Rushton, Soutas-Little, Wessell, Bunek, Lautner, Robbins)**

**NO – 0**

**ABSENT – 1 (Allgaier)**

**MOTION CARRIED.**

Approval of Agenda / Late Additions or Deletions:

*#037-02152022 Regular Session*

**MOTION BY LAUTNER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS REMOVE ACTION ITEM 11c, ADMINISTRATION – ADMINISTRATOR AND HUMAN RESOURCES DIRECTOR DUTIES AND RESPONSIBILITIES REVIEW AND APPROVE THE AGENDA AS AMENDED. SECONDED BY RUSHTON.**

Discussion – none.

**AYES – 6 (Lautner, Robbins, Rushton, Soutas-Little, Wessell, Bunek)**

**NO – 0**

**ABSENT – 1 (Allgaier)**

**MOTION CARRIED.**

Public Comment:

The following individual(s) spoke in person:

Charles Smith; Keith Ashley; Charles Knapp; and Tristan Cole.

Commissioner Comment:

Commissioner Lautner offered comments.

Communications, Proclamations, Presentations —

Road Commission Chairman Garth Greenan and Manager Brendan Mullane were present to give an update on the Road Commission and the Board of Public Works. Greenan and Mullane responded to questions from Commissioners. Topics covered were road improvements, special assessment districts, equipment, workers, pensions, the budget and the voted millage, plowing, shoulder peeler/loader, asphalt, recycling, move back project, Crystal River Bridges project, and Rural Task Force (RTF) funds.

Consent Agenda:

Chairman Bunek stated the following: The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one motion without discussion. Any Commissioner may ask that any item on the Consent Agenda be removed and placed elsewhere on the agenda for full discussion. Such request(s) will be automatically respected and will not need a second.

*#038-02152022 Regular Session*

**MOTION BY RUSHTON THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE CONSENT AGENDA AS PRESENTED WITH ONE EXCHANGE THAT CONSENT AGENDA ITEMS #2a (Acceptance of SABG Grant Award) and #2b (Subrecipient Grant Agreement, Leelanau Investing for Teens [LIFT]) BE VOTED ON SEPARATELY:**

Senior Services – Acceptance of BASA (Bay Area Senior Advocates) Contribution:

*#039-02152022 Regular Session*

**• ACCEPT CONTRIBUTIONS GIVEN TO LEELANAU COUNTY SENIOR SERVICES FROM BAY AREA SENIOR ADVOCATES FOR SENIOR SUPPORT TOTALING \$2,500.00, AND PLACED INTO LEELANAU COUNTY SENIOR SERVICES' BASA GRANT ACCOUNT #281.000.000.678.000.**

Sheriff's Office – State Marine Safety Grant Program Grant Application:

#040-02152022 Regular Session

- **ALLOW THE SHERIFF'S OFFICE TO APPLY FOR THE 2022 MARINE SAFETY GRANT THROUGH THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES TO COVER A PERCENTAGE OF THE COSTS OF THE LEELANAU COUNTY SHERIFF'S OFFICE MARINE SAFETY PROGRAM.**

Solid Waste Council – Proposed Changes to Policy on Use of Recycling Funds:

#041-02152022 Regular Session

- **APPROVE THE PROPOSED CHANGES TO THE POLICY OF THE LEELANAU COUNTY SOLID WASTE COUNCIL FOR USE OF P.A. 69 FUNDS.**

Approval of Out-of-State Travel: Brownfield Redevelopment Authority – Two Members:

#042-02152022 Regular Session

- **APPROVE OUT-OF-STATE TRAVEL FOR DIRECTOR GALLA AND CHAIRMAN HEINZ TO ATTEND THE BROWNFIELD CONFERENCE IN OKLAHOMA CITY, OK, AUGUST 16-19, 2022, WITH COSTS TO COME FROM THE BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET.**

Administration – Job Description Review, Family Court Administrator:

#043-02152022 Regular Session

- **APPROVE THE FAMILY COURT ADMINISTRATOR JOB DESCRIPTION AS PRESENTED.**

Administration – Job Description Review, Information Technology Technician:

#044-02152022 Regular Session

- **APPROVE THE INFORMATION TECHNOLOGY TECHNICIAN JOB DESCRIPTION AS PRESENTED.**

**SECONDED BY WESSELL.**

Discussion – none.

**AYES – 6 (Rushton, Soutas-Little, Wessell, Bunek, Lautner, Robbins)**

**NO – 0**

**ABSENT – 1 (Allgaier)**

**MOTION CARRIED.**

Leelanau County Substance Abuse Prevention Coalition – Acceptance of SABG (Substance Abuse [Covid Supplemental] Block Grant) Grant Award:

Commissioner Rushton had questions for either County Clerk Michelle Crocker or Executive Assistant Laurel Evans. Evans responded that LIFT has a grant person that would be guiding them with them (LIFT) with the necessary reporting required.

#045-02152022 Regular Session

**MOTION BY LAUTNER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS ACCEPT A \$50,000.00 SABG (SUBSTANCE ABUSE [COVID SUPPLEMENTAL] BLOCK GRANT) GRANT ON BEHALF OF LEELANAU INVESTING FOR TEENS (LIFT) FROM THE PREVENTION NETWORK'S COALITION COMMUNITY CHANGE (C3) PROGRAM; FUNDS TO BE DEPOSITED IN AN ACCOUNT NUMBER TO BE DETERMINED.**

**SECONDED BY WESSELL.**

Brief comments.

**AYES – 6 (Lautner, Robbins, Rushton, Soutas-Little, Wessell, Bunek)**

**NO – 0**

**ABSENT – 1 (Allgaier)**

**MOTION CARRIED.**

Leelanau County Substance Abuse Prevention Coalition – Subrecipient Grant Agreement,  
Leelanau Investing for Teens (LIFT):

#046-02152022 Regular Session

**MOTION BY RUSHTON THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE ENTERING INTO A SUBRECIPIENT GRANT AGREEMENT WITH THE LEELANAU INVESTING FOR TEENS (LIFT). SECONDED BY WESSELL.**

Discussion – none.

**AYES – 6 (Rushton, Soutas-Little, Wessell, Bunek, Lautner, Robbins)**

**NO – 0**

**ABSENT – 1 (Allgaier)**

**MOTION CARRIED.**

Sheriff's Office – Detective Vehicle Purchase Request:

#047-02152022 Regular Session

**MOTION BY LAUTNER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE PURCHASE AND OUTFITTING OF A 2022 FORD F-150 SUPER CREW CAB 4X4 POLICE RESPONDER PICK-UP FOR USE BY THE DETECTIVE AS PART OF HIS INVOLVEMENT WITH THE TRAVERSE NARCOTICS TEAM (TNT) AT A COST NOT TO EXCEED \$40,520.00. FUNDS TO COME FROM THE 2022 MOTOR POOL FUND, #661. SECONDED BY RUSHTON.**

Discussion – Sheriff Mike Borkovich responded to questions from Commissioner Rushton regarding the type of vehicle that was chosen to be purchased.

**AYES – 6 (Lautner, Robbins, Rushton, Soutas-Little, Wessell, Bunek)**

**NO – 0**

**ABSENT – 1 (Allgaier)**

**MOTION CARRIED.**

Chairman Bunek requested that there be a motion and support prior to discussion taking place.

Government Center Tower Update:

Emergency Management/9-1-1 Director Matt Ansorge was present before Commissioners regarding an update on the Tower Bid. Ansorge noted that he has been in communication with the vendor in order to get the proposal a little more budget friendly. Ansorge commented on the five co-locators and modifying that and increasing the loading. Ansorge commented on possible cost reductions to \$435,600.00 from the over \$600,000.00 and responded to questions from Commissioners on multiple topics including time restrictions. It was suggested that perhaps this could be added to the Special Session on February 28, 2022.

Approval of Out-of-State Travel – Planning/Community Development for APA (American Planning Association) Conference – two employees:

#048-02152022 Regular Session

**MOTION BY LAUTNER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE TRAVEL FOR THE PLANNING DIRECTOR AND SENIOR PLANNER TO ATTEND THE APA CONFERENCE IN SAN DIEGO APRIL 30-MAY 3, WITH FUNDS TO COME FROM THE PLANNING DEPARTMENT BUDGET (\$2,750.00), PLANNING COMMISSION BUDGET (\$1,000.00), AND HOUSING FUNDS – FUND #273 (\$1,750.00), AS NOTED, WITH COSTS NOT TO EXCEED \$5,500.00. SECONDED BY SOUTAS-LITTLE.**

Discussion –none.

**AYES – 6 (Lautner, Robbins, Rushton, Soutas-Little, Wessell, Bunek)**

**NO – 0**

**ABSENT – 1 (Allgaier)**

**MOTION CARRIED.**

County Clerk – MERS Purchase of Service, Gail Carlson:

*#049-02152022 Regular Session*

**MOTION BY RUSHTON THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE BY RESOLUTION (RESOLUTION #2022-002) FOR GAIL SHARP CARLSON TO PURCHASE FIVE (5) YEARS OF GENERIC SERVICE CREDIT FROM MERS, AS DESCRIBED IN THE APPLICATION FOR ADDITIONAL SERVICE CREDIT PURCHASE, AT A COST OF APPROXIMATELY \$30,061.00, TO BE PAID BY SAID EMPLOYEE. SECONDED BY LAUTNER.**

Discussion – none.

**ROLL CALL: Rushton – YES; Soutas-Little – YES; Wessell – YES; Bunek – YES; Lautner – YES; Robbins – YES.**

**AYES – 6      NO – 0                      ABSENT – 1 (Allgaier)                      MOTION CARRIED.**

Administration – Building & Grounds Committee Recommendations – Veterans Memorial/Space Force Feasibility Study:

*#050-02152022 Regular Session*

**MOTION BY WESSELL THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE ENGAGING AN ARCHITECT TO DRAW UP PRELIMINARY DRAWINGS FOR THE (UNITED STATES) SPACE FORCE BRANCH TO THE VETERANS MEMORIAL. FUNDS TO COME FROM #101.100.101.967.000. SECONDED BY RUSHTON.**

Discussion – Commissioner Soutas-Little commented that she received a call from former Commissioner Richard Schmuckal who suggested that the County use the services of the original architect that designed the space.

**AYES – 6 (Wessell, Bunek, Lautner, Robbins, Rushton, Soutas-Little)**

**NO – 0                      ABSENT – 1 (Allgaier)                      MOTION CARRIED.**

Administration – Building & Grounds Committee Recommendations – The Sleeve Door Deterrent Purchase Recommendation:

Commissioner Lautner moved that this be postponed as she would like to study it more. Chairman Bunek granted the request.

Administration – Building & Grounds Committee Recommendations – Zoll Mobile Rescue System Kits Purchase:

*#051-02152022 Regular Session*

**MOTION BY LAUTNER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE PURCHASE OF TWO (2) ADDITIONAL ZOLL MOBILE RESCUE SYSTEM KITS FROM AVENTRIC TECHNOLOGIES OF WARREN, MI, IN AN AMOUNT NOT TO EXCEED \$2,200.00; FUNDS TO COME FROM #101.225.426.970.010. SECONDED BY RUSHTON.**

Discussion – none.

**AYES – 6 (Lautner, Robbins, Rushton, Soutas-Little, Wessell, Bunek)**

**NO – 0                      ABSENT – 1 (Allgaier)                      MOTION CARRIED.**

Administration – Building & Grounds Committee Recommendations – Air Purification Systems Purchase:

*#052-02152022 Regular Session*

**COMMISSIONER WESSELL REQUESTED THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS POSTPONE THIS ITEM.**

Discussion – Wessell commented that he saw the price of filters that are needed every six months and also reached out to Gary O'Connor and he would like O'Connor come and speak with the Commissioners.

**SECONDED BY RUSHTON AND SOUTAS-LITTLE.**

**AYES – 6 (Wessell, Bunek, Lautner, Robbins, Rushton, Soutas-Little)**

**NO – 0**

**ABSENT – 1 (Allgaier)**

**MOTION CARRIED.**

Administration – Building & Grounds Committee Recommendations – Clerk's Office Furniture:

*#053-02152022 Regular Session*

**MOTION BY SOUTAS-LITTLE THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE PURCHASE OF OFFICE FURNISHINGS FROM CUSTER, INC., OF TRAVERSE CITY AND GRAND RAPIDS, FOR REFURBISHING OF THE COUNTY CLERK'S OFFICE, IN THE AMOUNT OF \$11,614.88; FUNDS TO COME FROM #470.000.000.970.000. SECONDED BY WESSELL.**

Discussion – none.

**AYES – 6 (Soutas-Little, Wessell, Bunek, Lautner, Robbins, Rushton)**

**NO – 0**

**ABSENT – 1 (Allgaier)**

**MOTION CARRIED.**

Administration – Building & Grounds Committee Recommendations – Finance Office Furniture:

*#054-02152022 Regular Session*

**MOTION BY LAUTNER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE PURCHASE OF OFFICE FURNISHINGS FROM CUSTER, INC., OF TRAVERSE CITY AND GRAND RAPIDS FOR THE REFURBISHING OF THE COUNTY ADMINISTRATOR'S SUITE, IN THE AMOUNT OF \$7,763.08; FUNDS TO COME FROM #470.000.000.970.000. SECONDED BY ROBBINS.**

Discussion – none.

**AYES – 6 (Lautner, Robbins, Rushton, Soutas-Little, Wessell, Bunek)**

**NO – 0**

**ABSENT – 1 (Allgaier)**

**MOTION CARRIED.**

Administration – Finance/Audit Committee Update:

Commissioner Wessell stated that he and Commissioner Robbins were present for the meeting of the Finance/Audit Committee and they selected Commissioner Lautner the Committee Chairman. Wessell continued that there was some preliminary discussion on the Chief Deputy positions and the possibility of moving those to salary as well as some other positions that they may wish to make salary. They plan to come back with a more formal presentation after their next meeting. Commissioner Rushton asked if that was the only thing discussed and Wessell responded that they also discussed April Missias the Senior Services Director on the list of wanting to review her salary, they talked about the various grades on the wage schedule and reviewed those, talked about some degree of study needing to be done – but no firm plan. Commissioner Robbins also added that they would like the study done before the budget cycle.

Review of Financials:

Finance Director Jennifer L. Zywicki responded to questions from Commissioner Lautner on financials and the budget amendments.

Committee Reports, Recommendations, and Resolutions:

None.

Special Reports by Staff, Commissioners, and Affiliated Agencies:

- Commissioner Wessell responded that an offer was made for CEO of Northern Lakes Community Mental Health Authority. NLCMHA had a salary range going up to \$165,000.00 and the candidate that was offered the position came back with some counter requests. An agreement was not reached and they will reopen the search for a new CEO.
- Commissioner Lautner commented on the Housing Action Committee. She noted that they are going to meet every other month in 2022, and gave an update on what is being discussed.
- Chairman Bunek commented on the Benzie-Leelanau District Health Department. Bunek indicated that they will be going to monthly meetings and the mask mandates will be removed in the schools.

Public Comment:

None.

Commissioner Comments:

- Commissioner Soutas-Little commented on a little bit of good news. They have been working on the Infant/Toddler Childcare start-up through the Early Childhood Development Commission. They did launch this past week and a number of people have responded with an interest in having an infant/toddler homebased license childcare. They have had a little bit of a challenge and that was, they knew that part of what they wanted to do with the grant was to expand the hours available as working families need childcare not just 8-5, M-F – they need it after-hours and weekends. The home-based program does not really work for that. They have been working with State Representative Jack O'Malley and Emily Laidlaw of the Michigan Department of State Licensing & Regulation Affairs (LARA), Child Licensing Bureau and today they have reached a way that they can request a variance so that they can actually have a home-based type program in a facility outside of the home that won't be considered, per se. This is a big step forward and continued with comments and this may also be used by others in the state. This is really an important step and talked about the expanded hours. They are currently working with people in Northport as they have a beautiful facility and that may be a good way to start to see a variance can be given to them and then it would allow potentially for different providers. Soutas-Little concluded that this will be a nice advancement for others as well.
- Commissioner Wessell commented on the Special Leelanau Township Board meeting last night and they asked him to extend their appreciation of support for the Broadband and Cell Towers.
- Commissioner Rushton requested a little more clarification regarding Commissioner Soutas-Little's comments. They are looking to expand licensed home care for daycare for weekends and nights. She continued that she had mentioned Leelanau Township and Soutas-Little responded that that was just one location. Rushton continued and suggested something closer to District #1 location. Comments and discussion continued on the program.

Approval of Financials —

Amendments & Transfers:

*#055-02152022 Regular Session*

**MOTION BY LAUTNER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE FY 2022 AMENDMENT #22-002. SECONDED BY RUSHTON.**

Discussion – none.

**AYES – 6 (Lautner, Robbins, Rushton, Soutas-Little, Wessell, Bunek)**

**NO – 0 ABSENT – 1 (Allgaier)**

**MOTION CARRIED.**

Miscellaneous Fund Transfers and Amendments:

None.

Claims and Accounts:

*#056-02152022 Regular Session*

**MOTION BY LAUTNER THAT LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE CLAIMS AND ACCOUNTS IN THE AMOUNT OF \$139,041.24. SECONDED BY RUSHTON.**

Discussion – none.

**AYES – 6 (Lautner, Robbins, Rushton, Soutas-Little, Wessell, Bunek)**

**NO – 0 ABSENT – 1 (Allgaier)**

**MOTION CARRIED.**

Post Audit Claims and Accounts:

*#057-02152022 Regular Session*

**MOTION BY LAUTNER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE POST AUDIT CLAIMS AND ACCOUNTS IN THE AMOUNT OF \$2,456,989.02. SECONDED BY WESSELL.**

Discussion – none.

**AYES – 6 (Lautner, Robbins, Rushton, Soutas-Little, Wessell, Bunek)**

**NO – 0 ABSENT – 1 (Allgaier)**

**MOTION CARRIED.**

Adjournment:

Chairman Bunek adjourned the meeting at 8:03 p.m.

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William J. Bunek, Chairman  
Leelanau County Board of Commissioners

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