

Leelanau County Board of Commissioners
Special Session – Monday, February 28, 2022
Approved 3/21/2023

*Proceedings of the meeting are being recorded (audio and video). The video of the meeting can be found at the following link:
<https://www.leelanau.gov/meetingdetails.asp?MAId=2309#video>*

Meeting called to order by Chairman William J. Bunek at 1:30 p.m. Today's meeting is being held at the Government Center, 8527 E. Government Center Drive, Suttons Bay, Michigan.

Pledge of Allegiance / Moment of Silence:

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

Roll Call:	District #1	Rick Robbins	PRESENT
	#2	Debra L. Rushton	PRESENT
	#3	William J. Bunek	PRESENT
	#4	Ty Wessell	ABSENT (w/prior notice)
	#5	Patricia Soutas-Little	PRESENT
	#6	Gwenne Allgaier	PRESENT
	#7	Melinda C. Lautner	PRESENT (Arrived at 2:02 p.m.)

Public Comment:

None.

Commissioner Comments:

Chairman Bunek stated that Commissioner Lautner will be late with notice due to another meeting, and **Commissioner Wessel is attending via Zoom for comments only.**

Administrator Janik requested to allow I.T. Director Ron Plamondon to introduce the newly hired I.T. Technician Liana Wilson, who will be taking Plamondon's place upon his retirement.

Purpose of Meeting – Discussion/Potential Action:

Review of American Rescue Plan (ARPA) Funding Requests – HomeStretch Project Update:

Jon Stimson, Executive Director of HomeStretch Nonprofit Housing Corporation, along with Leah Pillsbury, Property Manager, were present before Commissioners with a Power Point.

The PowerPoint can be viewed at the following link:

https://www.leelanau.gov/downloads/homestretch_vineyard_view_presentation_02282022.pdf

Stimson said that to date HomeStretch has invested almost \$20 million in affordable housing throughout the Grand Traverse Region since its inception in 1996. He further explained how HomeStretch works and discussed the proposed project Vineyard View Apartments, in Suttons Bay Township, which is what the request for funding is for.

Commissioner discussion ensued and Stimson and Pillsbury responded to questions from Commissioners.

Commissioner Lautner arrived at 2:02 p.m.

#058-02282022 Special Session

MOTION BY ALLGAIR THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE \$150,000.00 FOR THE HOMESTRETCH NONPROFIT HOUSING CORPORATION PROJECT TO HELP THE PEOPLE OF LEELANAU COUNTY. SECONDED BY SOUTAS-LITTLE.

Discussion – Chairman Bunek stated that he cannot support an amount over \$125,000.00.

#059-02282022 Special Session

MOTION BY BUNEK TO AMEND THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE \$125,000.00 FOR THE HOMESTRETCH NONPROFIT HOUSING CORPORATION PROJECT TO HELP THE PEOPLE OF LEELANAU COUNTY. SECONDED BY ROBBINS.

Discussion – none.

ROLL CALL: Bunek – YES; Lautner – NO; Robbins – YES; Rushton – NO;

Soutas-Little – YES; Allgaier – YES.

AYES – 4 NO – 2 ABSENT – 1 (Wessell)

MOTION CARRIED.

Chairman Bunek stated that this will be the roll call vote of the motion with the amendment incorporated.

#058-02282022 Special Session

MOTION BY ALLGAIER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE \$125,000.00 FOR THE HOMESTRETCH NONPROFIT HOUSING CORPORATION PROJECT TO HELP THE PEOPLE OF LEELANAU COUNTY. SECONDED BY SOUTAS-LITTLE.

Discussion – none.

ROLL CALL: Bunek – YES; Lautner – NO; Robbins – YES; Rushton – NO;

Soutas-Little – YES; Allgaier – YES.

AYES – 4 NO – 2 ABSENT – 1 (Wessell)

MOTION CARRIED.

Commissioner Allgaier thanked Stimson and Pillsbury and continued with comment.

Potential Funding Recommendations:

Chairman Bunek clarified that the services contract and tower requests will be discussed first and if time allows then more recommendations can be heard.

Professional Services Contract, DCS Technology Design, LLC:

Administrator Janik stated that he is following up on the seven to zero vote approval from last month when you authorized him to enter into a contract with DCS Technology Design, LLC to represent the County for the broadband project. Janik said he mistakenly spoke previously that the fees were 5% and the fees are actually 3.2%. He explained that he based the 5% on the \$3.2 million that is allotted but the total for the project is \$5 million, so the fee of \$160,000.00 is 3.2% of \$5 million. The packet provided for today's meeting contains the proposed contract of what has been discussed between Administrator Janik, DCS Technology, LLC and legal counsel.

The handout can be found at the following link: (pages 6-26)

https://www.leelanau.gov/downloads/02282022_special_session_pkt_optimized.pdf

MOTION BY SOUTAS-LITTLE TO APPROVE THE PROFESSIONAL SERVICES CONTRACT BETWEEN DCS TECHNOLOGY DESIGN LLC AND LEELANAU COUNTY FOR AN AMOUNT NOT TO EXCEED \$160,000.00 FUNDS TO COME FROM ARPA DOLLARS UNTIL ANOTHER SOURCE IS IDENTIFIED. SECONDED BY ALLGAIER.

Discussion – Chairman Bunek questioned if the amount will be coming from the \$3.2 million and Soutas-Little replied no.

Commissioner discussion ensued regarding corrections to the contract, funding sources, and postponing the decision to the Executive Session in March.

Administrator Janik stated that he has been told that there will be State funding coming to Leelanau County to help offset the remaining funds needed. There is no guarantee; however, the money is there according to Legislature. Chairman Bunek agreed that he too has been told that the Legislature is actively looking for additional funds to help offset the project for Leelanau County.

Commissioner Rushton asked if the County Treasurer and the Finance Director are available to come in speak to Commissioners right now. Janik said that he can check.

Administrator Janik left the meeting to seek out the County Treasurer and/or Finance Director.

Commissioner discussion ensued on funding sources.

Administrator Janik returned and stated that Finance Director Jennifer Zywicki will be joining the meeting; however, County Treasurer Gallagher is not here.

Chairman Bunek called for a break taken at 2:58 p.m. and the meeting resumed at 3:05 p.m.

Chairman Bunek asked Finance Director Zywicki how much funding there is in the discretionary funds, like the DTR (Delinquent Tax Revolving) Fund? Zywicki responded that the DTR Fund is handled by County Treasurer John Gallagher and he would be the person to talk to about those funds. Chairman Bunek asked Zywicki if she knew the amount in DTR Fund? Zywicki stated that she was not prepped to respond about the DTR Fund and that Janik just came and told her to show up to the table. Zywicki said that she can discuss the General Fund and possible funding sources, if necessary, from there.

Administrator Janik apologized to Zywicki for asking her to attend the meeting without notification beforehand.

Finance Director Zywicki explained the 2021 General Fund revenues over expenditures and that currently the unaudited amount to roll into 2022 is \$272,792.00 approximately. Zywicki and Janik addressed questions from Commissioners. Zywicki explained the reporting for Federal Grant awards and the audit process.

Commissioner Soutas-Little asked Finance Director Zywicki that if the proposed contract is for \$160,000.000, so as Commissioner Lautner was asking what or how would that wording be proposed.

Zywicki responded that she would make the motion to have the contractual amount expensed from the Board of Commissioners Special Projects expense line. Zywicki said that she would amend the Fund Balance Forward revenue line to incorporate the contract expense and place the funding within the Board of Commissioners Department.

Commissioner Rushton thanked Zywicki for coming in on such short notice, and stated that it was very beneficial to have a clearer understanding. Administrator Janik confirmed that Zywicki passed the pop quiz today.

Chairman Bunek asked Commissioner Soutas-Little and Commissioner Allgaier if they would like to withdraw the original motion, and both agreed.

#060-02282022 Special Session

MOTION BY SOUTAS-LITTLE TO APPROVE THE PROFESSIONAL SERVICE CONTRACT DCS TECH DESIGN LLC AND LEELANAU COUNTY FOR AN AMOUNT NOT TO EXCEED \$160,000.00, WITH FUNDS TO COME FROM #101.100.101.967.000. PENDING LEGAL COUNSEL REVIEW. SECONDED BY ROBBINS.

Discussion – none.

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

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

Government Center Tower Project Bid Award:

Emergency Management Director Matt Ansorge was present before Commissioners and brought forward a revised proposal, which saves over \$230,000.00. Ansorge stated that Finance Director Zywicki did provide him with the Communication Tower Fund #468 and Tower Fund #518 cash totals, which has enough to cover the new construction.

The handout can be found at the following link: (pages 27-46)

https://www.leelanau.gov/downloads/02282022_special_session_pkt_optimized.pdf

#061-02282022 Special Session

MOTION BY SOUTAS-LITTLE TO DIRECT ADMINISTRATOR JANIK AND EMERGENCY MANAGEMENT DIRECTOR MATT ANSORGE TO WORK WITH MIDWAY ELECTRONICS INC TO DEVELOP A CONTRACT FOR CONSTRUCTION OF A CELL TOWER ON CAMPUS FOR UP TO \$435,650.00, WITH FUNDS TO COME FROM FUND #468 CAPITAL TOWER FUND. SECONDED BY ROBBINS.

Discussion – Finance Director Zywicki explained the funding source between the lease revenue within the Tower Fund #518 and moving the project of the expense with an amendment to the Capital Communications Project Fund #468. Ansorge answered Commissioner questions regarding lease agreements that earn the County revenue.

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

NO – 0 ABSENT – 1 (Wessell) MOTION CARRIED.

Lower-Level Renovations Update/Options:

Administrator Janik stated that this discussion is a follow up to earlier discussions to renovate the lower level of the Government Center to create space for the Benzie/Leelanau Health Department Environmental Health Office. Present before Commissioners were Eric Johnson, Director of Environmental Health, and Dodie Putney, Director of Administrative Services.

Administrator Janik stated that when the suggestion was proposed by Chairman Bunek that he met with Johnson and Putney, along with the County's engineer, to look into if this proposal is even possible. Janik said that the space that was looked at is the space commonly described as the ugly room, the space called the exercise room, and the cage room to see what space was viable. He explained that the perceived priority would be to move the Environmental Health Office into the Government Center and that the square footage that they are looking for is compatible to the space across from Leelanau County Conservation District. He stated that the consultant did verify that the Environmental Health Division could fit into the ugly room to serve their needs.

The handout can be found at the following link: (pages 47-50)
https://www.leelanau.gov/downloads/02282022_special_session_pkt_optimized.pdf

Johnson confirmed that the "ugly room" would work for them and makes sense for the office to be in that location.

Commissioner Lautner stated that she opposes the idea of renovating the lower level.

Chairman Bunek stated that it is essential to move the Environmental Health Office here, and that he would like to see American Rescue Plan Act (ARPA) used to pay for it.

Commissioner Soutas-Little stated that she realizes it would be separate from the Health Department and that it's a good fit for this building.

Administrator Janik stated that if the Board wishes to proceed further that this is just a drawing that Johnson put together. He said that the County would need to have an engineer and architect come up and meet as that is what transpired to renovate for the Conservation District.

#062-02282022 Special Session

MOTION BY SOUTAS-LITTLE TO AUTHORIZE ADMINISTRATOR JANIK TO EXAMINE THE POSSIBILITY OF RELOCATING THE BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT ENVIRONMENT HEALTH OFFICES THAT ARE CURRENTLY AT THE MONTESSORI SCHOOL BUILDING TO THE LOWER LEVEL OF THE GOVERNMENT CENTER. SECONDED BY ROBBINS.

Discussion – none.

ROLL CALL: Soutas-Little – YES; Allgaier – YES; Bunek – YES; Lautner – NO; Robbins – YES; Rushton – YES.

AYES – 5 NO – 1 ABSENT – 1 (Wessell) MOTION CARRIED.

Administrator Search Consultant Update:

Administrator Janik stated that Matt McCulley, CEO and Director of Networks Northwest, would be interested in working with County at no cost. Janik said that McCulley would like the first session to be about putting together the criteria of what you are looking for in the next County Administrator.

The handout can be found at the following link: (pages 51-62)
https://www.leelanau.gov/downloads/02282022_special_session_pkt_optimized.pdf

Chairman Bunek stated there is consensus to follow up with McCulley and schedule a meeting.

Future Meeting Topics/Dates:

Administrator Janik stated that there are no future dates scheduled.

Commissioner Allgaier said that Housing North has been here all day patiently sitting and she would like to see \$20,000.00 be allocated to help minimize the cost of a housing coordinator.

Administrator Janik stated that the next meeting should have a general review and out of fairness on those proposals that have not been discussed should be.

Commissioner Lautner said she sees no point in hearing more potential proposals because the funding has all been utilized.

Chairman Bunek said that the other proposals that have not been heard do need an answer at some point. He stated that he agrees that for the next meeting to review the topics and see the ones that will be eliminated and at least give them a no. He continued that no one really wants to tell anybody no; however, it would be fair to tell them instead of keeping them hanging on.

Administrator Janik stated that he will place on the March Executive Session Agenda to discuss future meeting dates.

Public Comment:

The following individuals spoke in person: Yarrow Brown, Wendy Irvin, and Steve Mikowski.

All public comment copies can be viewed at the following link:

https://www.leelanau.gov/downloads/public_comment_s.pdf

Commissioner Comments:

None.

Adjournment:

Chairman Bunek adjourned the meeting at 4:21 p.m.

William J. Bunek, Chairman
Leelanau County Board of Commissioners

Alison C. Middleton, Administrative Deputy Clerk
for Michelle L. Crocker, Leelanau County Clerk
Clerk, Leelanau County Board of Commissioners