

**Leelanau County Board of Commissioners**  
**Special Session – Tuesday, April 19, 2022**  
Approved 12/13/2022

*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=2324>

Meeting called to order at 3:01 p.m. by Chairman William Bunek. Today's meeting is being held at the Government Center, 8527 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 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 – arrived at 3:03 p.m.
	#6	Gwenne Allgaier	PRESENT
	#7	Melinda C. Lautner	PRESENT – arrived at 3:03 p.m.

Public Comment:

The following individuals spoke in person: Beth Verhey, Leelanau Township.

Commissioner Soutas-Little arrived at 3:03 p.m.

Commissioner Lautner arrived at 3:03 p.m.

Commissioner Comment:

None.

Administrator Janik wished Commissioner Lautner Happy Birthday and presented her with a cake.

Purpose of Meeting – Discussion/Potential Action —

Continuation of Review of American Rescue Plan Act (ARPA) Funding Requests:

Administrator Janik stated a spreadsheet will be available later in this meeting from Finance Director Jennifer Zywicki showing what has been spent out of the ARPA funds already and what is left that they can allocate. Janik suggested giving the presentations and have the discussion after that to have the bigger picture.

Leelanau County Housing Initiatives/Potential ARPA or Other Funding –

Yarrow Brown, Housing North:

Yarrow Brown with Housing North was present before Commissioners and spoke regarding the purpose of Housing North and said today they are formally asking for support for a contract for services with Housing North to provide technical support that would help remove barriers to housing and support the housing needs of Leelanau County and its residents. Brown said they are asking for \$20,000.00 for this year with ability to renew for an additional two years.

Brown answered questions from Commissioners and brief discussion ensued.

Trudy Galla, Director, Leelanau County Planning/Community Development:

Director, Leelanau County Planning/Community Development Trudy Galla was present to talk about housing and funds. There are several requests before Commissioners for the use of ARPA funds for housing including requests from Housing North, Habitat for Humanity, Leelanau Christian Neighbors, and the Housing Action Committee. Galla continued by saying currently with housing funds through her department they have an agreement with Northwest Community Action Agency which will expire at the end of June, and whatever funds that are left have to go back to the State as a requirement. June 15, 2021, the Leelanau County Board of Commissioners passed Resolution #21-009 and it was with Habitat for Humanity for a \$60,000.00 partnership to assist them to acquire back a home where they had the first right of refusal to keep it within affordability restrictions and get the next eligible homeowner into that property. Galla stated that has not occurred as the person was not able to find other housing and have stayed in that house so the first right of refusal has not been exercised and the \$60,000.00 has not been used.

Galla stated to Commissioners that she is basing her suggestions to them off of what she has heard from the presentations on housing, the requests to the Board, as well as what she still has available in housing funds. Galla gave the following suggestions for consideration and gave a brief explanation for each:

- Support the Leelanau Christian Neighbor Rehab Program with ARPA funds;
- Support for Habitat for Humanity's project in Maple City, Michigan;
- Support Housing North with their 3-year request by committing \$12,000.00/year.

Galla answered Commissioners' questions.

Wendy Irvin, Habitat For Humanity:

Wendy Irvin, Chief Executive Officer of Habitat for Humanity Grand Traverse Region was present along with Angela Skeans, Director of Operations and Director of Development Jesse Wolff to discuss the 'Shovel Ready Projects' in Leelanau County. Their presentation given to Commissioners is available to view at the link below:

[http://leelanau.gov/downloads/presentation\\_hfh\\_04192022.pdf](http://leelanau.gov/downloads/presentation_hfh_04192022.pdf)

Irvin, Skeans, and Wolff responded to questions from Commissioners.

Points Communication Contract Update:

Director of Emergency Management Matt Ansoerge was present to update Commissioners on the proposed Government Center campus communications tower. Ansoerge stated that Midway Electronics has agreed to the terms of the contract of \$435,650.00 with the bonds included in the contract. Administrator Janik added that Midway has signed the contract and if approved at the Regular Session meeting Chairman Bunek can sign the contract this evening.

Janik also offered an update on the Leelanau Township Tower and said they had a very productive meeting with Cherryland Electric this morning and Cherryland has authorized to share the news that they are very interested in forming a partnership with us. That could be a financial partnership to provide a tower in that area and they have been looking at sites. Ansoerge will go

forward with doing the studies and finding a location and they will update their board maybe next week. A very good dialogue was had.

Ansorge and Janik answered questions from Commissioners.

Fund Development Partnership Proposal:

Administrator Janik said this item ties in with February discussion they had as a Board and as well as various ARPA funding. Janik added that it had been discussed how they could get additional funding and everyone thought it may be a good idea to bring in a professional consultant or grant writer. There is at least at least \$5.4 or as much as \$8 billion in Michigan alone that has to be allocated, so we are looking at how to access that. Janik said this is a sample agreement today to look at between Leelanau County and Venture North. The handout can be viewed at the link below (pages 2-5):

[http://leelanau.gov/downloads/04192022\\_ss\\_packet.pdf](http://leelanau.gov/downloads/04192022_ss_packet.pdf)

Janik continued and said Venture North would be involved in helping to secure another \$4.8 million dollars for projects. It is on a very specific deadline to get this done by October 31, 2022, and the cost would be to not exceed \$80,000.00. The consultant is Tim Irwin who has a proven track record of being successful for many organizations.

Commissioner Soutas-Little spoke and said they are looking at two composite projects, one to be the balance of \$1.8 million which would complete the Point Broadband contract. The other is to address the four townships that do not have a way to serve the communities which would include Empire, Kasson, Glen Arbor, and Cleveland. This additional roughly \$3 million would be to bring fiber into those particular townships. Soutas-Little added they have been in touch with some of the internet service providers (ISPs) talking about this and getting some numbers and how that would work.

Commissioner discussion ensued.

Lower-Level Renovations Update/Options:

Environmental Health Director Eric Johnston and Director of Administrative Services Dodie Putney of the Benzie-Leelanau District Health Department were present before Commissioners and Administrator Janik stated that having had conversations regarding the possibility of housing the health department in the lower level of the Governmental Center they are now at a point where a decision needs to be made to move forward or not. Johnston told Commissioners it would be his division that would be moving downstairs if approved.

Janik said after a follow-up meeting with John Richards of Apollo Engineering LLC. for more details he was provided a sample contract showing a cost to come up with the engineering specs would be about \$5,000.00, and the cost to complete the project would be about \$489,000.00 based on current prices. The contract can be viewed at the link below (pages 5-8):

[http://leelanau.gov/downloads/04192022\\_ss\\_packet.pdf](http://leelanau.gov/downloads/04192022_ss_packet.pdf).

Janik said to move forward the Board would need to allocate \$5,000.00 to do the drawings. Johnston indicated that after looking at the areas in the lower level with County Maintenance Director Jerry Culman II, the "Ugly Room" is too small but the exercise room/storage room area would be more adequate.

Discussion between Commissioners, Johnston, Putney, and Janik continued regarding the Benzie-Leelanau District Health Departments current building lease, construction of the new office space and size, and options of necessary additional storage for this building if the exercise/storage room was converted.

MOTION BY BUNEK TO MOVE FORWARD WITH THE CREATION OF THE ARCHITECTURAL DRAWINGS FOR THE NEW HEALTH DEPARTMENT OFFICE SPACE IN THE LOWER-LEVEL OF THE GOVERNMENT CENTER BUILDING. SECONDED BY ROBBINS.

Commissioner Wessell stated he thought they were going to wait on taking action.

Motion withdrawn by Bunek. Okay with the second.

Break taken at 4:30 p.m. and the meeting resumed at 4:41 p.m.

Potential Funding Recommendations:

[http://leelanau.gov/downloads/04192022\\_financial\\_handouts.pdf](http://leelanau.gov/downloads/04192022_financial_handouts.pdf)

Financial Director Jennifer Zywicki was present to review the 2022 Leelanau County ARPA Projection and address questions from Commissioners.

Zywicki said the ARPA funding will come in at \$4.2 million, the broadband that there is a motion on the books for is \$3.2 million, an accepted housing proposal for \$125,000.00, and the broadband study was \$59,000.00 that was all allocated last year. Available funds after the projects already approved is \$816,000.00.

Commissioner Lautner questioned Zywicki regarding the funds that they have committed to vs. the available funds shown. Zywicki responded and then reviewed the L-4029 revised Operating Millage Approval Dates and General Fund Budgeted Tax Revenue vs Proposed Actual spreadsheets. Zywicki added that there is fund balance to pull from, revenue can be generated at the maximum levy in May to help offset additional costs, as well as what had been talked about with the Treasurer with the DTR (Delinquent Tax Revolving fund) and money there also.

*#084-04192022 Special Session*

**MOTION BY SOUTAS-LITTLE TO APPROVE THE AGREEMENT BETWEEN VENTURE NORTH AND LEELANAU COUNTY AS PRESENTED IN AN AMOUNT NOT TO EXCEED \$9,600.00 WITH FUNDS TO COME FROM THE BOARD CONTRACT FUND**

**#101.100.101.801 PENDING FINAL LEGAL REVIEW. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 7 (Soutas-Little, Wessell, Allgaier, Bunek, Lautner, Robbins, Rushton)**

**NO – 0**

**MOTION CARRIED.**

*#085-04192022 Special Session*

**MOTION BY ROBBINS TO APPROVE AN AMOUNT OF \$100,000.00 TO HABITAT FOR HUMANITY FOR THE MAPLE CITY CROSSINGS AND NEW WAVES PROJECTS WITH FUNDS TO COME FROM THE ARPA FUNDING. SECONDED BY WESSELL.**

Discussion – Commissioner Lautner asked for clarification on the motion and if the New Waves project is in Leelanau County. Lautner asked if Commissioner Robbins was going to specify an amount for each project and Robbins said he would leave the amounts up to Habitat for Humanity to decide.

Additional discussion continued between Commissioners.

*#086-04192022 Special Session*

**MOTION BY WESSELL TO AMEND TO APPROVE AN AMOUNT OF \$100,000.00 TO HABITAT FOR HUMANITY FOR THE MAPLE CITY CROSSINGS AND NEW WAVES PROJECTS WITH FUNDS TO COME FROM THE ARPA FUNDING, CONTINGENT UPON SUCCESSFULLY OBTAINING ADDITIONAL DOLLARS TO HELP WITH THE BROADBAND PROJECT. SECONDED BY ALLGAIER.**

Discussion – Janik asked if they are talking about additional funding from the state to balance the \$1.8 million needed for broadband? Wessell replied enough to meet our current commitments of the \$1.8 million.

**AYES – 7 (Wessell, Allgaier, Bunek, Lautner, Robbins, Rushton, Soutas-Little)**

**NO – 0 MOTION CARRIED.**

*#085-04192022 Special Session*

**MOTION BY ROBBINS AMENDED TO APPROVE AN AMOUNT OF \$100,000.00 TO HABITAT FOR HUMANITY FOR THE MAPLE CITY CROSSINGS AND NEW WAVES PROJECTS WITH FUNDS TO COME FROM THE ARPA FUNDING, CONTINGENT UPON SUCCESSFULLY OBTAINING ADDITIONAL DOLLARS TO HELP WITH THE BROADBAND PROJECT. SECONDED BY WESSELL.**

Discussion – none.

**AYES – 7 (Wessell, Allgaier, Bunek, Lautner, Robbins, Rushton, Soutas-Little)**

**NO – 0 MOTION CARRIED.**

Commissioner discussion ensued regarding suggestions given by Galla earlier in the meeting.

*#087-04192022 Special Session*

**MOTION BY ALLGAIER THAT LEELANAU COUNTY ENTER AN AGREEMENT WITH HOUSING NORTH FOR \$12,000.00/YEAR FOR THREE YEARS TO SUPPORT A HOUSING NORTH COORDINATOR WITH FUNDS TO COME FROM FUND #275. SECONDED BY WESSELL.**

Discussion – Commissioner Lautner questioned the fund and Galla responded that it is her Program Income fund. Zywicki added additional clarification. Commissioner discussion continued.

**MOTION BY LAUTNER TO TABLE THIS ISSUE UNTIL THEY HAVE A CONTRACT EXPLAINING THE SCOPE OF SERVICES. SECONDED BY RUSHTON.**

Discussion – none.

**AYES – 3 (Lautner, Rushton, Bunek)**

**NO – 4 (Allgaier, Robbins, Soutas-Little, Wessell) MOTION FAILS.**

Chairman Bunek stated they are back to discussion at this point since the motion to table failed.

*#088-04192022 Special Session*

**MOTION BY LAUTNER TO POSTPONE AN AGREEMENT WITH HOUSING NORTH UNTIL THE MAY 2022 EXECUTIVE MEETING AND THEY HAVE IN WRITING WHAT THEY ARE VOTING ON. SECONDED BY RUSHTON.**

Discussion – Commissioner Soutas-Little commented that Yarrow Brown of Housing North is present and perhaps she could offer clarification today. Brown came forward and addressed questions regarding office space and availability of the proposed contract.

**AYES – 4 (Lautner, Robbins, Rushton, Bunek  
NO – 3 (Allgaier, Soutas-Little, Wessell)**

**MOTION CARRIED.**

Janik stated he understands that they want this item on the May Executive Meeting agenda and would like to see a proposed contract.

*#089-04192022 Special Session*

**MOTION BY BUNEK THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS AGREE TO GO AHEAD WITH ARCHITECTURAL DRAWINGS FOR THE HEALTH DEPARTMENT OFFICE IN THE LOWER LEVEL OF THE GOVERNMENT CENTER AT A COST OF \$2,500.00 WITH FUNDS TO COME FROM CONTRACTUAL SERVICES FUND #101.100.101.801.000. SECONDED BY SOUTAS-LITTLE.**

Discussion – Janik said this cost will be split with the Health Department. Commissioner Wessell asked for additional clarification and Janik answered.

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

**NO – 1 (Lautner)**

**MOTION CARRIED.**

Additional discussion continued between Commissioners and Janik regarding those who had submitted proposals for ARPA consideration and have not been addressed yet by the Board.

Acceptance of Administrator's Letter of Resignation:

[http://leelanau.gov/downloads/04192022\\_ss\\_packet.pdf](http://leelanau.gov/downloads/04192022_ss_packet.pdf) (Pages 9-16)

Administrator Janik introduced Matt McCauley who has agreed to donate his time and services to help the Board and a process of looking for a new Administrator. Janik stated the only bid they had received when reaching out for these services was quite excessive and McCauley has agreed to do it at no cost. Janik added that there is also a draft schedule he and McCauley put together as well as a current job description and pay scale of County Administrators of Northern Michigan.

*#090-04192022 Special Session*

**MOTION BY LAUTNER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS ACCEPT ADMINISTRATOR CHET JANIK'S LETTER OF RESIGNATION EFFECTIVE FOR DECEMBER 31, 2022. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 7 (Lautner, Robbins, Rushton, Soutas-Little, Wessell, Allgaier, Bunek)**

**NO – 0**

**MOTION CARRIED.**

Discussion on next Administrator – Qualifications, Skills, Duties, etc.:

Administrator Janik commented on the hiring process used previously and said he feels it is critical to know up front what the Board would see for contract terms, skills, and salary. Janik said critical not just for the Board but also for the candidates.

Dialogue ensued between Commissioners, Janik, and McCauley.

Pay Scale Range:

This item was covered in above discussion.

Other Related Topics:

None.

Future Meeting Topics/Dates:

Discussion regarding the next meeting dates ensued and it was decided that Friday, April 29, 2022 at 9:00 a.m. the Board would meet as a Committee of the Whole.

Brief discussion between Commissioners, Janik, and McCauley continued.

Public Comment:

None.

Commissioner Comments:

None.

Adjournment:

Chairman Bunek adjourned the meeting at 5:57 p.m.

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William J. Bunek, Chairman  
Leelanau County Board of Commissioners

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Alison Middleton, Interim/Temp. Chief Deputy Clerk  
for Michelle L. Crocker, Leelanau County Clerk