

**Leelanau County Board of Commissioners**  
**Executive Board Session – Tuesday, March 8, 2022**  
*Tentative Minutes*

*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=2310#video>*

Meeting called to order by Chairman William J. Bunek at 9:00 a.m. 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/private prayer.

<u>Roll Call:</u>	District #1	Rick Robbins	PRESENT
	#2	Debra L. Rushton	PRESENT
	#3	William J. Bunek	PRESENT
	#4	Ty Wessell	ABSENT (via zoom)
	#5	Patricia Soutas-Little	ABSENT (arrived at 9:06 a.m.)
	#6	Gwenne Allgaier	PRESENT
	#7	Melinda C. Lautner	PRESENT

(Clerk's note: Commissioner Wessell Zoomed in to the meeting for discussion, but is not allowed to vote on the issues.)

Approval of Agenda / Late Additions or Deletions:

Chairman Bunek commented that Action Item #6b (The Sleeve Door Deterrent) can be deleted and Action Items #4 could be made with one recommendation, as well as Action Item #10 Grand Traverse Band 2% Allocation Awards, if wanted. Administrator Janik indicated that the presenter for the Leelanau County Housing Statistics notified Commissioner Robbins and himself that due to illness, would not be able to attend today.

**MOTION BY RUSHTON THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE AGENDA AS AMENDED. SECONDED BY LAUTNER.**

Discussion – none.

**AYES – 5 (Rushton, Allgaier, Bunek, Lautner, Robbins)**

**NO – 0            ABSENT – 2 (Soutas-Little, Wessell)**

**MOTION CARRIED.**

Public Comment:

The following individual(s) spoke in person:

Pete Leabo.

The following individual(s) commented via email:

Jay Johnson. Email comments can be found at the following link:

<https://www.leelanau.gov/meetingdetails.asp?MAId=2310#handouts>

Commissioner Comment:

None.

Communications, Proclamations, Presentations —

Administrator Update:

Administrator Chet Janik gave his monthly update to Commissioners. Janik focused on the NACo Conference he and Commissioner Allgaier recently attended and Janik brought back information for all Commissioners. He also noted that Leelanau County is ahead of the curve with the ARPA funding and there is thought that more funds will be coming. Commissioner Allgaier also added comments on the Conference and offered her thanks for the opportunity to attend.

Commissioner Soutas-Little present at 9:06 a.m.

Bay Area Transportation Authority Update:

BATA Director of Communications & Development Eric Lingaur along with Executive Director Kelly Dunham were both present before Commissioners to offer a BATA 2021 Leelanau County Report, presented by PowerPoint. Lingaur and Dunham responded to questions from Commissioners. Lingaur also commented/recognized the representatives for Leelanau County: Commissioner Rick Robbins, John Somavilla, and Heather Harris-Brady (who was present). The report can be viewed at the following link:

[https://www.leelanau.gov/downloads/03082022\\_executive\\_board\\_pkt\\_opt.pdf](https://www.leelanau.gov/downloads/03082022_executive_board_pkt_opt.pdf)

Leelanau County Housing Statistics:

This will be rescheduled to a future meeting, due to illness.

Leland Dam Authority Update:

Drain Commissioner and Chairman of the Leland Dam Authority Steve Christensen was present before Commissioners to give an update. Christensen covered bids for the ladder system, the winter lake level and monitoring, the sensors are working properly, and safety devices are in place to allow maintenance. They are looking forward to the 2023 budget process and walkway repair for the dam area as the wooden aspect is showing its age and as well as roof repair at the Dam Control Room. Christensen responded to questions from Commissioners. Question was posed by Commissioner Rushton regarding the Dam Appraisal request later in the agenda and Janik responded that it is being done on every dam in the State of Michigan and is being requested by MMRMA.

Consent Agenda Items:

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.

**MOTION BY RUSHTON TO RECOMMEND TO THE BOARD OF COMMISSIONERS TO APPROVE THE CONSENT AGENDA AS PRESENTED. SECONDED BY SOUTAS-LITTLE.**

Senior Services – Acceptance of AAANM (Area Agency on Aging of Northwest Michigan) Contributions:

- **TO ALLOW LEELANAU COUNTY SENIOR SERVICES TO ACCEPT A CONTRIBUTION FROM AREA AGENCY ON AGING OF NORTHWEST MICHIGAN FOR PROVIDING SENIORS WITH MIPPA BENEFICIARY OUTREACH ASSISTANCE TOTALING \$600.00, AND THAT IT BE PLACED INTO LEELANAU SENIOR SERVICES' CONTRIBUTIONS FROM OTHER AGENCY ACCOUNT #281-000.000.677.000.**

**AYES – 6 (Rushton, Soutas-Little, Allgaier, Bunek, Lautner, Robbins)  
NO – 0 ABSENT – 1 (Wessell) RECOMMENDATION PASSES.**

**ACTION ITEMS:**

Solid Waste Council – Tire Recycling Contract Amendment No. 1, ERG:

Planning and Community Development Director Trudy Galla was present and stated that the first two items should be reversed. Galla explained the request to Commissioners and focus on the same tire pile from last year and also pick another site. The owner must provide \$1.00 per tire and get the tires here plus there will be funding from the 2% allocation. There is a discount with ERG if this collection can be coordinated with other collections, which she is planning to do.

**MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE AMENDMENT NO. 1 TO THE AGREEMENT FOR MOBILE COLLECTIONS OF TIRES WITH ERG ENVIRONMENTAL SERVICES, WITH A COST NOT TO EXCEED \$12,800.00. SECONDED BY RUSHTON.**

Discussion – Galla responded to questions by Commissioner Lautner regarding how many piles of tires there may be in the county and indicated that many times people underestimate the volume within the piles. She also responded to Chairman Bunek that the tires go to recycle centers, some are chipped, and if there is not much use left, they will get landfilled.

**AYES – 6 (Lautner, Robbins, Rushton, Soutas-Little, Allgaier, Bunek)  
NO – 0 ABSENT – 1 (Wessell) RECOMMENDATION PASSES.**

Solid Waste Council – Mobile Tire Recycling Collection Contract Amendment No. 1, ERG:

Galla stated this Collection is to be held at Glen Lake Schools – funds to come from property owners, Recycling Fund #230, and state grant funds.

**MOTION BY RUSHTON TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE AMENDMENT NO. 1 TO THE CONTRACT BETWEEN LEELANAU COUNTY AND ERG ENVIRONMENTAL SERVICES FOR A 1 DAY SCRAP TIRE COLLECTION EVENT FOR RESIDENTS, WITH A COST NOT TO EXCEED \$10,000.00, AS PRESENTED. SECONDED BY SOUTAS-LITTLE.**

Discussion – none.

**AYES – 6 (Rushton, Soutas-Little, Allgaier, Bunek, Lautner, Robbins)  
NO – 0 ABSENT – 1 (Wessell) RECOMMENDATION PASSES.**

Solid Waste Council – Household Hazardous Waste (HHW) Contract Amendment No. 2, ERG:  
Galla explained this request and the next request as well, including the process and terms. This is to change some of the costs. She explained the bidding that Grand Traverse County had done in November and they only had one response, which was from ERG. The costs were in line with what was proposed to Galla and she was able to make some amendments. The following request is with a different company for the electronics. She would like to leave the collections at four this year and possibly reduce the collections the following year.

**MOTION BY SOUTAS-LITTLE TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE AMENDMENT #1 TO THE AGREEMENT FOR HOUSEHOLD HAZARDOUS WASTE SERVICES WITH ERG ENVIRONMENTAL SERVICES. SECONDED BY ALLGAIER & LAUTNER.**

Discussion – Galla responded to questions.

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

**NO – 0                      ABSENT – 1 (Wessell)                      RECOMMENDATION PASSES.**

Solid Waste Council – Electronics Contract Amendment No. 2, Comprenew:

**MOTION BY SOUTAS-LITTLE TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE AMENDMENT NO. 2 TO THE AGREEMENT FOR ELECTRONICS COLLECTION SERVICES. SECONDED BY RUSHTON.**

Discussion – none.

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

**NO – 0                      ABSENT – 1 (Wessell)                      RECOMMENDATION PASSES.**

Solid Waste Council – Mattress Recycling Collection, Bay Area Recycling for Charities (BARC):

Galla explained that the County was awarded \$6,000.00 from the 2%. BARC is the sole provider for mattress recycling in the area and she took this to the Solid Waste Council and to see if this can be outsourced. Galla outlined how she would proceed if the Board approves this. Galla responded that about 85% of the material is recycled and the key is that they want mattresses dry.

**MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO DIRECT PLANNING DIRECTOR TRUDY GALLA TO PURSUE A SOLE SOURCE CONTRACT WITH BAY AREA RECYCLING FOR CHARITIES (BARC) FOR MATTRESS RECYCLING, AND PROVIDE A CONTRACT FOR SUCH SERVICES TO THE COUNTY BOARD FOR CONSIDERATION. SECONDED BY RUSHTON.**

Discussion – Galla responded to questions regarding if this is successful are you considering doing this annually or biannually if the need is there, that it is harder to get rid of mattresses since COVID for sanitary reasons, and she also addressed that the mattresses must be dry.

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

**NO – 0                      ABSENT – 1 (Wessell)                      RECOMMENDATION PASSES.**

Leland Dam Authority Recommendations – Approval of Proposed Triennial Dam Inspection, Leland Dam, Spicer Group, Inc.:

Drain Commissioner and Chairman of the Leland Dam Authority, Steve Christensen, was present before Commissioners and presented the information and responded to questions.

**MOTION BY RUSHTON TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO WAIVE ITS REQUIREMENT ON BIDS AND APPROVE ENTERING INTO AN AGREEMENT WITH SPICER GROUP TO CONDUCT A TRIENNIAL INSPECTION OF THE LELAND DAM, AT A COST NOT TO EXCEED \$2,000.00; PENDING COUNSEL REVIEW AND APPROVAL. FUNDS TO COME FROM SPECIAL ASSESSMENT/CAPITAL PROJECTS FUND #805. SECONDED BY SOUTAS-LITTLE.**

Discussion – Chairman Bunek asked if Spicer Group is the one that they deal with and that they recommended not doing a dive this time, but doing it next time. Commissioner Lautner asked when will this be done. The underwater will be in three years and that is the recommendation of Spicer and the underwater team. Commissioner Soutas-Little asked what will they actually be inspecting and Christianson responded. Commissioner Rushton questioned if they are going to do both jobs (this and the appraisal on the same day) – Christensen continued responding to questions and was not sure, and that the appraisal will cover different aspects. Rushton asked does the person doing the inspection do the appraisal? Discussion ensued with questions and answers. There was interest in knowing if the same person would be doing the inspections and what they base the appraisal on, Christensen said that generally there are 2-3 people for the inspection. Commissioner Allgaier questioned if they are looking at the control room, the tops and the physical aspects, they can inspect all of that without getting in the water and he responded that they can see all of the physically working parts of the Dam.

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

**NO – 0**

**ABSENT – 1 (Wessell)**

**RECOMMENDATION PASSES.**

Leland Dam Authority Recommendations – Approval of Proposed Appraisal, Leland Dam, Spicer Group, Inc.:

**MOTION BY RUSHTON TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE AN AGREEMENT WITH SPICER GROUP, INC., FOR AN APPRAISAL OF THE LELAND DAM, AT A COST NOT TO EXCEED \$2,400.00; FUNDS TO COME FROM FUND #805 (SPECIAL ASSESSMENT/CAPITAL PROJECTS). SECONDED BY ALLGAIER.**

Discussion – none.

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

**NO – 0**

**ABSENT – 1 (Wessell)**

**RECOMMENDATION PASSES.**

Information Technology – AT & T Contract Renewals – Business Local Calling Essentials, Three Accounts:

IT Director Ron Plamondon was present before Commissioners regarding the renewal for three different contracts for the different lines that are in the elevators, faxes, towers. They are all up for renewal and would like to renew for three years to save money.

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO WAIVE ITS POLICY ON BID REQUIREMENTS AND APPROVE THE RENEWAL OF THREE CONTRACTS**

- **36M Business Local Essentials Contract 231 256 0264 400**
- **36M Business Local Calling Essentials Contract 231 256 0619 078**
- **36M Business Local Calling Essentials Contract 231 256 2216 609**

**FOR PHONE SERVICES FROM AT&T, AS PRESENTED, WITH FUNDS TO COME FROM TELECOMMUNICATIONS FUND #656.000.000.801.000 AND #656.000.000.850.000. SECONDED BY SOUTAS-LITTLE.**

Discussion – Plamondon responded that yes fax lines are still used due to security.

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

**NO – 0**

**ABSENT – 1 (Wessell)**

**RECOMMENDATION PASSES.**

Building/ Facilities Presentation:

Administrator Janik present along with Maintenance Director Jerry Culman II, and Gary O'Connor of D & W Mechanical. The jail is almost 20 years old and the Government Center is 15 years. There has been a lot of money spent on repairs and how do we move forward and be proactive instead of reactive. There is a three-person maintenance staff and it is the same as in Leland when it was simple. There are more complexities now and Janik outlined that there have been some struggles to keep up with things and he asked O'Connor to give an update on the facilities study which was presented to Commissioners today.

O'Connor thanked the Board and Administrator for asking and allowing his to perform this study and he has done this same type of work for other clients. O'Connor reviewed the entire report with Commissioners and gave explanation as he went through the report as well as responded to questions.

The report can be viewed at the following link:

[https://www.leelanau.gov/downloads/leelanau\\_county\\_facilities\\_study\\_rev\\_final.pdf](https://www.leelanau.gov/downloads/leelanau_county_facilities_study_rev_final.pdf)

Janik said that in terms of next steps, he is going to get together with the Maintenance staff and O'Connor to develop a plan on how to address the major issues. Janik continued that some are just general maintenance. Taking the report and placing it on a shelf will do no good. Comments and questions continued with O'Connor and Culman responding. Discussion on potential costs to be prepared in time for budget discussions. Discussion regarding if the County has sufficient manpower to get these things done and Janik does have some concerns which he expressed last summer. Commissioner Rushton assumes that the information will be received in time for budget discussion. Janik is thinking April or May. Rushton also asked about available man power and how that will play into getting this done and it is a concern.

Commissioner Robbins questioned if inmates are being utilized and Culman responded that there are not enough inmates and things have changed in how that can and cannot be handled. There is a plan if that could be available, but it is not available at this time.

Chairman Bunek called for a recess at 10:53 a.m.

Chairman Bunek called the meeting back to order at 11:05 a.m.

Building Safety/Security Options – Air Purification Systems Options:

Administrator Janik commented that the Sheriff apologized for not being here for the Law Enforcement Center (LEC), but he had a previously scheduled training session. Janik said that they looked at several things after questions surfaced.

For the LEC what is being recommended is to purchase four Pure and Clean Units and one mid-range Hydroxyl Blaster Unit. The units will work for the LEC, as they are isolated.

Gary O'Connor explained air purification system items that could be used for the Government Center, how they would work, and reviewed a breakdown of costs. O'Connor responded to questions – electric static discharge and ultra violet light. Janik reviewed costs. Chairman Bunek already said that we also get a total exchange of air – O'Connor responded to Bunek, although it may be a problem. The machine in the basement is deteriorating. Bunek questioned that there is an exchange of air and it should be set up on an hourly basis. He continued that this would be a redundancy and it (COVID) is the disease. O'Connor continued with comments in response to questions and is looking to neutralize things that can cause health issues.

Commissioners Rushton said that Chairman Bunek also asked the same questions relative to redundancy and asked if we are going to go ahead with the smaller units and O'Connor responded that they look at the whole building.

Commissioner Lautner questioned maintenance and O'Connor responded. Janik commented on the units and the \$150.00 per filter and that it should last two-three years. Lautner also questioned the warranty on the Government Center units and the response was they believed it would be five years.

Janik said that the LEC is a higher priority as the building has had more COVID and currently the majority that have COVID are next door and that is why the Sheriff is being very proactive. He has been testing the units and the company is at the point, where you either pay or give the units back. Chairman Bunek questioned if they are having COVID issues at this time and Janik responded, no but they have had it.

Emergency Management / 9-1-1 Director Matt Ansorge said that that unit in Dispatch does cut down on the stagnant air and they also tend to use a diffuser and other things to freshen up the air for dispatch.

Finance Director Jennifer Zywicki responded that funding for the these could come from Ansorge's Fund.

**MOTION BY RUSHTON TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO SEPARATE THE TWO ITEMS (LEC and GOVERNMENT CENTER) AND MOVE THEM FORWARD TO NEXT WEEKS' MEETING INDEPENDENTLY FOR FURTHER DISCUSSION. SECONDED BY ALLGAIER.**

Discussion – Commissioner Soutas-Little questioned that these are being moved forward assuming that the Commissioners are interested in proceeding.

**AYES – 5 (Rushton, Soutas-Little, Allgaier, Lautner, Robbins)**

**NO – 1 (Bunek)**

**ABSENT – 1 (Wessell)**

**RECOMMENDATION PASSES.**

Building Safety/Security Options – The Sleeve Door Deterrent:

Removed from the agenda.

Emergency Management – Local 9-1-1 Surcharge Renewal:

Emergency Management/9-1-1 Director Matt Ansorge present regarding the local 9-1-1 Surcharge Renewal. The Board of Commissioners has decided to collect the maximum allowable and to go above that requires a vote of the people. Any discussion to raise the surcharge would be for next year. Discussion ensued and Commissioner Lautner questioned if it could be on the

ballot in November 2022 for July 1, 2023. Administrator Janik responded that most Counties are getting away from a 9-1-1 millage and are going to a surcharge.

Ansorge recommends no change at this time.

**MOTION BY RUSHTON TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE STAYING STATUS QUO FOR THE ANNUAL SNC-500 COLLECTION AND REMITTANCE REPORT AND HAVE THE 9-1-1 DIRECTOR AND COUNTY CLERK COMPLETE, SIGN, AND SUBMIT THE NECESSARY DOCUMENTS ONLINE AS REQUIRED. SECONDED BY ROBBINS.**

Discussion – none.

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

**NO – 0**

**ABSENT – 1 (Wessell)**

**RECOMMENDATION PASSES.**

Emergency Management – Cherry Capital Connection Easement Lease Agreement:

Emergency Management / 9-1-1 Director Ansorge present. This is more of a discussion topic than anything. Cherry Capital Connections has decided to change their business model and they want to move away from fixed wireless portion and transfer to fiber. They do have funding for specific areas in the County where they would have to provide fiber to the home, which everyone would prefer. What this would change with Cherry Capital Connections is that they want to utilize the towers as distribution gnomes. They would have a shelter on the ground to run fiber in the easement and then redistribute at that point. This is still in the infancy of discussion as to what they really want to do. Ansorge thinks that they would still need some sort of equipment on the tower. It is possible that they would still have equipment on the tower, but far less of a foot print and would be moving away from transmission antennas and more microwave transmission. What that entails is they had the County Attorneys look at Maple City, Omena, Northport Tower Agreements and the County has the right to lease space within the easement; however what the Attorney cautioned is that the terms should not extend the terms beyond the land lease terms. Right now, in Omena the initial term runs out in 9 years with the County having the option to extend another 20 years; Maple City has 26 years left on the lease. With Tower Lease Agreement, the Board of Commissioners has taken the stance that no lease should be longer than 15 years and he would agree because who will be around 15 years from now. With easements, fibers, and right-of-way those leases are longer and that is what Cherry Capital is going to decide. The length of term will need to be considered. If you want to move this forward to next week, he would have a better idea of what could be charged by running conduit in the easement. Brief comments continued on what a lease agreement would look like.

**MOTION BY SOUTAS-LITTLE TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO MOVE THIS (CHERRY CAPITAL CONNECTION EASEMENT LEASE AGREEMENT) FORWARD TO NEXT TUESDAY NIGHT'S MEETING AND ALLOW THE COUNTY TO DO ADDITIONAL EXPLORING.**

Discussion – Commissioner Soutas-Little offered comments to her motion prior to the second.

**SECONDED BY ALLGAIER AND LAUTNER.**

Discussion – comments by Lautner.

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

**NO – 0**

**ABSENT – 1 (Wessell)**

**RECOMMENDATION PASSES.**



Prosecuting Attorney – Renewal of Agreement with West Law/Thompson Reuters:

**MOTION BY RUSHTON TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO WAIVE ITS POLICY ON BID REQUIREMENTS AND APPROVE RENEWING THE CONTRACT WITH WEST LAW/THOMSON REUTERS TO PROVIDE ONLINE LEGAL RESEARCH TO THE PROSECUTING ATTORNEY’S OFFICE FOR A TWO-YEAR PERIOD BEGINNING APRIL 1, 2022, UPON SIGNING THE CONTRACT AS PRESENTED. FUNDS TO COME FROM #101.250.229.801 AND #101.250.230.801. SECONDED BY ROBBINS.**

Discussion – none.

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

**NO – 0**

**ABSENT – 1 (Wessell)**

**RECOMMENDATION PASSES.**

Finance/Audit Committee Update/Recommendations:

Administrator Janik gave an update and stated that this Committee has not historically met for most of the time he has been here; however this year they have met a few times. Janik indicated that during the budget process in 2021, independently the Parks and Recreation (P & R) Commissioner as well as Janik had recommended some administrative oversight of that specific Commission. Neither knew the other was going to recommend that. It is a major part of the County with no Administrative oversight. Janik continued that Executive Assistant Laurel Evans has been doing that for the last couple of years to keep them focused on proper procedures, preparing bid documents, attending all of their meetings, guiding them with proper Open Meeting requests and procedures. Janik said that long term, it needs to be addressed for a fix. Janik continued with comments regarding Evans involvement. During the budget process there were funds placed in the budget and he asked Finance Director Zywicki the amount to which she responded \$3,900.00. Janik said that he talked to the Chairman of P & R, Casey Noonan, and he endorsed the concept and he (Janik) also brought it up to the Finance Committee. There are a series of items that they need to deal with, relative to the non-union pay scale and said that in honor of all of the work Evans has done, Janik requested authorization of a recognition stipend in the amount of \$2,000.00 and noted that she is an hourly employee. This is for her efforts the past two years with no guarantee for future payments.

Commissioner Soutas-Little agrees that Evans has done an excellent job and has been helpful. This would be on top of her hourly compensation and overtime pay. She commented on the process and taking the person out of it. This is a token of appreciation and Soutas-Little knows that everyone works hard and she was compensated. Comments continued.

Commissioner Rushton agrees that there is extra effort, the concern about the many hats she wears as she also does the Opioid Task Force and questioned what about other Board as all the Commissioners are on different Boards. How do the other Boards/Commissioner comply. Comments continued about the Boards that the Clerk is legally obligated to take minutes at. She also questioned Landbank and Brownfield where the Planning Director takes the minutes. What about Solid Waste Council and Planning Commission and the staff that takes those minutes.

Commission Robbins said that he started out on the Parks & Rec and they would be lost and Evans keeps them on track and does a lot of work.

MOTION BY ROBBINS TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS THAT A ONE TIME STIPEND OF \$2,000.00 BE PAID TO LAUREL E. EVANS FOR HER ASSISTANCE. SECONDED BY RUSHTON.

Discussion – Commissioner Lautner wanted to share the other side of this. She absolutely supports us laying this out for the future and is concerned about back tracking and it evolved into where it is today. Evans has been a great help to the P & R and will be in the future. Lautner asked if you are going to open a pandoras box and it has nothing to do with the work of Evans. What about Planning Director Galla who has helped interview employees, what about Equalization FIS Analyst Rob Herman and all of the overlay and extra work he has been doing. This is going to get messy and she will not support \$2,000.00 for past work.

Commissioner Soutas-Little appreciates Commissioner Lautner’s comment that if she is not being paid for all of the stuff that she is being paid for – it is not that she doesn’t deserve it – what she needs to have the job assessed for what she is doing and that is not the case and she is not the only one in that situation. Now you are going to reward one person and it puts us in a difficult situation. Change the job description and pay her for what she is doing.

Commissioner Allgaier said the conversation reminds her of the Human Resources and that is for a part-time assistant in his office – and as we keep in mind, they are taking on extra duties. Look at all of the positions not just one.

Chairman Bunek commented that as we pick and choose people that are doing extra duties – and really wish that we would not pick and choose out of budget time and also think that he appreciates the Finance Committee and have the full report before giving additional compensation – she is doing things and there are others doing extra things. He would like to wait until a full report is received from the Finance Committee and next month there are more employees. He would like a full report and do this in the budget.

Janik said that there is a budget meeting. He will withdraw the request at this time and get the Finance Committee to do the study and also look at Evan’s position as well as the positions that are salary and the related duties as you look at the next Administrator. Janik will withdraw the request and hold off. They are meeting on 3/23. All of the Commissioners appreciate Evans efforts. Comments ensued so it does all tie in and based on the dialog and is sure it will be on the April agenda and he would hold off on these two recommendations.

Robbins withdrew his recommendation and the support was withdrawn.

Grand Traverse Band 2% Allocation Awards:

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO ACCEPT THE 2% ALLOCATION AWARDS FROM THE GRAND TRAVERSE BAND OF OTTAWA AND CHIPPEWA INDIANS, AS FOLLOWS:**

- **Family Court/Child & Family Services (Safe Haven), \$5,000.00:**
- **Senior Services, LCN Neighborhood Assistance Ministry, \$20,000.00:**
- **Sheriff’s Office, Purchase of Narcotics Analyzers, \$32,800.00:**
- **Solid Waste Council, Tire Recycling, \$10,000.00:**
- **Solid Waste Council, Mattress Recycling, \$6,000.00:**

**SECONDED BY LAUTNER.**

Discussion – none.

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

**NO – 0**

**ABSENT – 1 (Wessell)**

**RECOMMENDATION PASSES.**

Administration – Veterans Memorial Update:

Administrator Janik updated Commissioners reference a flag for the “Space Force” and said that he just received information from Fleis & Vandenberg who did the original design. The cost to do the design is \$9,900 and offered taking \$2,000 off and the fee would be \$7,900. The cost could be up to \$50,000.00 to implement. Janik has received calls and the feedback is not positive and the sentiment is to wait to actually have a Veteran of the Space Force. Janik is not speaking on behalf of any group. Originally not able to add more flags and there would be a redesign.

Commissioner Allgaier is struggling with spending this kind of money and believes that we could all walk down and figure it out. Commissioner Lautner asked if it could be put next to the U.S. Flag?

No action or recommendation taken at this time.

Chairman Bunek said it is something to consider but it is not an urgency. All of those were sponsored by individuals and it may need to be a fund raiser. Janik will speak with Commander Mikowski and see if they did volunteer for the funding.

Administrator Janik to offer an update next week.

ARPA (American Rescue Plan Act) Update – Special Session Request:

Commissioner Janik talked about a special meeting and everyone was to look at their calendars. Previously talked about the first part of April and also bring Networks Northwest CEO Matt McCauley in for research regarding the Administrator search. Consensus for a Special Session on April 19, 2022, at 3:00 p.m. All of the funding will be prepared by then for ARPA.

ARPA (American Rescue Plan Act) Update – Lower-Level Estimated Costs Update:

Administrator Janik said that he just received the proposal from John Richards and moving the room. It would be \$5,000.00 to design and the cost of the space if we wanted to move forward would be \$489,288.00. The way we did it was do an allocation to the ARPA funds and the formula could be reduced to the Health Department. There are also annual costs if you wish to do it, what do you want to do? If you wish to do it, where would that money come from?

Commissioner Wessell would like to have this moved to the April 19 meeting with the ARPA discussion and other items that are going to be discussed. Chairman Bunek also agreed – how quick does the Health Department want to have a new location? If we move a whole month and one-half it just delays construction if we’re going to do it. Janik said that their lease expires in December 2023, so we have some time and always consider this as part of the ARPA funds – place on agenda for April 19.

Commissioner Rushton asked what is the timeline for the return on the investment? Janik responded that it would depend on how you would restructure the payment and how much is

going to rental space as that would be a white wash and you would calculate that in a formula. Comments continued regarding money, space, and size.

Commissioner Allgaier supports April 19 as well, but she would like to know other funding options that would be available. There are so many more things in dire need of those funds that don't need to come out of the budget.

Commissioner Soutas-Little asked if between now and April 19, the Finance Director could look at options and present that to the Finance Committee and then look at this in April.

Administrator and Human Resources Director Duties and Responsibilities Review:

Administrator Janik indicated that this was tabled. In your 2022 budget, you have a position for Human Resources & a Finance Director position. The Finance Director position has been filled and Human Resources has been posted. The interviews have been ongoing and you need a grant writer. There is some merit with a grant writer and he (Janik) spoke with Commissioner Wessell and there may be an opportunity to enter into a contract and have dialog with Networks Northwest as they have done this with government. We need someone to be our eyes and ears with all of this grant money coming in. At this point, with the Federal and State Level there is no set process in place, there are no guidelines, some are saying these are grants, some are allocations – there is nobody on staff to look at this. Planning Director Trudy Galla is one of the few on staff with grant writing experience. Further comments continued regarding to contracting grant writing as opposed to placing someone more on staff. McCauley has a couple of people in mind that he thinks might be a good fit for us.

Discussion continued between Janik and Commissioners regarding contracting/outsourcing with Networks Northwest for grant writing. Janik said he feels this would be a better fit for the County to outsource.

Commissioner Rushton asked what would happen to the stipend in the grant – would it go to the contractor? Janik stated there would be no stipends for contractors.

Commissioner Soutas-Little wants to make sure the person we choose is familiar with our County and they are aware of the other options available for Grants.

Janik stated that currently none of the Human Resource candidates have any grant writing history, and is looking for guidance from Commissioners as these two positions tie together. Everything is on standstill until you decide as a Board what you are requiring for an HR position.

Commissioner Soutas-Little wants to have a discussion on what we want from an Administrator so we can make sure they are a good fit with the other positions first.

Commissioner Allgaier stated she is still not sure we have enough work for a full time HR person. She hasn't heard any justification on why we would spend taxpayers' dollars on that and agrees with Commissioner Soutas-Little that we should figure out what we want from an Administrator first. Just be more careful how we commit taxpayer money in this way. Legal position if you wish to fill a full time HR position.

Commissioner Lautner stated we have put it in the budget, we have a job description, and you (Janik) have interviewed.

Administrator Janik stated we are at a standstill until we fill this position. From a legal standpoint no action means you wish to proceed with a full time HR position.

Commissioner Lautner said to do that.

Commissioner Robbins said there was no motion to reconsider this job. This process was started back in December and it was his understanding it was going to be filled by the end of January and we are now into March. It's time to move forward people. This has been going on long enough. We have it, we have it in the budget. Janik has already made where the office is going to be. It's time to move forward.

Commissioner Soutas-Little commented that she is not saying we shouldn't move forward. She would want to pick the person, but at the least we can make sure that this is a compatible decision and work to the best – no one has consensus on this Board as to who we're looking for and the attributes we're looking for– it would still be April and it would be before our evening meeting, let's have the discussion – let's not make a decision until we have the discussion. That's not moving it out there very far.

Commissioner Rushton questioned Administrator Janik as to his length of time with Leelanau County and Janik responded that he has been here 10 years. Rushton asked if he was the longest serving Administrator in Michigan and Janik responded, if you look at a line north of Clare, he believes so. Rushton continued with comments. She continued to question Janik. She does not want Janik doing HR and would like someone that would stay more than 3-4 years which is normal tenure for an Administrator. The HR position should be able to handle being in the hot seat, some can and some cannot. Rushton continued about monkey wrenches in the process and to get the job done.

Commissioner Robbins said the next Administrator should choose, but we have the best guy right here. Janik knows what we need. It's kind of a slap in his face. Move forward get this thing going.

Janik said that unless there is direction, he will fill the position by the end of the month. That's why we started the interview process.

Review of Financials:

Finance Director Jennifer Zywicki responded to questions regarding financials. Janik complimented Zywicki on the efforts for completing the Audit and the transition.

Special Reports by Staff, Commissioners, and Affiliated Agencies:

None.

Public Comment:

The following individual(s) spoke in person:

Bill Wiesner; Charles Knapp.

Commissioner Comments:

- Commissioner Robbins commented on placing Juveniles next door at the Law Enforcement Center as he received another call this morning. Janik responded that the 2022 Goals will be on the April agenda and there was some discussion between the Courts and the Sheriff and there is no question there is a need, but it was clear that the Sheriff is not interested in looking at our facility. Comments continued and Robbins commented on a Juvenile from Grand Traverse County needing to be placed in Wisconsin. Janik stated that Family Court Administrator Joe Povolo had previously stated that this is an issue in Northern Michigan for the placement of Juveniles.
- Commissioner Rushton wanted to clarify something that was stated earlier in Public Comment. The County is not designing a Space Force Flag, there is one already designed. The County is looking at redesigning our Veterans Memorial to accommodate a Space Force Flag. Rushton continued with her second comment, which is a Public Service Announcement, is that TC West Senior High School has tickets on sale for the production of Momma Mia and noted the price and dates.
- Commissioner Allgaier commented that she wanted to make sure that Commissioner Lautner received credit for suggesting the use of an existing flag pole at the Veterans' Memorial and what she (Allgaier) had suggested was the Commissioners walking down there to see what they could come up with relative to location/design.
- Commissioner Soutas-Little wanted to thank Administrator Janik for the NACo information. thanked Janik for the NACo information.

Approval of Financials —  
Amendments & Transfers:  
None.

Miscellaneous Fund Transfers and Amendments:  
None.

Claims and Accounts:

**MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE CLAIMS AND ACCOUNTS IN THE AMOUNT OF \$139,556.95. SECONDED BY RUSHTON.**

Discussion – none.

**AYES – 6 (Lautner, Robbins, Rushton, Soutas-Little, Allgaier, Bunek)  
NO – 0                      ABSENT – 1 (Wessell)                      RECOMMENDATION PASSES.**

Post Audit Claims and Accounts:

**MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE POST AUDIT CLAIMS AND ACCOUNTS IN THE AMOUNT OF \$2,307,624.53. SECONDED BY RUSHTON.**

Discussion – none.

**AYES – 6 (Lautner, Robbins, Rushton, Soutas-Little, Allgaier, Bunek)  
NO – 0                      ABSENT – 1 (Wessell)                      RECOMMENDATION PASSES.**

Adjournment:

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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