

**Leelanau County Board of Commissioners**  
**Executive Board Session – Tuesday, August 13, 2024**  
Approved 8/20/2024

*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=2764#video>

Meeting called to order by Chairman Ty Wessell at 9:32 a.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.

<u>Roll Call:</u>	District #1	Vacant	
	#2	James O'Rourke	PRESENT
	#3	Doug Rexroat	PRESENT
	#4	Ty Wessell	PRESENT
	#5	Kama Ross	PRESENT
	#6	Gwenne Allgaier	PRESENT
	#7	Melinda C. Lautner	PRESENT

Guests present.

Approval of Agenda / Late Additions or Deletions:

Chairman Wessell stated he received a late addition from County Treasurer John Gallagher, which will be placed on the agenda at Agenda Item #5.5 – Treasurer – Leelanau County Land Bank Request.

**MOTION BY O'ROURKE THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE AGENDA AS AMENDED. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 6 (O'Rourke, Rexroat, Ross, Wessell, Allgaier, Lautner)**

**NO – 0**

**MOTION CARRIED.**

Communications, Proclamations, Presentations –

Administrator Update:

Leelanau Tower – Interim Administrator Richard Lewis stated the County's response to the Leelanau Township Planning Commission for the Special Land Use Permit will be completed by the end of the week and all Board members will be sent copies.

BS&A – Interim Administrator Richard Lewis said that there was internal discussion via Zoom between County staff and BS&A staff. He stated he will be bringing forward a request to purchase in September 2024.

Commissioner Lautner asked if the County does decide to change financial software should the County be looking at other software products other than BS&A.

Interim Administrator Richard Lewis responded, no.

BATA vs GTC Settlement Conference – Interim Administrator Richard Lewis commented there is a settlement conference scheduled for August 30, 2024, and the only individuals attending are the attorney and himself.

Old Settler's Well and Water Line Repair – Interim Administrator Richard Lewis stated he received and estimate last week to repair the well and water line for \$26,500.00. He will be placing the estimate on the Capital Projects discussion during the 2025 budget review.

Grant Policy – Interim Administrator Richard Lewis commented that the Board received a finding in the 2023 audit regarding the County's current Grant Policy. He stated he sent the current policy to be updated and redrafted to the County's attorney Cohl, Stoker & Toskey, P.C. Lewis distributed the updated policy and stated he will be presenting it for consideration and approval in September.

The handout can be found at the following link:

[https://www.leelanau.gov/downloads/admin\\_grant\\_policy\\_08132024.pdf](https://www.leelanau.gov/downloads/admin_grant_policy_08132024.pdf)

MSU Extension Update:

Michigan State University Extension Director Jennifer Berkey present with MSU Extension staff and updated the Board via a PowerPoint. Berkey introduced the following staff: Community Food Systems Educator Rob Serrine, Consumer Horticulture Educator Nate Walton, and Office Manager Tanya Popp and 4-H Assistant Patti Travioli. Berkey publicly thanked the Master Gardner's that manage the gardens at the Government Center for all their hard work and answered questions from Commissioners.

The PowerPoint can be found at the following link:

[https://www.leelanau.gov/downloads/msu\\_annual\\_report\\_08132024.pdf](https://www.leelanau.gov/downloads/msu_annual_report_08132024.pdf)

Commissioners thanked Berkey for the update.

Public Comment (agenda specific):

The following individuals spoke in person: Steve Mikowski.

The written comments can be found at the following link:

<https://www.leelanau.gov/meetingdetails.asp?MAId=2764#handouts>

Commissioner Comments:

- Commissioner Allgaier stated that Spectrum Communications is having a celebration today at noon and she will be leaving the meeting early to attend. She said if a county resident wanted internet that they were able to contact Spectrum and through grants Spectrum was able to hook up more residents.
- Chairman Wessell stated the Point Broadband project is moving along and residents are being connected in Leelanau Township and Suttons Bay Township.

Action Items:

Sheriff's Office – Replacement Car:

Sheriff Michael Borkovich and Undersheriff James Kiessel were present and explained the Agenda Item.

MOTION BY O'ROURKE TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO PURCHASE A 2025 FORD CVPI SUV AND EQUIP IT TO REPLACE THE ONE RECENTLY LOST IN AN ACCIDENT. THE TOTAL COST AFTER INSURANCE REIMBURSEMENT NOT TO EXCEED \$4,470.00 WITH FUNDS TO COME FROM THE MOTOR POOL FUND. SECONDED BY REXROAT.

Discussion – Commissioner Lautner requested Finance Director Cathy Hartesvelt join Sheriff Borkovich and Undersheriff Kiessel at the presentation table. Lautner asked Hartesvelt if there is enough funding in the Motor Pool Fund to equip the replacement car?

Finance Director Hartesvelt replied that the additional expenses will need to come from the Sheriff's Office Road Patrol budget.

***MOTION BY LAUTNER TO AMEND TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO PURCHASE A 2025 FORD CVPI SUV AND EQUIP IT TO REPLACE THE ONE RECENTLY LOST IN AN ACCIDENT. THE TOTAL COST AFTER INSURANCE REIMBURSEMENT NOT TO EXCEED \$4,470.00 WITH FUNDS TO COME FROM THE GENERAL FUND SHERIFF'S OFFICE BUDGET. SECONDED BY REXROAT.***

Discussion – Finance Director Hartesvelt stated that a Budget Amendment will be processed once the car has been paid for and it is possible the car may not arrive until 2025.

**AYES – 6 (Lautner, O'Rourke, Rexroat, Ross, Wessell, Allgaier)**

**NO – 0**

**RECOMMENDATION PASSES.**

**MOTION BY O'ROURKE AMENDED TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO PURCHASE A 2025 FORD CVPI SUV AND EQUIP IT TO REPLACE THE ONE RECENTLY LOST IN AN ACCIDENT. THE TOTAL COST AFTER INSURANCE REIMBURSEMENT NOT TO EXCEED \$4,470.00 WITH FUNDS TO COME FROM THE GENERAL FUND SHERIFF'S OFFICE BUDGET. SECONDED BY REXROAT.**

Discussion – none.

**AYES – 6 (O'Rourke, Rexroat, Ross, Wessell, Allgaier, Lautner)**

**NO – 0**

**RECOMMENDATION PASSES.**

Sheriff's Office – Secondary Road Patrol Grant Program:

Sheriff Michael Borkovich and Undersheriff James Kiessel were present for the Agenda Item.

**MOTION BY ROSS TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO ALLOW THE SHERIFF'S OFFICE TO APPLY FOR THE 2024-2025 FISCAL YEAR SECONDARY ROAD PATROL GRANT THROUGH THE MICHIGAN OFFICE OF HIGHWAY SAFETY AND AUTHORIZE THE BOARD CHAIR AND THE FINANCE DIRECTOR TO DIGITALLY REVIEW AND SIGN THE APPLICATION, WHEN IT IS READY. SECONDED BY REXROAT.**

Discussion ensued.

**AYES – 6 (Ross, Wessell, Allgaier, Lautner, O'Rourke, Rexroat)**

**NO – 0**

**RECOMMENDATION PASSES.**

Sheriff Borkovich announced the Michigan Commission on Law Enforcement Standards (MCOLES) Public Safety Academy Assistance Program has already allocated all of the available grant funds, so the Leelanau County Sheriff's Office will not be sponsoring a candidate in 2024.

9-1-1 Emergency Management – Midway Electronics Contract Amendment:

Emergency Management and 9-1-1 Director Matt Ansorge was present and explained the Agenda Item.

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE FIRST AMENDMENT OF AGREEMENT WITH MIDWAY ELECTRONICS, INC. FOR THE CONSTRUCTION OF THE LEELANAU TOWNSHIP TOWER AND AUTHORIZE THE COUNTY BOARD CHAIRMAN TO SIGN THE AGREEMENT, PENDING FINAL APPROVAL FROM CORPORATE COUNSEL. SECONDED BY O'ROURKE.**

Discussion – none.

**AYES – 6 (Allgaier, Lautner, O'Rourke, Rexroat, Ross, Wessell)**

**NO – 0**

**RECOMMENDATION PASSES.**

Finance – Application for Credit Card:

Finance Director Cathy Hartesvelt was present for the Agenda Item.

**MOTION BY ROSS TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO AUTHORIZE COUNTY FINANCE DIRECTOR, CATHERINE HARTESVELT APPLY FOR AND OBTAIN A VISA CREDIT CARD IN HER NAME AND SOCIAL SECURITY NUMBER THROUGH STATE SAVINGS BANK IN SUTTONS BAY FOR COUNTY USE AS OUTLINED IN POLICY NO 7.12 CREDIT CARD POLICY. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 6 (Ross, Wessell, Allgaier, Lautner, O'Rourke, Rexroat)**

**NO – 0**

**RECOMMENDATION PASSES.**

Finance – ARPA – PBB Contract:

Finance Director Cathy Hartesvelt was present for the Agenda Item.

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO COMMIT THE BALANCE OF THE ARPA FEDERAL ALLOTTED FUNDS INCLUDING INTEREST EARNED (TOTALING APPROXIMATELY \$862,897.00) TOWARD THE UNFUNDED BALANCE OF THE POINT BROADBAND CONTRACT IN THE AMOUNT OF \$1,800,000.00 AND THE REMAINING BALANCE OF THE CONTRACT LESS ALL COMMITTED AND EXPENDED ARPA FEDERAL FUNDS BE TRANSFERRED FROM DELINQUENT TAX REVOLVING FUND (DTR) (APPROXIMATELY \$937,103.00) AS INVOICES ARE PRESENTED FOR PAYMENT FROM POINT BROADBAND. SECONDED BY ROSS.**

Discussion – Commissioner Lautner received confirmation from County Treasurer John A. Gallagher III (present in the audience) that funds are available within the Delinquent Tax Revolving Fund to cover the remaining balance of the Point Broadband contract.

**AYES – 6 (Allgaier, Lautner, O'Rourke, Rexroat, Ross, Wessell)**

**NO – 0**

**RECOMMENDATION PASSES.**

Finance – Non-Union Wage Schedule Adjustment – IT Director:

Interim Administrator Richard Lewis and Finance Director Cathy Hartesvelt was present and explained the Agenda Item.

**MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE SALARY ADJUSTMENT FOR THE POSITION OF IT DIRECTOR AS PRESENTED, AMEND THE 2024 BUDGET ACCORDINGLY, WHICH INCLUDES A RETROACTIVE LUMP SUM SALARY ADJUSTMENT PAYMENT IN THE AMOUNT OF \$4,382.86 TO IT DIRECTOR LIANA WILSON. SECONDED BY O’ROURKE.**

Discussion – Commissioner Lautner stated that prior County Administrator Deb Allen and prior Human Resources Director Darcy Weaver never gave the Board an explanation as to why the IT Director wages were frozen at the 2022 Non-Union Wage Schedule. She said Wilson should receive an apology for how she was treated by them, but that was the way Allen and Weaver presented it and the Board took their advice with what was being recommended.

Interim Administrator Richard Lewis said he agreed with Commissioner Lautner and he cannot justify the wage freeze either, which is why he is presenting it today.

Commissioner Ross asked if someone went back in the minutes and looked to see if that was actually voted on?

Finance Director Hartesvelt confirmed for Commissioner Ross that the position and the salary was presented during the budget process and was voted on as part of the 2024 Budget requests presented by former County Administrator Allen.

Commissioner Ross asked if it said it was frozen, and Commissioner O’Rourke replied it was stated as what it was.

Commissioner Lautner commented the wage was recommended by Allen and Weaver.

Commissioner Ross stated she just assumed it would follow normal protocol. She also apologized to Wilson and stated that is terrible.

Chairman Wessell asked if there needs to be a resolution to establish the wage and Chief Deputy Clerk Jennifer Zywicki replied that a resolution is not necessary to make the change in salary.

**AYES – 6 (Lautner, O’Rourke, Rexroat, Ross, Wessell, Allgaier)**  
**NO – 0** **RECOMMENDATION PASSES.**

Planning – Northwest Michigan Community Action Agency (NMCAA) Contract Extension:

Planning Director Gail Myer was present for the Agenda Item.

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE A ONE (1) YEAR CONTRACT EXTENSION WITH NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY FOR HOUSING REHAB SERVICES, PENDING THE CONTRACT EXTENSION REVIEW BY CORPORATE COUNSEL. SECONDED BY ROSS/REXROAT.**

Discussion – none.

**AYES – 6 (Allgaier, Lautner, O’Rourke, Rexroat, Ross, Wessell)**  
**NO – 0** **RECOMMENDATION PASSES.**

Maintenance – Electrical Panel Inspection – Permission to Draft RFP:

Interim Administrator Richard Lewis was present and explained the Agenda Item.

**MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE A REQUEST FOR PROPOSALS FOR ELECTRICAL INSPECTION, REPAIR, AND CERTIFICATION AS PRESENTED. SECONDED BY ROSS.**

Discussion – none.

**AYES – 6 (Lautner, O'Rourke, Rexroat, Ross, Wessell, Allgaier)**

**NO – 0**

**RECOMMENDATION PASSES.**

Treasurer – Land Bank Authority Request:

County Treasurer John Gallagher III was present and explained the Agenda Item and Commissioner discussion ensued.

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO THE TRANSFER OF UP TO \$400,000.00 IN GENERAL FUND FUNDS TO THE LEELANAU COUNTY LAND BANK AUTHORITY FOR THE BLIGHT ELIMINATION PROJECT AT 201 S. HIGH ST., NORTHPORT AND THE LAND BANK'S TRANSFER OF THE FUNDS IMMEDIATELY BACK TO THE COUNTY UPON RECEIPT OF THE GRANT FUNDS. SECONDED BY O'ROURKE.**

Discussion – Commissioner Ross asked if there will be funding available for the Solar Grant Project, and County Treasurer John A. Gallagher III confirmed the funding will be there.

**AYES – 6 (Allgaier, Lautner, O'Rourke, Rexroat, Ross, Wessell)**

**NO – 0**

**RECOMMENDATION PASSES.**

Chairman Wessell called for a break at 10:52 a.m. and called the meeting back to order at 11:01 a.m.

Administration – Financial Audit Services – Permission to Draft RFP:

Interim Administrator Richard Lewis was present and explained the Agenda Item.

**MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO REQUEST FOR PROPOSALS FROM QUALIFIED FIRMS OF CERTIFIED PUBLIC ACCOUNTANTS TO AUDIT ITS FINANCIAL STATEMENTS INCLUDING ANY AND ALL COMPONENT UNITS FOR THE COUNTY FOR THE FISCAL YEARS ENDING DECEMBER 31, 2024, 2025, 2026 AND 2027. SECONDED BY ALLGAIER.**

Discussion ensued.

Commissioner Rexroat requested to add to the motion to request Rehmann to submit a one (1) year extension quote for consideration to complete the County's audit for 2024, which received support from Commissioner Allgaier.

**MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO REQUEST FOR PROPOSALS FROM QUALIFIED FIRMS OF CERTIFIED PUBLIC ACCOUNTANTS TO AUDIT ITS FINANCIAL STATEMENTS INCLUDING ANY AND ALL COMPONENT UNITS FOR THE COUNTY FOR THE FISCAL YEARS ENDING DECEMBER 31, 2024, 2025, 2026 AND 2027. AND TO REQUEST REHMANN TO SUBMIT A ONE (1) YEAR CONTRACT EXTENSION FOR CONSIDERATION FOR FISCAL YEAR DECEMBER 31, 2024. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 6 (Rexroat, Ross, Wessell, Allgaier, Lautner, O'Rourke)**

**NO – 0**

**RECOMMENDATION PASSES.**

Administration – 2% Grant Contract Approvals:

Interim Administrator Richard Lewis was present and explained the Agenda Item.

**MOTION BY ROSS TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE 2% GRANT CONTRACTS AS SIGNED PERMITTING LEELANAU COUNTY TO DISTRIBUTE GRANT FUNDS TO THE INLAND SEAS EDUCATIONAL ASSOCIATION IN THE AMOUNT OF \$15,000.00, HOUSING NORTH IN THE AMOUNT OF \$50,000.00, AND LEELANAU COUNTY HISTORICAL PRESERVATION SOCIETY IN THE AMOUNT OF \$3,680.00. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 6 (Ross, Wessell, Allgaier, Lautner, O'Rourke, Rexroat)**

**NO – 0**

**RECOMMENDATION PASSES.**

Commissioner Allgaier left the meeting at 11:16 a.m.

Administration – NRAA Zoning Board Appointments:

Interim Administrator Richard Lewis was present and explained the Agenda Item.

**MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD TO MOVE FORWARD AGENDA ITEM – ADMINISTRATION – NRAA ZONING BOARD APPOINTMENTS TO THE REGULAR SESSION ON TUESDAY, AUGUST 20, 2024. SECONDED BY O'ROURKE.**

Discussion – none.

**AYES – 5 (Rexroat, Ross, Wessell, Lautner, O'Rourke)**

**NO – 0**

**ABSENT – 1 (Allgaier)**

**RECOMMENDATION PASSES.**

Administration – Dissolve Finance and Personnel Committees:

Chairman Wessell explained the Agenda Item.

**MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO DISSOLVE THE PERSONNEL AND FINANCE COMMITTEES WHICH WERE CREATED OCTOBER 2, 2023. SECONDED BY LAUTNER.**

Discussion – none.

**AYES – 5 (Rexroat, Ross, Wessell, Lautner, O'Rourke)**

**NO – 0**

**ABSENT – 1 (Allgaier)**

**RECOMMENDATION PASSES.**

Administration – Extend Interim Administrator Contract and Delay/Redefine Administrator Search Process and Timeline:

Chairman Wessell explained the Agenda Item and requested if the Board would consider at this time to extend the contract between Interim Administrator Richard Lewis to the early part of next year. He stated he would like to see the next board having the responsibility of hiring the next County Administrator or County Administrator/CFO.

Commissioner Rexroat stated he agrees with taking option two (2) as presented.

**MOTION BY REXROAT RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO DEFER TO THE COUNTY BOARD OF COMMISSIONERS TAKING OFFICE IN 2025 TO UNDERTAKE THE PROCESS OF HIRING THE NEXT COUNTY ADMINISTRATOR. THE AGREEMENT**

WITH MICHIGAN LEADERSHIP INSTITUTE WOULD CONCLUDE AND THE BALANCE OF THE AGREEMENT BE PAID. ONCE THE NOVEMBER 2024 COUNTY OFFICES ELECTION RESULTS ARE CERTIFIED, INTERIM COUNTY ADMINISTRATOR MEETS WITH THE NEW COMMISSIONERS-ELECTED AND RETURNING COMMISSION MEMBERS TO DISCUSS PROCESS WITH THE FIRST STOP BEING INTEREST AS TO SELECTED A SEARCH FIRM – REQUEST PROPOSALS OR USE MICHIGAN LEADERSHIP INSTITUTE. SEARCH FIRM INTERVIEWS/AGREEMENTS WOULD BE UNDERTAKEN IN JANUARY 2025. SECONDED BY O'ROURKE.  
Discussion ensued.

Commissioner Rexroat withdrew the motion with support from Commissioner O'Rourke.

**MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO MOVE FORWARD WITH NEGOTIATING AN EXTENSION OF THE CURRENT CONTRACT WITH INTERIM COUNTY ADMINISTRATOR RICHARD LEWIS UNTIL MAY OF 2025. SECONDED BY LAUTNER.**

Discussion – Interim Administrator Lewis clarified the timeframe would be until May of 2025 or less if an individual is hired and in place before that.

Commissioner O'Rourke said he agrees with Lewis that the decision should be handled by the next seated board since they will be working with the individual for four (4) years with the Commissioner terms changing. He stated he hopes this Board will narrow down the position to just a County Administrator and drop the Chief Financial Officer (CFO) portion.

Chairman Wessell stated there is consensus by the Board to hold a special meeting and move forward with discussion or action in regards to the County Administrator/CFO job description.

**AYES – 5 (Rexroat, Ross, Wessell, Lautner, O'Rourke)**

**NO – 0**

**ABSENT – 1 (Allgaier)**

**RECOMMENDATION PASSES.**

Administration – 6 Month Goals – Audit Recommendations (Correction) Handout:

Not discussed.

Administration – 6 Month Goals – Facilities Director Job Description:

Interim Administrator Richard Lewis explained the Agenda Item and Commissioner discussion ensued.

**Chairman Wessell stated Agenda Item – Administration - Facilities Director Job Description to be moved to a special meeting agenda the last week in August.**

Administration – 6 Month Goals – Human Resources Position:

Interim Administrator Richard Lewis stated that as he has gone through the interview process and has talked with four (4) different people. he is finding that the title for the position of Human Resources Director does not fit the job description that was created for the position. He said he researched the title of Director and it is supposed to be an individual who is "directing" a separate department all on its own, which is not what you have in mind. Lewis continued it is also supposed to be someone that has two or three people in their department for staff that may be handling day to day stuff, which is not what we have here. He commented what the County does have is an individual that is supposed to handle all the day to day stuff of Human Resources, which is more of a generalist or specialist if the position is going to stay under the



direction of the County Administrator. He said he thinks the real issue here is there needs to be a title change from Human Resources Director to something else because it implies as director it is to be a higher level than what you have in the job description and pay scale. Lewis stated he can keep the Human Resources Director position title, but the job structure and pay scale would need to be changed to reflect that. He reiterated the job description is day-to-day stuff and is expected to be done day-to-day by someone. Lewis commented he can bring someone in to do that but that when you are looking for someone to come in and help write policies, that is not what this job is when he looks at the job description because this job is more about advertising open positions, setting up interviews, and doing the day-to-day things. He said the pay scale is accurate for a generalist or specialist, but it is the title that is beating the heck out of him because he has people wanting to come and wanting to run a department with expectations that are at the director level but they are a staff of one (1). Lewis stated he would like the Board to make a decision on what it is that you are expecting from the position?

Commissioner Rexroat said he agrees with the analysis being brought to the Board by Lewis and agrees the position would be a specialist with a direct report to the County Administrator.

Interim Administrator Lewis commented that unless there is something else intended for the position, he feels it is just the wrong title.

Commissioner Rexroat stated it sounds like we have someone who will handle the day-to-day.

Interim Administrator Lewis agreed with Commissioner Rexroat and added that we need someone who the employees can feel comfortable having a confidential conversation with.

Commissioner Lautner stated that up until a couple years ago the County Clerk and her staff handled the majority of Human Resources functions, especially the day-to-day.

Interim Administrator agreed with Commissioner Lautner.

Commissioner Lautner continued that Human Resource functions under the County Clerk, to her knowledge, were handled without error. She said since the switch the County has experienced error, after error, after error, false starts and etc., so she would really like to look at do we want to continue the separation under Administration or does the Board want to consider asking the Clerk and her staff if they would take that back?

Interim Administrator Lewis replied that he asked the Board that question last month and he was given direction to continue forward. Commissioner Lautner explained she knew Lewis threw it out for discussion last month, but that the Board also thought they could hire an HR Director. Lewis replied that he can hire somebody as a specialist and they will do the job.

Commissioner Lautner commented she is concerned about if we have had employees trying to retire that the benefits have been messed up or they have had to work a month longer than they anticipated because someone didn't handle it correctly. She stated she wants to make sure that the Board is making the right decision and knows that Lewis is doing exactly what is asked of him but maybe there needs to be a deep dive within the Board and make sure the Board does this correctly.

Commissioner Ross stated she does think there was a deep dive by doing the Employee Climate Survey and said we definitely heard from employees that they wanted this position to be separate and separate from the Clerk's Office. She said she doesn't think going back to the Clerk's Office is an option because the vast majority of employees would not be happy with that. Ross stated she is sorry if there have been some errors made but, you know, hopefully we will find the right person to fill this specialist position. Ross asked Lewis if any of the four people he spoke with wouldn't be candidates for this position if changed to a specialist? Lewis replied that one of them could be, but the other candidates are used to working at a much higher level and are not interested in the day-to-day.

Commissioner Rexroat asked Lewis if the job title for the position is attracting the wrong applicants and Lewis replied that, yes, that is his opinion as well as other employees he spoke with here at the County all believe the title should be changed.

Interim Administrator Lewis said the job description is fine for what we want the position to do.

Commissioner Lautner asked Lewis if he would like the title changed to specialist, and Lewis replied more than likely, or he can try to come up with a fancier title.

Commissioner Ross asked Lewis if most counties use the title specialist and Lewis replied that like a county the size of Grand Traverse County, who is more complex, will have a whole department and dedicated staff. Lewis continued that instead of having to hire somebody that one person said the salary wage for a directorship is much too low, and that could be what started his thinking that maybe we have the wrong title, especially since he looked up the definition of director, which is not what we have here.

Commissioner Rexroat said he hasn't heard anything against the idea of changing the job title other than what Commissioner Lautner brought up. He agrees that the title of director does seem like it is more of a position of a specialist and if Lewis can find a word that works it is fine with him. Rexroat stated he has not heard that the Board is looking to move in a different direction other than the title change and Lewis should move forward.

Chairman Wessell said he agrees with Commissioner Rexroat and he likes the idea that the County Administrator has the ultimate responsibility for Human Resources, and has a specialist or some appropriate titled individual doing the work, which is the direction the Board wants.

**MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONER TO ALLOW INTERIM ADMINISTRATOR RICHARD LEWIS TO REDRAFT THE JOB TITLE OF THE HUMAN RESOURCES POSITION, WHICH IS A DIRECT REPORT TO THE COUNTY ADMINISTRATOR, AND REPORT BACK AT THE REGULAR SESSION MEETING ON TUESDAY AUGUST 20, 2024. SECONDED BY ROSS.**

Discussion – none.

**AYES – 5 (Rexroat, Ross, Wessell, Lautner, O'Rourke)**

**NO – 0            ABSENT – 1 (Allgaier)**

**RECOMMENDATION PASSES.**

Review Of Financials:

Interim Finance Director Hartesvelt was present.

Special Reports by Staff, Commissioners, and Affiliated Agencies:

None.

Public Comment:

The following individuals spoke in person: Steve Mikowski, Allan Campbell, and Bill Wiesner.

The written comments can be found at the following link:

<https://www.leelanau.gov/meetingdetails.asp?MAId=2764#handouts>

Commissioner Comment:

- Commissioner Rexroat stated he agrees with Interim Administrator Lewis that the next County Administrator should be chosen by the next board.
- Commissioner Lautner said she does not disagree with Commissioner Rexroat; however; the process has to be different. She continued that there will need to be public meetings and that nobody should be meeting to make a decision other than what is discussed in front of the public ahead of January 1, 2025.

Interim Administrator Lewis responded to Commissioner Lautner that everything will be handled publicly but he would like a general direction which way the Board would like to go prior to the Organizational meeting in January of 2025. He said after the November election he would prefer that the Board prepare for January.

- Chairman Wessell stated that at the special meeting in August the Clerk's Office could extend an invitation to the Board of Commission candidates to give their opinions during public comment for finding an Administrator or Administrator/CFO.
- Commissioner Lautner reminded Lewis, and the other members of the Board, that the current Board is the only body that can make decisions prior to January 1, 2025.

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 \$532,397.17. SECONDED BY REXROAT/O'ROURKE.**

Discussion – none.

**AYES – 5 (Lautner, O'Rourke, Rexroat, Ross, Wessell)**

**NO – 0            ABSENT – 1 (Allgaier)**

**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 \$1,934,214.60. SECONDED BY O’ROURKE.**

Discussion – none.

**AYES – 5 (Lautner, O’Rourke, Rexroat, Ross, Wessell)**

**NO – 0            ABSENT – 1 (Allgaier)**

**RECOMMENDATION PASSES.**

Adjournment:

Chairman Wessell adjourned the meeting at 12:14 P.M.

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Ty Wessell, Chairman  
Leelanau County Board of Commissioners

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Jennifer L. Zywicki, Chief Deputy Clerk for  
Michelle L. Crocker, Leelanau County Clerk