

**Leelanau County Board of Commissioners**  
**Executive Board Session – Tuesday, December 5, 2023**  
*Approved Minutes 12/12/2023*

*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=2607#video>

Meeting called to order by Chairman Ty Wessell at 9:00 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	Jamie Kramer	PRESENT
	#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:

Commissioner Allgaier requested to add a late item for a Michigan Public Service Commission (MPSC) grant opportunity for the Energy Task Force.

Commissioner Kramer requested to add a late agenda item for a Letter of Support for the Bay Area Transportation Authority (BATA).

Chairman Wessell stated the late Agenda Item MPSC Grant will be added as Agenda Item #14 and the late Agenda Item Letter of Support for BATA be added as Agenda Item #15.

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

Discussion – none.

**AYES – 7 (Ross, Wessell, Allgaier, Kramer, Lautner, O'Rourke, Rexroat)**

**NO – 0**

**MOTION CARRIED.**

Communications, Proclamations, Presentations –

Administrator Update:

► Administrator Allen gave a report to the Board of Commissioners.

Substance Misuse Coalition Update:

LIFT Executive Director Rebekah TenBrink and LIFT Associate Director Audrey Sharp were present together along with Ruth Schwendinger of Prevention Network of Michigan who was present via Zoom.

Schwendinger thanked the Board for their support and Sharp gave the Board a certificate of appreciation.

The presentation can be found at the following link: (pages 2-4)  
[https://www.leelanau.gov/downloads/12052023\\_executive\\_board\\_packet\\_opt.pdf](https://www.leelanau.gov/downloads/12052023_executive_board_packet_opt.pdf)

TenBrink, Sharp, and Schwendinger answered questions from Commissioners and were thanked for all their hard work and dedication to the citizens of Leelanau County.

Public Comment:  
None.

Commissioner Comments:

- Chairman Wessell announced the staff holiday party is Friday, December 15, 2023, and typically the Board of Commissioners purchase the meat tray. He reminded the Commissioners to give the County Administrator or Executive Assistant Laurel Evans their contribution to cover the costs.

Action Items:

FY2024 Michigan Municipal Risk Management Authority (MMRMA) Contract Renewal:  
MMRMA Risk Manager Matt Coulson, MBA, was present and gave a brief update in regards to the contract renewal for FY2024 and types of programs offered from MMRMA.

**MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO WAIVE ITS POLICY ON BID REQUIREMENTS AND TO APPROVE THE 2024 RENEWAL FOR PROPERTY AND CASUALTY INSURANCE BETWEEN LEELANAU COUNTY AND THE MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY (MMRMA), IN THE AMOUNT OF \$249,058.00; FUNDS TO COME FROM #101.830.865.954.000. SECONDED BY KRAMER.**

Discussion – Commissioner Ross asked Interim Finance Director Cathy Hartesvelt why the budgeted total is less than the amount of the contract renewal and Hartesvelt replied that at the time putting together the budget, the Board was unaware of any increase. An amendment will be made in FY2024 so the budget reflects the correct contracted amount.

**AYES – 7 (Rexroat, Ross, Wessell, Allgaier, Kramer, Lautner, O'Rourke)**

**NO – 0**

**RECOMMENDATION PASSES.**

Leelanau County Substance Misuse Coalition – Transfer of Fiduciary Responsibility to Catholic Human Services:

Leelanau County Family Coordinating Council Coordinator Sharon Vreeland and LIFT Associate Director Audrey Sharp were present for the Agenda Item. Vreeland and Sharp answered questions from Commissioners regarding the rebranding of the Misuse Coalition and how the transfer will work to benefit both the County and Leelanau County Family Coordinating Council (LCFCC).

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE TERMINATING THE EXISTING GRANT FROM PREVENTION NETWORK PURSUANT TO RECEIPT OF AN ACCEPTABLE TERMINATION LETTER RESCINDING THE GRANT CONTRACT AND RELEASING LEELANAU COUNTY FROM THE RESPONSIBILITY OF ANY FURTHER REPORTING. SECONDED BY O'ROURKE.**

Discussion – none.

**AYES – 7 (Allgaier, Kramer, Lautner, O'Rourke, Rexroat, Ross, Wessell)**  
**NO – 0** **RECOMMENDATION PASSES.**

LCFCC Coordinator Vreeland stated the second part of the request is to help facilitate and get moving on changing the branding and utilizing the grant. Vreeland explained the partnership with Catholic Human Services and the LCFCC and answered questions from Commissioners.

**MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE DISTRIBUTION OF A REQUEST FOR PROPOSALS TO PROVIDE BRANDING AND PREVENTION MESSAGING SERVICES TO THE COALITION USING PREVENTION NETWORK GRANT FUNDS. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 7 (Rexroat, Ross, Wessell, Allgaier, Kramer, Lautner, O'Rourke)**  
**NO – 0** **RECOMMENDATION PASSES.**

Sheriff's Office – FY2024 LCSO K9 Golf Outing Fundraiser:

LT. Todd Roush was present for the Agenda Item.

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE AND ALLOW THE LEELANAU COUNTY SHERIFF'S OFFICE TO HOLD A CHARITY GOLF OUTING IN 2024 TO BENEFIT AND MAINTAIN THE K-9 PROGRAM. SECONDED BY ROSS.**

Discussion – LT. Roush added that the golf outing will be on June 7, 2024, and will be held at Manitou Passage Golf Club.

**AYES – 7 (Allgaier, Kramer, Lautner, O'Rourke, Rexroat, Ross, Wessell)**  
**NO – 0** **RECOMMENDATION PASSES.**

Human Resources – FY 2024 Blue Cross/Blue Shield Renewal – Contract Renewal:

HR Director Darcy Weaver and C&M Insurance Health/Employee Benefits Agent Lew Wolters were present for the Agenda Item. Weaver thanked Wolters for being a crucial part of the yearly employee benefit meetings.

**MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO WAIVE BID POLICY AND APPROVE THE CONTRACT RENEWAL WITH BLUE CROSS/BLUE SHIELD OF MICHIGAN FOR 2024. FUNDS TO COME FROM THE INSURANCE FUND #677. SECONDED BY REXROAT.**

Discussion – none.

**AYES – 7 (Lautner, O'Rourke, Rexroat, Ross, Wessell, Allgaier, Kramer)**  
**NO – 0** **RECOMMENDATION PASSES.**

Human Resources – FY 2024 Blue Cross/Blue Shield Administration Fee:

HR Director Darcy Weaver and C&M Insurance Health/Employee Benefits Agent Lew Wolters were present for the Agenda Item. Wolters explained the request is to increase the monthly agent fee by \$125.00 to bring the total fee from \$4,170.00 to \$4,295.00.

**MOTION BY ROSS TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE AN INCREASE FROM \$4,170.00 TO \$4,295.00 AS THE MONTHLY FEE TO C&M INSURANCE FOR THE ADMINISTRATION OF THE COUNTY'S BLUE CROSS/BLUE SHIELD HEALTHCARE PLAN. THIS IS A TOTAL INCREASE OF**

**\$125.00 PER MONTH. FUNDS TO COME FROM THE INSURANCE FUND  
#677.000.000.718.104. SECONDED BY O'ROURKE.**

Discussion – none.

**AYES – 7 (Ross, Wessell, Allgaier, Kramer, Lautner, O'Rourke, Rexroat)**

**NO – 0**

**RECOMMENDATION PASSES.**

Probate/Family Court – Ottawa County Juvenile Detention Bed Rental Agreement:

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE OTTAWA COUNTY JUVENILE DETENTION CENTER BED RENTAL AGREEMENT BETWEEN LEELANAU COUNTY, THE 13<sup>TH</sup> JUDICIAL CIRCUIT COURT, AND OTTAWA COUNTY, THE 20<sup>TH</sup> JUDICIAL CIRCUIT COURT, AND THE OTTAWA COUNTY JUVENILE DETENTION CENTER, AS PRESENTED, PENDING COUNSEL REVIEW AND APPROVAL. SECONDED BY KRAMER.**

Discussion – Commissioner Allgaier stated the grant to establish a facility for local beds was not granted.

**AYES – 7 (Allgaier, Kramer, Lautner, O'Rourke, Rexroat, Ross, Wessell)**

**NO – 0**

**RECOMMENDATION PASSES.**

Drain Commissioner – Proposed Contract Renewal, GEI Consultants, Inc.:

Drain Commissioner Steve Christensen was present for the Agenda Item. Christensen stated this contract renewal is for general services when he needs them and answered questions from Commissioners regarding fees and if other consultants can be used for this type of work.

Christensen clarified this contract is for \$10,000.00 and is budgeted within the FY2024 budget under contractual services.

Commissioner Lautner stated these are antiquated laws and she would like to see the County go out for bids for these services.

**MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO REQUEST BIDS FOR CONSULTING SERVICES FOR LEELANAU COUNTY. SECONDED BY O'ROURKE.**

Discussion – Christensen stated he views the work that has been done by GEI Consultants has been fair and they are not running around trying to find new drainage districts, but they do have to respond when citizens have concerns.

Commissioner Rexroat said he is uncomfortable with the current motion and now that he has spent a few moments thinking about it, he would like to wait.

Commissioner Kramer stated this is not easy this close to the timeline and could make this more difficult.

Christensen agreed.

Commissioner Ross stated she totally gets it and to look at the timing for next year. When a contract is due on January 1<sup>st</sup> it would be difficult to send out RFP's and have something in place by then. She suggested to make a note on the calendar and review next year in a timelier fashion.

Commissioner Lautner said she still has a concern that one consulting firm is solely being used.

Commissioner Rexroat asked Commissioner Lautner if she would consider moving it forward as he would like to understand this more.

Commissioner Lautner withdrew her motion and it was agreed to by the Commissioner O'Rourke who was the second.

**MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO MOVE FORWARD THE AGENDA ITEM – DRAIN COMMISSIONER – PROPOSED CONTRACT RENEWAL, GEI CONSULTANTS, INC. TO THE REGULAR SESSION. SECONDED BY O'ROURKE.**

**AYES - 7 (Rexroat, Ross, Wessell, Allgaier, Kramer, Lautner, O'Rourke)**

**NO – 0**

**RECOMMENDATION PASSES.**

Senior Services – Acceptance of Donation:

Senior Services Director Lena Vander Meulen was present for the Agenda Item.

**MOTION BY ROSS TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO ALLOW LEELANAU COUNTY SENIOR SERVICES TO ACCEPT A CONTRIBUTION FROM THE AREA AGENCY OF AGING OF NORTHWEST MICHIGAN FOR PROVIDING SENIORS WITH MIPPA (MEDICARE IMPROVEMENTS FOR PATIENTS AND PROVIDES ACT) BENEFICIARY OUTREACH ASSISTANCE TOTALING \$680.00 AND PLACED INTO LEELANAU COUNTY SENIOR SERVICES' CONTRIBUTIONS FROM OTHER AGENCY ACCOUNT #281.000.000.677.000. SECONDED BY REXROAT.**

Discussion – none.

**AYES – 7 (Ross, Wessell, Allgaier, Kramer, Lautner, O'Rourke, Rexroat)**

**NO – 0**

**RECOMMENDATION PASSES.**

Clerk – Software Purchase, Fidlar Technologies:

County Clerk Michelle L. Crocker was present for the Agenda Item. Crocker explained that she requested two quotes regarding this specific Vital Records software and that IT Technician Liana Wilson has reviewed the software and was part of the demonstrations. She said the software will work to catalog Leelanau County's vital records such as births, deaths, marriages and DBA's. Crocker stated her recommendation is to go with Fidlar Technologies for a price of \$16,900.00 because the current software being used in the office is Microsoft Access.

Administrator Allen said she wanted to mention the Board absolutely has the opportunity to relinquish its Board rules or budget rules but this would be one of those items according to number three that would require three bids since it is over the \$10,000.00, but you certainly have the ability to waive that.

Commissioner Ross asked if Clerk Crocker got a third bid?

Clerk Crocker stated she would be happy to get a third bid but it is a very small mom and dad operation that you aren't going to go with even if the price is low so we went with quotes. She continued that she could get a third quote but is not inclined to go out for bids as she isn't even sure as how to prepare the specific bid specs for this software. Crocker said in 2020 that then IT Director Ron Plamondon reviewed the software and now so has IT Technician Liana Wilson. She

said for the third company that she personally would like, but her staff isn't going to think it is current enough. She commented it is the old black and green screen, which is DOS based and she prefers, but from the County's perspective it's what you want to spend money on and she is happy to ask them for a price if you think it is needed. Crocker said she would hate to have them go to all that trouble and it won't be what gets recommended.

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE/AUTHORIZE COUNTY CLERK MICHELLE L. CROCKER TO ENTER INTO AN AGREEMENT WITH FIDLAR TECHNOLOGIES FOR APEX VITAL STATISTICS SOFTWARE IN AN AMOUNT NOT TO EXCEED \$16,900.00. FUNDS TO COME FROM 101.425.215.970.000. SECONDED BY REXROAT.**

Discussion – Commissioner Allgaier said she has been doing some genealogy work and recently got some stuff through Fidar from Montcalm County. Commissioner Rexroat asked Crocker if with Fidar that is the total price and there isn't an additional fee for imaging and Crocker replied that Fidar will be showing the staff how to do that function internally.

**AYES – 7 (Allgaier, Kramer, Lautner, O'Rourke, Rexroat, Ross, Wessell)**

**NO – 0**

**RECOMMENDATION PASSES.**

Clerk – Equipment Purchase, ElectionSource – Discussion Only:

County Clerk Michelle L. Crocker was present and informed the Board that there will not need to be an equipment purchase. She further explained that she did receive an email from the State of Michigan confirming that the Early Voting Election Grant funding was approved for the County and requested to update the Board on the information she received at conference last week under Special Reports later on the agenda.

Chairman Wessell called for a break at 10:33 a.m. and called the meeting order at 10:45 a.m.

Boards and Commissions Appointments – Committee of the Whole Recommendations:

Executive Assistant Laurel Evans was present for the Agenda Item and explained the changes made from the Committee of the Whole meeting.

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVAL OF NOVEMBER 28, 2023, COMMITTEE OF THE WHOLE RECOMMENDATIONS FOR THE VARIOUS BOARDS AND COMMISSIONS, AS PRESENTED FOR FY2024. SECONDED BY REXROAT.**

Commissioner Lautner requested division of the motion for the fifth appointment to the Solid Waste Council.

Bay Area Transportation Authority:

**TO REAPPOINT JOHN SOMMAVILLA FOR A THREE-YEAR TERM EXPIRING DECEMBER 31, 2026.**

Benzie/Leelanau District Environmental Health Board of Appeals:

**TO APPOINT BUD WELCH FOR A TWO-YEAR TERM EXPIRING DECEMBER 31, 2025.**

Brownfield Redevelopment Authority:

**TO REAPPOINT JOHN ARENS, THRASSOS EFTAXIADIS, AND RICHARD FOSTER FOR THREE-YEAR TERMS EXPIRING DECEMBER 31, 2026.**

Land Bank Fast Track Authority:

**TO REAPPOINT RICHARD ISPHORDING FOR A THREE-YEAR TERM EXPIRING DECEMBER 31, 2026.**

Michigan Department of Health & Human Services:

**TO REAPPOINT SUSAN CHAPMAN FOR A THREE-YEAR TERM EXPIRING DECEMBER 31, 2026.**

Northern Michigan Regional Entity Substance Use Disorder Services Policy Oversight Board:

**TO APPOINT ALISON ZIMPFER FOR A THREE-YEAR TERM EXPIRING DECEMBER 31, 2026.**

Northwest Regional Airport Authority Board:

**TO REAPPOINT STEVE PLAMONDON FOR A THREE-YEAR TERM EXPIRING DECEMBER 31, 2026.**

Parks and Recreation Commission:

**TO REAPPOINT JOHN ARENS FOR A THREE-YEAR TERM EXPIRING DECEMBER 31, 2026.**

Planning Commission:

**TO REAPPOINT CRAIG BROWN, TRANSPORTATION CATEGORY; TO REAPPOINT ROBERT MILLER, ECONOMIC DEVELOPMENT CATEGORY, FOR THREE-YEAR TERMS EXPIRING DECEMBER 31, 2026.**

**TO APPOINT FRANCIS CRIQUI, EDUCATION CATEGORY, FOR A THREE-YEAR TERM EXPIRING DECEMBER 31, 2026.**

Soil Erosion, Sedimentation, and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC):

**TO REAPPOINT TRICIA DENTON FOR A THREE-YEAR TERM EXPIRING DECEMBER 31, 2026.**

Solid Waste Council:

**TO REAPPOINT MARK BEVELHYMER, JOHN FLETCHER, TOM MACDONALD AND JAMES PLAMER FOR TWO-YEAR TERMS EXPIRING DECEMBER 31, 2025.**

Discussion – Chairman Wessell recapped that everything that came from Committee of The Whole except for the fifth opening for the Solid Waste Council will be voted with this motion.

**AYES – 7 (Allgaier, Kramer, Lautner, O'Rourke, Rexroat, Ross, Wessell)**

**NO – 0**

**RECOMMENDATION PASSES.**

**MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSINERS TO APPOINT KEITH BEDUHN TO THE SOLID WASTE COUNCIL TO A TWO-YEAR TERM EXPIRING DECEMBER 31, 2025. SECONDED BY REXROAT.**

Discussion – Commissioner Lautner stated that last week there was this discussion. She said that there was a misunderstanding of the title of Solid Waste with Keith Beduhn and that even though on his application Solid Waste was not checked that she has spoken to him and he is interested.

Lautner continued that Mr. Beduhn has never served on a Board or Commission and per the Board's practice a new person should be selected over an applicant that has served before and for many years.

Commissioner Allgaier stated that the reason she did not support that is Harris is the only one from the westside of the County and so we need to be represented as well, we have recycling sites. She said that Harris got her application in on time as was asked so she doesn't see how can we say sorry about your luck and then she would have nobody from her side of the County so that is why she supports Harris, who was not recently on the council.

Commissioner Ross stated that as a member of the Solid Waste Council she is not familiar with the gentleman and she has not seen him at meetings. She said she would hesitate a little bit without personally having him come to the Board and saying yes this is where I want to serve my County where Harris has gone through the process correctly so she thinks that should carry a lot of weight.

Commissioner Rexroat stated he seconded the motion so that he could hear the discussion.

**AYES – 1 (Lautner)**

**NO – 6 (Allgaier, Kramer, O'Rourke, Rexroat, Ross, Wessell)**

**RECOMMENDATION FAILED.**

**MOTION BY ROSS TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPOINT MARSHA HARRIS TO THE SOLID WASTE COUNCIL TO A TWO-YEAR TERM EXPIRING DECEMBER 31, 2025. SECONDED BY O'ROURKE.**

Discussion – Commissioner Lautner stated she is very disappointed in this decision because it isn't because Harris did not serve well when she was on Solid Waste but this is recycling and that she hopes it can be reconsidered for Tuesday night. She said this is a great opportunity to allow someone new to serve on the board and has expressed interest publicly on serving on the board and if you are going to use the rule that the application wasn't timely then you will have to follow that with everyone. Lautner commented that we have waived that in the past when an applicant came forward and for whatever reason couldn't make the hard deadline. She said she thinks that is a sad thing to do the general public who is expressing a desire to serve and has not had that yet had that opportunity.

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

**NO – 1 (Lautner)**

**RECOMMENDATION PASSES.**

Boards and Commissions Construction Board of Appeals:

Executive Assistant Laurel Evans was present for the Agenda Item and stated that Building Safety Director Amber Weber is recommending the appointment of Stephen Hoskins.

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPOINT STEPHEN HOSKINS TO THE CONSTRUCTION BOARD OF APPEALS TO A FIVE-YEAR TERM EXPIRING DECEMBER 31, 2028. SECONDED BY ROSS.**

Discussion – Commissioner Lautner asked if Weber has verified Hoskins credentials and Weber confirmed that she had.

**AYES – 7 (Allgaier, Kramer, Lautner, O'Rourke, Rexroat, Ross, Wessell)**

**NO – 0**

**RECOMMENDATION PASSES.**



Commissioner Lautner requested that if two more spots are available on the Construction Board of Appeals then perhaps Harry Steffens who has a construction background could be appointed.

Executive Assistant Evans stated that Weber did request to increase the membership and Chairman Wessell stated that since this motion will be moved to the Regular Session if another appointment needs to be made it could be done at that time. Wessell requested that Weber meet with Steffens to make sure he is qualified to fill one of the available slots.

Boards and Commissions Northern Lakes Community Mental Health Authority:

Chairman Wessell stated that at the Committee of the Whole meeting he stated the appointment wasn't until March of 2024 and that was incorrect. He said that Greg McMorrow currently the appointment and McMorrow would like to stay on the Authority, which is Wessell's recommendation.

**MOTION BY ROSS TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO REAPPOINT GREG MCMORROW TO A THREE-YEAR TERM EXPIRING MARCH 31, 2027. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 7 (Ross, Wessell, Allgaier, Kramer, Lautner, O'Rourke, Rexroat)**

**NO – 0**

**RECOMMENDATION PASSES.**

Building Safety Director Amber Weber was called back into the meeting to clarify if Harry Steffens could be appointed today and Weber stated that she needed to meet with Steffens first because she has a couple questions that need to be answered.

Chairman Wessell called for a motion to move the appointment of Harry Steffens to the Regular Session.

**MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO MOVE FORWARD THE APPOINTMENT OF HARRY STEFFENS TO THE CONSTRUCTION BOARD OF APPEALS TO THE REGULAR SESSION. SECONDED BY ALLGAIER/REXROAT.**

Discussion – none.

**Ayes – 7 (Lautner, O'Rourke, Rexroat, Ross, Wessell, Allgaier, Kramer)**

**NO - 0**

**RECOMMENDATION PASSES.**

Finance Department – Year-End Adjustments:

Interim Finance Director Cathy Hartesvelt was present for the Agenda Item.

**MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE/AUTHORIZE THE INTERIM FINANCE DIRECTOR TO MAKE ANY YEAR-END ADJUSTMENTS AND TRANSFERS DEEMED NECESSARY TO AVOID YEAR-END DEFICITS IN THE VARIOUS DEPARTMENT BUDGETS WITHIN THE GENERAL FUND. NO TRANSFERS/ADJUSTMENTS TO GO BEYOND FUNDS IN CONTINGENCY. ALL TRANSFERS/ADJUSTMENTS REQUIRE THE SIGNATURE OF THE INTERIM FINANCE DIRECTOR. SECONDED BY REXROAT.**

Discussion – Hartesvelt answered questions from Commissioners regarding contingency.

**AYES – 7 (Lautner, O'Rourke, Rexroat, Ross, Wessell, Allgaier, Kramer)**

**NO – 0**

**RECOMMENDATION PASSES.**

Finance Department – End-of-Year Special Session Request:

Interim Finance Director Cathy Hartesvelt was present for the Agenda Item.

**MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO SCHEDULE A SPECIAL SESSION ON FRIDAY, DECEMBER 29, 2023, AT 9:30 A.M. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 7 (Rexroat, Ross, Wessell, Allgaier, Kramer, Lautner, O'Rourke)**

**No – 0**

**RECOMMENDATION PASSES.**

Finance Committee Recommendations:

Commissioner Rexroat gave an update on the recommendations that came from the Finance Committee meeting on Monday, December 4, 2023.

**MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO CONTINUE THE STIPEND AT 10 HOURS A WEEK FOR THE CHIEF DEPUTY CLERK AND 10 HOURS A WEEK FOR THE COUNTY CLERK THROUGH APRIL 30, 2024. SECONDED BY REXROAT.**

Discussion - Commissioner Ross asked why there is a need for two stipends and is this a time to do some compromising?

Commissioner Allgaier said she doesn't think we should cripple something that is not walking yet.

Commissioner Ross stated that no one has answered her question. She continued that she wants to know why it has to be two stipends and why are we not trying to whittle down the support.

Interim Finance Director Hartesvelt said that in her personal opinion about needing the two positions will be assisting through audit, there is an abundance of work to do, and we are in the same situation as last year. The Finance Department will be moving from year-end and transitioning into FY2024 and she will need the extra oversight and review to make sure the records are accurate. She stated they also have duties within their own offices that have to be set aside to assist and so they may work in tandem or trade and take on an area of specialty. Hartesvelt said she personally doesn't want to speak for the Clerk, but she thinks this not negotiable.

Commissioner Allgaier stated the audit is coming up.

Commissioner Kramer said she thinks it is either naive or stupidity that we are going to go ahead and hire all of this other staff and then yet think we don't have to provide stipends for the staff that are helping assist in this process right now. She stated it is super naive and she doesn't understand why we would think that is even a possible solution right now.

Interim Finance Director Hartesvelt said that once the second account clerk gets hired it will still be challenging for her to train that individual because we want them to have good footing.

Clerk Crocker said the stipends are based on 10 hours a week at \$25.00 an hour. Moving into 2024 that amount will be less than the amount you will be paying the current account clerk's hourly wage. She stated that the combined experience, the bang you are getting for the buck far exceeds 10 hours and because we put in mega hours. Crocker said we have listened to this quality of work life that you have expressed as a Board extensively for the prior Finance Director. You are getting a very good bang for your buck for us to step in and get you off this Titanic, because we are past moving chairs on the deck and we are coming into an extremely busy year and to be even more direct as Hartesvelt has said, this is not negotiable.

Commissioner Rexroat said he just wanted to add briefly that in his discussions with everyone involved here is that all parties are committed to move forward and getting this where it needs to be along with helping to getting it done. He stated he doesn't sense anyone not being a part of that process and we are just trying to do it in a more orderly, respectful fashion. He continued that he doesn't think that there is anyone here who wants to see a stipend spent when it is not needed to be spent and that doesn't want to have the adequate resources to get things done in the meantime. This is a difficult position for all of us, but he thinks we are trying to do the right thing in a respectful and cooperative manner. He fully believes from his discussions with everyone that at a moment when there is an idea the stipend should end two months from now and the right people are hired that he hopes we can come and ask if the help is still needed or not needed. He thinks the spirit is there of that, which he has been very clear with his discussions.

Clerk Crocker stated that we are physically hands on doing the work between now and the end of April.

Chairman Wessell said he got home from the Finance Committee meeting yesterday and sent Hartesvelt a note. He commented that he felt better about where we were yesterday after the meeting with the details that were provided he felt in a long time. His objections to the stipends are not because he doesn't believe they aren't working hard, but it is implications across the board for the staff and whether we want to admit it or not, it does raise issues. He thinks that in the future if we need work done, then we need to hire it done and we need to staff accordingly but he thinks this is a unique situation and we need everyone on board and that is what the recommendation does.

Commissioner O'Rourke said it seems like Zywicki and Crocker really aren't enjoying this very much. He agrees with Commissioner Rexroat about all hands-on deck to get this going but he just feels bad sometimes that he knows Hartesvelt is coming in and then leaving the courthouse after a twelve-hour day, which needs to be corrected no matter how we do it.

Hartesvelt said hiring the second account clerk will help tremendously.

Commissioner Allgaier said she just wants to say thank you to this crew for getting us through as we keep falling and stumbling over the last two and half years. They have pulled us through and gotten us through audits.

Chairman Wessell also said thank you.

**AYES – 7 (Lautner, O'Rourke, Rexroat, Ross, Wessell, Allgaier, Kramer)**  
**NO – 0** **RECOMMENDATION PASSES.**

**MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO AMEND THE FISCAL YEAR 2024 BUDGET GENERAL APPROPRIATIONS ACT RESOLUTION AND THE FISCAL YEAR 2024 BUDGET RULES RESOLUTION THAT WERE PREVIOUSLY APPROVED ON NOVEMBER 21, 2023, AS PRESENTED. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 7 (Lautner, O'Rourke, Rexroat, Ross, Wessell, Allgaier, Kramer)**  
**NO – 0** **RECOMMENDATION PASSES.**

**MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS THAT THE INTERVIEW COMMITTEE FOR THE ACCOUNT CLERK POSITION CONSISTING OF THE INTERIM FINANCE DIRECTOR, HR, COMMISSIONER TY WESSELL AND CHIEF DEPUTY CLERK JENNIFER ZYWICKI. SECONDED BY REXROAT/ALLGAIER.**

Discussion – Commissioner Lautner stated there was general expressed interest in the hiring process and she was asked to sit in on the Planning Director replacement, but is this kind of different. She continued that she gets sitting in on a new director as that position reports to the County Administrator but should we follow that same process for an account clerk? She stated that we really need to get set in our minds who is hiring and who doesn't, along with who interviews for who the committees will be and how should that all be setup. Lautner commented that she left the courthouse and isn't sure how this all works. She said if we are looking at a new Executive Assistant and who will do that interview and will it be just the County Administrator and HR or will there be a committee brought in to help.

Commissioner Allgaier asked if that is a whole different issue?

Commissioner Rexroat stated he was wondering the same thing.

Commissioner Lautner said quite possibly, but yet here we are saying go ahead and hire but we are going to be part of that. Does the Department Head have that ability just to hire or is there more because she is interested in hearing more.

Administrator Allen said she believes as Administrator and in the Board rules and in some other documents that it is ultimately the Administrator that is responsible for hiring positions that are reporting to the Administrator.

Commissioner Lautner stated the difference with this position is that it is answerable to the Interim Finance Director.

Administrator Allen replied correct and this is where more confusion comes in.

Commissioner Rexroat said we are in uncharted territory but that Commissioner Lautner's question as a whole can be addressed and in order to move this forward that Hartesvelt needs a clerk and we are all on board.

Commissioner Ross said that she is trying to get a grasp on this too. She stated she feels like she would feel more comfortable having one position oversee everything or be involved in everything. Ross commented that she sees that person as the Administrator and she doesn't know how you hire someone without her being involved in it. She said that even though that Finance person isn't reporting to the Administrator she is still in the government complex so she doesn't understand why we wouldn't include the Administrator in all of the hirings. It would be panels and not on her own but part of a group or maybe it needs to be HR? Commissioner Rexroat confirmed that Weaver is on it.

Chairman Wessell stated it is new territory for the Board.

Commissioner Ross said she would rather error on the side of having more people at the table making these decisions than less.

**MOTION BY ROSS TO AMEND TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS THAT THE INTERVIEW COMMITTEE FOR THE ACCOUNT CLERK POSITION CONSIST OF THE INTERIM FINANCE DIRECTOR, HR, COMMISSIONER TY WESSELL AND CHIEF DEPUTY CLERK JENNIFER ZYWICKI AND TO INCLUDE ADMINISTRATOR ALLEN. SECONDED BY O'ROURKE.**

Discussion – Commissioner Lautner said she isn't going to support the amendment just because she thinks we've got a really good team and we had a lot of good discussion Monday. She stated she wanted to actually go the other way and she just feels that the expertise in finance and in hiring with who we are going to be looking for falls on Hartesvelt and that is why she really wanted either Zywicki or Crocker because this is about finance. She continued that Wessell pressed really hard to be on it and that he felt he would be a really good fit for it and we also have HR, which makes sense, and obviously the Interim Finance Director so that is a good fit with four people.

Commissioner Ross said that she doesn't have a lot of experience in hiring but that four is a troublesome number for her to get a quorum and such. She stated that again even though it is finance we all use finance to function and the Administrator is that umbrella that would help us all communicate better and more effectively with each other. By leaving Administrator position out of this very important hiring process is robbing her of the opportunity to administrate us well and she feels very strongly that is a mistake.

Commissioner Kramer said that earlier in this process we divided those two spaces between Finance and Administration and that happened when the previous Finance Director Cowan was here. Now it sounds like you want to essentially ask is to then combine them again when we have already separated them. Commissioner Allgaier said yes. Kramer continued that to her that doesn't work because we have already made the choice to separate and not to combine.

Commissioner Rexroat stated at least on interim basis, because that is not a permanent plan yet. This is still part of the interim plan, which is a direct report to the Board, but that is not for sure the permanent plan because that has not been formally decided yet. He said you (Kramer) are right, which is part of the situation we agreed to be in and it is a confusing situation. Rexroat continued that he thinks the recommendation we came to that Administrator Allen does have representation in that HR is there as a direct report, so it is not like administration has been left out. Since we are in the short-term, he thinks the committee is adequate.

Commissioner Allgaier said she echoes Commissioner Rexroat's comments and perhaps Commissioner Ross forgot that the Finance Director is a direct report to the Board and not to the County Administrator. She stated HR is a good representative and supports the current structure as proposed.

Chairman Wessell called for a vote on the amendment to add the County Administrator.

**AYES – 2 (Ross, O'Rourke)**

**NO – 5 (Allgaier, Kramer, Lautner, Rexroat, Wessell)      RECOMMENDATION FAILED.**

Chairman Wessell called for a vote on the original motion to establish the interview committee.

**AYES - 5 (Lautner, Rexroat, Wessell, Allgaier, Kramer)**

**NO – 2 (O'Rourke, Ross)      RECOMMENDATION PASSES.**

**MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO CHANGE THE RENTAL FEE FOR THE MOTOR POOL FUND #661 TO \$0.25/\$0.50 MILEAGE RATE IN FY2024. SECONDED BY REXROAT.**

Discussion – Hartesvelt answered questions about leasing versus owning.

**AYES – 7 (Lautner, O'Rourke, Rexroat, Ross, Wessell, Allgaier, Kramer)**

**NO – 0      RECOMMENDATION PASSES.**

(Late Addition #1) BATA Letter of Support:

Commissioner Kramer said that the Inter-County agreement with Grand Traverse County has been breached by Grand Traverse County. She explained that instead of assigning one Commissioner and one citizen they are attempting instead to put two Commissioners on the BATA Board. Kramer clarified the request is not a letter of support but instead is a County Resolution.

**MOTION BY KRAMER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO MOVE THE AGENDA ITEM – COUNTY RESOLUTION IN SUPPORT OF THE BAY AREA TRANSPORTATION AUTHORITY FORWARD TO THE REGULAR SESSION ON DECEMBER 12, 2023. SECONDED BY ALLGAIER.**

Discussion - none.

**AYES – 7 (Kramer, Lautner, O'Rourke, Rexroat, Ross, Wessell, Allgaier)**

**NO - 0      RECOMMENDATION PASSES.**

Commissioner Kramer left the meeting at 11:57 a.m.

Personnel Committee Update:

Commissioner Ross stated there is a Personnel Committee meeting scheduled for tomorrow at 11:00 a.m. and there is a full agenda if anyone would like to join us. HR Director Darcy Weaver was present for the Agenda Item.

Chairman Wessell said that yesterday during the Finance Committee meeting it was discussed that during the organizational meeting we should look at the calendar of meetings so that we can sequence the committee meetings prior to the Executive Session so that we can do what we did today with the Finance Committee recommendations, but have a little bit more lead time.

Commissioner Rexroat and Commissioner Ross agreed with Chairman Wessell.

Administration – DCS Technology Contract Renewal:

Administrator Allen stated this is for the consultant that manages the Point Broadband projects. There are two projects for the future with one with Point Broadband and the other is to team up with Charter Communications, who received a grant to finish the other townships. Allen recommended to the Board that it would behoove them to split the contract since the Charter Communications portion is only in the early stages.

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO WAIVE ITS POLICY ON BID REQUIREMENTS AND TO APPROVE AN AGREEMENT BETWEEN LEELANAU COUNTY AND DCS TECHNOLOGY DESIGN, LLC, AS OUTLINED IN THE ATTACHED PROPOSAL, AT A COST NOT TO EXCEED \$156,000.00, PENDING COUNSEL REVIEW AND APPROVAL; FUNDS TO COME FROM BOARD OF COMMISSIONERS SPECIAL PROJECTS, #101.100.101.967.000. SECONDED BY LAUTNER.**

Discussion - Commissioner Allgaier stated the reason she doesn't want to split it is because she calls them all the time and so the western townships calls have been ongoing and will continue.

Commissioner Lautner said she thought this issue would have been tabled for today, so Commissioner Allgaier surprised her.

Commissioner Rexroat stated he would like to recommend to table this. Commissioner Lautner said she was just kidding with Commissioner Allgaier, and Rexroat continued that he is not. He said he would like further information and one question that he has is that there is some portion of the project completed and so how much consulting service do we need continued on the seven eastern townships as opposed to the original part. Rexroat stated he doesn't fully understand the scope and there isn't even a proposal for the four western townships to even know what will be required there. He continued that he does not have nearly enough information to be comfortable. What was the contract amount last year for him?

Administrator Allen said the contract last year was paid \$74,000.00, if she is correct on the budget, it looks like it was \$122,912.00 according to the 2023 Amended Budget.

Chief Deputy Clerk Zywicki said that when she was Finance Director in 2022, she was brought into a special session meeting when the decision to consult with DCS was being discussed. Zywicki stated she believes from that meeting the discussion was for a \$160,000.00 consultant

contract and that it encompassed 18 months. The decision to consult was decided at that meeting in February of 2022.

Commissioner Rexroat stated that \$160,000.00 for 18 months is not quite \$8,500.00 a month, so he is expecting six to twelve months is an odd number for \$96,000.00 and he is not comfortable with the amount for the seven eastern townships and that it is too much money.

Chairman Wessell stated he believes it is only one-third completed on the eastern township project. The work has been constant and the project would have failed and we also would have been asked to increase the funding to Point Broadband or they would have backed out. He believes it would be very imprudent to not continue with our relationship on the existing Point Broadband contract because without DCS the project will most likely not get done. Wessell stated he is concerned about approving these together because we have not had a contract for the four western and he hopes to have one and the numbers yet this week. He said that until we have those numbers to approve, he isn't sure how the Board can approve a consultant. It is important and it won't get done without and approve these together.

Commissioner Allgaier commented that she does want to say that DCS has been working constantly on the western townships but he just hasn't been paid. She said if we get a contract it is going to be because of what has been done and the work was never stopped.

Commissioner Lautner said she thought she heard table it and then she thought heard division of the contract but maybe the option is to move forward and does DCS come Tuesday night to speak to the Board.

Commissioner Rexroat said he would prefer DCS come and speak at the Regular Session. He continued that if the motion is to table it then then he doesn't need to split it because that can be decided at the Regular Session, correct?

Commissioner Lautner replied maybe then to move forward instead of table.

***MOTION BY REXROAT TO AMEND TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO MOVE AGENDA ITEM – ADMINISTRATION – DCS TECHNOLOGY DESIGN, LLC FORWARD TO THE REGULAR SESSION. SECONDED BY LAUTNER.***

Discussion – Commissioner Ross said she doesn't understand why there are fixed fees when it doesn't have an end date.

Hartesvelt stated the original contract reflected two \$20,000.00 down payments and then monthly installments. There are three cabinets completed and the last installment will be paid in December from the contract.

Commissioner Rexroat's concern is regarding the timeframe of either six months or twelve months for the same amount of funding.

Administrator Allen said she has a question in regards to the budget because she noticed the proposed was the \$122,912.00 for the FY2024 budget but she sees when she looks at that budget now it was reduced to \$15,000.00 so why did it change?



Hartesvelt replied the line item of \$122,912.00 is the FY2023 amount and that encompasses the payments to DCS now for the 2023 expenditures. She said there was no contract renewal going into the FY2024 budget approval so we reduced it to \$15,000.00 so that when you get a contract approved then the line item will be amended accordingly. Hartesvelt reiterated that when the budget is prepared it is done with figures that are known and it was not known when the budget was prepared.

Commissioner Ross said we should have known this was coming.

Hartesvelt commented that we did know it was ending and that is reflected in FY2024.

Administrator Allen stated she thought the proposed number for FY2024 was going to stay at the FY2023 amended number.

Chief Deputy Zywicki explained that in June when the Finance Department is looking to put together the next year's budget if there isn't any clarification of an expense by the Administrator or something like a proposed contract in the Finance Director's possession the line item reverts back to prior years. She stated the figure of \$15,000.00 is reflected from FY2020 when there was not an additional contract within that expense line. Zywicki commented that when the budget was being proposed there was no information provided to state there would be negotiations into FY2024.

Administrator Allen commented that she believes that would have been a teachable moment for the Clerk and the Chief Deputy Clerk to assist and educating the process and so with that being said she stated we have an opportunity to move forward.

Commissioner Lautner stated it was discussed at budget time though and there was a lot of discussion about it.

Chief Deputy Clerk Zywicki reminded the Board that at a budget work session in August the Board of Commissioners budget was reviewed line by line.

Administrator Allen said that if Zywicki is going to point it out that is an opportunity for communication and not just a "well, we didn't know".

Chief Deputy Clerk Zywicki commented that she was clarifying the expense line because she thought Administrator Allen asked her to.

Chairman Wessell said thank you.

Commissioner Rexroat stated there is also the idea because of the immense amount of frontloading work that needs to be done on a project like this was reasonable to expect that completion of the project when it gets to construction maintenance. Once you get to the maintenance all you are doing is the overseeing of the project and have gotten through all the permitting and work that a lesser amount would be expected. He said it is not about the quality of work being done, but this seems like too much money.

Chairman Wessell called for a vote on the amendment.



Review Of Financials:

Interim Finance Director Hartesvelt was present and answered questions from Commissioners, and County Treasurer John Gallagher III was present and answered questions from Commissioners.

Special Reports by Staff, Commissioners, and Affiliated Agencies:

- County Clerk Michelle L. Crocker updated the Board in regards to the Early Voting and the information she received at the Clerk's Conference last week in Clare. She stated the Presidential Primary will be 2/27/2023 and setup will start on 2/16/2023 and go through 2/25/2023. The Government Center will be considered a precinct and Early Voting will start at 9 a.m. and go to 5 p.m. on 02/17-25/2024, which may create a conflict for the February Regular Session meeting but she will keep the Board informed. Crocker asked if it would be possible to mark off certain parking spots in the parking lot for Early Voters and there were no Board objections.
- Administrator Allen stated the League of Women Voter's holiday luncheon will be in the Lower-Level from noon to 1:30 p.m. on Wednesday.
- Commissioner Allgaier gave a brief update regarding hydroelectric dams in Oscoda County.

Public Comment:

The following individuals spoke in person: Harry Steffens, Steve Mikowski, and Kerry O'Non.

Commissioner Comment:

- Commissioner Ross invited everyone to Northport for some holiday cheer and to help us celebrate the season on Sunday.
- Commissioner Lautner asked if the County advertises for positions externally?
- Commissioner Ross replied her understanding is that postings are done internally first for open positions and then when that allotted time is over, they are posted on several websites.
- Commissioner Lautner clarified that it was the IT Director position that was her the concern and was it placed out there someplace other than the County's website.
- Administrator Allen said she will have to confirm and get with the Personnel Committee and Weaver isn't in the audience so she isn't sure which resources were utilized and it can be discussed tomorrow at the personnel meeting and then can report back on Tuesday.
- Commissioner Ross stated that maybe a written document would be helpful regarding that process could be tackled by the Personnel Committee.
- Commissioner Lautner said that would be great and we should be looking for uniformity with the process of hiring because there are a lot of positions we are looking to fill. She stated on a side note of housekeeping from her view at the table the we need to spruce up the jail because the vents are looking shabby.

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 \$59,541.37. SECONDED BY REXROAT.**

Discussion – none.

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

**NO – 0          Absent – 1 (Kramer)**

**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 \$2,578,435.38. SECONDED BY REXROAT/O'ROURKE.**

Discussion – none.

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

**NO – 0          Absent – 1 (Kramer)**

**RECOMMENDATION PASSES.**

Adjournment:

Chairman Wessell adjourned the meeting at 12:50 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