

Leelanau County Board of Commissioners
Special Session – Wednesday, September 14, 2022
Approved 5/16/2023

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=2390#video>

Meeting called to Order by Chairman Ty Wessell at 1:00 p.m. Today's meeting is being held at the Government Center, 8527 E. Government Center Drive, Suttons Bay, Michigan.

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

Roll Call:	District #1	Rick Robbins	PRESENT
	#2	Debra L. Rushton	PRESENT
	#3	Lois Bahle	PRESENT
	#4	Ty Wessell	PRESENT
	#5	Patricia Soutas-Little	ABSENT (w/prior notice)
	#6	Gwenne Allgaier	PRESENT
	#7	Melinda C. Lautner	PRESENT

Public Comment:
None.

Commissioner Comments:
Chairman Wessell stated that he hopes the meeting will conclude before 4:00 p.m. and to see where the Board is at around then.

Purpose of Meeting – Discussion/Potential Action:
County Administrator Search:

Administrator Janik stated that he would like a straw vote today to find a consensus on which candidates will be returning for a second interview. Each Commissioner gave Administrator Janik a list of the candidates they wanted to return. Janik read aloud each Commissioner's list of candidates and consensus was to have Patrick Lamb, Deborah Allen and Karl Fulmer return.

#232-09142022 Special Session

MOTION BY ALLGAIER TO APPROVE TO HAVE PATRICK LAMB, DEBORAH ALLEN AND KARL FULMER RETURN TO INTERVIEW FOR THE POSITION OF ADMINISTRATOR OF LEELANAU COUNTY. SECONDED BY BAHLE.

Discussion – None.

AYES – 5 (Allgaier, Bahle, Robbins, Rushton, Wessell)
NO – 1 (Lautner) ABSENT – 1 (Soutas-Little)

MOTION CARRIED.

Chairman Wessell stated there was consensus to schedule interviews for the afternoon of October 7, 2022, and the afternoon of October 11, 2022, along with scheduling meet and greets on both days with staff and the community.

Chairman Wessell called for a break at 1:46 p.m., and resumed the meeting at 1:54 p.m.

FY 2023 Budget Review:

Administrator Janik, Chief Deputy Clerk Jennifer Zywicki, and Finance Director Jared Prince were present before Commissioners.

Administrator Janik reviewed the July 29, 2022, Budget Request Memo with the Board that was provided within the Proposed 2023 Leelanau County Budget Book.

The July 29, 2022, Budget Request Memo can be found at the following link:

https://www.leelanau.gov/downloads/2023_budget_request_memo_dtd_7_29.pdf

Administrator Janik commented currently the biggest issue that has come to light is the estimate on the purchase of the Sheriff's Office Patrol Vehicles and reminded Commissioners it will need to be adjusted because the price of vehicles has increased tremendously. The other item on the memo that needs to be addressed is the HVAC (Heating, Ventilation and Air Conditioning) System for the Government Center building, because is not currently in the 2023 proposed draft budget.

Administrator Janik said since this is the first budget meeting, he will have Finance Director Jared Prince give an overview, and Chief Deputy Clerk Jennifer Zywicki can chime in when needed. Janik stated Commissioners are free to ask questions to create some dialogue and the next budget work session meeting is scheduled for Thursday, September 22, 2022.

Finance Director Prince stated he and Jen (Zywicki) sat down and went over together the budget and made changes to the original draft. Prince explained that the revenue changes reflected were made because of either cash balances or the use of fund balance within various funds. He said he received the firm capital outlay purchase amount from the Sheriff's Office, which came in at around \$216,000.00. With the amount that is necessary to purchase the vehicles for 2023, currently there is not enough cash in Fund #661 Motor Pool to be able to make the proposed purchases, so the money will need to come from Fund #101, General Fund, or an increase to the mileage charged per mile for the use of the vehicles.

Commissioner Rushton asked which vehicles bring revenue to the Motor Pool Fund and how much is the charged per mile? Zywicki explained most vehicles that are County owned, other than Construction Code, which is an Enterprise Fund (ran like a business) or the Senior Services Department, purchase from the Motor Pool. She said the mileage amount charged is \$.30 per mile for 0 to 80,000 and \$.10 per mile from 80,000 and over.

Commissioner discussion ensued regarding County owned vehicle values and the amount the County sells a used vehicle for.

Finance Director Prince said if the HVAC system gets started in 2023 then the Board may look at Fund #516, Delinquent Tax Revolving Fund, for the funds. He stated that the wage increases of 3.25% to both union and non-union employees is calculated within the proposed budget. Zywicki explained to the Board that she and Prince are not at this time going to build in the 3% cost of living increases to the proposed 2023 budget, because it would mean recalculating each and every staffing level and any budget with staffing levels would need to be adjusted. Zywicki said in May of 2023 the rate on the L-4029 will be set for the millage collection and the

additional revenue calculated will be adjusted in a budget amendment to offset the expenses for the additional wages and fringe.

The Board moved to reviewing the budget book with Chief Deputy Clerk Zywicki describing each department on the table of contents relating to each tab, along with the funds located within the Special Funds tab.

Finance Director Prince and Chief Deputy Zywicki explained the first tab of the book, which is the revenue summary page and then moved on to the General Fund Revenues tab. Prince explained the columns with changes and Zywicki responded to questions from Commissioners.

Finance Director Prince and Chief Deputy Zywicki explained the Expenditure Summary tab of the General Fund and gave a brief overview of each department and the changes reflected within the columns of current and proposed.

Administrator Janik asked the Board what they would like to see within the next two meetings?

Commissioner Lautner said that she has always found it helpful to go over the proposed budget page by page; however, she has heard that is not what most of the Board wishes to do this year. Maybe at the next meeting the Board should look over the Supplement Pages tab, along with focusing on any new requests.

Administrator Janik said that some Commissioners sent him their lists to review:

- HVAC System for the Government Building
- Health Department Building setup
- Leelanau Township Tower location/construction
- Public WIFI technology
- Capital Improvement Projects
- Parks and Recreation Requests
- Sheriff's Office Great Lakes Boat
- Campus Facilities Manager

Janik stated there has been discussion in the past regarding the additional MERS (Municipal Employees Retirement System) payment of \$250,000.00, which was left as is from the previous year. Also, the new website design for the County is in the budget and that project has already gone out for bids.

Chairman Wessell asked about the Drain Commissioner's salary and if there has been request a to increase salary or hours, and Janik replied he has not seen anything in writing from Drain Commissioner Christensen.

Chairman Wessell asked about a possible youth detention of some sort? Janik replied a legal opinion is being sought-after regarding using a portion of the County jail.

Discussion ensued between Commissioners and Janik regarding the State of Michigan funding a youth detention center and the responsibility of the County regarding housing juveniles.

Commissioner Allgaier asked how the County could pay for an HVAC system? Janik replied that it is possible to use fund balance or even bond the project. Janik stated that you could defer the \$250,000.00 for MERS in 2023 and in the future use those funds instead for immediate projects. Janik said that the County has a high percentage of funding currently in the MERS plan, so it may not hurt to set those additional payments aside for the time being.

Commissioner Lautner stated that it has been a few years since the MERS representative for the County has been present before the Board and it may be a good idea to have them appear again. She requested that she would also like to see a bell curve regarding the future liability especially since employees have or are retiring and would like to see a projection so the County is prepared.

Administrator Janik said County Clerk Michelle Crocker and Human Resources Director Darcy Weaver will be attending the MERS Conference next week.

Commissioner Allgaier stated that she would like to focus on the HVAC System, and would the County bond it out to just get it done quicker. Janik said they would need a new engineer to be brought in.

Discussion ensued between Commissioners and Administrator Janik on coordinating funding and when the HVAC System project would begin.

Chairman Wessell requested for the next meeting to discuss funding sources for the HVAC system and he would like the County Treasurer Gallagher, Finance Director Prince and Chief Deputy Zywicki present. He also would like to have a conversation about the Health Department space, and he requested Administrator Janik to speak to the MERS representative to see when they could be present.

Commissioner Lautner stated that she does not want to see the County bond for the HVAC System.

Commissioner Allgaier said delaying the HVAC System just makes it more and more expensive every year the Board waits.

Chairman Wessell requested each Commissioner bring questions to next meeting and to start there. He also asked for Commissioners to review each department request under the Supplemental tab so that those items get answered.

Commissioner Allgaier requested for the next meeting that the construction regarding towers be discussed.

Public Comment:

None.

Commissioner Comments:

None.

Adjournment:

Chairman Wessell adjourned the meeting at 3:27 p.m.

Ty Wessell, Chairman
Leelanau County Board of Commissioners

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