

Leelanau County Board of Commissioners
Executive Board Session – Tuesday, December 10, 2024
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=2805#video>

Meeting called to order by Chairman Ty Wessell at 9:30 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 that he would like to move Agenda Item #6 MSU Extension – 2025 Agreement for Extension Services up to agenda item #1 and Agenda Item #9a Administration – MMRMA 2025 Renewal to Agenda Item #2.

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

Discussion – none.

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

NO – 0

MOTION CARRIED.

Communications, Proclamations, Presentations –

Administrator Update:

► Interim Administrator Richard I. Lewis updated the Board regarding the Leelanau Tower site, Point Broadband and the Tri-County District Court Agreement.

Lewis introduced C&M Insurance Health/Employee Benefits Agent Tracy Bielaczyc and invited Bielaczyc to the presentation table. She distributed the Leelanau County 2024 Cost Analysis handout and explained that C&M Insurance Health/Employee Benefits Agent Lew Wolters will be in attendance at the Regular Session on Tuesday, December 17, 2024, for further explanation.

The Leelanau County 2024 Cost Analysis handout can be found at the following link:

<https://www.leelanau.gov/meetingdetails.asp?MAId=2805#handouts>

Public Comment (agenda specific):

None.

Commissioner Comments:

None.

Michigan State University (MSU) Extension – 2025 Agreement for Extension Services:

MSU Director Jennifer Berkey was present for the Agenda Item and answered Commissioner questions.

MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE MICHIGAN STATE UNIVERSITY AGREEMENT FOR EXTENSION SERVICES FOR LEELANAU COUNTY FOR THE PERIOD OF JANUARY 1, 2025, TO DECEMBER 31, 2025, IN THE AMOUNT OF \$141,730.00 WITH PAYMENTS TO COME FROM ACCOUNT #101.615.257.801.000. SECONDED BY ROSS.

Discussion – none.

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

NO – 0

RECOMMENDATION PASSES.

Administration – Michigan Municipal Risk Management Authority (MMRMA) 2025 Renewal:

MMRMA Risk Manager Matt Coulson was present for the Agenda Item and answered Commissioner questions.

MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY COVERAGE PROPOSAL FOR LEELANAU COUNTY FOR THE PERIOD OF JANUARY 21, 2025 TO JANUARY 1, 2026, IN THE AMOUNT OF \$258,480.00 AND APPROVE THE STOP LOSS PROGRAM PARTICIPATION AGREEMENT AS OUTLINED IN THE PROPOSAL, WITH PAYMENTS TO COME FROM ACCOUNT #101.830.871.954.000. SECONDED BY ROSS.

Discussion – none.

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

NO – 0

RECOMMENDATION PASSES.

Sheriff's Office – MCOLES Employed Recruit:

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

MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE SHERIFF'S OFFICE REQUEST TO SEND A SECOND "EMPLOYED RECRUIT" AND ENTER INTO THE PUBLIC SAFETY ACADEMY ASSISTANCE PROGRAM/GRANT PROCESS WITH THE MICHIGAN COMMISSION OF LAW ENFORCEMENT STANDARDS AND NORTHWESTERN MICHIGAN COLLEGE FOR THE POLICE ACADEMY THAT STARTS ON JANUARY 27, 2025, CONTINGENT ON THERE BEING ANOTHER VACANCY WITHIN THE LAW ENFORCEMENT DIVISION PRIOR TO DECEMBER 31, 2024. SECONDED BY REXROAT.

Discussion ensued.

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

NO – 0

RECOMMENDATION PASSES.

Finance – BLDHD Early childhood Services Renewal Agreement:

Finance Director Cathy Hartesvelt was present for the Agenda Item and answered Commissioner questions.

MOTION BY ROSS TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE AGREEMENT FOR EARLY CHILDHOOD HEALTH SERVICES FOR LEELANAU COUNTY BY THE BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT FOR THE PERIOD OF JANUARY 1, 2025, TO DECEMBER 31, 2030, WITH FUNDS FROM FUND #280. SECONDED BY ALLGAIER.

Discussion ensued.

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

NO – 1 (Lautner)

RECOMMENDATION PASSES.

Finance – Year End Adjustments:

Finance Director Cathy Hartesvelt was present for the Agenda Item and answered Commissioner questions.

MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE/AUTHORIZE THE 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 TRANSFER/ADJUSTMENTS TO GO BEYOND FUNDS IN CONTINGENCY. ALL TRANSFERS/ADJUSTMENTS REQUIRE THE SIGNATURE OF THE FINANCE DIRECTOR. SECONDED BY O'ROURKE/REXROAT.

Discussion – none.

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

NO – 0

RECOMMENDATION PASSES.

Finance – Solutions For You – Contract Extension/Renewal:

Finance Director Cathy Hartesvelt was present to explain the Agenda Item and answered Commissioner questions.

MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO MOVE FORWARD AGENDA ITEM – FINANCE – SOLUTIONS FOR YOU – CONTRACT EXTENSION/RENEWAL TO THE REGULAR SESSION ON TUESDAY, DECEMBER 17, 2024. SECONDED BY ROSS/ALLGAIER.

Discussion ensued.

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

NO – 0

RECOMMENDATION PASSES.

Finance – Brownfield Authority – Leelanau County Resolution #2008-026:

Finance Director Cathy Hartesvelt was present to explain the Agenda Item and answered Commissioner questions.

MOTION BY ROSS TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THAT THE LEELANAU COUNTY BROWNFIELD DEVELOPMENT AUTHORITY RETAIN THE FORFEITED DEPOSIT EARNEST MONEY IN THE AMOUNT OF \$100,000.00 RELATED TO THE VARLEY KELLY PROPERTY BUY/SELL AGREEMENT. SECONDED BY ALLGAIER.

Discussion ensued.

Motion withdrawn by Commissioner Ross and Commissioner Allgaier.

MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO MOVE FORWARD AGENDA ITEM – FINANCE – BROWNFIELD AUTHORITY – LEELANAU COUNTY RESOLUTION #2008-026 TO THE REGULAR SESSION ON TUESDAY, DECEMBER 17, 2024. SECONDED BY O’ROURKE.

Discussion ensued.

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

NO – 0

RECOMMENDATION PASSES.

Equalization – Aerial Imagery Acquisition Spring 2025:

Equalization Director Andrew Giguere and GIS Analyst Rob Herman were present to explain the Agenda Item and answered Commissioner questions.

MOTION BY ROSS TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO AUTHORIZE ENTRY INTO AN AGREEMENT WITH THE STATE OF MICHIGAN’S STATEWIDE AUTHORITATIVE IMAGERY AND LIDAR PROGRAM (MISAIL) TO COLLECT AERIAL IMAGERY IN THE SPRING OF 2025. SECONDED BY REXROAT.

Discussion ensued.

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

NO – 0

RECOMMENDATION PASSES.

Drain Commission – Relinquishment of Brewery Creek Drain to Elmwood Township:

Drain Commissioner Steve Christensen was present to explain the Agenda Item and answered Commissioner questions. Christensen distributed a handout from Elmwood Township and apologized for not having the handout earlier to the commissioners to review.

The Charter Township of Elmwood Resolution 16 of 2024 – A Resolution Approving the Relinquishment of Jurisdiction and Control over Brewery Creek Drain handout can be found at the following link: <https://www.leelanau.gov/meetingdetails.asp?MAId=2805#handouts>

MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE ATTACHED RESOLUTION AND RELINQUISH THE JURISDICTION AND CONTROL OF BREWERY CREEK DRAIN TO ELMWOOD TOWNSHIP. SECONDED BY ROSS.

Discussion ensued.

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

NO – 0

RECOMMENDATION PASSES.

Drain Commission – GEI Consultants Contract Renewal:

Drain Commissioner Steve Christensen was present to explain the Agenda Item and answered Commissioner questions.

MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE CONTRACT RENEWAL WITH GEI CONSULTANTS OF MICHIGAN PENDING LEGAL REVIEW. SECONDED BY O’ROURKE.

Discussion – none.

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

NO – 0

RECOMMENDATION PASSES.

IT – Safety Net VMWARE Renewal:

IT Director Liana Wilson was present to explain the Agenda Item and answered Commissioner questions.

MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE RENEWAL OF VMWARE LICENSING FOR 3 YEARS IN THE AMOUNT OF \$10,968.96 FROM SAFETY NET, WITH FUNDS TO COME FROM DATA PROCESSING FUND #636. SECONDED BY O’ROURKE.

Discussion ensued.

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

NO – 0

RECOMMENDATION PASSES.

Planning – Materials Management Planning Committee By-Laws:

Planning Director Gail Myer was present to explain the Agenda Item and answered Commissioner questions.

MOTION BY ROSS TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE MATERIALS MANAGEMENT PLANNING COMMITTEE (KNOWN AS THE LOWE NW2 REGIONAL MATERIAL MANAGEMENT PLANNING COMMITTEE) BY-LAWS AS PRESENTED. SECONDED BY REXROAT.

Discussion ensued.

AYES – 5 (Ross, Wessell, Allgaier, Lautner, Rexroat)

NO – 1 (O’Rourke)

RECOMMENDATION PASSES.

Chairman Wessell called for a break at 10:42 a.m. and called the meeting back to order at 10:56 a.m.

Human Resources – Earned Sick Time Policy:

Interim County Administrator explained the Agenda Item and answered Commissioner questions.

MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE NEW COUNTY POLICY #08.04 EARNED SICK TIME ACT POLICY, EFFECTIVE FEBRUARY 8, 2025. SECONDED BY O’ROURKE.

Discussion – none.

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

NO – 0

RECOMMENDATION PASSES.

Human Resources – County Policy 1.07 Update:

Interim County Administrator explained the Agenda Item and answered Commissioner questions.

MOTION BY ROSS TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO ADOPT THE UPDATED PERSONNEL POLICY #1.07 TO INCLUDE THE EARNED SICK LEAVE ACT, POLICY #8.04, EFFECTIVE FEBRUARY 8, 2025. SECONDED BY LAUTNER/REXROAT.

Discussion – none.

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

NO – 0

RECOMMENDATION PASSES.

Administration – 2025 Proposed Non-Union Wage Schedule:

Interim County Administrator explained the Agenda Item and answered Commissioner questions.

MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE 2025 PROPOSED NON-UNION WAGE SCHEDULE PRESENTED REFLECTING IN A 3% INCREASE TO THE 2024 APPROVED NON-UNION WAGE SCHEDULE AS AMENDED AND THAT THIS SCHEDULE BE SUBJECT TO A “ME TO” UPON RATIFICATION OF THE TEAMSTERS AND FOPLC CONTRACTS. SECONDED BY ROSS.

Discussion – none.

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

NO – 0

RECOMMENDATION PASSES.

Administration – 2025 Netlink Printer copier Maintenance Agreement:

Interim County Administrator, Executive Assistant Lauren Cypher, and Finance Director Cathy Hartesvelt were present for the Agenda Item and explained the request.

MOTION BY LAUTNER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO WAIVE ITS POLICY ON BID REQUIREMENTS AND APPROVE RENEWING THE SERVICE MAINTENANCE AGREEMENTS WITH NETLINK FOR 2025 AT A COST NOT TO EXCEED \$19,529.40. SECONDED BY ALLGAIER.

Discussion ensued.

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

NO – 0

RECOMMENDATION PASSES.

Administration – Progressive AE – Amended Agreement:

Interim County Administrator explained the Agenda Item and answered Commissioner questions.

MOTION BY ROSS TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE AN AMENDMENT TO THE PROGRESSIVE AE AGREEMENT FOR PROFESSIONAL SERVICES REGARDING THE LEELANAU TOWER PROJECT, AMENDING THE NOT TO EXCEED AMOUNT FROM \$5,300.00 TO \$7,800.00 AND AUTHORIZING THE COUNTY ADMINISTRATOR TO EXECUTE THE AMENDMENT, WITH FUNDS TO COME FROM ACCOUNT #101.100.101.967.000. SECONDED BY ALLGAIER.

Discussion ensued.

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

NO – 0

RECOMMENDATION PASSES.

Administration –Veterans Services – Contract with Grand Traverse County:

Interim County Administrator explained the Agenda Item and answered Commissioner questions.

MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE AN AGREEMENT BETWEEN LEELANAU COUNTY AND GRAND TRAVERSE COUNTY VETERANS AFFAIRS FROM JANUARY 1, 2025, THROUGH DECEMBER 21, 2030, AT AN ANNUAL COST OF \$56,618.00, IF SAID AGREEMENT IS THE DESIRE OF THE GRAND TRAVERSE COUNTY VETERANS AFFAIRS COMMITTEE. SECONDED BY REXROAT.

Discussion ensued.

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

NO – 0

RECOMMENDATION PASSES.

Administration –BOARDS and Commissions Appointments – Committee of the Whole
Recommendations:

MOTION BY REXROAT TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO MOVE FORWARD AGENDA ITEM – ADMINISTRATION – BOARDS AND COMMISSIONS APPOINTMENTS – COMMITTEE OF THE WHOLE RECOMMENDATIONS FORWARD TO THE REGULAR SESSION ON TUESDAY, DECEMBER 17, 2024. SECONDED BY O’ROURKE.

Discussion – none.

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

NO – 0

RECOMMENDATION PASSES.

Review Of Financials:

Finance Director Cathy Hartesvelt was present and answered Commissioner questions.

Special Reports by Staff, Commissioners, and Affiliated Agencies:

- Commissioner O’Rourke stated that the Northwest Regional Airport Authority has tentatively approved a 2025 budget at the Finance Committee meeting on December 2,2024, and that the budget will formally be approved next Tuesday.

- Interim Administrator Lewis reminded the audience there will be the public hearing to be held before the Regular Session on December 17, 2024, at 6:30 p.m. regarding the Parks & Recreation Master Plan.

Public Comment:

The following individuals spoke in person: Steve Mikowski, Bill Wiesner, and Lois Bahle.

The written comments can be found at the following link:

<https://www.leelanau.gov/meetingdetails.asp?MAId=2805#handouts>

Commissioner Comment:

► Chairman Wessell stated there has not been a resolution in regards to the traffic changes that will be caused from the construction from the proposed roundabout at M72 and M22 in 2025.

► Interim Administrator Lewis explained the current traffic changes in regards to the roundabout will be due to the utility companies having to move their lines and equipment before the official construction project starts in the spring of 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 \$142,623.80. SECONDED BY REXROAT/O'ROURKE.

Discussion – none.

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

NO – 0

RECOMMANDATION 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 \$4,099,340.40 SECONDED BY O'ROURKE.

Discussion – none.

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

NO – 0

RECOMMENDATION PASSES.

Adjournment:

Chairman Wessell adjourned the meeting at 11:38 a.m.

Ty Wessell, Chairman
Leelanau County Board of Commissioners

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