

**Leelanau County Board of Commissioners**  
**Special Session – Tuesday, March 19, 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://leelanau.gov/meetingdetails.asp?MAId=2704#video>*

Meeting called to order by Chairman Ty Wessell at 4:00 p.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:

Chairman Wessell said that they will wait on the Pledge of Allegiance to the Flag of the United States of America and Moment of Silence until the 7:00 p.m. meeting when there are more people present.

<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.

Public Comment: (3 minutes, agenda specific)

None.

The written public comments or handouts can be found at the following link:

None.

Commissioner comments:

None.

Purpose of Meeting – Discussion/Potential Action:

Interim-Administrator Plan Discussion.

MLI Consultant Chet Janik invited to the table. Janik gave opening remarks and he was asked by Chairman Wessell several weeks ago if he (Janik) knew of any potential candidates for the position of Interim. He is guessing that it would take at least three months to find a candidate to fill the position (Administrator/CFO). Janik said that he reached out to four people that have the skills and they all said that they may be interested, depending on what you are looking for. Late Friday afternoon a fifth candidate emerged and he has been placed on the list. Brief comments on length of time to give each candidate and he also gave Commissioners a series of questions that could be asked. Janik also commented on questions that could not be asked and procedure. There is no reason to rush.

Chairman Wessell said that they will need to stay on schedule and give each candidate about 25 minutes.

Chairman Wessell said action is needed on the job description and the salary. Janik also said that he only received one comment/email on the job description. Commissioner Lautner wanted clarification that the job description being referenced is the Administrator/CFO and that was confirmed.

Discussion ensued on the job description and the importance on getting the right candidate. The proposed timeline is aggressive; however, he (Janik) cautioned about doing it right. It is important to have it known what is expected. Until the job description and salary is set, you do not want to post. Janik also said that a draft job description could be posted.

County Clerk Crocker was called on and indicated that the salary for the Administrator/CFO is on the agenda for the evening meeting.

Further discussion ensued on draft job description and that the ones provided are fairly comparable. Discussion ensued.

*#068-03192024 Special Session*

**MOTION BY REXROAT THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS ACCEPT THE JOB DESCRIPTION AS SUBMITTED AS A DRAFT TO GET THE PROCESS GOING. SECONDED BY O'ROURKE.**

Discussion ensued on process and qualities of what Commissioners are looking for.

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

**NO – 1 (Ross)**

**MOTION CARRIED.**

Additional comments by Janik.

Chairman Wessell offered each candidate the opportunity for opening remarks as the audience did not have access to the resumes to learn about the individuals. Each candidate was given a series of questions by Commissioners and each candidate responded. All candidates were offered the opportunity to ask any questions of the full Board or any Commissioner and responses were given.

The following individuals were interviewed:

- Mark Justin via ZOOM at 4:16 p.m.
- Robert Clingenpeel via ZOOM at 4:44 p.m.
- Richard Lewis in person at 5:19 p.m.
- Jean Derenzy via ZOOM at 5:49 p.m.
- James Kiessel in person at 6:12 p.m.

A brief recess was taken about 5:14 p.m. until 5:19 p.m. between the second and third interview.

Janik offered closing comments and commented on three prior Interim Administrators for Leelanau County: Georgia Robertson, Trudy Galla, and David Gill. Historically you have Interim's. Commissioner Lautner noted that Chairman Barney Glettler also served as the

Administrator for a while. Janik continued that some of the candidates are more flexible than others and offered the suggestion that Commissioners may want to narrow the field and if they wanted to take a straw vote, but it must be clear who is voting for who and suggested listing the two each Commissioner may be interested in.

Commissioner Rexroat commented that as he has thought this through and thought about the interim position, we don't have time to train someone. This has to be boots running and they will not be long term. He may sort these people differently if this were going to be long term; but for him this needs to be experience, experience, experience.

When listing the two names, Commissioners must also place their name on the index card.

The Clerk has the index cards with the Commissioner's names and the individuals that they wrote. Discussion that not everyone listed them in one, two order. This was just to get discussion started.

Brief recess called at 6:44 p.m. and meeting called back to order at 6:52 p.m.

Janik said Commissioners did not rank/list these in a specific order. Mr. Richard I. Lewis had the most votes at five; Mr. Jim Kiessel had four votes; Mr. Robert Clingenpeel had three votes; Ms. Jean Derenzy had two; and Mr. Mark Justin had zero.

Janik responded to questions and discussion ensued.

*#069-03192024 Special Session*

**MOTION BY LAUTNER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS ENTER INTO CONTRACT TERM NEGOTIATIONS WITH MR. RICHARD I. LEWIS FOR THE INTERIM ADMINISTRATOR POSITION. SECONDED BY REXROAT.**

Discussion – Commissioner Lautner said if we want to get this going it could take a couple of weeks to get the contract completed.

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

**NO – 2 (O'Rourke, Ross.)**

**MOTION CARRIED.**

Chairman Wessell asked about the per diem for the position and Janik talked about negotiations. Janik said that when Mr. Lewis sent in his resume, he included a sample contract that he has used in the past. Janik said that Mr. Lewis' was at \$100.00 an hour and Janik had recommended \$700.00 per day and it equals the same. Brief comments. Wessell said that before Commissioners leave tonight, they could set a special meeting regarding the contract.

Brief comments on a starting date, and Janik said that if you want to set a Special Meeting, he can send a proposed contract tomorrow and of course it be pending legal counsel review.

Commissioner Rexroat would like to schedule the meeting. Discussion on scheduling for Friday, March 22, 2024. Availability discussed and it should be a quick meeting.

Public Comment: (5 minutes, any topic)

Bill Wiesner.

The written public comments or handouts can be found at the following link:  
None.

Commissioner Comments:

None.

Adjournment:

Motion by Rexroat to adjourn.

Chairman Wessell adjourned the meeting at 7:06 p.m.

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Ty Wessell, Chairman  
Leelanau County Board of Commissioners

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Michelle L. Crocker, Leelanau County Clerk  
Clerk, Leelanau County Board of Comm.