

NOTICE OF MEETING

A Special Session of the Leelanau County Board of Commissioners will be held

On Wednesday, August 28, 2024, at 9:00 a.m.

Meeting will be held in the Commissioners' Meeting Room,
Leelanau County Government Center, Suttons Bay, Michigan

A live streaming of this meeting will be available for viewing via the following link –
https://www.youtube.com/channel/UCNQTgIgcTedF2qB8floC1GQ?view_as=subscriber

There are two ways to provide public comment during the meeting – you can attend in-person, or email your comments prior to the meeting to clerk@leelanau.gov

(Please silence all electronic/cellular devices)

*(Proceedings of the meeting are being recorded and are not the official record of the meeting,
the formally approved/accepted written copy of the minutes will be the official record of the meeting.)*

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE/PRIVATE PRAYER

ROLL CALL

PUBLIC COMMENT *(3 minutes – Agenda Specific)*

COMMISSIONER COMMENTS

Purpose of Meeting – Discussion/Potential Action:

1. Administrator/CFO Search
2. Facilities Director Job Description

PUBLIC COMMENT *(5 minutes)*

COMMISSIONER COMMENTS

ADJOURNMENT

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u> <input type="checkbox"/> Contact Person: <u>Richard I Lewis</u> Telephone Number: <u>(231) 256-9711</u>	<p style="text-align: center;">Submittal Dates</p> <input type="checkbox"/> Select Meeting Type: <u>Special Session</u> <input type="checkbox"/> Date of Meeting: <u>08/28/2024</u>
<p style="text-align: center;">Financial/Source Selection Method</p> <input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> <input checked="" type="checkbox"/> Other: <u>Facilities Director Job Description</u> <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: _____ Address/ Phone: _____ Description: <u>Select One</u>

Budgeted Amount: _____	\$ 0.00	Contracted Amount: _____	\$ 0.00
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Document Description

Request to Waive Board Policy on Bid Requirements
 Financial Review Completed
 Department Head/Elected Official Authorization

Two items have been made since the introduction of the this item at the August 13 Executive Session. First, in the job discription, within the Employment Quailifications, equivelant experience has been included with the other items. Second, regarding the Maintenance Director position is proposed to be changed to Maintenance Supervisor.

8/13/24 EDS - At the July Board of Commissioners Executive Session, the BOC requested at Job Description be prepared for a new position titled Facilities Director. In preparation of the Job Description, Grand Traverse County's description and Leelanau County's Maintenance Director were utilized. The attached Job Description has been reviewed by Legal Counsel. Included is the recommended Wage Scale for the position and overall wage/benefit cost for the position. One final point, while pursuing the Facilities Director, the are no reductions in the staffing levels of the Buildings and Grounds being recommended.

Four points to cover at the Special Session:

- (1) Job Description
- (2) Wage scale
- (3) Establish the position effective immediately
- (4) Staffing levels for the Building and Grounds Department

The following motion is recommended if the BOC is satisfied with the discussion undertaken.

Suggested Recommendation:

Move to approve the position of Facilities Director, the Job Description and Wage Scale as presented by the Interim County Administrator that the position be made effective immediately and posted; and furthermore that effective upon the retirement of the current Maintenance Director, the position of Maintenance Director be change to Maintenance Supervisor.

Department Approval: _____ Date: _____

COUNTY OF LEELANAU
JOB DESCRIPTION
FACILITIES DIRECTOR

Supervised by: County Administrator
Supervises: Maintenance ~~Director~~ Supervisor
FLSA: Exempt

General Summary:

Under the general supervision of the County Administrator, responsible for all activities, functions, policies related to all County buildings, grounds, fleet, dam and parks. Collaborates with Director of Emergency Management/911 on Communication Towers and related equipment. Serves as the Parks Coordinator to the Parks and Recreation Commission as outlined in the Leelanau County Parks & Recreation Commission Bylaws.

Essential Duties and Responsibilities:

An employee in this position is called upon to perform any or all of the following essential functions. The examples do not include all the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

- Supervises designated staff, either directly or indirectly through subordinate supervisor(s) including interviewing and selecting of applicants, training, disciplinary decisions and actions and any other functions related thereof.
- Develops strategic plans for the department, including evaluating operations and functions, generating ideas and plans for improvements, developing and implementing new procedures and policies, assessing staffing and contractual needs, analyzing financial and operations data and related activities.
- Reviews and/or creates plans and blueprints to develop materials, requirements and cost estimates of proposed and approved projects as directed. Develops specifications, writes Request for Proposals, analyzes bids for services, and supplies. Makes recommendations to the County Administrator and/or the County Board of Commissioners for consideration. Directs and manages the activities of contractors and vendors in the performance of tasks.
- Responds to requests for information and provides guidance to other departments, boards/commissions and County Board of Commissioners; and participates in/on a variety of meetings, committees, boards and other related groups.

- Understanding of or ability to operate (under Michigan laws) a Wastewater Treatment Plant and/or Municipal Well System.
- Preparation and monitoring department's annual budget; assist in development and implementation of a Capital Improvement Plan; assist in the research, development, and implementation of grant applications including management and reporting.

Employment Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Bachelor's Degree in a related field of Engineering, Construction Management, Building Codes, and/or equivalent education, experience.
- Five (5) years' experience in building, grounds, parks maintenance and two years in supervisory experience.
- Knowledge of federal and state legislation such as American Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity, unionized workforce, Open Meetings Act, Freedom of Information Act and ability to comprehend County rules, regulations, procedures, and functions.
- Ability to comprehend process and apply both verbal and written skills appropriate for the position.
- Have a valid driver's license and personal vehicle insurance; maintain eligibility to drive as per the County's Vehicle Policy.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those and employee may encounter while performing the essential duties of the position.

- Prolonged periods sitting at a desk and working on a computer
- Stand; walk; use hand to finger, hand or feel; reach with hands and arms; and talk or hear.
- Stoop, kneel, crouch, or crawl.
- Lift and/or move objects of moderate weight.
- Work near moving mechanical parts and/or heavy equipment; be exposed to wet and/or humid conditions; high precarious places, fumes or airborne particles, toxic or caustic chemicals, bloodborne pathogens, risk of electrical shock and vibration, noise level from quiet to loud.

2024 Approved Non Union Wage Schedule

3.25 added to base

POSITION	Start	One Year	Two Year	Three Year	Four Year
Temporary Office Assistant	\$18.37	\$19.88	\$21.35	\$22.93	-----
Temporary Specialist / Seasonal *	\$19.88	\$21.63	\$23.41	\$25.18	-----
Executive Assistant	\$56,422.59	\$57,889.58	\$59,394.71	\$60,938.97	\$62,523.38
Senior Services Director	\$68,887.35	\$70,678.42	\$72,516.06	\$74,401.49	\$76,335.92
Finance Director	\$74,197.31	\$75,883.60	\$78,413.88	\$80,437.11	\$82,156.49
Assistant Finance Director	\$62,523.38	\$64,148.99	\$65,816.86	\$67,528.12	\$69,283.85
Human Resources Manager **	\$68,887.35	\$70,678.42	\$72,516.06	\$74,401.49	\$76,335.92
Planning Director	\$74,197.31	\$75,883.60	\$78,413.88	\$80,437.11	\$82,156.49
Equalization Director	\$91,207.86	\$93,032.01	\$95,822.99	\$98,697.66	\$101,656.65
Assistant Prosecutor	-----	-----	-----	-----	\$79,058.73
IT Director (present range)	\$67,571.60	\$69,108.36	\$71,412.73	\$73,255.31	\$74,821.17
IT Director **	\$74,196.18	\$75,883.60	\$78,413.89	\$80,437.11	\$82,156.48
Building Official	\$75,812.56	\$77,498.87	\$79,185.17	\$80,871.50	\$82,557.80
Director of Emergency Mgmt.	\$82,628.83	\$84,652.02	\$86,506.79	\$88,361.59	\$90,465.75
Assistant Director 911	\$62,523.38	\$64,148.99	\$65,816.86	\$67,528.12	\$69,283.85
Facilities Director **	\$82,628.83	\$84,652.02	\$86,506.79	\$88,361.59	\$90,465.75 (proposed)
Maintenance Director Supervisor **	\$59,459.88	\$62,432.90	\$65,554.46	\$68,832.98	\$72,273.09 (proposed)
Elected/Mandated/Contracted					
Administrator (Contract)					\$103,025.37
Drain Commissioner					\$20,642.77
Prosecutor					\$111,064.73
Chief Assistant Prosecutor					\$95,294.06
Sheriff					\$93,508.03
Undersheriff					\$90,465.75
Clerk					\$83,122.64
Chief Deputy Clerk					\$74,722.58
Treasurer					\$83,122.64
Chief Deputy Treasurer					\$62,523.38
Register of Deeds					\$83,122.64
Chief Deputy Register of Deeds					\$62,523.38
Court Employees					
Probate/Family Judge	Mandated by the State of Michigan				\$172,134.62
Probate Register					\$75,552.26
Court Administrator	\$61,609.28	\$66,481.64	\$71,374.14	\$76,206.24	\$80,957.81
Deputy Register/Recorder	\$18.16	\$19.97	\$21.72	\$23.53	\$25.31
Juvenile Register	\$21.86	\$23.57	\$25.45	\$27.25	\$29.06
Substance Abuse Coordinator	\$26.35	\$28.53	\$30.70	\$32.86	\$35.07
Probation Officer	\$26.35	\$28.53	\$30.70	\$32.86	\$35.07
Marine Patrol	\$18.23	\$20.03	\$21.86	\$23.62	\$25.39

BOC Approved 12/29/23

*BOC Amended 6/18/24 (Temporary Specialist / Seasonal)

**BOC for consideration

Non-Union Salary - Facilities Director
(40 hour per week with full County benefits)

Proposed Salary Range	Start	One Year	Two Year	Three Year	Four Year
2024	\$ 82,628.83	\$ 84,652.02	\$ 86,506.79	\$ 88,361.59	\$ 90,465.75
PTCA	\$ 6,321.11	\$ 6,475.88	\$ 6,617.77	\$ 6,759.66	\$ 6,920.63
MERS 9.0%	\$ 7,436.59	\$ 7,618.68	\$ 7,785.61	\$ 7,952.54	\$ 8,141.92
BCBS (assumes Full Family Coverage)	\$ 18,596.00	\$ 18,596.00	\$ 18,596.00	\$ 18,596.00	\$ 18,596.00
Life/Short/Long Term Insurance	\$ 1,167.51	\$ 1,196.09	\$ 1,222.30	\$ 1,248.51	\$ 1,278.24
W/C = \$1.11/100	\$ 917.18	\$ 939.64	\$ 960.23	\$ 980.81	\$ 1,004.17
Proposed annual salary range totals	\$ 117,067.22	\$ 119,478.31	\$ 121,688.70	\$ 123,899.11	\$ 126,406.71
Proposed per month cost	\$ 9,755.60	\$ 9,956.53	\$ 10,140.72	\$ 10,324.93	\$ 10,533.89

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Board of Commissioners</u> <input checked="" type="checkbox"/>	Submittal Dates
Contact Person: <u>Ty Wessell</u>	<input type="checkbox"/> Select Meeting Type: <u>Executive Board</u> <input checked="" type="checkbox"/>
Telephone Number: <u>(231) 256-9711</u>	Date of Meeting: <u>08/13/2024</u>
Financial/Source Selection Method	
<input type="checkbox"/> Select One: <u>Select One</u> <input checked="" type="checkbox"/>	Vendor: _____
<input checked="" type="checkbox"/> Other: <u>County Administrator Search</u>	Address/ Phone: _____
<input type="checkbox"/> Account No.: _____	Description: <u>Select One</u>
<input type="checkbox"/> CIP Project?	
<input type="checkbox"/> If Grant, Match Account No.: _____	
Budgeted Amount: <u>\$ 0.00</u>	Contracted Amount: <u>\$ 0.00</u>

Document Description

Request to Waive Board Policy on Bid Requirements Financial Review Completed Department Head/Elected Official Authorization

Regarding County Administrator/CFO Search, what follows is two broad options for discussion.

Option 1 - Yes. Should the title of the position remain County Administrator/CFO or eliminate the CFO portion? If the title of the position is change, consider the process as starting over and will take four to five months to complete (complete meaning having an individual in place). Michigan Leadership Institute to start the search process immediately.

Option 2 - No. Defer to the County Board of Commissioners taking office in 2025 to underake process of hiring the next County Administrator. Agreement with Michigan Leadership Institute would conclude and balance of agreement paid. Once the November 2024 County Offices election results are certified, Interim County Administrator meets with new Commissioners-elected and returning Commission members to discuss process with the first step being interest as to selected a search firm - Request for Proposals or use Michigan Leadership Institute. Search firm interviews/agreements would be undertaken in January 2025.

If Option 2 is preferred, Agreement with Interim Administrator Richard Lewis will need to be extended. Have had a discussed with him regarding the possibility. He is willing, but makes it clear is not interested in the position on a permanent basis nor an increase of working hours. He would also like to be finished with the role by the end of May 2025.

Suggested Recommendation:
Move to recommend to the Board of Commissioners to proceed with Option _____ regarding the County Administrator Search as outlined.

Department Approval: Ty Wessell Date: 08-08-2024

BOARD OF COMMISSIONERS

Vacant Position, District #1
James S. O'Rourke, District #2
Douglas Rexroat, District #3
Ty Wessell, District #4
Kama Ross, District #5
Gwenne Allgaier, District #6
Melinda C. Lautner, District #7

**Richard I. Lewis**

Interim County Administrator

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To: Candidates to Leelanau County Commission – invitation

From: Richard I. Lewis, Interim County Administrator

Date: August 21, 2024

Re: County Administrator Search

As you may or may not be aware, the County Board of Commissioners (BOC) will be discussing the next steps in the process of hiring a permanent County Administrator. A Special Meeting of the BOC will be held on Wednesday, August 28th at 9:00am in the Commissioner Meeting Room. Attached is the meeting notice and the Executive Document Summary relating to the above.

We invite you to attend the Special Meeting because the responsibility of hiring the next County Administrator may fall to the Board of Commissioners members taking office on January 2, 2025. The decision to proceed with the process or delay will be decided at the meeting. Following County Rules, your Public Comment at the beginning of the Special Session would be considered and welcomed, but not a part of the Board's deliberations on the topic.

Thank you for your consideration and participation.

Richard I. Lewis
 Interim County Administrator