

BOARD OF COMMISSIONERS MEETING

Ty Wessell, Chairman

NOTICE OF MEETING

The Executive Board Session of the Leelanau County Board of Commissioners will be held on Tuesday, July 9, 2024, at 9:30 a.m., in the Commissioner 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/UCNQTglgcTedF2qB8floC1GQ?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 any unnecessary cellular/electronic 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

	PAGE #
CALL TO ORDER	
PLEDGE OF ALLEGIANCE	
MOMENT OF SILENCE/PRIVATE PRAYER	
ROLL CALL	
APPROVAL OF AGENDA / LATE ADDITIONS OR DELETIONS	
COMMUNICATIONS, PROCLAMATIONS, PRESENTATIONS :	
• Administrator Update, <i>Richard Lewis, Interim Administrator</i> – Point Broadband, Tower Update, Playground Equipment/Wood Chips/RFP, 2% Grant Awards	
• Senior Services / Meals on Wheels – Lena Vander Meulen	
PUBLIC COMMENT (3 Minutes-Agenda Specific)	
COMMISSIONER COMMENTS	
ACTION ITEMS	
1. Sheriff’s Office – RAP Grant: Staff and Commander Reimbursement	2
2. Probate / Family Court – Child Care Fund Budget	3-4
3. Planning –	
a. West Bay/ West Shore Brownfield Termination – Set Public Hearing	5
b. CIP Review and Acceptance	6-45
4. Administration –	
a. FY 2023 Audit Report – Rehmann, Steve Peacock	46
b. Parks and Recreation 5 Year Master Plan – Approval of Contract with MCSA Group, Inc.	47-61
c. PACE – Set Public Hearing	62
5. 6 Month Goals / Discussion	63-67
REVIEW OF FINANCIALS	
SPECIAL REPORTS BY STAFF, COMMISSIONERS, AND AFFILIATED AGENCIES	
PUBLIC COMMENT (5 Minutes)	
COMMISSIONER COMMENTS	
APPROVAL OF FINANCIALS	
• Amendments & Transfers	
• Miscellaneous Fund Transfers and Amendments	
• Claims and Accounts	
• Post Audit	
ADJOURNMENT	

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Sheriff's Office</u> Contact Person: <u>Undersheriff J. Kiessel</u> Telephone Number: <u>231-256-8602</u>	Submittal Dates <input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u> Date of Meeting: <u>07/09/2024</u>
Financial/Source Selection Method <input checked="" type="checkbox"/> Select One: <u>Grant</u> <input type="checkbox"/> Other: _____ <input checked="" type="checkbox"/> Account No.: <u>225-301.960/225.301.860</u> <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: <u>Michigan Municipal Risk</u> Address/ Phone: <u>14001 Merriman Road</u> <u>Livonia, MI 48154</u> Description: <u>Grant Application</u>
Budgeted Amount: _____ Contracted Amount: _____	
Document Description	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Financial Review Completed <input checked="" type="checkbox"/> Department Head/Elected Official Authorization	
<p>In January of 2024, Sergeant Chris Bailey started the Michigan State university School of Staff and Command. The school ran through June of 2024 and consisted of 480 hours of in-person and on-line supervision training. This school has been a staple of first line supervisors within the Sheriff's Office for well over a decade. As part of the training, the sheriff's office uses funds 101.225.301.960 (Training/Education) and 101.225.301.860 (Travel) to cover the costs. As has been in the past, the Sheriff's Office is requesting to submit a RAP (Risk Avoidance Program) grant with MMRMA with the successful graduation by Sergeant Bailey. The grant, when submitted reimburses the county for 75% of all tuition and travel related costs of the training because this training is recognized by MMRMA as higher level accreditation This years tuition cost was \$3700.00 and the cost for lodging for 4 weeks was \$1531.70 for a total of \$5231.70. The grant reimbursement of 75% would then be for \$3923.78, if approved and awarded.</p>	
<p>Suggested Recommendation:</p> <p>I move to recommend that the County Board of Commissioners allow the Sheriff's office to submit a Risk Avoidance Program (RAP) Grant with MMRMA in the amount of \$3923.78 to recoup 75% reimbursement for the cost of sending Sgt. Chris Bailey to the Michigan State University School of Staff and Command.</p>	

 Department Approval: Undersheriff James C. Kiessel
Digitally signed by Undersheriff James C. Kiessel
Date: 2024.06.20 10:45:21 -04'00'

 Date: 06/20/2024

EXECUTIVE DOCUMENT SUMMARY

Department: Probate/Family Court <input type="checkbox"/>	Submittal Dates
Contact Person: <u>Cameron Clark</u>	<input checked="" type="checkbox"/> Executive Board: <u>7/09/2024</u>
Telephone No.: <u>231-256-9803</u>	<input checked="" type="checkbox"/> Regular Session: <u>7/16/2024</u>

Source Selection Method	VENDOR: _____
<input type="checkbox"/> Select One	Address: _____
<input type="checkbox"/> Other: _____	Phone: _____

Budgeted Amount: <u>\$802,149.90</u>	Contracted Amount: _____
--------------------------------------	--------------------------

Document Description
<input type="checkbox"/> Board/Committee Recommendation <input type="checkbox"/> Other _____

Request to Waive Board Policy on Bid Requirements

This is the Annual Plan and Budget for the Child Care Fund for fiscal year 10-1-2024 through 9-30-2025. It is prepared in accordance with the State Child Care Fund Monitoring Unit Rules. The budget includes anticipated costs and describes potential programs and services that may occur under the Foster Care, Institutional Care, In-Home Care and Basic Grant Components. This plan must be approved and signed by the Family Court Judge, Board of Commissioners Chairperson, and Director of MDHHS. All original signature pages must be sent electronically through MiSACWIS to MDHHS by 8-15-2023. The FY 2024-2025 Child Care Fund Budget request is for \$802,149.90. The previous year's CCF budget was \$808,835.00

Approval of this plan commits the state to reimbursement of 50% of approved Child Care Fund out-of-home expenditures and 75% of In-Home Care programming.

Suggested Recommendation: Motion to recommend approval of the Child Care Fund Annual Plan and Budget in the amount of \$802,149.90 for Leelanau County, Fiscal Year October 1, 2024, through September 30, 2025.

Department Head Approval: *Maria Komberg* Date: 7/2/2024

County Child Care Budget Summary (DHS-2091)

Michigan Department of Health and Human Services (MDHHS)

Children's Services Agency

Leelanau County for October 1, 2024 through September 30, 2025

Organization	Court Contact Person	Telephone Number	Email Address
Leelanau County	Cameron Clark - CCF Organization Management	(616) 540-5465	cclark@leelanau.gov
Fiscal Year	MDHHS Contact Person	Telephone Number	Email Address
October 1, 2024 through September 30, 2025	Lori M. Strong - CCF Organization Fiscal Staff	(248) 858-1317	strongl@oakgov.com

Cost Sharing Ratios		Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Court or Tribal Supervised	County 50% / State 50%	\$0.00	\$150,500.00	\$150,500.00
B. In-Home Care	County 25% / State 75%	\$0.00	\$595,130.00	\$595,130.00
C. County/Court-Operated Facilities	County 50% / State 50%	\$0.00	\$0.00	\$0.00
D. Subtotals (A+B+C)		\$0.00	\$745,630.00	\$745,630.00
E. Revenue		\$0.00	\$0.00	\$0.00
F. Net Expenditure		\$0.00	\$745,630.00	\$745,630.00

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Neglect Abuse		\$0.00	\$80,000.00	\$80,000.00

Please Note: The *Neglect/Abuse Out-of-Home Care* amount reflects ONLY the county court's share of these expenditures. Effective October 2019 the State of Michigan pays 100% of Neglect/Abuse Out-of-Home placements and the county then reimburses the state 50%.

Cost Sharing Ratios	County 0% / State 100% \$56,520.00 Maximum	MDHHS	Court	Combined
Basic Grant		\$0.00	\$56,519.90	\$56,519.90
Total Expenditure				\$802,149.90

BUDGET DEVELOPMENT CERTIFICATION	
THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2024 through September 30, 2025; and any requests for reimbursement shall adhere to all state law, administrative rules and child care fund handbook authority.	
Presiding Judge	Date
County Director of MDHHS Signature	Date
Chairperson, Board of Commissioner's Signature	Date
And/or County Executive Signature	Date
Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.	AUTHORITY: Act 87, Publication of of 1978, as amended. COMPLETION: Required. PENALTY: State reimbursement will be withheld from local government.

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Planning/Community Development</u> Contact Person: _____ <u>Gail Myer</u> Telephone Number: _____ <u>256-9812</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Submittal Dates</th> </tr> <tr> <td style="width: 70%;"><input type="checkbox"/> Select Meeting Type: <u>Executive Board</u></td> <td style="width: 30%;"></td> </tr> <tr> <td>Date of Meeting: _____</td> <td style="text-align: right;"><u>07/16/2024</u></td> </tr> </table>	Submittal Dates		<input type="checkbox"/> Select Meeting Type: <u>Executive Board</u>		Date of Meeting: _____	<u>07/16/2024</u>
Submittal Dates							
<input type="checkbox"/> Select Meeting Type: <u>Executive Board</u>							
Date of Meeting: _____	<u>07/16/2024</u>						
Financial/Source Selection Method							
<input type="checkbox"/> Select One: <u>Select One</u> <input checked="" type="checkbox"/> Other: _____ <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				

Document Description	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Financial Review Completed <input type="checkbox"/> Department Head/Elected Official Authorization	
<p>The Leelanau County Brownfield Redevelopment Authority (LCBRA) has recommended termination of the West Bay/West Shore Brownfield Plan. A Brownfield Plan was adopted in March of 2007, amended on June 2017, and an Act 381 work Plan was approved by the Environmental Quality Department (DEQ- now the MI Department of Environment, Great Lakes, and Energy [EGLE]) in 2018, which allows for the capture of both local and school tax increment revenues for the reimbursement of eligible expenses.</p> <p>On December 3, 2009 the LCBRA approved disbursements to West Bay Partners, LLC (the "Developer") for reimbursement of their approved eligible activities. The proposed redevelopment outlined in the Brownfield Plan has not occurred since the adoption of the Brownfield Plan and subsequent amendment. Since this project has failed to occur, the LCBRA has recommended termination of the Brownfield Plan as allowed by Act 381 of 1996, as amended. There are no outstanding obligations, debt, or eligible activities to reimburse.</p> <p>The County must hold a public hearing. The notice of the public hearing must be published once in the local paper at least thirty (30) days prior to the public hearing.</p> <p>The LCBRA passed the following motion at their June 18th meeting:</p> <p>Motion by Lewis, seconded by Allgaier, to recommend the County Board of Commissioners set a public hearing to start the process of terminating the West Bay/West Shore Brownfield Plan. Motion carried 5-0.</p>	
<p>Suggested Recommendation:</p> <p>I move to recommend that the County Board of Commissioners set the public hearing date and time for the termination of the West Bay/West Shore Brownfield Plan.</p>	

 Department Approval: Gail Myer

 Date: 6-20-24

Leelanau County Capital Improvements Program (CIP) *2025 through 2030*



Leelanau County Government Center



Leelanau Veterans Memorial

Prepared by: Leelanau County Planning Commission, pursuant to the Michigan Planning Enabling Act and approved June 25, 2024

Approved by the Leelanau County Board of Commissioners _____

Board of Commissioners

Ty Wessell – Chairman, Doug Rexroat, Vice-Chairman, Gwenne Allgaier,
Jamie Kramer, Melinda Lautner, James O’Rourke, Kama Ross

Administrator's Office

Richard Lewis, Interim County Administrator
Lauren Cypher, Executive Assistant

Planning Commission (Capital Improvement Planning Committee)

Steve Yoder - Chairman, Casey Noonan - Vice Chairman,
Melvin Black - Chair Pro-Tem, Craig Brown, Rodney Brush, Brian Fenlon,
Melinda Lautner, Tom MacDonald, Robert Miller, Tom Nixon, Francis Criqui

Planning & Community Development Office

Gail Myer, Planning Director
Jenny Herman, Senior Planner
Allison Immel, Secretary

AUTHORITY

This Capital Improvement Program (CIP) is developed under Section 65 of the Michigan Planning Enabling Act, Act 33 of 2008, which states:

125.3865 Capital improvements program of public structures and improvements; preparation; basis.

Sec. 65.

(1) To further the desirable future development of the local unit of government under the master plan, a **planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements**, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. **The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period.** The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. **Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission** with lists, plans, and estimates of time and cost of those public structures and improvements. (Emphasis added)

Leelanau County Capital Improvements Program

2025 through 2030

Table of Contents

Part I: Overview

- What is a CIP?1
- CIP Development Process2
- Implementation2
- Organization Structure3
- Commissions and Authorities3
- Community Profile.....3
- Evaluating Capital Improvement Project Requests4
- Definitions.....5
- Capital Project Financing5

Part II: Proposed Capital Improvement Projects

- Priority Level, Projected Capital Costs, and Funding year.....8
- Other Potential Projects.....15
- 2025 Projects Submitted (Summary of Submittal Form)16

Part III: Recommendations

- Recommendations.....20

Part IV: Existing Capital Facility Inventory

- Existing Inventory23

Appendix

- Approved CIP Submittal Form..... 37

PART I: OVERVIEW

WHAT IS A CIP?

A Capital Improvement Program (CIP) is a short-range plan which identifies capital projects and equipment purchases, provides a planning schedule, and identifies options for financing the plan. Essentially, the plan provides a link between a:

- ❖ municipality, school district, parks and recreation department and/or other local government entity, and the
- ❖ entity's comprehensive and strategic plans, and the
- ❖ entity's annual budget.

A CIP is an outline used to designate the financing and prioritizing of upcoming improvement projects. A CIP is used to detail community renovations or improvements and plan out finances for equipment and materials and dates for projects to be started and completed.

Features:

The CIP typically includes the following information:

- A listing of the capital projects or equipment to be purchased.
- The projects ranked in order of preference.
- Financing options.
- A timetable for the construction or completion of the project.
- Justification for the project.
- Explanation of expenses for the project.

Why is the CIP Important?

Since County government has limited resources for capital investments, it must have a process for selecting those with the greatest public benefits to make sure taxpayers receive the maximum return on their investment. It is therefore important that government has a clear assessment of its needs and a process for comparing the relative benefits of different projects with one another.

The process and development of a long-term CIP can realize the following benefits:

Focus attention of community goals and needs. Capital projects are prioritized based on need. The CIP can also be used as a tool to achieve goals and objectives.

Allow for an informed public. The CIP keeps the public informed about future capital investment plans and provides opportunity for them to be involved in the process.

Encourage more efficient program administration. Work can be more effectively scheduled and available personnel and equipment can be better utilized when it is known in advance what, when, and where projects will be undertaken.

Identify the most economically sound method of funding projects. Through proper planning, the need can be foreseen and action can be taken before the need becomes so critical that immediate funding may be required.

Enhance the County's credit rating. Keeping planned projects within the financial capabilities of the County may lead to better credit ratings.

Help plan for future debt. The CIP can be an effective tool to plan for future debt and identify methods for funding long-term debt for large projects.

Making Good Decisions

Understanding the available options for funding capital improvements is essential to good decision-making. Equally important is the completion of five-year revenue and expenditure projections, the adoption of debt and reserve policies, and the implementation of a thoughtful capital request evaluation process. With this type of information in hand, municipal leaders are better equipped to act in ways that effectively protect public assets and realistically plan for the future.

What is a Capital Improvement?

A capital improvement is a major, non-routine expenditure for new construction, improvements to existing buildings, facilities, land, streets, storm sewers, and expansion of parks, to name a few. A capital improvement has a relatively high monetary value, a long-life expectancy, and results in the creation of an asset or extends the life of existing assets. The cost of the capital improvement includes design, legal fees, land, operating equipment, furniture, construction, etc. that is necessary to put the asset into service. Planned capital improvement projects improve our infrastructure including streets we drive on, water we drink, libraries we visit, and parks we visit. A capital need includes various project types such as:

1. Bikeways
2. Bridges
3. Drainage and flood control facilities
4. Libraries
5. Parks and recreation centers
6. Police, fire stations
7. Street improvements
8. Utilities
9. Water and sewer facilities and pipelines
10. Buildings

Is every project a CIP?

No. Every project is not a CIP. CIP descriptions clearly establish that a project is capital in nature. What makes it capital in nature is the construction, purchase, or major renovation of buildings, utility systems, and other facilities; in addition to land acquisition and roadway projects. Some projects will be considered as annual maintenance or activities related to supporting day-to-day operations. (Items such as maintenance costs or replacement costs may still be included in the CIP, even if not considered a project. Examples include: pavement maintenance, replacement of heating/cooling, software/hardware).

CIP DEVELOPMENT PROCESS

The development of a capital improvement program is a continual process and, consequently, should be viewed as a working document. Therefore, while the document covers a six-year planning perspective, it is revised every year in order to accommodate new projects, reflect changes in ongoing projects, and extend the program an additional year.

The first year of the plan is incorporated into the annual budget to appropriate funds. Improvements identified in subsequent years are approved only on a planning basis and do not receive an expenditure appropriation. As County projects are completed, projects in future years are added in order to identify and quantify future needs.

Projects included in the CIP are either County managed projects or include just the County's share of projects that will be managed by other agencies. If an outside agency will contribute funding directly to the County for a project that the County will manage, then that cost and funding are included in the project budget. The CIP includes all capital projects which are to be financed in whole or in part from funds subject to control or appropriation by the County.

IMPLEMENTATION

The County considers input from the citizens, the Planning Commission, the County staff, and the General Plan in the Capital Improvement Program's preparation. A project list is compiled, prioritized by year,

and cost estimates assigned. The County Administrator, County Treasurer, and Accounting Department will look at the need to issue debt, potential impact on the tax rate (if any), and available funds. The Planning Commission will review potential projects and prioritize projects. Prior to the completion of the budget process, the Commission will prepare an update to the CIP and a list of recommendations for capital improvements over the next six (6) years. A final draft of the CIP and list of recommendations is sent to the County Board to consider and approve. The County Board will consider the CIP and recommendations in its annual budget process. Upon Board approval, the CIP is reproduced and distributed for implementation.

Department heads are still responsible for following county policies and procedures for capital improvement projects, and obtaining County Board approval prior to the beginning of any project.

ORGANIZATION STRUCTURE

The structure of County government in Michigan is guided in large part by state statute. There are seven elected officials that comprise the County Board of Commissioners. There are also seven individual elected officials (Clerk, Drain Commissioner, Prosecutor, Register of Deeds, Road Commission, Sheriff, and Treasurer) who represent the statutory responsibilities of each office. In addition, there are independently elected judges who oversee Circuit Court, Probate Court, and District Court. Non-elected county offices include: Administrator, Finance, Building Safety, Emergency Management/9-1-1 Central Dispatch, Equalization, Information Technology, Maintenance, MSU Extension, Planning & Community Development, and Senior Services.

COMMISSIONS AND AUTHORITIES

The following commissions and authorities provide financing oversight of facilities, management of facilities and long-range planning:

County Treasurer – responsible for the receipt, custody, investment and disbursement of all County funds.

Buildings & Ground - The Buildings & Ground department assists with furnishing, equipping, improving, enlarging, operating and maintaining a building or buildings, parking lots or structures, etc.

Parks & Recreation Commission - The Parks and Recreation Commission is an advisory commission to the County Board of Commissioners for the county owned parks.

Planning Commission - Responsibilities of the County Planning Commission include development and implementation of the *Leelanau General Plan*; review local land use plans and zoning ordinances; prepare and update a Capital Improvement Program; provide planning and zoning information, education and outreach; and, review all County property purchases and development projects according to state statute.

County Board of Commissioners – Review recommendations from the County Planning Commission and approve capital expenditures and financing.

COMMUNITY PROFILE

Population *Source: U.S. Census Bureau*

Leelanau County was established in 1863 and is one of 83 counties in the State of Michigan. The County itself is a peninsula surrounded by Lake Michigan on three (3) sides. The county is comprised of 11 townships, 3 villages, the Grand Traverse Band of Ottawa & Chippewa Indians Tribe, and a portion of Traverse City.

Leelanau County consists of 348.5 square miles of land. The County owns or jointly owns land for parks and facilities. Facilities owned include: Law Enforcement Center, Government Center (Courthouse), three county parks, Leland Dam, and Communication Towers.

Suttons Bay Township is the County Seat as of 2008, when the County moved its government facilities from the unincorporated village of Leland. The County experienced a continuous increase in population from the 1930 Census to the 2010 Census. The majority of the population growth in the County is attributable to domestic migration, rather than a natural increase (births minus deaths).

In 2020, the median age of Leelanau County residents was 54.6, about 16 years higher than the national median

of 38.2 years. Leelanau County has one of the oldest populations in the nation. Approximately 30.9% of local residents are 65 and older while only 16.9% are 18 and under. For the U.S. population, 15.9% of the population is 65 or older and 24.1% are 18 and under.

EVALUATING CAPITAL IMPROVEMENT PROJECT REQUESTS

CRITERIA

The planning criteria outline a structure of goals, limitations, and philosophies, which frame and direct the process of the plan. The criteria are also used to test alternative approaches to facilities needs in order to identify optimum strategies for the County. Like other components of the plan, the criteria should be periodically reviewed and updated so that the plan reflects the current priorities of the County.

- **Risk to Public Health or Safety** - To protect against a clear and immediate risk to public safety or health.
- **Deteriorated Facility** - A capital investment that deals with a deteriorated facility or piece of equipment. The action taken may be either 1) reconstruction or expensive rehabilitation to extend its useful life to avoid or to postpone replacing it with a new or more costly one; or 2) replacement of the facility or piece of equipment with a new one.
- **Systematic Replacement** - A capital investment that upgrades a facility or piece of equipment as part of a systematic replacement program. This investment assumes that the equipment will be restored to at least the same level of service.
- **Improvement of Operating Efficiency** - A capital investment that substantially and significantly improves the operating efficiency of a department or an expenditure that has a very favorable return on investment with a promise of reducing existing or future increases in operating expenses.
- **Coordination** - 1) An expenditure that is necessary to ensure coordination with another CIP project; 2) A project that is necessary to comply with requirements imposed by others (*for example: EPA requirements*); 3) A project that meets established goals or objectives of the Board of Commissioners.
- **Protection and Conservation of Resources** - 1) A project that protects natural resources that are at risk of being reduced in amount or quality; or 2) A project that protects the investment in existing infrastructure against excessive demand or overload that threatens the capacity or useful life of a facility or piece of equipment.
- **New or Substantially Expanded Facility** – Construction or acquisition of a new facility (including land), or major expansion thereof, that provides a service, or level of service, not now available.

Project Prioritization

If a project passes the Criteria Evaluation and is determined to be a project to list in the CIP, then the County Planning Commission gives it a priority rating. The rating indicates the following:

PRIORITY RATING

PRIORITY 1 - Urgent

- Completely corrects an existing condition or emergency dangerous to public health, safety or welfare.
- Complies with federal or state requirement whose implementation time frame is too short to allow for longer range planning.
- Meets requirements imposed by others (such as a legal obligation) which have a short time frame to complete.

PRIORITY 2 – Very Important

- Prevents or reduces a condition or emergency dangerous to the public health, safety, or welfare.
- Is required to complete a major public improvement (this criterion is more important if the major improvement can not function without the project being completed, and is less important if the project is not key to the functioning of another project).
- Provides for a critically needed community program.

PRIORITY 3 - Important

- Is consistent with an adopted County Plan (such as the General Plan, Parks & Recreation Plan, etc.)
- Complies with a board approved policy, or federal or state requirement whose implementation time frame allows longer range planning.

PRIORITY 4 – Desirable, but can be postponed

- Would benefit the community.
- Worthwhile if funding becomes available.
- Can be postponed without detriment to present services.

Other anticipated benefits:

- Preservation or historic buildings/features
- Increased economic development opportunity
- Preservation of greenspace / farmland / open space

DEFINITIONS

Maintenance Budget (Short term Element 1 year) - Annual appropriation of funds for specific facilities, equipment, and improvements.

Capital Improvement Program (6 years) - A proposed schedule of public projects and facility improvements to be built or completed by the County over the next six (6) years. The Program is a “rolling” process and subsequent year items in the Program are evaluated annually and advanced each fiscal year. Projects are approved on a planning basis only and do not receive ultimate expenditure authority until they are eventually incorporated into the annual Budget. **Items over 6-years old must be revised and resubmitted by department heads if still relevant.**

Capital Improvement Project - A capital improvement project is a durable, fixed asset, with a lifetime of more than one year and has a value of more than \$5,000 per unit, such as:

- 1) Any acquisition of land for a public purpose;
- 2) Any construction of a new facility (e.g., a public building, or water lines, playfield, or the like) or an addition to, or extension of, such a facility;
- 3) A rehabilitation or major repair of all or a part of a building, its grounds, or a facility, or of equipment,
- 4) Purchase of major equipment

Criteria - A means to evaluate proposed capital improvement project requests.

Facility - A building or buildings owned by the County which houses County operations and services.

Parcel - Land owned by the County.

Priority – a rating for a project indicating it is Urgent, Very Important, Important, or Desirable.

CAPITAL PROJECT FINANCING

Financing capital projects often requires a package of revenue sources. Project financing tools that the County may consider are as follows:

“Pay-as-you-go”

The simplest method of financing capital improvements is “Pay-as-you-go.” This approach involves

appropriating funds to a capital improvement fund each year until the balance is sufficient to pay the cost of a project. It may involve the use of grant funds. It may also involve levying a special assessment or fee that is put aside in a special fund until enough is accumulated to make the improvement. There are drawbacks to “Pay-as-you-go.” Inflation may increase project costs so that the targeted amount may rise over time. Construction costs may increase while the money is being set aside. In addition, there is no immediate benefit to diverting funds to save for a proposed project.

Lease and/or Lease-Purchase an agreement to pay for the use of a building, facility or piece of equipment for a period of time, with or without the option to purchase at the end of the timeframe.

Grants and/or Awards – these could include local, state or federal grants or awards, as well as 2% allocation funds from the local Tribe.

Millage – a voter approved amount added to tax bills for a specific length of time.

Special Assessment - a charge added to a tax bill for a property located within a ‘special assessment district’ (such as a sewer district).

Donations – donations made to the County for a specific purpose (i.e. donations for the Veterans Memorial).

Bonds¹

Issues related to bonding include bonding limits and bond terms. Depending on the type of bond, the project and current debt, bonding limits, or how much debt a county may incur, the term of the bonds have legal and practical considerations that must be determined prior to funding a project. The term of the bonds is the length of the time to repay the bonds.

General Obligation Bonds

General obligation bonds are backed by the authority of the county to levy taxes in any amount without limit to repay the debt. A county board may issue such bonds only if voters specifically approve the issue and give a county board the authority to increase taxes if necessary, to repay the general obligation debt.

Limited General Obligation Bonds

As an alternative to general obligation bonds, limited general obligation bonds are guaranteed by collection of delinquent taxes, tax sale proceeds, and rebates from local units if necessary. This approach does not require voter approval.

Revenue Bonds

Revenue bonds are secured only by the net revenues a project generates. Typical public improvements funded by revenue bonds include water and sewer systems, housing facilities, parking ramps and others. The key to financing a project with revenue bonds is whether the project generates revenues through charges for services and whether the project revenues are sufficient to both operate the facility and repay the debt.

Lease Financing

Lease financing of capital assets provides another alternative to the County and may be used for both equipment acquisitions and major improvement and construction projects.

Property Disposal

Disposal (selling) of currently owned property or resources (land, timber, equipment, etc.) is a method for the county to raise necessary funds to use on capital projects.

User Fees – fees for a permit or pass to use a service or facility. Generates revenue for a specific cause or site.

¹ Michigan Department of Treasury website.

Part II: Recommended Capital Improvement Projects

At the beginning of each year, the Planning & Community Development office gather Submittal forms from department heads for proposed projects. These forms are also shared with the Finance Director and County Administrator for review. The next step in the process is for the Planning staff to prepare the update to the CIP and then present this draft document to the County Planning Commission. Revisions are made until the County Planning Commission is ready to approve the document and send it to the Board of Commissioners, along with any recommendations for the Board to consider. Planning staff will then present the completed document to the Board for consideration and approval. **Projects listed in the first year of the Plan are incorporated into the annual budget to appropriate funds. Department heads are still responsible for following all county policies and procedures for capital improvement projects, and obtaining Board approval prior to the beginning of any project.**

Part II contains a Chart of Proposed Projects submitted by county departments. Each of these projects has been ranked according to a Priority Level of 1, 2, 3 or 4. The **highest Priority Group is “1”** which means the project is considered “**Urgent**”. A **Priority 2** is given to a project that is considered “**Very Important**”, a **Priority 3** is given to a project which is considered “**Important**”, and a **Priority 4** is given to a project that is “**Desirable, but can be postponed**”. A Chart of Other Potential Projects is also included, although some of these projects may not meet the definition of a capital improvement project. Also attached is a proposed timeline of funding for the proposed projects.

PRIORITY RATING

PRIORITY 1 - Urgent

- Completely corrects an existing condition or emergency dangerous to public health, safety or welfare.
- Complies with federal or state requirement whose implementation time frame is too short to allow for longer range planning.
- Meets requirements imposed by others (such as a legal obligation) which have a short time frame to complete.

PRIORITY 2 – Very Important

- Prevents or reduces a condition or emergency dangerous to the public health, safety, or welfare.
- Is required to complete a major public improvement (this criterion is *more* important if the major improvement can not function without the project being completed, and is *less* important if the project is not key to the functioning of another project);
- Provides for a critically needed community program.

PRIORITY 3 - Important

- Is consistent with an adopted County Plan (such as the General Plan, Parks & Recreation Plan, etc.)
- Complies with a board approved policy, or federal or state requirement whose implementation time frame allows longer range planning.

PRIORITY 4 – Desirable, but can be postponed

- Would benefit the community.
- Worthwhile if funding becomes available.
- Can be postponed without detriment to present services.

Other anticipated benefits:

- Preservation or historic buildings/features
- Increased economic development opportunity
- Preservation of greenspace / farmland / open space

Priority Level, Projected Capital Costs, and Funding Year

** Estimated Costs were presented by County Departments and may be based on estimate, actual bid, or approximation. Estimated costs are subject to change*

BLDHD - Benzie Leelanau District Health Department

Govt - Government Building

LEC - Law Enforcement Center

Priority Level 1 - Urgent

Priority Level 2 - Very Important

Priority Level 3 - Important

Priority Level 4 - Desirable, but can be postponed

UA - Universal Access

Priority #	Item Number	Project Title	Department/Agency	2025	2026	2027	2028	2029	2030	Project Totals
1	2020-01	Leland dam control - room roof	Leland Dam Authority	\$15,000.00						\$15,000.00
1	2022-10	Leland dam maintenance	Leland Dam Authority	\$279,000.00						\$279,000.00
1	2023-01	911 Dispatch Remodel	Sheriff's Office	\$125,000.00						\$125,000.00
1	2023-02	Body Cameras	Sheriff's Office	\$201,669.00						\$201,669.00
1	2023-11	Sewer Plant Control for LEC/Govt Center	Maintenance	\$40,000.00						\$40,000.00
1	2023-12	Block Wall repairs at Govt Center	Maintenance	\$475,000.00						\$475,000.00
1	2024-04	Cyber Security Improvements	IT	\$50,000.00						\$50,000.00
1	2024-10	Exterior Security Cameras - Govt Center	Maintenance	\$50,000.00						\$50,000.00
1	2025-03	Replace patrol vehicles (annual)	Sheriff's Office	\$208,000.00						\$208,000.00
2	2022-01	Parking lot paved at Veronica Valley	Parks & Rec		\$75,000.00					\$75,000.00

**Priority Level, Projected Capital Costs,
and Funding Year**

Priority #	Item Number	Project Title	Department/Agency	2025	2026	2027	2028	2029	2030	Project Totals
2	2022-09	Vital statistic software	County Clerk		\$20,000.00					\$20,000.00
2	2022-11	Maple City tower	9-1-1 Emergency Services		\$125,000.00					\$125,000.00
2	2023-08	Trailer mount generator	Maintenance		\$60,840.00					\$60,840.00
2	2023-10	Access platforms at LEC	Maintenance		\$11,375.00					\$11,375.00
2	2024-01	Refurbish gazebo at Old Settlers	Parks & Rec		\$40,000.00					\$40,000.00
2	2024-03	Replace Senior Services vehicle	Senior Services		\$12,000.00					\$12,000.00
3	2022-08	New network stations for offices	IT			\$26,000.00				\$26,000.00
3	2023-06	UA path at Myles Kimmerly	Parks & Rec			\$33,050.00				\$33,050.00
3	2024-05	Picnic enclosure at Veronica Valley	Parks & Rec			\$75,000.00				\$75,000.00
3	2025-01	Govt air handler/cooling tower	Maintenance			\$390,000.00				\$390,000.00
3	2025-02	Jail Humidification reverse osmosis system	Maintenance			\$28,000.00				\$28,000.00
3	2025-04	Asphalt overlay of all pavement & parking lots	Maintenance			\$245,000.00				\$245,000.00
4	2022-02	Dog park at Myles Kimmerly	Parks & Rec				\$40,000.00			\$40,000.00

**Priority Level, Projected Capital Costs,
and Funding Year**

Priority #	Item Number	Project Title	Department/Agency	2025	2026	2027	2028	2029	2030	Project Totals
4	2022-03	Paved trail at Myles Kimmerly	Parks & Rec				\$200,000.00	\$200,000.00		\$400,000.00
4	2023-03	Replace office chairs - LEC	Sheriff's Office				\$15,000.00			\$15,000.00
4	2023-09	Time clocks-Govt Center	Maintenance				\$35,000.00			\$35,000.00
4	2023-14	Replace playground equipment-Myles Kimmerly	Parks & Rec				\$22,000.00			\$22,000.00
4	2023-15	Replace office chairs-Govt Center	Maintenance				\$15,000.00			\$15,000.00
4	2024-06	Pickleball courts at Myles Kimmerly	Parks & Rec				\$30,000.00	\$20,000.00		\$50,000.00
		38 Projects	TOTALS	\$1,443,669.00	\$344,215.00	\$797,050.00	\$357,000.00	\$220,000.00	\$0.00	\$3,161,934.00

	Other Potential Projects	
Broadband	Allocation to Habitat for Humanity-Housing Projects	Pave Paking area at Govt Center
BOC	BOC/ARPA Funds (if received)	BOC
1,800,000	100,000	50,000
Committed	Committed	tentative

CIP PROJECTS - PRIORITY LEVEL

Project #	2025-01	2025-02	2025-03	2025-04											
Proposed Project	Gov't air handler/cooling tower	Jail humidification reverse osmosis system	Patrol Vehicles (annual)	Asphalt overlay of all pavement & parking lots											
Department/Agency	Maintenance	Maintenance	Sherriff's Office	Maintenance											
Estimated Cost:	390,000	21,000	208,000	245,000											
Priority Level	3	3	1	3											
Project #	2024-01	2024-02	2024-03	2024-04	2024-05	2024-06	2024-07	2024-08	2024-09	2024-10	2024-11				
Proposed Project	Old Settlers - Refurbish Gazebo	Veronica Valley- Construct Universally Accessible (UA) trail encircling ponds	Senior Services - Vehicle Replacement	IT - Cyber security improvements	Veronica Valley- Construct picnic enclosure	Myles Kimmerly Park-Install 2 pickleball courts	Veronica Valley- Complete access and parking for Porta potty	Patrol Vehicles (annual)	Lower Level of Govt Center - build out (Health Dept)	Exterior Security Cameras at Govt Center	Commercial Dishwasher Replacement				
Department / Agency	Parks & Rec	Parks & Rec	Senior Svc	IT	Parks & Rec	Parks & Rec	Parks & Rec	Sheriff's Office	BOC	Maintenance	Sheriff's Office				
Estimated Cost:	\$40,000	\$85,000	\$12,000	\$50,000	\$75,000	\$50,000	\$35,000	\$115,000	\$400-\$600,000	\$50,000	\$20,010				
Priority Level: (RANKED WITH NEW SYSTEM)	2	3	2	1	1	4	4	1	2	1	2				
Project #	2023-01	2023-02	2023-03	2023-04	2023-05	2023-06	2023-07	2023-08	2023-09	2023-10	2023-11	2023-12	2023-13	2023-14	2023-15
Proposed Project	9-1-1 Dispatch Remodel	Body Cameras	Replace Office Chairs in LEC	Patrol vehicles (annual)	Ford Exp Replacement	UA access, enclosures, paved path at Myles Kimmerly	Water Stations/fillable	Trailer Mount Generator (portable)	Govt Center Time Clocks	Access Platforms at LEC building	Sewer Plant Control for LEC & Govt Center	Block Wall Repairs at Govt Center	New County Website	Replace Playground equipment at Myles Kimmerly Park	Replace Office Chairs in Govt Center
Department / Agency	Emergency Management / 9-1-1	Sheriff's Office	Sheriff's Office	Sheriff's Office	Sheriff's Office	Parks & Rec. Comm.	Maintenance	Maintenance	Maintenance	Maintenance	Maintenance	Maintenance	Administration	Parks & Rec. Comm	Maintenance
Estimated Cost:	\$125,000	\$201,669	\$15,000	\$111,000	\$53,000	\$33,050	\$15,000	\$60,840	\$35,000	\$11,375	\$40,000	\$475,000	\$44,600	\$22,000	\$15,000
Priority Level:	1	1	4	1	2	3	3	2	4	2	1	1	2	4	4
Project #	2022-01	2022-02	2022-03	2022-04	2022-05	2022-06	2022-07	2022-08	2022-09	2022-10	2022-11				
Proposed Project	Parking Lot paving @ Veronica Valley	Dog Park at Myles Kimmerly	Paved Loop Trail at Myles Kimmerly	Fishing Access & Safety Pathway	Switch Upgrades	UPS Battery Replacement	VMWare Redundant Server	New Network Stations for offices	Vital Statistic Software	Leland Dam Maintenance	Maple City Tower				
Department / Agency	Parks & Rec. Comm	Parks & Rec. Comm	Parks & Rec. Comm	Parks & Rec. Comm	IT	IT	IT	IT	County Clerk	Leland Dam Authority	9-1-1 Emergency Svs				
Estimated Cost:	\$75,000	\$40,000	\$400,000	\$15,000	\$15,000	\$36,000	\$76,000	\$26,000	\$20,000	\$279,000	\$125,000				
Priority Level:	2	4	4	2	2	2	2	3	2	2	2				
Project #	2020-01	2020-02	2020-03	2020-04	2020-05	2020-06	2020-07								
Proposed Project	Leland Dam Control-Room Roof	Leland Dam Lockout Assembly	Communication Tower-Govt Center	Communication Tower- (Originally Glen Arbor- changed to Leelanau Twn)	Patrol Vehicles	WMWare Server	PolyCom for BOC Room								
Department / Agency	Leland Dam Authority	Leland Dam Authority	9-1-1 Emergency Svc	9-1-1 Emergency Svc	Sheriff's Office	IT	Administration								
Estimated Cost:	\$15,000	\$34,300	\$200,000	\$750,000	\$129,000	\$20,000	\$9,000								
Priority Level:	1	1	2	2	1	2	1								
Project #	2019-01	2019-02	2019-03	2019-04	2019-05	2019-06	2019-07								
Proposed Project	AED Purchase (36 units), replace 17 units	HVAC System - Govt Center	Patrol Vehicles	Tower Generators	Aerial Imagery	Leland Dam repair work	Leland Dam-OSHA Work								
Department / Agency	9-1-1 Emergency Svc	Maintenance	Sheriff's Office	9-1-1 Emergency Svc	Planning/Equalization/9-1-1	Leland Dam Authority	Leland Dam Authority								
Estimated Cost:	\$44,028	\$3,500,000	\$10,000	\$15,500	\$43,000	\$48,660	\$70,600								
Priority Level:	2	2	2	1	2	1	2								

Ph 1 Completed

KEY	
	Project modified (Updated cost figures, scaled back project, or modified)
	In progress
	Completed

Other Potential Projects

Broadband	Drainage District (Lake Bluffs)	Lower Level of Govt Center - build out (Health Dept)	Allocation to Habitat for Humanity - Housing Projects	Pave parking area at Govt Center
BOC	Drain Commissioner/ BOC	BOC	BOC/ARPA funds (if received)	BOC
\$1,800,000	\$235,000	\$500,000	\$100,000.00	\$50,000.00
Committed	tentative	tentative	Committed	tentative

KEY

	Project modified (Updated cost figures, scaled back project, or modified)
	In progress
	Completed

Leelanau County Capital Improvement Program (CIP) Summary of Submittal Form

Project Title: Gov't air handler/cooling tower

Department: Maintenance

Prepared by: Jerry Culman

Date Prepared: 4-15-2024

CIP ID# 2025-01 (New Project)

Anticipated Start Date: ASAP

A) PROJECT DESCRIPTION

Purchase of an air handler and cooling tower to replace the current ones which are 16 years old.

B) JUSTIFICATION

1) Exhausting bad air with clean air/cooling building in summer so operation of county business can continue in a controlled atmosphere.

2) The community is legally obligated – taxpayer obligation to repair infrastructure to their investment.

3) Project will keep the County's infrastructure habitable.

4) Project will improve and/or increase the level of service provided by the County by keeping the atmosphere receptive.

Total estimated cost: \$390,000

Project timeline: Open

Funding: County General Fund for maintenance of County infrastructure.

Leelanau County Capital Improvement Program (CIP) Summary of Submittal Form

Project Title: Jail humidification reverse osmosis system

Department: Maintenance

Prepared by: Jerry Culman

Date Prepared: 4-26-2024

CIP ID# 2025-02 (New Project)

Anticipated Start Date: ASAP

A) PROJECT DESCRIPTION

Implement a commercial Reverse Osmosis (RO) water treatment system. The proposed solution consists of a 750 gallon per day Culligan Commercial Reverse Osmosis system, pretreated with a small water softening system. Two 80-gallon pressurized tanks will serve as storage vessels, directly feeding the Neptronic units.

B) JUSTIFICATION

- 1) It has become evident that a water treatment solution is necessary to address the scale buildup issue caused by calcium by-products.
- 2) The existing softeners are approaching the end of their operation life after 17 years of service and are too small.
- 3) The meters on the current systems are unable to accurately register the minimal flow rates associated with the Neptronic units, leading to reduced softening capacity.
- 4) The bypass valve on the softening system is often not fully closed, allowing hard water to flow to the Neptronic units.

Total estimated cost: \$21,000

Project timeline: 3-5 days

Funding: County General Fund for maintenance of County infrastructure. (631-775-001) or (631-970-001)

Leelanau County Capital Improvement Program (CIP) Summary of Submittal Form

Project Title: Annual Patrol Car Purchase
Prepared by: J. Kiessel
CIP ID# 2025-03

Department: Sherriff's Office
Date Prepared: 3-19-2024
Anticipated Start Date: 1-1-2025

A) PROJECT DESCRIPTION

The Sheriff's Office maintains a fleet of 26 vehicles which are used for law enforcement patrol, administration, detective bureau, to include undercover operations with the Traverse Narcotics Team, corrections transports, Marine Safety Program and animal control functions. To maintain a fleet of this number, it is prudent to keep a rotation of new vehicles in and old vehicles out.

B) JUSTIFICATION

1. Increased safety and increased service to the community.
2. Having vehicles under the 125,000-mile threshold set by MMRMA, allows for vehicles that do not require major repair and provide a safe working environment for personnel.
3. Allows efficient and effective response to emergency and routine calls for service.

Total estimated cost: \$208,000
Funding: Motor Pool Fund

Project timeline: 2025

Leelanau County Capital Improvement Program (CIP) Summary of Submittal Form

Project Title: Asphalt overlay of all pavement

Prepared by: Jerry Culman

CIP ID# 2025-04 (New Project)

Department: Maintenance

Date Prepared: 5-7-2024

Anticipated Start Date: Next 5 yrs.

A) PROJECT DESCRIPTION

Mills of reveals around concrete curbing and road tie ins to make room for top course. Full mill handicap spots, haul spoils away, broom off lot and clean edges. Apply bonding agent. Pave driveway with one 1/1/2" lift of 5E1 asphalt.

Add topsoil to flush edges of new asphalt, seed and mulch blanket.

B) JUSTIFICATION

1) Project will improve and/or increase the level of accessibility.

2) Project will provide safe access to Government Center and Sherriff's Office.

Total estimated cost: \$245,000

Project timeline: open

Funding: open

PART III: Recommendations

Based on the review by staff of the Leelanau County Planning & Community Development office, the Leelanau County Planning Commission reviews the proposed projects and forwards a final recommendation to the County Board. The County Board will then review the final CIP recommendation and consider funding of new projects, as well as the re-appropriation of funds for existing projects, as part of the annual budget cycle.

Recommendations

1. Adopt the CIP

During the planning process, criteria, ranking, and prioritization steps are defined for capital improvement projects, and adopted by the County Planning Commission. These steps are to be applied to all infrastructure decisions. Adoption of the CIP by the County Board of Commissioners establishes a set procedure to be used for making decisions and financing capital improvements.

2. Maintain Capital Improvement Planning

In order to maintain a comprehensive approach to the management of County facilities and parcels of land, the County should maintain a commitment to long range planning, including:

- Continue funding capital maintenance for existing facilities.
- Utilize Michigan Municipal Risk Management Authority (MMRMA) and other grant opportunities for any projects that would qualify and result in reimbursement of project costs.
- Consider revenue generating options on currently owned properties (i.e. sale of timber, leasing or selling property, etc.).
- Require county departments to utilize the CIP on an annual basis and submit proposed projects to the Planning Commission for inclusion in the CIP.
- Develop an annual Capital Improvement Program (CIP) by the Planning Commission, and approval by the Board of Commissioners as part of the budget process.
- Continue to make annual appropriations for the purpose of safeguarding the value of buildings, and address long term needs.
- Explore options and means of making County facilities more efficient in energy usage.
- Continue to commit to technology improvements in order to meet the goals of improved delivery of services and efficient County operations. Software solutions, such as document imaging, web based applications, and geographic information systems (GIS), will help achieve these goals. Hardware solutions, such as servers, are also necessary.

3. Adopt Submittal Form

- Adopt the Submittal Form and require all departments to utilize the Submittal Form for capital projects. The Submittal Form will be reviewed periodically by the County Board as part of the CIP. The Submittal Form will be released at the end of each year to department heads, and required to be completed and returned by January 31 of the next year.

4. Capital Fund

- In order to continue funding future projects, the County Board should allocate annual funds to be deposited into a Capital Improvement Fund. Funds from the sale of property and equipment, should also be considered for deposit into this Fund.

5. Capital Improvements

- For all capital improvement projects, contracts will include language that requires appropriate permits are pulled and passed, and the repair or construction is completed according to bid specs, and local and state construction codes.
- After repairs or new construction are completed and the permit process is completed, the County will establish a date for walk-thru and inspection *prior* to the 18-month warranty time expiring. The contractor will be notified immediately if the walk-thru and inspection reveals that additional repairs or work are required as part of the contract and warranty.
- Track approved projects, the authorized spending level, and the date of completion. Remove these projects from the CIP as they are completed.



Native plantings at the Government Center

Part IV: Existing Capital Facility Inventory

The Existing Capital Facility Inventory is shown on the following maps and charts. This information was derived from County property records, and listings with the county's insurance carrier – Michigan Municipal Risk Management Authority (MMRMA). The Inventory is updated annually, as capital projects are completed and moved from Part II Recommended Projects, or as property/equipment is sold.

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

Member: Leelanau County
POLICY NUMBER M0001073
POLICY PROPERTY LIST REPORT
EFFECTIVE DATES 1/1/2024 To 1/1/2025

Location Address		Location Description		
1.	8527 East Government Center Drive, Suttons Bay, MI 49682	Government Center		
	Building Description	Building Value	Contents Value	Total Value
	Government Center	\$15,818,873	\$8,086,561	\$23,905,434
	Law Enforcement Center	\$11,024,911	\$1,227,517	\$12,252,428
	WWTP Plant	\$326,021	\$14,274	\$340,295
	Pump/Well House	\$205,835	\$10,380	\$216,215
	Pole Building	\$246,588	\$97,320	\$343,908
	Storage Building	\$4,620	\$2,677	\$7,297
	Location Totals	\$27,626,848	\$9,438,729	\$37,065,577

Location Address		Location Description		
2.	11750 East Davis Road, Northport, MI 49670	Omena Tower		
	Building Description	Building Value	Contents Value	Total Value
	Omena Control Building & Tower	\$258,550	\$69,350	\$327,900
	Location Totals	\$258,550	\$69,350	\$327,900

Location Address		Location Description		
3.	1095 South Pit Road, Lake Leelanau, MI 49653	Central Tower		
	Building Description	Building Value	Contents Value	Total Value
	Central Control Building & Tower	\$385,700	\$78,900	\$464,600
	Location Totals	\$385,700	\$78,900	\$464,600

Location Address		Location Description		
4.	9237 South Tower Road, Cedar, MI 49621	Maple City Tower		
	Building Description	Building Value	Contents Value	Total Value
	Maple City Control Building & Tower	\$166,800	\$18,000	\$184,800
	Location Totals	\$166,800	\$18,000	\$184,800

Location Address		Location Description		
5.	1397 West Burdickville Road, Maple City, MI 49664	Myles Kimmerly Park		
	Building Description	Building Value	Contents Value	Total Value
	Maintenance Garage	\$87,721	\$67,475	\$155,196
	Restrooms	\$66,385	\$0	\$66,385
	Barn 1	\$147,814	\$0	\$147,814
	Barn 2	\$87,721	\$14,175	\$101,896
	Location Totals	\$389,641	\$81,650	\$471,291

Location Address		Location Description		
6.	8854 South Dunns Farm Road, Maple City, MI 49664	Old Settlers Park		
	Building Description	Building Value	Contents Value	Total Value
	Chapel	\$154,721	\$7,088	\$161,809
	Service Building	\$22,744	\$8,733	\$31,477
	Restrooms	\$55,429	\$0	\$55,429
Location Totals		\$232,894	\$15,821	\$248,715

Location Address		Location Description		
7.	3990 S. Maple Valley Rd., Suttons Bay, MI 49682	Veronica Valley County Park		
	Building Description	Building Value	Contents Value	Total Value
	Pole Building	\$85,650	\$61,926	\$147,576
Location Totals		\$85,650	\$61,926	\$147,576

Location Address		Location Description		
8.	11229 Benzonia Trail, Empire, MI 49630	Empire Tower		
	Building Description	Building Value	Contents Value	Total Value
	Empire Tower	\$64,800	\$30,100	\$94,900
Location Totals		\$64,800	\$30,100	\$94,900

Location Address		Location Description		
9.	12708 S. Bugai Road, Traverse City, MI 49684	Elmwood Tower		
	Building Description	Building Value	Contents Value	Total Value
	Elmwood Tower	\$48,500	\$8,500	\$57,000
Location Totals		\$48,500	\$8,500	\$57,000

Location Address		Location Description		
10.	3507 N. Putnam Road, Peshawbestown, MI 49862	Peshawbestown Tower		
	Building Description	Building Value	Contents Value	Total Value
	Peshawbestown Tower	\$28,000	\$8,500	\$36,500
Location Totals		\$28,000	\$8,500	\$36,500

Grand Totals		
Building Value	Contents Value	Total Value
\$29,287,383	\$9,811,476	\$39,098,859

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

POLICY NUMBER Q000014238 POLICY AUTO SCHEDULE REPORT EFFECTIVE DATES 1/1/2024 To 1/1/2025
--

Vehicle Group	Vehicles
All Other Vehicles	0 Vehicles
Buses	0 Vehicles
Commercial - Historical	0 Vehicles
EMS/Ambulance	0 Vehicles
Fire Vehicles Large	0 Vehicles
Fire Vehicles - Other	0 Vehicles
Garbage Trucks	0 Vehicles
Motorcycles	0 Vehicles
Motorcycles - Historical	0 Vehicles
Police - All Other	7 Vehicles
Police PPT	20 Vehicles
Private Passenger	6 Vehicles
Private Passenger - Historical	0 Vehicles
Service Trucks	4 Vehicles
Vans	1 Vehicles

Grand Totals
Vehicles
38 Vehicles

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

<p>Member: Leelanau County POLICY NUMBER M0001073 POLICY DAM/DAM STRUCTURE/LAKE LEVEL CONTROL STRUCTURES LIST REPORT EFFECTIVE DATES 1/1/2024 To 1/1/2025</p>
--

Location / Description	Address	City	State	Zip Code	Value
Leland Dam	109 W River St	Leland	MI	49654	\$4,600,000
Leland Dam Control Room	109 W River St	Leland	MI	49654	\$165,000

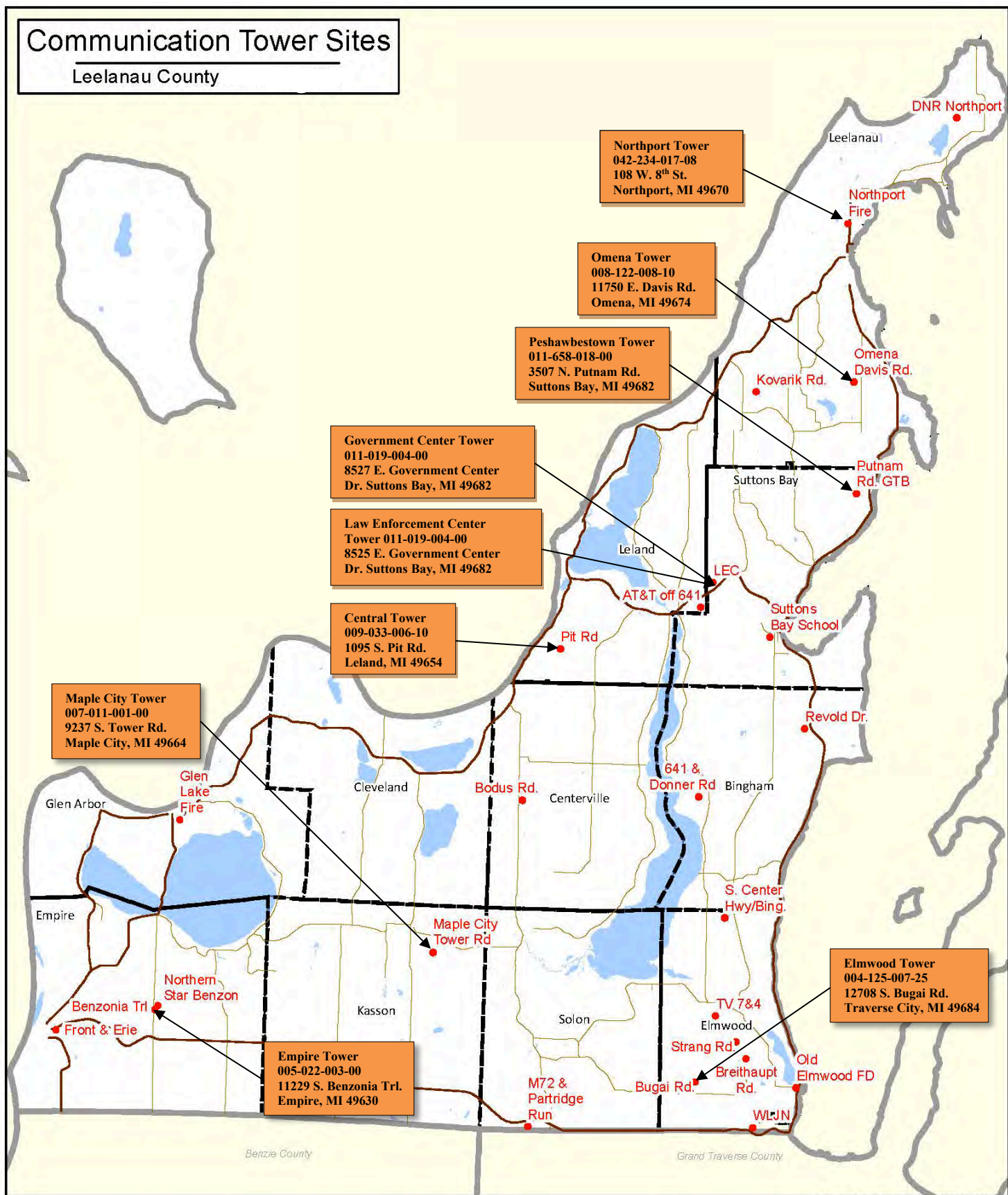
Grand Totals

Total Value

\$4,765,000

Communication Tower Sites

Leelanau County



	Comm Towers		State Highway		Township
	Primary Road		Lakes		County



1 inch = 3 miles

LN County Equalization / RHerman / 5.2.2017

Central Tower
1095 S. Pit Rd., Leland MI 49654
Property Tax ID# 009-033-006-10
Size: 8.8 acres

Liber 355, Page 988

Deed Recorded: December 30, 1992

Cost: \$40,000

County owns the tower as well as the property on which it sits. It is a 460' lattice guyed structure constructed in 1999. The following co-locators are currently on this site. The County has current lease agreements in place for each vendor:

- AT&T approximately \$34,000 annually with a 3% annual increase
- Verizon approximately \$58,000 annually with a 3% annual increase
- Cherry Capital Connection under contract renegotiations for change in business model and delivery of services
- Baraga Broadcasting approximately \$7,000 annually with a 2% annual increase
- Agri-Valley approximately \$8,000 annually with a 2% annual increase
- Elevate Net has tower lease agreement, but does not currently have equipment installed on the tower

Law Enforcement Center Tower
8525 E. Government Center Dr., Suttons Bay, MI 49682
Property Tax ID# 011-019-004-00
Size: 43 acres

Deed Recorded: December 21, 2000

Cost: \$370,000

This is a 180' free-standing lattice structure (2003, modified 2012). The County owns the tower and the property on which it sits. The County manages this site.

- Cherry Capital Connection under contract renegotiations for change in business model and delivery of services
- Elevate Net has tower lease agreement, but does not currently have equipment installed on the tower

Government Center Tower
8527 E. Government Center Dr., Suttons Bay, MI 49682
Property Tax ID# 011-019-004-00
Size: 43 acres

Deed Recorded: 2022

Cost: \$435,650

This is a 195' free-standing lattice structure. The County owns the tower and the property on which it sits. The County manages this site.

- No lessees under contract for this tower at this time

Maple City Tower

9237 S. Tower Rd. Maple City, MI 49664

Property Tax ID# 007-011-001-00

This 199' guyed lattice structure (1997) is owned by the County and the County leases the land it sits on from Noonan & Sons. The lease agreement is good through 2047. Current co-locators are:

- AT&T approximately \$54,000 annually with a 3% annual increase
- Verizon approximately \$48,000 annually with a 3% annual increase
- Cherry Capital Connection under contract renegotiations for change in business model and delivery of services
- Elevate Net approximately \$1,900 annually with a 5% per term increase
- Agri-Valley approximately \$12,000 annually with a 2% annual increase

The fees generated on this site, minus minimal maintenance fees, are split 3/1 between the County and Noonan & Sons, respectively. The Noonans also receive quarterly land rental payments.

Northport Tower

108 W. 8th St. Northport, MI 49670

Property Tax ID# 042-234-017-08

In 2014, a 199' monopole replaced the 110' free-standing lattice structure. The County owns the tower but leases the property from Leelanau Township in exchange for 50% of collocation fees, minus a small maintenance fee. The property is located within the Village of Northport.

- AT&T approximately \$55,000 annually with a 3% annual increase
- Cherry Capital Connection under contract renegotiations for change in business model and delivery of services
- Elevate Net has tower lease agreement, but does not currently have equipment installed on the tower

Omena Tower

11750 E. Davis Rd. Omena, MI 49674

Property Tax ID# 008-122-008-10

This is a 199' free-standing lattice structure (2012). The County owns and manages the tower, but leases the property from Brian & Kelly Mitchell (2031) for 50% of co-locator fees, minus a small maintenance fee.

- AT&T approximately \$50,000 annually with a 3% annual increase.
- Agri-Valley approximately \$12,000 annually with 2% annual increase.
- Cherry Capital Connection under contract renegotiations for change in business model and delivery of services
- Elevate Net has tower lease agreement, but does not currently have equipment installed on the tower

Elmwood Tower

**12708 S. Bugai Rd. Traverse City MI
49684 Property Tax ID# 004-125-007-25**

The County has equipment on this lattice guyed structure, but it is owned and maintained by the Michigan Public Safety Communications System (MPSCS) – Michigan Dept. of Technology, Management and Budget. We do not pay rent. No revenue stream for the County at this site.

Empire Tower

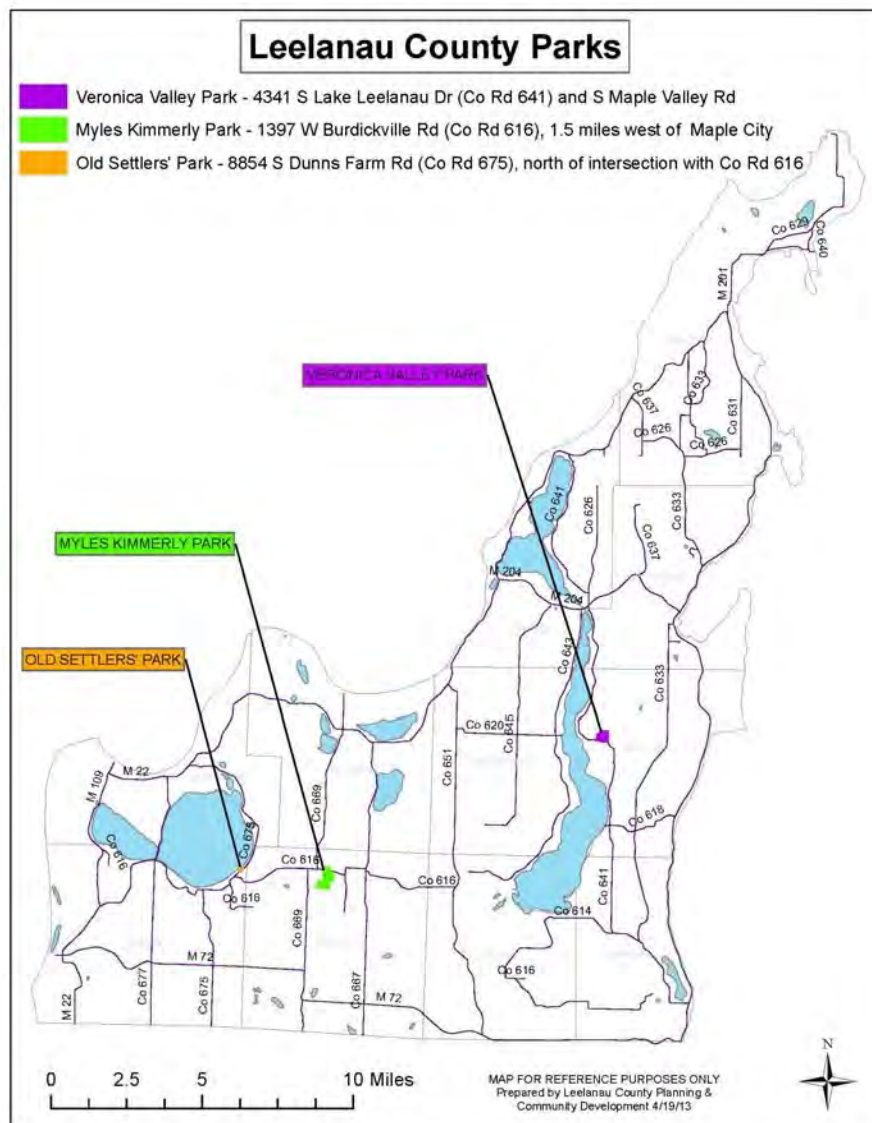
**11229 S. Benzonia Trl., Empire, MI
49630 Property Tax ID# 005-022-003-00**

This is a 200' free-standing lattice tower, unknown date it was built. The County has equipment on this tower but it is owned and managed by American Towers. The County does not pay rent and there is no revenue stream for the County at this site.

Peshawbestown Tower

**3507 N. Putnam Rd., Suttons Bay, MI 49682
Property Tax ID# 011-658-018-00**

This is a 260' free-standing lattice tower (2002) owned and managed by GTB. The County has free space on the tower. This is not a revenue stream for the County.



Myles Kimmerly Recreation Area

Kasson Township Size: 143 acres

Property Tax ID# 007-004-013-00

Liber 28, Page 556

Deed Recorded: October 29, 1901, Cost: \$2,400

Property Tax ID# 007-009-004-00

Liber 71, Page 615

Deed Recorded: October 11, 1944, Cost: \$700

Old Settlers' Park

Empire Township Size: 6.5 acres

Property Tax ID# 005-001-001-00

Liber 40, Page 621

Deed Recorded: June 26, 1912, Cost: \$450

Liber 45, Page 175

Deed Recorded: May 1, 1917, Cost: \$75

Veronica Valley Park

Bingham Township Size: 92.3 acres

Property Tax ID# 001-112-010-60 & Property Tax ID# 001-113-001-00

Liber 990 Page 899 Liber 998, Page 936

Deed Recorded: October 31, 2008, Cost: \$851,528 Deed Recorded: February 3, 2009 Cost: \$23,841

Myles Kimmerly Recreation Area

Maple City

Property Tax ID# 007-004-013-00, 007-009-004-00

Size: 143 acres

The Myles Kimmerly Recreation Area includes property on the north and south sides of County Road 616 approximately 1 mile west of Maple City in Kasson Township. This 143-acre park's amenities provide the opportunity for team sports such as soccer matches and baseball leagues; individual sports such as tennis and disc golf; group gatherings and nature experiences.

Facilities include:

1. The Patrick Hobbins Hiking Trail, dedicated in 2003 – ¾ mile in length
2. Soccer Fields – spring, summer, and fall
3. Disc Golf Course – 18holes
4. Maintenance Building
5. Picnic Shelters with Picnic Tables (4)
6. Playground with Large Swing – adult, Baby Swings, Merry-go-Round, Monkey Bars, Play Activity Center/Play Set, Balance Beam
7. Ball Diamonds (3) with Bleachers; two have dug outs (leagues)
8. Basketball Court(1)
9. Tennis Courts (2)
10. Driving Range
11. Volleyball Court
12. Sand Box
13. Pit Toilets
14. Water Hydrants (5)
15. Flagpole
16. Bike Rack
17. Grills
18. Forested Area



4H Livestock Arena

This park area is across County Road 616 from the Myles Kimmerly recreation area. Amenities provide the opportunity for group/organizational activities such as horse shows, children's agricultural events, and other group/organizational events.

Facilities include:

1. Large Shelter Area/Pavilion with Access Parking and Pad
2. Show Booth
3. Barn
4. Small Barn/Outbuilding
5. Horse Arenas with Bleachers (2)
6. Picnic Tables
7. Benches (3) Water Hydrants (5)



Renovations:

Landscaping was done in 2000 with grant funds.

Disc golf course developed in 2003. Cost: \$5,000.

Baseball dugouts built in 2003. Cost: \$4,000.

Old Settlers' Park
Empire Township
Property Tax ID# 005-001-001-00
Size: 6.5 acres

Old Settlers' Park is located on the southeastern shore of Glen Lake, on South Dunns Farm Road (County Road 675) in Empire Township. Early settlers established it as a picnic ground in 1892 with access to Glen Lake. The chapel located on the grounds of the park is available for use and is coordinated and maintained by the Glen Lake Woman's Club on a first come, first serve basis.

Residents of the logging community of Burdickville held a picnic on August 2, 1893 to honor two elderly pioneers, Kasson Freeman and John Fisher. High attendance at this first picnic inspired the organizers to hold one annually. In 1905, they formed the Old Settlers Picnic Association and began raising funds to purchase a permanent picnic ground. The present Old Settlers Park reflects two purchases. In 1912, with funds from the Association, Leelanau County bought a five-acre parcel adjacent to the Methodist Episcopal Church, which was built in 1896.



In 1917, the Association funded the county's purchase of the church, with the Methodists stipulating that the church "shall not be used for dancing." Each August, people came from miles around to attend the Old Settlers Picnic.

Facilities include:

1. Chapel/meeting room
2. Fireplaces/Barbecue Stoves(2)
3. Gazebo with seating
4. Playground
5. Boat Launch (Non-motorized)
6. "Grub Shack"
7. Picnic Areas with Tables
8. Grills
9. Benches
10. Pit toilets

Sample activities include:

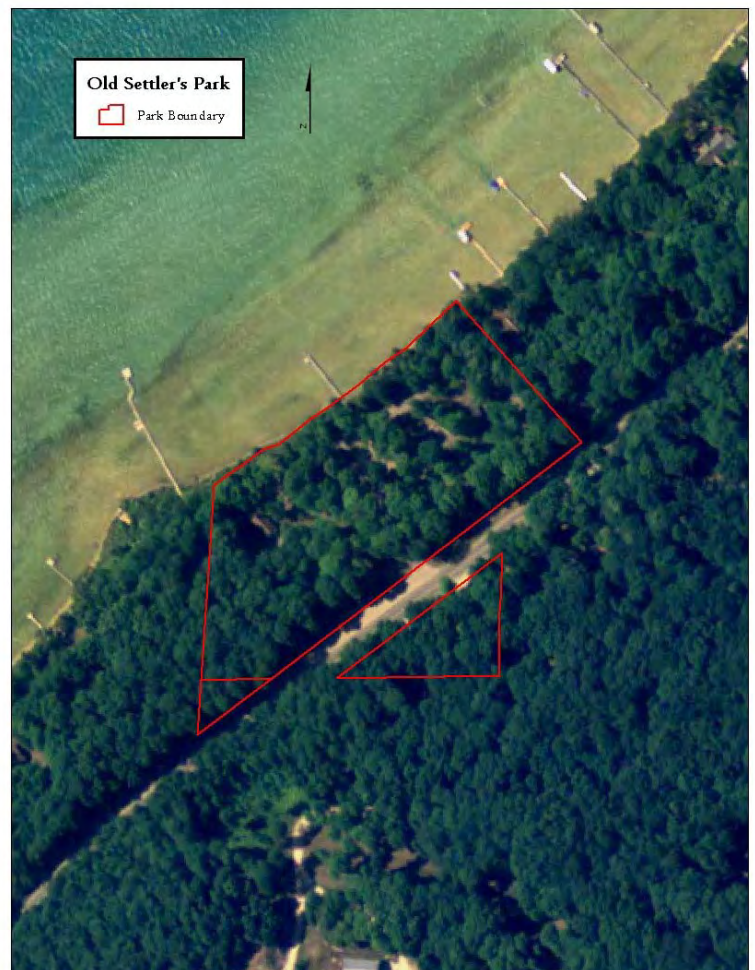
1. Weddings
2. July 4th Flag Raising
3. Old Settlers Annual Picnic
4. Swimming

Renovations:

A new dock was built in 2000

Chapel foundation restored in 2002.

Cost: \$18,000



Veronica Valley Park
Bingham Township
Property Tax ID# 001-112-010-60, #001-113-001-00
Size: 92.3 acres

The acquisition of the Veronica Valley Park was completed in December 2008 from a Michigan Natural Resources Trust Fund grant award with the help from Rotary Charities and Leelanau County. This parcel is located in Bingham Township at the junction of Maple Valley Road and County Road 641, approximately four (4) miles southwest of Suttons Bay and four (4) miles south of the Village of Lake Leelanau in the east central area of the County. The Park is approximately one-half mile from Lake Leelanau and 12 miles from the City of Traverse City.

The Veronica Valley Park property was formerly a family operated, nine-hole golf course that has not been in use for about four years. The site is characterized by gently rolling hills, open space, wetlands, and forested wetlands that include dense stands of white cedar. The property has three bridges and six ponds. Mebert Creek, a designated trout stream, also winds approximately 2,268 feet through the site. The forested and agrarian views will make this site a peaceful retreat for the passive recreation user.

The concept plan for the proposed passive recreation activities blends well with this site that includes gently rolling hills, a scenic trout stream and high-quality wetlands. The trail system will reach most of the areas of the park with a high percentage of the trails maintained by a single width of a county mower. Wood-chipped paths and elevated boardwalks are planned leading to viewing platforms in and adjacent to the wetland areas.

In addition to the trails, a picnic area and playground area have been proposed with tables and benches. The two existing parking areas will remain, with one moved so the net increase in parking area will be kept to a minimum. The nature center/youth fishing center will be in and around a proposed pavilion building. This youth/adult educational center will have the following displays: fishing (both in the stream and ponds), stream ecology, pond ecology, wetland ecology, and birdwatching. This center is seen as being used by youth groups, county schools, individual visitors, and tourists and will be a four-season park with cross country skiing, snowshoeing, and sledding in the winter.

Facilities include:

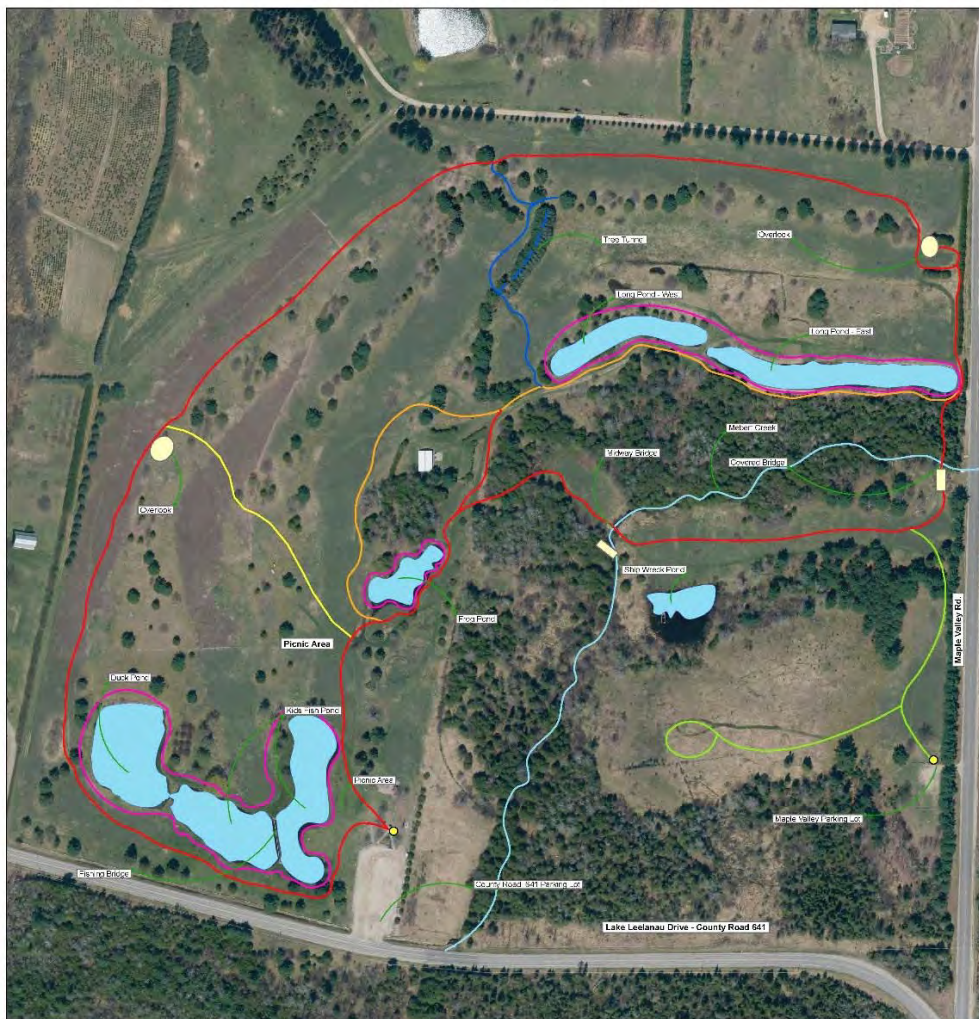
1. Pole barn (24' by 32')
2. Two water wells
3. Septic system
4. Electricity
5. Drinking water fountain
6. Small playground – swings & climber
7. ADA trail access to fishing ponds



Sample proposed activities:

1. Fishing
2. Hiking
3. Bird Watching
4. Cross Country Skiing
5. Snowshoeing
6. Continued hosting of the Kid's Fishing Day by the Lake Leelanau Lake Association
7. Update signage
8. Install several ADA fishing platforms and ADA trail around pond complex
9. Improve parking and install overflow parking
10. Install open-air pavilion and wildlife viewing areas

Veronica Valley Park



Leelanau County Parks and Recreation Information & Trail Map Veronica Valley Park

- Red Trail-1.3 mi (6887 ft)
- Mebert Creek
- Yellow Trail-.15 mi (833 ft)
- Information Kiosk
- Overlook
- Orange Trail-.36 mi (1940 ft)
- Frog Pond; Kids Fish/Duck .40 mi (2157 ft); E&W Long .43mi (2281 ft)
- Blue Trail-.14 mi (745 ft)
- Green Trail-.22mi (1180 ft)



Map for Reference Purposes only.
2017 Orthophotos
Prepared by Leelanau County
Planning & Community Development
July 2019

0 75 150 300 Feet

Suttons
Bay MI
49682

near the
track
310 Elm St

Appendix

Approved CIP Submittal Form

Leelanau County Capital Improvement Program (CIP)
Submittal Form

Directions: Departments/Agencies submitting a proposed project for inclusion in the CIP will receive this form at the beginning of each year. The form must be completed in its entirety, and returned by January 31 to the Planning & Community Development office.

Be specific and provide detailed information for any project anticipated within the next six (6) years. Each Project/Equipment request requires a separate Submittal Form.

Project title: _____ Department: _____

Prepared by: _____ Date Prepared _____

Cost: _____ Anticipated Start Date and End Date: _____

Check one: New Project Revision of Already Submitted Project

PROJECT

A) Project Description: Provide a brief description of the project

B) JUSTIFICATION

If desirable, provide attachments with more details

1) Planning context: Is this project part of an adopted program, policy, or plan?

NO

YES (must identify): _____

Must list the adopted program or policy, and how this project directly or indirectly meets these objectives.

2) Planning context: Is the community legally obligated to perform this service?

NO

YES

Please describe the community's legal obligation:

3) Explain how the project will a) eliminate or prevent an existing health, environment, or safety hazard and/or; b) alleviate an emergency service deficiency or disruption.

4) How is the project consistent with and supported by your department program goals?

5) How is the project supported by goals of the **Leelanau General Plan**?

6) How is the project consistent with and supported by local plans (a Master Plan, Parks & Recreation Plan, Trail Plan, etc.)?

7) How will the project improve and/or protect the County's infrastructure?

8) How will the project improve and/or increase the level of service provided by the County?

9) List any other anticipated benefits that are not described above, such as: preservation of historic building/feature, increased economic development opportunity, saving greenspace/farmland, meeting a regulatory requirement, etc.

C) Coordination: Please identify if this project is dependent upon one or more other CIP projects and please describe what the relationship is:

D) Project time line: Estimated project beginning and ending dates. Be sure to include any work being done in prior years, including studies or other planning:

E) Total estimated cost: \$ _____

1) Basis of cost estimate: Please check one of the following:

- Cost of comparable facility/equipment
- Cost estimate from engineer/architect
- Rule of thumb indicator/unit cost
- Preliminary estimate
- Ball park "guesstimate"

2) Will the project require additional personnel, materials/supplies? _____

3) Will the project increase operating costs? _____

EQUIPMENT

A) Equipment description: _____

Form of acquisition: Please check one of the following:

- Purchase
- Rental/lease

Number of units requested: _____

Estimated service life (years): _____

B) Justification

Purpose of expenditure: Please check appropriate box(es)

- Scheduled replacement
- Replace worn-out equipment
- Expanded service life
- Increased safety
- Present equipment obsolete
- Reduce personnel time
- New operation
- Improved service to community, procedures, etc.
- Other: _____

For Department Use Only

REVIEWED BY FINANCE MANAGER DATE: _____

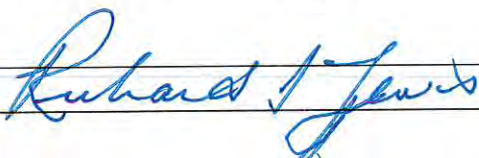
REVIEWED BY COUNTY ADMINISTRATOR DATE: _____

NOTES: _____

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u> Contact Person: <u>Richard I. Lewis</u> Telephone Number: _____	Submittal Dates <input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u> Date of Meeting: <u>07/09/2024</u>
Financial/Source Selection Method	Vendor: _____ Address/ Phone: _____ Description: <u>Select One</u>
<input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	
Budgeted Amount: _____ Contracted Amount: _____	
Document Description	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Financial Review Completed <input checked="" type="checkbox"/> Department Head/Elected Official Authorization	
<p>The 2023 Audit of financial statements of governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Leelanau County is complete and the report(s) have been issued.</p> <p>Recommendations, comments, and corrective actions from the auditing firm, Rehmann, are included in the reports and have been made available in hard-copy as well as on the Leelanau County website.</p>	
<p>Suggested Recommendation:</p> <p>Move to recommend the acceptance and approval of the 2023 Audit of Leelanau County financial statements of governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information for year ending December 31, 2023.</p>	

Department Approval:

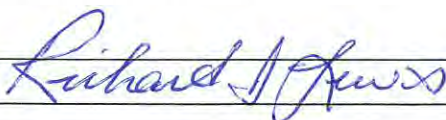


 Date: 07/02/2024

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u> Contact Person: <u>Richard I Lewis</u> Telephone Number: _____	Submittal Dates <input checked="" type="checkbox"/> Select Meeting Type: <u>Select One</u> Date of Meeting: <u>July 9, 2024</u>
Financial/Source Selection Method <input checked="" type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: <u>101.850756-801.000</u> <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: <u>MCSA Group, Inc</u> Address/ <u>529 Greenwood Ave, SE</u> Phone: <u>East Grand Rapids, MI 49506</u> <u>(616) 451-3346</u> Description: <u>Select One</u>
Budgeted Amount: _____ Contracted Amount: <u>\$14,600 and related expenses</u>	
Document Description	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input checked="" type="checkbox"/> Financial Review Completed <input checked="" type="checkbox"/> Department Head/Elected Official Authorization	
<p>The County's Five-year Community Parks & Recreation Plan is set to expire at the end of this year and the funds have been approved in the FY24 Budget to undertake an update to the plan. A Request for Proposals (RFP) was issued with a closing time/date of May 28, 2024 at 3:00pm. Only one proposal was received and is attached for your review.</p> <p>The County Parks and Recreation Commission appointed a review committee (prior to proposals being recieved) to review the proposals received. The committee members were: Charles Godbout, Donald Frerichs, Keith Beduhn and Kama Ross. Executive Assistant Lauren Cypher and myself met the committee members (Mr. Beduhn could not attend) on May 20th to review the proposal. Staff had reviewed the proposal and found it to be in compliance with the RFP. The Committee recommended the Board of Commissioners award the bid to MCSA Group, Inc.</p> <p>Lauren completed a reference check following the Committee and there were no significant issues experience in meeting the timelines, being within budget, and quality of final product. In conversation with MCSA Group, Inc. President Tiffany Smith, even though we are a month behind, the February 2025 deadline for plan completion and DNR submittal will be accomplished.</p>	
<p>Suggested Recommendation: I move to recommend that the County Board of Commissioners approve an agreement with MCSA Group, Inc. of East Grand Rapids, MI and that the Update to the 2020-2024 Leelanau County Community Parks and Recreation Plan for 2025-2029 be approved.</p>	

Department Approval:



 Date: 07/02/2024



Transmittal Letter

LEELANAU COUNTY

Community Parks and Recreation Plan Update LCA-RFP-2024-003

May 23, 2024

Gail Myer, County Planning Director
Office of the County Administrator
Leelanau County Government Center
8527 E. Government Center Dr., Suite 101
Suttons Bay, MI 49682

Dear Ms. Myer,

MCSA Group, Inc. is pleased to provide Leelanau County with our proposal for professional Consulting Services for the Community Parks and Recreation Plan Update. In our proposal we have illustrated our extensive experience with Five-Year Master Plans.

We have completed Five-Year Master Plans for the following communities in West Michigan: the City of East Grand Rapids (2020, Population 11,559), the City of Coopersville (2021, Population 4,396), Lowell Charter Township (2021, Population 6,702), and the City of Kentwood (2021 Population 51,693). We just completed the Village of Lake Isabella (2022, Population 2,063), the City of Zeeland (2022, Population 5,572), Ada Township (2022, Population 14,717), Brownstown Township (2022, Population 31,920), Gaines Township (2023, Population 27,021), and the City of Holland (2024, Population 34,006).

Additionally we have experience with MNRTF Grant applications. On average we complete three a year and work on the same number of grant funded projects.

We would welcome the opportunity to work with Leelanau County on this project with the same high level of professional services we have provided numerous communities throughout Michigan.

If you have any questions, or if we can provide any clarifications, please feel free to contact us at any time.

Sincerely,

Tiffany Smith
President





Master Plan

LEELANAU COUNTY

Community Parks and Recreation Plan Update

LCA-RFP-2024-003

FIRM PROFILE AND DESIGN PHILOSOPHY

M. C. Smith & Associates, Inc. was formed in March 1977 by Michael C. Smith. The firm provides award winning Landscape Architectural and Architectural services. Principals include Kathleen G. Waters, RA; Jolanta Stecka, RA; Melinda R. Whitten, RLA; and Tiffany A. Smith, RLA. Michael C. Smith is the firm's Creative Director. On March 15, 2017, MCSA Group, Inc. (M.C. Smith Associates and Architectural Group, Inc.) turned 40 and became a Woman-Owned Business.

The firm's office is located in East Grand Rapids, Michigan. MCSA Group, Inc. provides Architectural and Landscape Architectural services for the following types of projects: Public Housing; Federal, State and Municipal Government; Park and Recreation Architecture; Sports Facilities; Historical Rehabilitation; Private and Commercial Buildings; Streetscapes and Plazas; Community and Neighborhood Parks; Waterfront Parks; Sports and Athletic Facilities; Boardwalks, Decks and Bridges; Trails and Linear Parks; Playgrounds; Site and Street Lighting; Signage Design; Site Planning; Community Recreation Plans; Grant Applications and Facility Assessments.

In addition to our professional staff of Architects and Landscape Architects, MCSA Group, Inc. has excellent consultants for specialized portions of specific projects. These consultants extend our team capabilities by providing such disciplines as: surveying, soils analysis, structural engineering, mechanical and electrical engineering, and traffic engineering.

By offering a full range of professional services through the entire planning, design, engineering, and development process, MCSA Group provides each client with comprehensive services. Our diversity ensures a responsiveness to the wide range of issues and concerns facing each client. Our experience enables us to develop solutions that are creative, yet sensitive to each project's specific goals and objectives.

Our professional services are based upon the principle that if a project cannot be appropriately implemented within mutually agreed upon budget parameters, then we have not succeeded. This follows that we do not believe that design principles, as well as sound engineering, need be compromised in any manner. We have demonstrated that outstanding award-winning projects can be achieved without needing to be designed beyond budget limitations.

Our construction documents for every project are complete and comprehensive, detailing all components and systems of the construction. Our plans provide contractors a solid base for bidding, resulting in excellent bids. Construction based upon our plans is completed with minimal change orders and in accordance with the established schedule. We provide complete construction administration for all projects.

We practice a high level of sustainable design and believe that both facility development and environmental conservation and preservation can be structured side-by-side and if properly designed and implemented will enhance each other.

Our clients, as end users, are most often members of the public. The public facilities and spaces that we design optimize individual and collective experiences, providing positive and enjoyable outcomes for all users. We strive to optimize designs that are easily maintained, have long life cycles, and do not overly tax Owner's budgets for maintenance, management or support.

PROJECT TEAM

MCSA Group, Inc. has a team of highly qualified professionals who, by combining their individual talents, will create a new Community Parks and Recreation Plan for 2025-2029 for Leelanau County of the highest quality and appropriateness. By providing services as a carefully coordinated team of diversely specialized professionals, we are able to bring the broadest perspective to the project while maintaining the highest degree of understanding of the community's needs. We utilize effective project organization, direct client involvement, careful evaluations, and creativity for every aspect of every project.

The capability of MCSA Group, Inc. to produce recreation plans that can effectively be used as a resource for the community and as a basis for grant applications is evidenced by our experience with numerous recreation plans and the success of our grant applications. The majority of our Recreation Plan clients are repeat clients, illustrating the quality of our work.

MCSA Group, Inc.'s current staff includes four Graduate Landscape Architects and three Architects. For each project, many staff members are involved in some manner since we continually strive to work as a team providing all our clients with the diversity of our talents.

Our team for the Leelanau County Community Parks and Recreation Plan include: Tiffany Smith, President of MCSA Group, Inc. as the Project Director. Tiffany has a wide range of experience in Park and Recreation Planning, creative report writing and grant writing and has been with MCSA Group for 23 years.

Assisting Ms. Smith with primary project management responsibilities will be Melinda Whitten, Principal and Landscape Architect. Melinda will assist Tiffany with the project planning. Melinda has a wide range of experience in Park and Recreation Planning, and is a Principal at MCSA Group, Inc., Abby Dussault Staff Landscape Architect, will assist on all aspects of this project. Julie Estes, Executive Assistant, will also be assisting with clerical and reporting.



Tiffany Smith
Project Director
Park and Recreation Planning



Melinda Whitten
Project Manager
Park and Recreation Planning



Abby Dussault
Staff Landscape Architect
Park and Recreation Planning



RECREATION MASTER PLAN EXPERIENCE



MCSA Group, Inc. provides a comprehensive range of park and recreation services. Currently, with our staff of 11, including landscape architecture and architecture and park & recreation planning specialists, we are involved in the planning, design and development of numerous park and recreation projects totaling millions of dollars in development costs. We have assisted communities with over 100 Park Grant Projects. The majority of these projects are funded by the various Michigan Department of Natural Resources Funding Programs.

For most of these projects we prepared the Five-Year Parks and Recreation Plan and assisted with the applications for the funding grants. Among our numerous community park and recreation plans, the following offer a representative listing of successful plans. Most of these plans have resulted in the acquisition of grants for these communities.

Gaines Charter Township (2023)

Brownstown Charter Township (2022)

City of East Grand Rapids, Michigan (1992, 1997, 2002, 2012, 2020)

Georgetown Charter Township, Michigan (2010, 2015)

Holland Charter Township, Michigan (1983, 1989, 1996, 2003, 2008, 2013, 2020)

City of Kalamazoo, Michigan (2008, 2013)

City of Kentwood (2021)

City of Holland (2004, 2009, 2024)

Zeeland Area Recreation, Michigan (2008, 2014, 2021)

REFERENCES

City of Zeeland

Kevin Plockmeyer
Asst City Manager
21 S. Elm St
Zeeland, MI 49464
(616) 772-0871

Holland Charter Township

Steve Bulthuis
Manager
353 N. 120th Avenue
Holland, MI 49424
(616) 396-2345

City of Holland

Andy Kenyon
Parks & Rec Director
270 S. River Ave
Holland, MI 49423
(616) 355-1300

City of Kentwood

Val Romeo
Parks & Rec Director
355 48th St SE
Kentwood, MI 49548
(616) 656-5275

PROJECT WORK PLAN AND SCOPE OF SERVICES

Statement of Understanding

M. C. Smith Associates and Architectural Group, Inc. will work closely with Leelanau County staff members and representatives to produce and update their Community Parks and Recreation Plan. The plan will re-evaluate, assess and make recommendations regarding parks, recreation, non-motorized trails, and open space needs for the County. Within our Work Plan, we will conduct a Public Workshop session to review the planning process with all interested community members and solicit their opinions and suggestions on the goals, objectives, and future direction for the park system for the County.

We will provide a community survey to receive input from Community Members. This survey will be processed online, which will be very user friendly and provide citizens the opportunity to provide the County with a diversity of information on needs and desires for the future of the Leelanau County parks.

The updated plan will be prepared in conformance with the guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans, as provided by the Michigan Department of Natural Resources Grants Management (Revised 04/26/2021). The plan will be complete, comprehensive, and suitable for use for future grant applications, as well as a working tool for the Leelanau County Staff.

Copies of the draft and final plan will be provided for distribution to County staff and elected officials and for submission to the DNR and Regional planning entities. Our proposal includes providing three (3) copies of the final plan to the County.

The following is an outline of the individual tasks involved in preparing the plan. We would expect to meet with County staff and representatives at regular intervals during the seven months that we would allocate for the preparation of this plan.

Scope of Services

Task I: PROGRAM REVIEW AND DEVELOPMENT

1. Meet with County Supervisor, County staff, Planning Commission and representatives to obtain a thorough understanding of the existing recreation and park system and expectations for the planning process
2. Review existing Community Parks and Recreation Plan in relation to new DNR guidelines and accomplishments achieved in the previous 5 Year planning period.
3. Develop an understanding of the County's administrative structure, including Boards and Commissions; Parks and Recreation staff; current and projected budget and sources of funding; current Park and Recreation programming and participation levels; and relationships with school districts and other entities involved in Parks and Recreation.
4. Develop a detailed schedule for planning and public meetings and final plan adoption.
5. Gather the County's demographic and environmental data to describe the community's social and physical characteristics as they relate to parks, recreation and open space. Review the impact of population growth as it relates to recreation resources. Provide graphic data, as appropriate.

Task II: INVENTORY AND ANALYSIS

1. Collect all available base data, including available land Use Master Plan; County Planning and Zoning Documents; area and regional plans; base maps; park maps; trail maps; aerial photographs; natural area inventories; etc.
2. Update the comprehensive Recreation Inventory of all the County parks, recreation facilities, natural resources, green spaces and non-motorized trails and non-utilized County owned property and facilities. Visit each site and document the existing natural features and facilities, including condition and level of use, and note possible opportunities for improvement.
3. Evaluate the current accessibility of all parks & recreation facilities and note necessary improvements to be included in the Capital Improvement Schedule.
4. Inventory adjacent Municipal facilities, school facilities, private facilities, City, Township, State and Regional facilities that are available to the community, and their relationship to the County's own facilities.
5. Update the map showing the location of the existing recreational facilities within the County and a matrix summarizing the facilities provided in each location.
6. Evaluate and identify future park properties or areas within the County where additional property should be considered for future park development, non-motorized trails, and open spaces.
7. Complete Post-Completion Self-Certification Inspections and submit reports for all projects that have received grant assistance per MDNR Grants Management.

**HEATH TOWNSHIP
2013 EXISTING RECREATION FACILITIES**

	Acres	Active Recreation													Amenities				Trails/ Natural Area		Other		
		Playground	Baseball Fields	Soccer Fields	Soccer	Football	Softball Field	Volleyball	Basketball	Tennis Court	Track	Open Play Field	Skateboard	State Park	Parade	Restroom	Information Building	Picnic Shelter Pavilion	Picnic Tables Grills	Natural Area		Natural Trail	Public Walking Multi-Purpose Trail
TOWNSHIP PARKS																							
Turtle Park	1.4																						
Township Hill Park	14.0	1	1	1	1	1								1	1	1	1						
ALLEGAN COUNTY PARKS																							
Silver Creek County Park	320.0													1									
PUBLIC SCHOOLS *																							
Hamilton Elementary School	2.2	1									1	1											
Total	347.6	2	1	1	1	1	1	1	1	1	1	1	1	2	1	1	1	1	1	1	1	1	1

Task III: NEEDS AND DEFICIENCIES

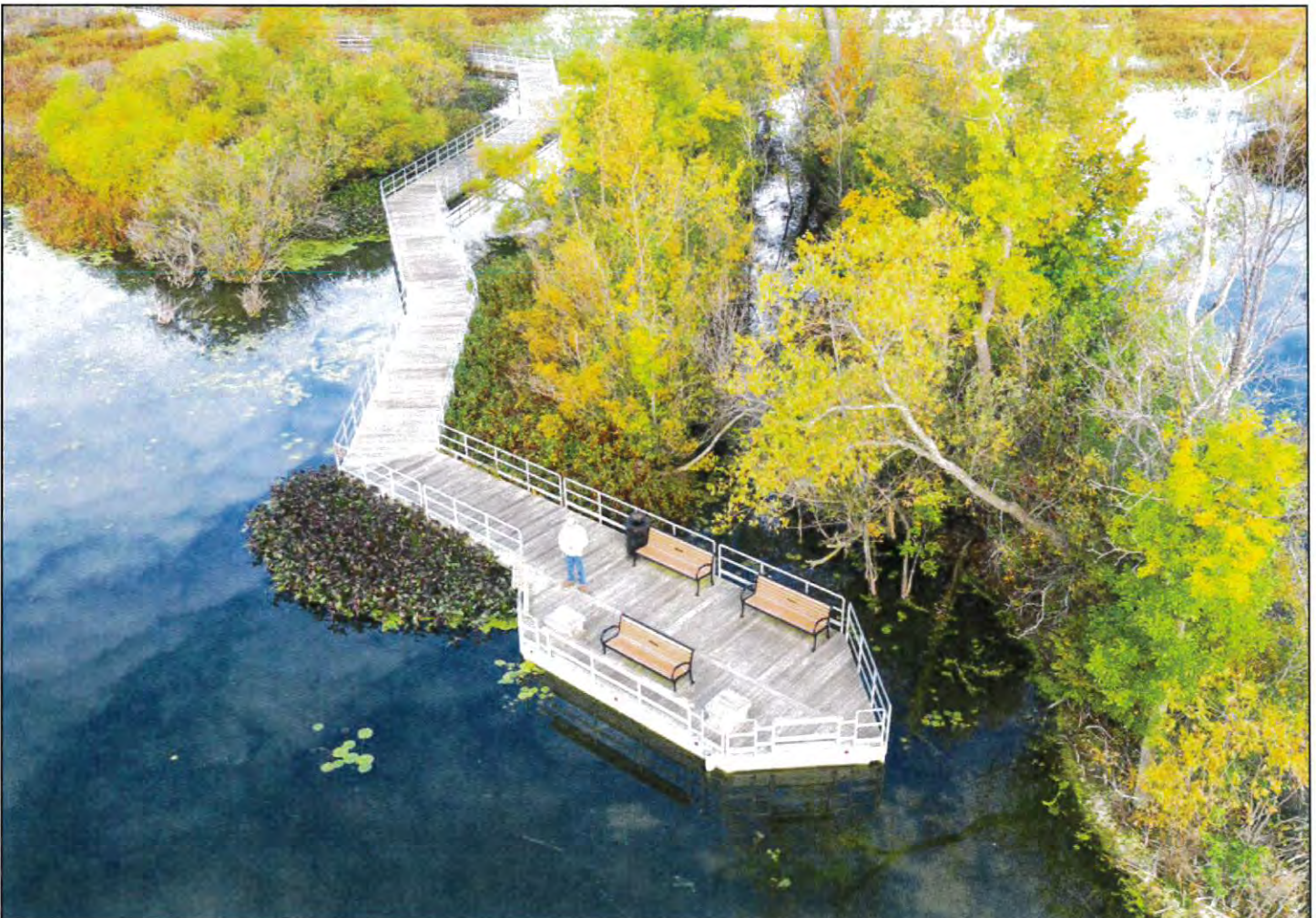
1. Compare current existing facilities and program opportunities with the current and future needs of the community based on demographic characteristics, and geographic distribution.
2. Identify deficiencies in park and recreation system, including accessibility issues.

Task IV: PUBLIC INPUT AND PLANNING PROCESS

1. Prepare a comprehensive survey of recreation attitudes and preferences in the Community to be placed on the County's website. Assist the County of Leelanau in effective advertising and availability of the survey to interested citizens. Present the findings and include within the planning process.
2. Conduct a Community Workshop to solicit public input on recreation and park plans. Review comments made at the meeting and incorporate requirements into the Plan as appropriate.
3. Provide copies of the Draft Plan for public review and comment. Assist with effective advertising of the plan availability. Receive and review any public, County representative, and County staff comments and make any changes to the final plan as deemed appropriate.

Task V: GOALS, OBJECTIVES AND ACTION ITEMS

1. Analyze the data collected in Tasks I through IV to identify the improvements needed in the park and recreation system, respond to deficiencies in the system, and meet the community's needs considering current and emerging trends.
2. Develop a series of long range, broad goals (ten years or longer) for the future planning of the Parks, Recreation and Open Space system within the County.
3. Develop specific short-range objectives for achieving these goals within the next five years.
4. Develop a strategy to work towards achieving the stated goals and objectives over the next five years. Identify specific park projects with justification for each item and a timetable for completion.
5. Review the existing Capitol Improvement Schedule and update with completed and add proposed projects identified by year with list of improvements and order of magnitude cost projections for each project including development and acquisition. Consider potential funding sources and develop a strategy for making use of available grant funding opportunities.



PROJECT SCHEDULE

START-UP MEETING: Background Information Required from Twp.; Project Schedule and Meetings; Current Recreation Facilities Inventory; Review of previous Parks and Recreation Plan	June 2024
SITE INVENTORY/PROGRESS MEETING: Site review and ADA analysis Recreation/ Inventory; Needs and Deficiencies	June/ July 2024
*PUBLIC INPUT MEETING	August 2024
*PROGRESS MEETING: Goals and Objectives; Action Program; Capital Improvement Schedule Action Program; Capital Improvement Schedule; Draft Plan	September 2024
PUBLIC REVIEW: Draft of Final Plan available for 30-day Public Review as required by the DNR	November 2024
PLAN ADOPTION BY PLANNING COMMISSION	December 2024
*PUBLIC HEARING: Public Hearing & Adoption of Plan by County Commission	January 2025
PLAN COMPLETION AND DNR SUBMITTAL	February 2021

*In Person Meetings

PROFESSIONAL FEES

In accordance with our Work Plan and Scope of Services, we would propose to assist Leelanau County with updating the existing 5 Year Park and Recreation Master Plan for a professional fee not to exceed \$14,600. We will be reimbursed for actual costs of related expenses including: printing, copying, binders, postage, and mailing. The final plan will be accompanied with the electronic data related to the production of these plans. Published advertisement costs are not included.



ATTACHMENT "A" – CERTIFICATE OF EXPERIENCE*(This form must be filled in by the Proposer)*

TITLE: Update to Community Parks and Recreation Plan. **BID NUMBER:** LCAO-RFP-2024-003
 I, Tiffany Smith, HEREBY CERTIFY THAT THE FOLLOWING COMPAN(IES) HAVE PERFORMED THE FOLLOWING WORK WITHIN THE LAST FIVE (5) YEARS AND CAN BE CONTACTED AS REFERENCES:

1. Name of Business: City of Zeeland
 Contact Name: Kevin Plockmeyer
 Address: 21 S Elm Street, Zeeland Michigan 49464
 Amount of Contract: \$12,800 Telephone Number: 616-772-0871
 Email: kplockmeyer@cityofzeeland.com Fax Number: _____
 Type of Work: Community Park and Recreation Plan

2. Name of Business: Holland Charter Township
 Contact Name: Steve Bulthuis
 Address: 353 N. 120th Ave, Holland Michigan 49424
 Amount of Contract: \$14,500 Telephone Number: 616-396-2345
 Email: steveb@hct.holland.mi.us Fax Number: _____
 Type of Work: Community Park and Recreation Plan

3. Name of Business: City of Holland
 Contact Name: Andy Kenyon
 Address: 270 S. River Ave, Holland Michigan 49423
 Amount of Contract: \$33,940 Telephone Number: 616-355-1300
 Email: a.kenyon@cityofholland.com Fax Number: _____
 Type of Work: Community Park and Recreation Plan

4. Name of Business: Brownstown Charter Township
 Contact Name: Teresa Graves
 Address: 21311 Telegraph Road, Brownstown Charter Township Michigan 48183
 Amount of Contract: \$26,000 Telephone Number: 734-365-0065
 Email: teresa@brownstown-mi.org Fax Number: _____
 Type of Work: Community Park and Recreation Plan

Company Name of Proposer: MCSA Group, Inc.
 By: Tiffany Smith Title: President

Any alterations to this document made by the offeror may be grounds for rejection of the proposal, cancellation of any subsequent award, or any other legal remedies available to the County of Leelanau.

COUNTY OF LEELANAU

PROPOSAL FORM

The undersigned, having carefully examined the appropriate specifications, #LCAO-RFP-2024-003, dated May 23, 2024, does hereby agree to furnish and deliver to the County of Leelanau, Suttons Bay, Michigan, the following items at the price(s) indicated:

SCHEDULE OF ITEMS	PRICE
Startup Meeting	\$2920.00
Site Inventory, Progress Meeting	\$2920.00
Public Input Meeting	\$4380.00
Progress Meeting (Goals and Objectives, etc.)	\$2920.00
Public Hearing	\$1460.00

Submitted by


(Company Name): MCSA Group, Inc.

Address:

529 Greenwood Ave SE, East Grand Rapids MI 49506

Contact Name

(Print): Tiffany Smith

Signature: 

Telephone: 616-451-3346

Fax: _____

Email: tas@mcsagroup.com

NOTE: By signing and submitting this bid for consideration by the Leelanau County Administrator, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

Non-Collusion Affidavit

Bid #LCAO-RFP-2024-003
Update to Community Parks and Recreation Plan

This Affidavit shall be submitted with and made part of this proposal to the County of Leelanau:

State of Michigan
County of Leelanau

J A Estes , being duly sworn, deposes and says that:

1. The proposal has been arrived at by the Proposer independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the RFP, designed to limit independent proposals or competition; and
2. The contents of the proposal have not been communicated by the Proposer or its employers or agents to any person not an employee or agent of the Proposer or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposals.
3. The undersigned is duly authorized to execute this affidavit on behalf of the Proposer.

J A Estes

Authorized Signature

J A Estes

Printed Name of Signatory

MCSA Group, Inc.

Company Name

529 Greenwood Ave SE

Address

East Grand Rapids MI 49506

City/State/Zip

616-451-3346

Phone Number

Subscribed and sworn to before me this

20 day of May 2024

J A Estes

, Notary Public

My Commission expires: 31-Jan-2030

**ATTACHMENT "E" – CERTIFICATE OF COMPLIANCE
WITH PUBLIC ACT 517 OF 2012**

(Please type or print clearly in ink only)

I certify that neither MCSA Group, Inc. (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, Company will not become an "Iran linked business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

MCSA Group, Inc.
(Name of Company)

By: Tiffany Smith

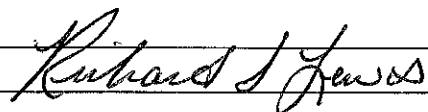
Date: 5-20-2024

Title: President

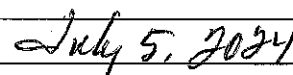
EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u> Contact Person: <u>Richard I. Lewis</u> Telephone Number: <u>231-256-9711</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Submittal Dates</th> </tr> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u></td> <td style="width: 50%;">Date of Meeting: <u>07/09/2024</u></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u>	Date of Meeting: <u>07/09/2024</u>
Submittal Dates					
<input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u>	Date of Meeting: <u>07/09/2024</u>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Financial/Source Selection Method</th> </tr> <tr> <td> <input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____ </td> </tr> </table>	Financial/Source Selection Method	<input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: _____ Address/ Phone: _____ Description: Select One		
Financial/Source Selection Method					
<input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____					
Budgeted Amount: _____ Contracted Amount: _____					
Document Description					
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Financial Review Completed <input type="checkbox"/> Department Head/Elected Official Authorization					
<p>Jon Wylie, Sr. Counsel for Lean Green Michigan presented the amended PACE requirements to the BOC at the June 11 Executive Session.</p> <p>The BOC voted in the June 18th Regular Session that Leelanau County will participate in the Lean & Green Michigan Property Assessed Clean Energy "PACE" Program. The adoption of PACE requires a public hearing. To ensure ample time (30 days notice) to advertise the public hearing, administration suggests that the public hearing take place prior to the August 20 Regular Session at 6:15pm.</p>					
<p>Suggested Recommendation:</p> <p>Move to recommend that the Board of Commissioners set the date of August 20 at 6:15pm for a public hearing regarding the PACE Program.</p>					

Department Approval: _____



Date: _____



BOARD OF COMMISSIONERS

Jamie Kramer, 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

Leelanau County Government Center
 8527 E. Government Center Drive, Suite #101
 Suttons Bay, Michigan 49682
 (231) 256-9711 ♦ (866) 256-9711 toll free
 (231) 256-0120 fax
 www.leelanau.gov ♦ rlewis@leelanau.gov

TO: Chair Ty Wessell and Board of Commissioners (BOC)
 FROM: Richard I. Lewis, Interim County Administrator *RIL*
 Date: July 5, 2024
 COPY: Chet Janik, Consultant, Michigan Leadership Institute
 RE: Agenda Item – Six Month Goals / Discussion

At the June 18, 2024 Regular Meeting, it was suggested a discussion be held at the July 9, 2024 BOC Executive Session of establishing six-month goals, which I will assume is not only my role as Interim County Administrator, but also the Board of Commissioners' role.

The following is what I have on the list for Administration to completed by December 31, 2024.

- Formulate, present and adopt the FY25 Annual Budget. The process will formally begin Tuesday, July 9 with budget worksheets going out to departments. Our goal is to present a proposed budget which includes Capital Improvements to the BOC at the September BOC Regular Meeting. The budget has to be approved on or before December 17, 2024.
- The Action Plan resulting from Findings from the FY2023 Audit to be completed by the end of the year.
- An update on the recommendations of the 'Empower Your Purpose' report from Rehmann at the November 19, 2024 BOC Regular Meeting. We would like to proceed with the recommendation #7 regarding Financial Accounting Software and will bring forward at the August BOC meetings a proposal to acquire the BS&A Software which will include the automation of timekeeping.
- Prepare and conduct an orientation session with newly elected and board appointments the second week of November. The session would be open to current elected officials and board appointees. The topics will cover Open Meetings Act (OMA), Freedom of Information Act (FOIA), and appropriate County Policies (Conflict of Interest). Legal Counsel, County Clerk and others will be utilized in putting the orientation together.
- An update of the Facilities Report Goals dated April 12, 2022 and MMRMA Park Risk Review dated August 4, 2023.
- Continue working with Parks & Recreation Commission in assisting in better coordination with County processes. There most likely be recommendation(s) forthcoming in the FY25 Budget.
- While Legal Counsel is the lead on Union negotiations, staff will need to supply support.

- On-going Projects:
 - Façade Repair – RFP still in process of drafting
 - Leland Dam Hydraulic System Upgrade – in process
 - Leland Dam Deck & Railing Replacement – RFP being developed
 - Asphalt Sealcoat, Repair and Striping – in process
 - Solar Panel Project – if grant is awarded in September there is a 45-day turn around on acceptance of grant.
 - Leelanau Township Tower – if SLUP is approved will need to update the agreement for installation.
 - Point Broadband Fiber installation
 - Old Settlers Park Easements – disposal of park property where private easements or driveways are currently in place.
- Staffing:
 - Organize discussion with County Treasurer and Register of Deeds, Chief Deputy Treasurer, and Chief Deputy Register compensation with Chair and Vice-Chair.
 - Human Resources Director: Yes, working to fill the position. Meanwhile, all vacancies except for the Accounting Clerk have been filled. Executive Assistant Lauren Cypher and I will handle any day-to-day activities (Heather left us great instructions). If a matter comes up needing more expertise, I have professional contacts who are willing to assist.
 - Maintenance Director: We have six months to fill the position, however, need to do so sooner rather than later for overlap of time with the current Director and incoming Director. The question has arisen to whether we continue with this position or have a Director of Facilities. The real question: What is needed that is not being provided now? The current position is a 'working Director' meaning the individual can and does undertake maintenance in addition to Supervision responsibilities. There has been a comparison made to the Grand Traverse County Director of Facilities, while it is fruit, it is not the same fruit.
 - Finance Director:
 - Is the BOC continuing its directive of having the future 'Administrator/CFO' hire the Finance Director or is/has the BOC delegated that authority to me? If it has/is delegated to me, then know Cathy Hartesvelt will be offered the position. I will provide my reasoning at the meeting on Tuesday. Also, if accepted, we will cease the search of an Accounting Clerk, but will look to the hiring of an Assistant Finance Director.
 - Stipends – This is a totally separate item, however is directly related to position above. Attached are two items – the action taken April 16, 2024 to continue the stipends. The action taken includes the 'Administrator/CFO is in place and the Plan is implemented'. So is the Administrator/CFO still the goal of the BOC? What is 'the Plan'?"
This leads to the second item – the action taken November 21, 2023 regarding a Long-Term Plan. Is this the Plan indicated in April 16, 2024 action? This is fairly ambiguous, but I believe we are there or well on the way.

When should the stipends end? That is up to the BOC. My recommendation is on September 13, 2024, that is the date the proposed budget will be completed and prepared for presentation at the September BOC Regular Meeting.

In closing, we will have a frank discussion on Tuesday. I'm willing to give my best efforts in making a not-so-good situation into a positive. However, Richard I Lewis is incapable of this accomplishment, WE have to do it. The support of the BOC and Elected's are the key. After meeting with the Elected's on Wednesday, I came away with the belief they want to move forward. Of course, I could be incorrect this belief, but at least they are aware of my thoughts.

To move forward, the support of the BOC is critical. Without it, I am wasting my time and your money; the first is limited on my part and the second on the County's.

Finance Committee Recommendations / Short-term Plan and Interim Finance Director

Appointment and Salary:

#323-11212023 Regular Session

• THAT CATHERINE HARTESVELT BE APPOINTED AS INTERIM FINANCE DIRECTOR REPORTING TO THE BOARD OF COMMISSIONERS AND TO BE COMPENSATED AT SALARY LEVEL FOR FINANCE DIRECTOR IN THE AMOUNT OF \$79,570.45 FOUND ON THE 2023 NON-UNION WAGE SCHEDULE RETRO-ACTIVE TO OCTOBER 23, 2023, AND TO ACCEPT THE INTERMEDIATE PLAN AS PRESENTED.

INTERMEDIATE PLAN:

- 1) Name Catherine Hartesvelt as interim finance director, ~~reporting directly to the BOC.~~
(~~The intent is not to create a CFO position, this is a short-term arrangement until the Long-term plan is implemented~~)
- 2) Advertise position of account clerk.
- 3) Advertise position of additional finance account clerk position to be temporary full-time or work with existing staff to see if assistance can be given to Cathy. (Anticipated by adding to contingency in 2024 budget).
- 4) ~~Clarify Administrator does not have direct supervisory or reporting responsibility for Finances during this interim plan. Future responsibility to be determined as part of the long-term plan.~~

COMPLETE
MAY 24
RESCIND

Complete

Timeline to implement: As soon as possible.

Duration: Until long-term plan is implemented, with a goal of 6.30.24.

Finance Department Long-term Plan:

#324-11212023 Regular Session

• TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE LONG-TERM PLAN:

LONG TERM PLAN:

- 1) Begin collaborative effort to move forward with Finance department.
- 2) Seek expert advice from inside our organization and from outside experts as to best practices and organizational structures.
- 3) Take the time required to listen and learn. Form a plan that can succeed, and can be implemented in a measured, thoughtful, and cooperative manner. Getting it right is more important than getting it quick.
- 4) The plan must be clear and concise, and include buy-in from all board members and stakeholders. It must have identifiable goals and timelines.
- 5) No plan will completely satisfy everyone, compromise and commitment to the bigger picture will be essential.
- 6) Once the plan is adopted, all parties must work together to ensure success. Board must pass required resolutions so as to remove all confusion about roles and responsibilities.

THE
"PLAN"
?

Timeline: Immediate start of plan formation with goal of adopting a plan within 30 to 60 days.

Plan implementation to start immediately after adoption, with goal of 6.30.24

Discussion – Commissioner discussion ensued.

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

NO – 0

MOTION CARRIED.

Board of Commissioners – Recommendation to Extend Stipends for Finance Support:

#123-04162024 Regular Session

MOTION BY ROSS THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS CONTINUE THE STIPEND OF 10 HOURS A WEEK FOR THE CHIEF DEPUTY CLERK AND 10 HOURS A WEEK FOR THE COUNTY CLERK UNTIL AN ADMINISTRATOR/CFO IS IN PLACE AND THE PLAN IS IMPLEMENTED. SECONDED BY ALLGAIER.

Discussion – Commissioner discussion ensued.

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

NO – 1 (Rexroat)

MOTION CARRIED.

Board of Commissioners – Request to Increase Commissioner Compensation:

#124-04162024 Regular Session

MOTION BY O'ROURKE THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS INCREASE THE SALARY OF THE BOARD OF COMMISSIONERS TO \$ 8,000.00 AND THE CHAIRMAN SALARY BE INCREASED TO \$ 10,000.00 TO START IN 2025. PER DIEM FOR A HALF DAY WILL GO FROM \$ 40.00 TO \$ 70.00 AND PER DIEM FOR A FULL DAY WILL GO FROM \$ 70.00 TO \$ 120.00. SECONDED BY ROSS.

Discussion – Commissioner discussion ensued.

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

NO – 1 (Lautner)

MOTION CARRIED.

Review Of Financials:

Interim Finance Director Cathy Hartesvelt was present and answered questions.

Special Reports by Staff, Commissioners, and Affiliated Agencies:

► Commissioner Allgaier commented that within the Brownfield Authority and Land Bank Authority there will be a disposal of all properties that have been foreclosed on because they are now all sold.

► Chairman Wessell stated there is a Housing North survey, which has been posted on their website. He said that all Board members have received correspondence requesting to share the information, when possible, with as many people as possible.

► Commissioner O'Rourke stated the Northwest Regional Airport Authority has signed a three-year agreement with the National Cherry festival, which recently has been reported in the Traverse City Record Eagle. If someone would like more information, he has the article with him that he can share.

Public Comment:

The following individuals spoke in person: Lois Bahle; Keith Ashley; Bill Wiesner; Steve Mikowski, and Sharon Kalchik.

The written comments can be found at the following link:

<https://www.leelanau.gov/meetingdetails.asp?MAId=2729#handouts>