

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, August 13, 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 –Leelanau Tower, BS&A, BATA vs. GTC Settlement Conference, Old Settler’s Well and Water Line Repair</i>	
• MSU Extension	
PUBLIC COMMENT (3 Minutes-Agenda Specific)	
COMMISSIONER COMMENTS	
ACTION ITEMS	
1. Sheriff’s Office –	
a. Replacement Car	1-44
b. Secondary Road Patrol Grant Program	45-57
2. 9-1-1 Emergency Management – Midway Electronics Contract Amendment	58-61
3. Finance –	
a. Application for Credit Card	62-64
b. ARPA – PBB Contract	65-66
c. Non-Union Wage Schedule Adjustment – I.T. Director	67-68
4. Planning – Northwest Michigan Community Action Agency (NMCAA) Contract Extension	69
5. Maintenance – Electrical Panel Inspection – Permission to Draft RFP	70
6. Administration –	
a. Financial Audit Services – Permission to Draft RFP	71-76
b. 2% Grant Contract Approvals	77-85
c. NRAA Zoning Board Appointments	86-88
d. Dissolve Finance and Personnel Committees	89
e. Extend Interim Administrator Contract and Delay/Redefine Administrator Search Process and Timeline	90
f. 6 Month Goals	
i. Audit Recommendations (Correction) <i>Handout</i>	
ii. Facilities Director Job Description	91-95
iii. Human Resources Position	96-98
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>	<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 type="checkbox"/> Select Meeting Type: <u>Executive Board</u></td> <td style="width: 50%;"></td> </tr> <tr> <td>Date of Meeting: _____</td> <td style="text-align: right;"><u>08/13/2024</u></td> </tr> </table>	Submittal Dates		<input type="checkbox"/> Select Meeting Type: <u>Executive Board</u>		Date of Meeting: _____	<u>08/13/2024</u>
Submittal Dates							
<input type="checkbox"/> Select Meeting Type: <u>Executive Board</u>							
Date of Meeting: _____	<u>08/13/2024</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>Emergency</u> <input checked="" type="checkbox"/> Other: <u>Macomb County Contract Bid</u> <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>Emergency</u> <input checked="" type="checkbox"/> Other: <u>Macomb County Contract Bid</u> <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: <u>Lunghamer Ford</u> Address/ Phone: <u>1960 E, Main St. Owosso, MI</u> <u>888-923-5338</u> <hr/> Description: <u>Capital Purchase</u>				
Financial/Source Selection Method							
<input type="checkbox"/> Select One: <u>Emergency</u> <input checked="" type="checkbox"/> Other: <u>Macomb County Contract Bid</u> <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Budgeted Amount: _____</td> <td style="width: 20%; text-align: center;">\$ 47,000.00</td> <td style="width: 20%;">Contracted Amount: _____</td> <td style="width: 10%; text-align: right;">\$ 51,470.00</td> </tr> </table>		Budgeted Amount: _____	\$ 47,000.00	Contracted Amount: _____	\$ 51,470.00		
Budgeted Amount: _____	\$ 47,000.00	Contracted Amount: _____	\$ 51,470.00				

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>On 7-11-2024, A Deputy working Leelanau Township was responding a report of a pedestrian / motor vehicle accident where the vehicle had left the scene. As the Deputy approached the scene, an unrelated motorist who had pulled off to the side of the road, made a U-turn in front of the Deputy. The Deputy reacted to the vehicle but was ultimately struck in the passenger side of the patrol vehicle causing severe damage to the patrol car and injuries to the deputy. The Deputy has since returned to work with no issues. The accident investigation was handled by the GTB Tribal Police Department, who found the other driver at fault and cited him for careless driving. Immediately a claim / accident report was filed through the administrators office with the Counties insurance company and on 7-30-24, the insurance company declared the vehicle a total loss. Per the insurance company, the actual cash value of the totaled patrol vehicle is \$47,000. Unfortunately, this will almost cover the cost of the vehicle but we will still have additional cost in dealing with equipment and graphics.</p>	
Lunghamer Ford - 2025 Ford Police CVPI SUV	\$ 47,171.00
Radio North - Remove old Equipment at Bingham Body/ Install new vehicle	\$ 3,659.00
Signplicity - Graphics package	\$ 540.00
Troz Brothers - Graphics Install	\$ 100.00
Total:	\$ 51,470.00
Minus Insurance Payout:	\$ -47,000.00
Grand Total:	\$ 4470.00
<p>Suggested Recommendation:</p> <p>I move to recommend that the County Board of Commissioners allow the Sheriff's Office to immediately purchase a 2025 Ford CVPI SUV and equip it to replace the one recently lost in an accident. The total cost, after insurance reimbursement, not exceed \$4470.00 with funds to come from the motor pool fund.</p>	

Claim # 2402320 – 2024 Ford Explorer - 1FM5K8AB2RGA27263

Actual Cash Value (ACV)

The ACV on the vehicle is \$ 47,000.00

Salvage

There were 3 salvage bids made on the vehicle :

Wellers	\$4000
R&S	\$3850
Dix	\$2500

******Salvage bids are only guaranteed for 10 days and they do not include any equipment or graphics, but they do include wheels and tires******

Settlement Options

1. MMRMA can pay the full ACV of **\$ 47,000.00** to the Member and the vehicle is sold to the highest salvage bidder and the MMRMA would apply the salvage amount to the claim, which would reduce the cost of the claim.
2. MMRMA can pay the Member the ACV less the highest salvage bid, and the Member can keep the vehicle, which would be in the amount of **\$43,000.00**. *However, if this option is chosen the Member would have to advise the MMRMA to make sure the vehicle is still eligible to remain on the policy.*

If the vehicle is at a body shop, please pay any storage or towing fees incurred and send the invoice to the MMRMA for reimbursement. If those fees are not paid before the Salvage Company picks up the vehicle, they will have to pay those fees prior to taking possession of the vehicle.

Please review and advise how you would like to move forward. If you are not authorized to make this decision, please let me know who is and I will follow up with them.



APPRAISAL REPORT - FILE # 3360300			
COMPANY		VEHICLE OWNER	
Company	Michigan Municipal Risk Managemen...	Name	Leelanau County Leelanau County
Adjuster	Brittney Childress	Address	
Claim Number	2402320	City	
Policy Number		State	
Deductible	0	Zip	
Insured Name	Leelanau County	Mobile Phone	(231) 256-9711
Date of Loss	July 11, 2024	Home Phone	
Date Contacted	July 26, 2024	Work Number	
Date Inspected	July 26, 2024	Email	
Loss Type	Collision		
Claim For	Insured		
Assignment Type	Total_loss		
Supplement			
Appraiser	Larry Denys		
VEHICLE INFO		VEHICLE LOCATION	
Year	2024	Location	Salvage Tow Yard
Make	Ford	Location Name	Bingham Body Towing
Model	Police Interceptor Ut...	Address	8397 E Bingham Rd
VIN	1FM5K8AB2RGA27263	City	Traverse City
License Plate	NONE	State	MI
Color	BLACK	Zip	49684
Mileage	4301	Phone	(231) 946-6903
Driveable	No	Fax	
TOWING & SALVAGE		TOTAL LOSS	
Towing Charges	\$ 1050.00	Total Loss	Yes
Lien Fee	\$ 0.00	Driveable	No
Admin Fee	\$ 1050.00	Total Loss Valuation	Other
Other Charges	\$ 0.00	Request #	
Storage Fee (per day)	\$ 95.00	Valuation Amount / TL %	\$0.00 /
Storage Since	July 11, 2024	NADA Value / TL %	\$35800.00 / 90.71%
ESTIMATE		SALVAGE BIDS	
Appraisal Amount	\$ 32475.44	Salvage Yard / Contact	Phone
UPD Amount	\$ 0.00	WELLER AUTO / DREW	616-257-1325
Betterment Amount	\$ 0.00	R&S AUTO PARTS / STEVE	231-587-5511
Deductible	\$ 0	DIX AUTO / SAM	313-286-6491
Net Total	\$ 32,475.44		2500.00
Agreed Price	No		
Agreed By		REPAIR SHOP INFO	
Days to Repair	30	Location Name	Unknown
Estimate Released	No	Address	
Supplement #1	0.00	City State Zip	
Supplement #2	0.00	Phone	

Supplement #3	0.00	TIN	
Supplement #4	0.00	Email	

Appraiser Comments
INSPECTED AT TOW YARD DAMAGES TO RIGHT SIDE AND LEFT FRONT AIR BAGS DEPLOYED VEHICLE APPEARS TO BE A TOTAL LOSS

Our report reflects an independent appraisal of estimated damages and/or associated total loss reports for the specified unit. Damage Appraisers of North America (DANA) does not adjust claims. All information within the attached reports should be reviewed for accuracy and is not intended to regulate your capacity to adjust the claim settlement. DANA has made no commitments with any associated repair facilities or the owner of the damaged unit. Please direct any questions to the main office.



"The Best Route to Damage Appraising"
P.O. BOX 81817
Supplements to office@damageana.com
Rochester, MI 48308
Phone: (586) 752-1460, FAX:(586) 752-4537
office@damageana.com

For:

Michigan Municipal Risk Management

Estimate of Record

Owner: Leelanau County

Job Number: 3360300

Written By: Larry Denys
Adjuster: BRITTNEY, CHILDRESS

Insured: Leelanau County
Type of Loss:
Point of Impact: 15 Total Loss

Policy #:
Date of Loss: 7/11/2024 1:00 PM

Claim #: 2402320
Days to Repair: 0

Owner:
Leelanau County
(231) 256-9711 Business

Inspection Location:
Bingham Body Towing
8397 E Bingham Rd
Traverse City, MI 49684
Other
(231) 946-6903 Evening

Repair Facility:
Unknown

VEHICLE

2024 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection BLACK

VIN: 1FM5K8AB2RGA27263
License: NONE
State: MI

Production Date: 2/2024
Odometer: 4,301
Condition:

Interior Color: BLACK
Exterior Color: BLACK

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Power Driver Seat

DECOR

Dual Mirrors
Privacy Glass
Overhead Console

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Message Center
Steering Wheel Touch Controls
Rear Window Wiper
Telescopic Wheel
Climate Control
Backup Camera

RADIO

AM Radio
FM Radio

Search/Seek
Auxiliary Audio Connection

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Traction Control
Stability Control
Front Side Impact Air Bags
Head/Curtain Air Bags
Hands Free Device
Xenon or L.E.D. Headlamps

SEATS

Bucket Seats
Reclining/Lounge Seats

WHEELS

Styled Steel Wheels

PAINT

Clear Coat Paint

OTHER

Rear Spoiler
California Emissions

TRUCK

Trailer Hitch
Trailer Package

Owner: Leelanau County

Job Number: 3360300

2024 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection BLACK

CONVENIENCE

Stereo

Cloth Seats

Owner: Leelanau County

Job Number: 3360300

2024 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection BLACK

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER					
2		O/H bumper assy				4.5	
3	R&I	R&I bumper assy				Incl.	
4	*	Rpr Bumper cover w/o auto park				5.0	2.4
5		Add for Clear Coat					1.0
6		FRONT LAMPS					
7	R&I	RT R&I headlamp assy				0.3	
8	R&I	LT R&I headlamp assy				Incl.	
9		FENDER					
10	Repl	LT Fender w/o HEV	LB5Z16006A	1	168.50	2.7	2.0
11		Add for Edging					0.5
12		Add for Clear Coat					0.1
13	R&I	LT Fender liner				Incl.	
14	Repl	LT Wheel flare w/o auto park	LB5Z16039AC	1	276.62	0.3	
15		WHEELS					
16	Repl	RT/Rear Wheel, steel	LB5Z1015B	1	631.28 m	0.3 M	
17	Repl	LT/Rear Wheel, steel	LB5Z1015B	1	631.28 m	0.3 M	
18		RESTRAINT SYSTEMS					
19	Repl	RT Head air bag	LB5Z78042D94C	1	827.73 m	0.6 M	
20		Air bag system diagnosis ck system operation			m	0.5 M	
21		Air bag system diagnosis pinpoint test			m	2.1 M	
22	Repl	LT Head air bag	LB5Z78042D95C	1	827.73 m	0.6 M	
23	Repl	RT Ft seat air bag	MB5Z78611D10B	1	194.18 m	0.7 M	
24	Repl	LT Ft seat air bag	MB5Z78611D11B	1	200.43 m	0.7 M	
25	Repl	Control module	LB5Z14B321A	1	400.43 m	0.3 M	
26	Repl	RT Ft impact sensor	L1TZ14B004A	1	44.73 m	0.3 M	
27	Repl	LT Ft impact sensor	L1TZ14B004A	1	44.73 m	0.3 M	
28	Repl	RT Side impact sens front	ML3Z14B345A	1	46.05 m	0.3 M	
29	Repl	LT Side impact sens front	ML3Z14B345A	1	46.05 m	0.3 M	
30	Repl	RT Side impact sens rear	L1TZ14B004A	1	44.73 m	0.3 M	
31	Repl	LT Side impact sens rear	L1TZ14B004A	1	44.73 m	0.3 M	
32	Repl	LT Position sensor	FL3Z14B416A	1	27.42 m	0.3 M	
33	Repl	RT Position sensor	FL3Z14B416B	1	26.75 m	0.3 M	
34	Repl	RT Seat belt assy ebony	LB5Z78611B08AA	1	376.32 m	0.3 M	
35	Repl	LT Seat belt assy ebony	LB5Z78611B09AA	1	336.40 m	0.3 M	
36	Repl	RT Height adjuster	LB5Z78602B82A	1	38.15	0.1	
37	Repl	LT Height adjuster	LB5Z78602B82A	1	38.15	0.1	
38	Repl	RT Buckle end w/INTERCEPTOR	LB5Z7861202AA	1	177.97	0.2	
39	Repl	LT Buckle end w/INTERCEPTOR	KS7Z5461203CA	1	129.28	0.2	
40		ROOF					
41	Repl	Headliner ebony	LB5Z7851916PL	1	2,395.13	4.7	

Owner: Leelanau County

Job Number: 3360300

2024 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection BLACK

42	PILLARS, ROCKER & FLOOR						
43	Repl	RT Air deflector 3,3 liter GAS	L1MZ7811782H	1	585.85	0.5	
44	FRONT DOOR						
45	*	Rpr	LT Door shell			<u>6.0</u>	2.4
46			Overlap Major Adj. Panel				-0.4
47		R&I	LT Belt molding			0.3	
48		R&I	LT Applique w/keyless pad			0.3	
49	*	Repl	LT Mirror outside Interceptor, w/strobe lamps	LB5Z17683UA	1	509.05	<u>0.3</u>
50		R&I	LT Door glass FORD w/laminated			0.5	
51		R&I	LT Run channel			0.3	
52		R&I	LT Handle, outside INTERCEPTOR			0.4	
53		R&I	LT R&I trim panel			0.5	
54		Repl	RT Door shell	PB5Z7820124A	1	952.15	3.4
55			Overlap Major Non-Adj. Panel				-0.2
56		R&I	RT R&I trim panel			Incl.	
57	REAR DOOR						
58		Repl	RT Door assy	NB5Z7824630A	1	839.80	3.5
59			Overlap Major Adj. Panel				-0.4
60		Repl	RT Handle, outside INTERCEPTOR	LB5Z7822404AA	1	46.17	0.4
61			Overlap Minor Panel				-0.2
62			Dis/reassmble to refn			0.2	
63		Repl	RT Latch assy w/keyless start	MB5Z78264A26D	1	333.00	Incl.
64		Repl	RT Striker	JX7Z5822008B	1	17.10	0.1
65	QUARTER PANEL						
66		Repl	RT Quarter pnl assy	NB5Z78278A92A	1	1,356.35	3.5
67			Overlap Major Adj. Panel				-0.4
68	*		Clear Coat				<u>3.0</u>
69		Repl	RT Reinforcement	YL8Z16390AA	1	6.03	
70		Repl	RT Vent grille	FL3Z15280B62B	1	31.13	0.1
71		Repl	RT Splash shield	MB5Z78278B50A	1	193.20	0.3
72		Repl	RT Rear w'strip	LB5Z7828124A	1	36.00	0.2
73		Repl	RT Wheel flare	LB5Z7829038AA	1	121.37	0.4
74		Repl	RT Upper molding	LB5Z78291A08AA	1	95.63	0.3
75		R&I	RT Qtr glass FORD			Incl.	
76		Repl	RT Inner panel (HSS)	LB5Z7827864B	1	1,041.02 s	1.5
77		R&I	RT Pillar trim ebony			Incl.	
78		R&I	RT Rear pillar trim w/o 9,12 speaker audio ebony			Incl.	
79		R&I	RT Qtr trim panel w/INTERCEPTOR			Incl.	
80		R&I	LT Pillar trim ebony			Incl.	
81	REAR SUSPENSION						
82		Repl	LT Hub	LB5Z1104B	1	294.55 m	1.0 M
83			RT O/H rear suspension one side			m	3.5 M

Owner: Leelanau County

Job Number: 3360300

2024 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection BLACK

84	Repl	RT Hub	LB5Z1104B	1	294.55	m	Incl.	
85	Repl	RT ABS sensor	L1MZ2C190G	1	125.27	m	Incl.	
86	Repl	RT Knuckle	LB5Z5B758A	1	401.67	m	Incl.	
87	Repl	RT Ft lwr cntl arm	LB5Z5500E	1	78.33	m	Incl.	
88		Deduct for Overlap					Incl.	
89	Repl	RT Ft lwr cntl arm cam	W719989S439	1	3.75			
90	Repl	RT Lower cntrl arm	LB5Z5500A	1	416.67	m	Incl.	
91		Deduct for Overlap					Incl.	
92	Repl	RT Link rod	LB5Z5A972A	1	108.83	m	Incl.	
93		Deduct for Overlap					Incl.	
94	Repl	RT Upper cntrl arm	LB5Z5500P	1	261.67	m	Incl.	
95		Deduct for Overlap					Incl.	
96	Repl	RT Shock assy 3.3 liter GAS INTERCEPTOR	LB5Z18125H	1	192.73	m	Incl.	
97		Deduct for Overlap					Incl.	
98	R&I	Stabilizer bar w/o ST, TIMBERLINE w/INTERCEPTOR				m	Incl.	
99	Repl	RT Stabilizer link	LB5Z5C486A	1	47.27	m	Incl.	
100		Deduct for Overlap					Incl.	
101	Repl	LT Stabilizer link	LB5Z5C486B	1	47.27	m	0.4	M
102	Repl	Susp crossmember w/INTERCEPTOR	MB5Z5035H	1	1,678.52	m	6.2	M
103	R&I	RT Drive axle w/o underbody protection 3.3 liter GAS				m	1.2	M
104		Deduct for Overlap					-0.5	M
105	Repl	Bleed brake system		1		m	0.5	M
106	REAR BUMPER							
107		O/H bumper assy					2.2	
108	Repl	Upper cover	LB5Z17810BBPTM	1	200.85		Incl.	2.4
109		Add for Clear Coat						1.0
110		Deduct for Rear Bumper R&I					-1.2	
111	Repl	RT Side support	LB5Z17D942C	1	39.17		0.1	
112	Repl	Lower cover	LB5Z17K835EE	1	331.17		Incl.	
113	#	Subl Hazardous waste removal		1	3.00	X		
114	#	Repl Cover Car		1	5.00	T	0.2	
115	#	Repl Corrosion protection primer		1	8.00	T	0.2	
116	#	Repl Flex additive		1	8.00	T		
117	#	Rpr Setup & measure					2.0	
118	#	Subl Tire mount & wheel balance		1	40.00	X		
119	**	Repl Non OEM Brake fluid		1	12.00	T		
120	#	Subl Four wheel alignment		1	99.95	X		
121	#	Rpr Unibody structural repair					4.0	F
122	#	Remove Decals/stickers/labels		1				
123	#	Repl Panel bond adhesive		1		T		
124	#	Rpr Feather edge prime and block						1.0
125	#	Rpr Disconnect battery cable					0.3	M

Owner: Leelanau County

Job Number: 3360300

2024 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection BLACK

126	#	Repl	Seam sealer/caulking	1	25.00	T	1.0
127	**	Repl	Non OEM Decals/stickers/labels	1	100.00	T	
			Note: PER INVOICE				
128	#	Rpr	Memory function resets				0.3 M
129	#	Repl	Urethane kit	1	26.00		
130	#	Repl	2 REAR GDYR TIRES	2	466.00		
131			OTHER CHARGES				
132	#		Towing	1	1,050.00		
133	#		Storage	18	1,710.00		
SUBTOTALS					22,213.84		97.4 26.5

NOTES

Prior Damage Notes:
none

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			19,152.89
Body Labor	71.4 hrs @	\$ 64.00 /hr	4,569.60
Paint Labor	26.5 hrs @	\$ 64.00 /hr	1,696.00
Mechanical Labor	22.0 hrs @	\$ 115.00 /hr	2,530.00
Frame Labor	4.0 hrs @	\$ 75.00 /hr	300.00
Paint Supplies	26.5 hrs @	\$ 44.00 /hr	1,166.00
Miscellaneous			300.95
Other Charges			2,760.00
Subtotal			32,475.44
Total Cost of Repairs			32,475.44
Deductible			0.00
Total Adjustments			0.00
Net Cost of Repairs			32,475.44

Owner: Leelanau County

Job Number: 3360300

2024 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection BLACK

IMPORTANT INFORMATION FROM DAMAGE APPRAISERS OF NORTH AMERICA

THIS IS NOT AN AUTHORIZATION FOR REPAIRS.

Authorization for repairs can only come from the owner.

Our estimate represents the estimated dollar amount of repairs only and is not an instruction on how to repair this unit.

The insurance company may review our estimate and make changes to it.

This estimate may or may not have a deductible applied to it.

You should confirm the approved dollar amount and deductible with the insurance company.

Estimated dollar prices for some items were obtained from competitive suppliers. Damage Appraisers of North America does not require that those suppliers or any suppliers be utilized.

If a supplement is required; you must first contact our home office at 1-586-752-1460 and set up a supplement file for tracking and prompt handling. Or you may go to our website to upload the supplement at <https://bit.ly/3mrbzAb>.

All supplements will require photographs, invoices and an opportunity to inspect the additional damages before completed.

Owner: Leelanau County**Job Number: 3360300**

2024 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection BLACK

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DR2MF20, CCC Data Date 07/17/2024, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2024 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Intelligent Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

Owner: Leelanau County

Job Number: 3360300

2024 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection BLACK

ALTERNATE PARTS USAGE

2024 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection BLACK

VIN:	1FM5K8AB2RGA27263	Production Date:	2/2024	Interior Color:	BLACK
License:	NONE	Odometer:	4,301	Exterior Color:	BLACK
State:	MI	Condition:			

Alternate Part Type	Selection Method	# Of Times Notified Of Available Parts	# Of Parts Selected
Aftermarket	Automatically List	4	2
Optional OEM	Automatically List	0	0
Reconditioned	Automatically List	2	0
Recyded	N/A	0	0

Owner: Leelanau County

Job Number: 3360300

2024 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection BLACK

RECALL INFO

2024 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection BLACK

VIN:	1FM5K8AB2RGA27263	Production Date:	2/2024	Interior Color:	BLACK
License:	NONE	Odometer:	4,301	Exterior Color:	BLACK
State:	MI	Condition:			

Damage Appraisers of North America

PO Box 81817
 Rochester, MI 48308
 586-752-1460
 office@damageana.com

Vehicle Information

Vehicle: 2024 Ford Explorer Utility 4D Police AWD
 3.3L V6
Region: Eastern
Period: July 28, 2024
VIN: 1FM5K8AB2RGA27263
Mileage: 4,301
Base MSRP: \$44,335
Typically Equipped MSRP: \$45,930
Weight: 0



J.D. POWER Used Cars/Trucks Values

	Base	Mileage Adj.	Option Adj.	Adjusted Value
Monthly				
Trade-In				
Rough	N/A	N/A	N/A	N/A
Average	\$41,100	N/A	N/A	\$41,100
Clean	N/A	N/A	N/A	N/A
Clean Loan	N/A	N/A	N/A	N/A
Clean Retail	\$44,750	N/A	N/A	\$44,750
Weekly				
Trade-In				
Average	N/A	N/A	N/A	N/A
Clean	N/A	N/A	N/A	N/A
NADA	- 20%			\$35800.00

Total Loss and Market Survey Report for Automobile & Light Trucks

Our File #: 3360300

Claim #: 2402320

Insured: Leelanau County

DANA Appraiser: L DENYS

Claimant:

Vehicle Information

VIN #: 1 F M 5 K 8 A B 2 R G A 2 7 2 6 3 Odometer: 4,301 Exterior Color: BLACK Year: 2024 Make: FORD Model: POLICE INTERCEPT Body Style: SUV Edition: POLICE Doors: 4 Drive: 4W Engine Type: Gas Turbo Supercharged Engine Size: 3.3 # of Cylinders: 6 Transmission: Automatic 4 speed Passenger Capacity: 5 Cab: Regular Bed Type Sidestep: Short Capacity/Tonnage 1/2 Ton Van Type: Passenger

Vehicle Equipment

Power Accessories Radios/Alarms Seats Roof Bumpers Other Wheels/Tires Trucks/Vans/CVRS

Equipment Notes:

Vehicle Condition

Check either sub-category (Seats/Paint/Engine/etc.) or category (INT/EXT/MECH/TIRE/etc.) or write in description and \$ amount.

Interior Above Average Average Below Average Prior damages may be depreciated or take 100% Seats Carpets Dash/Trim Glass Headliner

Exterior Above Average Average Below Average Body Paint Repainted Trim Roof/Top

Mechanical Above Average Average Below Average Engine Dash/Trim Maintenance Receipts

Tires Above Average Average Below Average Front Rear Desc./\$

Total Loss Value Summary

17

NADA or Book Value

The book value report is: attached.

After additions and subtractions, the book value is: \$35,800.00

Market Survey

The following market survey was completed.

Survey 1	Internet Resource	Available? Yes	Value: \$47,080.00	Contact: _____	Phone: _____
Survey 2	Internet Resource	Available? Yes	Value: \$47,465.00	Contact: _____	Phone: _____
Survey 3	Internet Resource	Available? Yes	Value: \$47,165.00	Contact: _____	Phone: _____

The average market survey value is \$47,236.67

The units found above were similar with the following exceptions, if any:

COMPARABLE VEHICLES FOUND

Old Damages or Other Considerations

Old, unrelated damages: None determined at this time.

Negative Effect on Value:

Other enhancements: None determined at this time.

Positive Effect on Value:

Enhancements: _____

These considerations were taken into account in our opinion of actual cash value range below.

Our Opinion of Actual Cash Value Range

Based on our inspection and the above considerations, we suggest that the unit has an actual cash value range of between:

\$36,000.00 and \$47,000.00

This does not take into account title and taxes.

Comments

COMPS FOUND COMPARABLE VEHICLES



Search Inventory

Don't miss out!

Sign up now to receive texts about exclusive offers and deals.

Sign up

t us

Hi there, have a

New 2024 Ford

Police Interceptor Utility Base Sport Utility

8 views in the past 7 days

📍 Located at Tri-Star Ford Blairsville [Website](https://www.tri-starford.com) [🔗 \(https://www.tri-starford.com\)](https://www.tri-starford.com)

MSRP

\$47,465

MSRP

\$47,465

Detailed Pricing

We're here to help **724-675-1213**

Exterior Color

Drivetrain

SALES: 888-706-0336
SERVICE: 888-581-4991
PARTS: 888-903-7715



(<https://instagram.com/townnar>)



New 2024 Ford

Police Interceptor Utility Base SUV V-6 cyl

Located at **Meegan**

Ford [Website](https://www.meeganford.com) (<https://www.meeganford.com>)

Track Price Save

Internet Price** **\$47,080**

Sale Price** **Please Call**

Internet Price**
Detailed Pricing **\$47,080**

Info Currently Unavailable

Please check back later.

Exterior Color **Onyx**



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Interior Color

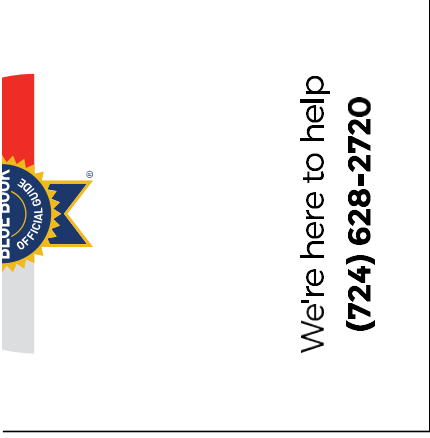
EBONY CLOTH
FRT/VINYL REAR

V-6 cyl

VIN
1FM5K8ABXRGGA77280

Transmission

10 speed automatic



Highlighted Features

- Automatic temperature control
- Wireless phone connectivity
- Exterior parking camera rear
- Front dual zone A/C
- Speed sensitive wipers
- Split folding rear seat
- Steering wheel mounted audio controls
- Rear window wiper

[View All 12 Highlights](#)

Detailed Specifications

+ Convenience Features

+ Suspension/Handling

+ Entertainment Features

+ Warranty

+ Seats And Trim



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STARTING MSRP FROM
** \$47,165





Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

Damage Appraisers of North America

PO BOX 81817
Rochester, MI 48308
Phone (586) 752-1460
Email office@damageana.com

23



File Name / Description:
VIN



Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

Damage Appraisers of North America

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File Name / Description:
VIN_TAG



Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

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File Name / Description:
SEAT_BAG



Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

Damage Appraisers of North America

28

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File Name / Description:

RT_SIDE



File Name / Description:

RT_SIDE_DAMAGE



Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

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File Name / Description:
RT_REAR_DAMAGE



File Name / Description:
RT_FRONT



Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

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File Name / Description:

RT_FRONT_2_



File Name / Description:

PLATE



Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

Damage Appraisers of North America

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Rochester, MI 48308
Phone (586) 752-1460
Email office@damageana.com

29



File Name / Description:
MILEAGE



Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

Damage Appraisers of North America

PO BOX 81817
Rochester, MI 48308
Phone (586) 752-1460
Email office@damageana.com

30



File Name / Description:
LT_REAR



File Name / Description:
LT_REAR_TIRE



Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

Damage Appraisers of North America

PO BOX 81817
Rochester, MI 48308
Phone (586) 752-1460
Email office@damageana.com

31



File Name / Description:

LT_REAR_2_



File Name / Description:

LT_MIRROR_DAMAGE



Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

Damage Appraisers of North America

PO BOX 81817
Rochester, MI 48308
Phone (586) 752-1460
Email office@damageana.com



File Name / Description:
LT_FRT_DAMAGE



File Name / Description:
LT_FRONT



Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

Damage Appraisers of North America

PO BOX 81817
Rochester, MI 48308
Phone (586) 752-1460
Email office@damageana.com



File Name / Description:

LT_DOOR_PNL



File Name / Description:

LT_DOOR_PNL_2_



Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

Damage Appraisers of North America

PO BOX 81817
Rochester, MI 48308
Phone (586) 752-1460
Email office@damageana.com



File Name / Description:
INTERIOR



File Name / Description:
FRT



Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

Damage Appraisers of North America

PO BOX 81817
Rochester, MI 48308
Phone (586) 752-1460
Email office@damageana.com



File Name / Description:
DAMAGES



File Name / Description:
FRONT



Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

Damage Appraisers of North America

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Rochester, MI 48308
Phone (586) 752-1460
Email office@damageana.com



File Name / Description:
DAMAGE



File Name / Description:
DAMAGE_RT_RR_SUSP



Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

Damage Appraisers of North America

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Phone (586) 752-1460
Email office@damageana.com



File Name / Description:
DAMAGE_LT_SIDE



File Name / Description:
AIR_BAG



Assignment Info

File # : 3360300
Claim # : 2402320
Date : 07/29/2024

Damage Appraisers of North America

PO BOX 81817
Rochester, MI 48308
Phone (586) 752-1460
Email office@damageana.com



File Name / Description:

BAGS



July 30, 2024

Leelanau County Sheriff Department
Attn: Undersheriff James Kiessel
8525 E. Governmental Center Drive
Suttons Bay, MI 49682

Dear Undersheriff James Kiessel:

Price on 2025 Vehicle State of Michigan Contract# 071B7700180 and Macomb County Contract# 21-18 Bid:

(1) 2025 Ford Police Interceptor Utility AWD in Black \$47,171.00 ea

Service Contract: 36,000 miles or 36 months factory bumper to bumper warranty and 100,000 miles or 60 months powertrain warranty.

Delivery date: Approximately 90-120 Days A.R.O.

Order Cutoff Date: TBD.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. An \$8.00 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-Fleet (888-923-5338).

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

State of Michigan 2025 Utility Police Interceptor Major Standard Equipment

MECHANICAL

- Axle Ratio – 3.73 (AWD)
- Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front and Rear Calipers
- Class III Trailer Hitch Receiver with 5,000 lbs. towing capacity and (2) recovery hooks Note: Includes Class III Trailer Tow Lighting Package
- Column Shifter
- DC/DC converter – 220-Amp (in lieu of alternator)
- Drivetrain – All-Wheel-Drive
- Electric Power-Assist Steering (EPAS) – Heavy-Duty
- Engine – 3.3L V6 Direct-Injection FFV
- Engine Hour Idle Meter
- Engine Hour Meter
- Engine Oil Cooler
- Fuel Tank – 19-gallons
- H8 AGM Battery (850CCA/92-amp)
- Lithium-Ion Battery Pack
- Manual Police Pursuit Mode (Steering Wheel Switch Execution)
- Suspension – independent front & rear
- Transmission – 10-speed automatic
- Transmission Oil Cooler

EXTERIOR

- Antenna, Roof-mounted
- Cladding – Lower bodyside cladding (MIC)
- Door Handles – Black (MIC)
- Exhaust, True Dual (down-turned)
- Daytime Running Lamps – Configurable ON/OFF through instrument cluster Note: Select option (942) if desire is to have Daytime Running Lamps permanently on (cannot be turned off or reprogrammed)
- Door-Lock Cylinders (Front Driver / Passenger / Liftgate)
- Glass – 2 nd Row, Rear Quarter and Liftgate Privacy Glass
- Grille – Black (MIC)
- Headlamps – Automatic, LED Low-and-High-Beam
Note: Includes Front Headlamp / Police Interceptor Housing (with LED wig-wag feature)
— Pre-drilled hole for side marker police use, does not include LED strobe, but includes LED wig-wag functionality (eliminates need to drill housing assemblies and provides LED wig-wag feature)
— Pre-molded side warning LED holes with standard sealed capability (does not include LED installed lights)
— Wig-wag default is traditional ping-pong pattern; can be programmed to triple-burst pattern or ping-pong / triple-burst Note: Must be wired to vehicle's light controller to enable wig-wag functionality; recommend Ready for the Road Package (67H) or Ultimate Wiring Package (67U)
- Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder
- Mirrors – Black Caps (MIC), Dual Pwr/Heated/Manual Fold Back Mirror
- Spare – Full size 18" Tire w/TPMS
- Spoiler – Painted Black
- Liftgate Handle – (MIC)
- Tail lamps – LED
- Tail Lamp Prep Kit
- Tires – 255/60R18 A/S BSW
- Wheel-Lip Molding – Black (MIC)
- Wheels – 18" x 8.0 painted black steel with polished stainless steel hub cover

- Windshield – Acoustic Laminated

INTERIOR/COMFORT

- Cargo Hooks in cargo area
- Climate Control – Dual-Zone Electronic Automatic Temperature Control (DEATC)
- Climate Control – Rear Aux A/C System
- Dark Car
- Door-Locks
— Power
— Rear-Door Handles and Locks Operable
- Fixed Pedals (Driver Dead Pedal)
- Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
- Glove Box – Locking/non-illuminated
- Grab Handles – (1 – Front-passenger side, 2-Rear)
- Heated Sanitization Solution
- Liftgate Release Switch located in overhead console (45 second timeout feature)
- Lighting
— Overhead Console
— Red/White Task Lighting in Overhead Console
- Mirror – Day/night Rear View
- Particulate Air Filter
- Powerpoints – (2) USB A+C Type Ports
- Rear-door closeout panels
- Rear-window Defrost
- Scuff Plates – Front & Rear
- Seats
— 1 st Row Police Grade Cloth Trim, Dual Front Buckets with reduced bolsters

- 1 st Row – Driver 6-way Power track (fore/aft. Up/down, tilt with manual recline, 2-way power lumbar)
- 1 st Row – Passenger 4-way Power track with 2-way power recline and 2-way power lumbar
- Built-in steel intrusion plates in both driver/passenger seatbacks
- 2 nd Row Vinyl, 35/30/35 Split Bench Seat (manual fold-flat, no tumble) – fixed seat track
- Red and White Dome Lamp in Cargo Area
- Speed (Cruise) Control
- Speedometer – New 12.3" Display Calibrated (includes digital readout)
- Steering Wheel – Manual / Tilt / Telescoping, Urethane wheel finish w/Silver Painted Bezels with Speed Controls and 4 user – configurable latching switches
- Sun visors, color-keyed, non-illuminated
- Universal Top Tray – Center of I/P for mounting aftermarket equipment
- Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature

SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control®)
- Airbags, dual-stage driver & front-passenger, side seat, passenger-side knee, Roll Curtain Airbags and Safety Canopy®
- Anti-Lock Brakes (ABS) with Traction Control
- BLIS® – Blind Spot Monitoring with Cross-traffic Alert
- Brakes – Police calibrated high-performance regenerative braking system
- Belt-Minder® (Front Driver / Passenger)
- Cross Traffic Brake Assist (HNYAC)
- Child-Safety Locks (capped; set to "on")
- Individual Tire Pressure Monitoring System (TPMS)
- LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
- Police Perimeter Alert detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I. Doors will lock and windows will automatically go up at level II. Includes visual display in instrument cluster with tracking.
- Pre-Collision Mitigation system Note: Includes unique one-touch temporary disable switch for Law Enforcement use
- Rearview Camera viewable on 8" Center Stack Screen
- 1/4 Scale Rear Camera Display (Available)
- Reverse Sensing System
- Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row
- SOS Post-Crash Alert System™

FUNCTIONAL

- 100 Watt Siren/Speaker Prep Kit
- Speed Control
- Audio
— AM/FM / MP3 Capable / Clock / 4-speakers
— SYNC® Phoenix
— Includes hands-free voice command support (compatible with most Bluetooth connected mobile devices)
— USB Port – (1)
— 8" Color LCD Screen Center-Stack "Smart Display"
— Supports Android Auto and Apple CarPlay
- UIS (Upfitter Interface System) Located behind 2nd row passenger seat floorboard
- Easy Fuel® Capless Fuel-Filler
- Fleet Telematics Modem
— Allows data to be provided to support Ford Pro™ Telematics and Data Services via optional subscription, including but not limited to vehicle location, speed, idle time, fuel, vehicle diagnostics and maintenance alerts. Device enables optional telematics services through Ford or authorized providers via paid subscription. Subscribe at <https://fordpro.com/en-us/telematics/> or call 1-833-811-FORD (3673)
- Front door tether straps (driver/passenger)
- PATRO output tied to liftgate release switch (Police Accessory Independent Timed-Release Output)
- Police Engine Idle
- Power pigtail harness
- Simple Fleet Key (w/o microchip, easy to replace; 4-keys)
- Keyless Entry – Key FOB Only (Less PATS) – Includes 4 fobs
- Two-way radio pre-wire
- Two (2) 50 – amp battery power circuits – power distribution junction block (behind 2nd row passenger seat floorboard)
- Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper

WARRANTY

- 3 Year / 36,000 Miles Bumper / Bumper
 - 8 Year / 100,000 Miles Hybrid Unique Components
- POWERTRAIN CARE EXTENDED SERVICE PLAN
- 5-year/100,000-mile Powertrain CARE Extended Service Plan (zero deductible) – Standard

Police Interceptor Utility Base Prices

<input checked="" type="checkbox"/>	Utility All Wheel Drive (3.3L V6 Direct-Injection FFV, 136 MPH, 99B/44U) K8A/500A	\$44,591.00
<input type="checkbox"/>	Utility All Wheel Drive (3.0L V6 EcoBoost, 148 MPH, 99C/44U) K8A/500A	\$47,965.00
<input type="checkbox"/>	Utility All Wheel Drive (3.3L V6 Direct-Injection Hybrid Eng., 136 MPH, 99W/44B) K8A/500A	\$47,118.00

<u>VEHICLE COLOR: Order Code</u>	<u>Interior Trim Color</u>	
	<u>Charcoal Black (9W)</u>	
Dark Blue	[LK]	[]
Royal Blue	[LM]	[]
Vermillion Red	[E4]	[]
Silver Grey Metallic	[TN]	[]
Iconic Silver Metallic	[JS]	[]
Agate Black	[UM]	[x]
Oxford White	[YZ]	[]
Sterling Grey Metallic	[UJ]	[]
Carbonized Grey	[M7]	[]

INTERCEPTOR OPTIONAL FEATURES:

<u>Flooring/Seats</u>	<u>Code</u>	<u>\$Cost</u>
<input type="checkbox"/> 1st and 2nd row carpet floor covering	16C	150.00
<input type="checkbox"/> 2nd Row Cloth Seats	F6/ 88F	70.00
<input type="checkbox"/> Rear Console Plate (Not available with Interior Upgrade Pkg – 65U)	85R	60.00
<input checked="" type="checkbox"/> Interior Upgrade Package	65U	390.00

- 1st and 2nd Row Carpet Floor Covering
- Cloth Seats – Rear
- Center Floor Console less shifter w/unique Police console finish plate
- Includes Console and Top Plate with 2 cup holders
- Floor Mats, front and rear (carpeted)
- 18" Aluminum Wheel
- Selectable Sport Mode
- High Series Headlamp with LED Corner Warning Lights
- Includes SYNC® Phoenix

Note: Note: Not available with EcoBoost Powertrain (99C/44U).

Lamps/Lighting

<input checked="" type="checkbox"/> Side Marker Lights in Skull Caps	63B	340.00
<input type="checkbox"/> Rear Quarter Glass Side Marker Lights	63L	580.00
<input type="checkbox"/> Front Warning Auxiliary Light (Driver side – Red / Passenger side – Blue)	21L	580.00
<input type="checkbox"/> Rear Auxiliary Liftgate Lights (Red/Blue LED Lights; located beneath liftgate glass in applique panel)	43A	400.00
<input type="checkbox"/> Rear Spoiler Traffic Warning Light	96T	1500.00
<input type="checkbox"/> Spot Lamp – Driver Only (LED Bulbs) (Unity)	51R	400.00
<input type="checkbox"/> Spot Lamp – Driver Only (LED Bulbs) (Whelen)	51T	420.00
<input checked="" type="checkbox"/> Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Unity)	51S	620.00
<input type="checkbox"/> Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Whelen)	51V	670.00

Body

<input type="checkbox"/> Glass – Solar Tint 2nd and 3rd Row (Deletes Privacy Glass)	92G	120.00
<input type="checkbox"/> Glass – Solar Tint 2nd Row (Privacy Glass on Rear Quarter and Liftgate Window)	92R	90.00
<input type="checkbox"/> Deflector Plate	76D	340.00

Wheels

<input type="checkbox"/> Wheel Covers (18" Full Face Wheel Cover)	65L	60.00
-------------------------------------------------------------------	-----	-------

Misc

<input type="checkbox"/> Engine Block Heater	41H	190.00
<input type="checkbox"/> License Plate Bracket – Front	153	N/C
<input type="checkbox"/> Badge Delete (Police Interceptor Badge Only)	16D	N/C
<input type="checkbox"/> 100 Watt Siren/Speaker (includes bracket and pigtail)	18X	350.00
<input checked="" type="checkbox"/> Noise Suppression Bonds (Ground Straps)	60R	100.00
<input type="checkbox"/> Rear Bumper Step Pad	16P	100.00

Audio/Video

[] **12.1" Integrated Computer Screen** 47E 3700.00

- Includes 12.1" touchscreen display in center stack and allows for operation of laptop in remote location to free up cabin space in front passenger area
- Includes Audio Video Extender (AVX) box, (2) AVX cables, (2) USB cables and (1) HDMI cable
- Includes SYNC Phoenix ®

[] ¼ Size Picture in Picture (8" Rear Camera Image in upper lefthand quadrant of display). Not available with Integrated Computer Screen (47E) 87M N/C

Doors/Windows

[x] **Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates the overhead console liftgate unlock switch) ***** OLD STYLE REAR HATCH LOCK / UNLOCK ******* 18D N/C

[] Hidden Door Lock Plunger, Rear Door Handle and Rear Windows Inoperable 52P 160.00

[x] **Rear Door Handles Inoperable/Locks Inoperable and Rear Windows Inop.** 68G 80.00

[x] **Lock system; Single Key/All Vehicles Keyed Alike** 59B 50.00

- Keyed Alike 1284x= 59B Keyed Alike 1294x= 59C Keyed Alike 0135x= 59D
- Keyed Alike 1435x= 59E Keyed Alike 0576x= 59F Keyed Alike 0151x= 59G
- Keyed Alike 1111x= 59J

Safety & Security

[] Ballistic Door Panels – Driver Front Door Only (Level 3+) 90D 1590.00

[] Ballistic Door Panels – Driver & Pass Front Doors (Level 3+) 90E 3170.00

[] Ballistic Door Panels – Driver Front Door Only (Level 4+) 90F 2420.00

[] Ballistic Door Panels – Driver & Pass Front Doors (Level 4+) 90G 4830.00

[] Extra Key \$10.00x___ = Parts 10.00 ea

[] Remote Starter Parts 550.00

[] Gun Vault (Not Available with (17A) Aux Air Conditioning) 63V 270.00

[x] **Front Headlamp Lighting Solution** 66A 900.00

- Includes LED Low beam/High beam headlamp, Wig-wag function and (2) Red/Blue/White LED side warning lights in each headlamp (factory configured: driver's side White/Red / passenger side White/Blue)
- Includes pre-wire for grille LED lights, siren and speaker (60A)
- Wiring, LED lights included (in headlamps only; grille lights not included). Controller "not" included

Note: Included with Ready for the Road (67H)

Note: Recommend using Ultimate Wiring Package (67U)

Note: Included with Police Upgrade Package (65U)

[] **Tail Lamp Lighting Solution** 66B 430.00

- Includes LED Tail Lamp Wig-Wag Module
- LED lights only. Wiring, controller "not" included

Note: Included with Ready for the Road (67H)

Note: Recommend using Ultimate Wiring Package (67U)

[x] **Rear Lighting Solution** 66C 460.00

- Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / passenger side blue) mounted to inside liftgate glass
- Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open)
- LED lights only. Wiring, controller "not" included

Note: Included with Ready for the Road (67H)

Note: LED lights only – does "not" include wiring or controller

[] **Police Wire Harness Connector Kit – Front/Rear** 67V 200.00

For connectivity to Ford PI Package solutions includes:

• Front

- (2) Male 4-pin connectors for siren
- (5) Female 4-pin connectors for lighting/siren/speaker
- (1) 4-pin IP connector for speakers
- (1) 4-pin IP connector for siren controller connectivity
- (1) 8-pin sealed connector
- (1) 14-pin IP connector

• Rear

- (2) Male 4-pin connectors for siren
- (5) Female 4-pin connectors for lighting/siren/speaker
- (1) 4-pin IP connector for speakers
- (1) 4-pin IP connector for siren controller connectivity
- (1) 8-pin sealed connector

<p>[] Ultimate Wiring Package</p> <ul style="list-style-type: none"> • Rear console mounting plate (85R) – contours through 2nd row; channel for wiring • Pre-wiring for grille LED lights, siren and speaker (60A) • Wiring harness I/P to rear cargo area (overlay) <ul style="list-style-type: none"> – Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille) – One (1) 10-amp siren/speaker circuit engine compartment • Rear hatch/cargo area wiring – supports up to six (6) rear LED lights • Does "not" include LED lights, side connectors or controller <p>Note: Recommend Police Wire Harness Connector Kit 67V Note: Not available with options: 65U, 67H</p>	67U	640.00
<p>[] Ready for the Road Package All-in Complete Package</p> <p>All-in Complete Package – Includes Police Interceptor Packages: 66A, 66B, 66C, plus</p> <ul style="list-style-type: none"> • Whelen Cencom Light Controller Head with dimmable backlight • Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor control (mounted behind 2nd row seat) • Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtails • High current pigtail • Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head • Pre-wiring for grille LED lights, siren and speaker (60A) • Rear console plate (85R) – contours through 2nd row; channel for wiring • Grille linear LED Lights (Red / Blue) and harness • 100-Watt Siren / Speaker • Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) (52P) <p>Note: Not available with options: 66A, 66B, 66C, 67U and 65U</p>	67H	3800.00
<p><u>Extended Warranty Option's (\$0.00 Deductible) 100,000 Mile Coverage</u></p>		
<p>[] 5-Year Premium Care Warranty (500 Plus Components Coverage)</p>		2950.00

Total Price \$47,141.00 ea

Name:
 Company: **LEELANAU COUNTY SHERIFFS**
 Address:
 City, State, Zip:
 Phone:
 Fax:
 Email:

RADIO NORTH, LLC
 955 E. Commerce Dr. Suite A
 Traverse City, MI 49686
800-274-8255
 231-929-2934 PH Date: 30-Jul-24
 231-929-4580 FX Agent: Rick Wells

LIGHTS REMOVAL AND INSTALL

Line Item	Qty	Description	Your Cost	Total
1	1	HARDWARE KIT	\$ 150.00	\$ 150.00
			\$ -	\$ -
2	1	PLEXIGLASS CAGE FILLER	\$ 459.00	\$ 459.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
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			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -

Price includes shipping and programming of unit to customer specifications

Valid for: 30 Days Terms: Net 30 Days

Total:	\$	609.00
Tax:	\$	-
Labor:	\$	3,000.00
Shipping:	\$	50.00
Licensing:	\$	-
Programming:		N/C
GRAND TOTAL:	\$	3,659.00

TERMS AND CONDITION OF SALE:
 The undersigned does hereby agree to the purchase of items and or services as described in the above document. Radio North LLC. Will provide the above items and or services as described above for the price quoted and agreed upon by both parties as long as the product and or Scope of Work remains unchanged by both parties. Any change in the product and or Scope of Work will require a written agreement between the two parties to be enacted upon and may result in a change to the overall price of the product and or services being purchased.

Rick Wells

 Radio North Representative

7/30/2024

 Date

 Purchasing Agent

 Date

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Sheriff's Office</u> Contact Person: <u>Undersheriff J. Kiessel</u> Telephone Number: <u>231-256-8602</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 type="checkbox"/> Select Meeting Type: <u>Executive Board</u></td> <td style="width: 50%;"></td> </tr> <tr> <td>Date of Meeting: <u>08/13/2024</u></td> <td></td> </tr> </table>	Submittal Dates		<input type="checkbox"/> Select Meeting Type: <u>Executive Board</u>		Date of Meeting: <u>08/13/2024</u>	
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Department Approval: <u>Undersheriff James C. Kiessel</u> <small>Digitally signed by Undersheriff James C. Kiessel Date: 2024.08.02 08:19:29 -04'00'</small>							
Date: <u>08/02/2024</u>							

Secondary Road Patrol Agreement

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
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Secondary Road Patrol Agreement

Funding Period — October 1, 2024 - September 30, 2025

State Allocation

\$77,216.00

Maintenance of Effort (MOE) Requirement

7.00 FTEs

Background:

The Office of Highway Safety Planning (OHSP) is responsible for administering the Secondary Road Patrol and Traffic Accident Prevention Fund. Before a county obtains its grant from the amount annually appropriated for secondary road patrol and traffic accident prevention, the county shall enter into an agreement for the secondary road patrol and traffic accident prevention services with the OHSP.

In each fiscal year, \$15,000,000 of the proceeds deposited in the state treasury for taxes on the retail selling price of spirits must be allocated to the secondary road patrol and training fund (MCL 256.629e). A county's share of the amount annually appropriated for secondary road patrol and traffic accident prevention must be the same percentage that the county received, or was eligible to receive, of the total amount allocated to all counties under section 12 of 1951 PA 51, MCL 247.662, less the amounts distributed for snow removal and engineers, during the period of July 1, 1976, through June 30, 1977. As such, this funding formula has not changed since 1977.

Maintenance of Effort (MOE):

The county agrees to submit a Quarterly Financial Report within 20 days of the completion of each quarterly period beginning with the date of this agreement. A general ledger report produced by the county's official accounting system **must** be submitted with each Quarterly Financial Report. The ledger must reconcile to reported costs.

County agrees to use funding solely on secondary roads for the following services to be provided:

- Patrolling and monitoring traffic violations.
- Enforcing the criminal laws of this state, violations of which are observed by or brought to the attention of the sheriff's office while providing the services required by Public Act 416 of 1978 (P.A. 416).
- Investigating accidents involving motor vehicles.
- Providing emergency assistance to persons on or near a highway or road patrolled as required by P.A. 416.

The sheriff's office can provide these services on secondary roads within a city or village if the legislative body of the local unit of government passes a resolution requesting the services, with the exception of taking complaints.

How funds can be spent:

- Employing additional personnel
- Purchasing additional equipment
- Enforcing laws in state and county parks
- Providing selective motor vehicle inspection programs
- Providing traffic safety information and education programs that are in addition to those provided before the effective date of P.A. 416, October 1, 1978

Eligible Expenses:

Eligible expenses include:

- Salaries and fringe benefits for time that deputies spend on secondary road patrol assignments.
- Mileage reimbursement OR Actual automotive costs.
NOTE: If using a mileage rate that includes an allowance for depreciation of the vehicle, including the IRS rate, the county may not also request reimbursement for a vehicle.
- Equipment expenses.
- Supplies and Operating expenses.

Ineligible Expenses:

Ineligible expenses include:

- Salaries and fringe benefits for time that deputies did not spend on secondary roads.
- Indirect costs no longer allowed.
- Any costs related to non-secondary road patrol activity.

Quarterly Reimbursement Requests:

The county agrees to submit a Quarterly Financial Report within 20 days of the completion of each quarterly period beginning with the date of this agreement. A general ledger report produced by the county's official accounting system must be submitted with each Quarterly Financial Report. The ledger **must** reconcile to reported costs.

Funds are allocated each fiscal year beginning October 1. Sheriff offices must submit for reimbursement requests quarterly. Quarterly reports are due:

1. January 20
2. April 20
3. July 20
4. October 20

Reimbursement requests must be made using the OHSP MGX system. All personnel costs, automotive expenses, equipment, and operating costs must be listed and provided with the general ledger. All costs requested must reconcile with the general ledger.

Method of Payment:

The State of Michigan shall reimburse the county for expenditures incurred during the previous quarter. Reimbursement may be delayed should the county fail to provide all required reports and other documentation or is not in compliance with P.A. 416 and the Agreement Conditions and Requirements. Unallowable costs will not be reimbursed.

Quarterly SRP Statistical Reporting Requirements:

The county agrees to submit Quarterly SRP Statistical Report at the same time as the Quarterly Financial Report through MGX within 20 days of the completion of each quarterly period beginning with the date of this agreement. The report **must** contain the following information:

1. Number of FULL TIME equivalent certified SRP Funded Road Patrol Deputies.
2. Number of FULL TIME equivalent certified County-Funded Road Patrol Deputies.
3. The total number of sworn officers in the sheriff's office.
4. Number of miles traveled performing road patrol by SRP Funded Road Patrol Deputies.
5. Number of miles traveled performing road patrol by County-Funded Road Patrol Deputies.
6. Number of traffic stops made by SRP Funded Road Patrol Deputies.
7. Number of traffic stops made by County-Funded Road Patrol Deputies.
8. Number of traffic-related verbal warnings given by SRP-Funded Road Patrol Deputies.
9. Number of traffic-related verbal warnings given by County-Funded Road Patrol Deputies.
10. Number of traffic-related citations issued by SRP-Funded Road Patrol Deputies.
11. Number of traffic-related citations issued by County-Funded Road Patrol Deputies.

SRP Related Activities (Only report on SRP activities for below)

12. Number of traffic citations issued in county parks.
13. Number of non-traffic arrests made in county parks.
14. Number of calls for assistance in county parks.
15. Number of crashes investigated which occurred on trunk lines.
16. Number of crashes investigated which occurred on secondary roads.
17. Number of crashes investigated which occurred in villages or cities.
18. Number of fatal crashes investigated which occurred on trunk lines.
19. Number of fatal crashes investigated which occurred on secondary roads.
20. Number of fatal crashes investigated which occurred in villages or cities.
21. Number of OWI arrest involving alcohol.
22. Number of OWI arrest involving drugs.
23. Number of alcohol offenses resulting in open container in vehicle arrests.

24. Number of crimes investigated resulting in crime reports filed.
25. Number of crimes investigated resulting in criminal arrests.
26. Number of motorist assists.
27. Number of law enforcement assists to your department.
28. Number of law enforcement assist to other departments or agencies.
29. Number of community traffic safety training sessions held.
30. Number of citizens attending the community safety training sessions.

Annual Reporting Requirements:

The county is required to submit their annual report through the MGX system which contains:

- (a) A description of the services provided by the sheriff's department of the county under MCL 51.76, other than the services provided in a county park.
- (b) A description of the services provided by the sheriff's department of the county under MCL 51.76 in county parks in the county.
- (c) A copy of each resolution by a city or village of the county which requests the sheriff's department of the county to provide the services described in MCL 51.76.
- (d) A copy of each contract between a county and a township of the county in which township the sheriff's department is providing a law enforcement service, as required by MCL 51.77(7).
- (e) The law enforcement plan developed under subsection (7), i.e., the Sheriff of each county and the director of the Department of Michigan State Police, or their authorized representatives shall meet and develop a law enforcement plan for the unincorporated areas of the county.
- (f) The recommendations of the sheriff's department of the county on methods of improving the services provided under section MCL 51.76; improving the training programs of law enforcement officers.
- (g) The recommendations of the sheriff's department of the county on methods of improving the services provided under section MCL 51.76; improving the communications system of the sheriff's department.
- (h) The recommendations of the sheriff's department of the county on improving the services provided by the Secondary Road Patrol Program.
- (i) The recommendations of the sheriff's department of the county on improving coordination of the enforcement agencies in your county.
- (j) The description of the role alcohol played in the incidences of personal injury, traffic accidents, and traffic fatalities in the county.

Record Keeping Requirements:

The county must maintain accounting records, following generally accepted accounting procedures, to receive reimbursement for expenditures under this agreement. Documentation supporting all expenditures shall be maintained for at least three years after the expiration of the fiscal year covering this agreement. The Sheriff agrees to expend funds obtained under this agreement only during the period covered by the agreement and only for purposes specified. All revenue and expenditures shall be recorded in a fund or account separate from the provider's other funds or accounts. The general ledger is required and must reconcile to reported costs.

1. Personnel Costs. Amounts expended under this agreement for P.A. 416-Funded Road Patrol Deputies shall be based upon payrolls documented and approved in accordance with the policies and practices of the Sheriff and shall be supported by time and attendance records and daily activity logs for individual employees. The daily logs must detail all activities engaged in, locations of activities, and times engaged in each activity.
2. All automotive expenses, supplies, and equipment shall be authorized and procured in accordance with the general policies and practices of the county. Automotive expenses can be reported based either on the actual costs incurred for vehicles, gasoline, maintenance, insurance, and other vehicle costs, or on actual miles driven times a mileage rate. If the county chooses to use a mileage rate, they may either use the most recently published IRS business rate, in which case no further calculation is required, or calculate the mileage rate based on the county's actual costs. Supporting documentation for the county's calculated rate must be kept on file for review during monitoring.

Monitoring and Audit:

The OHSP, the Local Government Audit Division of the Michigan Department of Treasury, and the State Auditor General, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Sheriff which are related to this agreement, for purpose of monitoring and audit.

The county shall comply with the requests of the OHSP for information on reports related to the manpower, expenditures, and services of the county.

Termination

The agreement is void if the county reduces its expenditures or level of road patrol below that which the county was expending or providing immediately before October 1, 1978, or October 1, 2021, whichever year the expenditures or level of road patrol is less. (MCL 51.77(1)). If there is an allegation of non-compliance with the provisions of this subsection, the OHSP shall notify the Sheriff in writing and afford the Sheriff with an opportunity to demonstrate compliance. If compliance cannot be established, OHSP shall notify the Sheriff in writing of the termination of this agreement. This termination shall be effective as of the date on which the non-compliance originally occurred.

Sanctions:

If the county materially fails to comply with the terms and conditions of the agreement, the OHSP may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the county.
2. Disallow all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the current agreement.
4. Withhold further funding for the program.
5. Take other remedies that may be legally available.

Signature Agreement

Instructions

- Select the checkbox below to provide an electronic signature for the grant agreement.
- **An electronic signature from each of the specified roles is required before application submission.**

Agency Project Director - Sheriff

* Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

Agency Authorized Official - County Chairperson

- * [Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.](#)
Agency Financial Officer
- * [Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.](#)

Secondary Road Patrol Agreement

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- Any costs related to non-secondary road patrol activity.

Quarterly Reimbursement Requests:

The county agrees to submit a Quarterly Financial Report within 20 days of the completion of each quarterly period beginning with the date of this agreement. A general ledger report produced by the county's official accounting system must be submitted with each Quarterly Financial Report. The ledger **must** reconcile to reported costs.

Funds are allocated each fiscal year beginning October 1. Sheriff offices must submit for reimbursement requests quarterly. Quarterly reports are due:

1. January 20
2. April 20
3. July 20
4. October 20

Reimbursement requests must be made using the OHSP MGX system. All personnel costs, automotive expenses, equipment, and operating costs must be listed and provided with the general ledger. All costs requested must reconcile with the general ledger.

Method of Payment:

The State of Michigan shall reimburse the county for expenditures incurred during the previous quarter. Reimbursement may be delayed should the county fail to provide all required reports and other documentation or is not in compliance with P.A. 416 and the Agreement Conditions and Requirements. Unallowable costs will not be reimbursed.

Quarterly SRP Statistical Reporting Requirements:

The county agrees to submit Quarterly SRP Statistical Report at the same time as the Quarterly Financial Report through MGX within 20 days of the completion of each quarterly period beginning with the date of this agreement. The report **must** contain the following information:

1. Number of FULL TIME equivalent certified SRP Funded Road Patrol Deputies.
2. Number of FULL TIME equivalent certified County-Funded Road Patrol Deputies.
3. The total number of sworn officers in the sheriff's office.
4. Number of miles traveled performing road patrol by SRP Funded Road Patrol Deputies.
5. Number of miles traveled performing road patrol by County-Funded Road Patrol Deputies.
6. Number of traffic stops made by SRP Funded Road Patrol Deputies.
7. Number of traffic stops made by County-Funded Road Patrol Deputies.
8. Number of traffic-related verbal warnings given by SRP-Funded Road Patrol Deputies.
9. Number of traffic-related verbal warnings given by County-Funded Road Patrol Deputies.
10. Number of traffic-related citations issued by SRP-Funded Road Patrol Deputies.
11. Number of traffic-related citations issued by County-Funded Road Patrol Deputies.

SRP Related Activities (Only report on SRP activities for below)

12. Number of traffic citations issued in county parks.
13. Number of non-traffic arrests made in county parks.
14. Number of calls for assistance in county parks.
15. Number of crashes investigated which occurred on trunk lines.
16. Number of crashes investigated which occurred on secondary roads.
17. Number of crashes investigated which occurred in villages or cities.
18. Number of fatal crashes investigated which occurred on trunk lines.
19. Number of fatal crashes investigated which occurred on secondary roads.
20. Number of fatal crashes investigated which occurred in villages or cities.
21. Number of OWI arrest involving alcohol.
22. Number of OWI arrest involving drugs.
23. Number of alcohol offenses resulting in open container in vehicle arrests.

24. Number of crimes investigated resulting in crime reports filed.
25. Number of crimes investigated resulting in criminal arrests.
26. Number of motorist assists.
27. Number of law enforcement assists to your department.
28. Number of law enforcement assist to other departments or agencies.
29. Number of community traffic safety training sessions held.
30. Number of citizens attending the community safety training sessions.

Annual Reporting Requirements:

The county is required to submit their annual report through the MGX system which contains:

- (a) A description of the services provided by the sheriff's department of the county under MCL 51.76, other than the services provided in a county park.
- (b) A description of the services provided by the sheriff's department of the county under MCL 51.76 in county parks in the county.
- (c) A copy of each resolution by a city or village of the county which requests the sheriff's department of the county to provide the services described in MCL 51.76.
- (d) A copy of each contract between a county and a township of the county in which township the sheriff's department is providing a law enforcement service, as required by MCL 51.77(7).
- (e) The law enforcement plan developed under subsection (7), i.e., the Sheriff of each county and the director of the Department of Michigan State Police, or their authorized representatives shall meet and develop a law enforcement plan for the unincorporated areas of the county.
- (f) The recommendations of the sheriff's department of the county on methods of improving the services provided under section MCL 51.76; improving the training programs of law enforcement officers.
- (g) The recommendations of the sheriff's department of the county on methods of improving the services provided under section MCL 51.76; improving the communications system of the sheriff's department.
- (h) The recommendations of the sheriff's department of the county on improving the services provided by the Secondary Road Patrol Program.
- (i) The recommendations of the sheriff's department of the county on improving coordination of the enforcement agencies in your county.
- (j) The description of the role alcohol played in the incidences of personal injury, traffic accidents, and traffic fatalities in the county.

Record Keeping Requirements:

The county must maintain accounting records, following generally accepted accounting procedures, to receive reimbursement for expenditures under this agreement. Documentation supporting all expenditures shall be maintained for at least three years after the expiration of the fiscal year covering this agreement. The Sheriff agrees to expend funds obtained under this agreement only during the period covered by the agreement and only for purposes specified. All revenue and expenditures shall be recorded in a fund or account separate from the provider's other funds or accounts. The general ledger is required and must reconcile to reported costs.

1. Personnel Costs. Amounts expended under this agreement for P.A. 416-Funded Road Patrol Deputies shall be based upon payrolls documented and approved in accordance with the policies and practices of the Sheriff and shall be supported by time and attendance records and daily activity logs for individual employees. The daily logs must detail all activities engaged in, locations of activities, and times engaged in each activity.
2. All automotive expenses, supplies, and equipment shall be authorized and procured in accordance with the general policies and practices of the county. Automotive expenses can be reported based either on the actual costs incurred for vehicles, gasoline, maintenance, insurance, and other vehicle costs, or on actual miles driven times a mileage rate. If the county chooses to use a mileage rate, they may either use the most recently published IRS business rate, in which case no further calculation is required, or calculate the mileage rate based on the county's actual costs. Supporting documentation for the county's calculated rate must be kept on file for review during monitoring.

Monitoring and Audit:

The OHSP, the Local Government Audit Division of the Michigan Department of Treasury, and the State Auditor General, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Sheriff which are related to this agreement, for purpose of monitoring and audit.

The county shall comply with the requests of the OHSP for information on reports related to the manpower, expenditures, and services of the county.

Termination

The agreement is void if the county reduces its expenditures or level of road patrol below that which the county was expending or providing immediately before October 1, 1978, or October 1, 2021, whichever year the expenditures or level of road patrol is less. (MCL 51.77(1)). If there is an allegation of non-compliance with the provisions of this subsection, the OHSP shall notify the Sheriff in writing and afford the Sheriff with an opportunity to demonstrate compliance. If compliance cannot be established, OHSP shall notify the Sheriff in writing of the termination of this agreement. This termination shall be effective as of the date on which the non-compliance originally occurred.

Sanctions:

If the county materially fails to comply with the terms and conditions of the agreement, the OHSP may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the county.
2. Disallow all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the current agreement.
4. Withhold further funding for the program.
5. Take other remedies that may be legally available.

Signature Agreement

Instructions

- Select the checkbox below to provide an electronic signature for the grant agreement.
- **An electronic signature from each of the specified roles is required before application submission.**

Agency Project Director - Sheriff

* Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

Agency Authorized Official - County Chairperson

- * [Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.](#)
Agency Financial Officer
- * [Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.](#)

FIRST AMENDMENT TO AGREEMENT

THIS FIRST AMENDMENT TO ~~THE~~ AGREEMENT (“**First Amendment**”), dated as of the latter of the signature dates below (the “**Effective Date**”), is by and between the **County of Leelanau**, a Municipal Corporation, within the state of Michigan, having a mailing address of 8527 E. Government Center Drive, Suite 101, Suttons Bay, MI 49682 (hereinafter referred to as “**County**”), and **Midway Electronics, Inc.**, having a mailing address of 1250 N. McKinley Avenue, Rensselaer, IN 47978 (hereinafter referred to as “**Contractor**”), amends the Agreement made and entered into by the Parties effective August 23, 2023.

WITNESS:

~~WHEREAS, the County and Contractor entered into an Agreement dated August 23, 2023 (hereinafter referred to as “Agreement”), whereby the County accepted the Contractor’s proposal in response to the Request for Proposals LCAO-RFP-2023-003 to build a new cell tower on a parcel of land located at 11015 N. Kitchen Road, Northport, MI 49670 (hereinafter referred to as the “Work Site”); and,~~

~~WHEREAS, the term of the Agreement will expire on August 22, 2024, and the parties mutually desire to extend the terms of the Agreement for one more year to allow for necessary permitting to be obtained for the cell tower to be constructed; and,~~

~~WHEREAS, the County and Contractor, in their mutual interest, desire to amend the Agreement to extend the term of the Agreement as set forth accordingly.~~

~~NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and Contractor agree that the recitals set forth are incorporated herein as if set forth in their entirety and further agree as follows:~~

1. Section XXII. Agreement Period, page 11, of the above stated Agreement shall be amended to read as follows:

~~4. “XXII Agreement Period. This Agreement shall become effective on the date in which it has been fully signed by the authorized representatives of both parties (hereinafter referred to as “Effective Date”). All work on the Project including all items on the final punch list and Work Site clean-up shall be completed no later than two (2) years from Effective Date (hereinafter referred to as the “Completion Date”). **TIME BEING OF THE ESSENCE.**”~~**Extension of Term.** ~~The Term of this Agreement shall be amended to provide that the current term, which commenced on August 23, 2023, shall expire on August 22, 2024 (“Current Term”), will be extended upon the same terms and conditions of the Agreement, to make the Current Term expire on August 22, 2025.~~

2. Other Terms and Conditions Remain. All other terms and conditions contained in the above-stated Agreement shall remain in full force and effect except as modified

herein. This Amendment shall become effective on the date it has been fully signed by the authorized representatives of both Parties. In the event of any inconsistencies between the Agreement and this First Amendment, the terms of this First Amendment shall control. ~~Except as modified by this First Amendment, all terms and conditions of the Agreement shall remain in full force and effect.~~

3. Capitalized Terms. All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.

IN WITNESS THEREOF, the parties, on the dates set forth below, have caused their properly authorized representatives to execute and seal this First Amendment to the Agreement for construction of the cell tower at the Work Site at 11015 N. Kitchen Road, Northport, MI ~~49670~~48670.

“COUNTY”
COUNTY OF LEELANAU

By:

Ty Wessell, Chairman
Leelanau County Board of
Commissioners

Date: _____

“CONTRACTOR”
MIDWAY ELECTRONICS, INC.

By:

Derich Schultz, President
Midway Electronics, Inc.

Date: _____

APPROVED AS TO FORM FOR COUNTY OF LEELANAU:
COHL, STOKER & TOSKEY, P.C.
By: JENNIFER L. BLISS
On: July 24, 2024

[N:\Client\Leelanau\Agreements\Midway Electronics\FIRST AMENDMENT TO AGREEMENT jlb v1.docx](#)

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Finance/Accounting</u> Contact Person: <u>Catherine Hartesvelt</u> Telephone Number: <u>231-256-8106</u>	Submittal Dates <input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u> Date of Meeting: <u>08/13/2024</u>
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: <u>State Savings Bank</u> Address/ Phone: _____ Description: <u>Select One</u>
Budgeted Amount: _____ Contracted Amount: _____	
Document Description	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input checked="" type="checkbox"/> Department Head/Elected Official Authorization Per Board Policy No. 7.12 - Credit Card Policy (see attached) This request is that the Board of Commissioners authorize the Finance Director, Catherine Hartesvelt to apply for a credit card (VISA) utilizing State Savings Bank/Elan Financial in Suttons Bay. The card would be issued in her name and social security number to facilitate authorized credit card purchases on behalf of the County. The Undersheriff and former County Administrator utilize(d) State Savings Bank/Elan Financial and for consistency the preferred choice would be to follow suit.	
Suggested Recommendation: I move to recommend that the Board of Commissioners authorize County Finance Director, Catherine Hartesvelt apply for and obtain a VISA credit card in her name and social security number through State Savings Bank in Suttons Bay for County use as outlined in Policy No 7.12 Credit Card Policy.	

 Department Approval: Catherine L Hartesvelt, Finance Director
Digitally signed by Catherine L Hartesvelt, Finance Director
Date: 2024.08.01 10:32:36 -0400

Date: _____

**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT: Financial & Investment Policies
Administrator/Finance

Policy No. **7.12**

SPECIFIC SUBJECT: Credit Card Policy

Adopted: 03/21/2000

Revised: 02/18/2014

Revised: 08/15/2023

APPLIES TO: All Leelanau County Employees and Elected Officials

The Leelanau County Finance Director is responsible for issuing, accounting, monitoring, and retrieving all authorized County credit cards. The Chief Administrative Officer of Leelanau County shall be responsible for ensuring compliance with the credit card policy.

Credit card purchases must be appropriate and reasonable and used only for direct County expenses.

The following policy will apply to all credit card users:

1. The employee authorized to use the County credit card may do so only for the purchase of approved goods or services for official County business. Such purchases (if applicable to the credit card) include airline tickets, hotel rooms, car rentals, meeting costs, business-related gasoline and other purchases directly related to items for official County business. Credit cards may be used to purchase approved business-related materials/supplies when the use of a purchase order is not accepted by the vendor.
2. County credit cards are to be used for official County business only. Under no circumstances will the County credit card be used for any personal expense.
3. All County credit card invoices must be approved by the respective department head and Board of Commissioners (post-audit) prior to payment by the County Finance/Accounting Department. Any credit card balances, including interest, shall be paid on or before each statement's due date. No balances will be carried forward.
4. All County credit cards must have the approval of the Board of Commissioners prior to being obtained and issued.

5. The County Finance/Accounting Department will review monthly invoices, and all charges must be backed up with a receipt. If no receipt is available, the individual making the charge will be required to reimburse the County for the charge. The receipt must include the following information:
 - a. Description of goods or services purchased;
 - b. Cost of the goods or services;
 - c. Date of the purchase of the goods or services; and
 - d. Official County business for which the goods or services were purchased.
6. All unreconciled charges will be reported to the Board of Commissioners on a monthly basis.
7. The user of the County credit card is responsible for its protection and custody and must immediately notify the Chief Administrative Officer and the Finance Director if the credit card is lost, stolen, or compromised in any way.
8. Upon separation from service with the County, the user of the credit card must return it to the Leelanau County Finance Director.
9. Violators of this policy will be subject to disciplinary action, up to and including termination and penalties authorized by law for the unauthorized use of a County credit card by a County officer or employee.
10. The Finance Director, in cooperation with the Administrator, will maintain an active credit card user list.

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Finance/Accounting</u> Contact Person: <u>Catherine Hartesvelt</u> Telephone Number: <u>231-256-8106</u>	Submittal Dates <input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u> Date of Meeting: <u>08/13/2024</u>
Financial/Source Selection Method <input type="checkbox"/> Select One: <u>Grant</u> <input checked="" type="checkbox"/> Other: <u>ARPA Funds</u> <input type="checkbox"/> Account No.: <u>101.000.000.001.008</u> <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: <u>Point Broadband</u> Address/ Phone: _____ Description: Select One
Budgeted Amount: _____ Contracted Amount: <u>\$ 5,000,000.00</u>	
Document Description	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Department Head/Elected Official Authorization	
<p>In June of 2022, the BOC entered into a contract with Point Broadband to provide fiber Internet access to Leelanau County residents per scope of work outlined in the original contract and three subsequent amendments to same in the amount of \$5,000,000.00.</p> <p>To date, the County has committed \$3,200,000.00 of ARPA funds toward the project with the balance remaining of \$1,800,000 yet to be funded.</p> <p>In January of 2024, the BOC discussed this project and funding options for this contractual commitment.</p> <p>Treasurer Gallagher and I discussed this with the BOC recommending that the remaining uncommitted ARPA Funds plus interest earned (uncommitted ARPA Funds + interest = \$862,897.00) should be committed to the balance of the contract with *Point Broadband and the remaining unfunded difference should come from DTR.</p> <p>Also note that the remaining ARPA funds uncommitted at this time need to be committed to a qualifying project before 2025 to adhere to the terms and conditions of those Federal allotted dollars to avoid forfeiture of those funds.</p> <p>Please see the updated ARPA summary attached.</p> <p>*Point Broadband invoice #Leelanau2024-0003 for Cabinet #04 (\$244,108.46) pending *Point Broadband invoice #Leelanau2024-0004 for Cabinet #10 (\$735,022.71) pending</p>	
<p>Suggested Recommendation:</p> <p>I move to recommend that Leelanau County Board of Commissioners commit the balance of the ARPA Federal allotted funds including interest earned (totaling approximately \$862,897.00) toward the unfunded balance of the Point Broadband contract in the amount of \$1,800,000 and the remaining balance of the contract less all committed and expended ARPA Federal Funds be transferred from DTR (approximately \$937,103.00) as invoices are presented for payment from Point Broadband.</p>	

 Department Approval: Catherine L Hartesvelt, Finance Director
Digitally signed by Catherine L Hartesvelt, Finance Director
 Date: 2024.08.01 14:39:53 -0400

Date: _____

Leelanau County American Rescue Plan Funds
7/31/2024

Revenue:

American Rescue Plan Act (Federal Allotment)	\$	4,226,819
----------------------------------------------	----	-----------

Point Broadband:

BOC Motion January 31, 2022 - Point Broadband, LLC Agreement	\$	3,200,000	
Less: Mobilization Payment to Point (7/8/22 - 225426-967.021)		250,000	(250,000)
Less: Cabinet 3 (8/22/23 - 225426-967.021)		325,028	(325,028)
Less: Cabinet 9 (9/20/23 - 225426-967.021)		49,901	(49,901)
Less: Cabinet 8 (12/13/23 - 225426-967.021)		757,950	(757,950)
Less: Cabinet 5 (6/19/24 - 225426-967.021)		152,399	(152,399)
Less: Cabinet 6 (6/19/24 - 225426-967.021)		288,614	(288,614)
Total Remaining Committed:		1,376,107	

Other Expenditures:

BOC Motion April 20, 2021 - DCS Technology for Broadband Survey		47,400	
BOC Motion October 12, 2021 - DCS Technology for consultant fee (LIFT)		5,500	
 COTW Recommendation - Gosling Czubak Engineering for Soil Boring Drilling on-site Tower Ck#116102 for \$2,400.00 dtd 12/15/2021 & Ck#116682 for \$3,700.00 dtd 2/16/2022		 6,100	
BOC Motion February 28, 2022 - Homestretch Nonprofit Housing Corporation		125,000	
Total Expenditures:	\$	184,000	(184,000)

Interest Earned/Other: *(as of 07/31/24)*

20,077

		2,239,004	
Less: Remaining Point Broadband Appropriation		(1,376,107)	
Remaining Uncommitted Funds:	\$	862,897	

Broad Band Oversight with DCS Technology Design, LLC for \$160,000.00 paid by the G/F 101.100.101.967.000 (2023)

Broad Band Oversight with DCS Technology Design, LLC for \$96,000.00 paid by the G/F 101.100.101.967.000 (2024)

Non-Union Salary - I.T. Director

As approved	Start	One Year	Two Year	Three Year	Four Year
2022	\$ 67,571.60	\$ 69,108.36	\$ 71,412.73	\$ 73,255.31	\$ 74,821.17
2024	\$ 67,571.60	\$ 69,108.36	\$ 71,412.73	\$ 73,255.31	\$ 74,821.17
Recalculated with COLA and annual increases	Start	One Year	Two Year	Three Year	Four Year
2022	\$ 67,571.60	\$ 69,108.36	\$ 71,412.73	\$ 73,255.31	\$ 74,821.17
1/1/2022 as approved through budget	\$ 67,571.60	\$ 69,108.36	\$ 71,412.73	\$ 73,255.31	\$ 74,821.17
2022	\$ 69,598.75	\$ 71,181.61	\$ 73,555.11	\$ 75,452.97	\$ 77,065.81
09/24/2022 with 3% COLA adjustment	\$ 69,598.75	\$ 71,181.61	\$ 73,555.11	\$ 75,452.97	\$ 77,065.81
2023	\$ 71,860.71	\$ 73,495.01	\$ 75,945.65	\$ 77,905.19	\$ 79,570.44
01/01/2023 with 3.25% increase to base	\$ 71,860.71	\$ 73,495.01	\$ 75,945.65	\$ 77,905.19	\$ 79,570.44
2024	\$ 74,196.18	\$ 75,883.60	\$ 78,413.89	\$ 80,437.11	\$ 82,156.48
01/01/2024 with 3.25% increase to base	\$ 74,196.18	\$ 75,883.60	\$ 78,413.89	\$ 80,437.11	\$ 82,156.48

Proposed 2024 Budget impact

	Increase
Salary	\$ 7,181.80
FICA	\$ 549.41
MERS	\$ 646.36
Life/Short/Long Term Insurance	\$ 113.64
W/C = .04/100	\$ 2.87
	<u>\$ 8,494.08</u>

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Planning/Community Development</u> Contact Person: _____ <u>Gail Myer</u> Telephone Number: _____ <u>256-9812</u>	Submittal Dates <input type="checkbox"/> Select Meeting Type: <u>Executive Board</u> Date of Meeting: _____ <u>08/13/2024</u>
Financial/Source Selection Method <input type="checkbox"/> Select One: <u>Select One</u> <input checked="" type="checkbox"/> Other: <u>Extension of Agreement</u> <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: <u>Northwest Michigan Community Action</u> Address/ Phone: _____ Description: <u>Amendment</u>
Budgeted Amount: _____ <u>\$ 34,147.30</u> Contracted Amount: _____ <u>\$ 34,147.30</u>	
Document Description	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input checked="" type="checkbox"/> Financial Review Completed <input type="checkbox"/> Department Head/Elected Official Authorization	
<p>This request is to approve a 1 year contract extension Northwest Michigan Community Action Agency (NMCAA) for housing rehab services for Leelanau County residents. NMCAA has been doing this work for 3 years under a contract with the county and Corporate Counsel is preparing the 1 year extension with the new amount of \$34,147.30.</p> <p>These are called Program Income funds. Program Income is the repayment of existing housing rehab loans with the county. I will forward the extension as soon as Corporate Counsel has it completed.</p> <p>NOTE: These funds are less than \$35,000.00 which means they are considered "non federally regulated". The county could choose to use them for other purposes, but it is recommended they continue to be used for housing as that was their main purpose.</p>	
<p>Suggested Recommendation:</p> <p>I move to recommend that the County Board of Commissioners approve a 1 year contract extension with Northwest Michigan Community Action Agency for housing rehab services, pending the contract extension review by Corporate Counsel.</p>	

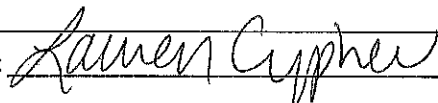
 Department Approval: Gail Myer

 Date: 7-31-24

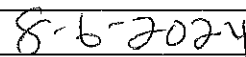
EXECUTIVE DOCUMENT SUMMARY

Department: <u>Maintenance</u> Contact Person: <u>Lauren Cypher</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%;"></td> </tr> <tr> <td>Date of Meeting: <u>08/13/2024</u></td> <td></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u>		Date of Meeting: <u>08/13/2024</u>							
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Financial/Source Selection Method													
<input checked="" type="checkbox"/> Select One: <u>Bid/RFP</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>All circuit breaker panels and transformers on the Government Center campus require inspection, certification, and labeling. This is a specialized service requiring trained personnel. The recommendation both from Maintenance and from D&W is to create an RFP and request bids from the appropriate vendors.</p>													
<p>Suggested Recommendation: Move to recommend that the Board of Commissioners approve a Request for Proposals for electrical inspection, repair, and certification as outlined in the description above.</p>													

Department Approval:



Date:



EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u> Contact Person: <u>Lauren Cypher</u> Telephone Number: <u>234-256-9711</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%;"></td> </tr> <tr> <td>Date of Meeting: _____</td> <td style="text-align: right;"><u>08/13/2024</u></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u>		Date of Meeting: _____	<u>08/13/2024</u>						
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Date of Meeting: _____	<u>08/13/2024</u>												
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Document Description													
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<p>The contract with Rehmann Robson LLC for Auditing Services for Leelanau County and the Leelanau County Road Commission will expire this year. The contract with Rehmann Robson covered 2019, 2020, 2021, 2022, and 2023.</p> <p>The firm would also be utilized for the Single audit if required, and the Form F-65.</p> <p>It is in keeping with the County's budget rules that all expenditures including professional services in excess of \$10,000.00 go out for competitive bid. The BOC has the authority to waive the bid process should they so desire.</p> <p>Should the BOC elect to go out for bids, the proposals would be presented at the October Executive Session in time to be considered for the 2025 budget.</p> <p>The Board of Commissioners have two options to consider:</p> <p>(1) The Request for Proposals from qualified firms of certified public accountants to audit its financial statements including any and all component units for the County for the fiscal years ending December 31, 2024, 2025, 2026 and 2027</p> <p>or</p> <p>(2) Waive the option requirements and seek a proposal from Rehmann Robson including any and all component units for the County for the same period of time as indicated above (2024, 2025, 2026, 2027)</p> <p>Suggested Recommendation: Move to recommend that the Board of Commissioners: cite Option 1 or Option 2</p>													
Department Approval: <u>Lauren Cypher</u>	Date: <u>8-7-2024</u>												

LEELANAU COUNTY
FY 2024 BUDGET RULES
Amended May 21, 2024

1. Department heads and/or elected officials are responsible for assuring that expenditures do not exceed approved budget(s) for their respective departments, and may authorize expenditures up to \$4,500.00 per item. Payment for all expenditures, however, is subject to approval by the Board of Commissioners through the regular monthly claim's payment process.
2. Capital purchases in excess of \$5,000.00 shall be tagged and added to the county's fixed asset inventory. The department head and/or elected official are responsible for this requirement to occur after coordination of payment by the Finance and Accounting Department.
3. The County Administrator/Chief Financial Officer (CFO) on behalf of all departments, is responsible for procuring all capital items, professional services and/or service contracts in excess of \$10,000.00 according to County purchasing procedures and subject to proper advertising with all bids to be awarded by the Board of Commissioners at a regularly scheduled meeting.
4. The Finance Director shall be responsible for assuring that any transfer or expenditure in excess of an approved departmental budget is made only after approval of the Board of Commissioners and that all transfers or expenditures are charged to an approved departmental budget.
5. The Finance Director shall be responsible for assuring departmental budgets are charged for salaries and wages in accordance with the adopted Authorized Staffing Levels for their respective budgets.
6. The approved Authorized Staffing Level contained in the budget shall limit the number of employees who can be employe. No funds are to be appropriated for any position or employee not on the Authorized Staffing Level. Further, the Board of Commissioners expressly prohibits department heads from utilizing personal service contracts to circumvent the intent of the Board of Commissioners in its action establishing Authorized Staffing Levels. The Board of Commissioners must specifically approve any deviations.
7. Certain positions contained in the Authorized Staffing Level which are supported in some part by a grant, cost-sharing, or other source of outside funding, are only approved contingent upon the county receiving the anticipated revenues. In the event outside funding is not received, or the county is notified that funding will not be received,

then said positions shall be considered not funded and removed from the Authorized Staffing Level.

8. The Finance Director shall be responsible for assuring that allotments to other agencies in excess of 25% of the approved annual budget in any calendar quarter are made only after the County Board of Commissioners has approved them.

9. The Finance Director shall prepare and submit a monthly Budget Transfer and Expenditure Control Report to the Board of Commissioners prior to the regular monthly board meeting. The Finance Director shall prepare the appropriate paperwork and submit it to the Board of Commissioners prior to the regular monthly board meeting. This report shall be in a format as prescribed by the Board of Commissioners and shall be reconciled to the County Treasurer's monthly Trial Balance.

10. Any budget amendments or transfers of funds shall only occur after written recommendation of the Executive Board and after being approved by the Board of Commissioners, by resolution.

11. Pursuant to county policy, vendors who enter into a service contract with the county shall furnish a certificate of insurance, unless waived, in acceptable form as determined by the Board of Commissioners and file the certificate with the County Clerk prior to the commencement of any work or delivery of service or product.

12. All invoices, travel vouchers and payment requests must be submitted to the Finance and Accounting Department for processing of payment on a timely basis, within the quarter the request was made.

13. All mileage for county owned vehicles will be charged to the account 940 Rental Charges in each **respective budget using county owned vehicles. The Motor Pool Fund 661 will be credited with the** mileage charges for county owned vehicles. Any purchases of county owned vehicles would be charged to the Motor Pool Fund 661. All repair and maintenance charges on county owned vehicles shall be charged to the respective budgets using county owned vehicles.

14. All purchases (including capital items and professional services) shall use the following guidelines as established by the Board of Commissioners:

Total Purchase Amount	Purchasing Process	Approving Entity
Up to \$999.99	Receipt	Department Head/Elected Official
\$1,000.00 to \$4,499.99	Three Verbal quotes	Department Head/Elected Official
\$4,500.000 to \$9,999.99	Three Written quotes, contract, and budgeted.	Department Head, County Administrator/CFO. County

		Administrator/CFO may request Board approval.
\$10,000 and above	Competitive bid (sealed bids, proposals or qualifications). Minimum of three bids encouraged. State bids may be utilized when applicable.	Department Head, County Administrator/CFO, Board of Commissioners approval

The Board of Commissioners through the regular monthly committee process will review all claims for potential payment.

15. Competitive bidding may be waived by the County Board of Commissioners by an affirmative vote if the purchase is from or jointly with another unit of unit government, when an emergency exists, or when the public is best served without obtaining bids. It will be the responsibility of the Department Head and County Administrator/CFO to provide the rationale for the waiver. Waiving of the competitive bidding process shall be obtained prior to seeking proposals.

16. The County Administrator/CFO is authorized to execute only contracts/agreements that are within the spending authority as outline above.

17. All donations received in excess of \$500.00 on behalf of Leelanau County shall be approved by the Board of Commissioners. The County Administrator shall provide monthly written reports outlining all donations received.

a. Any non-cash donations, tangible goods and/or mercantile with an approximate value of over \$250.00 donated to Leelanau County shall be approved by the Board of Commissioners prior to acceptance.

b. Any proactive fundraising effort, as well as fundraising activity administered through an external organization or vendor, must have prior Board approval, a stated end date and a specific restricted goal. If there is an associated administrative fee associated with the fundraising method, there must also be Board approval of the fee. If an external organization or vendor is utilized, proper controls over the account must be established by the Leelanau County Treasurer and Finance Director. When cumulative funds are received and exceed \$500.00, they will be transferred from Trust and Agency to a special fund and held pursuant to Board Policy and Budget Rules. Once a special fund is created for the stated purpose, transfers may be for lesser amounts.

18. Per diem rates will be as follows:

\$70.00/ Full Day

\$40.00/One Half Day

19. The Board of Commissioners shall pay claims made against Leelanau County once per month after approval. Payments for post audit claims shall be authorized only under the following circumstances, for items within the approved budget:

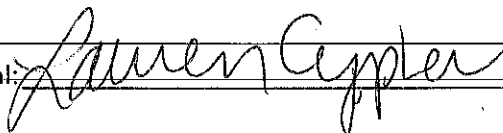
- a. Implementation of any and all provisions of collective bargaining agreements and other compensation plans adopted by the Board of Commissioners including payroll, related county and employee taxes, and withholding payments.
- b. Any proactive fundraising effort, as well as fundraising activity administered through an external organization or vendor, must have prior Board approval, a stated end date and a specific restricted goal. If there is an associated administrative fee associated with the fundraising method, there must also be Board approval of the fee. If an external organization or vendor is utilized, proper controls over the account by the Leelanau County Treasurer and Finance Director. When cumulative funds are received and exceed \$500.00, they will be transferred from 'Trust and Agency' to a special fund and held pursuant to Board Policy and Budget Rules. Once the special fund is created for the stated purpose, transfers may be for lesser amounts.
- c. Payment of premiums on insurance policies and self-insurance pool fees including, but not limited to, health insurance, life insurance, dental insurance, unemployment insurance and others.
- d. Payments provided for within the provisions of any and all contracts and grants authorized by and approved by the Board of Commissioners or County Administrator/CFO under Item 15.
- e. Replenishment of impressed funds within the various departments to the extent provided in departmental budgets.
- f. Postage to the extent provided in departmental budgets.
- g. Jury, witness and attorney fees by order of the Circuit Court, District Court, and Probate Court.
- h. Any invoices providing for a discount if paid within a specified period provided such invoices shall not be paid in such time period will allow consideration by the Board of Commissioners without loss of discount and, further, provided that they have been budgeted in the departmental budget. Additionally, any invoices not paid within a specified period, will be assessed a late payment penalty provided that they have been budgeted in the departmental budget.
- i. Any and all fuel charges.
- j. Any and all utility billings.

- k. Travel advances, registration, and mileage reimbursement to the extent provided in departmental budgets.
- l. Department of Health and Human Services payments.
- m. State of Michigan payments.
- n. Any emergency claim as authorized by the County Administrator/CFO requiring payment prior to the next Board of Commissioners meeting.
- o. Any other payments prescribed by law.
- p. Refunds.

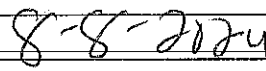
EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u> Contact Person: <u>Lauren Cypher</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%;"></td> </tr> <tr> <td>Date of Meeting: <u>08/13/2024</u></td> <td></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u>		Date of Meeting: <u>08/13/2024</u>	
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Document Description							
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<p>The following 2% Grants were awarded by The Grand Traverse Band of Ottawa and Chippewa Indians:</p> <p>Housing North - Expansion of the Rental Preservation Program - \$50,000.00 Inland Seas Education Association - Retrofit of the Tallship <i>Alliance</i> - \$15,000.00 Leelanau County Historical Preservation Society - Educational Exhibits at Historic Poor Barn - \$3680.00</p> <p>Contracts have been signed by both Leelanau County and the applicant organizations and await final approval of the Board of Commissioners in order to disburse funds.</p>							
<p>Suggested Recommendation:</p> <p>Move to recommend the approval of the 2% Grant Contracts as signed permitting Leelanau County to distribute grant funds to the Inland Seas Educational Association in the amount of \$15000.00, Housing North in the amount of \$50,000.00, and Leelanau County Historical Preservation Society in the amount of \$3680.00.</p>							

Department Approval:



Date:



AGREEMENT

THIS AGREEMENT, made and entered into by and between the **COUNTY OF LEELANAU**, a municipal corporation and political subdivision of the State of Michigan, with offices located at 8527 E. Government Center Dr., Suttons Bay, MI 49682 (hereinafter referred to as the "County"), and **HOUSING NORTH**, a Michigan non-profit corporation, located at P.O. Box 1434, Traverse City, MI 49685 (hereinafter referred to as the "Contractor"). The County and the Contractor are sometimes hereinafter referred to as the "Party" or "Parties".

WITNESSETH:

WHEREAS, the County desires the Contractor to expand its year round rental preservation program for Leelanau County residents.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

FIRST: Program to be Operated by Contractor. The Contractor shall administer and operate a program developed to preserve year-long rental housing programs within the County by pairing the program with its deed restriction program and its accessory dwelling program that helps provide zero interest loans to nonprofit organizations from its revolving loan fund. The Contractor shall further identify sites and partners for future locations and strategize to locate appropriate homes to new locations within the County.

SECOND: Duties of Contractor. The Contractor, in accordance with the general purposes and objectives of this Agreement as herein specified, shall:

- A. Administer and operate the Program.
- B. Provide the necessary administrative, professional, and technical staff for the operation of the Program, and be responsible for such staff members.
- C. Utilize record and report forms as prescribed.
- D. Submit reports as hereinafter stated.

THIRD: Agreement Period and Termination. The Contractor shall commence performance of the services and obligations required of it hereunder on the 1st day of July, 2024, and shall continue said services through the 30th day of June, 2025, Time Being of the Essence.

Notwithstanding any other provision in this Agreement to the contrary, the County may terminate this Agreement at any time, with or without cause, upon delivery of ten (10) days prior written notice to the Contractor. In the event this Agreement is terminated by the County for reasons other than the Contractor's breach of this Agreement, the Contractor shall be entitled to receive or retain a sum equal to one-twelfth (1/12th) of the total sum of the compensation stated in the FOURTH section of this Agreement multiplied (x) by the number of months in which the Contractor performed services under this Agreement prior to the effective date of termination. Any funds received by the Contractor that are in excess of this revised sum shall be returned to the

County within thirty (30) days of the effective date of termination. It is expressly understood and agreed that in the event of a breach of this Agreement by the Contractor and its termination by the County, the County, in addition to the Agreement's termination, reserves the right to seek any other remedies available in law or in equity.

FOURTH: Compensation. It is expressly understood and agreed that in no event will the total compensation to be paid by the County to the Contractor under this Agreement exceed the sum of FIFTY THOUSAND NO/100 DOLLARS (\$50,000.00).

The Contractor shall receive said compensation in one installment.

Payment shall be made within thirty (30) days of the date in which this Agreement is fully signed by the representatives of both the County and the Contractor.

FIFTH: Accounting Procedures. The Contractor's accounting procedures and internal financial controls shall conform to generally accepted accounting practices in order that the costs allowed by this Agreement can be readily ascertained and expenditures verified therefrom.

SIXTH: Annual and Evaluation Reports. The Contractor shall prepare and submit to the County the following reports:

- A. Reports, including programmatic and financial data on the activities of the Contractor and the services provided pursuant to this Agreement, shall be submitted on or before June 30, 2025.
- B. Further evaluation reports when and as requested by the County.

SEVENTH: Nondiscrimination. The Contractor, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, gender identity or expression, genetic information or disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. The Contractor shall adhere to all applicable Federal, State and local laws, ordinances, rules, regulations and policies prohibiting discrimination, including, but not limited to, the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- B. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- C. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder.
- D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 *et seq.*), as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded as a material breach of this Agreement. In the event the Contractor is found not to be in compliance with this section, the County may terminate this Agreement effective as of the date of delivery of written notification to the Contractor.

EIGHTH: Indemnification and Hold Harmless. The Contractor shall, at its own expense, indemnify, protect, defend and hold harmless the County, its elected and appointed officers, employees, and agents from all claims, damages, lawsuits, costs, and expenses, including, but not limited to, all costs from administrative proceedings, court costs and attorney fees they may incur as a result of any acts, omissions or negligence of the Contractor, its employees, agents or subcontractors that may arise out of this Agreement.

NINTH: Liability Insurance. The Contractor at all times during the term of this Agreement shall maintain insurance that meet the requirements of the Leelanau County Board of Commissioners' Policy on "Insurance Requirements." A copy of said Board Policy is attached to this Agreement labeled Exhibit A. The attached Exhibit A is incorporated by reference into this Agreement and made a part thereof.

TENTH: Applicable Law and Venue. This Agreement shall be subject to and construed in accordance with the laws of the State of Michigan. In the event any disputes arise under this Agreement the venue for the bringing of any actions in law or in equity shall be in the State of Michigan established in accordance with the statutes and Court Rules of the State of Michigan. In the event any action is brought in or is moved to a federal court the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

ELEVENTH: Waivers. No failure or delay on the part of the County in exercising any right, power, or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power, or privilege.

TWELFTH: Modifications, Amendments, or Waiver of Provisions of the Agreement. All modifications, amendments, or waivers of any provision of this Agreement shall be made only by the written mutual consent of the parties hereto.

THIRTEENTH: Assignment or Subcontracting. The Contractor shall not assign, subcontract or otherwise transfer its duties and/or obligations under this Agreement.

FOURTEENTH: Power to Diminish or Terminate Compensation for Failure to Comply with Agreement. In the event that the Contractor fails to fulfill any of the terms or conditions of this Agreement in a timely and diligent manner as determined by the County, the County reserves the right to reduce or diminish or terminate the compensation set forth in the **FOURTH** section in a manner which reflects such noncompliance.

FIFTEENTH: Purpose of Section Titles. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

SIXTEENTH: Complete Agreement. This Agreement, and any additional or supplementary documents incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

SEVENTEENTH: Invalid/Unenforceable Provisions. If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the clause or provision was rendered invalid or unenforceable.

EIGHTEENTH: Certification of Authority to Sign Agreement. The people signing on behalf of the parties to this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of the Party they represent and that this Agreement has been authorized by the Party they represent.

THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO HAVE FULLY EXECUTED THIS INSTRUMENT ON THE DAY AND YEAR FIRST ABOVE WRITTEN.

COUNTY OF LEELANAU

HOUSING NORTH

By: Ty Wessell
Ty Wessell, Chairperson
County Board of Commissioners

By: Yarrow Brown
(Signature)
Name: Yarrow Brown

Date: 7/16/2024

(Print or Type)

Title: Executive Director

(Print or Type)

Date: 7/31/2024

APPROVED AS TO FORM FOR COUNTY OF LEELANAU:
COHL, STOKER & TOSKEY, P.C.
By: Jennifer L. Bliss
On: July 16, 2024

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Leelanau Co. #24-014E

EXHIBIT A**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT:	Administration/General (County Administrator)	Policy No.	13
SPECIFIC SUBJECT:	Insurance Requirements Policy	Adopted:	04/17/1990
		Revised:	02/15/1994
		Revised:	05/21/2013
		Revised:	12/19/2017

APPLIES TO: All Leelanau County Employees and Elected Officials.

PURPOSE: The Leelanau County Board of Commissioners hereby establishes a policy on insurance requirements for contractors, vendors, individuals, and/or organizations receiving monies from Leelanau County. The purpose of these requirements is to assure that the parties referenced above are accepting appropriate responsibility for insuring their own operations, and that they are not unduly exposing Leelanau County taxpayers to liability and/or loss.

The Contractor, and any and all of their subcontractors, shall not commence any work until they have met the insurance requirements outlined in this policy. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to Leelanau County and have a minimum A.M. Best Company (www.ambest.com) Insurance Report rating of not less than A or A- (Excellent).

1. **Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of the contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan. Workers' Compensation and Employers' Liability Insurance are required if the party hires one or more persons or currently has employees. If a party currently does not have any employees, and is a sole proprietor, an affidavit must be filed with the County Clerk stating that the party currently has no employees and will not hire any while working for Leelanau County as a contractor or a subcontractor, etc. If a party currently does not have any employees and is incorporated (Inc.) or a limited liability corporation (LLC), they must file a Notice of Exclusion, WC-337, with the State of Michigan and then provide a copy of the State-approved document to the County Clerk.

2. Contractor's Tools & Equipment: The Contractor shall be responsible for insuring all its tools, equipment and materials which it may leave at the Project's work site. The County shall not be responsible for any loss or damage to the Contractor's tools, equipment and materials.
3. Professional Liability (Errors and Omissions) Insurance: [For contracts for professional services, e.g., Architect, Engineers, Doctors, Dentist, etc.] The Contractor shall possess Professional Liability Insurance (errors and omissions) with limits of not less than \$1,000,000.00 per occurrence or claim. If the Professional Liability Insurance is on a claims-made basis, the Contractor shall purchase extended reporting period "tail" coverage for a minimum of three (3) years after termination of the Agreement.
4. Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of their contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.
5. Motor Vehicle Liability: The Contractor shall procure and maintain during the life of their contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
6. Deductibles: The Contractor shall be responsible for paying all deductibles in its insurance coverages.
7. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be **Additional Insureds**: Leelanau County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. The Contractor's insurance coverages shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds, regardless of whether said other available coverage be primary, contributing or excess.
8. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to the office of the Leelanau County Administrator.

9. Owners' and Contractors' Protective Liability: [For Contracts for Construction or Large Repair or Maintenance Projects such as road work, sewer work or building projects] The Contractor shall procure and maintain during the life of the contract, a separate Owners' and Contractors' Protective Liability Policy with limits of liability not less than \$1,000,000.00 per occurrence and aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Leelanau County shall be "Named Insured" on said coverage. Thirty (30) day Notice of Cancellation shall apply to this policy.

10. Proof of Insurance Coverage: The Contractor shall provide Leelanau County at the time that the contracts are returned by him/her for execution, A "Certificate of Liability Insurance," on Accord Form #25, with the necessary coverages included, as listed below:
 - a. Certificate of Insurance for Workers' Compensation Insurance;
 - b. Certificate of Insurance for Commercial General Liability Insurance;
 - c. Certificate of Insurance for Vehicle Liability Insurance;
 - d. Certificate of Insurance for Professional Liability Insurance on Projects where such insurance is required.
 - e. Original Policy, or original Binder pending issuance of policy, for Owners' & Contractors' Protective Liability Insurance, where such insurance is required.
 - f. If so requested, Certified Copies of all policies mentioned above will be furnished.

11. If any of the above coverages expire during the term of the contract, the Contractor shall deliver renewal certificates and/or policies to the Leelanau County Administrator at least ten (10) days prior to the expiration date.

Failure to comply with these insurance requirements could result in the termination of a contract or delay in receipt of funds. Questions regarding the scope of applicability of this policy may be directed to the Leelanau County Administrator.

otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

SEVENTEENTH: Invalid/Unenforceable Provisions. If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the clause or provision was rendered invalid or unenforceable.

EIGHTEENTH: Certification of Authority to Sign Agreement. The people signing on behalf of the parties to this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of the Party they represent and that this Agreement has been authorized by the Party they represent.

THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO HAVE FULLY EXECUTED THIS INSTRUMENT ON THE DAY AND YEAR FIRST ABOVE WRITTEN.

COUNTY OF LEELANAU

LEELANAU COUNTY HISTORICAL PRESERVATION SOCIETY

By: Ty Wassell
Ty Wassell, Chairperson
County Board of Commissioners

By: Stephen Stier
(Signature)

Name: STEPHEN STIER
(Print or Type)

Date: 7/16/2024

Title: PRESIDENT LCHPS
(Print or Type)

Date: Aug 6, 2024

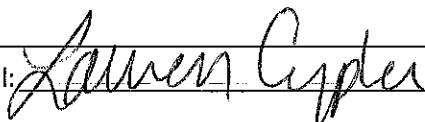
APPROVED AS TO FORM FOR COUNTY OF LEELANAU:
CDHL STOKER & TOSKEY, P.C.
By: Jennifer L. Biles
On: July 16, 2024

K:\Client\Leelanau\Agreements\LC-HPB\Agreement LC-HPB-09-24.doc
Leelanau Co. 09-0118

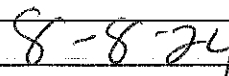
EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u> Contact Person: <u>Lauren Cypher</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%;"></td> </tr> <tr> <td>Date of Meeting: <u>08/13/2024</u></td> <td></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u>		Date of Meeting: <u>08/13/2024</u>	
Submittal Dates							
<input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u>							
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<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 checked="" type="checkbox"/> Other: <u>Board Appointments</u> <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 checked="" type="checkbox"/> Other: <u>Board Appointments</u> <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: _____ Address/ Phone: _____ Description: <u>Boards/Comm. Recommendation</u>				
Financial/Source Selection Method							
<input type="checkbox"/> Select One: <u>Select One</u> <input checked="" type="checkbox"/> Other: <u>Board Appointments</u> <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>In June, Leelanau County agreed to join the Northwest Regional Airport Authority in the formation of and appointment of three members to the Joint Airport Zoning Board.</p> <p>The requirements for appointment are that Leelanau County appoint two members who reside in Leelanau County and live within the 10 mile hazard zone, and one member who resides in Leelanau County and lives outside of the hazard zone.</p> <p>The following recommendations are being presented for consideration:</p> <p>From Solon Township: TBD by the Executive Session From Elmwood Township: Zoning Administrator Sarah Clarren From Bingham Township: Zoning Administrator Steve Patmore</p>							
<p>Suggested Recommendation:</p> <p>Move to recommend that the Leelanau County Board of Commissioners approve the appointments of Sarah Clarren, Steve Patmore, and a representative of Solon Township to the Joint Airport Zoning Board.</p>							

Department Approval:



Date:



Bingham Township Leelanau County

7171 South Center Highway • Traverse City, MI 49684
Phone 231-922-6767 • Fax 231-922-0228 • Website: www.leelanau.cc/binghamtwp.asp

July 25, 2024

Mr. Richard Lewis
Interim County Administrator
Leelanau County Government Center
8527 E. Government Center Drive
Suttons Bay, MI 49682

Dear Mr. Lewis:

Re: Joint Airport Zoning Board Appointments

The Bingham Township Board met on July 15, 2024 and appointed Steve Patmore, Bingham Township Zoning Administrator, to represent Bingham Township on the Joint Airport Zoning Board. Mr. Patmore resides in Bingham Township, but outside the designated hazard area.

His contact information is: Steve Patmore, Zoning Administrator
Bingham Township
7171 South Center Highway
Traverse City, MI 49684
231.922.6767
zoninngadmin@suttonsbaytwp.com

If you have any questions regarding this, please feel free to contact me.

Sincerely,



Marian Werner, Supervisor

RECEIVED

JUL 29 2024

LEELANAU COUNTY
ADMINISTRATOR

Richard Lewis

From: Jeff Shaw <supervisor@elmwoodmi.gov>
Sent: Tuesday, July 30, 2024 9:29 AM
To: Lauren Cypher
Cc: Richard Lewis; Sarah Clarren
Subject: RE: NRAA Joint Airport Zoning Board

Good morning,

Elmwood Township would like to recommend appointing our planner/zoning administrator, Sarah Clarren to the NRAA Joint Airport Zoning Board.

Sincerely,

Jeffrey K Shaw, DC
Elmwood Township Supervisor

From: Lauren Cypher <lcypher@leelanau.gov>
Sent: Wednesday, July 3, 2024 3:38 PM
To: Jeff Shaw <supervisor@elmwoodmi.gov>; supervisor@binghamtwpmi.com; jamescarllautner@gmail.com
Cc: Richard Lewis <rlewis@leelanau.gov>
Subject: NRAA Joint Airport Zoning Board

Good Afternoon Supervisors Shaw, Werner, and Lautner:

Attached is a letter from Interim County Administrator Richard Lewis detailing the establishment of the NRAA Joint Airport Zoning Board and asking for your recommendations for appointments from your townships.

Please reach out with any questions.

Thank you,
Lauren

Lauren Cypher
Executive Assistant
Leelanau County Administration
Leelanau County Government Center
8527 E. Government Center Drive
Suttons Bay, MI 49682
Phone: 231-256-9711

<https://www.leelanau.gov/>

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Board of Commissioners</u> <input type="checkbox"/>	Submittal Dates
Contact Person: <u>Ty Wessell</u>	<input type="checkbox"/> Select Meeting Type: <u>Executive Board</u> <input type="checkbox"/>
Telephone Number: <u>(231) 256-9711</u>	Date of Meeting: <u>08/13/2024</u>
Financial/Source Selection Method	
<input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/>	Vendor: _____
<input checked="" type="checkbox"/> Other: <u>Dissolve Personnel & Finance Comm</u>	Address/ Phone: _____
<input type="checkbox"/> Account No.: _____	Description: Select One
<input type="checkbox"/> CIP Project?	
<input type="checkbox"/> If Grant, Match Account No.: _____	
Budgeted Amount: <u>\$ 0.00</u> Contracted Amount: <u>\$ 0.00</u>	
Document Description	
<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>At previous meetings, I had mentioned consideration of dissolving the Personnel and Finance Committees. These committees were created at a Special Meeting of the Board of Commissioners to assist both departments as needed. These committees are not utilized nor are they necessary at this time. It is requested the two committees be dissolved.</p>	
<p>Suggested Recommendation:</p> <p>Move to recommend to the Board of Commissioners that the Personnel and Finance Committees created in October 2, 2023 be hereby dissolved.</p>	

Department Approval: _____

Ty Wessell

Date: _____

8/13/2024

EXECUTIVE DOCUMENT SUMMARY

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

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>Regarding County Administrator/CFO Search, what follows is two broad options for discussion.</p> <p>Option 1 - Yes. Should the title of the position remain County Administrator/CFO or eliminate the CFO portion? If the title of the position is change, consider the process as starting over and will take four to five months to complete (complete meaning having an individual in place). Michigan Leadership Institute to start the search process immediately.</p> <p>Option 2 - No. Defer to the County Board of Commissioners taking office in 2025 to underake process of hiring the next County Administrator. Agreement with Michigan Leadership Institute would conclude and balance of agreement paid. Once the November 2024 County Offices election results are certified, Interim County Administrator meets with new Commissioners-elected and returning Commission members to discuss process with the first step being interest as to selected a search firm - Request for Proposals or use Michigan Leadership Institute. Search firm interviews/agreements would be undertaken in January 2025.</p> <p>If Option 2 is preferred, Agreement with Interim Administrator Richard Lewis will need to be extended. Have had a discussed with him regarding the possibility. He is willing, but makes it clear is not interested in the position on a permanent basis nor an increase of working hours. He would also like to be finished with the role by the end of May 2025.</p> <p>Suggested Recommendation: Move to recommend to the Board of Commissioners to proceed with Option _____ regarding the County Administrator Search as outlined.</p>

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

COUNTY OF LEELANAU
JOB DESCRIPTION
FACILITIES DIRECTOR

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

General Summary:

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

Essential Duties and Responsibilities:

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

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

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

Employment Qualifications:

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

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

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

Physical Demands and Work Environment

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

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

2024 Approved Non Union Wage Schedule

3.25 added to base

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

BOC Approved 12/29/23

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

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

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

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u> <input type="checkbox"/> Contact Person: <u>Richard I Lewis</u> Telephone Number: <u>(231) 256-9711</u>	<h3 style="text-align: center;">Submittal Dates</h3> <input type="checkbox"/> Select Meeting Type: <u>Executive Board</u> <input type="checkbox"/> Date of Meeting: <u>08/13/2024</u>
<h3 style="text-align: center;">Financial/Source Selection Method</h3> <input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> <input type="checkbox"/> Other: <u>Human Resources position</u> <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: _____ Address/ Phone: _____ Description: Select One
Budgeted Amount: _____ \$ 0.00 Contracted Amount: _____ \$ 0.00	

Document Description

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

The attached Job Description is a topic I would like to have a discussion with Board of Commissioners. The job description, in my viewpoint, falls in line with having an individual who manages the day-to-day functions of personal matters, whereby the Job Title feels to suggest a higher level of responsibility and Department status. I believe the Job Title should be changed to Human Resources Specialist. Just want to make sure to be working within the expectation of the BOC.

Thanks.

Suggested Recommendation:

Move to recommend to the Board of Commissioners that

Department Approval: Richard I Lewis Date: Aug 6, 2024

COUNTY OF LEELANAU
JOB DESCRIPTION

HUMAN RESOURCES DIRECTOR



Supervised By: County Administrator

FLSA: Non-Exempt

General Summary:

The Human Resources Director is responsible for the planning, directing, coordination, and implementation of human resources functions within the County. This is a diversified and extremely confidential position that will offer essential support and direction in the Administrator's Office. Self-motivation with a willingness to perform duties as delegated. A positive attitude with excellent interpersonal skills for working with individuals, the public, employees, and Elected Officials. Competency in organizational development, employee engagement and respect for diversity is paramount and the practice of confidentially dealing with sensitive documentation and issues is of vital importance.

Essential Duties and Responsibilities:

- Responsible for the maintenance of County personnel files and the administration of human resources information in accordance with all federal and state legal restrictions and requirements.
- Prepares job postings as requested by Department Heads and Elected Officials. Schedules interviews and is a part of the selection committee to hire new personnel for approved vacant positions.
- Develops an orientation program for new employees, which includes providing an overview of benefit options and administer the County's wage and salary scale.
- With coordination from the Administrator, represents the County in various dispute resolutions related to employee relations, including grievances, disciplinary issues, sexual harassment investigations, and other employee-related issues, at times with assistance of legal counsel.
- Coordinates open enrollment of insurance and other benefits throughout the year.
- Responsible for the coordination of the "Family Medical Leave Act" (FMLA), short-term and long-term disability claims, risk management, and worker's compensation programs and requests.
- Prepares and files all federal- and state-mandated employment and labor reports.

- Assists the County Administrator, Finance Director and the County Treasurer, in monitoring payment schedules and recommending options to the County Board of Commissioners for the MERS (Municipal Employees' Retirement System) Benefit program.
- Assists the County Administrator with union bargaining and negotiations of all labor contracts.
- Any other duties as assigned by the County Administrator.

The above statements are intended to determine the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties by personnel so classified.

Employment Qualifications:

Education: Bachelor's Degree in Human Resources or other related field, such as Management or Business, is preferred.

Experience:

- Minimum of three (3) years of experience in human resources responsibilities.
- Excellent written and verbal communication skills.
- Skilled in the use of office equipment and technology, including substantial experience in Microsoft Office Suite and the ability to master new technologies relevant to the position. Experience with BS&A preferred.
- Ability to establish effective working relationships and to interact professionally, constructively, and diplomatically with top level administrators, other employees (both union and non-union), elected officials, and representatives of the business.

Other Requirements: Valid Michigan Driver's License; computer knowledge and experience working in computerized systems, such as Microsoft Office Suite applications, including Outlook, Word, and Excel.