

BOARD OF COMMISSIONERS MEETING

Ty Wessell, Chairman

NOTICE OF MEETING

The Regular Session of the Leelanau County Board of Commissioners will be held on Tuesday, September 17th, 2024, at 7:00 p.m., in the Commissioner Meeting Room,

A live streaming of this meeting will be available for viewing via the following link – https://www.youtube.com/channel/UCNQTgJgcTedF2qB8floC1GQ?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

Leelanau County Government Center, Suttons Bay, Michigan
(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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE/PRIVATE PRAYER

ROLL CALL

APPROVAL OF BOARD MINUTES

APPROVAL OF AGENDA / LATE ADDITIONS OR DELETIONS

COMMUNICATIONS, PROCLAMATIONS, PRESENTATIONS :

- Administrator Update, *Richard Lewis, Interim Administrator –*

PUBLIC COMMENT (3 Minutes)

COMMISSIONER COMMENTS

CONSENT AGENDA ITEMS

1. Sheriff’s Office –
 - a. Inmate Boarding Agreement
 - b. Early Hire
2. Probate/Family Court – Child Care Fund 2024 Budget and Staffing Amendment
3. Finance –
 - a. MIDC Grant Acceptance FY2025
 - b. Contract With Rehmann for “Crosswalk” Chart of Accounts Plan
4. Equalization – FY 2024 L-4029 Tax Rate Request
5. Planning –
 - a. Public Hearing Re: Brownfield
 - b. MSU Extension Services Agreement
6. Clerk – Interim Administrator Contract Extension
7. Administration – Grant Policy No. 8.03 Update

ACTION ITEMS

1. Maintenance – Spinniken Lawn Contract Extension
2. Finance – MIDC MACC Contract with Jarboe and Pfeil
3. Administration –
 - a. Chief Deputy Salary Adjustment (Register of Deeds, Treasurer)
 - b. Audit Services
 - c. County Administrator Search – Job Description and Salary Range
 - d. Veterans Services Contract – Waiver of Conflict and Consent to Representation
 - e. Joint Meeting with Grand Traverse County Re: NRAA Terminal Expansion October 14
 - f. Introduction of FY2025 Budget

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3-6
7-12
13

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

2024

County of Leelanau

Cross Reference Report

By Fund/Acct

	Inv. Date	Amount	Comm Code	Description	Dist. Amount	Check Amount	Ck Number	Check Date
General Fund								
107-801.000 Contractual Services								
101 REHMANN								
	2/12/2024	9,180.00		Audit - Professional fees related to the audit of the Roac	9,180.00	9,180.00	124207	2/21/2024
	2/21/2024	19,000.00		Audit - Professional fees related to the audit of the Cour	19,000.00	19,000.00	124207	2/21/2024
	4/15/2024	1,020.00		Audit - Professional fees related to the audit of the Roac	1,020.00	1,020.00	124492	3/20/2024
	3/20/2024	19,000.00		Audit - Professional fees related to the audit of the Cour	19,000.00	19,000.00	124492	3/20/2024
	4/17/2024	12,000.00		Audit - Professional fees related to the audit of the Cour	12,000.00	12,000.00	124796	4/17/2024
	6/30/2024	1,000.00		Audit - Professional fees related to the audit of the Cour	1,000.00	1,000.00	125393	6/19/2024
				Total for Vendor 481.00 REHMANN	61,200.00			
				Total for Account 830207-801.000 Contractual Services	61,200.00			
				Total for Fund 101 General Fund	61,200.00			
				Grand Total	61,200.00			

Road Comm. \$ 10.200
County \$ 51.000

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u> Contact Person: <u>Catherine Hartesvelt</u> Telephone Number: <u>231-256-8106</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>Regular Session</u></td> <td style="width: 50%;">Date of Meeting: <u>09/17/2024</u></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Select Meeting Type: <u>Regular Session</u>	Date of Meeting: <u>09/17/2024</u>
Submittal Dates					
<input checked="" type="checkbox"/> Select Meeting Type: <u>Regular Session</u>	Date of Meeting: <u>09/17/2024</u>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Financial/Source Selection Method</th> </tr> <tr> <td> <input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____ </td> </tr> </table>	Financial/Source Selection Method	<input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: <u>Cohl, Stoker & Toskey. PC</u> Address/ Phone: _____ Description: <u>Select One</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.: _____					

Budgeted Amount: _____	Contracted Amount: _____
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Document Description

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

Leelanau County has been in contractual agreement for Grand Traverse County Veterans Services to provide our veterans a CVSF officer with presence in the Government Center one (1) day per week.

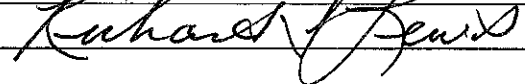
The current contract will expire December 31, 2024 and we are in dialogue with Grand Traverse County to renew the contract.

Both Leelanau County and Grand Traverse County share common legal counsel; Cohl, Stoker & Toskey, PC.

In order to draft a proposed contract, Cohl, Stoker & Toskey is asking for a "Waiver of Conflict and Consent to Representation Regarding an Agreement for Veterans Services".

Suggested Recommendation:

I move that the Leelanau County Board of Commissioners authorize the Interim Administrator, Richard I Lewis sign the "Waiver of Conflict and Consent to Representation Regarding an Agreement for Veterans Services"

Department Approval: 
Date: 09/12/2024

COHL, STOKER & TOSKEY, P.C.
 ATTORNEYS AND COUNSELORS
 601 NORTH CAPITOL AVENUE
 LANSING, MICHIGAN 48933
 (517) 372-9000

SHAREHOLDERS

PETER A. COHL
 DAVID G. STOKER
 BONNIE G. TOSKEY
 ROBERT D. TOWNSEND
 TIMOTHY M. PERRONE
 MATTIS D. NORDFJORD
 GORDON J. LOVE
 SARAH K. OSBURN

ASSOCIATES

CHRISTIAN K. MULLETT
 DONALD J. KULHANEK
 MELISSA A. HAGEN

OF COUNSEL

RICHARD D. McNULTY

September 12, 2024

Attorney-Client Privilege

Sent Via E-Mail

Richard Lewis, Interim Administrator
 Leelanau County
 8527 E. Government Center Dr., Suite 101
 Suttons Bay, MI 49682

Nathan Alger, County Administrator
 Grand Traverse County
 400 Boardman Avenue
 Traverse City, MI 49684

Re: Waiver of Conflict and Consent to Representation Regarding an Agreement for Veterans Services

Dear Mr. Lewis and Mr. Alger:

Leelanau County (Leelanau) has asked us to review an Agreement (Agreement) with Grand Traverse County (Grand Traverse). Under this Agreement, Grand Traverse will provide veterans services to Leelanau. The term of the Agreement covers the period of January 1, 2025 through December 31, 2027.

In the role of reviewing the Agreement and counseling Leelanau regarding the Agreement, our representation implicates the rules governing attorneys and potential conflicts of interest. Specifically, the Michigan ethics rule governing attorneys provides:

Rule 1.7 Conflict of Interest: General Rule.

- (a) A lawyer shall not represent a client if the representation of that client will be directly adverse to another client, unless:
 - (1) the lawyer reasonably believes the representation will not adversely affect the relationship with the other client; and
 - (2) each client consents after consultation.
- (b) A lawyer shall not represent a client if the representation of that client may be materially limited by the lawyer's responsibilities to another client or to a third person, or by the lawyer's own interests, unless:

September 12, 2024
Page 2

- (1) the lawyer reasonably believes the representation will not be adversely affected; and
- (2) the client consents after consultation. When representation of multiple clients in a single matter is undertaken, the consultation shall include explanation of the implications of the common representation and the advantages and risks involved.

We do not reasonably believe that our representation of Leelanau in this matter will adversely affect Grand Traverse. The risks are, of course, that Leelanau and Grand Traverse may ultimately disagree over our opinion regarding the Agreement. However, at this point we have no information from which we can reasonably conclude that such disagreement will occur or that our representation of either party would be adversely affected.

In addition, it does not appear that any confidential information or documents which we received in our representation of Leelanau and Grand Traverse would be material to this transaction. Further, we will not use or reveal any information relating to our representation of either Leelanau or Grand Traverse except to the extent that such information is generally known.

However, although there does not appear to us to be an actual conflict under Rule 1.7 of the Rules of Professional Conduct, because Leelanau and Grand Traverse are valued clients of this Firm, we are required to request under the Rules of Professional Conduct that Leelanau and Grand Traverse knowingly and voluntarily waive any potential conflict, and that you be informed and consider the implications, advantages and risks of doing so.

If after full review and consultation you decide to waive the conflict or any potential conflict and allow us to represent Leelanau and Grand Traverse in this matter, please sign your copy of this letter and return it to us. If you have any questions or require further information, please contact us.

Sincerely,

COHL, STOKER & TOSKEY, P.C.

/s/ Sarah K. Osburn

SKO/nam

cc: Lauren Cypher, Executive Assistant, Leelanau County Administration

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After full review and consultation, the undersigned clients of Cohl, Stoker & Toskey, P.C., waive any potential conflict and consent to Cohl, Stoker & Toskey, P.C. reviewing the Agreement for veterans services.

COUNTY OF LEELANAU

Signed: _____
Richard Lewis

Its: Interim Administrator

Date: _____

COUNTY OF GRAND TRAVERSE

Signed: _____
Nathan Alger

Its: Administrator

Date: _____

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Board of Commissioners</u> <input type="checkbox"/>	Submittal Dates
Contact Person: <u>Richard I Lewis</u>	<input type="checkbox"/> Select Meeting Type: <u>Regular Session</u> <input type="checkbox"/>
Telephone Number: <u>(231) 256-9711</u>	Date of Meeting: <u>09/17/2024</u>
Financial/Source Selection Method	
<input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/>	Vendor: _____
<input type="checkbox"/> Other: <u>Joint Meeting w/ Grand Traverse Cour</u>	Address/ Phone:
<input type="checkbox"/> Account No.: _____	_____
<input type="checkbox"/> CIP Project?	Description: <u>Select One</u>
<input type="checkbox"/> If Grant, Match Account No.: _____	
Budgeted Amount: _____ \$ 0.00 Contracted Amount: _____ \$ 0.00	
Document Description	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Financial Review Completed <input type="checkbox"/> Department Head/Elected Official Authorization	
<p>Attached is a letter from the Northwest Regional Airport Authority (NRAA) mention at the Board of Commissioniers Executive Session regarding the proposed Terminal Expansion and bonding. Grand Traverse County Administrator and I had met with NRAA staff and it was our recommendation, if possible, that both County Boards meet in a joint session. In a joint session, both boards are given the same presentation and hear the same questions/concerns and answers.</p> <p>The joint session is requested for Monday, October 14 at 3:00pm at the NRAA facilities.</p>	
<p>Suggested Recommendation:</p> <p>Move to approve a Joint Special Meeting Leelanau County Board of Commissioners with the Grand Traverse County County Commission on Monday, October 14, 2024 at 3:00 at the Northwest Regional Airport Authority Executive offices to review the Terminal Expansion Project and Bonding..</p>	

Department Approval: _____ Date: 09/11/2024

Northwest Regional Airport Authority



September 6, 2024

Mr. Ty Wessell, Chairman
Leelanau County Board of
Commissioners
8527 E Government Center Dr
Suite 101
Suttons Bay, MI 49682

Mr. Richard Lewis
Interim County Administrator
8527 E Government Center Dr
Suite 101
Suttons Bay, MI 49682

RE: TVC Phase I Terminal Expansion Bonding

Dear Chairman Wessell and Mr. Lewis:

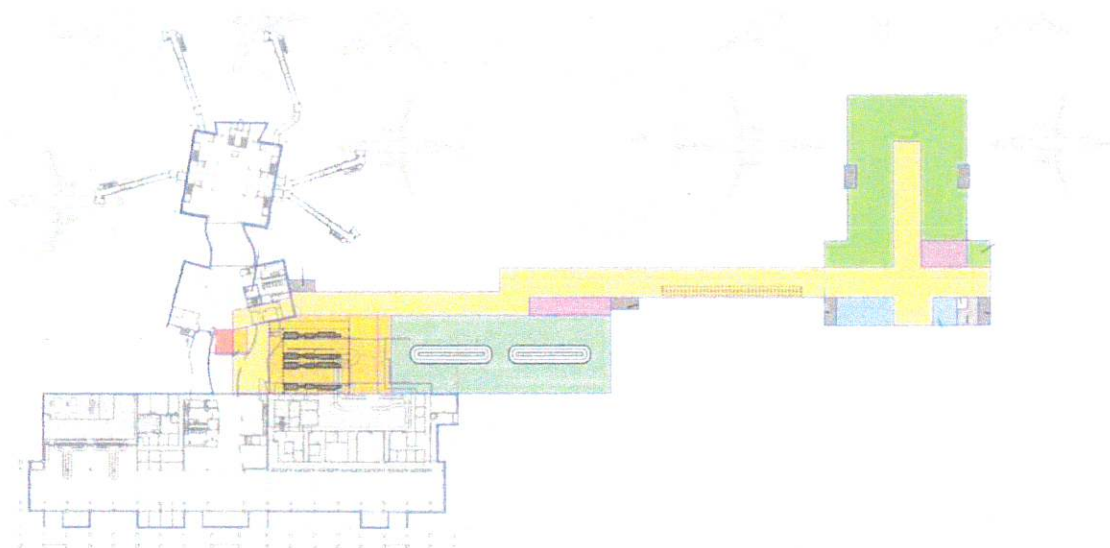
Northern Michigan is a special place, and we are lucky to call this region home. As the stewards of Cherry Capital Airport (TVC), the Northwest Regional Airport Authority (NRAA) is constantly looking for and assessing opportunities to improve our community asset for the residents of the region. Based on recent trends and our commitment to enhance options for locals and drive economic prosperity for the region, we believe it is time to expand. This expansion will allow us to better serve our constituents through competitive travel options and increased economic activity. It takes vision to support a project of this depth that will set our community up for long-term success. We are honored for the opportunity to partner with you and use your insights to ensure this project benefits our community for the next 100 years.

Airport traffic at TVC has nearly doubled in the last decade. More people are enjoying the spectacular offerings of Northern Michigan. Over time, the addition of new airlines and flights have created a crowded airport experience for travelers, especially in the busy summer months. Key functional spaces critical to the movement of passengers and baggage are now undersized for the sheer number of travelers today. As a result, passengers are experiencing delays, increased wait times, and overcrowded spaces.



The NRAA is proposing to build the first phase of an expansion to its commercial terminal building and supporting apron. This includes the following program elements:

- 5 new gates with associated boarding bridges and departure lounges
- Relocated and expanded TSA security checkpoint
- Expanded outbound baggage area
- Additional restrooms
- Additional amenities (for example: Mothers Room, Adult Changing Room, and Service Animal Relief Area)
- New concessions areas



While expanding the terminal to meet these demands, the NRAA desires to take advantage of potential federal, state, and local funding available for this work. Anticipated sources of funding for the proposed development program include the following: Airport Improvement Program (AIP) Entitlement Grants, AIP Discretionary Grants, Bipartisan Infrastructure Law - Airport Infrastructure Grants (BIL-AIG), Bipartisan Infrastructure Law – Airport Terminals Program (BIL-ATP) Grants, State of Michigan Grants, NRAA funds, and bonding by the NRAA to be paid with Airport revenues. A detailed financial analysis was completed by Ricondo Associates to help the NRAA map its funding obligations, opportunities, and cash flows. The result of this analysis estimates that the NRAA will need to bond approximately \$60 Million to complement the \$60 Million provided by other funding resources to meet the expected \$120 Million cost of the program.

When the NRAA was established in 2020, Grand Traverse and Leelanau Counties maintained consent to approve the issuance of debt by the NRAA where the full faith and credit of a county will be pledged. It is anticipated the NRAA will be asking for a pledge of Grand Traverse County's full faith and credit in

Northwest Regional Airport Authority

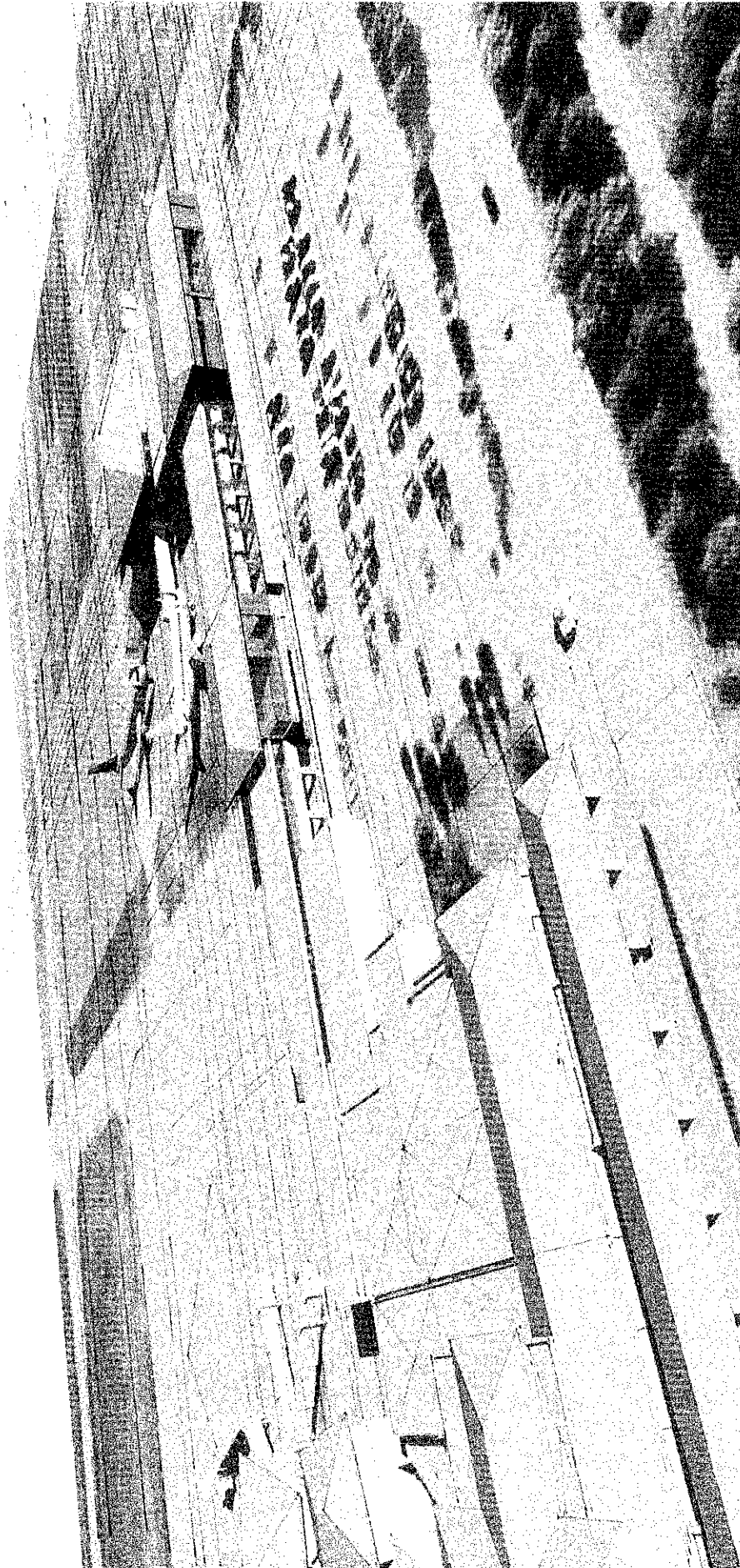


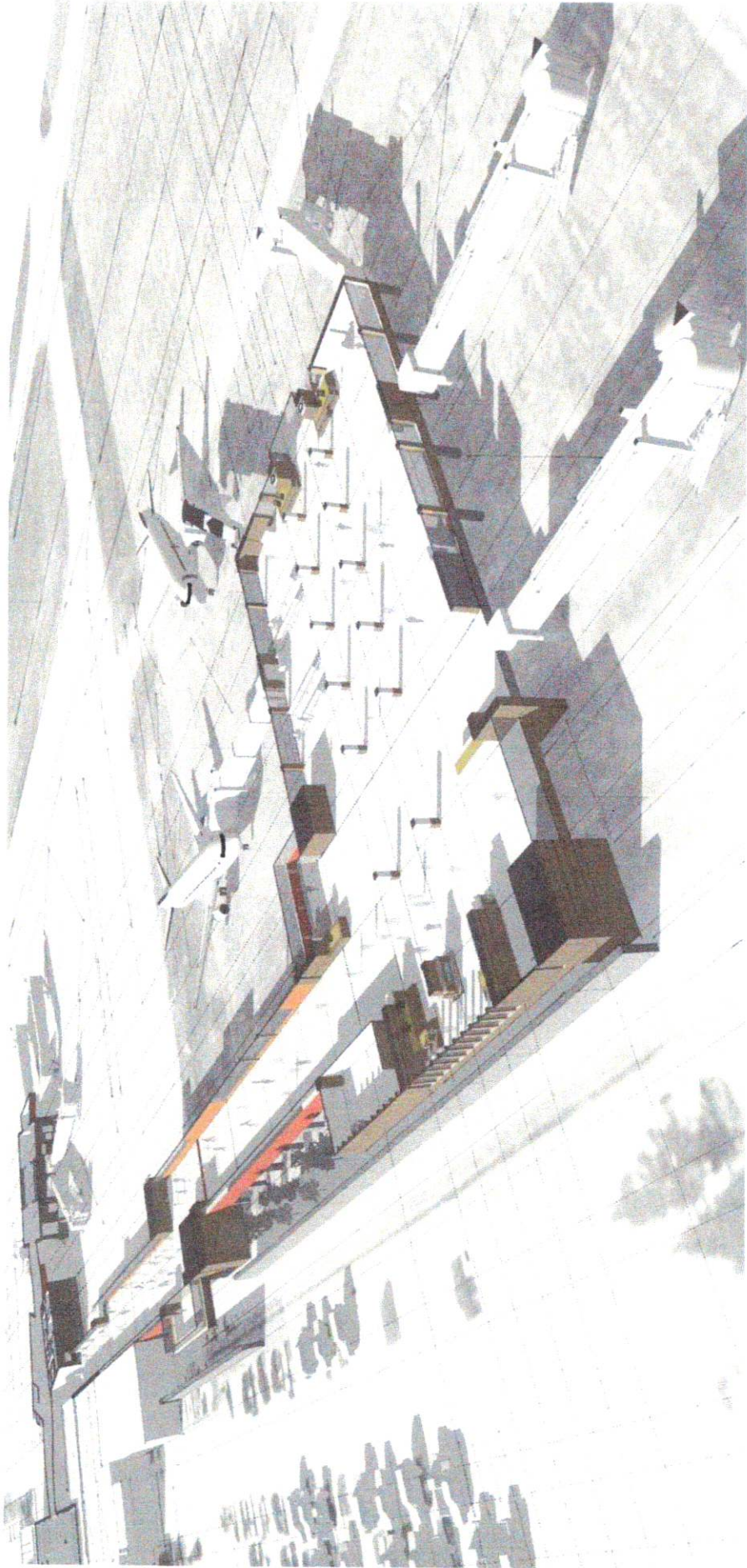
connection with the portion of the project that will be paid for by NRAA revenue bonds. The request for a pledge of the full faith and credit of Grand Traverse County to back the debt issuance by the NRAA is to enhance the attractiveness of the bonds to investors and lower the overall borrowing costs. Because of Section 107 of the Michigan Revenue Bond Act, it is the NRAA's understanding Leelanau County would not be able to pledge its full faith and credit.

The NRAA is seeking requests for proposals for bond counsel and a financial advisor to assist the NRAA with the bonding process. Once bond counsel and a financial advisor are selected by the NRAA, the NRAA would like to present the project as well as the debt plan to the counties at a joint meeting the week of October 14. Following the joint meeting the NRAA will be asking for approval of the NRAA's issuance of bonds for this project.

Sincerely,

Kevin C. Klein, AAE
Chief Executive Officer
Northwest Regional Airport Authority





LEELANAU COUNTY BOARD OF COMMISSIONERS
 FY 2025 - Suggested/Proposed Budget Preparation Schedule

2024 Target Dates	Action	
July 9	Budget forms, instructions, and guidelines distributed to departments (fillable PDF sent by email)	done
July 31	Department 2025 budget submission to Finance Director 5:00 p.m. deadline	done
September 3	Budget request review; Administrator, Finance Director, Treasurer & Clerk	done
September 10	Executive Board meeting to include recommended millage rates for L-4029 (Senior Services, Early Childhood & Road Commission)	C
September 12	Completion of compiled budget proposal; Administrator, Finance Director, Treasurer & Clerk	
September 17	Compiled budget proposal presented to Board of Commissioners by Administrator & Finance Director with brief overview. Approval of L-4029 to set winter millages rates	C
Remainder of September and October	Board of Commissioner Budget Work Sessions; dates to be determined by Commissioners (meetings between 9/17/24 - 10/24/24)	C
October 1	Executive Board to include recommendation of L-4402 Apportionment Report	C
October 8	Annual Meeting. Approval of L-4402 Apportionment Report	C
November 1	Proposed Budget (after Budget Work Session recommended adjustments) sent to the Board of Commissioners for review prior to the November 12, 2024 Executive Board	
November 12	Proposed 2025 Budget to Executive Board Recommendation to adopt	C
November 19	Public Hearing at 7:15 p.m. (recess Regular meeting) Budget approved. Appropriations Act approved.	C

C = Commissioner attendance

Proposed Work Session dates	
Tuesday 9/24/24 9:30 - noon Tuesday 10/1/24 following Exec Tuesday 10/8/24 9:30 - noon Tuesday 10/15/24 11:00 - 2:00* Tuesday 10/22/24 9:30 - noon	Contingent on 2025 Proposed Budget, Notice of Public Hearing (required by MCL 141.412) to the Enterprise Noon on October 25, 2024 for publication on October 31, 2024 with proposed budget available for the public to review (insert link) and hard copy available in Administration beginning Monday, Nov. 4, 2024
*following Land Bank & Brownfield	