

**BOARD OF COMMISSIONERS MEETING**

*Ty Wessell, Chairman*

**NOTICE OF MEETING**

The Leelanau County Board of Commissioners will be conducting a Budget Work Session on Tuesday, September 24, 2024, at 9:30 a.m., in the Commissioner Meeting Room of the Leelanau County Government Center, Suttons Bay, Michigan

**(Please silence all electronic/cellular devices)**

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

**AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**

**ROLL CALL**

**APPROVAL OF AGENDA / LATE ADDITIONS OR DELETIONS**

**PUBLIC COMMENT** *(3 Minutes Agenda Specific)*

**COMMISSIONER COMMENT**

**ACTION ITEMS: DISCUSSION AND RECOMMENDATIONS**

- 1. General Overview
- 2. Outside Funding Request
  - a. Village of Suttons Bay DDA TIF five-year opt-in 2-15
  - b. Traverse Area District Library – Talking Book Library 16-18
- 3. Capital Outlay and 2% Grants 19-20
- 4. Additional Staffing Request
  - a. IT Technician 21
  - b. Drain Commissioner – Part-time Secretary
  - c. Parks & Recreation – Part-time summer help additional hours
- 5. Discussion Items for October 1, 2024 Session (after BOC Executive Session) 22-23

**PUBLIC COMMENT** *(5 Minutes)*

**COMMISSIONER COMMENTS**

**ADJOURNMENT**



August 30, 2024

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

Dear Mr. Lewis:

The Village of Suttons Bay created a Downtown Development Authority in 2018 (DDA) to stabilize conditions in downtown Suttons Bay, assist businesses locating or expanding here, and improve the quality of life. When the DDA was created, the Village adopted a plan that set up tax increment financing to fund these efforts, which Leelanau County chose to opt out of. We are asking the County to consider a limited opt-in to help pay for three projects.

The Suttons Bay DDA has collected tax increment financing from the Village and the Suttons Bay Bingham Fire and Rescue Authority. It has taken a few years to build funds to consider realistically funding some of the projects in the Plan. Opportunities for three projects have arisen that we need help with. They are:

<u>Project</u>	<u>Cost</u>	<u>Grant</u>	<u>TIF Portion</u>
Marina/Park Year-Round Restrooms	\$812,032	\$406,016	\$406,016
Marina Pedestrian Bridge- 2022 Estimate	\$345,600	-	\$345,600
Pavilion in Marina Park	<u>\$100,000</u>	-	<u>\$100,000</u>
TOTAL	\$1,257,632		\$851,616

These infrastructure projects serve visitors and residents in Suttons Bay and Leelanau County. In keeping with the goals of the DDA's Development Plan and the Leelanau County Master Plan, they promote economic development and improve the quality of life.

#### The Village of Suttons Bay's Request

Our request is for Leelanau County to opt into Suttons Bay DDA tax increment financing capture for the years 2025 through 2029. This opt-in will have a negligible impact on the County budget, but will increase the DDA's revenue by over 28%. If other taxing authorities opt-in, the impact will be even larger. The table in *Exhibit A* estimates TIF with the proposed opt-in.

Only taxes on captured value in the Suttons Bay DDA District would be collected by the DDA. This is estimated at \$27,024 in 2024 and \$37,851 in 2029, the last capture year. The 2024 capture represents 0.16% of the 2024 county budget. During the proposed opt-in, the County would continue to capture taxes on the base value within the Suttons Bay DDA, which, based on this year's millage rate, is \$59,237.

The Village of Suttons Bay is the only community in Leelanau County with a DDA, and we are quickly becoming a year-round destination. We are now embarking on another phase of projects that will continue to grow interest in our community while also being a catalyst for tourism throughout Leelanau County. To continue our vision, we request Leelanau County's partnership over the next five years in our DDA TIF capture. Despite our confidence that Leelanau County will want to continue to partner with our community following the 5-years, you would no longer be under any obligation to continue the partnership upon its expiration. We are grateful for your consideration and look forward to this new partnership. Thank you for considering this request. If you have any questions or would like to discuss it further, do not hesitate to contact me.

Sincerely,



Rob Larrea, Village Manager  
Village of Suttons Bay

**Exhibit 1 - Suttons Bay DDA TIF Projections**

Factor	2024	2025	2026	2027	2028	2029	25-29 TOTALS
Base Year Value	\$17,905,629	\$17,905,629	\$17,905,629	\$17,905,629	\$17,905,629	\$17,905,629	-
DDA Taxable Value (estimate)	\$25,314,755	\$26,074,198	\$26,856,424	\$27,662,116	\$28,491,980	\$29,346,739	-
Captured Value	\$7,409,126	\$8,168,569	\$8,950,795	\$9,756,487	\$10,586,351	\$11,441,110	-
<b>CURRENT CAPTURE</b>							
Millage							
Village of Suttons Bay	\$64,939	\$71,595	\$78,451	\$85,513	\$92,786	\$100,278	\$428,623
Suttons Bay Bingham Fire and Rescue Authority	\$23,689	\$26,117	\$28,618	\$31,194	\$33,848	\$36,581	\$156,359
TIF Revenue	\$88,628	\$97,712	\$107,069	\$116,707	\$126,634	\$136,859	\$584,981
<b>OPT IN</b>							
Leelanau County Allocated	-	\$27,024	\$29,612	\$32,277	\$35,023	\$37,851	\$161,787
Leelanau County Voted minus BATA (estimate)	-	\$8,169	\$8,951	\$9,756	\$10,586	\$11,441	\$48,903
BATA	-	\$3,860	\$4,230	\$4,611	\$5,003	\$5,407	\$23,112
Suttons Bay Township	-	\$4,341	\$4,756	\$5,185	\$5,626	\$6,080	\$25,987
<b>TOTAL OPT IN</b>	\$0	\$43,394	\$47,549	\$51,829	\$56,238	\$60,779	\$259,789
<b>TOTAL POSSIBLE WITH OPT IN</b>	\$88,628	\$141,106	\$154,619	\$168,536	\$182,872	\$196,359	\$844,770

**FOR DISCUSSION PURPOSES ONLY**

- DDA taxable value and therefore capture is estimated.
- Millages shown are either for 2024 or estimates, and are subject to change.
- Prepared 8/30/24

# Partner Alignment Analysis

# Suttons Bay DDA

JANUARY TO 2024





# Discussion

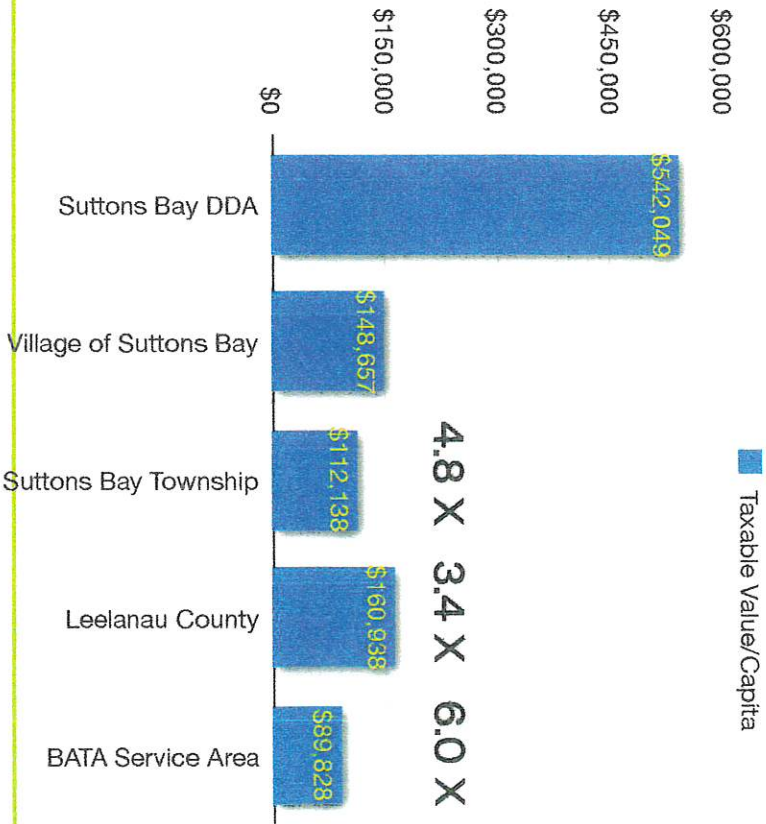
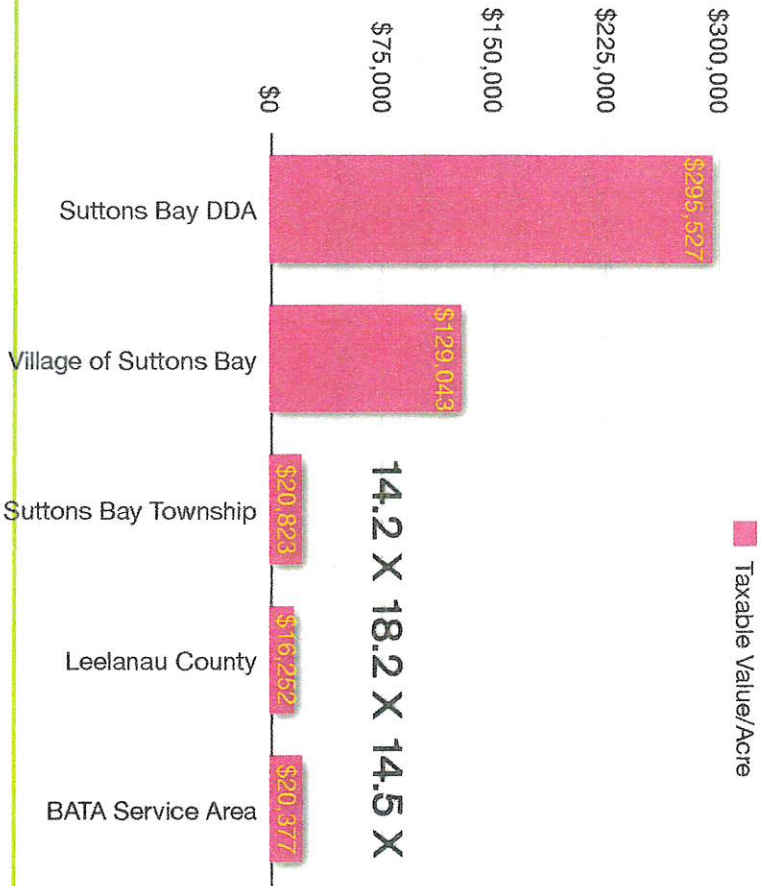
- Partners
- DDA's Fiscal Impact
- Alignment of Goals

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# Partners

- Village of Suttons Bay
  - Suttons Bay Bingham Fire Authority
  - Suttons Bay Township
  - Leelanau County
  - Bay Area Transportation Authority
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# DDA's Fiscal Impact





# Alignment of Partner Goals and Objectives with DDA Projects

SUTTONS BAY / PENINSULA DEVELOPMENT AUTHORITY

**Table B: Proposed Paving and Priority**

Project	High Priorities (1-5 Years)
9	Jefferson Street Plaza - East Jefferson Street closure to create a public plaza on one block of the street between Front Street and M-22
16	Front Street Project- from 160' north of Race Street to St. Joseph/M-22 on the south.
18A	Parking Improvements- Purchase and installation of municipal parking lots and wayfinding signs in the development area.
19A	Construction / Rehabilitation of Parks- Construction or redevelopment of pedestrian link Southside Park and Coal Dock.
19B	Construction / Rehabilitation of Parks- Pavilion Marina Park
22	Community Marketing/Branding- Collaborate with the Chamber on a community- driven branding and marketing program.
24A	Walking/Bicycling/Multi-Modal Infrastructure- Add benches, bicycle racks, bicycle parking areas and other amenities.
24B	Walking/Bicycling/Multi-Modal Infrastructure- Pathway - 4" to Blister
24C	Walking/Bicycling/Multi-Modal Infrastructure- Cross walk M-22 @ 4" St. area
26	Redevelopment Workforce Housing- Explore redevelopment properties conducive to workforce housing, should properties become available.
28	All Season Restroom- Installation of all-season public restroom.
Project	<b>MEDIUM PRIORITIES (6-10 YEARS)</b>
18B	Parking Improvements - The construction of municipal parking lots and areas in the Business District.
19C	Construction / Rehabilitation of Parks- The construction of redevelopment of parks to serve the development area.
23	Bicycling Connectivity North (through Village)- Improve bicycle connectivity between the Leislaru Trail Head and Fourth Street, then through the Village.
25	Public Wi-Fi- Provide District Wide Wi-Fi
27	Energy Efficiency- Support for energy efficiency improvements
Project	<b>LOW PRIORITIES (10-20 YEARS)</b>
1	Race Street- Reconstruction including all infrastructure
2	Concord Street- Reconstruction including all infrastructure
3	Grove Street Project- Reconstruction including all infrastructure
4	Adams Street Project- Reconstruction including all infrastructure
5	Jefferson Street Project- Reconstruction including all infrastructure
7	Madison Avenue Project- Reconstruction including all infrastructure
8	Dams Street Project- Reconstruction including all infrastructure
9	Broadway Avenue Project- Reconstruction including all infrastructure
10	Cedar Street Project- Reconstruction including all infrastructure
11	First Street Project- Reconstruction including all infrastructure
12	Fourth Street Project- Reconstruction including all infrastructure
13	Beach Street Project- Reconstruction including all infrastructure
14	Beach Street Extension Project- Reconstruction including all infrastructure
15	St. Mary's Avenue- Reconstruction including all infrastructure
16	Front Street Project- Reconstruction including all infrastructure
17	St. Joseph/M-22 Project- Reconstruction including all infrastructure
20	Purchase and Redevelopment of Commercial Property- The redevelopment of commercial property within the development area.
21	Commercial Business and Building Development and Redevelopment- Front and Rear building facade program and improvements

## **Alignment with Suttons Bay Township and Village Goals**

### **From the Suttons Bay Joint Master Plan - Action Plan (Figure 4.3, Page 62 to 81)**

- 1.1, iii: Explore innovative programs to develop workforce housing
  - 5.2, i: Work with the Chamber of Commerce, proposed DDA or business development function to study the commercial needs and desires of residents and visitors
  - 6.1, iv: Provide a sufficient number of quality public amenities, such as bike racks, restrooms, and picnic tables, in key locations, such as the marina and Visitor Center
  - 6.1, vi: Investigate the creation of a Downtown Development Authority (DDA) and/or a business development function to attract and retain needed businesses
  - 6.1 vii: Work with the Chamber of Commerce, proposed DDA, or other business development function to encourage a diversity of businesses
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## Alignment with Suttons Bay Township and Village Goals

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### Continued

- 6.4 iii: Develop a pedestrian plan that connects walkways, parking lots, greenways, and developments
  - 6.4 iv: Work with the Michigan Department of Transportation (MDOT) to promote pedestrian safety along M-22 in the Village
  - 6.4 v: As pedestrian facilities are repaired and developed, increase universal access to sidewalks, parks, and other public and private services to all individuals
  - 6.4 vii: Maintain and increase public amenities for non-motorized travelers, such as park benches and bike racks
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# Alignment with Leelanau County

## From the Leelanau General Plan

### Transportation Policies and Action Statements

- Page 7-8: Networks Northwest, BATA, and County and local governments should work together to investigate alternative transportation methods.
  - Page 7-8: Leelanau County and the LCRC should join with citizens and local governments to support the operations of the Bay Area Transportation Authority as the primary mechanism for meeting the needs of mass-transit-dependent individuals in the County.
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# Alignment with Leelanau County

## Continued

### Economic Development Policies and Action Statements

- The County, local governments, and economic development organizations should focus economic initiative in or close to villages (where the people are) through the use of initiatives, guidelines, and zoning regulations.
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# Alignment with BATA

## From the BATA Next Wave Transit Master Plan

### 5-Year Recommendations

- Restore all Village Loop routes to regular 60-minute frequencies



# Key Takeaways

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- The Suttons Bay DDA District already funds more than its fair share toward other taxing authorities.
  - Denser, pedestrian-oriented development, such as is found in downtown Suttons Bay and is supported by the DDA Development Plan, sustains other out-county land uses through higher tax generation.
  - Township, County, and BATA goals and action steps align with certain Suttons Bay DDA Development Plan initiatives.
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**Richard Lewis**

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**To:** Michele Howard  
**Subject:** RE: correction

**From:** Michele Howard <mhoward@tadl.org>  
**Sent:** Monday, August 19, 2024 6:41 PM  
**To:** Richard Lewis <rlewis@leelanau.gov>  
**Subject:** Re: correction

Oh jeez!! It's attached.

It's hard to explain but for the Talking Book library that helps Blind and Print Disabled people, we serve 8 counties. But our funding for those services to Blind and Print Disabled people is paid for by basically a little less than half Federal Funds and the other part is millage money which is mostly from Grand Traverse County and a sliver of the City that is Leelanau county. Any additional money helps TADL to provide more services and outreach to people in need who are Blind and Print Disabled in Leelanau County. Currently only Antrim County contributes based on the number of people we serve in their region.

Hope that helps! Let me know if you have any other questions!  
Michele





August 19, 2024

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

Re: 2025 Appropriations Request

Dear Mr. Lewis :

I am writing to request an appropriation to the Leelanau County Budget be made for the Traverse Area District Library's Talking Book Library (TBL).

TBL is part of the National Library Service for the Blind and Print Disabled (NLS) and serves eight counties in northwest Michigan, including Leelanau County. People with temporary or permanent low vision, blindness, or a physical disability that prevents them from reading or holding the printed page are eligible for this free service. For your qualifying residents, continued literacy is assured with audiobooks, audio magazines, and books, magazines and sheet music in braille. Materials are sent to and from patrons for free via the U.S. Postal Service's "Free Matter for the Blind" program and many titles can be downloaded through the NLS's Braille and Audio Reading Download service. In July 2024, the TADL Talking Book Library was chosen as Library of the Year by the Library of Congress NLS!

TBL is open to the public Monday through Friday from 9:00 a.m. to 5:00 p.m., excluding holidays and staff training days. The library was visited by over 609 patrons during the past year, circulated over 35,400 items, offered 39 in-house programs in addition to our ongoing one-on-one technology tutorials, and participated in 121 outreach events including senior expos, informational presentations and regular monthly visits to area senior living facilities.

Central to its mission as an NLS Advisory and Outreach Center, Talking Book Library staff devotes much of their time to increasing the number of eligible residents enrolled in our service. As of this writing, the number of active TBL patrons in Leelanau County is 36.

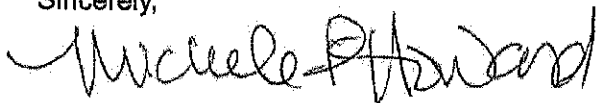
TBL staff also use outreach services to educate interested patrons and families about the various technology tools for the visually impaired that may be beneficial, including downloading BARD titles, currency readers and helpful apps for iPhone and Android devices. These services allow patrons more independence and an improved quality of life for both them and their caregivers.

TADL again approaches your county for cooperative support of this service, so valuable to your most vulnerable residents. The per-patron cost of this service, less State and Federal Aid, is \$131.54 per registered certified user. Based on the number of registered TBL users in your

county (36), the service provided to Leelanau County by TADL is currently valued at \$4735.44, a decrease of \$136.56 from last year.

The Board of Trustees at TADL and I appreciate your contributions to our effort on behalf of your residents. Feel free to call me directly at 231-932-8527 or email me at [mhoward@tadl.org](mailto:mhoward@tadl.org) if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Michele P. Howard". The signature is written in a cursive style with a large, stylized "M" and "H".

Michele P. Howard, Director  
Traverse Area District Library  
610 Woodmere Avenue  
Traverse City, Michigan 49686

GARY

Culligan

Quotation 09052024A

Date: 09/05/2024

Prepared By:

Paul Szafranski  
McCardel Culligan  
40 Hughes Drive  
Traverse City, Michigan 49696  
United States  
Telephone: 231-668-4927  
Fax: NA  
Email: comsales@mccardelculligan.com

Quoted To:

Gary O'Conner with D and W Mechanical  
Leelanau Governmental Center  
8527 E. Government Center  
Leelanau, MI 49653  
United States  
Telephone: 231-463-8837  
Fax: NA  
Email: goc@charter.net

Quote No: 09052024A

RE: Nepronic Humidification Systems

Culligan Equipment/Services:

Qty	Part No	Description	Price
1	01023229	HE 1" Twin Indoor Downflow Regen Softener with Smart Meter, Two 9" Media Tanks and 375 lb Brine Tank	
9	40lb	Salt	
1	01023765	M1-3S	
1	01021987	Painted Steel Floor Stand Assembly for 1-Series ROs	
1	D1013880	Culligan Pressurized Product Storage Kit (110V)	
2	MS244496	80 Gallon RO Pressurized Storage tanks	
1	Labor	Installation	

Equipment and Services Sub Total:

\$16,450.28

Culligan Terms and Conditions:

The above products and services are provided by McCardel Culligan and will be assembled by an authorized Culligan representative on site. Prices and terms are based on approved credit and are subject to change.  
Quote Valid Until: 11/01/2024

Delivery: If units were ordered today 9.5.2024 They will ship on 9.20.2024 The longer we wait the longer the date will be for acquiring the equipment. from Culligan after acceptance of signed purchase order and credit approval.

I have read and agree to the terms and conditions above and attached.

Accepted: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Accepted: \_\_\_\_\_  
Printed

Title: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

## **ADDITIONAL COMMENTS & EXCEPTIONS**

### Installation

- McCardel Culligan will place equipment and Guide D and W Mechanical on proper installation of all units

### Start-up and Training

- Once units have proper water connections and drain connections McCardel Culligan will start up system and train on proper operation.

## IT Department Staffing Request

Leelanau County's IT Department is in need of an additional staff person: an IT Technician. The general recommendation is one IT person for every 50 users. Currently, a single staff person, the IT Director, supports approximately 130 staff at the Government Center and the Sheriff's Office. In addition, this support occasionally extends to Township staff. Leelanau County IT supports over 170 computers, 19 servers, the software on them, network connectivity, all the printers, the phone system and phones. This on its own is very time consuming.

There is almost always an ongoing project that requires the time and attention of the IT Director. Currently, the Prosecutor's Office case managements software move to cloud hosted Karpel has required software installs and computers updates. District Court's record management software is moving to the JIS cloud hosted solution. That requires printer setup and configuration changes on each computer. A network router was configured and installed here to allow this access. The County's new website has been in the works for most of this year. Working with the vendor, scheduling time, and training with staff has been incredibly time consuming. Safety Net's services are solely coordinated through the IT Department.

The Cyber Security threat landscape requires ongoing time and attention just to try and stay ahead of it all. Constant reaction to needs of the users leaves little to no time for a single staff person to be proactive. And specifically referring to cyber security: we need to be proactive.

The IT Technician will support the IT Director by managing County employee technical requests, provide service to County computers, and manage operating system and software updates. Additionally, the IT Technician will manage user accounts and provide assistance with any issues. The IT Technician will also assist with document management and facilitate support for third party vendor systems including A/V systems, security and access, phone systems, website hosting, and 9-1-1.

Thank you for your consideration.

Liana Wilson, IT Director

Chair Estimates				
Company	Chair Type	Quantity	Cost Per Chair	Total
<b>Integrity</b>	Apollo High Back Task Chair	85	\$330.00	\$28,050.00
	Eurotech 24/7 Task Chair	4	\$427.00	\$1,708.00
	Sit On It Big & Tall Chair	40	\$630.00	\$25,200.00
	Delivery/assembly to both the Gov't Center and Sheriff			\$1,300.00
			<b>TOTAL</b>	<b>\$56,258.00</b>
<b>Staples (MiDeal)</b>	Apollo High Back Task Chair	85	\$300.00	\$25,500.00
	Eurotech 24/7 Task Chair	4	\$350.00	\$1,400.00
	Sadie Big and Tall Chair	40	\$379.62	\$15,184.80
	Delivery/assembly to both the Gov't Center and Sheriff			\$1,300.00
			<b>TOTAL</b>	<b>\$43,384.80</b>

Dept Code	Department	Quantity	Type	Notes
475	Equalization	5	Regular	
615	MSU	7	Regular	
645	Planning	2	Regular	
450	ROD	4	Regular	
430	Treasurer	3	Regular	
	District Court	3	Regular	
325-131	Circuit Court	0		
250-229	Prosecuting Attorney's Office	9	Regular	
250-229	Prosecuting Attorney's Office	6	<b>Big and Tall</b>	Big and Tall Chairs
375-148/ 325-131	Probate/FC	0	Regular	
281	LCSS	5	Regular	
225-426	EOC	25	Regular	Also needs 4 24/7 chairs (submitting as budget request)
425	Clerk	8	Regular	
631	Maintenance	8	Regular	
101/201	Admin/Finance	6	Regular	
225	Sheriff	34	<b>Big and Tall</b>	Big and Tall Chairs

**Total Regular: 85**  
**Total Big & Tall: 40**  
**Total 24/7 Chairs 4**