

**NOTICE OF MEETING**

The **Regular Session** of the Leelanau County Board of Commissioners will be held on **Tuesday, May 21, 2024**, at **7:00 p.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/UCNQTgIgcTedF2qB8floC1GQ?view\\_as=subscriber](https://www.youtube.com/channel/UCNQTgIgcTedF2qB8floC1GQ?view_as=subscriber)

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

**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**

- Interim Administrator Update – Project Updates
- Northern Lakes Community Mental Health – Greg McMorrow

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

**COMMISSIONER COMMENTS**

**CONSENT AGENDA ITEMS**

1. Sheriff’s Office
  - a. Cherryland Humane Society Contracts
  - b. Special Event Contracts
2. Drain Commission – Leland Dam Plan
3. Senior Services – In-Home Care Provider Recommendations
4. Planning –
  - a. Materials Management Plan/Intergovernmental Agreement
  - b. Remonumentation Peer Group Agreement
  - c. Remonumentation Peer Group Agreement – County Representative
  - d. Remonumentation Surveyor Services Agreements
  - e. LCLBA Appointment
5. Veterans Affairs – Soldiers and Sailor’s Relief
6. Equalization – Tax Rate Request for Summer 2024
7. Administration –
  - a. Summer Maintenance Staff
  - b. Myles Kimmerly – Wood Chip Labor Install
  - c. Point Broadband Revised Agreement

**ACTION ITEMS**

1. Administration –
  - a. GTB 2% Tribal Grant Application Submissions
  - b. Leelanau County Energy Futures Task Force (LCEFTF) Grant Application
  - c. Creation of Finance Department
  - d. 2024 Budget Rules Amendment
    - i. 2023 Parks and Recreation Budget Possible Funds Available *Late Addition 1*
  - e. Temporary Maintenance Staff *Late Addition 2*
  - f. Marine Safety Grant Acceptance
  - g. County Administrator/CFO Search Update – Interview Schedule

2-27  
28-32  
33-42  
43

**REVIEW OF FINANCIALS**

**COMMITTEE REPORTS, RECOMMENDATIONS, AND RESOLUTIONS**

**SPECIAL REPORTS BY STAFF, COMMISSIONERS, AND AFFILIATED AGENCIES**

**PUBLIC COMMENT (5 Minutes)**

**COMMISSIONER COMMENTS**

**APPROVAL OF FINANCIALS:**

- Amendments & Transfers
- Claims and Accounts
- Post Audit

**ADJOURNMENT**

### EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u> Contact Person: _____ Telephone Number: _____	<b>Submittal Dates</b>
	<input checked="" type="checkbox"/> Select Meeting Type: <u>Regular Session</u> Date of Meeting: _____ <u>05/21/2024</u>
<b>Financial/Source Selection Method</b>	
<input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> Other: <u>Tribal Allocation of 2% Funds</u> <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: <u>N/A</u> Address/ Phone: _____ <b>Description:</b> <u>Select One</u>
Budgeted Amount: _____ \$ <u>0.00</u>	Contracted Amount: _____ \$ <u>0.00</u>

**Document Description**

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

Four applications for Tribal Council Allocation of 2% Funds have been received and are ready for submission to the Band.

- Leelanau County Family Court for a 12 passenger van to transport youth to various outings as a part of the outdoor recreation program.
- Housing North to expand the Rental Preservation Program
- Leelanau County Historical Preservation Society (LCHPS) would like to expand their educational programs and fund two outdoor exhibits.
- Inland Seas is seeking to retrofit the tallship *Alliance* to accommodate youth overnights and expand their educational offerings to youth in the area.

**Suggested Recommendation:**

I move that the Leelanau County Board of Commissioners approve the submission of applications from Housing North, Inland Seas, LCHPS, and Probate/Family Court to the Grand Traverse Band of Ottawa and Chippewa Indians for consideration of Allocation of 2% Funds.

Department Approval:  Date: 05/17/2024

Tribal Council Allocation of 2% Funds Application Form

PLEASE NOTE:

Under the terms of the consent decree, which settled Tribes v. Engler (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

\*ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING

- 1. Allocation Cycle: [X] JUNE - New submission date, Postmarked by MAY 31st [ ] DECEMBER - New submission date, Postmarked by NOVEMBER 30th

2. Name of Applicant: Leelanau County Family Court
Address: 8527 Government Center Dr., Suite 203
Suttons Bay, MI 49682

Phone #: 231-256-9803 Fax #:

Printed Name: Judge Marian Kromkowski

Authorized Signature: [Handwritten Signature]
(Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)

Title: Leelanau County Probate/Family Court Judge

E-mail address: mkromkowski@leelanau.gov

Printed Name of contact person: Cameron Clark

Telephone #: 231-256-9803 Fax #:

E-mail address: cclark@leelanau.gov

- 3. Type of Applicant: Local Government X Local Court
Township County Commissioner Road Commission
Public School District College Charter School
Public Library Sheriff/Police Department Fire Department
501c3 applying through local unit of government (name):

4. Fiscal Data: Amount Requested: \$ 35,000.00 Percent: 100 %  
Local Leveraging: \$ 0.00 Percent: 0 %  
(Match)  
Total Budget: \$ 35,000.00 Percent: 100 %

5. Target Population numbers:  Children \_\_\_\_\_ Adults \_\_\_\_\_ Elders  
(Indicate the number of GTB members) \_\_\_\_\_ Total GTB member Community \_\_\_\_\_ Others

6. Counties Impacted: \_\_\_\_\_ Antrim \_\_\_\_\_ Benzie \_\_\_\_\_ Charlevoix  
\_\_\_\_\_ Grand Traverse  Leelanau \_\_\_\_\_ Manistee

7. Brief Description (purpose of funding); include statement of need:  
The Leelanau County Family Court operates outdoor recreation programs throughout the year with youth ages 12-17. We lack an efficient way to transport these youth throughout the county, having to use multiple staff owned vehicles for each trip taken. Often times we have to exclude some participants due to lack of space in available vehicles. Having a 12 passenger van would eliminate that issue and would allow all participants and staff to travel together on these outings.

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8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% allocation.

**Please note:** 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.

(b) Recommendation from Parent Committee:  YES  NO

**Please have the Parent Committee sign the attached Certification Form.**

(c) Describe parent involvement in project: \_\_\_\_\_

(d) Does the school receive Title VII Indian Education Funds?  YES  NO

If yes, how much: \_\_\_\_\_

9. What are the start and completion dates of the proposed project?

Start 7/2024 Completion 8/2024

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

YES  NO. If yes, please list the start and end dates and amount:

\_\_\_\_\_ and amounts: \_\_\_\_\_

\_\_\_\_\_ and amounts: \_\_\_\_\_

\_\_\_\_\_ and amounts: \_\_\_\_\_

11. Is the proposed project new NEW or a continuation project \_\_\_\_\_?

If this is a continuation project, please explain why there is a need to continue funding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. If the previous project has been completed, did you submit your 2% report?  YES  NO.  
**The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.**
13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).  
 \_\_\_\_\_  
 \_\_\_\_\_
14. How will the success of the project be assessed (evaluation plan)? Additional youth being served by the Court's outdoors activities.  
 \_\_\_\_\_  
 \_\_\_\_\_
15. If new staff is required, will preference be given to Native American applicants?  
 YES  NO
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

**IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:**

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
  - **If for June cycle, postmarked by May 31st.**
  - **If for December cycle, postmarked by November 30th.**

**Mail completed 2% applications to:**

**Attention: 2% Program  
 Grand Traverse Band of Ottawa and Chippewa Indians  
 2605 N.W. Bay Shore Drive  
 Peshawbestown, MI 49682**

**If you have any questions, please call 231-534-7601.**

**Budget for Tribal Council Allocation of 2% Funds**

Purchase price of 12-passenger van = \$35,000.00

**Tribal Council Allocation of 2% Funds  
Application Form**

**PLEASE NOTE:**

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

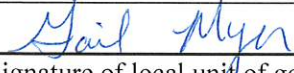
**\*ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN  
GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING**

- 1. Allocation Cycle:  JUNE – New submission date, Postmarked by **MAY 31st**  
 DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**

2. Name of Applicant: Leelanau County  
 Address: 8527 E Government Center Dr, Suttons Bay, MI 49682

Phone #: (231) 256-9711 Fax #: \_\_\_\_\_

Printed Name: \_\_\_\_\_

• **Authorized Signature:**   
 (Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)

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

E-mail address: \_\_\_\_\_

Printed Name of contact person: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

- 3. Type of Applicant: \_\_\_\_\_ Local Government \_\_\_\_\_ Local Court  
 \_\_\_\_\_ Township \_\_\_\_\_ County Commissioner \_\_\_\_\_ Road Commission  
 \_\_\_\_\_ Public School District \_\_\_\_\_ College \_\_\_\_\_ Charter School  
 \_\_\_\_\_ Public Library \_\_\_\_\_ Sheriff/Police Department \_\_\_\_\_ Fire Department  
**X** \_\_\_\_\_ 501c3 applying through local unit of government (name): Housing North



4. Fiscal Data: Amount Requested: \$ 50,000 Percent: 42 %  
 Local Leveraging: \$ 70,000 Percent: 58 %  
 (Match)  
 Total Budget: \$ 120,000 Percent: 100 %

5. Target Population numbers: \_\_\_\_\_ Children 2\* Adults \_\_\_\_\_ Elders  
 \_\_\_\_\_ Total GTB member Community \_\_\_\_\_ Others  
 (Indicate the number of GTB members)

6. Counties Impacted: \_\_\_\_\_ Antrim \_\_\_\_\_ Benzie \_\_\_\_\_ Charlevoix  
 \_\_\_\_\_ Grand Traverse X \_\_\_\_\_ Leelanau \_\_\_\_\_ Manistee

7. Brief Description (purpose of funding); include statement of need:  
 Through our Housing Ready Program in Leelanau County, we would like to expand our rental preservation program (launched in 2023) to be able to secure year round rentals in Leelanau County. We have \$50,000 in matching funds that will contribute to the program expansion in 2024. The goal of the program is to develop a process for preserving year round rentals that either need to be relocated or purchased to ensure they remain available for year round housing. We will pair this program with our deed restriction program for year round housing and our accessory dwelling program to help provide zero percent interest loans to nonprofit organization or low interest loans to for profit organizations that will be paid back to a revolving loan fund. We need this funding to expand the program and help secure more year round rentals when the opportunity is presented. We also need to develop a process for identifying sites, partners and the strategy to relocate appropriate homes to new locations. Since Leelanau County has the highest median home price and a high ALICE population, we are focussing on this County initially but are open to expanding into other counties in the future.

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8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% allocation.

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.

(b) Recommendation from Parent Committee:  YES  NO

**Please have the Parent Committee sign the attached Certification Form.**

(c) Describe parent involvement in project: \_\_\_\_\_

(d) Does the school receive Title VII Indian Education Funds?  YES  NO  
If yes, how much: \_\_\_\_\_

9. What are the start and completion dates of the proposed project?

Start 7/1/2024 Completion 7/1/2025

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

YES  NO. If yes, please list the start and end dates and amount:

\_\_\_\_\_ - \_\_\_\_\_ and amounts: \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ and amounts: \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ and amounts: \_\_\_\_\_

11. Is the proposed project new  or a continuation project \_\_\_\_\_?

If this is a continuation project, please explain why there is a need to continue funding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. If the previous project has been completed, did you submit your 2% report?  YES  NO.  
**The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.**
13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).  
We hope this will increase the student population in the community by providing more year round housing.
14. How will the success of the project be assessed (evaluation plan)? Our success will be measured by successfully deploying the funds to secure at least one year round rental. We will hopefully see more opportunities arise and grow this program each year.
15. If new staff is required, will preference be given to Native American applicants?  
 YES  NO
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

**IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:**

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
  - **If for June cycle, postmarked by May 31st.**
  - **If for December cycle, postmarked by November 30th.**

**Mail completed 2% applications to:**

**Attention: 2% Program  
 Grand Traverse Band of Ottawa and Chippewa Indians  
 2605 N.W. Bay Shore Drive  
 Peshawbestown, MI 49682**

**If you have any questions, please call 231-534-7601.**

**Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form**

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district's Indian Education/Title VII program.

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We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district's Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the \_\_\_\_\_ School District.  
(Name of school district)

_____	_____	_____
Print Name	Sign Name	Date
_____	_____	_____
Print Name	Sign Name	Date
_____	_____	_____
Print Name	Sign Name	Date
_____	_____	_____
Print Name	Sign Name	Date
_____	_____	_____
Print Name	Sign Name	Date



## Leelanau County Rental Preservation Program- Budget

### **Expenses:**

Administrative (10%)- \$10,000

Program Expenses (Marketing, legal fees)- \$5,000

Revolving Loan Project 1-\$50,000

Revolving Loan Project 2-\$50,000

Total: \$120,000

### **Income:**

GTB 2%- \$50,000

Other grants-\$60,000

Donations- \$10,000

Total: 120,000

Creating pathways and partnerships for housing in Northwest Michigan.



**Tribal Council Allocation of 2% Funds  
Application Form**

**PLEASE NOTE:**

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**\*ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN  
GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING**

1. Allocation Cycle:  JUNE – New submission date, Postmarked by **MAY 31st**  
 DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**
2. Name of Applicant: Leelanau County Board of Commissioners  
Address: 8527 E. Government Drive, Suite101  
Suttons Bay, MI 49682  
Phone #: 231-256-9711 Fax #: 231-256-0120  
Printed Name: Ty Wessell
- **Authorized Signature:** \_\_\_\_\_  
(Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)
- Title: Chair, Board of Commissioners  
E-mail address: twessell@leelanau.gov
- Printed Name of contact person: Stephen Stier, President LCHPS  
Telephone #: 517-648-2933 Fax #: \_\_\_\_\_  
E-mail address: stephenstier@gmail.com
3. Type of Applicant: \_\_\_\_\_ Local Government \_\_\_\_\_ Local Court  
\_\_\_\_\_ Township \_\_\_\_\_ County Commissioner \_\_\_\_\_ Road Commission  
\_\_\_\_\_ Public School District \_\_\_\_\_ College \_\_\_\_\_ Charter School  
\_\_\_\_\_ Public Library \_\_\_\_\_ Sheriff/Police Department \_\_\_\_\_ Fire Department  
X \_\_\_\_\_ 501c3 applying through local unit of government (name): Leelanau County/LCHPS

4. Fiscal Data: Amount Requested: \$ 3,680 Percent: 51 %
Local Leveraging: \$ 3,500 Percent: 49 %
(Match)
Total Budget: \$ 7,180 Percent: 100 %

5. Target Population numbers: Children Adults Elders
(Indicate the number of GTB members) Total GTB member Community Others

6. Counties Impacted: Antrim Benzie Charlevoix
Grand Traverse Leelanau Manistee

7. Brief Description (purpose of funding); include statement of need:

\*\*Please see attached description and statement of need\*\*

8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) **Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% allocation.**

**Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.**

(b) Recommendation from Parent Committee:  YES  NO

**Please have the Parent Committee sign the attached Certification Form.**

(c) Describe parent involvement in project: \_\_\_\_\_

(d) Does the school receive Title VII Indian Education Funds?  YES  NO  
If yes, how much: \_\_\_\_\_

9. What are the start and completion dates of the proposed project?

Start June '24 Completion Oct. '24

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

YES  NO. If yes, please list the start and end dates and amount:

\_\_\_\_\_ - \_\_\_\_\_ and amounts: \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ and amounts: \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ and amounts: \_\_\_\_\_

11. Is the proposed project new yes or a continuation project \_\_\_\_\_?

If this is a continuation project, please explain why there is a need to continue funding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. If the previous project has been completed, did you submit your 2% report?  YES  NO.  
**The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.**
13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).  
 \_\_\_\_\_  
 \_\_\_\_\_
14. How will the success of the project be assessed (evaluation plan)? \_\_\_\_\_  
We will interview visitors to the site and record reactions to the exhibits. We will have a safe floor for people touring the barn.
15. If new staff is required, will preference be given to Native American applicants?  
 YES  NO
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

**IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:**

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
  - **If for June cycle, postmarked by May 31st.**
  - **If for December cycle, postmarked by November 30th.**

**Mail completed 2% applications to:**

**Attention: 2% Program  
 Grand Traverse Band of Ottawa and Chippewa Indians  
 2605 N.W. Bay Shore Drive  
 Peshawbestown, MI 49682**

**If you have any questions, please call 231-534-7601.**

**Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form**

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district's Indian Education/Title VII program.

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We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district's Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the \_\_\_\_\_ School District.  
(Name of school district)

_____	_____	_____
Print Name	Sign Name	Date
_____	_____	_____
Print Name	Sign Name	Date
_____	_____	_____
Print Name	Sign Name	Date
_____	_____	_____
Print Name	Sign Name	Date
_____	_____	_____
Print Name	Sign Name	Date



### **Project Description and Statement of Need**

The Leelanau County Historic Preservation Society (LCHPS) has leased the Poor Farm and the surrounding 2 acres. Our goal is to collaborate with the Parks and Recreation Commission to ensure that the Poor Farm Barn and site are incorporated into the Leelanau County Park System. Beginning in 2019 LCHPS has partnered with Row By Row (RBR) to grow vegetables that are distributed to people in need, in a 5,000 square foot garden on the Poor Farm site. We were granted a State Historic Marker in 2019. The Michigan Barn Preservation Network presented a Barn of the Year award in 2020, and the Historical Society of Michigan gave LCHPS their Preservation Award in 2022. We are very proud of our accomplishments, and are ready to expand our educational programming.

This grant is needed to help fund two outdoor educational exhibits, and make the barn floor safe for people that tour the Historic Barn. The first educational exhibit is a 3-bin composting demonstration co-sponsored by the Leelanau County Solid Waste Council and the County Parks Commission. This exhibit will encourage family composting and demonstrate how simple it can be. Bins will be built and use fallen leaves and garden waste to produce compost. A permanent 3'x10' professionally designed and produced interpretive sign will accompany the bins. The second exhibit will be a living demonstration of the Native American technique to grow corn, beans and squash together in a way that benefits all three crops. The exhibit plot will be monitored by Tribal Agricultural Services who will provide oversight, native seeds, and fish fertilizer. A 6' x 5' plot in the Row By Row (RBR) garden will be used to grow and demonstrate the Three Sisters configuration of corn, squash, and beans. This will be tended by the RBR gardeners. This plot will have a permanent, professionally designed and produced interpretative 3' x 5' sign.

The third LCHPS project submitted for funding is for the barn floor repair. Only one-third of the upper floor is made of 2" planks. The other two-thirds are of 1/4 inch boards in questionable condition. This presents a physical danger to people who will be touring the barn. Full one-inch thick pine boards will be nailed over the existing flooring creating a safe surface for people touring the barn.

**Tribal Council Allocation of 2% Funds Application Form**  
**• Item 16, Budget •**

**Leelanau County Historic Preservation Society**  
**Project Budget & Match Page**

<b>Three-Bin Composting Demonstration</b>			
<b>COST</b>		<b>MATCH</b>	
Signage Design & Coordination	\$800	Solid Waste Council	\$500
3'x10' Sign Production	\$700	County Parks Commission	\$300
Sign Instalation	\$500	Row-By-Row	\$400
Bin Material and Construction	\$300	LCHPS	\$400
Bin Tender/worker -4 months	\$400		
Totals	\$2,700		\$1,600

<b>Barn Floor Repair Project</b>			
<b>COST</b>		<b>MATCH</b>	
1200 Sq. Ft. 1"x12" White Pine	\$1,200	LCHPS	\$1,000
Labor to Install	\$1,000		
Totals	\$2,200		\$1,000

<b>Three Sisters Education Garden Site Demonstration</b>			
<b>COST</b>		<b>MATCH</b>	
Signage Design and Coordination	\$800	Row By Row	\$400
3' x 5' Sign Production	\$280	LCHPS	\$500
Sign Installation	\$400		
Stipend for BTBT Consultant	\$300		
Seeds and Plant Care – 5 months	\$500		
Totals	\$2,280		\$900

<b>3 Project Totals</b>	<b>COST</b>	<b>MATCH</b>
	<b>\$7,180</b>	<b>\$3,500</b>

**Tribal Council Allocation of 2% Funds  
Application Form**

**PLEASE NOTE:**

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

**\*ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN  
GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING**

1. Allocation Cycle:        X\_\_\_\_\_ JUNE – New submission date, Postmarked by **MAY 31st**  
   \_\_\_\_\_ DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**

2. Name of Applicant: **Leelanau County Board of Commissioners**  
Address: **8527 E Government Center Dr #101, Suttons Bay, MI 49682**

Phone #: **231-256-9711**        Fax #:

Printed Name: **Tyrus Wessel**

- **Authorized Signature:** \_\_\_\_\_  
(Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)

Title: **Board Commissioner**

E-mail address: **ty.wessell@gmail.com**

Printed Name of contact person: **Fred Sitkins (Executive Director of Inland Seas Education Association)**

Telephone #: **231-271-3077**        Fax #:

E-mail address: **fsitkins@schoolship.org**

3. Type of Applicant:            \_\_\_\_\_ Local Government            \_\_\_\_\_ Local Court  
                                 \_\_\_\_\_ Township            \_\_\_\_\_ County Commissioner            \_\_\_\_\_ Road Commission  
                                 \_\_\_\_\_ Public School District            \_\_\_\_\_ College            \_\_\_\_\_ Charter School  
                                 \_\_\_\_\_ Public Library            \_\_\_\_\_ Sheriff/Police Department            \_\_\_\_\_ Fire Department

X\_\_\_\_\_ 501c3 applying through local unit of government (name): **Inland Seas Education Association through Leelanau County Board of Commissioners**

4. Fiscal Data: Amount Requested: \$35,000 Percent: 22 %  
 Local Leveraging: \$125,664 Percent: 78%  
 (Match)  
 Total Budget: \$160,664 Percent: 100 %

5. Target Population numbers: X\_\_\_\_\_ Children X\_\_\_\_\_ Adults \_\_\_\_\_ Elders  
 \_\_\_\_\_ Total GTB member Community X\_\_\_\_\_ Others

**It is difficult to quantify the number of GTB members impacted by this project as it depends on those who take advantage of our overnight programs. Currently, Inland Seas Education Association (ISEA) partners with Leelanau Investing For Teens (LIFT) who encourages students in their programs to participate in our multi-day, overnight program. Also, Inland Seas Education Association partners with all Leelanau County schools to provide programming for their youth with some overlap of students that participate in overnight programs. ISEA aspires to enter into a partnership with the Leelanau County youth court to provide these life-changing overnight programs aboard our awe-inspiring tall ship schooners.**

6. Counties Impacted: X\_\_\_\_\_ Antrim X\_\_\_\_\_ Benzie X\_\_\_\_\_ Charlevoix  
 X\_\_\_\_\_ Grand Traverse X\_\_\_\_\_ Leelanau X\_\_\_\_\_ Manistee

7. Brief Description (purpose of funding); include statement of need:

**In Fall 2022, Inland Seas Education Association (ISEA) purchased the US Coast Guard-certified, 105' three-masted tall ship schooner *Alliance* in response to the growing demand for our unique ship-based Great Lakes educational programming. We ran our well-known day programs aboard *Alliance* for groups of up to 45 in the summer and fall of 2023. The ship is nearly ready to begin offering our youth overnight programs, but the finishing touches of a significant retrofit must be completed before that can occur. The ship was originally configured with individual "staterooms" in the main cabin compartment. While the main cabin and its rooms were beautiful, staterooms are not practical for our overnight programming with youth. This winter, ISEA embarked on a retrofit of the main cabin space to run overnight programs where students will sleep in a large bunk space instead of in private rooms without supervision.**

**Throughout the winter of 2024, we removed four staterooms including two toilets, two showers, four cabin doors, and related walls and hardware to create a large open-concept bunk space to ensure the safety of all students on board. This space has been completely transformed with 18 fine-crafted wood-paneled berth bunks, two heads, and a family-style table all in a style representative of a classic traditional sailing vessel. The retrofit is on schedule for youth overnights to begin this summer, however, we are at the critical juncture of needing to complete the final detail carpentry, electrical, and plumbing all while simultaneously delivering day programs for students.**

Creating a welcoming gathering space for students and crew to connect with each other, and with the Great Lakes, is a vital part of ISEA programs. Sharing meals and reflecting on the day's findings and adventures is one of the highlights of any overnight program we offer. During overnight programs, deep and long-lasting relationships are formed between students, instructors, and crew. Oftentimes, participants are inspired to pursue environmentally focused careers, giving back to the Great Lakes and their local watersheds.

The retrofitting of the main cabin space aboard *Alliance* is not just creating 18 berths for ISEA to be able to reach more students each year, it is the catalyst for future leaders to build foundational relationships with the Great Lakes. The space aboard *Alliance* holds endless possibilities for exploration and makes unforgettable experiences possible for thousands of students over the next 25 years and beyond. Funding from the GTB will be used to complete the important final steps of the retrofit to include final trim carpentry, electrical work, and plumbing.

8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) **Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% allocation.**

**Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.**

(b) Recommendation from Parent Committee: \_\_\_\_\_ YES \_\_\_\_\_ NO

**Please have the Parent Committee sign the attached Certification Form.**

(c) Describe parent involvement in project: \_\_\_\_\_

(d) Does the school receive Title VII Indian Education Funds? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, how much: \_\_\_\_\_

9. What are the start and completion dates of the proposed project?

**Start 10/1/2023**

**Completion 7/1/2024**

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

X \_\_\_\_\_ YES \_\_\_\_\_ NO. If yes, please list the start and end dates and amount:



**November 1, 2021-April 30, 2022 - \$5,000**

**July 18, 2018 – amounts: \$2,000**

**February 3, 2011-December 1, 2011 - \$7,550**

**February 8, 2006–November 31, 2007 - \$10,000**

**August 4, 2004-December 31, 2004 - \$6,000**

11. Is the proposed project new- **Yes**

If this is a continuation project, please explain why there is a need to continue funding:

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12. If the previous project has been completed, did you submit your 2% report?  YES  NO.  
The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.
13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

**Gaming has been an important feeder to Inland Seas programming since our inception. In the most basic form, gaming is an attraction drawing many visitors to the region playing an important role in introducing the work of Inland Seas to a broad public audience. On a deeper level, gaming provides a platform that helps to support the environmental programs supported by the Grand Traverse Band of Ottawa and Chippewa Indians. Inland Seas has called on the expertise of environmental leaders within the Grand Traverse Band to help support the programming we conduct and the messages that we communicate to our participants. In addition, the Inland Seas Education Association draws thousands of visitors to our region for educational offerings and the exhibits available within our facility on an annual basis.**

14. How will the success of the project be assessed (evaluation plan)?

**This project will be successful when it is completed within budget and on time so that summer overnight programming is not delayed. By purchasing *Alliance*, we have increased our capacity to offer more programs in response to the growing demand for our experiential education opportunities. The successful completion of this retrofit project will allow us to**

**continue to cultivate existing and develop new relationships with partners around the Great Lakes Basin to ensure the delivery of high-caliber programs to a wide range of audiences and increase the number of annual program participants with an emphasis placed on reaching underserved populations throughout Michigan.**

15. If new staff is required, will preference be given to Native American applicants?  
 \_\_\_\_\_ YES \_\_\_\_\_NO **Additional staff is not required for the retrofit project. Inland Seas is an equal opportunity employer and Native Americans would be considered for any position.**
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

**IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:**

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
  - **\_\_\_\_\_ If for June cycle, postmarked by May 31st.**
  - **\_\_\_\_\_ If for December cycle, postmarked by November 30th.**

**Mail completed 2% applications to:**

**Attention: 2% Program  
 Grand Traverse Band of Ottawa and Chippewa Indians  
 2605 N.W. Bay Shore Drive  
 Peshawbestown, MI 49682**

**If you have any questions, please call 231-534-7601.**

**Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form**

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district's Indian Education/Title VII program.

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We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district's Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the \_\_\_\_\_ School District.  
(Name of school district)

_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date

**ISEA ALLIANCE RETROFIT PROJECT BUDGET****COST**

<b>Salaries and Benefits</b>	<b>\$ 69,644</b>
<b>Shipwright and Consultant Fees</b>	<b>\$ 78,000</b>
<b>Supplies</b>	<b>\$ 13,000</b>
<b>TOTAL COST OF PROJECT</b>	<b>\$160,644</b>

**FUNDING**

<b>2% Grant</b>	<b>\$ 35,000</b>
<b>Individuals</b>	<b>\$ 22,932</b>
<b>In-kind (volunteer assistance)</b>	<b>\$ 26,712</b>
<b>ISEA Operating Budget</b>	<b><u>\$ 76,000</u></b>
<b>TOTAL FUNDING</b>	<b>\$160,644</b>

**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.

**BOARD OF COMMISSIONERS**

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

**Richard Lewis**

Interim County Administrator

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

To: Chair Ty Wessell and Board of Commissioners  
From: Richard I. Lewis, Interim County Administrator  
Date: May 16, 2024  
Re: General Fund CIP Allocation

Please find attached information requested at last Tuesday's Executive Session. We will review the information with the Board Tuesday evening. Action to transfer/allocate funds will be prepared for the June 2024 Executive Session.

Respectfully,

  
Richard I. Lewis

**REVENUE & EXPENSE REPORT - CURRENT**

County of Leelanau

Period Ending Date: December 31, 2023

Account Name	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
<b>Fund 101 General Fund</b>				
<b>Fiscal Year 2023</b>				
<b>Dept Total</b>	<b>1,997,958.06</b>	<b>18,087,671.29</b>	<b>19,214,397.00</b>	<b>94.14%</b>
Board of Commissioners Dept Total	109,833.49	1,307,565.02	1,367,177.00	95.64%
Attorney/Legal Fees Dept Total	13,443.34	85,278.20	87,000.00	98.02%
NW Mich. Council of Govt's Dept Total	0.00	5,454.00	5,454.00	100.00%
Sheriff Dept Total	294,478.91	2,545,822.38	2,649,043.00	96.10%
Emergency Services Council Dept Total	0.00	0.00	100.00	0.00%
Marine Division Dept Total	311.79	634,157.75	649,005.00	97.71%
Secondary Road Patrol Dept Total	11,644.93	94,921.76	106,347.00	89.26%
TNT Program Dept Total	12,045.49	100,175.58	117,411.00	85.32%
Suttons Bay Village Officer Dept Total	10,060.99	86,485.41	94,495.00	90.47%
Leelanau Twp Officer Dept Total	14,290.73	104,376.45	116,396.00	89.67%
Jail Division Dept Total	266,679.42	2,343,840.11	2,432,474.00	96.36%
Emergency Services Dept Total	7,177.90	1,356,881.24	1,362,946.00	99.56%
Disaster Contingency Dept Total	0.00	0.00	500.00	0.00%
Animal Control Dept Total	18,142.13	106,814.72	119,560.00	89.34%
Prosecuting Attorney Dept Total	86,344.34	697,092.38	716,033.00	97.35%
PA Family Support Dept Total	9,872.41	89,273.31	93,191.00	95.80%
Victims Services Dept Total	13,336.10	90,317.39	97,851.00	92.30%
Circuit Court Dept Total	55,542.41	286,798.70	295,312.00	97.12%
Circuit Court - Family Dept Total	29,173.48	279,006.78	307,670.25	90.71%
Friend of the Court Dept Total	0.00	33,750.00	45,000.00	75.00%
Law Library Dept Total	0.00	0.00	7,000.00	0.00%
Jury Commission Dept Total	37.48	11,163.13	11,243.00	99.29%
Cir Ct - Family Vol. Dept Total	0.00	0.00	800.00	0.00%
Circuit Court Juvenile Off. Dept Total	7,823.79	121,751.25	123,887.75	98.28%
Family Coordinating Council Dept Total	15,000.00	15,000.00	15,000.00	100.00%
Circuit Court Child Care Dept Total	0.00	275,505.75	367,341.00	75.00%
District Court Dept Total	91,545.71	439,962.27	441,133.00	99.73%
Probate Court Dept Total	50,698.03	462,655.56	470,957.00	98.24%
Elections Dept Total	1,303.75	33,588.33	59,876.00	56.10%
County Clerk Dept Total	76,845.58	674,131.93	702,458.00	96.97%
Circuit Court Clerk Dept Total	2,198.29	15,773.91	29,718.00	53.08%
Treasurer Dept Total	41,522.75	400,262.67	408,006.00	98.10%
Register of Deeds Dept Total	36,169.55	429,985.58	436,530.00	98.50%
Plat Board Dept Total	0.00	0.00	496.00	0.00%
Equalization Dept Total	44,015.21	449,739.00	493,568.00	91.12%
Re monumentation Grant Dept Total	21,350.00	39,273.00	40,273.00	97.52%
Public Health Dept Total	82,921.00	331,684.00	331,784.00	99.97%
Substance Abuse Dept Total	6,240.80	71,274.20	71,300.00	99.96%
Ambulance Services Dept Total	0.00	0.00	100.00	0.00%
Medical Examiner Dept Total	7,007.00	84,712.00	105,016.00	80.67%
Mental Health Dept Total	0.00	139,700.00	139,700.00	100.00%
Dept. of Human Services Dept Total	0.00	15,000.00	15,000.00	100.00%
Veterans Burial Dept Total	0.00	350.00	10,800.00	3.24%
American Legion Dept Total	0.00	1,832.00	3,000.00	61.07%
Veterans Affairs Dept Total	0.00	59,990.00	59,990.00	100.00%
Veterans Service Dept Total	3,770.00	9,752.00	52,877.00	18.44%
Soldiers & Sailors Relief Dept Total	0.00	6,000.00	8,000.00	75.00%
Co-op Extension Dept Total	16,253.65	291,996.57	293,886.00	99.36%

Final - Unaudited

# REVENUE & EXPENSE REPORT - CURRENT

County of Leelanau

Period Ending Date: December 31, 2023

Account Name	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Soil Conservation Dept Total	12,000.00	83,583.00	83,583.00	100.00%
Planning Dept. Dept Total	29,338.69	311,280.63	322,602.00	96.49%
Planning Commission Dept Total	4.68	7,433.03	15,641.00	47.52%
Drain Commissioner Dept Total	11,340.44	167,068.64	171,673.00	97.32%
Water Quality Dept Total	0.00	1,539.86	7,450.00	20.67%
Accounting Dept Total	46,693.60	218,620.55	223,530.00	97.80%
County Audit Dept Total	0.00	58,900.00	61,550.00	95.69%
Insurance Dept Total	0.00	238,434.00	238,434.00	100.00%
Bonds Dept Total	855.75	9,315.75	9,316.00	100.00%
Unemployment Comp. Dept Total	3,663.00	3,663.00	5,000.00	73.26%
Workers Comp. Ins. Dept Total	0.00	59,930.50	59,931.00	100.00%
Internal Services Dept Total	250,000.00	250,000.00	250,000.00	100.00%
Parks & Recreation Dept Total	12,920.77	127,915.47	186,439.00	68.61%
Budgeted Fund Transfers Dept Total	58,282.00	1,387,615.00	1,391,615.00	99.71%
Debt Service Transfer Out Dept Total	0.00	426,643.00	426,643.00	100.00%
Contingency Dept Total	0.00	0.00	356,458.00	0.00%
Revenues Total	1,997,958.06	18,087,671.29	19,214,397.00	94.14%
Expenses Fund Total	1,882,179.38	17,980,035.76	19,172,470.00	93.78%
Net (Rev/Exp)	115,778.68	107,635.53	41,927.00	
Beginning/Adjusted Balance	7,611,588.41			
	+ YTD Revenues	18,087,671.29	- YTD Expenses	18,020,940.51
			=	Current Fund Balance
				7,678,319.19
Grand Total for Revenues	1,997,958.06	18,087,671.29	19,214,397.00	94.14%
Grand Total for Expenses	1,882,179.38	17,980,035.76	19,172,470.00	93.78%
Grand Total Net Rev/Exp	115,778.68	107,635.53	41,927.00	

Final - Unaudited

0.00 \*

Rev 18,087,671.29 +  
EXP 18,020,940.51 -  
 66,730.78 \*

May 14, 2024  
1:17: PM

**REVENUE & EXPENSE REPORT - CURRENT**

Fund 101 General Fund

County of Leelanau

Department 850756 Parks & Recreation

Period Ending Date: December 31, 2023

Account Number Account Name	Month-to-date Actual	Current Year-to- date Actual	Current Year Total Amended Budget	Percentage Spent/Received
<b>Fund 101 General Fund</b>				
<b>Fiscal Year 2023</b>				
<b>Expenses</b>		<b>Auditor's Adj</b>		
850756-702.000 Overtime	0.00	1,012.18	1,500.00	
850756-703.000 Salaries	3,600.00	32,252.74	36,311.00	
850756-703.001 Temporary Office Assistant	194.34	3,770.15	3,000.00	
850756-703.006 Salaries -non-work holiday	0.00	585.36	585.00	
850756-704.000 Per Diem	430.00	1,630.00	2,800.00	
850756-706.000 401 (a) Pension Plan	23.72	23.72	0.00	
850756-717.000 Social Security	338.35	3,052.59	3,266.00	
850756-718.000 Hospitalization	607.00	7,737.00	7,737.00	
850756-719.000 Retirement	628.84	3,165.63	2,167.00	
850756-720.000 Life Insurance/Disability	0.00	502.02	579.00	
850756-727.000 Office/Operating Supplies	9.19	8,756.73	9,500.00	
850756-742.000 Uniforms	0.00	335.42	400.00	
850756-743.000 Gas/Oil	0.00	2,596.28	2,500.00	
850756-775.000 Repair and Maintenance	4,732.50	33,288.50	30,000.00	
850756-801.000 Contractual Services	1,731.44	15,337.99	18,000.00	
850756-807.000 Membership Dues and Fees	0.00	646.80	100.00	
850756-850.000 Telephone	53.05	628.03	400.00	
850756-850.001 Telephone - Cell phone	49.37	394.43	294.00	
850756-860.000 Travel	0.00	74.61	70.00	
850756-860.001 Taxable Travel	213.55	894.80	1,500.00	
850756-900.000 Printing and Publishing	0.00	535.00	1,294.65	
850756-920.000 Utilities (Light-Oil)	309.42	4,213.00	4,000.00	
850756-940.000 Rental	0.00	1,477.80	1,500.00	
850756-942.000 Copy Machine Charges (Rental)	0.00	0.80	30.00	
850756-970.000 Capital Outlay	0.00	0.00	55,000.00	
850756-970.010 Capital Outlay under \$5,000.00	0.00	4,779.24	4,000.00	
<b>Expenses Total</b>	<b>12,920.77</b>	<b>535.00</b>	<b>128,450.47</b>	<b>186,439.00</b>





May 16, 2024

12:28 PM

# REVENUE & EXPENSE REPORT - CURRENT 37

Fund 101 General Fund  
 Department 850756 Parks & Recreation

County of Leelanau  
 Period Ending Date: May 31, 2024 ANTICIPATE

Account Number Account Name	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
<b>Fund 101 General Fund</b>				
<b>Fiscal Year 2024</b>				
<b>Expenses</b>				
850756-702.000 Overtime	0.00	0.00	1,500.00	0.00%
850756-703.000 Salaries	346.08	346.08	39,281.00	0.88%
850756-703.001 Temporary Office Assistant	68.79	934.41	3,000.00	31.15%
850756-703.006 Salaries -non-work holiday	0.00	0.00	604.00	0.00%
850756-704.000 Per Diem	120.00	640.00	2,800.00	22.86%
850756-717.000 Social Security	49.23	176.94	3,725.00	4.75%
850756-718.000 Hospitalization	0.00	1,704.50	3,409.00	50.00%
850756-719.000 Retirement	0.00	22.16	2,528.00	0.88%
850756-720.000 Life Insurance/Disability	0.00	0.00	1,004.00	0.00%
850756-727.000 Office/Operating Supplies	0.00	8,566.00	9,500.00	90.17%
850756-742.000 Uniforms	0.00	0.00	400.00	0.00%
850756-743.000 Gas/Oil	-18.41	298.14	2,500.00	11.93%
850756-775.000 Repair and Maintenance	2,352.23	5,234.50	30,000.00	17.45%
850756-801.000 Contractual Services	153.95	3,118.79	18,000.00	17.33%
850756-807.000 Membership Dues and Fees	0.00	687.68	100.00	687.68%
850756-850.000 Telephone	0.00	212.11	400.00	53.03%
850756-850.001 Telephone - Cell phone	0.00	0.00	294.00	0.00%
850756-860.000 Travel	0.00	0.00	70.00	0.00%
850756-860.001 Taxable Travel	108.54	392.62	1,500.00	26.17%
850756-900.000 Printing and Publishing	0.00	535.00	1,200.00	44.58%
850756-920.000 Utilities (Light-Oil)	0.00	1,284.32	4,000.00	32.11%
850756-940.000 Rental	0.00	0.00	1,500.00	0.00%
850756-942.000 Copy Machine Charges (Rental)	0.00	0.08	30.00	0.27%
850756-970.000 Capital Outlay	0.00	0.00	55,000.00	0.00%
850756-970.010 Capital Outlay under \$5,000.00	0.00	0.00	4,000.00	0.00%
<b>Expenses Total</b>	<b>3,180.41</b>	<b>24,153.33</b>	<b>186,345.00</b>	<b>12.96%</b>
<b>Capital Outlay under \$5,000.00</b>	<b>3,180.41</b>	<b>24,153.33</b>	<b>186,345.00</b>	<b>12.96%</b>
<b>Expenses Fund Total</b>	<b>3,180.41</b>	<b>24,153.33</b>	<b>186,345.00</b>	<b>12.96%</b>



**Richard Lewis**

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**From:** Charles Godbout <chas.godbout@gmail.com>  
**Sent:** Friday, May 3, 2024 6:16 PM  
**To:** Richard Lewis  
**Cc:** Keith beduhn; Donald Frerichs (donfrerichs@gmail.com); Gail Myer  
**Subject:** Re: Parks and Recreation Projects that will require budgeted Capital Improvement Dollars.  
**Attachments:** 2024 Budget Requests Document.pdf  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Richard for a short answer I'll first refer you back to my original email that shows the Veronica Valley Loop Trail Phase one \$40,000 as one of the top priority projects of the Parks and Recreation Commission as it was included in the budget request documentation for the 2024 Budget (attached). I have no knowledge of the BOC priorities except to assume that it was not necessarily their top priority because of the project being ranked lower and for funding to be provided in the 2027 year as presented in the approved CIP. In my opinion there is a disconnect between the CIP and Budget processes. I applaud Keith for taking the initiative with the help of Mr Alan Campbell to research available grants for this project.

BTW the information that Keith and Alan develop will also be useful for a potential grant for the UA Loop Trail at Myles Kimmerly Park that is in the conceptual design presented at the Parks and Recreation Commission meeting last Wednesday.

Rather than getting into a long email string I would like to talk with you about the various County processes. Please provide me with a time when I can call you to discuss this further. My preference is to do this by phone or zoom rather than in person so I don't have to drive to Suttons Bay from Empire.

Charlie Godbout

On Fri, May 3, 2024 at 4:59 PM Richard Lewis <rlewis@leelanau.gov> wrote:

As you are aware, grant applications has to be approved by the County Board of Commissioners. Two questions, is the project you're seeking funds for the top priority of the Parks and Recreation Commission? Is it the top priority of the County Board?

Don't want folks jumping through hoops with expectations that may not be reality.

R

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**From:** Charles Godbout <chas.godbout@gmail.com>  
**Sent:** Thursday, May 2, 2024 3:23 PM  
**To:** Keith beduhn <irakeith@hotmail.com>  
**Cc:** Donald Frerichs (donfrerichs@gmail.com) <donfrerichs@gmail.com>; Richard Lewis <rlewis@leelanau.gov>; Gail Myer <gmyer@leelanau.gov>  
**Subject:** Re: Parks and Recreation Projects that will require budgeted Capital Improvement Dollars.

Keith is the Grant a reimbursement type grant? or would the funds be provided prior to doing the project? The county's cost would be \$12.5K if the grant is awarded?  
 What is the timeline for the Grant approval?

Charlie Godbout

On Thu, May 2, 2024 at 1:06 PM Keith beduhn <[irakeith@hotmail.com](mailto:irakeith@hotmail.com)> wrote:

Working on a Grant for the UA pathway. Estimated cost is 50k, and the Grant would require we cover 25%.

*Sent from my LG Phoenix 4, an AT&T 4G LTE smartphone*

----- Original message-----

**From:** Charles Godbout

**Date:** Thu, May 2, 2024 11:58 AM

**To:** Richard Lewis;Donald Frerichs ([donfrerichs@gmail.com](mailto:donfrerichs@gmail.com));Keith Beduhn;

**Cc:** Gail Myer;

**Subject:** Parks and Recreation Projects that will require budgeted Capital Improvement Dollars.

All within the Parks and Recreation Budget is \$55,000 that is available for Capital Improvement projects within the parks for 2024 and as of the end of April none of these funds had been expended.

It was anticipated when the budget was prepared last year that the top priority projects for the 2024 Budget year that might utilize these funds were as follows:

Old Settlers Park Gazebo Refurbishment \$40,000 (This project is in the CIP for 2025) An RFP for this project has been issued twice with neither attracting any Vendor bids

Veronica Valley Porta-Potty enclosure and walkway \$35,000

Replace Playground Equipment at Myles Kimmerly Park \$20,000 (This project is in the CIP for 2027 \$22,000)

Veronica Valley Loop Trail Phase one \$40,000 (The entire UA Trail at Veronica Valley is in the CIP for 2027 \$87,000)

Myles Kimmerly Stand Alone Kiosk \$5,000

The sum of the above projects was \$140,000 excluding the special budget request of \$200,000 for a paved loop trail at Myles Kimmerly

The final approved budget for 2024 however only provided \$55,000 of the requested funds. This amount was the same as budgeted in recent prior years budgets.

Since last years budget was approved other projects have been identified that might require Capital Improvement dollars such as replacing the sand and gravel playground surface at Myles Kimmerly park with Engineered Wood Fiber and also installing Engineered Wood Fiber under the swing sets at all three parks where there is not an approved playground surface currently.

We should therefore proceed to move ahead to get as many projects done as we can utilizing this available funding.

Richard please advise on how best to proceed.

Don and Keith please identify what projects you may have which can be accomplished in 2024. Are they projects identified last year or are there other projects that are now of a higher priority. How much of the available funding might they require.

Richard is the project to replace the fencing at Veronica Valley, a maintenance project or a Capital Improvements Project? If Capital, its cost would be accounted against the \$55,000.

Charlie Godbout

The Parks and Recreation committee is excited as we look forward to 2024 and beyond. We currently have a very strong group of dedicated board members and all work well together. As we look ahead and get our budget planned we have several projects that we would like to get completed next year, with several other projects currently in the works for the current fiscal year. Most of these projects we would be able to fund out of our capital outlay budget. One item that we need to look at is the review and update of our parks master plan. This needs to be done every five years and is required to be done by the state of Michigan to be eligible for any grant funding. We estimate this would cost \$10,000-\$14,000. This estimate could be less based on how much work needs to be done. Once again we have a special request for funding of a one mile paved loop trail at Myles Kimmerly park. We feel this would be an extremely valuable asset to our community and has been requested several times by community members. We would appreciate your consideration for funding this project.

2024

# CAPITAL OUTLAY REQUEST FORM

Account Number: \_\_\_\_\_ Title: \_\_\_\_\_

Priority: \_\_\_\_\_

Item: \_\_\_\_\_

Amount: \_\_\_\_\_

Justification: \_\_\_\_\_

old settlers gazebo repair - \$40,000  
Veronica valley Porta Enclosure and walkway - \$35,000  
Playground Equipment at Myles Kimberly - \$20,000  
Veronica valley Loop trail phase I - \$46,000  
Myles Kimberly stand alone kiosk - \$5,000

Special Request for \$200,000 for paved loop trail at  
Myles Kimberly

Special Request for up to \$14,000 for parks master plan  
updates and review



<b>Leelanau County - Capital Outlay &amp; Funding Recommendations for 2024</b>		
<b>Point Broadband Project - projected completion 2024</b>		
Point Broadband (3 year project) \$5,000,000-\$3,200,000 ARPA Funds = \$1,800,000 unfunded	\$	1,800,000.00
DCS Technology & Design - contract proposal (Special Session 1/24/24)	\$	96,000.00
2024 Project Total	\$	1,896,000.00
<b>RECOMMENDED: Remaining balance of ARPA funds including interest earnings</b>	<b>\$</b>	<b>858,187.00</b> *
<b>RECOMMENDED: Funds to come from Delinquent Tax Revolving Fund (DTR)</b>	\$	1,037,813.00
	\$	1,896,000.00
<b>Heat Pump Replacement Project - D&amp;W Mechanical</b>		
Replacement - Lower Level (16) water source heat pumps	\$	171,000.00
Replacement - Main Level (23) water source heat pumps	\$	244,000.00
Replacement - Second Floor (31) water source heat pumps	\$	336,660.00
D&W Proposal	\$	751,660.00
2% pricing increase estimate for 2024 pricing	\$	15,033.20
<b>RECOMMENDED: Funds to come from DTR</b>	\$	766,693.20
<b>TOTAL RECOMMENDED TO COME FROM DTR for Point Broadband, DCS &amp; heat pumps</b>	<b>\$</b>	<b>1,804,506.20</b> **
<b>Pending Statutory Commitments</b>		
Schomberg Drainage District (\$213,750 - Cnty Rd \$59,375 - G/F reimbursement \$110,652.08)	\$	43,722.92
South Bar Lake/Village of Empire (\$56,250 - Cnty Rd \$5,625 - G/F reimbursement \$101,270.02)	\$	(50,645.02) DONE
Little Glen (G/F reimbursement)	\$	(1,803.75) DONE
Timberlee (\$175,000 - Cnty Rd \$17,500 - G/F reimbursement \$63,685.92)	\$	93,814.08
<b>RECOMMENDED: Funds to come from General Fund - prepay County assessments</b>	\$	85,088.23
<b>Leland Dam Roof &amp; Walkway</b>		
- roof & walkway (motion to approve transfer of funds upon receipt and award of RFP's)	\$	66,600.00
<b>RECOMMENDED: Funds to come from General Fund</b>	\$	66,600.00
<b>BOC approved 11/21/23 from General Fund</b>		
Telephony Recorder (purchased in 2023, installed in 2024 - budget amendment pending)	\$	26,533.00 DONE
<b>Funds to come from General Fund (approved 11/21/23)</b>	\$	26,533.00
<b>2024 consideration</b>		
Capital Improvements - Parks (\$55,000 unspent in 2023 to bring 2024 budget line to \$110,000)	\$	55,000.00
Government Center North Façade - need engineering bids/design & project management - estimate	\$	150,000.00
Dam Hydrolic Seal Replacement	\$	20,000.00 pending
Re-seal Parking Lot (\$25,000 funded in 2024 project budget - balance TBD) - estimate	\$	40,000.00 RFP's in
<b>RECOMMENDED: Funds to come from General Fund</b>	\$	265,000.00
<b>TOTAL RECOMMENDED TO COME FROM GENERAL FUND</b>	<b>\$</b>	<b>443,221.23</b> ***
Broadband Remaining Unserved - Robin Award/Charter & Leelanau County pending negotiations by DCS	\$	1,100,000.00 Estimate
Exterior Security Cameras		
Financial Software		

