The seal of Leelanau County is a circular emblem. It features a light blue outer ring with the text "LEELANAU COUNTY" at the top and "ESTABLISHED 1863" at the bottom. Inside the ring is a map of the county, showing the coastline and several islands in shades of green and blue.

Leelanau County Summary of Services 2022-2023

LEELANAU COUNTY SUMMARY OF SERVICES 2022 - 2023

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EXECUTIVE SUMMARY:

The collective reports and materials provided by the Leelanau County leadership attached in this summation have helped inspired the following assessment of the issues and opportunities that may come before the Leelanau County Board of Commissioners for consideration and action, in 2023, and in the near future.

First and foremost, there is an obvious and impressive “brain trust,” collective wisdom, experience, and talent employed within the various offices and County departments. This level of expertise has fostered a culture of exemplary service throughout Leelanau County Government. In fact, of the current non-judicial County Department Heads and Elected Officials, ten (10), or two-thirds, have been with Leelanau County for more than a decade, and half of them have been with the County for twenty or more years. While this level of commitment and loyalty has served the County extremely well, it also creates an opportunity to initiate discussions related to succession planning. Commitment to a transition of knowledge and skills will be essential to ensure the continuation of high-quality service throughout Leelanau County Government.

The County initiated the move from the Leland Courthouse in February, 2008. The move allowed for the expansion of the Government Center Campus, to include; the construction of the Government and Judicial Center, a County Law Enforcement Center (Police and Corrections), the establishment of a complex water/sewer treatment facility to support the enhanced operations. Five years ago, the installation of a hydraulic lift system at the Leland Dam was completed. Recent requests have initiated discussions regarding facility safety and security, and the need to overhaul the Government Center’s HVAC system, as well as the proposed renovation of approximately 2,000 square feet of the Centers lower level. The County’s facilities/maintenance responsibilities are also being expanded with the installation of multiple communication towers necessary to support the emergency/broadband enhancements throughout the County. However, the County has maintained the same maintenance staffing level it had fifteen years ago, prior to each of the aforementioned project expansions. The planned facility enhancements require an advanced level of technical skills/certification and the ability to effectively provide facility project management expertise. This reality has manifested in the recent contract with D&W Mechanical to provide the technical support on site three days a week to assist with the demands associated with maintaining an aging infrastructure and the newly expanded facilities.

The need for facilities/project management is further validated by the recent contractual agreement with the Michigan Leadership Institute (MLI) to provide assistance with several technical agreements. One of the key elements of this agreement is to provide assistance with the complexities of essential upgrades to the initially under-constructed and now outdated HVAC system operating within the Government Center Complex. A multi-million-dollar infrastructure project is eminent, and is confirmed through a recent structural assessment necessitated to address the potential renovation of rental space in the Government Center’s lower-level.

The Commissioners recent approval for the upgrade of the County’s website was extremely encouraging. This new portal will provide the opportunity to elevate the County’s community perception and accessibility. Enhanced communication outlets will provide links to valued community partners, the promotion of County/regional events, and ensure an ease of access to county services that up to this point were difficult to navigate.

Expanded state and federal financial reporting requirements, such as the “Michigan Department of Treasury Uniform Chart of Accounts for Local Units of Government” have created the impetus to consider upgrades to operating systems that would integrate departmental reporting processes.

Furthermore, the anticipated transition of staffing/leadership will require a process-driven approach to address; a potential salary analysis, a review of the County’s MERS pension/retirement program, and the ongoing management of six (6) independent labor union contracts. These considerations justify support to maintain independent Finance and Human Resource Departments. The ability to equip these two departments with the necessary professional staff, technology, and ongoing training, will undoubtedly require an investment from the County in the months and year ahead.

The Board of Commissioners recently heard reports addressing several community-based projects that have challenged the expertise, ordinances, and County financial resources. Specifically, these projects include the establishment of several new Drainage Districts to address age-old problems and new development concerns, new building/safety codes, and the creation of creative partnerships to address workforce/moderate-income housing throughout the County. By positive example; the current visionary approach by the Board of Commissioners to support a County-wide broadband initiative to ensure internet connectivity for all county residents will have future implications in support of “clean” technology driven businesses, advanced educational opportunities for the County’s youth/families, and for the essential establishment of telemedicine to ensure the health and well-being of the County’s aging population.

In summary, a multi-faceted approach will be needed to address the immediate and future needs of the County that often overlap within various departments, units of government, and community interests. Creating a priority list of planned and proposed projects/initiatives will help prepare for the related necessary allocation of financial and staffing resources. Such direction will also provide valuable guidance to staff and future Board of Commissioners regarding organizational priorities.

Through a continued commitment to talent, facilities/resources, and creative partnerships, the Leelanau County Board of Commissioners has the opportunity to make decisions that will ensure the safety and viability of its residents, the environment, and at its core - the County’s continued growth and sustainability.

I am humbled and honored to serve the County Board of Commissioners in the establishment and implementation of any goals which they determine are necessary toward these efforts.

Respectfully submitted,
Deborah Allen/Leelanau County Administrator

BOARD OF COMMISSIONERS

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James O'Rourke, District #2
Doug Rexroat, District #3
Ty Wessell, District #4
Kama Ross, District #5
Gwenne Allgaier, District #6
Melinda C. Lautner, District #7



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To: Leelanau County Board of Commissioners Deborah Allen, County Administrator
From: Deborah Allen, County Administrator
Date: January 20, 2023
Re: County Administrative Services

The following is an overview of the Administrative Department and the recently affiliated sub-departments; specifically, an update on the status of the transition for the Finance and Human Resource Departments. This report is indeed a summary, offered as part of the Organizational Inventory compiled by the County Administrator to be shared with the Leelanau County Board of Commissioners at the February Regular Session.

Administration: (Provide a 3-5-sentence overview of the purpose of the Department)

On Monday, December 5, 2023, I began my duties as Administrator for Leelanau County. I was made aware that day that the County Finance Director, hired in August 2023, had submitted his resignation the previous Friday, and that the duties of Financial Management would hence-forth be the responsibility of the County Administrator. The immediate issue therefore was to find a resolve to the situation and to secure an Interim Finance Director. The Human Resources Director was advised to post the vacancy in the local and regional media/classified outlets.

Interim Finance Director, Cathy Hartesvelt, was hired to the position and an agreement with the Clerk's office was establish to provide transitional training and support for an agreed upon stipend in recognition of their efforts.

To date, fifteen applications for the Finance Director position have been received. In one instance, further discussion with a candidate confirmed they were not willing to take on the duties without a higher level of compensation than was presented.

Efforts have been initiated to re-establish of a comprehensive Leelanau County Employee Handbook which will outline the various policies and procedures of the organization. Per the Commissioners action, the duties related to the employment review, hiring and termination of staff, as well as, union negotiations, are ultimately under the direct supervision of the County Administrator. A Human Resources Director is in place, and although training for this position has admittedly been limited to on-the-job training (OJT), recent initiatives are underway to establish the necessary processes to effectively manage a professional Human Resources Department for the County. Support for this effort is being provided the County's Legal Counsel, Cohl, Stoker & Toskey, P.C, and by the Clerk's office as necessary regarding necessary reporting for MERS pensions, disability, investment accounts, FMLA, and the complexities of weekly payroll reporting calculations based on the various union contracts currently in place.

In the first thirty days of employment, efforts were made to meet with Department Leadership personally. Additionally, updates are ongoing during the monthly “Leadership Team” (previously Department Head) meetings held the Wednesday following the Executive Session of the Leelanau County Board of Commissioners. The subsequent request to have each Departmental Director provide a Departmental Summary/Report has provided valuable insight into the full scope of services currently in place, and for future plans and projects.

Of significant note, is the complexity of issues related to the ongoing maintenance and oversight the various Leelanau County facilities and properties. While the development of a comprehensive Facility Master Plan may be premature at this time, an initial assessment of issues related to maintenance, construction and ongoing safety/security is proposed to be addressed in the upcoming (not yet scheduled) Building and Grounds Committee meeting.

2022 Achievements: (Up to 5, and not more than two sentences each, i.e.)

Efforts to secure an Interim Finance Director, as well as, to meet with the current departmental leadership was the primary goal in my first month of employment. Both were accomplished.

2023 Projections: (Up to 3 and not more than two sentences each)

- State 2-3 Goals or Initiatives in process
 - To assess and support the effectiveness of the current County departments;
 - To assist the departmental leadership, as well as, the Board of Commissioners, to set strategic priorities for 2023.
 - To build community partnerships that will advance County services for the local communities and residents. Specifically, to advance the initiatives related to;
 - i. Establish broadband service for the County,
 - ii. Address the housing shortage in Leelanau County,
 - iii. Strengthen the relationship with the Grand Traverse Band (GTB) of Ottawa and Chippewa Indians,
 - iv. Encourage discussions related to the need for a Juvenile treatment/detention facility for the multi-county region; and to
 - v. Strengthen relationships with legislators, and the elected officials, serving Leelanau County to forward these stated agenda items.

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To: Deborah Allen, County Administrator
From: Amber Weber, Building Official
Date: January 20, 2023
Re: Departmental/Committee Overview

The following is a brief overview of the Building Safety Department and the Construction Board of Appeals offered as part of the Organizational Inventory for the County Administrator to prepare and share with the Leelanau County Board of Commissioners at the February Executive Session:

Building Safety Department – reviews and issues building, electrical, plumbing and mechanical permits for residential and commercial construction. Performs inspections to ensure code compliance in accordance with current approved Michigan Building Code. Our inspectors work to protect the public health, safety and welfare of Leelanau County residents and contractors.

The Leelanau County Construction Board of Appeals reviews appeals based on claims that the true intent of the code or the rules of the governing construction have been incorrectly interpreted, the provisions of the code do not apply, or an equal or better form of construction is proposed. The board does not have the authority to waive requirements of the code and meets only when an appeal is requested.

2022 Achievements:

- Our department continues to see an increase in using our online permitting system. There are also a great number of contractors that e-mail their applications into the office. The total number of permits has steadily increased in the last few years despite the impact of COVID-19.
- Total dollars expended as of November 2022: \$856,353.14 and total dollars generated this year: \$1,082,115.50
- As of the end of February 2022 our office became fully staffed with the hiring of Rachael LaCross.
- Molly Steck continues to work toward a degree in Landscape Management. This is part of the Construction Technology Program offered at Northwestern Michigan College.
- Our office continues to actively work with the Planning Department regarding addresses assigned to new and existing structures.

2023 Projections:

- Software training for office staff and plan reviewers for modifications to be made to our building plan review process. The goal is to allow for better electronic communication with permit applicants and clearer permitting notes.
- Explore the possibility of offering continuing education classes to contractors locally.
- Explore creating and offering customer surveys to contractors and homeowners.

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To: Deborah Allen, County Administrator
From: **Matt Ansorge, Director of Emergency Management/9-1-1**
Date: January 20, 2023
Re: Departmental/Committee Overview

The following is a brief overview of the **Emergency Management/9-1-1** Department/and or associated Committee(s), offered as part of the Organizational Inventory for the County Administrator to prepare and share with the Leelanau County Board of Commissioners at the February Executive Session:

Emergency Management/9-1-1 Department - (Provide a 3-5-sentence overview of the purpose of the Department)

12-person department responsible for receiving 9-1-1 calls and coordinating response to emergency situations. Department administration works very closely with County law enforcement and Fire & EMS agencies to prepare for, respond to, and recover from all emergencies and disasters. Also, to the fullest extent possible, we strive to mitigate against and prevent emergencies and disasters from occurring.

2022 Achievements: (Up to 5, and not more than two sentences each, i.e.)

- State 2-3 Year trends in usage/services – **12,010 dispatched incidents in 2021; 12,224 dispatched incidents in 2022. 30,199 total calls received in 2021; 29,878 total calls received in 2022.**
- Dollars expended/generated –

| <u>2022 Incoming Funds</u> | | <u>2022 Expended Funds</u> | |
|----------------------------|--------------|----------------------------|--------------|
| Tower Fund - | \$335,445.65 | General Fund – | \$896,381.00 |
| State 911 Surcharge – | \$147,107.00 | Tower Fund Transfers – | \$120,000.00 |
| Local 911 Surcharge – | \$121,214.27 | | |
| State 911 Training – | \$14,059.00 | | |

(as of November 2022 from Budget Status report)
- Major accomplishments – **Completed construction of new communications tower on Government Center property, Integrated GTB Police into CAD system, Choking Kits delivered to all County schools (purchased by Jerry Culman), Implemented solution for 9-1-1 to receive videos & photos (Prepared911), Emergency Preparedness training (3 sessions) & Constitutional Auditors awareness training (2 sessions) to all employees, FBI Chemical & Bomb awareness training**
- Staff training/certifications achieved – **Director & Deputy Director received Train-the-Trainer certification for Run. Hide. Fight., All staff members received CPR/1st Aid recertification, All staff members complete monthly online training (Police Legal Sciences & Lexipol), 7 staff members completed EMD recertification (required every 2yrs), Deputy Director attended 911 Director Training**

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- Collaborative efforts accomplished with other Departments/Agencies/Committees – **Static IP connections established at 2 fire departments for camera installation at Recycling Sites, Amber Alert in Indian Country kit obtained for GTB Police utilization, MSP Safety Grant Application assistance for Leland Public School & Leelanau Montessori, Full-Scale Exercise completed w/all County Emergency Services agencies on National Park property, 36 Safety Plans created for planned events in Leelanau County**

2023 Projections: (Up to 3 and not more than two sentences each)

- State 2-3 Goals or Initiatives in process
 - **Fill open positions and return to full staffing levels**
 - **Complete construction of new communication tower in Leelanau Township**
 - **Complete renewal process of County Hazard Mitigation Plan**
- Staff training/certifications planned – **PLS & Lexipol monthly training, EMD Certification for new hires & recertification for those expiring in 2023, CJIS Security Awareness training for all staff members, pass 2023 CJIS LEIN Audit**
- Collaborative efforts proposed or in progress – **New Leelanau Township Tower (Cherryland Electric & Leelanau Township), Continued assistance provided to IT & SafetyNet for various needed projects, Continued participation in Building Safety Committee meetings, Participation in Employee Chair Committee (24/7 use of Dispatch chairs is brutal), Continued assistance provided to Point Broadband & Chris Sharrer for fiber delivery project, Working with Maintenance to coordinate 9-1-1 Console replacement at the same time carpet is replaced (anticipated 2024 project)**

Additionally, if you believe it would be helpful, please offer 2-3 Sentences addressing significant anticipated outcomes or issues that should be brought to the Administrator's or the Board of Commissioners attention (opportunities and/or challenges).

Employee retention is becoming a serious issue everywhere, but especially with 24/7/365 Emergency Services agencies. Employee benefits are not the draw for potential new hires that they used to be and our hourly wages are not competitive with McDonald's, Culvers, etc. Employees can hire in with these companies at over \$20/hr. with little to no legal accountability and less constant stress.

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To: Deborah Allen, County Administrator
From: Andrew M. Giguere (MMAO/4), Equalization Director
Date: January 20, 2023
Re: Departmental/Committee Overview

The following is a brief overview of the Equalization Department/and or associated Committee(s), offered as part of the Organizational Inventory for the County Administrator to prepare and share with the Leelanau County Board of Commissioners at the February Executive Session:

The Leelanau County Equalization Department assists the Board of Commissioners by conducting annual studies to support the statutory process of Equalization in order to insure equity and fairness within property assessments. The Department annually projects property values and studies the level of assessment by property class through appraisal and/or sale studies and applies equalization factors, if necessary, to comply with state law. The Department is also charged with reviewing and preparing reports for millage rollback calculations throughout the County and administering requirements mandated by the 1994 Proposal A and the 1978 Headlee Amendment. In addition, the Department maintains the County's Geographic Information System (GIS) of maps and mapping data to support the mapping needs of the County as well as the public.

2022 Achievements: (Up to 5, and not more than two sentences each, i.e.)

- Major accomplishments
 - The Equalization Department successfully negotiated the annual assessment cycle completing the studies necessary to support County Equalization.
 - The Equalization Department received a Tribal 2% grant (\$8,232) for the purchase of a replacement plotter/large-format scanner.
- Staff training/certifications achieved:
 - One staff member celebrated their first full-year in their position and was certified as a Michigan Certified Assessing Technician (MCAT).
 - One staff member was certified as a Michigan Master Assessing Officer (MMAO/4).
- Collaborative efforts accomplished with other Departments/Agencies/Committees:
 - In 2021-2022, the Equalization Department assisted the Clerk's office by providing maps for Michigan's re-districting/apportionment project.
 - The Equalization Department assisted the Board of Commissioners by providing an online application/web-viewer to identify Internet Service Provider (ISP) regions within the County to support the on-going broadband network expansion. This effort continues.

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2023 Projections: (Up to 3 and not more than two sentences each)

- State 2-3 Goals or Initiatives in process
 - The Equalization Department is currently investigating the possibility of adopting Pivot Point software's mobile application for conducting appraisal fieldwork. This would reduce duplication and improve efficiency.
 - The Equalization Department would like to relinquish tax-billing to the local units for which we have historically provided this service as a courtesy. This would allow Department staff to focus on Equalization related duties and reduce costs for local units.
- Staff training/certifications planned
 - All Equalization staff are certified by the State Tax Commission and must complete continuing education hours to maintain certification. Two staff members are required to complete 4 hours of training to maintain their Michigan Certified Assessment Technician (MCAT) certification. Two staff members are required to complete 16 hours of training to maintain their Michigan Certified Assessing Officer (MCAO/2) and Michigan Master Assessing Officer (MMAO/4) certifications respectively.
- Collaborative efforts proposed or in progress
 - The Equalization Department would like to partner with Senior Services to share a vehicle in order to conduct fieldwork in the spring and summer.

Additionally, if you believe it would be helpful, please offer 2-3 Sentences addressing significant anticipated outcomes or issues that should be brought to the Administrator's or the Board of Commissioners attention (opportunities and/or challenges).

- Taxpayers may be surprised in February when they receive their assessment notices as there are likely to be sizeable increases to the assessed values of their property as, despite high inflation, prices of property have remained very high. In addition, taxpayers may also be surprised by the increase to their taxable value as the inflation rate multiplier used in the calculation of the taxable value figure is at its highest ever, 1.05 or 5%.
- Linda Priest, the Equalization Department's Assessing Technician, will likely be retiring in the next two years. This will present a challenge to the Department as Linda's expertise and wealth of knowledge will be sorely missed. It is anticipated that finding a State Tax Commission certified replacement will be challenging if not impossible and that any new-hire will likely need to be trained and certified from the ground up. This is a keystone position within the Department and a solid replacement is an absolute necessity.

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To: Deborah Allen, County Administrator
From: Liana Wilson
Date: January 20, 2023
Re: Departmental/Committee Overview

The following is a brief overview of the Information Technology Department, offered as part of the Organizational Inventory for the County Administrator to prepare and share with the Leelanau County Board of Commissioners at the February Executive Session:

Information Technology Department -

The I.T. department is responsible for the planning, implementation, maintenance and security of all Leelanau County Information Management Systems. I.T. is an internal service department providing technical service/support to the Leelanau County staff and all the technology they use.

2023 Projections:

- State 2-3 Goals or Initiatives in process
 - Wi-Fi speed upgrade. Current AT&T internet speed supplying the wi-fi network (as well as our concurrent phone lines) is 10mb. Increasing to 50mb.
 - Multiple server upgrades/replacements. Several servers are running operating systems about to be out of support and on hardware that is also going to be out of support in 2023. Project was approved in 2022 and in the beginning stages.
 - Phone system upgrade. The current phone system is running on out of support servers that need to be upgraded. This is a part of the multi-server upgrade project.
 - New Leelanau County Website. I.T. is part of the website committee looking for a vendor to replace our current website with an updated modern website offering greater capabilities and easier navigation for users of the site.
- Staff training/certifications planned – LASO (Local Agency Security Officer) training.



LEELANAU COUNTY MAINTENANCE DEPARTMENT

Jerry Culman II, *Director*

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To: Deborah Allen, County Administrator
From: Jerry Culman, Maintenance Director/[lsc]
Date: February 16, 2023
Re: Departmental/Committee Overview

The following is a brief overview of the Maintenance Department/and or associated Committee(s), offered as part of the Organizational Inventory for the County Administrator to prepare and share with the Leelanau County Board of Commissioners at the February Executive Session:

Maintenance Department – *(Provide a 3-5-sentence overview of the purpose of the Department)*

Please refer to attached list of Future 2023 projects

2022 Achievements – *(Up to 5, and not more than two sentences each, i.e.)*

(None listed)

2023 Projections – *(Up to 3 and not more than two sentences each)*

- State 2-3 Goals or Initiatives in process *(none provided)*
- Staff training/certifications planned *(none provided)*
- Collaborative efforts proposed or in progress *(none provided)*

Additionally, if you believe it would be helpful, please offer 2-3 sentences addressing significant anticipated outcomes or issues that should be brought to the Administrator's or the Board of Commissioners attention (opportunities and/or challenges). (Please refer to attached Future 2023 Projects List.)

Future 2023 Projects that “NEED” to be addressed:

- Install five (5) touchless bottle fill water stations –
- Three existing old style fountains, Government Center, one per floor
- Two Existing old style fountains, Law Enforcement Center (LEC) Administration and Lower Level

Estimated cost: **\$2,150/unit**

\$10,750

- Add two (2) Mitsubishi (cooling only) mini split units to the LEC Administrative Sergeant’s Office, and to the Computer Room (Jail), across from the kitchen

Estimated cost: **\$5,000/unit**

\$10,000

- Parks: Old Settlers Park Gazebo; repair/replace?
- Government Center Employee Entrance Repairs –
 - a. Employee entrance sidewalk, wall below (structural issues)
 - b. Install roof over sidewalk, northwest end of building

No estimated cost provided

Estimated cost: **\$750,000**

- Jail Kitchen Dishwasher and Steam Table Replacement

Estimated cost: **\$20,000-\$25,000**

- Government Center Main Stairwell Railing Vertical Extension
Style-type of material, wood, glass, etc.

Estimated cost: **\$35,000-\$40,000**

- Government Center Security Issues: Public Entrances

No estimated cost provided

Leelanau County Planning & Community Development office:

Purpose: The County Planning and Community Development Department provides a variety of technical support functions to:

- Board of Commissioners
- County Planning Commission – established in 1970, established by Leelanau County Ordinance, and operates under the Michigan Planning Enabling Act and Michigan Zoning Enabling Act
- Solid Waste Council
- Brownfield Redevelopment Authority & Land Bank Authority
- Housing Action Committee
- As necessary, special boards and commissions of the County
- Local units of government
- Other County departments

Specific responsibilities include:

- Representing the County in County-wide committees, task forces and special groups.
- Providing County representation in regional planning and economic development groups.
- Responding to data requests from citizens, outside interests, local units and County entities.
- Providing technical and administrative support for the County Solid Waste Plan implementation efforts.
- Spearheading special studies, projects and reports for the County board and/or other entities as assigned.
- Preparing staff reports on various requests from local units of government (rezoning, amendments, plans, etc) and transmitting analysis on these to the County Planning Commission for review according to the Michigan Zoning Enabling Act and Michigan Planning Act.
- Monitoring hot topics in planning and land use issues and proposing training sessions, and regulations or land use plan text amendments based on updated knowledge.
- Conducting background studies and making recommendations for a variety of planning needs in the County.
- Conducting and participating in education seminars, meetings and other community outreach efforts to both educate the public and strengthen planning staff skills.
- Administration of the County's housing program (in conjunction with Northern Michigan Community Action Agency)
- Monitoring state and federal policies and programs that influence County planning efforts.
- Budgeting and other administrative functions for the Planning Department.
- Administration of the Brownfield Redevelopment Authority, and U.S. EPA grants and Michigan Department of Environmental Quality (EGLE) loans/grants.

- Participation in the Land Bank Authority.
- Annually administering the Remonumentation/Monumentation Grant
- Administering the Leelanau County Address Ordinance (addresses and road names for the entire county).
- Applying for and administering other grants such as 2% allocation awards, tire recycling grants, mattress recycling grants, etc.

2022 Achievements

1. At the end of 2022, the Department reported over \$1.3 million in grant funds administered through the Brownfield Redevelopment Authority, over \$6.2 million in housing funds, and nearly \$1 million more grant funds for various other projects. In total, the Department has administered \$8,660,905 from 1999 through 2022 (an average of \$376,561/year). The majority of these grants were written or co-written by Director Galla.
2. Director Galla was elected to the Board of the Michigan Association of Planning for a 3-year term.
3. Senior Planner Gail Myer attended her 1st national planning conference of the American Planning Association in San Diego.
4. Staff were involved in presentations on various topics in 2022 including: housing, brownfield plans, and recycling.
5. Participated in local meetings and plans for new housing projects.

Our annual budget remains fairly steady with regard to expenses.

2023 Projections

Goals/Initiatives:

1. In-house training for the Senior Planner and Planning Secretary to become more familiar with some of the day-to-day operations such as requirements for the EPA assessment grant, remonumentation grant, and tasks related to the Land Bank Authority. The Goal is to make sure all staff have the same knowledge and resources of the Director in running the office.
2. Complete the new website development
3. Continue working with local communities and agencies on efforts related to housing, improving recycling, updating ordinances and plans, and following up on funding opportunities.

Opportunities:

Involve the public more through the use of PeopleSpeak – increase involvement of the citizens and their knowledge of local and county government, as well as provide a simpler and quicker way for staff to prepare for meetings, draft and complete minutes, and post information to the new website.

Continue to look at ways that are more efficient and save time within our departments, and for the delivery of services to our citizens.

Leelanau County Senior Services 2022 Report

Leelanau County Senior Services has been discussing the challenges our seniors and this department would face as baby boomers enter into retirement for several years, but the Pandemic turned our theoretical conversations into reality. We have encountered many challenges with an increase in requests for services and supports to assist seniors in maintaining their independence, coupled with a caregiver shortage. In response to not only the additional requests but also to the complicated factors surrounding each request, I was able to restructure the office with an added employee and two new job titles at the end of the 2021: Care Coordinator and Resource Coordinator. These positions have aided us in meeting more needs and are preparing us for the future and continued growth in senior population.

In-Home Services

LCSS provides in-home services (personal care, respite care, homemaking, and medication management services to seniors who meet income and asset guidelines through contracted service providers. Up until June of this year we have contracted with Munson Home Health and Comfort Keepers to provide those services. During the Pandemic we had a number of seniors who refused to receive services because they did not want anyone in their home. Munson and Comfort Keepers also limited some of the services they provided due to staffing, and COVID concerns. They provided services to those with the greatest needs. In March, LCSS was notified that Munson would no longer be providing private duty in-home services as of the 1st of June. This change was a shock to many and was thought to be related to staffing shortages. I was able to negotiate a contract with Comfort Keepers to transition approximately 30 seniors who were receiving services through Munson to their care. The current contract with Comfort Keepers was terminated and a new one-year contract was established beginning June 1 with increased compensation rates.

Social Programs

LCSS has always provided social and educational programs for seniors throughout the county. During the Pandemic we stopped all programming. The offering of the COVID vaccine and the reduction of contagion rates within the county led to LCSS offering programming this summer for the first time in a few years. We began to offer opportunities for seniors to gather for lunch and Bitesize learning sessions. Attendance increased this Fall and we were able to end the year with 87 people in attendance at our Christmas Party.

Food Insecurity

The Pandemic highlighted the number of seniors within Leelanau County we were and continue to experience food insecurity. A collaboration between Meals on Wheels and Leelanau Christian Neighbors began during the pandemic to address this need. LCSS began passing out five frozen meal packs to seniors who visited Leelanau Christian Neighbor's food pantry each Monday. On average we pass out twenty-five packs each week. We have distributed thousands of meals and left-over fresh produce from the food pantry to seniors. The distribution of food has connected us with people who are invisible to

most and built a strong collaborative relationship with Leelanau Christian Neighbors. Together we have been able to meet the needs of so many people.

Transportation

LCSS has assisted seniors with transportation to medical appointments for years. Historically, we had volunteer drivers and contracted with Munson Home Health to provide this service. A few years ago, we transitioned to contracting with ShareCare of Leelanau, Comfort Keepers, and Munson Home Health to provide this service. As of December 31, 2022, Munson no longer offers this service. We continue to utilize both ShareCare and Comfort Keepers. With Munson no longer providing transportation services, we have lost a provider who can transport someone who is in a wheelchair or has limited mobility. We will need to determine how we can assist seniors who are impacted by this service loss in 2023.

Budget

While it is encouraging that we find that our programs and services are successful and utilized by the existing senior population, the stark reality is that the population of Leelanau seniors will continue to grow, as will demand, and we need to be vigilant and responsive to changing needs.

LCSS' fund balance has grown these past few years during the Pandemic due to being unable to provide a number of social programs, and host the annual Senior Expo for the past three years. The Pandemic also had large impact on the seniors who were receiving in-home services. Comfort Keepers and Munson reduced the frequency of some services, and put some services on hold for several months. Those changes coupled with some seniors electing to not receive services during that time reduced the expenditures for those line items.

This year we were faced with some challenges regarding in-home services, as Munson cancelled their contract. Due to the caregiver shortage our area is experiencing, Comfort Keepers agreed to take on our seniors being served by Munson but at a higher rate of service to ensure they will have staff to provide services in our remote rural areas. As a result, the cost for services will be double what we budgeted for 2022's budget. LCSS will utilize approximately \$250,000 of its fund balance to have a balanced budget. The proposed 2023 budget will also utilize approximately \$350,000 of the fund balance to meet the growing needs we are seeing within our county.

New Contractual Opportunities:

As we are slowly (fingers crossed) easing out of a pandemic we are seeing an increased request for in-home services, and are seeing the impact of social isolation that occurred as a result of limited services and social opportunities. LCSS would like to put out an RFP for organizations (ex. community centers, libraries, etc.) to submit proposals for educational opportunities, exercise programs, and intergenerational programming to address concerns for social isolation.

County Clerk's Office at a glance in 2022.

This just represents a snap shot of activity and accomplishments for the County Clerk and her Deputies as 2022 proved to be quite a turbulent year, filled with a lot of outside politics.

Elections:

- Successful Elections were held in May, August, and November with appropriate audits following where required.
- Leelanau County had eight precincts that were part of a partial statewide recount after the November 2022 election. All eight precincts were able to be recounted, and the hand counts matched with the machine tabulated results 100%.
- Seven (7) General Training Sessions ranging from 4 to 5.5 hours each were held in July 2022; three Absent Voter County Board Training Sessions of 1.5 hours each were held; one Electronic Poll Book Training of 1.5 hours was held; and two Receive Board trainings were held that were 1.5 hours each. This resulted in 287 people being trained as Election Workers in the Precincts. Additional training, where needed, was held prior to the November General Election. (Preparation and training consumed a large amount of time.)
- Affidavits of Identity and Petitions/or Filing Fee as well as Declarations of Write-In were accepted in the County Clerk's Office from over 150 individuals seeking to win an election as: County Commissioner, School Board Member, Road Commissioner, Precinct Delegates.
- Canvassing meetings were posted and held for each election as required by law.
- The County Clerk appointed two new members to the Board of Canvassers this year – one Republican and one Democrat – as two individuals (Donna Dodd and Judy Teichert) relocated out of the County.
- Multiple meetings of the County Election Commission were held.

Vital Statistics:

- Genealogy Research has picked up again and several hours were spent throughout the year with customers searching their family tree – whether it be the records on Naturalization, Birth, Death, Marriage or Divorce. Records go back to 1863 in some cases.
- Vital Statistics for 2022 were: Divorces 56, Deaths 207, Births 9, and Marriages 203.
- The Office of County Clerk issued over 3,300 certified copies.
- Marriages performed by the County Clerk were 19, bringing the total to 340 performed since 2007.

General Services:

- Passport Photos – 339 were taken.
- Juror Questionnaires - 3,000 questionnaires were mailed out, returned, processed, etc. for random selection in the Circuit Court – Family, Civil, and Criminal Divisions; Probate Court; and District Court.
- Multiple Notaries were commissioned.
- Applications were accepted for Concealed Pistol Licenses both new and renewal.
- Concealed Pistol Licenses issued by the County Clerk were 359.
- Assumed Names and/or Co-Partnerships - Over 150 new, renewal, and dissolutions were filed for business names in the County.

Circuit Court: (The County Clerk services as Clerk to the 13th Circuit Court)

- New Cases filed with the Office in 2022 were 234 and 46 additional cases were reopened. This is General Civil, Criminal, Family Court matters (Divorce, PPOs, Adoption, Delinquency, Family Support, Paternity, etc.)
- Attended 24 motion days for 13th Circuit Court plus over 30 zoom hearings
- Summoned Jurors and attended court for five Jury Trials in the Circuit Court – three criminal and two civil. County

Clerk information continued:

The County Clerk and staff saw a record number of meetings by the Board of Commissioners from Regular Session, Executive Session, Special Session, Work Sessions, Public Hearings, Committee of the Whole, Budget

Sessions. All of the meetings require either the County Clerk and/or one of her deputies presence which resulted in 73 meetings. There were additional meetings for the Board of Public Works and the Leland Dam.

Finances and Human Resources:

The removal of the functions by Board action in 2021 to be effective in 2022 did commence in January 2022. Everything has proven to be far more difficult than those that made the decision realized, anticipated, or inquired about, especially from a personnel standpoint. The three employees performing the functions under the County Clerk, once the function was transferred to the Administrator wing, within months all resigned and transferred either back to the County Clerk or to positions in the Treasurer's office. This was not a "simple move two chairs down the hall" as stated at a public meeting and has lacked a plan and understanding of what it all means since inception.

The County Clerk and two of her staff were requested in the fall of 2022 to begin an "audit" of payroll records from May – December 2022 due to multiple issues. This was completed and will be reviewed/reported to the Auditors. Corrective actions have been taken and is covered in weekly meetings with the Administrator, Chairman of the Board, Treasurer, Clerk, Chief Deputies and now the Interim Finance Director.

In December 2022, after the resignation of the Finance Director, the County Administrator, Chairman of the Board and others inquired and made a request of the County Clerk for assistance. The Clerk, her Chief Deputy (the first Finance Director of 2022) and her Deputy Clerk (who is currently the Interim Finance Director) effective December 19, 2022, began damage control and corrective measures to get the Financials on the best path for Audit. On December 30, 2022, the Board of Commissioners voted 6-0 in favor of the new Administrator's plan to proceed forward. We continue to move forward to place the County in the best position possible for the Audit and support the efforts of the new County Administrator and the Interim Finance Director.

If any Commissioner wishes to meet with me to discuss the Finance and/or Human Resources transition/process, I am happy to do so.

2023:

We look forward to another robust year of activity. ●We will continue to work closely and assist Administrator Allen and Interim Finance Director Hartesvelt as we move through the audit, continued training and any other areas of need. ●A minimum of two elections will be held (May and November). ●I just returned from a mid-winter conference for County Clerks where we met with the Bureau of Elections on the impact of the voter approved Proposal 2 with the 2024 elections just around the corner. ●The Circuit Court will be transitioning from the "AS400 and JMS for data management, to a new data management system called WebTCS (Trial Court System). This program is through the State Court Administrative Office's Judicial Information System (JIS) program in which they will assist, implement, and train on the new system once they have it up-and-running. They provide software platforms and I.T. services for courts to manage the data & documents of a court case throughout its entire lifecycle. The target timeframe for this transition is Summer 2023. This will affect all current integrated AS400/JMS users (CCAO, FOC, Jails, PAOs, Community Corrections, District Court, CCR/FCR)." I have received an email that indicates that kick off is later this Spring/early Summer. "From kick off, it will be approximately 4-6 months before the migration is complete. There are a number of factors that impact that and we'll know more once they start discussing our (very complicated multi-county) integrations. The 86th District Court will transition first and then JIS will move onto the 13th Circuit Court." ●We will continue to look for educational opportunities for staff that will enhance their work performance and also help us carry out the statutory duties of the Office of County Clerk.

To: Deborah Allen, Leelanau County Administrator
From: Trina Girardin, 13th Circuit Court Administrator
Date: January 12, 2023
Re: Departmental/Committee Overview

The following is a brief overview of the 13th Circuit Court, offered as part of the Organizational Inventory for the County Administrator to prepare and share with the Leelanau County Board of Commissioners at the February Executive Session:

13th Circuit Court (Provide a 3-5-sentence overview of the purpose of the Department)

The 13th Circuit Court is a state trial court serving Antrim, Grand Traverse and Leelanau counties. The Circuit Court handles civil lawsuits involving the rights and responsibilities of individuals with damages in excess of \$25,000. The Judges also preside over criminal felony cases. In addition, the Circuit Court handles family matters including divorces, Personal Protection Orders and appeals from the District Court and the Friend of the Court (FOC).

2022 Achievements: (Up to 5, and not more than two sentences each, i.e.)

- State 2-3 Year trends in usage/services

Overall caseload has steadily increased over the past three years. New filings in criminal, civil, and domestic cases have all increased in the past three years.

- Dollars expended/generated

In 2022, the 13th Circuit Court expended 93% of their total budget of \$2.3 million for all three counties.

- Major accomplishments

The 13th Circuit Court continued to conduct jury trials in person by utilizing offsite venues for jury selections and continue to remain with no backlog from Covid-19. Our Alternative Dispute Resolution (ADR) program continues to be a leading Court throughout the state which helps settle the majority of our cases before going to trial.

- Staff training/certifications achieved

The 13th Circuit court Administrator achieved the certification of the prestigious two-year program of a Certified Court Manager (CCM) through the National Center for State Courts. The six courses in the CCM curriculum provide a foundation of knowledge for court managers at all levels throughout the world. She also attended the annual National Association of Court Managers summit in Milwaukee.

- Collaborative efforts accomplished with other

Departments/Agencies/Committees

The 13th Circuit Court collaborates with local judicial partners every day including Michigan Department of Corrections, Circuit/Family Court Records, District Court, Prosecuting Attorney's Office, the jail divisions, Michigan Indigent Defense Council, Community Corrections in all three counties, as well as the State Court Administrative Office (SCAO).

2023 Projections: (Up to 3 and not more than two sentences each)

- State 2-3 Goals or Initiatives in process
 - 1. Get BIS video recording equipment installed in Leelanau County Circuit Courtroom.

- 2. Transition from AS400 to JIS data management system (statewide solution). This new software will provide features such as: text message hearing notifications to court litigants, an online public court docket, public case search, docket displays throughout the courthouse/s calendar integration & a money collections application.
- 3. Start renovation process of Historic Courthouse in Traverse City
- Staff training/certifications planned
We are sending Judge Charles Hamlyn to new judge's school. We are also sending our two newest employees to an annual Court Manager Certification course.
- Collaborative efforts proposed or in progress
Working with I.T. and Business Information Services (BIS) to continue implementing new digital technology and safety policies for trial court operations. These operational changes will allow the Court to mitigate health risks to parties, jurors, attorneys, and staff, while still adhering to the standards and time guidelines set forth by the State Court Administrative Office. We will also continue to support and assist with the GTC/Leelanau Family Division project of building a new juvenile holding facility for Northern Michigan.

Additionally, if you believe it would be helpful, please offer 2-3 Sentences addressing significant anticipated outcomes or issues that should be brought to the Administrator's or the Board of Commissioners attention (opportunities and/or challenges).

The 13th Circuit Court continues to be a leader within new court practices and technology and remains a pilot court throughout the state. We also continue to take on additional work that Covid-19 supplemented with the same amount of staff. Each staff rotates to assist the judge with Zoom hosting their Zoom hearings while livestreaming to their YouTube channel.

District Judges

ROBERT A. COONEY
(231) 922-4543

MICHAEL S. STEPKA
(231) 922-4579



STATE OF MICHIGAN
86th Judicial District Court
GRAND TRAVERSE - LEELANAU - ANTRIM COUNTIES

GRAND TRAVERSE COUNTY
280 Washington Street STE. 121
Traverse City, Michigan 49684
(231) 922-4580
Fax (231) 922-4454
Probation Fax (231) 922-6889

LEELANAU COUNTY
8527 E. Government Center Dr., STE. 201
Suttons Bay, Michigan 49682
(231) 256-8250
Fax (231) 256-8275

ANTRIM COUNTY
P.O. Box 597
Bellaire, Michigan 49615
(231) 533-6441
Fax (231) 533-6322
Probation (231) 533-6822

To: Deborah Allen, County Administrator – Leelanau County
From: Dawn Wagoner, 86th District Court Administrator
Date: January 20, 2023
Re: Departmental Overview

The following is a brief overview of the 86th District Court, offered as part of the Organizational Inventory for the County Administrator to prepare and share with the Leelanau County Board of Commissioners at the February Executive Session:

The 86th District Court is part of the judicial branch of government as provided for by the Michigan Constitution in 1963 and created by the Michigan Legislature in Public Act 154 of 1968.

The purpose of the District Court is to provide a system of justice for the citizens of Grand Traverse, Antrim, and Leelanau Counties. The District Court has jurisdiction over all civil cases where the amount in controversy is \$25,000 or less and all criminal misdemeanors. The District Court also handles all arraignments and preliminary examinations in felony matters.

Judges hold court in Leelanau County every Friday. They hold court in Traverse City five days per week and in Antrim County, court is held every Wednesday. Judges travel to Antrim and Leelanau on a rotating schedule.

Our Court has three divisions: criminal/traffic, civil and probation.

2022 achievements:

- Our Court began the transition from handling our court hearings in a completely virtual fashion due to the COVID Pandemic, to utilizing a “hybrid” type concept.
- We created and implemented a plan to process and deal with our backlog of jury trial cases. At the end of 2022 we have almost completely caught up our backlog.
- Our Court finally became fully staffed in 2022 after about a year and a half of working shorthanded.
- As court administrator, I received the “Rising Star” award from the Michigan Court Administrators Association. This is an award given to a court administrator who has less

than 5 years as an administrator and the nominations for this award come from other court managers around the state.

2023 projects:

- The biggest project that we will be working on this year will be our case management system switch from our current system to the states JIS system. This will be a labor-intensive project.

Staff training:

- Specialty Court probation officers and both Judges will be attending the Michigan Association of Drug Court Professionals annual conference in February.
- I will be attending the Certified Court Executive trainings put on by the Institute for Court Management and in partnership with the Michigan Court Administrators Association.
- Deputy Court Administrator, Melanie Catinella and Office Manager, Gwen Taylor will be attending the Certified Court Manager trainings put on by the Institute for Court Management and in partnership with the Michigan Court Administrators Association.
- As we have a fairly new staff of clerks, our plan is to begin sending them to the court clerk training for front line staff offered by the Michigan Judicial Institute.
- In partnership with MATCP, we will be hosting a training in Traverse City for our drug/sobriety court teams. We have a lot of new team members and this training will focus on improving and making our teams even better.

We are scheduled to present our 2022 Annual Report to the Board of Commissioners on April 18, 2023.

A handwritten signature in black ink, appearing to be 'Dana', with a long horizontal line extending to the right.

LEELANAU COUNTY BOARD OF COMMISSIONERS MEETING

Cameron Clark - Family Court Administrator Report

February 14, 2023

First, just a little about me. I have worked in Juvenile Justice in Michigan beginning in 1992 as a juvenile probation officer and then as the Court Administrator. In 2001, I left the court because I had founded the CASMAN Academy in Manistee, a school designed to assist at-risk youth complete their high school education. I spent 10 years as their school leader. I returned to court administration in 2011.

Currently I am serving as President of the Northern Michigan Juvenile Officers Association (NMJOA), representing 44 northern counties. I sit on the Executive Board of the Michigan Association for Court Administrators (MAFCA). I am a Governor's appointee to the Michigan Committee on Juvenile Justice (MCJJ). In addition, last year I took part on the Governor's Juvenile Justice Task Force as a member on several sub-committees which helped form the recommendations adopted by the Task Force. Currently I am serving on a Child Care Fund Advisory Committee attempting to modernize Court funding and to increase reimbursements to counties.

Prior to my work in the Court system, I worked at two different residential programs near Boston, providing me with a strong understanding of the operation of those types of facilities.

OK, so what's new?

I recently worked on a project to increase the Basic Grant amount to counties with populations under 75,000. It has ballooned from \$15,000 annually to \$56,520.

I am now working on a similar project to increase the amount all counties received for their County Juvenile Officer Grant. Like the Basic Grant, the amount has not changed since the late 1990's. We are hopeful it can double at least, from its current \$27,000.

The biggest task currently is the attempt between Leelanau County Family Court and the Grand Traverse Family Court to develop a treatment and detention facility. We are working hard with stakeholders and our legislators to try to get an appropriation to fund the construction/renovation for this project. Both County Administrators are very involved in this effort and I'd like to commend Ms. Allen for her very steep learning curve with this. She is a very quick study! GT County has some land that may be viable and we have recently looked at Pugsley Correctional Facility as a potential renovation site. We don't want to leave any stone unturned in our search. The need is real in Northern Michigan and won't go away without great effort like this.

Lastly, Covid has created a new culture within many K-12 schools in terms of expectations for students to attend in person and for parents to prioritize attendance. Last month I invited all the school Superintendents to a meeting in which we all agreed that there was a growing truancy issue in the county and that by working together we could begin to get things back to pre-Covid ways. All schools are agreeing to handle truancy in a like fashion and are even willing to state in letters to parents that schools in Leelanau County are unified in this effort.

So, you can see that I am not at all busy! 😊 I'd like to take your questions or comments at this time if you have any.

Memo

To: Deborah Allen, Leelanau County Administrator

From: Joseph T. Hubbell, Leelanau County Prosecuting Attorney

Date: February 9, 2023

Re: Departmental/Committee Overview

Hello Deborah Allen,

The following is a brief overview of the Leelanau County Prosecuting Attorney's office and is offered to you as part of the organizational inventory for the upcoming February executive session.

The prosecutor is a constitutional officer whose duties are as provided by law. Const. 1963, art. 7, s 4. *Lawrence Scudder & Co. v. Emmet County*, 288 Mich. 181, 184, 284 N.W. 691 (1939). *Schneider v. Shepherd*, 192 Mich. 82, 88, 158 N.W. 182 (1916). The conduct of a prosecution on behalf of the People by the prosecutor is an executive act, *People v. Dickerson*, 164 Mich. 148, 153, 129 N.W. 199 (1910).

We have held in the past that the prosecutor is the chief law enforcement officer of the county and has the right to exercise broad discretion in determining under which of two applicable statutes a prosecution will be instituted. *People v. Lombardo*, 301 Mich. 451, 453, 3 N.W.2d 839 (1942); *People v. Thrine*, 218 Mich. 687, 690, 691, 188 N.W. 405 (1922); *People v. Mire*, 173 Mich. 357, 364, 138 N.W. 1066 (1912). See also *People v. Graves*, 31 Mich.App. 635, 636, 188 N.W. 87 (1971); *People v. Eineder*, 16 Mich.App. 270, 271, 167 N.W.2d 893 (1969); *People v. Byrd*, 12 Mich.App. 186 (1968) concurring opinion of Levin, J. at 197, particularly footnote 7, 162 N.W.2d 777; *People v. Ryan*, 11 Mich.App. 559, 561, 161 N.W.2d 754 (1968). [emphasis added].

People ex rel. Leonard v. Papp, 386 Mich. 672, 683 (1972).

2022 Achievements:

We continue to operate our office within our budget and we have been able to work closely with our law enforcement to make Leelanau County safe for its residents and visitors. We do this important service by our continued commitment to corroborate with other community members and interested organizations; and by staying on top of training and other tools which we utilize to accomplish these goals. The dedicated members of our office have years of experience in bringing cases forward so justice can be achieved and services provided to crime victims.

2023: Projections:

One of the goals I have for this year is to finalize the direction of the FOIA coordinator for Leelanau County. Clearly the number of FOIAs being processed has steadily increased over the years. There should be compensation for the person processing these requests; the department head responsible; with county wide training for all departments and any conflicts to be handled by Cohl Stoker.

Joseph T. Hubbell

Leelanau County Drain Commissioner
PO Box 205 - Lake Leelanau, MI 49653

Steven R Christensen

1/11/23

My position as Drain Commissioner is mandated by the State of Michigan.

Mandated Duties:

I respond to all storm water drainage questions for the county.

I review all major construction and earth change projects with respect to storm water drainage, making sure they comply with the rules, ordinance and to the soil erosion control law; (this includes all commercial projects, subdivisions, land split developments, housing developments and site condos).

I review all the engineered and extremely critical sites for their Soil Erosion Control Permit Process. I am supervising Collin Oosse as he takes over the bulk of the regular permitting.

I work with Jerry Culman to maintain the court ordered lake level on Lake Leelanau and serve as the county representative for all repairs for the Leland Dam and sit on the Dam Authority to make decisions with respect to lake levels and dam operations and maintenance.

The installation of sensors in the South Lake, the Narrows and at the Dam has improved our ability to gage response to levels in the South Lake.

I am in charge of the Tri annual Leland Dam Inspection for the E.G.L.E. / D.E.Q. (Part 315 – Dam Safety)

I sit on the court ordered technical committee for the resolution of the water sharing plan for Glen Lake and the Crystal River.

I monitor two historic designated drains in Elmwood Township which are in the proximity of the old fuel storage facility.

I have led the designation of four new Drainage Districts in the county in last three years: South Bar Lake Drain in Empire, Schomberg Drain in Leland/Centerville Townships, Timber Lee Drain in Elmwood/Solon Townships, and Lake Bluffs Drain in Solon Township.

I sit on the Leelanau County Parks and Recreation Commission.

I work with the county road commission as we are interconnected with our storm water issues.

Non-Mandated Duties:

I work with individuals to resolve drainage disputes. (The drainage mediator)

I work with the Brownfield Authority with respect to their drainage and erosion control concerns.

I strive to make all development fit into a sustainable and comprehensive plan that aligns with watershed plans and complies with the law.

Drainage Districts: An update.

Each of the Drainage Districts has gone through a set sequence of mandated steps to become an official county drainage district.

The **application process** can happen with individual land owners garnering a set number of signatures or a village, township or county road commission can vote to do the application.

Once the application is complete, I designate a district boundary with the help of an engineer.

The next step is the **petition process**; the garnering of a set number of signatures on a petition or a village, township or county road commission can vote to do the petition.

Finally, the question necessity goes to the **Board of Determination** that I set up and schedule.

If the Board declares a necessity then the Drainage District is formed and moves forward with an engineered plan to solve the drainage problem.

The districts are legal entities that are able to secure funds through bonds or notes that are paid back through taxes on the district properties and charges to at large entities, such as townships, the county road commission/county, villages and cities and MDOT/State of Michigan.

I have hired an engineer – Brian Cenci – from GEI to help in planning the district solutions and a legal firm - Clark Hill – that is familiar with the Drain Code. **(Michigan Drain Code of 1956)**

Once the plan is in place in conceptual form, we work to garner easements for design elements or water passage. As it turns out this phase can take a surprising amount of time! At times we will need to negotiate a purchase of an easement however we always start at zero and at this point most easements have been given to us. The following four drain updates are for Districts that have gone through the Board of Determination meetings with a finding of necessity.

S Bar Lake Drain:

This district went through an application / petition process by vote of the Empire village council.

We will be constructing the new outlet for South Bar Lake at the current location of the existing outfall. We are in the process of finishing the engineering plan and applying for an EGLE permit for this drain. Once we have this permit, we can go out for bids.

The cost will be assessed to the “at large” entities of Leelanau County / Road Commission, MDOT / State of Michigan, The Village of Empire and Empire Township as well as the property owners of the district. The bills to the landowners will appear in the Winter Tax Bill as a special assessment for the district and will run for 15 to 20 years depending of the financing. (An option to pay off to avoid interest will be available)

The construction phase for this one could happen in 2023.

Schomberg Drain:

We are in the process of obtaining an easement further upstream than the original concept to facilitate the plan to retain the excess stormwater during large rain / runoff events. Once we have this easement, we can move forward with applying for an EGLE permit and then go out for bids.

The cost will be assessed to the “at large entities” of MDOT / State of Michigan, Leelanau County / Road Commission, Leland Township, Centerville Township as well as the property owners in the District.

Construction could happen in 2024

Timber Lee Drain:

This drain will address the completion of S Timberlee Dr from Fouch road to Mt. Josh Dr. We are in the process of garnering easements for this project. The project will be straight forward with the majority of the work in the road right of way.

The cost will be assessed to the “at large entities” of Solon and Elmwood Townships (Elmwood will have the major share of the township percentage) and Leelanau County / Road Commission as well as the property owners in the District.

Construction could happen in 2024.

Lake Bluffs Drain:

This district is in the construction phase. We have bids in and will be awarding the project as soon as possible after the day of review on January 19th.

The cost will be assessed to the “at large entities” of Solon Township and Leelanau County / Road Commission as well as the property owners in the District.

This project is scheduled to be completed by the end of September.

Respectfully,

Steven R Christensen

Drain Commissioner

Leelanau County

Register of Deeds Overview

- The Register of Deeds Office staff records all documents pertaining to real property, including, but not limited to mortgages, surveys, deeds, easements, power of attorneys, certificates of trust, master deeds, plats, sheriffs' deeds, redemption certificates, numerous different liens and any other document that pertains to Real Estate Transactions.
- The hardworking deputies in the Register of Deeds Office must be familiar with more than 100 different types of legal documents and the unique state statutes for recording each of them.
- The office staff works closely with attorneys, real estate agents, lending institutions, title agencies, utility companies, surveyors and general public.
- The documents recorded in the Register of Deeds office are a vital tool for the Township Assessors, Treasurers' office and Equalization Department for tax bases, mapping and updating the tax rolls.
- The top priority of this office continues to be customer service – polite, professional, accurate and timely.

Current Staff



Rachel Richardson
Chief Deputy Register
February, 2013



Wanda Couturier
Deputy Register
June, 2017

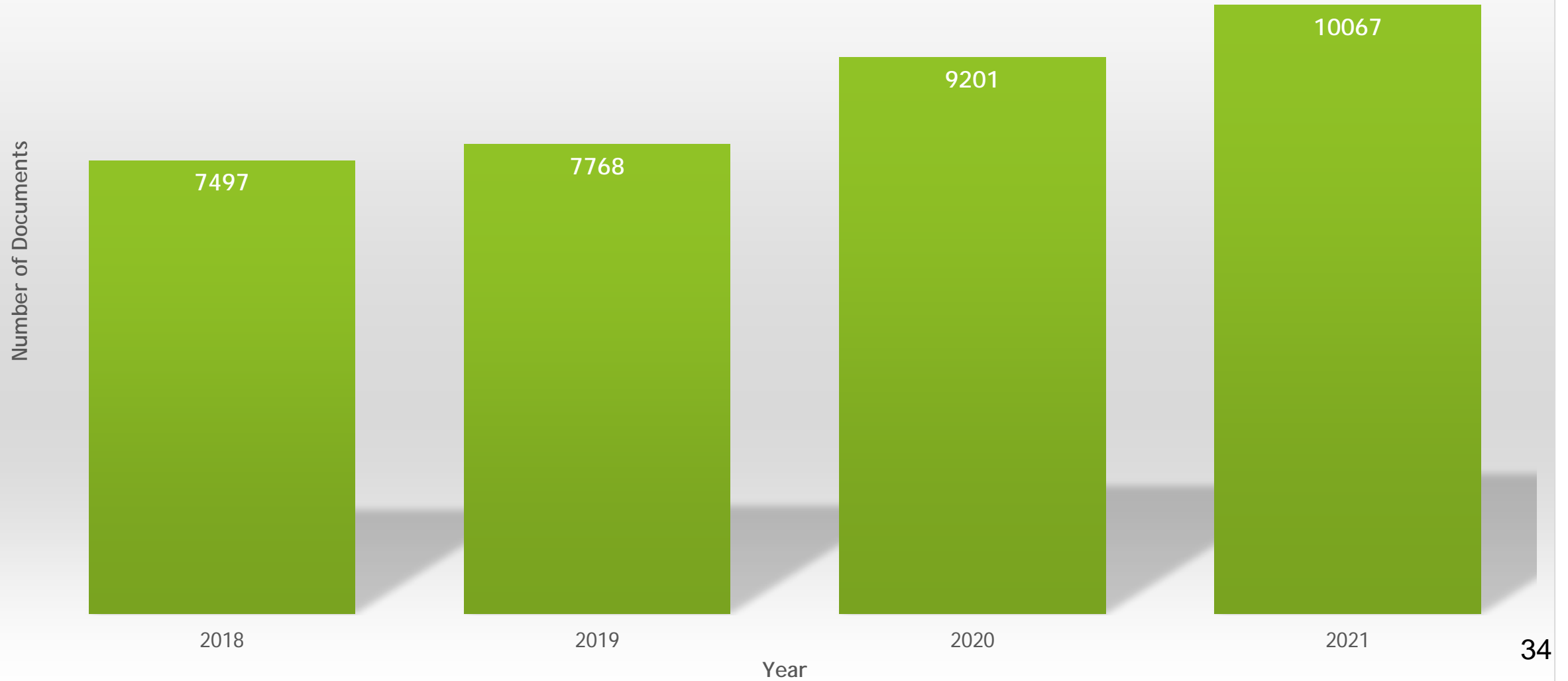


Patty Boothroyd
Deputy Register
February, 2020 - part-time
January, 2022 - full-time

Available Documents

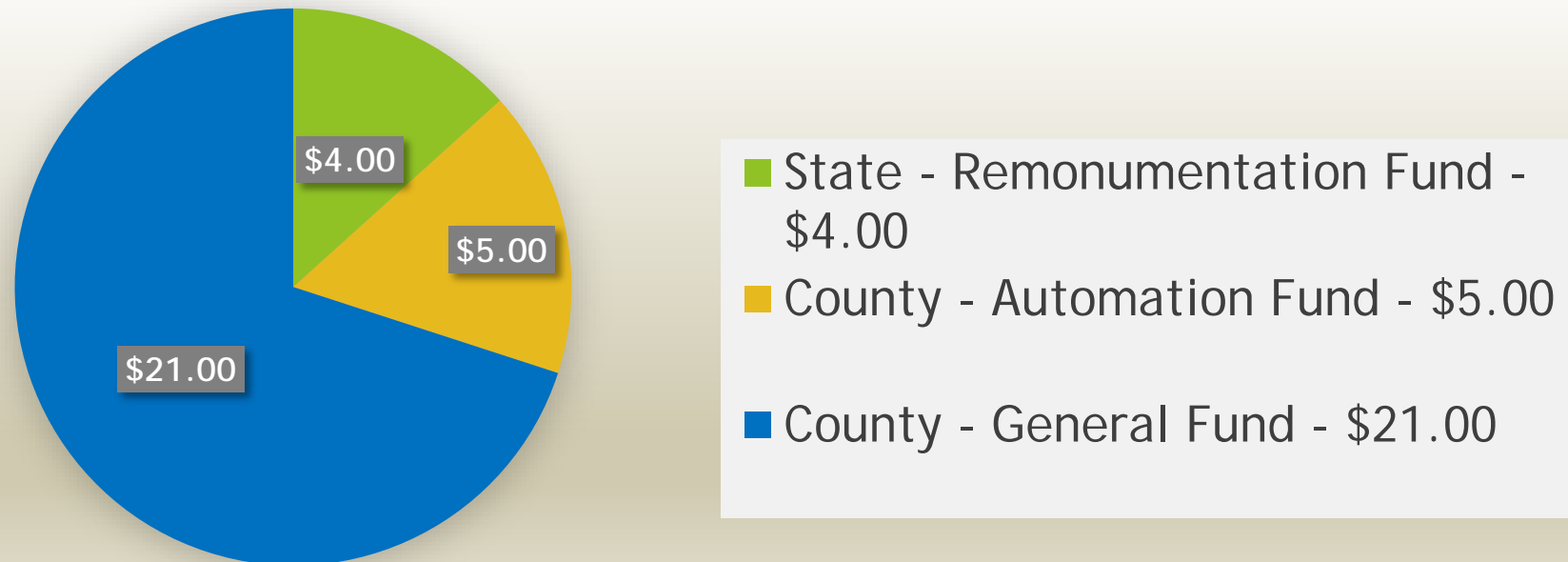
- 1863 to Present
- January 1, 1967 to present are indexed, computerized and searchable online.
- 1863 to December 31, 1966 - Deed books have been made into digital images, imported in our software and searchable by Liber and Page to staff. These are not yet indexed and not available for public access. Public still need to search books.

4 Year Trend in Document Recordings



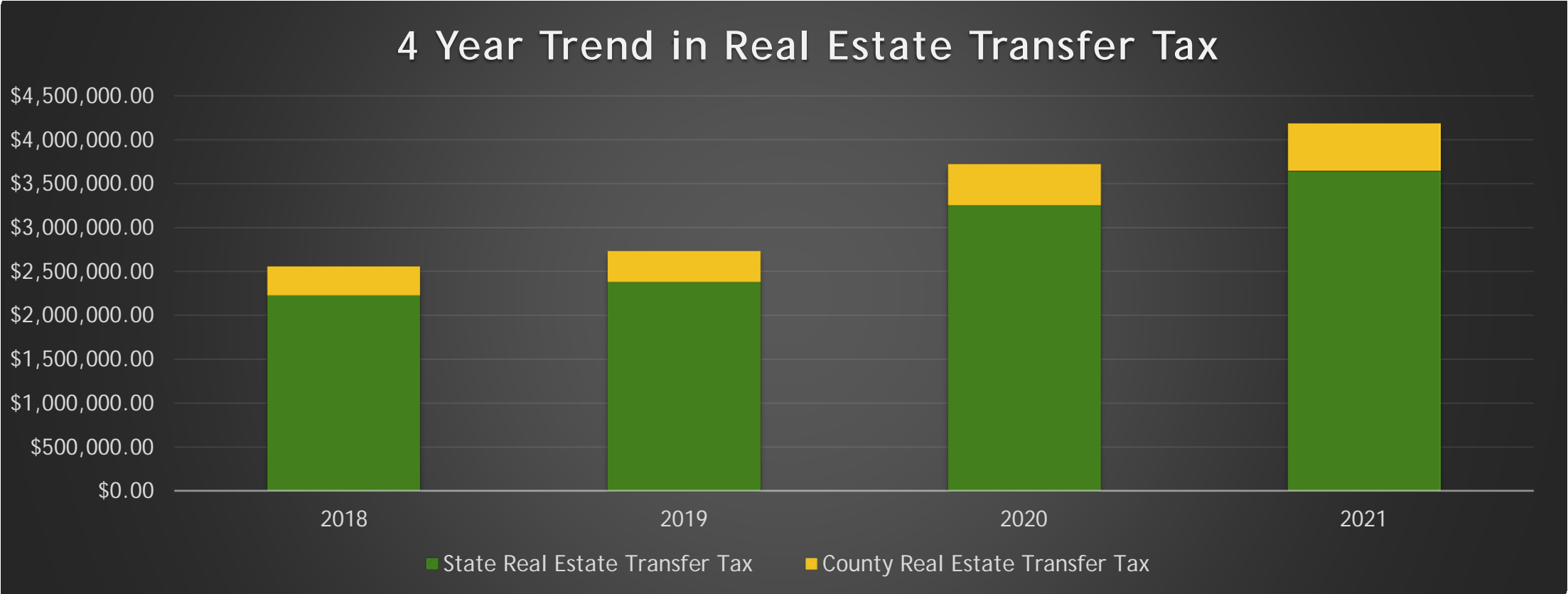
Revenue brought in through the Register of Deeds office:

- **Recording Fees: \$30.00 Predictable fee per Document – Where does the \$30.00 go?**
 - **State Remonumentation Fund** – This fund is a result of the State Survey and Remonumentation Act 345 of 1990. \$4.00 from each document minus 1.5% retained by the county for an administration fee is sent to the State of Michigan
 - **Automation Fund** – The State Legislature enacted Public Act 698 and became effective March 31, 2003. By adding MCL 600.2568 to this Act it created the Automation Fund for upgrading technology in the Register of Deeds' office. The Register of Deeds is required to deposit \$5.00 from each recording fee for the benefit of the automation fund.
 - **General Fund** – The remaining \$21.00 is to be retained by County to the General Fund.



Revenue brought in through the Register of Deeds office continued:

- State Real Estate Transfer Tax: collected on deeds recorded and sent to the State of Michigan. \$3.75 per \$500.00
- County Real Estate Transfer Tax: collected on deeds recorded and retained by the County to the General Fund. \$.55 per \$500.00.
- Tax Certification: collected on all Warranty Deeds, Land Contracts, Assignment of Land Contracts, Master Deeds, Master Deed Amendments, some easements and any other deed with a Warranty Clause. \$5.00 for up to 25 descriptions; \$.20 per additional description and retained by the County to the General Fund.



Revenue brought in through the Register of Deeds office continued:

- Copy/Website Fees: retained by the County to the General Fund.*
 - Copies are \$1.00 per printed page online and in office
 - Online Website searching fees are as follows:

The screenshot displays the 'Leelanau County Register of Deeds Self-Service Web' interface. At the top, there's a navigation bar with the county logo and user account options. Below this, a green banner reads 'Document Search (Images & Index) - Web'. A detailed instruction box explains search criteria: 'Individual Names should be entered LAST FIRST (i.e. Smith James). For a broader search, use only a last name and first initial. Names with prefixes such as McDonald or O'Brien may need to be searched with a space after the prefix, without a space and possibly with an apostrophe to be sure to find every variation of the last name. Organizational Names should be entered as they are spelled (i.e. Nevada Bank)'. Below the instructions, a blue banner states 'Documents are indexed from Jan 1, 1969 to Feb 15, 2022'. The main search area contains several input fields: 'Either Party' (with a dropdown for 'Grantor/Party 1' and 'Grantee/Party 2'), 'Liber/Page', 'Document Number', 'Recording Date Start', 'Recording Date End', 'Platted Legal' (with 'Town' and 'Subdivision' dropdowns), 'Lot/Unit', 'Block', 'PLSS Legal' (with 'Qtr 2' and 'Qtr 1' dropdowns), and 'Section' (with a 'Township' dropdown). A 'Back' button is located at the bottom left.

- Free = view indexing, no images
- \$5.00 = 15 minutes pass
- \$15.00 = 1 day pass
- \$200.00 = 1 month pass
- \$1,100.00 = 6 month pass

**Effective 2023: Register of Deeds will have a line item for copy fees collected from the Office.*

Passport Services

- In 2011, the Register of Deeds Office began serving as a Passport Acceptance Facility. Our role as an Acceptance Agent is to accept the passport application and ensure all the material needed to verify identity and citizenship to process the application correctly and is submitted to the U.S. Department of State.
- For every new application accepted and submitted to the Department of State for processing, \$35.00 is collected and retained by the County to the General Fund.
- Photos for new applications are taken in the Clerks Office, our office collects the \$10.00 for each photo and is retained by the County to the General Fund.
- Every year, each staff member needs to update their certification through a series of trainings to be an Acceptance Agent for the United States Department of State.
- Oversight visits are performed every 2 years, our office continues to earn certificates of achievement and perfect scores for exemplary performance.
- In December of 2021, the fees for a passport book increased from \$110.00 to \$130.00 for an adult passport book (valid 10 years) and from \$80.00 to \$100.00 for a minor passport book (valid 5 years).

11/30/22 - 82 more passports were processed than in 2021



FRAUD GUARD SERVICES

Fraud Guard is a free service built into the Register of Deeds Software. After a resident registers through the online system, they will receive an email alerting them that something was recorded in the Register of Deeds office with their name on it.

As of April 5, 2022, there are 109 emails registered, I would like to see this number double in 2022.



PROJECTS

1. 2021 Completed Project

- In the spring of 2021, all the deed books that were scanned and made into digital images by the previous Register were imported into our software and made searchable by Liber and Page.

2. 2022 Project

- Upgrading the online search capabilities by adding a Historical Index Module. This will allow for the public to search our Grantor/Grantee indexes back to 1863 online, without coming into the office.

3. Possible Future Project

- State of Michigan budget awarded funds to the Electronic Recording Commission to make grants up \$12,000 available to counties to facilitate or upgrade erecording capabilities. I am currently researching what needs to be done to communicate with BS&A to accept the Treasurers documents electronically.

4. Ongoing Project

- Back Indexing. Office staff continue to input the information from the old documents to make them searchable within our software. After a year is completed, they are uploaded for public viewing. In January, 1969 was uploaded and we are currently working on 1968,



LEELANAU COUNTY SHERIFF'S OFFICE

MIKE BORKOVICH
Sheriff
JAMES KIESSEL
Undersheriff

8525 E. Government Center Drive
Suttons Bay, Michigan 49682
Office (231) 256-8800 Fax (231) 256-8611
Toll Free 1-877-256-6911

LT. TODD ROUSH
Corrections
LT. DUANE WRIGHT
Law Enforcement

Dear Leelanau County Commissioners,

It is our pleasure to update you on the status of the Leelanau County Sheriff's Office and provide you with a brief overview of our Law Enforcement and Jail operations over the last year. We hope that this brief overview of the last 12 months gives you some insight into our operation. Additionally, if you have any questions please do not hesitate to ask as we strive to be as transparent as possible.

The Sheriff's office was very fortunate in 2022 with our staffing. Unlike other Law Enforcement agencies around the state and country, we were able to maintain our staffing levels. We lost one corrections officer to higher paying position with the Michigan State Police but were fortunate enough to replace that position almost immediately with a new, previously experienced deputy. The Law Enforcement Division maintained staffing levels with no new hires until losing one deputy, to the healthcare field, at the very end of December. We are hopeful to have this position filled by early February as we are currently in the hiring process of yet another experienced officer.

Both Divisions of the Sheriff's Office were able to maintain order and operate within their Board approved budgets and actually end the year under budget and without major budget adjustments. Line items such as vehicle costs, gas/oil, maintenance, and jail meal costs were very difficult to maintain due to rising costs out of our control and the recent inflationary environment. Modifications in other areas, such as additional jail border contracts help to offset these costs.

We hope to have our 2022 Annual Report completed for your review by the time we meet at the February Executive Board of Commissioners meeting. The Sheriff's Office continued to see a busy workload that is obviously driven by seasonal visitors and environmentally related events. The county has also experienced a lot of criminal activity involving the use of drugs and opioids which included several overdoses. Unfortunately, this type of activity also led to the exposure of fentanyl to two of our deputies. Recently, we also had a deputy struck by a motor vehicle while crossing a parking lot, sustaining very minor injuries. Fortunately, all employees have returned to work but it emphasizes the danger that our employees are faced with every day, even in a small rural county like Leelanau.

The operation of the Jail continues to be efficient, safe and secure. In 2022, we once again passed our MDOC inspection with a 100% compliance. This last year we also entered into housing contract with Kalkaska County due to staffing issues at their facility which led to the average of 10-12 additional borders within our facility for a good portion of the year. These additional borders, along with others from Grand Traverse County, MDOC and the Grand Traverse Band, lead to a sharp increase in overall jail revenues.

As we enter 2023, we look forward to another safe year. Our number one goal for 2023 continues to be acquiring a **GREAT LAKES CAPABLE PATROL BOAT** to station in Leland. As most of you

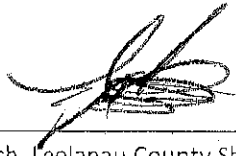
Our staff is dedicated to making our county a safe place in which to live, work, play and raise our families!

are already aware, this has been a need and request for the last several years through a grant submission with the U.S. Department of Homeland Security. If approved, this grant request requires a twenty-five percent (25%) match from Leelanau County. Your continued support in this endeavor is greatly appreciated.

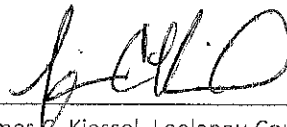
Our second goal for 2023 will be the addition and replacement of our **BODY-WORN CAMERA SYSTEM**. This Sheriff's Office was a state leader in the initial use of body cameras almost 8 years ago. Since that time, we continue to use body cameras on a daily basis, though our current system needs to be replaced as deputies are using 3 different platform models that are constantly breaking down and as such, we are unable to keep up with our needs. A new updated system will integrate with our current records management system and will bring the agency up to date with national current standards and operations that will also assist in the application of public dissemination and FOIA laws. This acquisition would also be partially refundable through a grant administered by MMRMA.

Our third goal is the **INSTALLATION OF A SECURITY GATE** at the entrance to our employee and patrol car parking area. All of our patrol vehicles, contain tens of thousands of dollars' worth of equipment, and they are left secured but unattended and unprotected from unauthorized access by the general public. The security of these vehicles and the equipment they contain is paramount for the continued safe operations of our employees. On many occasions, we have seen unauthorized people wandering around our patrol vehicles and nationwide, we are seeing an increase in attacks on individual law enforcement officers and especially so at their duty stations.

This is a very brief summary of the last 12 months as well as a look into our future plans. If at any time there are every any questions, comments, or concerns the administrative is always more than willing to assist in any way possible. Thank you for your continued support.




Mike Borkovich, Leelanau County Sheriff



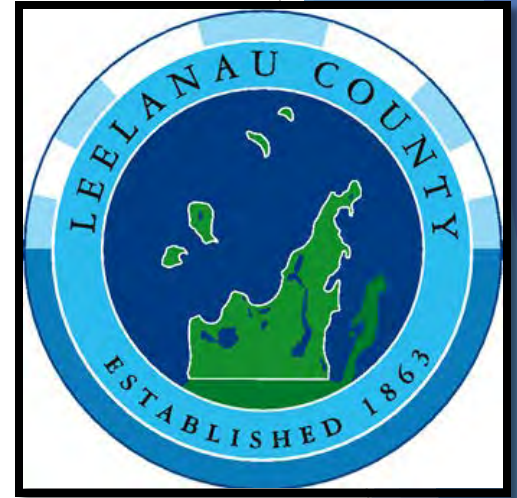
James C. Kiessel, Leelanau County Undersheriff



Duane Wright, Law Enforcement Division Lieutenant



Todd Roush, Corrections Division Lieutenant



Leelanau County Treasurer's Update

J. GALLAGHER III



John A.
Gallagher III,
Treasurer



Sarah Lautner,
Chief Deputy
Treasurer



Natalie Winter,
Deputy
Treasurer

Deputy Treasurer/PRE
Auditor

OUR STAFF

The Treasurer's Duties and Responsibilities:

- Serving as the county's banker and investment officer.
- Receipting, recording and depositing revenue for all county services.
- Investing idle funds while maintaining adequate cash flow.
- Providing deed tax certifications.
- Purchasing and collecting delinquent property taxes.
- Acting as the foreclosing governmental unit for tax delinquent properties.
- Issuing dog and kennel licenses.

Collection, Deposit and Investment of County Funds

- ▶ 1. As County Treasurer I am responsible to receive and deposit all money which is payable to the County.
- ▶ 2. Once the money is received, it must be deposited in a bank account or invested in an investment which is authorized by law.
 - ▶ Depositories are approved by the BOC
 - ▶ Investments are made pursuant to PA 20 of 1943
 - ▶ In order to make investments the type of investment must be approved by a resolution adopted by the BOC in a investment policy

Collection of Taxes

1. Collection of Delinquent Taxes

- ▶ Collection at my office
- ▶ Mail Collections
- ▶ Credit Card Payments
- ▶ Collections by Third Parties pursuant to Agreement

2. Foreclosure of Properties on which Delinquent Taxes are unpaid

- ▶ Follow Foreclosure Procedures by PA 206 of 1893
- ▶ Final Foreclosure of Property through Court Proceedings
- ▶ Sale of Foreclosed Property

Collection, Deposit and Investment of Funds for Drainage Districts, the Road Commission and other agencies

Drainage Districts

- ▶ The County Treasurer is the Treasurer for all Drainage Districts, each of which is a separate public corporation.

Road Commissions

- ▶ The Board of County Road Commissioners is a separate public corporation and I am the Treasurer.
- ▶ All monies when deposited in a bank account is the responsibility of the County Treasurer.
- ▶ Investment of Road Commission money must be approved in a resolution through an investment policy similar to the County Board.

Other Agencies

- ▶ Building Authorities, Hospital Finance Authorities, Economic Development Corporations and other Authorities.

Some General fiduciary and administrative duties

Receipt of Moneys; Allocation to Funds

- ▶ The treasurer must receive all moneys belonging to the county and pay such moneys only on the order of the board of commissioners, except where otherwise provided by law. MCL 48.40.
- ▶ All moneys collected by county officers, townships, school districts, cities, villages or other municipalities are considered public moneys. MCL 129.11.
- ▶ Property conveyed to the county for its use and benefit is to be deemed property of the county. MCL 45.4.
- ▶ A treasurer must receive moneys and itemized statements of receipts from the register of deeds, abstractor or superintendent at the end of each month and keep such statements on file. MCL 53.145.
- ▶ Fees collected by salaried county officers are to be paid to the treasurer and credited to the general fund. MCL 45.402 and 45.404.
- ▶ The treasurer must collect, make an itemized statement of and pay over all fees received on the last day of each month. MCL 45.402.
- ▶ The treasurer must receive and credit to the general fund fees designed to reimburse the county for the cost of handling alimony or support money payments. MCL 552.23.
- ▶ Officers or other persons collecting penalties must pay such fines over to the treasurer on or before the last day of the month after they are collected. If a treasurer learns that a person has failed to pay over such penalties, the treasurer is to proceed in circuit court to collect them. MCL 600.4841.
- ▶ A treasurer must credit all fines for violation of the penal laws to the library fund and all other penalties for the general fund. MCL 600.4845.
- ▶ Fines and costs imposed by a municipal court for a violation of state law are to be paid over to the treasurer on or before the last day of the month following receipt of the fine or cost. The treasurer must reimburse the court for its lawful fees within 15 days after auditing, and the fines are to be distributed as provided by law. MCL 774.26.

Some General fiduciary and administrative duties

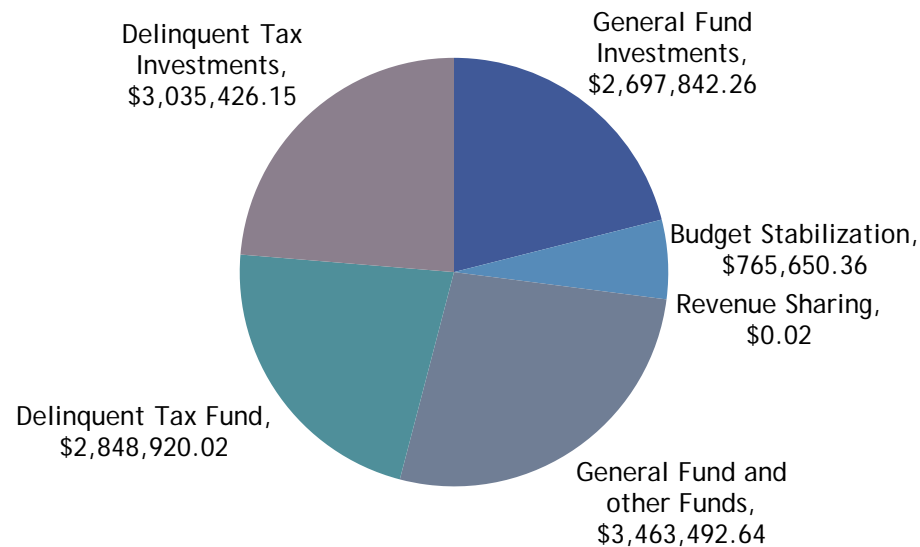
Books, Records and Deposits

- ▶ The treasurer must provide the board of commissioners with a full statement of the treasurer's account on the last settlement as found on the treasurer's balance sheet or account current to the last settlement. MCL 46.9.
- ▶ The treasurer must permit the board of commissioners to examine the accounts of the county at least once each year. MCL 46.6.
- ▶ The treasurer must exhibit his or her books and accounts to the board of commissioners to be audited and allowed. This must be done at the annual meeting of the board or at such other time as the board may designate. MCL 48.41.
- ▶ There is a general duty for all county officers who may receive or pay out funds to keep an accurate and perfect account as directed by the board of commissioners or board of auditors. The commissioners or the auditors may prepare a system for the keeping of accounts. MCL 750.485.
- ▶ The treasurer has a duty to deposit daily all moneys, drafts or checks on hand received by the treasurer in banks, savings and loans associations or credit unions designated by the board of commissioners or board of auditors [Note: one statutory provision requires bids but another does not], but the treasurer may keep reasonable sums on hand to conduct business. MCL 129.12, 129.14,.
- ▶ By resolution of the board of commissioners a treasurer may be authorized to invest surplus county funds in various forms of investments (guaranteed government securities, certain certificates of deposit, certain types of commercial paper, repos, etc.) or in an investment pool with other municipalities. MCL 129.91, and 129.111 to 129.118. See also 129.71.
- ▶ Public officers acting as custodians are relieved from liability to counties, townships, cities, villages or school districts, and the State of Michigan for failure to pay over moneys deposited with such officers and in their possession but on deposit in a duly designated depository. MCL 129.23.

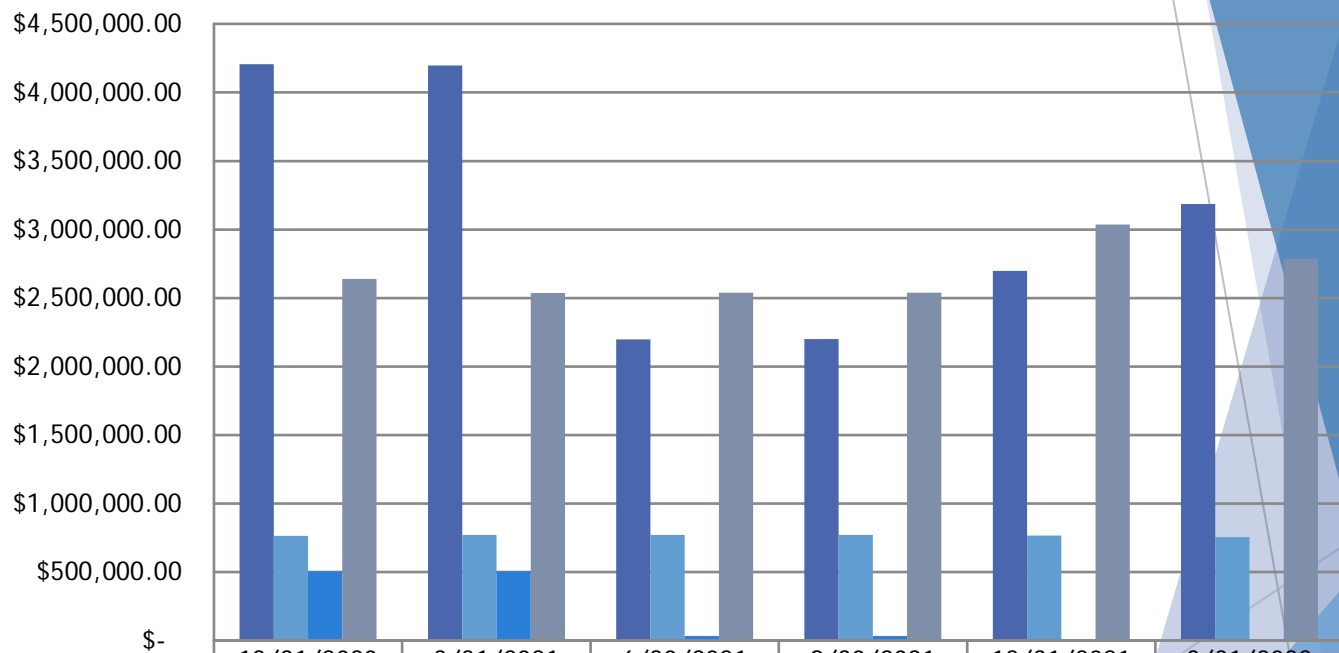
Investments and Cash

12/31/21

► Investing and maintaining cash flow

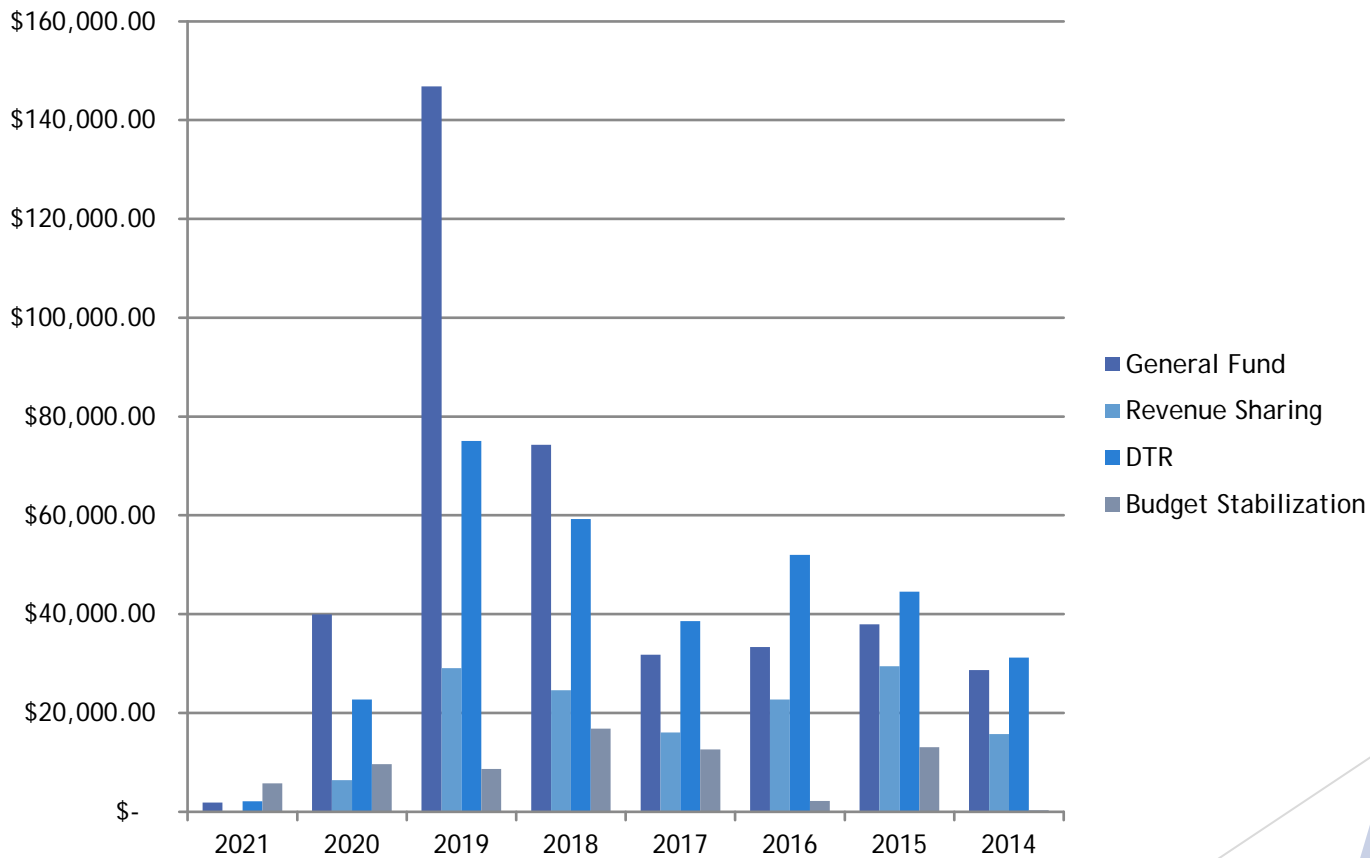


Investments

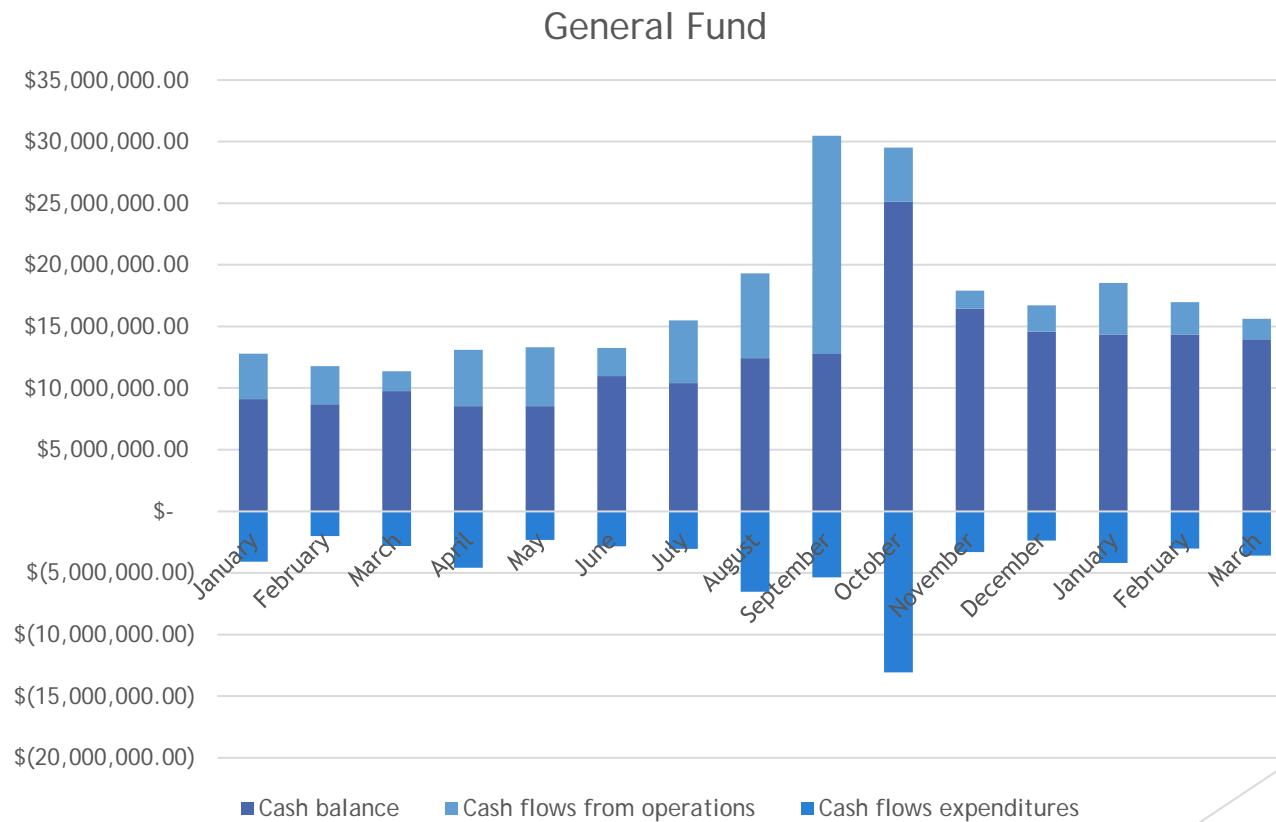


| | 12/31/2020 | 3/31/2021 | 6/30/2021 | 9/30/2021 | 12/31/2021 | 3/31/2022 |
|----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| General Fund Investments | \$4,205,472.96 | \$4,198,140.83 | \$2,198,737.65 | \$2,199,385.65 | \$2,697,842.26 | \$3,185,810.63 |
| Budget Stabilization Investments | \$764,813.35 | \$769,803.54 | \$770,124.09 | \$770,124.09 | \$765,650.36 | \$753,904.20 |
| Revenue Sharing Investments | \$503,702.55 | \$503,778.51 | \$32,878.51 | \$32,879.98 | \$0.02 | \$0.02 |
| Delinquent Tax Investment | \$2,638,411.81 | \$2,537,383.23 | \$2,538,035.47 | \$2,538,148.99 | \$3,035,426.15 | \$2,786,173.03 |

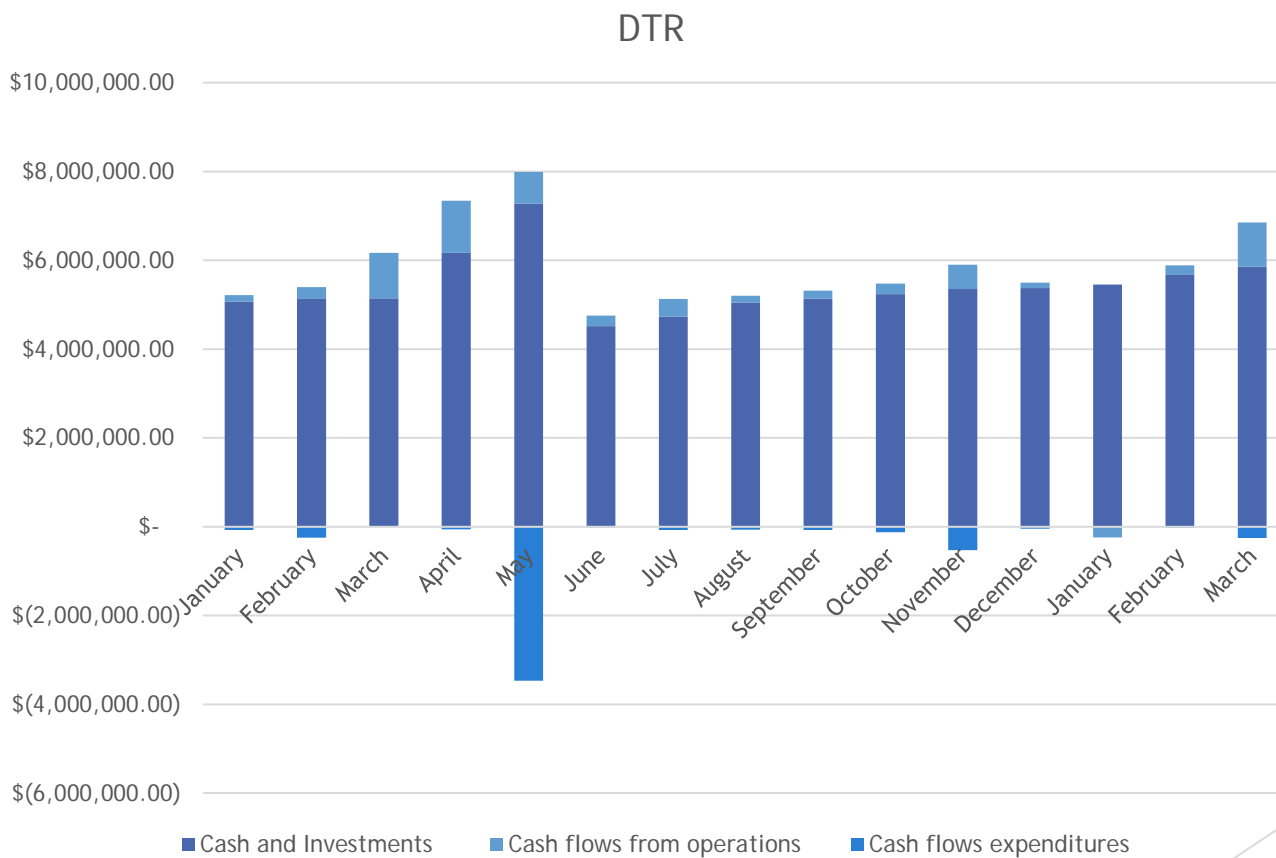
Investment Performance



General Fund Cashflow



DTR Cashflow



Tax Forfeiture and Foreclosure

- ▶ Assessment
- ▶ Delinquency
- ▶ Forfeiture and Due Process
- ▶ Disposition of Foreclosed Parcels
- ▶ Claims Process
- ▶ Property is “forfeited” to Foreclosing Governmental Unit the next March 1 after turned over delinquent
- ▶ Two years after assessed and One year after turned over delinquent
- ▶ E.g. 2019 taxes turned over delinquent March 1, 2020 and forfeited March 1, 2021

Tax Forfeiture and Foreclosure

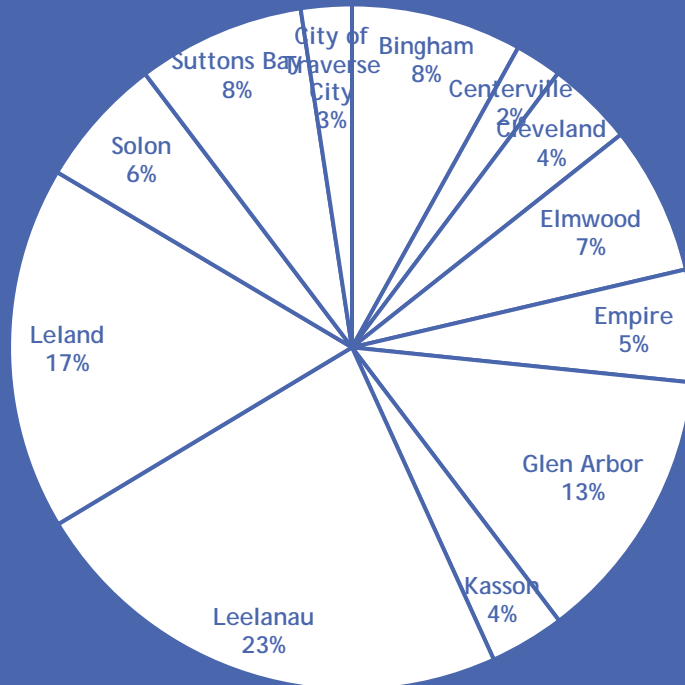
- ▶ If taxes are not paid by March 31 in year following forfeiture, property is foreclosed - MCL 211.78k
- ▶ 3 years after assessed
- ▶ 2 years after delinquent
- ▶ 1 year after forfeiture
- ▶ E.g. 2019 taxes turned over delinquent March 1, 2020; Forfeited March 1, 2021; Foreclosed March 31, 2022
- ▶ Deadline vs. Foreclosed
- ▶ MCL 211.78k says property will foreclose if not paid "on or before March 31"
- ▶ Deadline to Pay - March 31
- ▶ Foreclosed - April 1

Claims Process

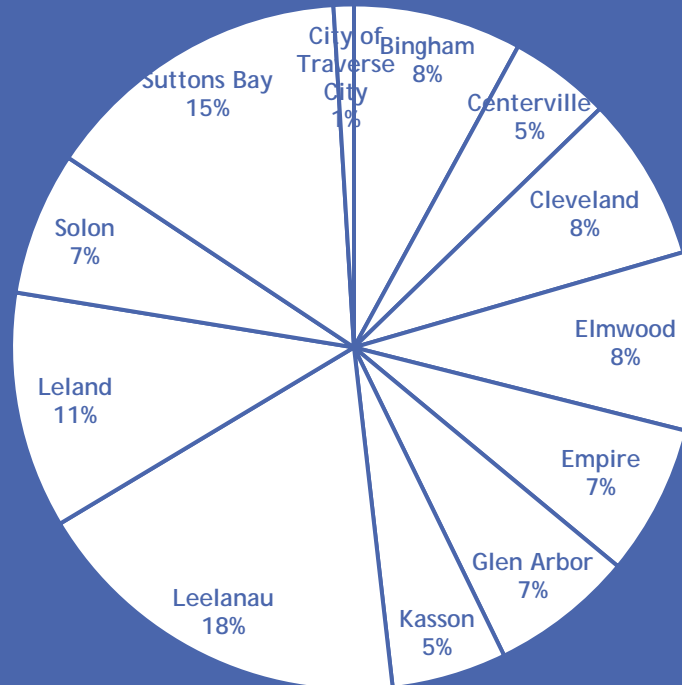
- ▶ First Step: Tax payer
- ▶ Former owners must submit form 5743 by July 1 following foreclosure - MCL 211.78t(2).
- ▶ First Step: FGU
- ▶ Right of First Refusal - starting effectively after March 31 MCL 211.78m(2) and (3)
- ▶ Auctions - Between 3rd Tuesday in July and 1st Tuesday in November MCL 211.78m(2)
- ▶ Unsold Parcels Transferred to local unit on or before December 30 (unless rejected) - MCL 211.78m(6)
- ▶ Leftovers can then be sold/transferred by FGU - MCL 211.78m(7)

Delinquent Tax Settlement

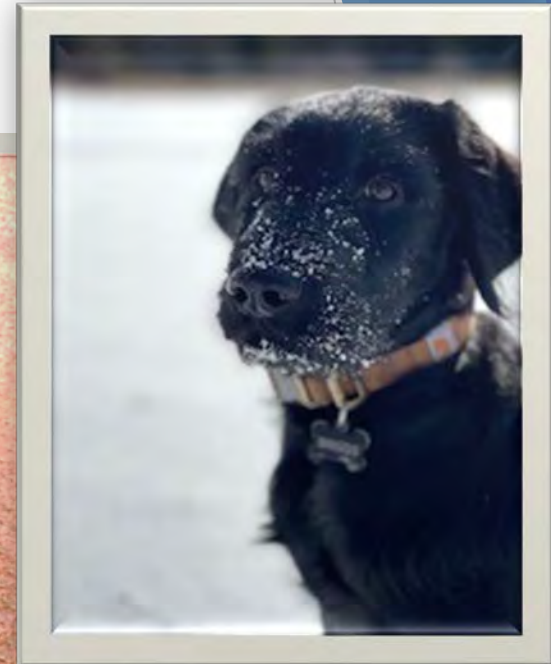
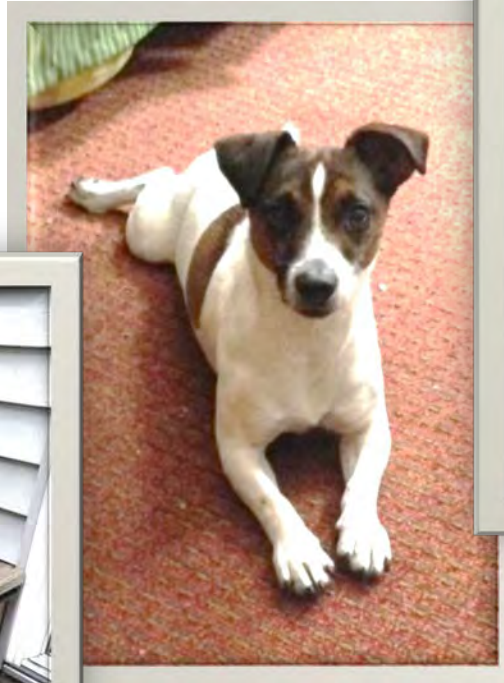
TAXES



DELINQUENT PARCELS



Dog Licenses



The State of Michigan requires all dogs over the age of 4 months to be licensed. In 2021, 1,056 dog licenses were issued in Leelanau County.

Land Bank Authority

- ▶ Land banks are public entities with unique governmental powers, created pursuant to state-enabling legislation, that are solely focused on converting problem properties into productive use according to local community goals.
- ▶ Vacant, abandoned, and tax-delinquent properties are often grouped together as “problem properties” because they destabilize neighborhoods, create fire and safety hazards, drive down property values, and drain local tax dollars. In some sense, these are properties the private market has altogether rejected.
- ▶ Land banks acquire these properties with the intention of either immediately returning these properties to productive use, or temporarily holding and maintaining them for the purpose of stabilizing distressed markets or fulfilling long-term land use goals.
- ▶ Land banks, in essence, are a direct response to the growing trend of vacancy and abandonment, created to strategically acquire problem properties and convert these liabilities into assets. In short, land banks are intended to acquire title to these problem properties, eliminate the liabilities, and transfer the properties to new, responsible owners in a transparent manner that results in outcomes consistent with community-based plans.

To: Deborah Allen, County Administrator
From: Jennifer Berkey, MSU Extension District Director
Date: January 20, 2023
Re: Departmental/Committee Overview

The following is a brief overview of the Michigan State University Extension Leelanau County Department), offered as part of the Organizational Inventory for the County Administrator to prepare and share with the Leelanau County Board of Commissioners at the February Executive Session:

MSU Extension Leelanau County Department - (Provide a 3-5-sentence overview of the purpose of the Department)

[Michigan State University \(MSU\) Extension](#) helps [Leelanau County](#) residents improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses. For more than 100 years, MSU has helped to grow Michigan's economy by equipping Michigan with the information that they need to do their jobs better, raise healthy and safe families, build their communities and empower our children to dream of a successful future. MSUE faculty and staff provide innovative, evidenced-based educational programming in many focus areas like Agriculture, Business and Community, Family, Food & Health, Lawn and Garden, Natural Resource and 4-H & Youth. Our mission is to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.

Northwest Michigan Horticultural Research Center is an off-campus research facility that engages in on-farm research in apples, cherries, and wine grapes; the facility houses six full time Michigan State University employees and four to eight on-call employees during the field season. The facility consists of offices, a 100-person conference room, laboratory, and multiple outbuildings. The property sits on 137 acres of tree fruits and wine grapes. Both applied research and Extension outreach are conducted at this location.

2022 Achievements: (Up to 5, and not more than two sentences each, i.e.)

Leelanau County MSU Extension Two Year Reach:



Dollars expended/generated

2022 Leelanau County Allocated Budget: \$280,077.00

2022 Actual expenditures: \$273,901.68

For \$1 invested in MSU Extension yields a \$7 return on that investment. MSU Extension funding includes state funding of 32%, county 16%, federal 10.4% and grant 38%.

The NWMHRC staff generates funds through competitive granting opportunities. The funds vary annually, and in 2023, we are cooperating or leading grant projects for tree fruits estimated at one million dollars. We also have fund generated through fundraising through the Foundation that oversee the private property. Lastly, MSU pays for staff salary and provides an operating budget for the facility.

Major accomplishments

- 4-H reached youth in every school in Leelanau County in 2022. The Leelanau County 4-H program truly has something for everyone – one of the most diverse programs in the state.
- The Michigan Brewers Guild, MSU Extension (Dr. Rob Sirrine, Erin Lizotte, and Dr. James DeDecker), and the Master Brewers Association plan the annual MI Great Beer State Conference that connects hop and barley growers from Leelanau and other counties with Michigan brewers. The annual conference was just held in Kalamazoo, MI and attracted over 500 participants from across the U.S.
- Orchard and Vineyard Show hosted for tart cherry, apple and wine grape growing community attracted 240 growers. The NWMHRC staff conducts weekly IPM updates during the field season, two educational meetings regarding in-field updates, an annual Open House, and other meetings that arise as deemed necessary by the fruit industry.
- Extension Master Gardeners volunteered over 546 hours in Leelanau County which is a value of \$15,583.00. Our volunteers maintain the front perennial garden at the governmental center.
- Product Center efforts in Leelanau County included 9 new clients, which yielded 77 counseling sessions – 2 new businesses, 1 new job created and 6 million in increased sales for one business.
- Newly developed and state pilot - Pantry to Preschool program at Benodjenh Center connected 140 people to healthy food. Each food box provides a recipe provided as well as the fresh and staple ingredients to create a meal for four.
- Over 35 grant projects will be conducted in 2023 at the NWMHRC and on grower farms in Leelanau County.

Collaborative efforts accomplished with other Departments/Agencies/Committees

- Joint educational programs in collaboration with planning and zoning for solar energy systems and the Michigan Right to Farm Act
- MSU Extension leads the annual Pop-Up Farmers Market Program at Leelanau County Schools (Glen Lake, Leland, Northport, St. Mary's, and Suttons Bay) every fall in collaboration with Northwest Education Services, and the Leelanau Farmers Market Association. In 2022, over 2000 Leelanau County students attended the pop-up markets.
- Also, in collaboration with Northwest Education Services, MSUE (Dr. Sirrine) provided educational, technical, financial, and manual labor support for the new Leland Public school raised garden beds that were completed in 2022. The garden beds will allow Leland teachers to incorporate garden-based education into their teaching plans and provide students with hands-on gardening experience.
- Rob Sirrine is a member of the Leelanau County chair committee, currently researching new desk chair options.
- Coffee Klatch with the Leelanau Conservation District.
- The NWMHRC staff works in-step with the Foundation that oversees the station.
- The NWMHRC staff also interacts with the Grand Traverse Fruit Growers' Council, Leelanau Hort. Society, Benzie-Manistee Hort. Society, the Leelanau and Grand Traverse Regional Land Conservancies, Farm Bureau at state and local levels, Michigan Cherry Committee, Michigan Apple Committee, Michigan State Horticulture Society, and the Michigan Tree Fruit Commission.

2023 Projections: (Up to 3 and not more than two sentences each)

- State 2-3 Goals or Initiatives in process
 - Continue to grow and expand 4-H Youth development opportunities including:
Increase SPIN (Short-term clubs) in Leelanau. Continuing to program at every school in Leelanau County; outdoor farm market at every school. Developing youth workforce preparation through Tractor Safety and Babysitting Certifications for youth.

Received grant for \$1000 for 4-H exploration days to offset costs for Leelanau youth to attend this campus-based college-preparedness event.

Apple grant provided iPads to be used by Suttons Bay Schools using Everyone Can Create curriculum in art classes.
 - Continue to provide education and outreach programs for agriculture community:
Orchard and Vineyard Show 2023, Dirt to Glass Viticulture conference August 2023, Extension Master Gardener Training for Leelanau County
Continue to conduct research on critical needs facing the tart cherry, apple and wine grape growers at the Northwest Horticultural Research Station like on cold hardiness, invasive pests, density trials to determine economic impacts.
Provide statewide and regional leadership for hop and barley research, education, and outreach for Michigan's craft beverage industry.

Conduct research into apples and cherries for 2023 in horticulture, plant pathology, and entomology.

Certificate or trainings you are attending

- Rosali Collier - (Achieving the Extension Mission through Volunteers 2.0: Identifying when and how to have challenging conversations with volunteers)

Collaborative efforts proposed or in progress

- With members of the Community Food Systems Work Team, Dr. Sirrine helped develop the Cultivating Local Farm Economies Program that seeks to bridge the gap between local planning and zoning officials and farm –based agritourism ventures to help sustain the viability of family farms. The program was provided to communities across the state over the last few years. Members are in the process of developing an online version of this program.
- Continue to be available to Leelanau County on any critical need facing the county or administration. MSU Extension can link experts from across the state to provide research-based information on any pressing issues.

No known challenges upcoming; just grateful for the continued partnership with Leelanau County every year.

Leelanau County Summary of Services 2022-2023

Supplemental Information

Date: September 12, 2022
To: Leelanau County Board of Commissioners
From: Gary O'Connor
Subject: Proposed Maintenance Department Division

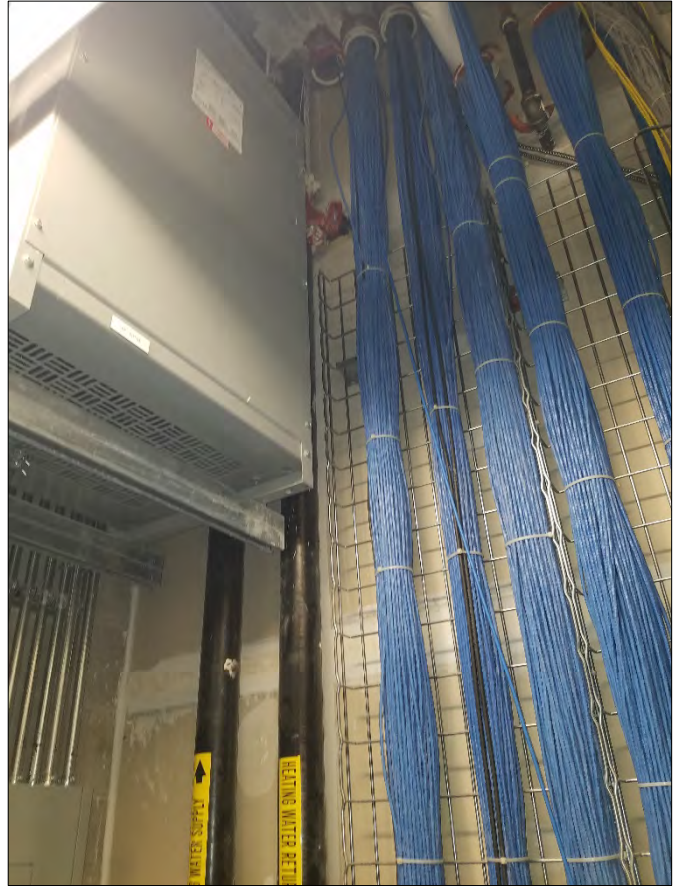
I was asked by Administrator Chet Janik to provide a history and overview of the County Maintenance Department.

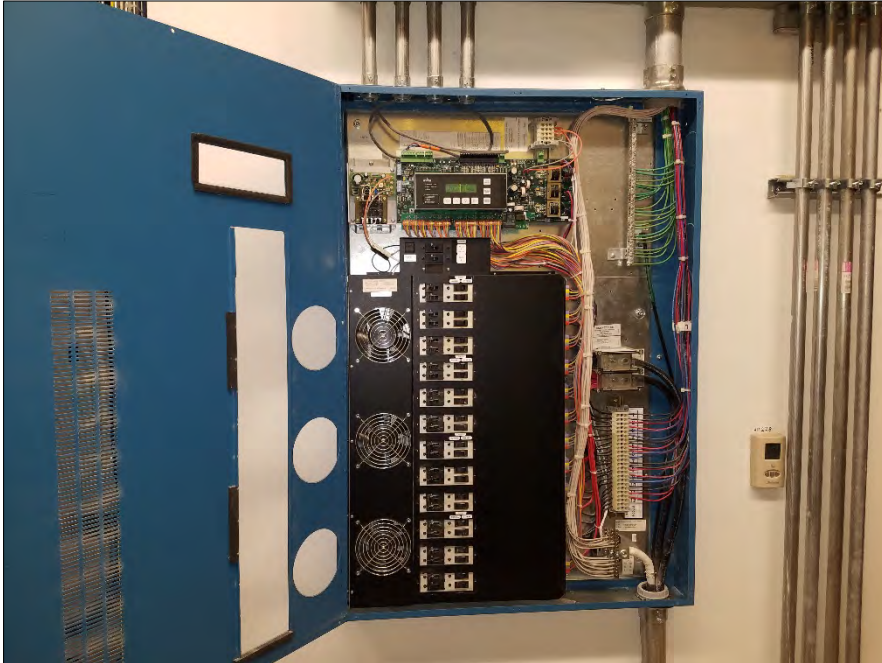
Prior to the relocation of the County Seat to Suttons Bay Township, the County Courthouse and Jail were based within the Village of Leland for several decades. Services were split between five buildings, within a five-mile radius of the Courthouse. After much deliberation, the residents voted to relocate the County seat from Leland to Suttons Bay Township in 2005. The Law Enforcement Center had been finished by then, and construction began soon after on the new Government Center, with all office buildings consolidating and relocating to the new Center in February 2008.

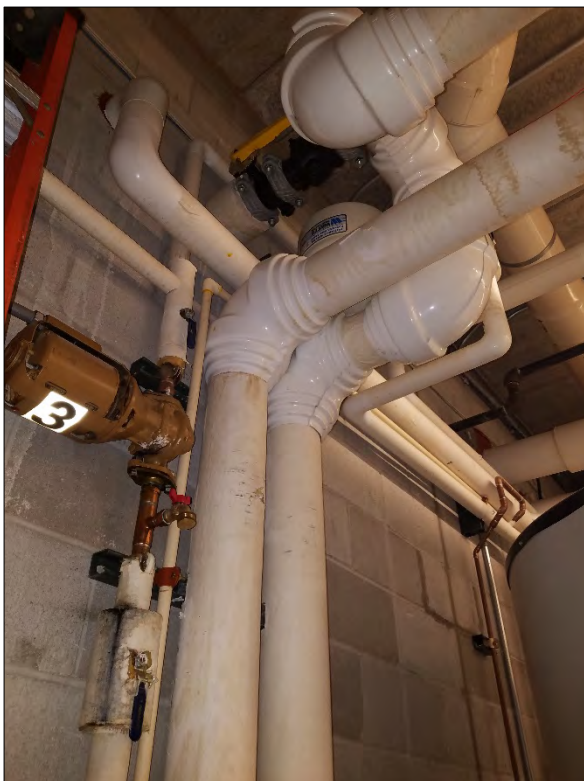
The idea of changing the Maintenance Department in a way that there would be a separate buildings & grounds section has been brewing for some time. The second section of this change would be to create a department for the equipment of this campus. The main focus of this change would be to take a more proactive look on repair and maintenance, as well as upgrades as needed of the equipment for this campus. This includes heat pumps, motors, pumps, controls, furnaces, electrical circuit breaker panels, lighting, etc., cameras, door security functions. There would also be a more proactive preventive maintenance schedule and actions in this plan.

As time goes on, coupled with the advanced age of all of the equipment, this campus and its equipment is demanding an increased hands-on and repairs situation more frequently.



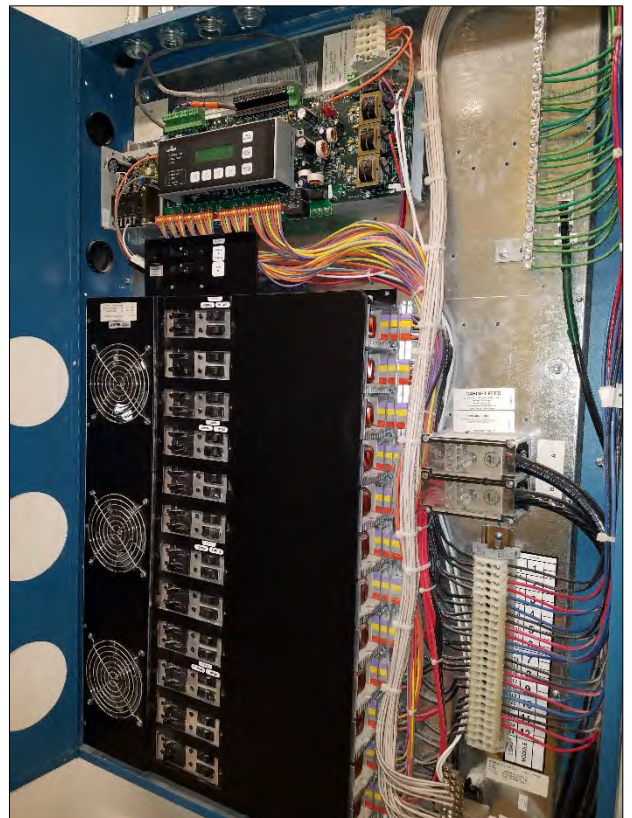
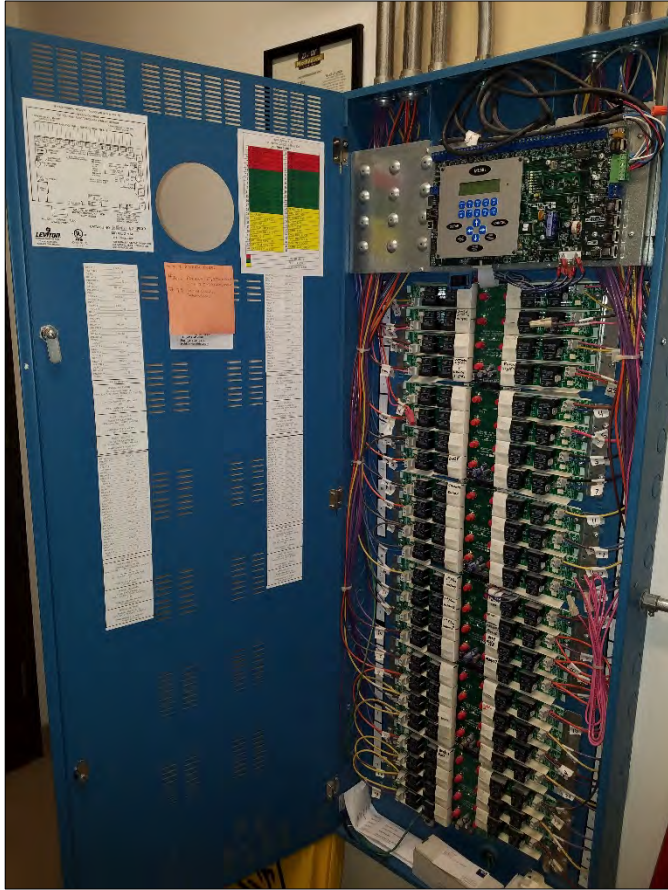












The County's Role in Housing Affordability & Availability

There are several pertinent county departments and agencies such as the Health Department, Building Safety Department, Planning & Community Development Department, County Road Commission, and Equalization Department which directly or indirectly affect the building and construction of housing. Counties have the ability to use their position to market and promote housing within their borders, and coordinate and facilitate housing related issues.

In addition, the county may have better access than local units of government to governmental financing or funding sources and be more in tune to state agencies, such as MSHDA and MEDC, which control housing policies in the state, as well as agencies and bodies that control regulations and legislation to assist the building of housing.

The following point out some of the areas in which the county has the ability to help foster and promote housing:

Community Relations and Planning:

Community Relations and Planning encompasses how the County, working with townships and villages, would help promote and increase construction of all housing types in their communities.

1. Utilize the Leelanau County General Plan which encourages housing that responds to the needs of all residents.
2. Work with community stakeholders to advocate for workforce housing at the local level, especially in areas where existing infrastructure and services already exist which can encourage higher density.
3. Partner with local and regional agencies to promote the need for a variety of housing types and who to contact for more information.
4. Work with local jurisdictions upon request to assess compliance with the Housing Action Committee's Housing Ready Communities (HRC) Checklist.
5. Utilize the County Planning Commission and/or grants and creative staffing opportunities such as interns and retired experts on an as needed basis to help local jurisdictions develop coordinated workforce housing compatible zoning ordinances.
6. Publish and make available HUD housing affordability indices to benchmark Leelanau compared to regional, state and national performance.
7. Publish the HRC Checklist on the county government website. **Done**

Development:

Developers and nonprofit housing providers would be encouraged to build housing in the County by educating them about opportunities to do so, and how to best maneuver through our regulatory processes.

1. Work with homebuilding associations, construction trade associations and others to help identify and mitigate constraints to their member's ability to construct affordable housing.
2. Encourage Benzie/Leelanau Health Department to work with the Department of Environment, Great Lakes, and Energy (EGLE) to maintain a preapproved list of Alternative Treatment Systems (ATM's) which will allow workforce housing to attain higher densities.
3. Work with EGLE to streamline Part 41 multi-family well and septic permit approvals.

4. Make communities aware of and utilize grant opportunities to rehabilitate deteriorated, abandoned, or unused buildings or properties.
5. Post on the County website the “developer’s checklist” from each local jurisdiction (if available.)
6. Review Building Safety Department forms and permits to ensure they continue to be simple, easy to access, and make the process as transparent and efficient as possible.
7. Encourage energy efficiency through building codes for long term affordability.
8. Encourage new construction and remodeling projects and infrastructure incorporate designs which are age-friendly for all citizens.

Financing:

Provide assistance to housing developers and potential homeowners making them aware of available programs and financing to assist them in funding their housing projects.

1. Utilize Land Bank and Brownfield tools to acquire land for workforce housing.
2. Identify sources to make financing readily available for existing and new affordable housing.
3. Coordinate with State agencies such as, MSHDA, MEDC, Michigan Housing Trust Fund and others to make their programs and funding devices available to developers, builders, and nonprofit housing providers.
4. Provide incentives for workforce housing by providing a rebate of the building permit fees for development of workforce housing.
5. Work with Housing North and local jurisdictions to utilize Opportunity Resource Fund for developers and buyers when banks won’t lend or gap financing is needed.
6. Work with employers to finance land acquisition and/or construction of workforce housing.
7. Develop a model Payment in Lieu of Taxes (PILOT) policy and model ordinance allowing PILOT’s, and encourage local jurisdictions throughout the county to adopt this model language.
8. Provide knowledge of and access to public funds the county has access to for communities in need of public infrastructure or infrastructure improvements for housing projects.
9. Advocate at the State level for changes to Brownfield and TIF scoring mechanisms in rural areas. (Tony and Amanda input desired.)

Marketing and Promotion:

A marketing and communications plan would be established allowing the County to promote to all interested parties, opportunities to construct housing throughout the County.

1. Create a marketing plan for the County and local jurisdictions to promote to outside investors, real estate developers, non-profits, etc. opportunities and awareness of potential workforce housing projects.
2. Work with local governments and Housing North to promote Housing Ready Communities/Sites that are available in townships and villages to developers, builders, investors and housing providers.
3. Post on the County website information to investors and real estate developers informing them of current housing policies, and links to planning, zoning and development information.
4. Post on the County website (or link to) the latest marketing needs analysis and other pertinent housing information available from regional and State planning agencies.
5. Utilize grants and creative staffing opportunities such as interns to implement the above recommendations.

LEELANAU COUNTY SUMMARY OF DRAIN PROJECTS

updated February 21, 2023

NOTE: All estimates of Total Project Cost and estimates of At-Large Assessment percentages and amounts are based on the current project scope, project requirements and other considerations at the time this document is updated. The project cost and at-large assessment %'s and \$'s may change over time as each project progresses. The total project cost and at-large assessment %'s and \$'s are more accurate for projects that are closer to being constructed.

Projects are listed in order of being ready for construction & financing

LAKE BLUFFS DRAIN

Board of Determination: October 29, 2020

District size: 35 +/- acres

of Properties in District: 32

Project requirements:

- # Easements Obtained: 6, plus all 25 landowners in subdivision signed agreement to pave
- No EGLE Part 301, 303 Permit required

Estimate of Key Project Milestones going forward:

- Construction: April to July, 2023
- 1st Year of Assessment on Taxes: December 2023

Total Project Cost: \$860,000

At-Large Assessments:

- County = 29.5% (\$253,700)
 - LCRC 14A% = 5.07% (\$43,602)
- Solon Twp. = 9.0% (\$77,400)

SOUTH BAR LAKE DRAIN

Board of Determination: October 22, 2020

Scope Meeting (not required): April 14, 2022

District size: 3,333 +/- acres

of Properties in District: 820

Project requirements:

- # Easements Needed: 2, both have been obtained
- EGLE Part 301, 303 Permit Application & Army Corps Permit was submitted Jan. 2023

Estimate of Key Project Milestones going forward:

- Construction: September to October, 2023
- 1st Year of Assessment on Taxes: December 2023

Estimated Total Project Cost: \$450,000

Estimated At-Large Assessments:

- County = 12.5% (\$56,250)
 - LCRC 14A% = 2.5% (\$11,250)
- Village of Empire = 10% (\$45,000)
- Empire Twp. = 4% (\$18,000)
- MDOT = 5% (\$22,500)

LITTLE GLEN LAKE DRAIN (not yet a County Drain but halfway through process)

Board of Determination: No petition yet, only application to create a new Drain District is received

District size: 20 +/- acres

of Properties in District: 25 +/-

Project requirements:

- Working w/ MDOT to coordinate work and possibly include some work into MDOT paving project
- Will make this a County Drain and hold a BOD if necessary in order to work with MDOT

Estimate of Key Project Milestones going forward:

- M-22 being paved in area in Fall 2023
- 1st Year of Assessment on Taxes: December 2024

Estimated Total Project Cost: \$200,000

Estimated At-Large Assessments:

- County = 0% (\$0)
- Empire Twp. = 2.5% (\$5,000)
- MDOT = 90% (\$180,000)

TIMBERLEE DRAIN

Board of Determination: October 29, 2020

Scope Meeting (not required): estimated May/June 2023

District size: 365 +/- acres

of Properties in District: 110 +/-

Project requirements:

- # Easements Needed: 2, currently in discussions w/ both landowners to obtain
- No EGLE Part 301, 303 Permit required

Estimate of Key Project Milestones going forward:

- Construction: 2024
- 1st Year of Assessment on Taxes: December 2024

Estimated Total Project Cost: \$700,000

Estimated At-Large Assessments:

- County = 25% (\$175,000)
 - LCRC 14A% = 5% (\$35,000)
- Solon Twp. = 3% (\$21,000)
- Elmwood Twp. = 18% (\$126,000)

SCHOMBERG DRAIN

Board of Determination: April 23, 2019

Scope Meeting (not required): April 22, 2021

District size: 1,005 +/- acres

of Properties in District: 120 +/-

Project requirements:

- # Easements Needed: 3 total, 1 obtained, currently in discussions w/ landowner for obtaining 4-acre easement for a constructed wetland detention area
- EGLE Part 301, 303 Permit Required – not yet submitted

Estimate of Key Project Milestones going forward:

- Construction: 2024
- 1st Year of Assessment on Taxes: December 2024

Estimated Total Project Cost: \$950,000

Estimated At-Large Assessments:

- County = 22.5% (\$213,750)
 - LCRC 14A % = 12.5% (\$118,750)
- Leland Twp. = 9% (\$85,500)
- Centerville Twp. = 1% (\$9,500)
- MDOT = 15% (\$142,500)

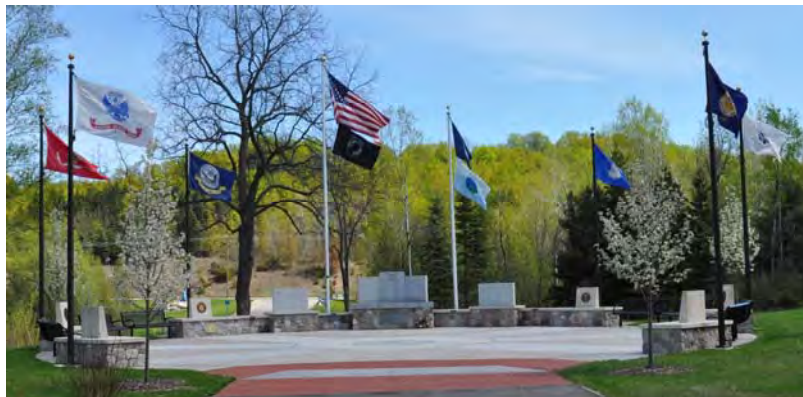
Leelanau County

Capital Improvements Program (CIP)

2023 through 2028



Leelanau County Government Center



Leelanau Veterans Memorial

*Prepared by: Leelanau County Planning Commission, pursuant to the
Michigan Planning Enabling Act*

*Prepared by the Leelanau County Planning Commission
Accepted by the Leelanau County Board of Commissioners August 16, 2022*

Board of Commissioners

Ty Wessell - Chairman
Melinda Lautner, Vice-Chair
Gwenne Allgaier
Lois Bahle
Rick Robbins
Debra Rushton
Patricia Soutas-Little

Administrator's Office

Chet Janik, County Administrator
Laurel Evans, Executive Assistant

Planning Commission (Capital Improvement Planning Committee)

Steve Yoder - Chairman, Casey Noonan - Vice Chairman,
Melvin Black - Chair Pro-Tem, Gail Carlson, Dan Hubbell, Melinda Lautner,
Robert Miller, Tom Nixon, Amy Trumbull

Planning Department

Trudy Galla, AICP, Planning Director
Gail Myer, Senior Planner
Jenny Romo, Secretary

Leelanau County Planning Commission &
Leelanau County Planning & Community Development Office:
8527 E. Government Center Dr., Suite 108
Suttons Bay, MI 49682

Tel: (231) 256-9812
Website: www.leelanau.gov

Leelanau County
Capital Improvements Program
2023 through 2028

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PART I: OVERVIEW

AUTHORITY

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

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

Sec. 65.

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

WHAT IS A CIP?

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

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

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

Benefits:

A CIP provides many benefits including:

- A systematic evaluation of all potential projects at the same time.
- The ability to stabilize debt and consolidate projects to reduce borrowing costs.
- Serves as a public relations and economic development tool.
- A focus on preserving a governmental entity's infrastructure while ensuring the efficient use of public funds.
- An opportunity to foster cooperation among departments and an ability to inform other units of government of the entity's priorities. For example, it is not uncommon for a large city or county to incorporate into its CIP the capital needs of a school district, parks and recreation department and/or some other public service structure.

Features:

The CIP typically includes the following information:

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

Why is the CIP Important?

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

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

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

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

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

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

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

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

Making Good Decisions

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

What is a Capital Improvement?

A capital improvement is a major, non-routine expenditure for new construction, improvements to existing buildings, facilities, land, streets, storm sewers, and expansion of parks, to name a few. A capital improvement has a relatively high monetary value, a long-life expectancy, and results in the creation of an asset or extends the life of existing assets. The cost of the capital improvement includes design, legal fees, land, operating equipment, furniture, construction, etc. that is necessary to put the asset into service.

Planned capital improvement projects improve our infrastructure including streets we drive on, water we drink, libraries we visit, and parks we visit. A capital need includes various project types such as:

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

Is every project a CIP?

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

CIP DEVELOPMENT PROCESS

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

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

Projects included in the CIP are either County managed projects or include just the County's share of projects that will be managed by other agencies. If an outside agency will contribute funding directly to the County for a project that the County will manage, then that cost and funding are included in the project budget. The CIP includes all capital projects which are to be financed in whole or in part from funds subject to control or appropriation by the County. Therefore, the CIP includes bond appropriations (general obligation, certificates of obligation and revenue bonds), General Revenues – Cash, Impact Fees, Developer Contributions, and any Federal, State or private foundation grant funds or loans received by the County for capital improvement projects.

IMPLEMENTATION

The County considers input from the citizens, the Planning Commission, County staff, and the General Plan in the Capital Improvement Program's preparation. A project list is compiled, prioritized by year, and cost estimates assigned. The County Administrator, County Treasurer and Accounting Department will look at the need to issue debt, potential impact on the tax rate (if any), and available funds. The Planning Commission will review potential projects and rank projects. Prior to the start of the budget process, the Commission will prepare an update to the CIP and a list of recommendations for capital improvements over the next six (6) years. A final draft of the CIP and list of recommendations is sent to the County Board to consider and approve. The County Board will consider the CIP and recommendations in its annual budget process. Upon Board approval, the CIP is reproduced and distributed for implementation. **Department heads are still responsible for following county policies and procedures for capital improvement projects, and obtaining County Board approval prior to the beginning of any project.**

Funding for CIP projects are derived from various sources, including General Revenues, Special Funds, Contributions, Federal and State funds, 2% allocation funds, donations, loans, and grants. Projects identified as ‘unfunded’ may be considered as part of a future bond referendum.

ORGANIZATION STRUCTURE

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

COMMUNITY PROFILE

Population

Source: U.S. Census Bureau

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

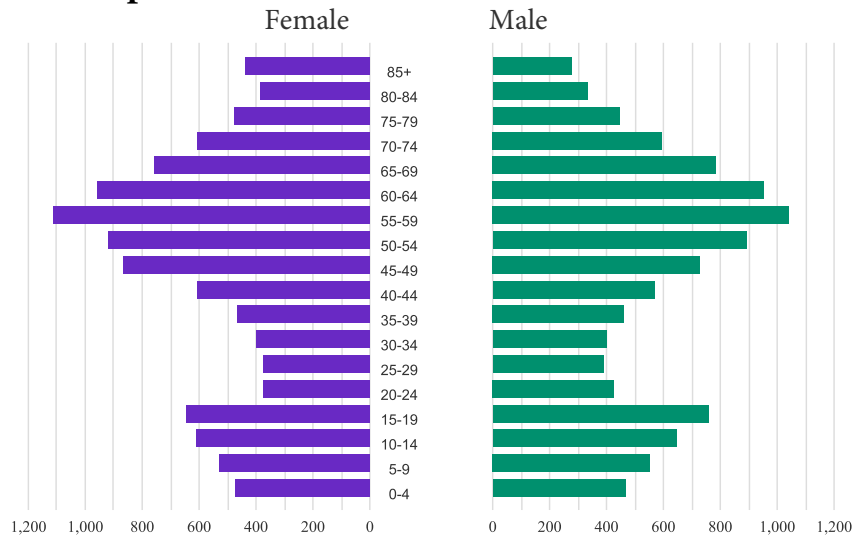
Leelanau County consists of 348.5 square miles of land. The County owns or jointly owns land for parks and facilities. Facilities owned include: Law Enforcement Center, Government Center (Courthouse), three county parks, Leland Dam, and Communication Towers.

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

In 2020, the median age of Leelanau County residents was 54.6, about 16 years higher than the national median of 38.2 years. Leelanau County has one of the oldest populations in the nation. Approximately 30.9% of local residents are 65 and older while only 16.9% are 18 and under. For the U.S. population, 15.9% of the population is 65 or older and 24.1% are 18 and under.

These population pyramids group the populace by age and sex (**female** and **male**). A wider pyramid base means that the population is young. A wider top means that the population is older.

Total Population in 2010

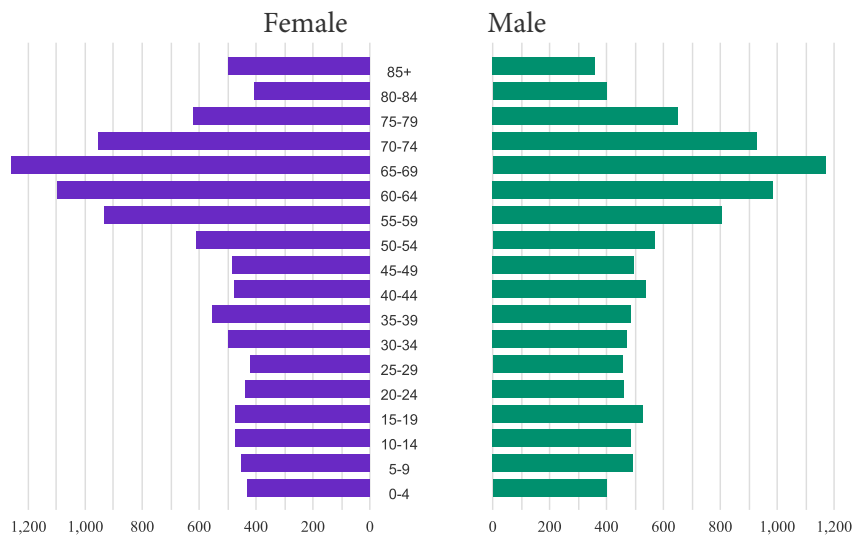


Historical population

| Census | Pop. | %± |
|--------|--------|--------|
| 1860 | 2,158 | - |
| 1870 | 4,576 | 112.0% |
| 1880 | 6,253 | 36.6% |
| 1890 | 7,944 | 27.0% |
| 1900 | 10,556 | 32.9% |
| 1910 | 10,608 | 0.5% |
| 1920 | 9,061 | -14.6% |
| 1930 | 8,206 | -9.4% |
| 1940 | 8,436 | 2.8% |
| 1950 | 8,647 | 2.5% |
| 1960 | 9,321 | 7.8% |
| 1970 | 10,872 | 16.6% |
| 1980 | 14,007 | 28.8% |
| 1990 | 16,527 | 18.0% |
| 2000 | 21,119 | 27.8% |
| 2010 | 21,708 | 2.8% |
| 2020 | 22,301 | 2.7% |

U.S. Decennial Census

Total population in 2020



Source: Census Bureau

EVALUATING CAPITAL IMPROVEMENT PROJECT REQUESTS

Criteria

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

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

Project Ranking

If a project passes the Criteria Evaluation and is determined to be a project to list in the CIP, then the County Planning Commission ranks each project based on 4 different categories. This step is also recommended to be completed by the County Board of Commissioners for comparison with project ranking. Categories for the project ranking are:

- A. Public Health & Safety
- B. Consistency and Coordination
- C. Efficiency / Level of Service
- D. Funding

Project Prioritization

After a project is ranked, the County Planning Commission gives it a priority rating. The rating indicates the following:

PRIORITY 1 - Urgent

- Corrects an emergency or condition dangerous to public health, safety or welfare;
- Complies with federal or state requirement whose implementation time frame is too short to allow for longer range planning; or

- Satisfies a legal obligation.
- Meets requirements imposed by others which have a short time frame to complete.

PRIORITY 2 - Important

- Prevents an emergency or condition dangerous to the public health, safety, or welfare;
- Is consistent with an adopted or anticipated element of the County General Plan or Parks & Recreation Plan, a federal or state requirement whose implementation time frame allows longer range planning, or a board approved policy;
- Is required to complete a major public improvement (this criterion is more important if the major improvement can not function without the project being completed, and is less important if the project is not key to the functioning of another project); or
- Provides for a critically needed community program.

PRIORITY 3 - Desirable

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

DEFINITIONS

Maintenance Budget (Short term Element 1 year)

Annual appropriation of funds for specific facilities, equipment, and improvements.

Capital Improvement Program (6 years)

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

Capital Improvement Project

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

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

Criteria

A means to evaluate proposed capital improvement project requests.

Facility

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

Parcel

Land owned by the County.

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

CAPITAL PROJECT FINANCING

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

“Pay-as-you-go”

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

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

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

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

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

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

Bonds¹

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

General Obligation Bonds

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

Limited General Obligation Bonds

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

Revenue Bonds

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

¹ Michigan Department of Treasury website.

Lease Financing

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

Property Disposal

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

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

COMMISSIONS AND AUTHORITIES

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

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

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

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

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

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

Part II: Existing Capital Facility Inventory

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

Member: Leelanau County
POLICY NUMBER M0001073
POLICY PROPERTY LIST REPORT
EFFECTIVE DATES 1/1/2022 To 1/1/2023

| Location Address | | Location Description | | |
|------------------|--|----------------------|----------------|--------------|
| 1. | 8527 East Government Center Drive, Suttons Bay, MI 49682 | Government Center | | |
| | Building Description | Building Value | Contents Value | Total Value |
| | Government Center | \$12,126,609 | \$6,418,960 | \$18,545,569 |
| | Law Enforcement Center | \$10,032,966 | \$974,380 | \$11,007,346 |
| | WWTP Plant | \$249,924 | \$11,330 | \$261,254 |
| | Pump/Well House | \$157,791 | \$8,240 | \$166,031 |
| | Pole Building | \$189,032 | \$77,250 | \$266,282 |
| | Storage Building | \$3,542 | \$2,125 | \$5,667 |
| Location Totals | | \$22,759,864 | \$7,492,285 | \$30,252,149 |
| Location Address | | Location Description | | |
| 2. | 11750 East Davis Road, Northport, MI 49670 | Omena Tower | | |
| | Building Description | Building Value | Contents Value | Total Value |
| | Omena Control Building & Tower | \$171,558 | \$74,160 | \$245,718 |
| Location Totals | | \$171,558 | \$74,160 | \$245,718 |
| Location Address | | Location Description | | |
| 3. | 1095 South Pit Road, Lake Leelanau, MI 49653 | Central Tower | | |
| | Building Description | Building Value | Contents Value | Total Value |
| | Central Control Building & Tower | \$345,234 | \$87,550 | \$432,784 |
| Location Totals | | \$345,234 | \$87,550 | \$432,784 |
| Location Address | | Location Description | | |
| 4. | 9237 South Tower Road, Cedar, MI 49621 | Maple City Tower | | |
| | Building Description | Building Value | Contents Value | Total Value |
| | Maple City Control Building & Tower | \$147,201 | \$25,750 | \$172,951 |
| Location Totals | | \$147,201 | \$25,750 | \$172,951 |
| Location Address | | Location Description | | |
| 5. | 1397 West Burdickville Road, Maple City, MI 49664 | Myles Kimmerly Park | | |
| | Building Description | Building Value | Contents Value | Total Value |
| | Maintenance Garage | \$67,246 | \$53,560 | \$120,806 |
| | Restrooms | \$50,890 | \$0 | \$50,890 |
| | Barn 1 | \$113,313 | \$0 | \$113,313 |
| | Barn 2 | \$67,246 | \$11,251 | \$78,497 |
| Location Totals | | \$298,695 | \$64,811 | \$363,506 |

| Location Address | | Location Description | | |
|------------------|--|----------------------|----------------|-------------|
| 6. | 8854 South Dunns Farm Road, Maple City, MI 49664 | Old Settlers Park | | |
| | Building Description | Building Value | Contents Value | Total Value |
| | Chapel | \$118,608 | \$5,626 | \$124,234 |
| | Service Building | \$17,435 | \$6,932 | \$24,367 |
| | Restrooms | \$42,491 | \$0 | \$42,491 |
| Location Totals | | \$178,534 | \$12,558 | \$191,092 |

| Location Address | | Location Description | | |
|------------------|---|-----------------------------|----------------|-------------|
| 7. | 3990 S. Maple Valley Rd., Suttons Bay, MI 49682 | Veronica Valley County Park | | |
| | Building Description | Building Value | Contents Value | Total Value |
| | Pole Building | \$65,658 | \$49,155 | \$114,813 |
| Location Totals | | \$65,658 | \$49,155 | \$114,813 |

| Location Address | | Location Description | | |
|------------------|--|----------------------|----------------|-------------|
| 8. | 11229 Benzonia Trail, Empire, MI 49630 | Empire Tower | | |
| | Building Description | Building Value | Contents Value | Total Value |
| | Empire Tower | \$0 | \$86,137 | \$86,137 |
| Location Totals | | \$0 | \$86,137 | \$86,137 |

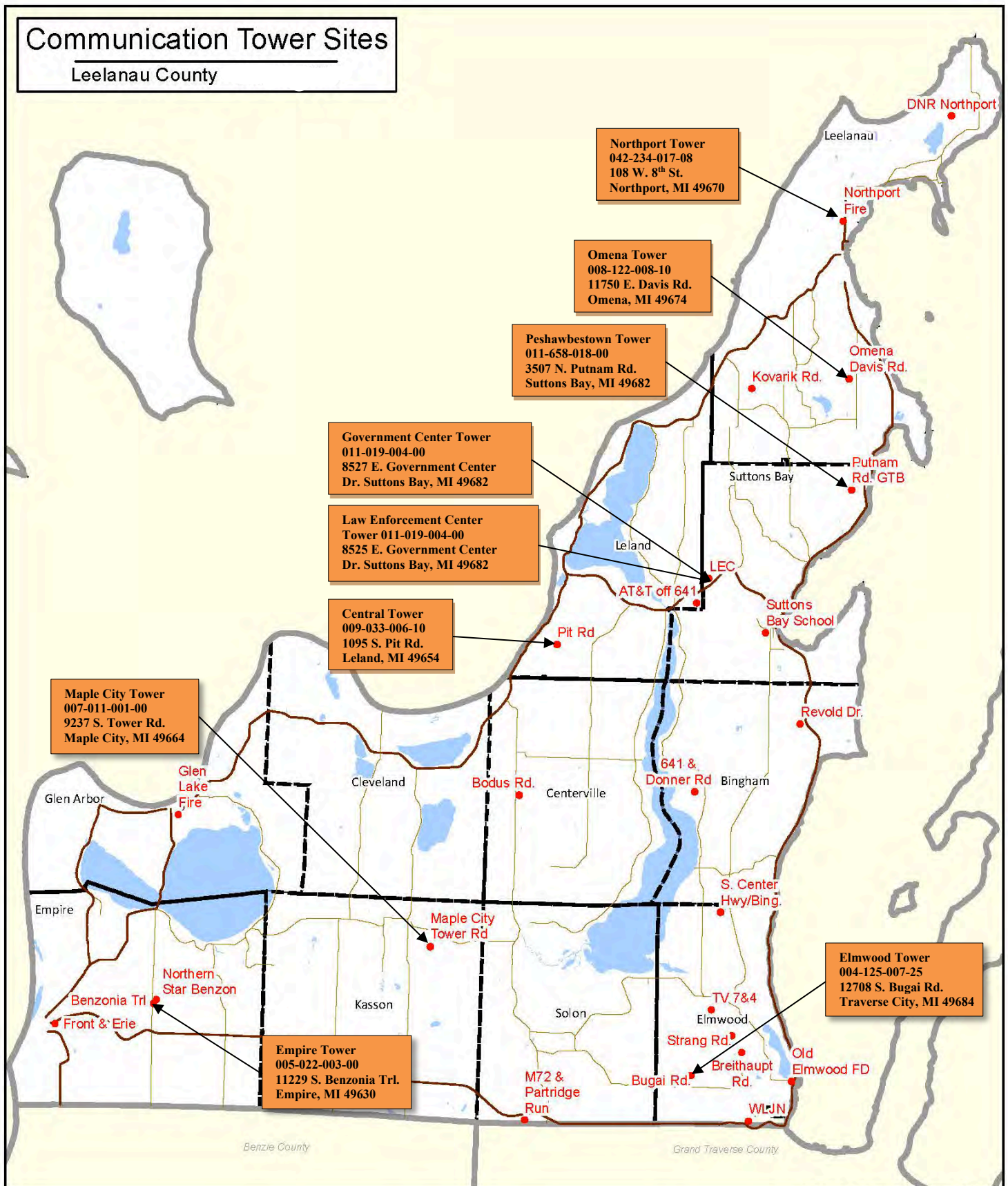
| Location Address | | Location Description | | |
|------------------|--|----------------------|----------------|-------------|
| 9. | 12708 S. Bugai Road, Traverse City, MI 49684 | Elmwood Tower | | |
| | Building Description | Building Value | Contents Value | Total Value |
| | Elmwood Tower | \$0 | \$54,949 | \$54,949 |
| Location Totals | | \$0 | \$54,949 | \$54,949 |

| Location Address | | Location Description | | |
|------------------|--|----------------------|----------------|-------------|
| 10. | 3507 N. Putnam Road, Peshawbestown, MI 49862 | Peshawbestown Tower | | |
| | Building Description | Building Value | Contents Value | Total Value |
| | Peshawbestown Tower | \$0 | \$37,971 | \$37,971 |
| Location Totals | | \$0 | \$37,971 | \$37,971 |

| Grand Totals | | | |
|----------------|----------------|--------------|--|
| Building Value | Contents Value | Total Value | |
| \$23,966,744 | \$7,985,326 | \$31,952,070 | |

Communication Tower Sites

Leelanau County



LN County Equalization / RHerman / 5.2.2017



1 inch = 3 miles

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

Liber 355, Page 988

Deed Recorded: December 30, 1992

Cost: \$40,000

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

- Consumers Energy (2031) approximately \$37,000 annually with a 2% annual increase.
- AT&T (2030) approximately \$33,000 annually with a 3% annual increase
- Verizon (2028) approximately \$56,000 annually with a 3% annual increase
- Cherry Capital Connection under contract renegotiations for change in business model and delivery of services
- Baraga Broadcasting (2021) approximately \$7,000 annually with a 2% annual increase
- Agri-Valley (2036) approximately \$7,000 annually with a 2% annual increase (Rent deferred until February 1, 2024, per BOC incentives)
- Elevate Net (2033) has tower lease agreement, but does not currently have equipment installed on the tower

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

Deed Recorded: December 21, 2000

Cost: \$370,000

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

- Cherry Capital Connection under contract renegotiations for change in business model and delivery of services
- Elevate Net (2033) has tower lease agreement, but does not currently have equipment installed on the tower

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

Deed Recorded: TBD

Cost: \$435,650

This is a 195' free-standing lattice structure (Project to be completed Fall of 2022). The County owns the tower and the property it sits on. The County manages this site.

- No lessees under contract for this tower at this time

Maple City Tower
9237 S. Tower Rd. Maple City, MI 49664
Property Tax ID# 007-011-001-00

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

- AT&T (2030) approximately \$50,000 annually with a 3% annual increase
- Verizon (2028) approximately \$46,000 annually with a 3% annual increase
- Cherry Capital Connection under contract renegotiations for change in business model and delivery of services
- Elevate Net (2033) approximately \$1,900 annually with a 5% per term increase
- Agri-Valley (2036) approximately \$11,000 annually with a 2% annual increase

The fees generated on this site, minus minimal maintenance fees, are split 50/50 between the County and Noonan & Sons.

Northport Tower
108 W. 8th St. Northport, MI 49670
Property Tax ID# 042-234-017-08

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

- AT&T (2030), approximately \$52,000 annually with a 3% annual increase
- Cherry Capital Connection under contract renegotiations for change in business model and delivery of services
- Elevate Net (2033) has tower lease agreement, but does not currently have equipment installed on the tower

Omena Tower
11750 E. Davis Rd. Omena, MI 49674
Property Tax ID# 008-122-008-10

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

- AT&T (2030) approximately \$50,000 annually with a 3% annual increase.
- Cherry Capital Connection under contract renegotiations for change in business model and delivery of services
- Elevate Net (2033) has tower lease agreement, but does not currently have equipment installed on the tower

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

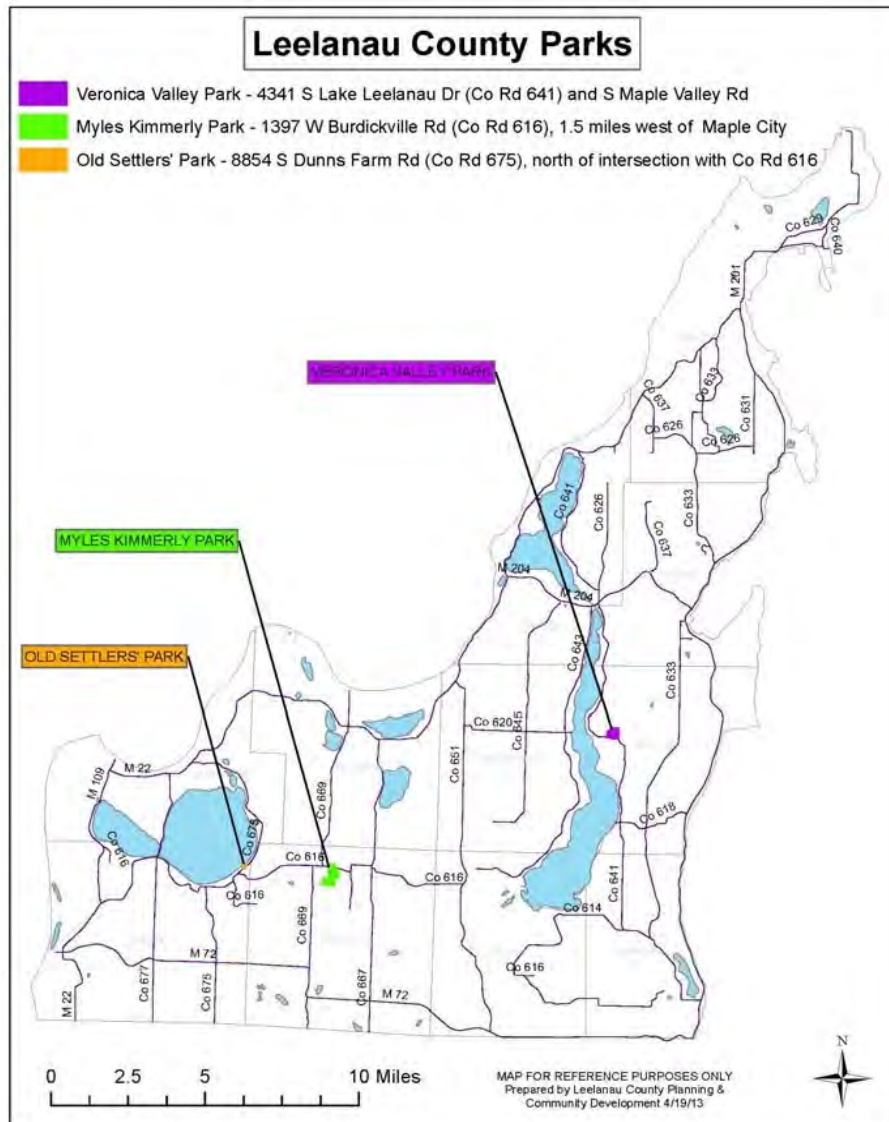
The County has equipment on this lattice guyed structure, but it is owned and maintained by the Michigan Public Safety Communications System (MPSCS) – Michigan Dept. of Technology, Management and Budget. We do not pay rent. No revenue stream for the County at this site.

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

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

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

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



Myles Kimmerly Recreation Area

Kasson Township Size: 143 acres

Property Tax ID# 007-004-013-00

Liber 28, Page 556

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

Property Tax ID# 007-009-004-00

Liber 71, Page 615

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

Old Settlers' Park

Empire Township Size: 6.5 acres

Property Tax ID# 005-001-001-00

Liber 40, Page 621

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

Liber 45, Page 175

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

Veronica Valley Park

Bingham Township Size: 92.3 acres

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

Liber 990 Page 899 Liber 998, Page 936

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

Myles Kimmerly Recreation Area

Maple City

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

Size: 143 acres

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

Facilities include:

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



4H Livestock Arena

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

Facilities include:

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

Renovations:

Landscaping was done in 2000 with grant funds.

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

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

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

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

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

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

Facilities include:

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

Sample activities include:

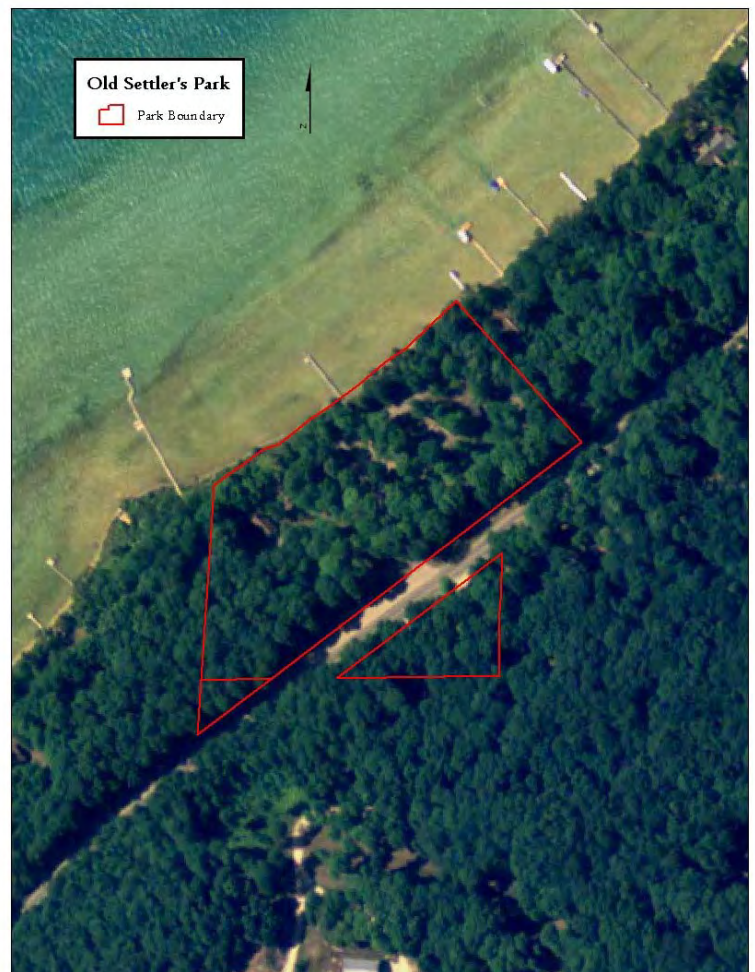
1. Weddings
2. July 4th Flag Raising
3. Old Settlers Annual Picnic
4. Swimming

Renovations:

A new dock was built in 2000

Chapel foundation restored in 2002.

Cost: \$18,000



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

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

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

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

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

Facilities include:

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



Sample proposed activities:

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

Veronica Valley Park



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

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



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

0 75 150 300 Feet

Leelanau County Recycling Sites

Leelanau County, Michigan - August 2022



Locations:

- 2 County
- 1 Tribal
- 2 Villages
- 2 Townships
- 2 Schools
- 1 Private Property



1 inch = 4 miles

▲ Recycling Sites

* - Temporary
21 of 37

Part III: Recommended Capital Improvement Projects

Part III contains a Summary Chart of Proposed Projects submitted by county departments. Each of these projects has been ranked according to criteria developed by the County Planning Commission, and outlined in Part I of this CIP. Once ranked, each project was given a number of 1, 2, or 3 for Priority Group, based on the score received during the ranking. The **highest Priority Group is “1”** which means the project is considered “**urgent**”. A **Priority 2** is given to a project that is considered “**important**”, and a **Priority 3** is given to a project which is considered “**desirable**”.

Also attached is a proposed timeline of funding for the proposed projects.



Summary Chart of Proposed Projects

| Item Number | Project Title | Priority Group | Location | Department Accountability | Start/End Date | Project Summary | Needs Fulfilled | Approximate Cost | Funding Sources |
|-------------|--|----------------|------------------------|--|----------------|---|--|------------------|--|
| 2016-02 | Patrol Boat (Lake Michigan) | 1 | Law Enforcement Center | Sheriff's Office | 2023-2023 | A specialized patrol boat to be used in Lake Michigan waters | Improved security and rescue on Lake Michigan waters | \$118,000.00 | General Fund or Federal/state funds, Private Funds |
| 2016-03 | New Pole Barn for storage and security | 3 | Law Enforcement Center | Buildings & Grounds / Sheriff's Office | 2023-2024 | New pole building for storage/security. | Secured storage of maintenance & county equipment (including Family Court items i.e. kayaks, bikes, trailers). | \$295,000.00 | General Fund |
| 2016-05 | Security Fencing/Electric Gate | 2 | Law Enforcement Center | Sheriff's Office | 2023-2023 | Add security fencing w/ electronic gate for SW parking lot next to Sheriff's Office. | Improved security of numerous law enforcement items, including firearms and other tactical items. | \$39,000.00 | General Fund, Capital Improvement Fund |
| 2016-06 | Improvements-Myles Kimmerly Park | 3 | Myles Kimmerly Park | Parks & Recreation Commission | 2023-2025 | Replace/expand tennis courts, level and relocate baseball fields, irrigate picnic and ball diamonds, replace restrooms. | Meets goal in updated Parks & Rec Plan. Promotes outdoor physical activity of residents, improve general safety of deteriorated areas. | \$300,000.00 | General Fund, Parks & Rec Budget, Grants, 2% Allocations |
| 2016-08 | Improvements-Veronica Valley | 2 | Veronica Valley Park | Parks & Recreation Commission | 2023-2026 | Control of invasive species, fishing platform, new trails, bird viewing platform, restroom, pavilion. | Meets goal in updated Parks & Rec Plan. Improved accessibility and increased services. | \$200,000.00 | General Fund, Parks & Rec Budget, Grants, 2% Allocations |
| 2016-22 | Equipment for maintenance of parks | 2 | County Parks | Parks & Recreation Commission | 2024-2025 | Replace out of date equipment used by Maintenance for upkeep at Myles Kimmerly and Veronica Valley parks. | Meets goal of approved Parks & Rec. Plan. Existing equipment too old and costly to repair. | \$40,500.00 | Parks & Rec. budget |

| Item Number | Project Title | Priority Group | Location | Department Accountability | Start/End Date | Project Summary | Needs Fulfilled | Approximate Cost | Funding Sources |
|-------------|---|----------------|-------------------|-----------------------------------|----------------|---|--|------------------|---|
| 2017-02 | Upgrade/Replace Harris Financial Software | 3 | Government Center | Accounting/Finance/ Treasurer | 2023-2023 | Upgrade / replacement for software. For receipting, accounts payable, payroll, etc. | Current software is more than 15 years old. At some point- will be out of service. | \$275,000.00 | DTR Fund |
| 2020-01 | Leland Dam Control-Room Roof | 2 | Leland | Maintenance/ Leland Dam Authority | 2023-2023 | Taper and seal existing roof so water runs off and doesn't penetrate into control room. | Necessary repair work to keep control room and electrical equipment dry and safe. | \$15,000.00 | General Fund |
| 2020-03 | Communication Tower-Govt. Center | 2 | Suttons Bay | 9-1-1 Emergency Services | 2023-2023 | Install new tower for increased coverage and Emergency Services. | Provides more coverage, better emergency services, and also revenue (from private companies located on tower) to the county and 9-1-1 Emergency Services. | \$495,000.00 | Tower Fund, Communications Capital Projects Fund, EDA Grant |
| 2020-04 | Communication Tower- Northport | 2 | Northport | 9-1-1 Emergency Services | 2023-2024 | New tower to improve the 800MHz radio footprint for first responders as well as State Police, DNR, and National Park Service. Improve cellular and internet capabilities. | Increased level of service to citizens, better response for 1st responders, increased radio and cellular coverage, increase of county's assets and added revenue (private companies located on tower). | \$750,000.00 | Grants, Tower Fund, Communications Capital Projects Fund |
| 2020-08 | HVAC System-Phase II | 2 | Government Center | Buildings & Grounds | 2023-2024 | HVAC system improvements-Phase II, (NOTE: Cost based on Prior Bid). | Improve existing system/eliminate issues. | \$1,975,138.00 | General Fund |
| 2020-09 | HVAC System-Phase III | 2 | Government Center | Buildings & Grounds | 2024-2025 | HVAC system improvements-Phase III, (NOTE: Cost based on Prior Bid). | Improve existing system/eliminate issues. | \$1,084,200.00 | General Fund, MMRMA RAP Grant, 2% Allocation |

| Item Number | Project Title | Priority Group | Location | Department Accountability | Start/End Date | Project Summary | Needs Fulfilled | Approximate Cost | Funding Sources |
|-------------|--------------------------------|----------------|----------------------|-------------------------------|----------------|--|---|------------------|---|
| 2022-01 | Parking Lot/PortaPotty Upgrade | 2 | Veronica Valley Park | Parks & Recreation Commission | 2023-2023 | Upgrades to the main parking lot will include pavement, striping, and proper signage. Constructing an asphalt pad for placement of Portapotties. | Reduce the size of the parking lot to accommodate approx. 20 vehicles. Proper signage will organize traffic flow. Will also reduce the cost in maintenance and snow plowing, including culvert replacement. | \$80,000.00 | Parks & Rec. budget, General Fund (Estimated \$65,000-\$80,000) |
| 2022-02 | Dog Park at Myles Kimmerly | 2 | Myles Kimmerly Park | Parks & Recreation Commission | 2023-2023 | Construction of a one acre dog park enclosed by a five foot high cyclone fence, with amenities, to accommodate small and large dogs. | Benefits the physical and emotional health of those in the community and provides opportunity for both dog owners and their dogs to socialize. Adds desirable activity to the park. | \$40,000.00 | Parks & Rec. budget |
| 2022-03 | Paved Loop Trail | 2 | Myles Kimmerly Park | Parks & Recreation Commission | 2023-2024 | One mile paved loop trail to be developed around the perimeter of the main recreational field area. | Would be an appropriate use of land for the betterment of all age groups. | \$400,000.00 | Parks & Rec. budget (Estimated \$200,000-\$400,000) |
| 2022-05 | Switch Upgrades | 2 | Government Center | Information Technology | 2023-2023 | Replace existing network switches which are at the End of Life (EOL). Number of units requested: 10 Cisco Switches for an estimated service life of 6 years. | Reduce potential failure by replacing switches that are over 10 years old. | \$15,000.00 | Computer Fund |
| 2022-06 | UPS Battery Replacement | 2 | Government Center | Information Technology | 2023-2023 | Replace batteries in server room Uninterruptible Power Supply (UPS) Number of units requested: 6 Cisco Switches for an estimated service life of 5 years. | Reduce potential failure by replacing batteries that have a life expectancy of 5 years. | \$36,000.00 | Computer Fund |

| Item Number | Project Title | Priority Group | Location | Department Accountability | Start/End Date | Project Summary | Needs Fulfilled | Approximate Cost | Funding Sources |
|-------------|-------------------------------|----------------|------------------------|---------------------------|----------------|---|---|------------------|---|
| 2022-07 | VMWare Redundant Server | 2 | Government Center | Information Technology | 2023-2023 | Purchase and installation of new VMWare server for redundancy. Number of units requested: 1 Dell Server for an estimated service life of 6 years. | Provide redundant servers in case of single server failure. | \$55,000.00 | Computer Fund |
| 2022-08 | New work stations for offices | 2 | Government Center | Information Technology | 2023-2023 | Estimated \$2,000 per work station. | Replace work stations for employees. | \$26,000.00 | Computer Fund |
| 2022-09 | Vital Statistic Software | 2 | Government Center | County Clerk | 2023-2023 | Provide online services of statutory services. | It would assist in shorter office time for the customer that wishes to have documents processed in person. | \$20,000.00 | General Fund |
| 2022-10 | Leland Dam Maintenance | 2 | Leland | Leland Dam Authority | 2023-2028 | The dam is in need of repairs, upgrades, and general maintenance over the next 6-10 year period. | Replace out of date equipment, improve safety and efficiency. | \$279,000.00 | General Fund |
| 2022-11 | Maple City Tower | 2 | Maple City | 9-1-1 Emergency Services | 2023-2024 | RFP improvement to the Maple City Tower. | 100ft extension on top of existing tower structure (tower was designed to be a 300ft structure originally, but only constructed to 199ft). | \$125,000.00 | ARP Funds |
| 2023-01 | 9-1-1 Dispatch Remodel | 1 | Law Enforcement Center | 9-1-1 Emergency Services | 2023-2024 | Replace 2004 equipment, including broken or inoperable equipment and update facility for more conducive and effective 9-1-1 operations. | More efficient, effective and healthier 9-1-1 operations. Meets Leelanau County Board Safety Policy #2.04 - revised 3/18/2014). | \$100,000.00 | Communications Capital Projects Fund, General Fund: Fund 468 and Fund 101 |
| 2023-02 | Car & Body Cameras | 1 | Law Enforcement Center | Sheriff's Office | 2024-2026 | Body and in-car cameras to assist in prosecution with video evidence; reduce liability risk to the County. | Increase the level of general Law Enforcement service by ensuring accountability for both the public and employees of the Sheriffs office. | \$353,420.00 | TBD |

| Item Number | Project Title | Priority Group | Location | Department Accountability | Start/End Date | Project Summary | Needs Fulfilled | Approximate Cost | Funding Sources |
|-------------|---|----------------|--|-------------------------------|----------------|---|---|------------------|---|
| 2023-03 | Office Chairs | 3 | Law Enforcement Center | Sheriff's Office | 2024-2025 | Replace office chairs from 2005 that are in the administrative area of the Sheriff's office. | Replace worn out equipment, expand service life, increased safety. | \$15,000.00 | TBD |
| 2023-04 | Patrol Vehicles | 1 | Law Enforcement Center | Sheriff's Office | 2023-2023 | Annual Patrol Car Purchase. | Scheduled replacement, replace worn out equipment, increased safety and increased service to community. | \$111,000.00 | Motor Pool Fund |
| 2023-05 | Ford Exp Replacement | 2 | Law Enforcement Center | Sheriff's Office | 2023-2023 | Ford Expedition Replacement (2011) - originally purchased with funds obtained from a federal forfeiture fund. Monies to be returned to the forfeiture fund after sale. New vehicle added to county fleet. | Scheduled replacement, replace worn out equipment, increased safety and increased service to community. Replace vehicle previously purchased with Federal Forfeiture Funds. | \$53,000.00 | Motor Pool Fund |
| 2023-06 | Multi-use universal access (U/A) structure - information center, enclosure for toilets, water filling stations, paved path. | 3 | Myles Kimmerly Park | Parks & Recreation Commission | 2023-2023 | Multi-use UA structure to serve as an information center, an enclosure for 4 portable toilets and a water bottle filling station. A paved path from 2 handicapped parking spaces leading to the structure and to the link up for the proposed paved loop trail. | Listed as Goal #1 for Myles Kimmerly Park in the Parks & Recreation Plan. Provides better restroom facilities, and water refill station for those using the park. Provides up to date information about the park. | \$33,050.00 | Parks & Recreation Budget. DNR Trust Fund Grant |
| 2023-07 | Water Stations/Fillable | 3 | Government Center/Law Enforcement Center | Buildings & Grounds | 2023-2023 | Replace 3 drinking fountains at the Government Center and 2 in the Law Enforcement Center with refillable stations. | Reduce or eliminate purchase of bottled water. Healthier environment with reduction of plastics. Increased safety, and improved service to the community. | \$15,000.00 | TBD |

| Item Number | Project Title | Priority Group | Location | Department Accountability | Start/End Date | Project Summary | Needs Fulfilled | Approximate Cost | Funding Sources |
|---|------------------------------------|----------------|--|-------------------------------|----------------|--|--|------------------|----------------------------------|
| 2023-08 | Trailer Mount Generator (portable) | 2 | Government Center/Law Enforcement Center | Buildings & Grounds | 2023-2024 | 5 locations on campus that are set up to receive portable power and could utilize a portable generator. | Keep all physical operations, mechanical, electrical and HVAC working during power outages. Increased safety, reduce personnel time, new operation, improved service to community. | \$60,840.00 | TBD |
| 2023-09 | Government Center Time Clocks | 3 | Government Center | Buildings & Grounds | 2024-2026 | Replace all wall clocks in the Government Center with updated digital/analog clocks. | Replace worn out equipment, increased safety and communication. | \$35,000.00 | TBD |
| 2023-10 | Access Platforms | 2 | Law Enforcement Center | Buildings & Grounds | 2023-2023 | Steel platforms for 4 other RTU's similar to the one built in 2017. | Safer footing and stability, better access for maintenance. Reduce personnel time. | \$11,375.00 | Buildings & Grounds General Fund |
| 2023-11 | Sewer Plant Control | 1 | Government Center/Law Enforcement Center | Buildings & Grounds | 2023-2024 | Update and upgrade obsolete wastewater computer controls. | Replace worn out equipment, obsolete equipment, improved service. | \$40,000.00 | Buildings & Grounds General Fund |
| 2023-12 | Block Wall Repairs | 1 | Government Center | Buildings & Grounds | 2023-2024 | Repair NW wall to stop water penetration, save the sidewalk and structure from further deterioration. | Replace worn out equipment, increased safety. Structural security and safety. | \$475,000.00 | TBD |
| 2023-13 | New County Website | 2 | Government Center/Law Enforcement Center | Information Technology | 2023-2023 | Replace existing and out of date county website with a new website that is easier to use and offers more online services to residents. | Replace out of date website, improve service to the community. | \$50,000.00 | Computer Fund General Fund |
| 2023-14 | Playground Equipment | 2 | Myles Kimmerly Park | Parks & Recreation Commission | 2023-2024 | Replace out of date playground equipment. | Improve safety, increase access to safe and newer equipment | \$22,000.00 | Parks & Recreation Budget |
| 2023-15 | Office Chairs | 3 | Government Center | Buildings & Grounds | 2024-2025 | Replace office chairs in the building | Replace worn out equipment, expand service life, increased safety. | \$15,000.00 | TBD |
| Estimated cost of Proposed Projects: (high end) | | | | | | | | \$8,052,523.00 | |

Projected Annual Capital Costs 2023-2028

| Item Number | Project Title | Priority Group | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Estimated Cost * |
|-------------|--|----------------|----------------|----------------|--------------|-------------|------|------|------------------|
| 2016-02 | Patrol Boat (Lake Michigan) | 1 | \$118,000.00 | | | | | | \$118,000 |
| 2016-03 | New Pole Barn for storage/security | 3 | \$150,000.00 | \$145,000.00 | | | | | \$295,000 |
| 2016-05 | Security Fencing/Electric Gate | 2 | \$39,000.00 | | | | | | \$39,000 |
| 2016-06 | Improvements- Myles Kimmerly Park | 3 | \$100,000.00 | \$100,000.00 | \$100,000.00 | | | | \$300,000 |
| 2016-08 | Improvements- Veronica Valley Park | 2 | \$50,000.00 | \$50,000.00 | \$50,000.00 | \$50,000.00 | | | \$200,000 |
| 2016-22 | Equipment for maintenance of parks | 2 | | \$20,000.00 | \$20,500.00 | | | | \$40,500 |
| 2017-02 | Upgrade/replace Harris General Ledger Software | 3 | \$275,000.00 | | | | | | \$275,000 |
| 2020-01 | Leland Dam Control Room Roof Repairs | 2 | \$15,000.00 | | | | | | \$15,000 |
| 2020-03 | Communication Tower- Govt. Center | 2 | \$495,000.00 | | | | | | \$495,000 |
| 2020-04 | Communication Tower- Northport | 2 | \$450,000.00 | \$300,000.00 | | | | | \$750,000 |
| 2020-08 | HVAC System- Phase II | 2 | \$1,000,000.00 | \$975,138.00 | | | | | \$1,975,138 |
| 2020-09 | HVAC System- Phase III | 2 | | \$1,000,000.00 | \$84,200.00 | | | | \$1,084,200 |
| 2022-01 | Parking Lot/PortaPotty Upgrade at Veronica Valley Park | 2 | \$80,000.00 | | | | | | \$80,000 |

| Item Number | Project Title | Priority Group | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Estimated Cost * |
|-------------|---|----------------|--------------|--------------|--------------|--------------|------------|--------------|------------------|
| 2022-02 | Dog Park at Myles Kimmerly Park | 2 | \$40,000.00 | | | | | | \$40,000 |
| 2022-03 | Paved Loop Trail at Myles Kimmerly Park | 2 | \$200,000.00 | \$200,000.00 | | | | | \$400,000 |
| 2022-05 | Switch Upgrades | 2 | \$15,000.00 | | | | | | \$15,000 |
| 2022-06 | UPS Battery Replacement | 2 | \$36,000.00 | | | | | | \$36,000 |
| 2022-07 | VMWare Redundant Server | 2 | \$55,000.00 | | | | | | \$55,000 |
| 2022-08 | New network stations for offices | 2 | \$26,000.00 | | | | | | \$26,000 |
| 2022-09 | Vital Statistic Software | 2 | \$20,000.00 | | | | | | \$20,000 |
| 2022-10 | Leland Dam Maintenance | 2 | \$48,000.00 | \$39,000.00 | \$11,000.00 | \$8,000.00 | \$8,000.00 | \$165,000.00 | \$279,000 |
| 2022-11 | Maple City Tower | 2 | \$75,000.00 | \$50,000.00 | | | | | \$125,000 |
| 2023-01 | 9-1-1 Dispatch Remodel | 1 | \$50,000.00 | \$50,000.00 | | | | | \$100,000 |
| 2023-02 | Car & Body Cameras | 1 | | \$153,420.00 | \$100,000.00 | \$100,000.00 | | | \$353,420 |
| 2023-03 | Office Chairs | 3 | | \$15,000.00 | | | | | \$15,000 |
| 2023-04 | Patrol Vehicles | 1 | \$111,000.00 | | | | | | \$111,000 |
| 2023-05 | Ford Exp Replacement | 2 | \$53,000.00 | | | | | | \$53,000 |

| Item Number | Project Title | Priority Group | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Estimated Cost * |
|---------------|---|----------------|-----------------------|-----------------------|---------------------|---------------------|-------------------|---------------------|-----------------------|
| 2023-06 | Multi-use universal access (U/A) structure - information center, enclosure for toilets, | 3 | \$33,050.00 | | | | | | \$33,050 |
| 2023-07 | Water Stations/Fillable | 3 | \$15,000.00 | | | | | | \$15,000 |
| 2023-08 | Trailer Mount Generator (portable) | 2 | \$30,840.00 | \$30,000.00 | | | | | \$60,840 |
| 2023-09 | Government Center Time Clocks | 3 | | \$15,000.00 | \$10,000.00 | \$10,000.00 | | | \$35,000 |
| 2023-10 | Access Platforms | 2 | \$11,375.00 | | | | | | \$11,375 |
| 2023-11 | Sewer Plant Control | 1 | \$20,000.00 | \$20,000.00 | | | | | \$40,000 |
| 2023-12 | Block Wall Repairs | 1 | \$275,000.00 | \$200,000.00 | | | | | \$475,000 |
| 2023-13 | New County Website | 2 | \$50,000.00 | | | | | | \$50,000 |
| 2023-14 | Playground Equipment | 2 | \$12,000.00 | \$10,000.00 | | | | | \$22,000 |
| 2023-15 | Office Chairs | 3 | | \$15,000 | | | | | \$15,000 |
| Totals | | | \$3,948,265.00 | \$3,387,558.00 | \$375,700.00 | \$168,000.00 | \$8,000.00 | \$165,000.00 | \$8,052,523.00 |

PART IV: Recommendations

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

Recommendations

1. Adopt the CIP

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

2. Maintain Capital Improvement Planning

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

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

3. Adopt Submittal Form

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

4. Capital Fund

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

5. Capital Improvements

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



Native plantings at the Government Center

Leelanau County Capital Improvement Program (CIP)
Submittal Form

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

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

Project title: _____ Department: _____

Prepared by: _____ Date Prepared: _____

CIP ID#: _____ Anticipated Start Date and End Date: _____

Check one: New Project ☐ Revision of Already Submitted Project ☐

I) PROJECT

A) Project Description: Provide a brief (1-2 paragraph) description of the project

B) JUSTIFICATION

If desirable, provide attachments with more details

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

☐ NO

☐ YES (must identify): _____

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

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

☐ NO

☐ YES

Please describe the community's legal obligation:

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

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

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

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

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

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

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

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

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

E) Prior approval: Is this project included in a prior year's budget? Has this project been approved by any board, commission or governing body?

☐ YES: Please check all appropriate box(es)

☐ Governing body

☐ Planning Commission

☐ Prior year budget: _____

☐ NO

F) Total estimated cost: \$ _____

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

☐ Cost of comparable facility/equipment

☐ Cost estimate from engineer/architect

☐ Rule of thumb indicator/unit cost

☐ Preliminary estimate

☐ Ball park "guesstimate"

2) List all funding options available for this project:

3) Recommended funding options(s) to be used?

4) Will the project leverage outside funding for project completion? If yes, from what source?

5) Will the project require additional personnel, materials/supplies, (or) will it increase operating costs?

G) Cost to Benefit Considerations: Estimate the number of citizens impacted and the benefits of that impact comparing those benefits to the total estimated costs.

II) EQUIPMENT

A) Equipment description: _____ **Date prepared:** _____

Department: _____

Form of acquisition: Please check one of the following:

- ☐ Purchase
☐ Rental/lease

Number of units requested:_____ Estimated service life (years):_

B) Justification

Purpose of expenditure: Please check appropriate box(es)

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

C) Cost Factors

| DIRECT COSTS | PER UNIT (\$) | TOTAL COST (\$) |
|---|---------------|-----------------|
| Purchase price or annual rent/lease | | |
| Plus: installation or related charges | | |
| Plus: annual operational costs | | |
| Less: annual operational savings | | |
| Less: trade-in, salvage value, discount | | |
| Net purchase cost/annual rent | | |

Replaced item(s): attach separate page if necessary

| ITEM | MAKE | AGE | PRIOR YEAR'S MAINTENANCE | PRIOR YEAR'S RENTAL COST |
|------|------|-----|--------------------------|--------------------------|
| | | | \$ | \$ |
| | | | \$ | \$ |
| | | | \$ | \$ |