

## **BOARD OF COMMISSIONERS MEETING**

*William J. Bunek, Chairman*

### **NOTICE OF MEETING**

The Executive Board Session of the Leelanau County Board of Commissioners will be held on Tuesday, August 11, 2020, at 9:00 a.m.  
Due to COVID-19, this session will be held virtually via Zoom, and in the Commissioner Meeting Room,  
Leelanau County Government Center, Suttons Bay, Michigan

***A live streaming of this meeting will be available for viewing via the following link –***

***[https://www.youtube.com/channel/UCNQTglgcTedF2qB8floC1GQ?view\\_as=subscriber](https://www.youtube.com/channel/UCNQTglgcTedF2qB8floC1GQ?view_as=subscriber)***

If you would like to provide comment during the meeting, please watch the livestreamed video, and call in during one of the two public comment portions on the agenda, to **231-256-8109**. There will be no queue, and calls will be taken in the order they are received. Emailed comments are also welcomed prior to the meeting, and can be addressed to [clerk@co.leelanau.mi.us](mailto:clerk@co.leelanau.mi.us)

*(Please silence any unnecessary cellular/electronic devices)*

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

### **TENTATIVE AGENDA**

#### **CALL TO ORDER**

#### **PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**

#### **ROLL CALL**

#### **COMMUNICATIONS, PROCLAMATIONS, PRESENTATIONS:**

#### **PAGE #**

- Administrator Update
- Housing Action Committee Update 2-24
- Michigan State University Extension Agency Update 25-42

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

#### **PUBLIC COMMENT**

#### **ACTION ITEMS**

1. Sheriff's Office –
  - a. Secondary Road Patrol Grant Renewal. 43
  - b. Acceptance of Anonymous Donation (General). 44
2. Planning/Community Development – Acceptance of Capital Improvement Plan (CIP),  
<https://www.leelanau.gov/meetingdetails.asp?MAId=1953>. 45
3. Information Technology – Request to Purchase Office 365. 46-51
4. Leelanau County Towers –
  - a. Proposed Government Center Tower RFP Update.
  - b. EDA (Economic Development Authority) Grant Update.
5. Administration –
  - a. FY-2020 MAC Dues. 52-55
  - b. Proposed Board Policy on Cash Management. 56-60
  - c. Road Commission/Dam Authority/Board of Public Works – Appointments and Qualifications Procedure.
  - d. CARES Act – First Responders Hazard Pay Premium Program.
  - e. Community Development Block Grant (CDBG) Reimbursements.
  - f. August 18, 2020, Suggested Work Session Agenda Items.
  - g. POAM (Police Officers Association of Michigan) Negotiations Update *(recommended closed session)*.

#### **REVIEW OF FINANCIALS**

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

#### **PUBLIC COMMENT**

#### **COMMISSIONER COMMENTS**

#### **APPROVAL OF FINANCIALS**

- Amendments & Transfers
- Miscellaneous Fund Transfers and Amendments
- Claims and Accounts
- Post Audit

#### **ADJOURNMENT**

# **LEELANAU COUNTY HOUSING ACTION COMMITTEE**

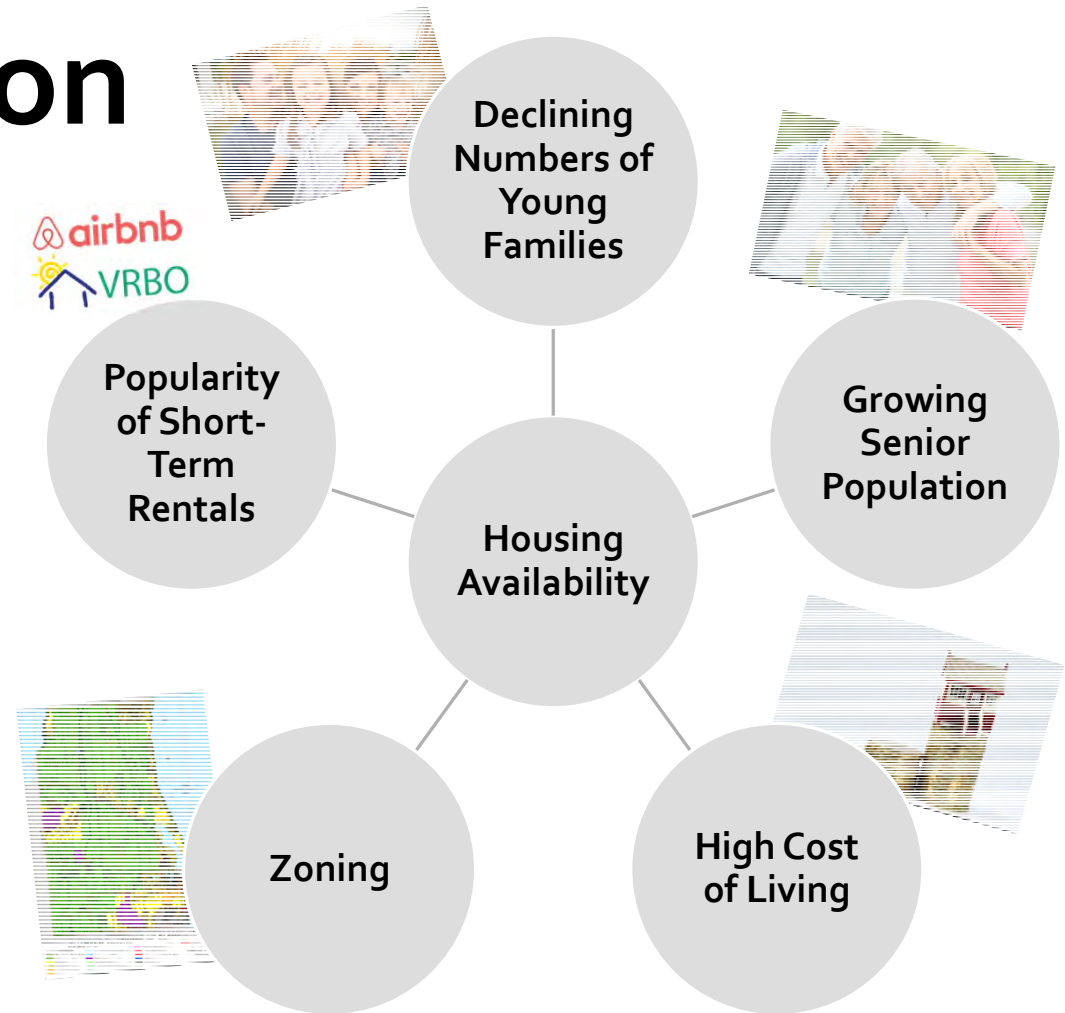
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Leelanau County Board of Commissioners

August 11, 2020

# Current Situation

- Shortage of “Workforce Homes” in Leelanau County (as well as across the state and nation)
- Demand for rentals is expected to outpace demand for homeownership
- Developers are calling and inquiring
- Without clear development policies and procedures developers get discouraged



# “Workforce Homes” refers to housing that costs 30% or less of the area’s median income

- The median income for Leelanau County in 2019 was \$75,400 which equals \$22,620/year (\$1,885/month) for housing.
- 3,100 households in Leelanau County earn less than \$50,000/year but only 1,035 of the County’s owner-occupied homes are affordable to those households. The median home price in the county (thru November, 2019) is \$379,500.
- Rentals are also out of reach: ~400 rental households earn <\$50,000/year and only 120 rentals are affordable .
- Median rent rose 61% & renters median income rose 5% across America (1960-2016).
- Market potential analysis for the county for 2020 shows a need for 600 units: 300 owned and **367 rentals**.



# This is important because housing impacts us all

- Despite Leelanau County's many attractive features, the high cost of living and lack of housing choices limits growth, strains public resources, and impacts things like traffic, schools, and businesses
- We need a variety of housing options to fill the needs of Leelanau's diverse residents : working families, younger families, young professionals, teachers, fire fighters, seniors, disabled individuals, seasonal workers: **all incomes**



# A Bottoms-Up Approach

- There is no one-size fits all approach to solve the housing crisis. We (HAC) took a Bottoms-Up Approach.
- Each township/village has unique wants & needs and different rules & regulations.
- HAC can help you be proactive with your housing needs by providing guidance, tools, and resources.



# What is the Housing Action Committee?



- Our volunteer committee was formed with county residents, in late 2017 - focusing on research, advocacy, and strategy.
- We meet monthly and report our annual progress to the County Board & Planning Commission.
- Our “Community Assistance Team” (CAT) meets with local townships/villages to discuss best practices and the townships/villages’ wants/needs.
- We are partnering with Housing North, a new non-profit advocates for housing for 10 counties in NW Michigan

# Our Vision

- To have a diversity of permanently affordable workforce housing integrated throughout Leelanau County that provides a variety of housing options to sustain the local economy while preserving the character of the county.



# What's Happening now?

- We have created a “Housing Ready Communities” Checklist
- We are presenting this Checklist to local townships & villages
- We are proposing to work together to become “Housing Ready Communities”



# What WE can do for YOU

- Start the conversation
- Share best practices & ideas
- Be your ambassadors
- Provide free labor
- Community Assistance Team (CAT) and housing expert resources
- Guide the process and help manage resources



# What WE want from YOU

- Talk with us – we're here to help
- Be one of our pilots –we want to help
- Talk with others & keep the conversation going
- Not all communities see the need for improving workforce housing, but we hope you do



# What does the Housing Ready Communities Checklist include?

- Community Needs Assessment – how to start?
- Planning Strategies – help with planning
- Zoning Strategies – what is already there and what could be considered
- Funding & Financing – available resources
- Development – what developers need
- *Let's walk through the Checklist*

# **Thank you for your time. Are there any questions?**

Housing Action Committee  
[housing@co.leelanau.mi.us](mailto:housing@co.leelanau.mi.us)

8527 E Government Center Drive, Suite 108  
Suttons Bay, MI 49682

[www.leelanau.cc.housingac.asp](http://www.leelanau.cc.housingac.asp)





## ARE YOU READY?

HOUSING READY COMMUNITIES CHECKLIST  
Leelanau County Housing Action Committee – June 8, 2019

### INTRODUCTION

This checklist is designed to help communities evaluate their own standards, strategies, plans, and ordinances to ensure they are designed in a way that meets local needs for workforce housing. Many communities have successfully encouraged workforce housing by including some or all of the following elements in their planning documents and zoning ordinances.

Leelanau County and all of northwestern Michigan is experiencing a well-documented housing shortage – particularly rental housing – that is affordable to a broad range of income levels. The short supply of available housing leaves many families with few choices but to live in deteriorating, inadequate, unsafe, or unaffordable homes. Conversely, families and young people may choose to live elsewhere, limiting our workforce and harming businesses. Businesses struggle to find employees who can afford to live in the County and often lose employees to businesses where more affordable housing options are available. Quality housing means quality employees.

Without spending significant resources, local governments and communities can help by ensuring that a variety of housing options are available throughout the County that meet the needs of all income levels. Local and county governments can work in partnership with developers and community organizations and businesses to support housing goals and smart, sustainable projects.

#### *What is Workforce Housing?*

We encourage each community to create its own definition of workforce housing as appropriate. However, generally speaking, workforce housing means housing our workers can afford – our teachers, our restaurant employees, our firefighters, our electricians, those making around the County's median income. Nearly all experts agree that a household's housing costs should not exceed 30% of its income. Therefore, workforce housing commonly refers to housing that costs less than 30% of the area's median income. Current local median income data can be found at <https://www.huduser.gov/portal/datasets/il.html#2018>.

#### *Planning Commissioners Role.*

Planning commissioners are responsible for making decisions about zoning and development in villages and townships in Leelanau County. This means planning commissioners are essentially the 'gate keeper' for directing and determining what type, how much, and where workforce housing is built in your community. No other zoning authority in the county regarding these issues exists, so whatever regulations the planning commission creates are final. Communities can consider zoning changes that invite and allow for more housing to be developed.

If we want to attract workforce housing development to our communities, we should ask ourselves this question: Are our policies and procedures fair, timely, and predictable enough for a developer to begin a dialogue and consider developing housing in our community? Without proper regulations and policies, developers are forced to pursue expensive, time consuming rezoning or variance requests interfering with project schedules, creating project uncertainty, and often litigation or abandonment of their project. Together, we can create housing that suits our communities needs while preserving the local character that makes Leelanau County such a desirable place to live.

#### *Let's Work Together!*

*Housing is an issue that impacts each and every household and business in Leelanau County. Thank you for working together to ensure that the next generation of Leelanau County residents have a place to call home. **We're here to help!** Please contact the Leelanau County Housing Action Committee for technical assistance, help with zoning reviews, or questions or suggestions with the checklist. We hope it helps!*

**Leelanau County Housing Action Committee: [housing@co.leelanau.mi.us](mailto:housing@co.leelanau.mi.us) or (231) 256-9812**

## COMMUNITY NEEDS ASSESSMENT

1. Y ☐ N ☐ Has your community expressed an interest or need for more housing options?
2. Have the following stakeholders participated in discussions regarding the need for workforce housing?  
☐ employers                      ☐ school districts                      ☐ families                      ☐ local residents  
☐ developers                      ☐ landowners                      ☐ nonprofits                      ☐ other jurisdictions
3. What methods have been used?  
☐ questionnaire/survey   ☐ public comment                      ☐ online options                      ☐ public meeting(s)  
☐ presentation of options with discussion                      ☐ focus groups                      ☐ other \_\_\_\_\_
4. Y ☐ N ☐ Has your community conducted an analysis of your current housing supply including the percentage that is affordable for low- to moderate-income families in the workforce?

## PLANNING STRATEGIES

*Has your community considered or implemented:*

1. Y ☐ N ☐ a Master Plan that advocates for housing that meets the needs of all residents
2. Y ☐ N ☐ setting a goal for an amount of workforce housing needed (as a number of units or as a percentage of total housing) and developed a method to track progress
3. Y ☐ N ☐ mapping priority development areas in and adjacent to villages and settlements where workforce housing is to be included with other housing types
4. Y ☐ N ☐ “pre-permitting” selected sites within the designated priority development area(s)
5. Y ☐ N ☐ becoming “Redevelopment Ready Certified” to access Michigan Economic Development Corporation (MEDC) financing, resources, and marketing?

## ZONING STRATEGIES

*Does your community’s zoning ordinance include/allow the following:*

1. Y ☐ N ☐ an established, simple, and easily accessible process to develop workforce housing
2. Y ☐ N ☐ lot splits
3. Y ☐ N ☐ single family homes to be converted to multi-family units
4. Y ☐ N ☐ expanded boundaries of high density residential districts
5. Y ☐ N ☐ a mixture of densities and dwelling types that are allowed by right (preferably) or by special use, especially in priority development area(s), including:
  - a. Y ☐ N ☐ multi-family housing (townhomes, condos, apartments, duplexes, multiplexes, etc.), with the same/similar lot dimension requirements as single-family homes when practical
  - b. Y ☐ N ☐ small minimum dwelling size (450 sq. ft. or less is suggested) for all housing types
  - c. Y ☐ N ☐ zero lot line homes
  - d. Y ☐ N ☐ dormitory housing in certain districts under defined conditions

- e. Y ☐ N ☐ mixed-use buildings that allow housing in commercial districts
- f. Y ☐ N ☐ accessory dwelling units (ADUs)
- g. Y ☐ N ☐ cottage developments
- 6. Y ☐ N ☐ “long-term rental” and “short-term rental” are defined
- 7. Y ☐ N ☐ an ordinance that regulates short-term rentals, including limiting or prohibiting short-term rentals of non-owner occupied homes in districts targeted for workforce housing
- 8. Y ☐ N ☐ a residential rental ordinance
- 9. Y ☐ N ☐ Planned Unit Developments (PUDs)
- 10. Y ☐ N ☐ form-based zoning in districts that have been designated as priority development area(s)
- 11. Y ☐ N ☐ encourage or incentivize energy efficiency and sustainability to maintain affordability
- 12. Y ☐ N ☐ overlay districts to delineate priority development area(s) for workforce housing

*Does your community allow incentives for workforce housing including:*

- 1. Y ☐ N ☐ density bonus when retaining open space
- 2. Y ☐ N ☐ density bonus when a percentage of units are set aside for workforce housing
- 3. Y ☐ N ☐ reduced number of parking spaces required
- 4. Y ☐ N ☐ reduced utility hookup fees
- 5. reduced minimum dwelling and lot width and size for:
  - ☐ below market-rate housing      ☐ districts targeted for workforce housing      ☐ in-fill development
- 6. Y ☐ N ☐ height bonuses if residential is incorporated in a mixed-use building
- 7. Y ☐ N ☐ emphasizing incentives in priority development area(s)

*Has your community considered the following regarding Accessory Dwelling Units (ADUs or “Grannie Flats”):*

- 1. Y ☐ N ☐ minimal restrictions on ADU height, dwelling size, lot area, ratio of ADU size to primary residence size, maximum number of bedrooms/occupants, and parking
- 2. Y ☐ N ☐ ADUs for long-term rentals allowed by-right
- 3. Y ☐ N ☐ one attached and one detached ADU is allowed on same property
- 4. Y ☐ N ☐ limit or eliminate short-term rental of ADUs in districts targeted for workforce housing

## FUNDING & FINANCING

*Has your community considered or implemented:*

- 1. utilizing the following to provide financing for developers and buyers when banks won’t lend:
  - ☐ Opportunity Resource Fund      ☐ Michigan Housing Trust Fund Allocation Plan      ☐ other \_\_\_\_\_
- 2. Y ☐ N ☐ providing tax incentives for making major repairs to workforce housing

3. utilizing the following to acquire land or fund the development of workforce housing:

☐ Leelanau County Land Bank      ☐ Brownfield Redevelopment Authority      ☐ tax increment financing  
☐ housing tax exemption      ☐ Payment In Lieu of Taxes (PILOT)      ☐ private/government grants  
☐ private land trusts      ☐ local investment groups      ☐ private and public donations  
☐ other \_\_\_\_\_

## DEVELOPMENT OPPORTUNITIES

*Has your community considered or implemented:*

1. Y ☐ N ☐ partnerships with nonprofits, businesses, schools, and private developers to advance workforce housing development?
2. Y ☐ N ☐ working with partners such as Leelanau County and Housing North to market housing development opportunities?
3. Y ☐ N ☐ whether your current infrastructure supports increased housing density?
4. identifying factors that limit density:  
☐ parking      ☐ roads      ☐ soil conditions      ☐ Brownfield(s)  
☐ septic/sewer      ☐ other \_\_\_\_\_
5. Y ☐ N ☐ opportunities to rehab deteriorated, abandoned, or unused buildings or properties for workforce housing?
6. Y ☐ N ☐ a transparent, easy to follow “developer’s checklist” of zoning and other requirements that must be met before a project is launched?
7. Y ☐ N ☐ forms and permits that are simple, easy to access, and make the development process as transparent and efficient as possible?



**Leelanau County Housing Action Committee: [housing@co.leelanau.mi.us](mailto:housing@co.leelanau.mi.us) or (231) 256-9812**

## Leelanau County Government Role in Housing Affordability and Availability

Our county government can play a positive role to support housing affordability and availability. There is widespread recognition of the need for housing that local workers, families, and individuals can afford to purchase or rent with local wages. It is appropriate for county government to play an active role in encouraging the private sector, non-profits, and local governments to contribute to housing affordability and availability.

The Health Department, Building Safety Department, Planning & Community Development Department, County Road Commission, and Equalization Department each directly or indirectly affect the construction of housing and the utilization of existing housing stock. The Land Bank Authority and Brownfields Authority are two key participants. Additionally, the county may have broader access to financing and funding sources available from state entities such as MSHDA (Michigan State Housing and Development Agency) and MEDC (Michigan Economic Development Corporation).

The County can help foster and promote housing in four significant ways:

1. **Community Relations and Planning:** Community relations and planning encompasses how the county, working with townships and villages, promotes the construction of all appropriate housing types in their communities.
  - A. Utilize the Leelanau County General Plan which encourages housing that responds to the needs of all residents.
  - B. Work with community stakeholders to advocate for workforce housing at the local level.
  - C. Partner with local and regional agencies to promote the need for a variety of housing types.
  - D. Advocate in partnership with Housing North at the state level for changes to Brownfield and TIF scoring mechanisms in rural areas.
  - E. Work with local jurisdictions to help them comply with the Housing Action Committee's Housing Ready Communities (HRC) Checklist.
  - F. Promote township and village consideration of density requirements, Short Term Rental (STR) limits, housing size requirements and available development incentives to reduce the costs of home ownership for young families and first-time home owners.
  - G. Continue to promote consideration of possibilities for local governments and home owner associations to limit STRs that deplete inventories for affordable work force and young family housing.
  - H. Promote consideration for increasing the availability of seasonal housing by creative options for summer housing of service and tourism-related workers.
  - I. Publish and make available HUD housing affordability indices to benchmark Leelanau County compared to regional, state and national performance.
  - J. Maintain and publish the HRC Checklist on the county government website.
2. **Support Development:** Developers and not for profit housing providers would be encouraged to build appropriate or affordable workforce housing in the County by educating them about opportunities to do so, and offering support to efficiently work through township and village regulatory processes.
  - A. Work with homebuilding associations, construction trade associations and others to help identify and mitigate constraints on their member's ability to construct affordable workforce housing.

- B. 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 (ATS's) which will allow workforce housing to attain higher densities.
  - C. Work with EGLE to streamline the Part 41 multi-family well and septic permit process and approvals.
  - D. Make communities aware of grants and how to utilize them to rehabilitate deteriorated, abandoned, or unused buildings or properties.
  - E. Review Building Safety Department forms and permits to ensure they are simple, easy to access, and make the process as transparent and efficient as possible.
  - F. Encourage energy efficiency through building codes for long term affordability.
  - G. Encourage new construction and remodeling projects which support accessibility for all citizens.
  - H. Arrange for prospective developers to meet with key County, township and village officials in one meeting.
3. **Financing/Funding:** Provide assistance to housing developers and potential homeowners by making them aware of available programs and financing to assist them in funding their housing projects.
- A. Utilize Land Bank and Brownfield tools to acquire land for workforce housing.
  - B. Identify sources to make financing readily available for existing and new affordable housing.
  - C. Apply and be the recipient of funding sources for existing and new affordable housing.
  - D. Advocate with state agencies such as MSHDA, MEDC and others to make their programs and funding devices available to rural developers, builders, government, and nonprofit housing providers.
  - E. Work with Housing North and local jurisdictions to identify opportunities to access funds from community development finance institutions (CDFIs) and other sources for developers and buyers when banks won't lend or gap financing is needed.
  - F. 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.
  - G. Be knowledgeable about public funds available to the county for communities in need of public infrastructure improvements for housing projects.
4. **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.
- A. Create a marketing plan for the County and local jurisdictions to promote to investors, real estate developers, non-profits, etc. the opportunities for workforce housing.
  - B. 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.
  - C. Post on the County website information to investors and real estate developers informing them of current housing policies, county owned housing sites, and links to planning, zoning and development information.
  - D. Post on the County website the latest marketing needs analysis and other pertinent housing information available from regional and state planning agencies.
  - E. Utilize grants and creative staffing opportunities such as interns to implement the above recommendations, and/or consider partnerships with local governments and other local stakeholders for shared housing staff.



**REACH** Homes (4 homes in Northport – all sold)





Housing North is creating pathways & partnerships for housing solutions in Northwest Michigan.

### **Building Awareness About Housing Solutions.**

We provide outreach, messaging, & communications tools to communities, developers, & other partners.

### **Advocating for Policies that Support Housing Solutions.**

We identify and influence policy that impacts development opportunities in rural Michigan.

### **Building Capacity & Resources for Housing Solutions.**

We work with partners to develop new tools & funding options for housing.

## **OUR SERVICES**

We provide cost-effective services that help public, private, & nonprofit partners across sectors to:

**Take Action:** identify roles, priorities, and strategic actions for community housing networks, local governments, and developers

**Build Awareness:** provide information, communications, education, and outreach assistance

**Kickstart Development:** work with community housing networks, local governments, and developers to identify potential development sites & projects

**Support Housing Networks:** create and implement local workplans; coordinate meetings and events

**Create Policy:** develop local policy guidance for local government consideration and adoption

**Navigate Development Processes:** assist with funding applications, investment assistance, & pro forma development

## **OUR PARTNERS**

LOCAL GOVERNMENTS

DEVELOPERS

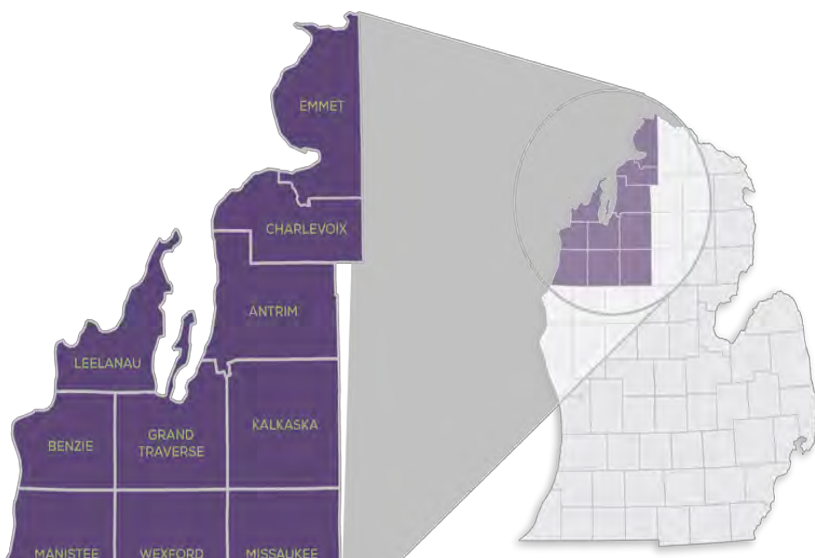
EMPLOYERS

HOUSING AGENCIES

PHILANTHROPIES

COMMUNITY HOUSING NETWORKS

**As a mission-driven nonprofit, Housing North supports community partners that are working toward housing solutions. With strong cross-sector relationships, we offer a comprehensive understanding of Northwest Michigan's development landscape and opportunities.**



Housing North was organized in 2018 by a cross-sector group of regional housing partners to overcome the communications, policy, and financial barriers that stand in the way of housing solutions. It's governed by a ten-county Board of Directors that represent business; philanthropy; local, county, and tribal government; workforce development; and housing agencies. Housing North activities are supported by partners including Rotary Charities of Traverse City, the Frey Foundation, and Networks Northwest.

# 2018-2019 HOUSING NORTH ACTIVITIES

The newly-formed nonprofit Housing North hired an Executive Director in early 2019, kicking off a year focused on building an organizational foundation while taking quick action on its priority issue areas. Activities through October 2019 are summarized below, with more information and documents available on [www.housingnorth.org](http://www.housingnorth.org).

## Building Awareness About Housing Solutions.

- Created messaging guidance for housing activities, and developed the region-wide Homes for Our Future awareness campaign—a “call to action” on housing solutions for the public, local governments, and employers.
- In partnership with Networks Northwest, coordinated an updated residential target market analysis, which provides estimates of the annual market demand for housing in each county, city, and village in the region.

## Advocating for Policies that Support Housing Solutions.

- Developed an advocacy strategy around the region’s housing-related policy priorities, including tax incentives for qualified housing developments and new revenue sources for housing.
- Housing North and partners are working with legislators and statewide interests to advance the region’s housing agenda in Lansing.

## Building Capacity & Resources for Housing Solutions.

- Coordinated local, county, and state government and philanthropic partners, housing agencies, volunteers, and more, to explore and develop new funding resources and financing approaches to housing—with a focus on land acquisition as a way to leverage private investment.
- Provided technical support to cities, counties, and nonprofit groups working to develop specific projects and initiatives.
- Worked with partners to structure locally-based Housing North staff that can provide on-the-ground technical assistance for specific projects, beginning in Charlevoix County in early 2020.

### WANT TO BE A PART OF THE PROGRESS?

Housing North partnership opportunities provide options for:

- Strategic guidance for your business, organization or community on roles and opportunities in housing
- Promotion and recognition of your business, organization or community
- Opportunities to participate in housing events, education, and strategy development
- Newsletters and updates on Housing North and community activities

Contact Sarah Lucas at 231-342-1242 or [sarah@housingnorth.org](mailto:sarah@housingnorth.org) for more information.



## HOMES FOR OUR FUTURE

[www.homesforourfuture.org](http://www.homesforourfuture.org)

The Housing North Homes for Our Future campaign will be a broadly visible call to action from the public, local governments, employers and schools. Clear courses of action will be available to each audience on the Homes for Our Future website, along with resources like the Housing Ready checklist, sample resolutions, messaging guidance, data, a calendar of events, best practices, and more.

# LEELANAU COUNTY NEEDS HOMES FOR OUR FUTURE



The 2019 Northwest Michigan Target Market Analysis studied the demand for housing through 2025 in communities throughout Northwest Michigan. Based on the potential for demand from current residents moving within the community, as well as people who would move here from outside the community, the study found that the market could support **668** additional housing units through 2025 in Leelanau County. Those new units could be newly-constructed homes or apartments, or they could be the repair and conversion of existing homes or buildings.

## HOW MANY MORE RENTAL UNITS DO WE NEED IN LEELANAU COUNTY?



**367**  
RENTALS NEEDED

### Household Incomes

Up to \$26,000  
\$28,000 - \$40,000  
\$42,000 - \$60,000  
\$64,000+

### Affordable Rents

\$650 and less  
\$700 - \$1000  
\$1050 - \$1500  
\$1600 +

### # Units

230  
72  
56  
9

### % of Potential Demand

63%  
20%  
15%  
2%

## HOW MANY MORE HOMEOWNERSHIP UNITS DO WE NEED IN LEELANAU COUNTY?



**301** OWNER UNITS

### Household Incomes

Up to \$60,000  
\$70,000 - \$100,000  
\$110,000 - \$150,000  
\$160,000

### Affordable Home Values

\$150,000 and less  
\$175,000 - \$250,000  
\$275,000 - \$375,000  
\$400,000+

### # Units

5  
144  
86  
66

### % of Potential Demand

2%  
48%  
28%  
22%

## WHY IS THE DEMAND SO HIGH?

The study takes into account homes that are available now, and what people are looking to buy and rent. Because our population has changed so much over the years, we don't have the type of housing that many people are looking for, like small homes, apartments, and other rental options. These units are needed by empty nesters, retirees, and young people just starting out—all of whom have smaller households. However, many homes currently available were designed for large families, and are often too big and expensive for many of today's homebuyers and renters.

## WHO CAN AFFORD THE RENT?

The "housing wage" is the amount a worker would need to earn in order to afford a typical rental. In Leelanau County, rents are far higher than what many renters can afford. The lack of affordable options contributes to a high demand for new units at different price points.

LEELANAU COUNTY  
HOUSING WAGE

**\$15.36**

MINIMUM WAGE

**\$9.45**

AFFORDABLE RENT FOR RENTER  
EARNING MEAN WAGE

**\$796**

AFFORDABLE RENT FOR FULL-  
TIME MINIMUM WAGE WORKER

**\$491**

## LOCAL SOLUTIONS


"Missing middle" housing types like duplexes, fourplexes, and small apartments can be more affordable and more in line with what the region's households are looking for. Yet, funding, and sometimes local politics, limit options to build these housing types. Legislation authorizing new revenue sources and tax incentives can support these private-sector solutions, and local changes to zoning or other policies can streamline the process for builders.




# LEELANAU COUNTY NEEDS HOMES FOR OUR FUTURE

The 2019 Northwest Michigan Target Market Analysis included data for selected communities. Communities were selected based on population, available demographic and economic data, and other factors. Some small communities were not studied separately because the study's accuracy was compromised by limited data and small sample sizes. However, demand may fluctuate between communities within a county, and smaller communities may look to county-wide housing demand to inform their potential for new housing units.

## HOW MANY MORE RENTAL UNITS DO WE NEED IN LEELANAU COUNTY?

 <b>95</b> <b>RENTALS</b> <b>NEEDED</b>	Household Incomes	Affordable Rents	# Units				
			Greilickville	Northport	Suttons Bay	Empire	Leland
	Up to \$26,000	\$650 and less	4	2	8	10	8
	\$28,000 - \$40,000	\$700 - \$1000	23	1	7	1	2
	\$42,000 - \$60,000	\$1050 - \$1500	10	2	3	1	5
	\$64,000+	\$1600 +	7	0	1	0	0
	<b>TOTAL RENTAL UNITS NEEDED</b>		<b>44</b>	<b>5</b>	<b>19</b>	<b>12</b>	<b>15</b>

## HOW MANY MORE HOMEOWNERSHIP UNITS DO WE NEED IN LEELANAU COUNTY?

 <b>56</b> <b>OWNER UNITS</b> <b>NEEDED</b>	Household Incomes	Affordable Home Values	# Units				
			Greilickville	Northport	Suttons Bay	Empire	Leland
	Up to \$60,000	\$150,000 and less	5	0	0	0	0
	\$70,000 - \$100,000	\$175,000 - \$250,000	7	3	0	2	3
	\$110,000 - \$150,000	\$275,000 - \$375,000	5	1	8	7	1
	\$160,000	\$400,000+	4	3	4	0	3
	<b>TOTAL OWNER UNITS NEEDED</b>		<b>21</b>	<b>7</b>	<b>12</b>	<b>9</b>	<b>7</b>

### SHORT-TERM RENTALS & HOUSING DEMAND

The target market analysis didn't study the demand for seasonal housing or short-term rentals—only homes that would be occupied year-round. However, it did take into account how seasonal units impact the availability of housing currently on the market, or homes that will be constructed in the future. Use of homes as short-term rentals reduces the supply of homes available for year-round occupancy, contributing to greater demand.

### DEMAND IN A CHANGING ECONOMY

The target market analysis was conducted before the pandemic crisis and its economic impacts, which are affecting everything in our lives, including the housing market. However, the 2019 analysis studied *movers*—people who are looking to move into or within the community, including those currently living in unaffordable housing or other homes that don't meet their needs. This demand is likely to remain, especially because Northwest Michigan's housing needs are rooted in a long-standing housing supply shortage, combined with an imbalance between wages and the cost of homes. The economic changes of 2020 are likely to exacerbate that imbalance, while the housing "pipeline" has, for now, stopped—creating a growing backlog of unmet housing demand.

The 2019 Target Market Analysis was conducted by LandUseUSA, on behalf of Housing North and Networks Northwest. Data Sources: American Community Survey; ExperianDecision Analytics.



More information and resources are available on [homesforourfuture.org](https://homesforourfuture.org) and [housingnorth.org](https://housingnorth.org)



# Leelanau County

## 2019–2020 ANNUAL REPORT

[msue.msu.edu](http://msue.msu.edu)



## FROM THE DISTRICT DIRECTOR:



I'm delighted to share the results of another successful year of partnership between Leelanau County and Michigan State University (MSU) Extension. Because of your continued support, we've been able to make a difference in the lives of youth, families, businesses and communities.

MSU Extension offers a broad range of research-based educational outreach to county residents. Over this past year, we've empowered families and individuals to live healthier lives, supported new and local entrepreneurs, created opportunities for youth leadership development and career exploration, helped farmers with business management and mental health, and much more. Our staff live and work alongside county residents, have established community relationships and are responsive to community needs.

Although this report is intended to reflect on the work we achieved collectively last year, I would be remiss if I didn't address the changes we have made as an organization as a result of the novel coronavirus. In order to keep our communities and program participants safe, MSU Extension has temporarily moved our educational outreach virtually both with individual clients and group programs. This online suite of programs has expanded the educational options offered to Leelanau County residents because our programs can be accessed by anyone, anywhere. These changes have led to an increase in engagement of residents in our programs, many of whom are first time program participants.

Our partnership with you makes this all possible. On behalf of the MSU Extension team serving Leelanau County, thank you for another great year. We look forward to your continued support and hope you will be able to join us at one of our upcoming programs.

Jennifer Berkey, District 3 Director

## MEASURING IMPACT:



**TOTAL FACEBOOK PAGE VIEWS**  
**March 17 - July 16 ..... 72,463**

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Viticulture Educator

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4-H Program Coordinator

**Nathaniel Walton, PhD**  
Consumer Horticulture Pgm. Instructor

**Annette Kleinschmit**  
Office Manager

**Brigid Hart**  
4-H Assistant

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**Nikki Rothwell, PhD**  
Center Coordinator, District IPM Educator

**Emily Pochubay**  
Fruit IPM Educator

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# DEVELOPING YOUTH AND COMMUNITIES

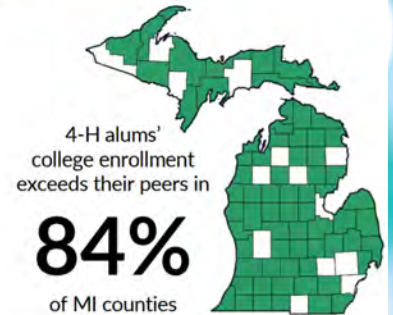
When you support MSU Extension 4-H programs, youth participants learn life skills that prepare them for the workforce – especially for highly sought after jobs in science, technology, engineering and mathematics (STEM). Extension programs help children develop early literacy skills that support school readiness. They learn leadership and decision-making skills in 4-H that increase their likelihood of becoming civically active.

## Inspiring Youth and Communities

- Michigan State University Extension 4-H program youth participants learn life skills through hands-on experiences, with the guidance of caring adult volunteers and teen leaders. These life skills prepare them for the workforce—especially careers in science, technology, engineering, the arts, and mathematics (STEAM). Extension programs help children develop early literacy skills that support school readiness. In 4-H, they learn and practice leadership and decision-making abilities that increase their likelihood of becoming civically active. 4-H'ers demonstrate fewer high-risk behaviors, such as drug use, and they learn to complete tasks, solve problems, and are more likely to seek help from peers and adults when needed. This ensures that more young people succeed in school, attend college, and contribute positively to their counties. Having successful young people results in greater tax revenues and consumer spending, while increasing the likelihood that young people will stay in, or return to, their communities.

## 4-H Youth and Adult Volunteers Support Each Other

- Leelanau County youth and volunteers benefit greatly from the exciting 4-H programs offered close to home. This last year, youth ages 5-19 were inspired to grow through a wide variety of 4-H learning experiences under the guidance of their caring 4-H leaders. 4-H offered everything from traditional clubs, after-school clubs, special-interest clubs, and academic enrichment opportunities, to educational events, workshops, community outreach, and camps. In the past few months, youth and volunteers were also able to experience a great variety of learning opportunities through virtual offerings from MSU Extension, Michigan 4-H, and local Leelanau County 4-H volunteers.

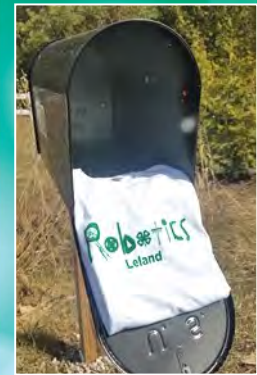


**31** Leelanau County 4-H teenagers have been awarded **\$2,000 Scholarships** to MSU in the last 10 years, with **5** winning this year



## Developing Youth and Communities, continued

- The Leland 4-H Lego Robotics Club held a long session spanning several months after school. The eight members were able to work on programming their robots and added to their knowledge through teamwork, with the added benefit of working alongside a teen leader as well as a new adult co-leader. With changes due to COVID-19, Leelanau 4-H mailed each youth member their awards certificate and pin to help them celebrate taking part in the club. The leaders also took the t-shirt (designed by club members) and delivered them to mailboxes and porches.
- The Northwest MI 4-H Shooting Sports Club continued to grow in Leelanau this year, with 16 members and three adult volunteers taking part in the fall session at Myles Kimmerly. The club purchased new equipment, including new bows and arrows, as well as arm guards. These were stored in the club's shooting sports trailer, which allows for easy storage of equipment as well as the chance for the club to have sessions in both Leelanau and Grand Traverse counties, benefiting multiple youth year-round.
- The Thunderbirds on Target! archery club at The Leelanau School had a successful season, and the club membership grew to nine teenagers working alongside their instructor. They held this session indoors, using the Leelanau 4-H archery backdrop, as well as their two new targets purchased through a grant from the Suttons Bay-Leelanau County Rotary Club. The club planned to hold a spring session outdoors, but adapted to new requirements due to COVID-19.
- Our Leelanau 4-H Fall Awards Celebration was held this year at Broomstack in Maple City, with great food, awards, certificates, the chance to learn curling, and the use of the gymnasium for basketball. We had over 50 youth, volunteers, and family members attend this fun event, sponsored by our Leelanau County 4-H Youth Association.
- The Hidden Beech Equestrians club also celebrated with a quadrille and an awards celebration. Over 50 family members attended this equestrian showcase, put on by the youth members. Youth choreographed and organized this event, starting with a song to be played and then moving their horses to the music, all while wearing coordinated costumes (including the horses). The club leader, Eleanor Miller, celebrated her 41st year as a Leelanau County 4-H volunteer.
- Twenty local youth learned safety and responsibility through our Snowmobile Safety program offered in partnership with the Cedar Hilltoppers Snowmobile Club.
- The 4-H Ski and Snowboard Program had 96 youth, 15 adult volunteers, and 1 teen leader participate this year to promote healthy living and focus on building skills and camaraderie. The Homestead has continued its partnership with Leelanau 4-H (20 years) to help bring this outdoor opportunity to local youth.



## Developing Youth and Communities, continued

- The Leelanau County 4-H Babysitting Club partnered again in its third year with the Suttons Bay Bingham Fire and Rescue Department to provide six sessions of training, using MSU Extension curriculum and working with the Fire Chief to provide CPR/First Aid Training and certification to all of the 10 participants. This year, club leaders worked alongside a teen leader, adapting the curriculum and creating a more hands-on approach to the lessons for youth. Members ranged in age from 11 through 14, and joined in from two counties and five different schools.
- As part of the Leelanau County Substance Abuse Coalition, Leelanau 4-H helped bring in a 4-H volunteer (and retired chemist) who provided education about the chemicals in vaping products during two school Substance Use Awareness events in October. The volunteer provided multiple sessions to high school youth.
- Leelanau County 4-H helped bring in a speaker to present at the Livestock Expo conference put on by the Northwest Michigan 4-H Livestock Council, to help provide educational sessions for all 4-H members raising livestock projects. The inaugural event took place at the Great Wolf Lodge, and 16 sessions were held to provide education connected to all of the species raised locally. Hundreds of youth and adults attended the expo.
- Horse Camp was a very popular draw for young equestrians, and the award-winning leader, Eleanor Miller, and her 4-H teen leaders provided a week-long session filled with learning and fun, culminating in a choreographed horse show for families.



**CPR Practice  
Babysitting Club**

## 4H4All Outreach and Community Service Event

- The second annual 4H4All event, held at the Cedar-Maple City Lions Club, brought together 8 local 4-H clubs, multiple visitors, and members of the Leelanau County 4-H Youth Association, the local council for 4-H programming. 76 people attended this event. The clubs that participated brought multiple animals, indoor and outdoor activities ranging from crafts to cleaning saddles, and pictures of their past club activities. Adult volunteers and youth leaders worked together to provide learning activities for the guests in attendance—a true display of the 4-H experiential learning approach. There were prizes, giveaways, a 4-H slideshow, lunch, and a fun sledding party for all of the volunteers afterwards. The council plans to organize this event again, as it brings a chance for clubs to show what they do each year in a “mini-expo” format.



**Nail Clipping Demonstration on a  
Rabbit Project at the 4H4All Event**

## Developing Youth and Communities, continued

### Partnerships with Local County Schools, Libraries, and the Grand Traverse Band of Ottawa and Chippewa Indians

- Leelanau 4-H had a presence at five school farm markets this year, reaching over 1,800 youth from Leland Public School, St. Mary Catholic School (new this year), Glen Lake Community School, Suttons Bay Public Schools, and Northport Public School. Students, teachers, and community members were able to sample and purchase a variety of locally-grown fruits, vegetables, and other products. The MSU Extension “smoothie bike” even allowed students to convert their own pedal power into a delicious and nutritious beverage. The Leelanau 4-H table had outreach items as well as an interactive display teaching youth about the life cycle of a chicken hatching.
- One of our 4-H clubs, the Proclites, also held a family-friendly introduction to 4-H at the Glen Lake Community Library, expanding our partnerships with our local libraries. Visitors were able to learn a bit about raising livestock projects, and had the chance to hold poultry and rabbits. Our annual summer reading program kickoff event at the Suttons Bay Bingham District Library is being planned for next summer.
- An exciting new opportunity will be available this coming year with the addition of an AmeriCorps STEAM service member, provided through a generous 2% grant from the Grand Traverse Band of Ottawa and Chippewa Indians. Leelanau County 4-H and Grand Traverse County 4-H will share in the oversight of the AmeriCorps member, and this individual will work to provide 4-H clubs and events for youth and their families who are members of the Grand Traverse Band.



### Leelanau 4-H Volunteers Reaching Wider Audiences Through Virtual Learning Opportunities

- In response to the stay-at-home order here in Michigan due to COVID-19, Michigan 4-H began to offer a wide variety of programming online. Leelanau 4-H answered the call from families asking for more online opportunities. Statewide offerings were shared on Facebook, with a marked increase in the last few months of people reached through social media, moving from an average of 4,000 people reached in a month to over 10,000 people reached in a month.
- In May and June, we offered two online courses via Zoom: “Speak Out! Stand Out!”, an online public speaking course, which reached 39 youth in grades 6-12 from 19 counties and two other states, and “From Egg to Coop”, a backyard poultry course, which reached 82 youth and adults from 23 counties and two other states. Both courses were

## Developing Youth and Communities, continued

taught by Leelanau County 4-H volunteers, and the recordings were sent (closed-captioned) to the registrants. Each course had a total of four sessions, meeting at times convenient for the audiences. Each also offered the chance for participants to ask questions and have them answered live.

- Our Leelanau 4-H youth also contributed to the online educational approach, with two 4-H youth creating videos to share with the public and other clubs. One youth focused on care of a pet rabbit, and the other youth focused on rabbit showmanship. Each youth reached over 1,000 people through Facebook.

### Leelanau County 4-H: Achieving Goals at Fair!

- The Northwest Michigan 4-H Livestock Council held its 47th Annual 4-H Livestock Auction on August 8, 2019 during the Northwestern Michigan Fair.
- Leelanau County youth were winners at Fair this year: 10 youth won Grand Champion and Reserve Grand Champion ribbons with their animals. One youth won the Round Robin event.
- As the Northwestern Michigan Fair was canceled this year, Leelanau 4-H is working with the Northwest Michigan 4-H Livestock Council to provide a 4-H Virtual Showcase, including both showmanship and a virtual auction, open to all 4-H youth registered with the Council.



### Northwestern Michigan Fair 4-H Auction:



- 409 local 4-H youth (ages 9-18) participated in the auction for 2019.



- Gross sales from the auction totaled \$682,120



- 1,100 local 4-H youth registered and participated in the 4-H Livestock Council program in 2019.



- Animals donated to local food pantries/charities: 7 swine, 1 lamb, 1 goat, 1 beef cattle. Live weight of animals donated totaled 3,381 pounds.

# KEEPING PEOPLE HEALTHY & ENSURING SAFE FOOD

When you support MSU Extension, you help participants learn safe food handling practices, increase their physical activity and improve the quality of their diets. Extension programming also helps decrease incidents of violence and bullying. Encouraging these healthy behaviors helps reduce food and health care costs by helping prevent chronic health conditions and providing safe environments throughout a person's life span.

## Fostering Health through Nutrition and Physical Activity

Michigan State University Extension supports individual and community level, or public health approaches, to prevent obesity. Through the United States Department of Agriculture Supplemental Nutrition Assistance Program Education (SNAP-Ed), we provide a combination of educational strategies, accompanied by supporting policy, systems, and environmental change interventions aimed to increase likelihood limited resource youth, adults, and seniors can make healthy choices.

### Healthier Lives through Nutrition Education

- MSU Extension Community Nutrition Instructors make nutrition come alive. Drawing from a variety of curricula, our staff partner with the community to make a difference. Community Nutrition Instructor Jane Rapin continues to partner with the Benodjenh Child Center Head Start to provide engaging nutrition education with young children. The pre-K Show Me Nutrition lessons are developed to engage children in learning and trying new foods from all food groups and helps support healthy eating and physical activity habits.

### Making the Healthy Choice Easier - Supporting Changes to Policies, Systems, and Environment (PSE)

- PSE Changes are a way of making sustainable changes within our community to policies, systems, and environments so that healthy choices are feasible options available to all community members. In Leelanau County, this is happening through the Fuel Up to Play 60 program. This free, in-school nutrition and physical activity program allows teams of students to make PSE changes that encourage other students, staff members, and administrators to lead healthier, active lives. The changes within our schools cause a ripple effect of positively impacting our communities as students incorporate their leadership skills to motivate and encourage family and community members to properly fuel their body so they can be active every day.



Nutrition Education  
Participants:

457



PSE Participants:

1,066

## Keeping People Healthy, continued

### Glen Lake Schools

- This year marked the first year of Glen Lake Schools' participation in Fuel Up to Play 60. By partnering with MSU Extension to help implement this program, Glen Lake received \$2,832 in grant funding for the 2018-2019 school year. As a result of this program, students are more likely to become leaders in demonstrating new healthy lifestyle initiatives.
- For the 2018-2019 school year, the Fuel Up to Play 60 team decided to learn more about where their food comes from and to use this knowledge to educate their peers. Partnering with local farms, the food sciences class at Glen Lake High School was able to visit several local farms to get a hands-on, in-depth look at their food system. Their first stop was at 9 Bean Rows where students learned about the science of soil ecology and how healthy soils can contribute to stronger plants. From there, they visited Bardenhagen Berries and Homestead Hill CSA to witness the role pollinators play in fruit production and how to grow produce in hoop houses. Their last farm visit was to Hillside Homestead, run by Susan Odom – a food historian. Students learned about animal rearing and processing and ways to integrate education with food. Throughout the visit, students were responsible for taking notes and photos at each stop. They used this information to create short presentations they gave to elementary students, helping to share knowledge about how food goes from the farm to their lunch tray. To help encourage students to be more active, this grant assisted the school in providing more options for physical activity throughout the school day. Increasing physical activity throughout the day can help students pay attention in class and retain information. Being active for 60 minutes each day will assist students in developing healthy habits.

### Connecting kids to healthy food in schools – FoodCorps service

- MSU Extension continues to serve as one of seven FoodCorps service sites in Michigan. FoodCorps is a national organization working to connect kids to healthy food in school. Through this program, MSU Extension provides leadership and guidance to service members supporting Suttons Bay Elementary School. Service members support farm to school strategies through delivery of hands-on nutrition and food systems education in classrooms and gardens, support healthy school meal, and work with the whole school community to

**Grant funds**  
to Glen Lake Schools  
in 2018-2019 through  
Fuel Up to Play 60:  
**\$2,832**



## Keeping People Healthy, continued

support a school wide culture of health. We are proud to continue our partnership with Suttons Bay Elementary School. Service member Erin Baumann has taught lessons in several classrooms, initiated monthly cafeteria taste tests, supported local food purchasing and initiated an in-school cooking club with 5th graders. Additionally, Erin and Suttons Bay Elementary School were 1 of 15 schools selected to participate in a national FoodCorps pilot program that used student voice and youth leadership strategies to reimagine the school cafeteria environment. MSU Extension is grateful to the Grand Traverse Band of Ottawa and Chippewa Indians for their financial support of FoodCorps during the 2019-2020 academic year.

### Workplace

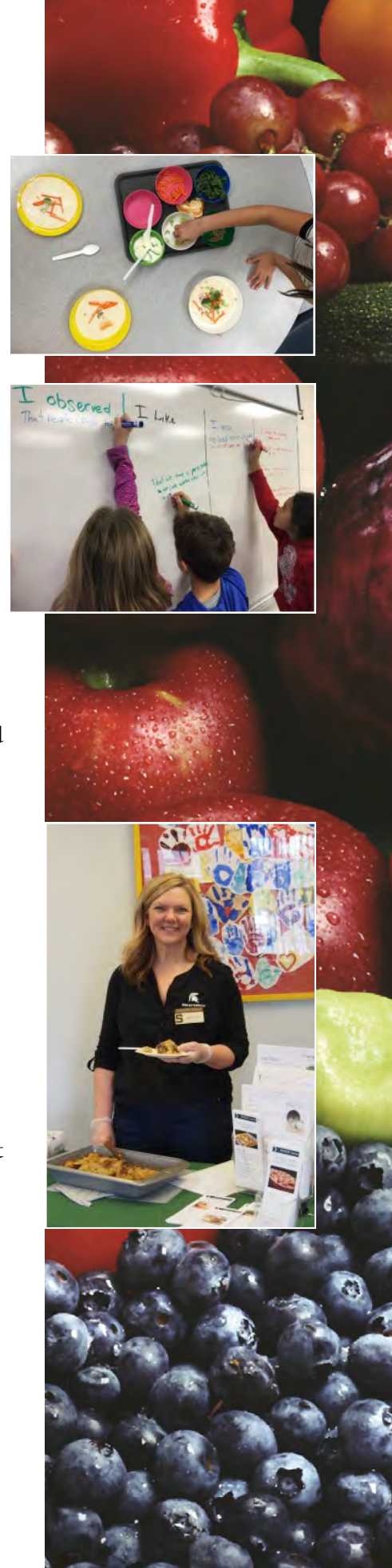
- Healthy employees are proven to be happier and more productive. MSU Extension health and nutrition staff work with employers to create a culture of health and wellness within the workplace. Focusing on healthier worksite environments as opposed to only one-time programs is recognized as best practice.

### Childcare

- MSU Extension provides childcare providers with health and wellness education and environmental coaching. Whether it is a family-care home-based or center-based provider, MSU Extension nutrition programs help incorporate the best practices for feeding children and creating place that support healthy living.

### Community

- MSU Extension staff will work with community-based organizations to help make the healthy choice they easier and preferred choice. Food pantries serve individuals with high-rates of nutrition-related chronic diseases, making these community sites an important setting to reinforce healthy food choices and messages. Community Nutrition Instructor Jane Rapin works in partnership with Leelanau Christian Neighbors in support of implementation of healthy food purchasing and providing nutrition education to neighbors seeking support. Highlights of this effort include designing and adding visual display prompts to encourage healthy choices, placement of fresh produce, and purchasing of whole grains and low-sodium foods.



# SUPPORTING AGRICULTURE & AGRIBUSINESS

## Supporting Fruit Production

### Tree Fruits

Growing tree fruits has continued to be a challenging endeavor in northwest Michigan. To help growers address critical issues faced by the industry, the tree fruit integrated pest management (IPM) program led by MSU Extension Educator, Emily Pochubay, offered two key programs for growers in Antrim, Grand Traverse, Leelanau, Benzie, and Manistee counties in 2019.

- **2019 Tree Fruit Management School** attracted 130 stakeholders for two and a half days of education on horticultural practices, pest and disease management, and invasive species. While many of the attendees were local, we were pleased to host out-of-state participants from as far as Iowa and Oregon. A post program survey indicated that 98% of participants improved their knowledge of practices that reduce production risks, and 91% planned to change practices to reduce production risks.
- A **Tree Fruit IPM Updates** series was offered in Antrim, Grand Traverse, Leelanau, and Benzie-Manistee that provided 328 growers and crop consultants with timely pest and disease information related to fruit production during the 2019 growing season. A post program survey polled 40 participants who represented approximately 931 acres of apples and 3,925 acres of cherries in northwest lower Michigan. All participants reported that attending IPM Updates improved their knowledge of practices that helped them to reduce production risks.

### Wine Grapes

During the past year, multiple presentations were held for local wine grape growers and producers to meet the unique needs for northwest lower Michigan.

- **Spotlight into Wine** was attended by 80 Grape and wine producers in the Northwest Michigan region. The world-renowned viticulturist Richard Smart, author of the seminal grapevine canopy management publication, “Sunlight into Wine,” presented a seminar and an in-vineyard demonstration to grape producers to introduce and review cool-climate viticulture techniques for canopy management, and trunk diseases on multiple training systems.
- **2019 Orchard and Vineyard Show Wine and Grape Sessions** had university experts from California, Michigan and Ohio educate Michigan’s 120 grape producers on spring and fall weed control and cultural practices to improve fruit and wine quality in *Vitis vinifera* and cold climate cultivars. This event included presentations on vineyard pathogens, insects and sustainable waste management.

When you support MSU Extension, you help participants learn profitable and efficient business and production practices.

## Supporting Food and Agriculture, continued

### Consumer Horticulture

MSU Extension Consumer Horticulture Program continues to serve county residents with educational programming, garden and landscape diagnostic services and horticultural projects. Through volunteer outreach, Extension Master Gardener Volunteers share science-based gardening knowledge and engage citizens and empower communities in environmentally responsible gardening practices, improving food security, improving community, and developing youth through gardening.

#### Extension Master Gardener Volunteer Program

- Presently, there are a total of 34 Extension Master Gardener Volunteers working in Leelanau County. In the past year, Extension Master Gardeners volunteered 1,253 hours on projects in Leelanau County; work that can be valued at \$31,865. The two food donation gardens served by Extension Master Gardeners in Leelanau County – Buckets of Rain at the Leelanau County Poor Farm and the Grand Traverse Band Community Gardens, together donated over 5,000 lbs. of produce this year.
- The bulk of the hours volunteered were in projects benefiting the community like environmental stewardship, youth gardening, Leelanau County Government Center native plant gardens, community beautification, and food security and hunger support. In total, there are 16 active Master Gardener projects in the county.

#### Leelanau Plant & Pest Diagnostic Clinic

- Although county residents are always welcome to call or visit the office for assistance with horticultural issues, the office held specific plant diagnostics clinics every Wednesday from May through September of 2019. Residents were welcomed to bring in samples of plants, insects, plant diseases, and other problems while MSU Extension staff and Extension Master Gardener Volunteers provided the expertise to diagnose problems and provide environmentally friendly management recommendations. Last year, 57 Leelanau county residents took advantage of the diagnostic services provided by MSU Extension in Leelanau County.

#### Free Educational Programming

- This year also saw an expansion in free educational programming for county residents from MSU Extension. Free programs were offered in a virtual format via Zoom and Facebook Live. Topics included spring yard cleanup for pollinators, regenerative gardening, and native trees to support pollinators, among others. In total, 11 Leelanau focused horticulture programs were made freely available to county residents this year.

**The Native Plant Demonstration Garden at the Leelanau County Government Center is maintained by Extension Master Gardener Volunteers and includes educational signage for visitors to the building.**

This past year,  
**Master Gardeners**  
volunteered more than  
 **1,253 hours**  
on various projects in  
Leelanau County valued  
at nearly **\$32,000.**



## Supporting Food and Agriculture, continued

### Supporting Hop Production

- MSU Extension continues to provide valuable educational offerings each year to support emerging hops producers in the region. Although the exponential growth in the craft beer sector has tapered off in the last year or two, the number of U.S. breweries likely surpassed 8,000 in 2019. In the past year, craft beer volume increased by approximately 4% while overall beer volume declined. Michigan is currently ranked fifth in number of breweries and fourth in acres of hops in production. Hops provide aroma, as well as bitterness to offset the sweetness of malt. In spite of a challenging market for some public hop cultivars that are in oversupply nationally, northwest lower Michigan's Grand Traverse, Leelanau, and Benzie counties collectively boast more acres of hops than anywhere else in the state. Northwest lower Michigan producers have invested tens of millions of dollars in hopyard, harvest, and processing infrastructure over the last several years.
- MSU Extension provides valuable education on hop production throughout the state of Michigan and beyond, and 2019 was no exception. MSU Extension Educators, Dr. Rob Sirrine and Erin Lizotte gave many presentations throughout Michigan including The Great Lakes Hop and Barley Conference, Hop Growers of Michigan Annual Meeting, South Atlantic Hop Conference (North Carolina), Nebraska Grower and Brewer Conference, the Montana Hop Conference, and developed multiple presentations as part of the MSU Hop Bine and Dine Webinar Series. MSU Extension also continued to provide leadership for the Great Lakes Hop Working Group (GLHWG). The GLHWG is a multi-state collaborative developed and coordinated by MSU that seeks to develop priorities for hop research and education and collectively work to address those needs. As the leaders of this working group, MSU developed an online Desire to Learn course entitled: Hop Production in Midwest and Eastern North America that is open to members of the general public.
- MSU Extension has taken a leadership role across the North Central and North East U.S. by providing valuable research and outreach to current and prospective growers on best practices for planting, harvesting, and pest management. MSU hop Educators are in demand as speakers across the country as evidenced by invited presentations in Nebraska, North Carolina, Vermont, Pennsylvania, Montana, and beyond in 2019. In



**Michigan Craft Beer  
Impacts in 2016.**

## Supporting Food and Agriculture, continued

spite of the global pandemic, MSU educators remain active as evidenced by over 240 registered participants for the 2nd annual MSU Bine and Dine monthly Hop Webinar Series currently ongoing through September.

- In March of 2019, MSU held its annual Great Lakes Hop & Barley Conference at the newly renovated Park Place Hotel and Conference Center in Traverse City, MI. The conference features hop, barley, and craft beer experts from around the world, and generally attracts more than 200 participants annually from multiple states and countries. MSU collaborated with MI LOCAL Hops (Williamsburg, MI) and Great Lakes Malting Company (Traverse City, MI) to offer very well attended post-conference educational tours. We were excited to host the annual conference in Traverse City, which has been voted Best Small Town in the U.S. (Livability), best beer town (CNN Money), one of the top 25 cities for beer lovers (Daily Meal), and one of the top seven small beer cities that deserve national attention (Thrillist).
- MSU Educators continue to secure federal and state funding for on-farm research in Leelanau County. Dr. Rob Sirrine and Erin Lizotte are currently primary investigators on a multi-state USDA-funded grant with Washington State University scientists that seeks to develop and deliver IPM strategies to the rapidly expanding U.S. hop industry. With Project GREEN funding, Dr. Tim Miles (MSU), Erin Lizotte, and Rob Sirrine are currently assessing methods for controlling cone diseases in hops. Dr. Sirrine and MSU colleagues also acquired funding from the MDARD Craft Beverage Council to investigate the terroir-influenced quality attributes of hops. The results of this research could help Michigan hop producers differentiate their hops in a manner that increases sales and revenue. With MSU scientists, they also have a \$4.9 million proposal pending with USDA NIFA entitled: Advancing Quality, Resiliency, and Market Access for U.S. Hops with Washington State University, Oregon State University, and the University of Idaho. If funded, this multi-state research will take place 2020-2024 and involve on-farm trials on multiple farms across Michigan .
- While the effects of COVID-19 remain to be seen, one thing is for certain: now is the time to support your local agricultural producers and the many craft breweries, cideries, and wineries across the region!



Dr. Trey Malone, MSU, at the 2019 Great Lakes Hop and Barley Conference.



# Supporting Food and Agriculture, continued

## Assistance to support beginning farmers across MI

- The 21st Annual Northern Michigan Small Farm Conference was held in January at the Grand Traverse Resort and Spa at Acme. Over 714 Farmers, growers, food enthusiasts from all around the State, Midwest and Canada took part in numerous activities which included 3-intensive pre-conference sessions, 35 main Conference workshops, and a large trade show. Topics covered included: Financing your Farm Business, Crop Rotation Design for Vegetable Growers, Setting up your Maple Operation, Food Sovereignty and Agriculture, Farm Stress, and Solar Panel Growers Panel. Conference attendees also enjoyed great local food, with both lunches and dinner menus featuring 70% or more of ingredients originating from Michigan farms. Of the 85 menu items offered during the 2-day event, more than ½ of were sourced from farms less than 125 miles from Traverse City. No small feat for a Conference that takes place in the heart of a Michigan winter! The Northern Michigan Small Farm Conference has deep roots with MSUE, starting as a University-led grazing conference in 2000. This past year, 11 MSU, MSU Extension Educators and staff led workshops and educational tracks. In addition other University and Extension staff answered questions and provided resources as a part of the Trade Show. Three MSUE staff help to coordinate the Conference through their year-round participation in the Conference Planning Committee.
- MSU Product Center Food-Ag-Bio assists county residents in developing products and businesses in the areas of food, agriculture, natural resources and the bio economy. The innovation counselor has special training to deliver these services to local residents. Business counseling is conducted on a one-on-one basis and may take place at the MSU Extension office or the client’s home or business location. The assistance provided is tailored to meet the needs of the client and may include things like developing a business plan, navigating the regulatory maze, accessing the supply chain or seeking funding options. The innovation counselor also assists clients in accessing specialized services they may need that are offered through Michigan State University like feasibility studies, food processing, nutritional labeling and packaging assistance.



312 Counseling  
Sessions



New Sales:  
\$2,669,000



1 New Business  
Launched



33 New Jobs  
Created



New Investments:  
\$959,000

2017-2020 MSU  
Product Center  
Impacts in Leelanau  
County



# FOSTERING STRONG COMMUNITIES

When you support MSU Extension, participants learn how to implement best practices in good governance that keeps communities solvent, productive and engaged; learn effective conflict management skills that help leaders and residents work collaboratively on complex issues; and engage youth leaders in decision-making. In the personal finance area, MSU Extension helps youth and adults alike learn the skills they need to increase their savings, manage their spending avoid predatory lending and reduce mortgage defaults. All of these outcomes help lower the cost of governmental services and lead to personal and community stability, strong neighborhoods and safe communities.

- **Cultivating Local Farm Economies** was a day long program where participants learned about the need for economic diversification for Michigan farms. Local farmers and local government representatives were both at the meeting to hear from each other's concerns. MSU Extension staff Mary Reilly, Rob Sirrine, Dan Ochs, and Wendy Weiland presented at this program with help from local partners from Grand Traverse Regional Land Conservancy, Black Star Farms, and Terra Firma Brewery.
- **Building Strong Sovereign Nations (BSSN): Anishinaabek Leadership for Seven Generations Tribal Governance Conference**, a program for elected and appointed tribal officials, celebrated its 11<sup>th</sup> program year in 2019. Tribal leaders from Leelanau County regularly teach and/or participate in this program. We have asked tribal leaders for their input on updating the curriculum starting in 2020, while also ensuring the program is a better fit with the staggered election cycles of the 12 Michigan Federally Recognized Tribal Nations.
- **Short-Term Rentals: How do they change our community? Should we regulate?** Short-term rentals are a hot issue in Northwest Michigan. The Leelanau County Planning Department recognized this and drew on the expertise of MSU Extension and Networks Northwest to provide an overview of how short-term rentals effect communities and options for regulation through zoning and police-power ordinances. This was a standing-room-only program with about 90 people in attendance.
- **Northern Michigan Counties Association** continues its long history of being a place where county commissioners from across the northern lower peninsula gather eight times each year for lively discussion, sharing successes and concerns, learning from each other, and from guest speakers on topics selected by the commissioners who participate. MSU Extension provides the educational staff support.
- **Opportunity Zones**, what they are and how local communities can increase their chances of benefitting, was the subject of a training presented by MSU Extension in cooperation with MSHDA and MEDC. Leelanau County was represented.



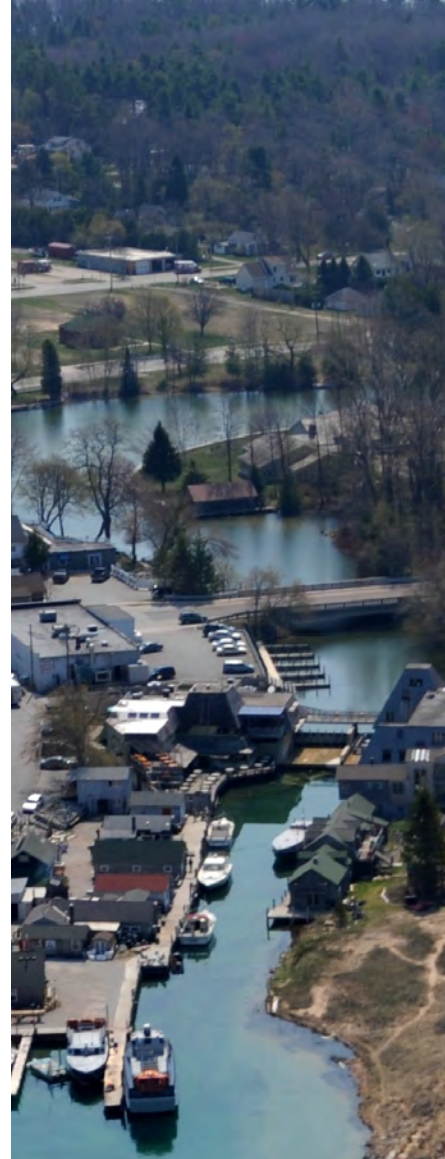
## Fostering Strong Communities, continued

- MSU Extension Government and Community Vitality Educators presented a **Capital Improvements Programs** at the four Michigan Association of Counties Summits in 2019.
- **Fiscally Ready Communities** is a joint effort of the Michigan Department of Treasury and MSU Extension designed to provide education on many local government financial topics. The 2019 program was an overview of budgeting and financial policy basics. Leelanau County was represented. The 2020 program focuses on Capital Asset Management and Planning.
- **Marijuana and Zoning Related Matters:** After the adoption of Proposal 1 in November of 2018, municipalities and counties engaged in zoning have many questions around the marijuana issue. Due to vague phrasing in parts of the law, some questions could be answered and others had to wait for additional clarification from the states or the courts. This program outlined the three Michigan laws regulating marijuana, the role of a zoning ordinance vs. police power ordinance, and a sampling of the current “knowns” and “unknowns” around zoning for marijuana related land uses.

## Enhancing & protecting our Great Lakes coastal resources

### Sea Grant Extension

- MSU Extension supports efforts to carry out Sea Grant programs throughout Leelanau County and the rest of Michigan. Michigan Sea Grant Extension helps apply research, conducts educational activities and is connected to more than 40 coastal counties, bringing science to the shore.
- The highest Lake Michigan levels since 1918 have occurred in 2019 and 2020, impacting all of Leelanau County shorelines, coastal parks, marinas, and infrastructure including roads. Michigan Sea Grant has coordinated workshops with US Army Corps of Engineers, NOAA National Weather Service, and provided assistance on this topic. A program at the Leland Public Library in January 2020 with Sea Grant keynote had over 90 people in attendance, one of the highest attended programs initiated by the Library. Additional information has been provided to Fishtown Preservation Society, National Park Service, and various Townships.
- Additionally, the high Great Lakes levels have changed shoreline dynamics and Sea Grant has worked with Leland Township specifically on swimming safety issues in conjunction with groups such as the Great Lakes Water Safety Consortium.



## MSU Extension Staff Serving Leelanau County:

Name	Role	Phone	Email
John Amrhein	Government & Public Policy	231-922-4627	amrhein@msu.edu
Mark Breederland	Coastal Communities Development	231-922-4628	breederl@msu.edu
Julie Crick	Forestry & Natural Resources	989-275-7179	crickjul@msu.edu
Christina Curell	Cover Crop & Soil Health	231-745-2732	curellc@msu.edu
Mary Dunckel	Agriculture Literacy	989-354-9875	dunckelm@msu.edu
Phillip Durst	Beef	989-345-0692	durstp@msu.edu
Sarah Eichberger	Nutrition & Physical Activity Supervision	231-922-4836	eichber2@msu.edu
Charles Gould	Bioenergy & Conservation	616-994-4547	gouldm@msu.edu
Kevin Gould	Food & Animal Systems	616-527-5357	gouldk@msu.edu
Tom Guthrie	Pork/Equine	517-788-4292	guthri19@msu.edu
Andy Hayes	Community Prosperity	231-582-6482	andy@northernlakes.net
Philip Kaatz	Forage/Commercial Agriculture	810-667-0341	kaatz@msu.edu
Heidi Lindberg	Greenhouse & Nursery	616-994-4701	wollaeye@msu.edu
Erin Lizotte	Integrated Pest Management	231-944-6504	taylo548@msu.edu
Kara Lynch	Food Safety	989-317-4079	lynchka4@msu.edu
Michael Metzger	Small Ruminants & Foragers	517-788-4292	metzgerm@msu.edu
Stan Moore	Farm Management	231-533-8818	moorest@msu.edu
Dennis Pennington	Wheat Systems	269-832-0497	pennin34@msu.edu
Emily Pochubay	Fruit Production	231-946-1510	pochubay@msu.edu
Emily Proctor	Tribal Governance	231-439-8927	proctor8@msu.edu
Bethany Prykucki	Leadership and Community Engagement	231-258-3320	prykucki@msu.edu
Mary Reilly	Government & Public Policy, Land Use	231-889-4277	reillym8@msu.edu
Nikki Rothwell	Commercial Fruit	231-946-1510	rothwel3@msu.edu
Jeannine Schweihofer	Meat Quality	810-989-6935	grobbeij@msu.edu
J Robert Serrine	Community Food Systems/ Hops	231-256-9888	serrine@msu.edu
Sienna Suszek	4-H Supervision	989-354-9870	suszek@msu.edu
Michael Staton	Soybeans	269-673-0370	staton@msu.edu
Tracy Trautner	Early Childhood	231-779-9480	trautner@msu.edu
Nate Walton	Home Horticulture/Master Gardener	231-256-9888	waltonn2@msu.edu
Benjamin Werling	Vegetable Crop Production	231-873-2129	werlingb@msu.edu
Wendy Wieland	Product Center Innovation Counseling	231-348-1770	wieland5@msu.edu
Zac Williams	Poultry	517-355-8383	will3343@msu.edu
Casey Zangaro	Swine	989-875-5292	zangaroc@msu.edu

# EXECUTIVE DOCUMENT SUMMARY

Department: Sheriff	<b>Submittal Dates</b>
Contact Person: <u>S. Morgan</u>	<input checked="" type="checkbox"/> Executive Board: <u>08/11/2020</u>
Telephone No.: <u>256-8800</u>	<input type="checkbox"/> Regular Session: _____

<b>Source Selection Method</b>	<b>VENDOR:</b> <u>Office of Highway Safety</u>
<input type="checkbox"/> Select One	Address: _____
<input checked="" type="checkbox"/> Other: <u>Grant Application</u>	Phone: _____

Budgeted Amount: _____	Contracted Amount: <u>\$ 22,562.00</u>
------------------------	--

<b>Document Description</b>	
<input checked="" type="checkbox"/> Grant Application	<input type="checkbox"/> Other _____

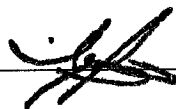
☐ **Request to Waive Board Policy on Bid Requirements**

The Sheriff's Office request permission to apply for the Secondary Road Patrol and Traffic Accident Prevention Program Grant for fiscal year 2021. The grant application is due September 1st. The allocation from the State for FY 2021 is \$22,562.00. This is down due to lost citation revenue during the current pandemic.

**Suggested  
Recommendation:**

Allow the Sheriff's Office to apply for the fiscal year 2021 Secondary Road Patrol Grant and if awarded the grant participate in the Secondary Road Patrol Program.

Department Head Approval: \_\_\_\_\_



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

8/4/2020

# EXECUTIVE DOCUMENT SUMMARY

Department: Sheriff	<b>Submittal Dates</b>	
Contact Person: Mike Borkovich	<input checked="" type="checkbox"/> Executive Board: 08/11/2020	
Telephone No.: 256-8800	<input checked="" type="checkbox"/> Regular Session: 08/18/2020	
<b>Source Selection Method</b>		
<input type="checkbox"/> Bid Select One <input checked="" type="checkbox"/> Other: Donation Account Number (Funds to come from): N/A		VENDOR: _____  Address/ Phone: _____
Budgeted Amount: _____ Contracted Amount: _____		
<b>Document Description</b>		
<input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other Donation		
<input checked="" type="checkbox"/> Request to Waive Board Policy on Bid Requirements  The Sheriff's Office requests permission to accept a donation of \$5,000.00 from a private citizen who wishes to remain anonymous. This donation is to be placed in the Sheriff's Office general donation line #101.000.000.674.000.		
Suggested Recommendation: Allow the Sheriff's Office to accept a donation of \$5,000.00 from an anonymous citizen to be placed in the Sheriff's Office general donation line #101.000.000.674.000.		

Department Head Approval: \_\_\_\_\_

Date: 31 JUL 20

# EXECUTIVE DOCUMENT SUMMARY

Department: Planning/Comm. Dev. Contact Person: Trudy Galla Telephone No.: 231-256-9812	<b>Submittal Dates</b> <input type="checkbox"/> Executive Board Session 08/11/2020
<b>Source Selection Method</b> <input type="checkbox"/> Select One <input type="checkbox"/> Other: _____ Account Number (Funds to come from): _____	<b>VENDOR:</b> _____ Address/ Phone: _____

Budgeted Amount: _____	\$ 0.00	Contracted Amount: _____	\$ 0.00
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Document Description	
<input type="checkbox"/> Board/Committee Recommendation	<input type="checkbox"/> Other _____

☐ **Request to Waive Board Policy on Bid Requirements**

Attached please find the updated Capital Improvement Program (CIP) for Leelanau County. This document was unanimously accepted by the County Planning Commission on Tuesday, July 28 and is being submitted to the County Board of Commissioners for consideration.

This document was created under the Michigan Planning Enabling Act which gives the authority to planning commissions to develop a CIP for the governing body. Annual reviews/updates are also completed by the planning commission.

Changes to the document include:

- Addition of photos
- New dates / commissioner names
- Language on page 7 that states Department heads are still responsible for following county policies and seeking approval from the County Board prior to the start of any project.
- Updated information for the towers
- Updated charts on pages 27-29, including nine (9) projects with a '2020' Item number. (Item numbers are listed by the year they are submitted).
- Total projects listed in the CIP total over \$5.8 million dollars and are spread out over the 6 year period from 2020 through 2025.

Note: There is no budget listed for the task of completing the CIP each year. The update is part of the regular work load for staff and the county planning commission.

*The CIP document in its entirety can be found at the following link:*

[https://www.leelanau.gov/downloads/2020\\_cip\\_final\\_draft\\_832020.pdf](https://www.leelanau.gov/downloads/2020_cip_final_draft_832020.pdf)

**Suggested**

**Recommendation:**

Motion to approve (or accept) the 2020 thru 2025 CIP for Leelanau County.

Department Head Approval: \_\_\_\_\_

*Trudy J. Galla*

Date: 08/03/2020

# EXECUTIVE DOCUMENT SUMMARY

Department: Information Technology Contact Person: Ron Plamondon Telephone No.: _____	<b>Submittal Dates</b> <input checked="" type="checkbox"/> Executive Board: 08/11/2020 <input type="checkbox"/> Regular Session: _____
<b>Source Selection Method</b> <input checked="" type="checkbox"/> Quotation <input type="checkbox"/> Other: _____ Account Number (Funds to come from): 636-801.000	<b>VENDOR:</b> Safety Net / Microsoft Address/ Phone: _____

Budgeted Amount: \$ 15,000.00	Contracted Amount: \$ 10,055.00
-------------------------------	---------------------------------

Document Description	
<input checked="" type="checkbox"/> Professional Service	<input type="checkbox"/> Other _____

☐ **Request to Waive Board Policy on Bid Requirements**

Request approval to move forward with replacement of our current email hosting service with Rackspace through Advanced Computer Solutions with Microsoft Office 365 (O365) email hosting via Safety Net. With the new O365 service we will have many more tools to utilize, such as Teamview, Sharepoint, and Onedrive. The O365 solution is also much more secure than the current services provided by Rackspace. The ongoing cost for email hosting with O365 will be the same as we are currently spending with Rackspace. The monthly fee will be \$8.00 per mailbox per month. This is under the Government G1 contract pricing, which is fixed by Microsoft.

This additional \$10,050.00 is for the cost of converting our email from Rackspace to O365, setting up user accounts and integrating Teamview with the court-owned Polycom Video Conferencing equipment. We will potentially move from using Zoom to Teamviewer as a free service, which is part of the O365 service.

Part of this conversion will also be the domain name change from co.leelanau.mi.us to leelanau.gov. We were recently approved to utilize the .gov domain for the purpose of our web site and our email. This means that all email will be converted from, for instance, rplamondon@co.leelanau.mi.us to rplamondon@leelanau.gov. The old domain will still function for a period of time yet to be determined. We have already converted our web site from leelanau.cc to leelanau.gov.

**Suggested Recommendation:** Move to recommend approval of the purchase of the Office 365 conversion project with Safety Net in the amount of \$10,050.00, with funds to come from Data Processing Fund #636.

Department Head Approval:  Digitally signed by Ron Plamondon  
 Date: 2020.07.28 10:44:56 -04'00' Date: \_\_\_\_\_

We have prepared a quote for you

Migration of email to Office 365

Quote # 013234  
Version 1

Prepared for:

Leelanau County

Ron Plamondon  
rplamondon@co.leelanau.mi.us



 **Statement of Work**

Licenses and services to migrate email from Rackspace to Office 365 Government.

This quote assumes client will be responsible for updating Microsoft Office installations on individual computers, and adjusting/troubleshooting any computers which do not automatically reconfigure themselves. Safety Net can provide these services on an hourly basis, in addition to the fees described in the quote below, if desired

### Licenses

Product Description	Price	Qty	Ext. Price
Mailbox Migration License - Per User	\$15.00	147	\$2,205.00
Subtotal:			\$2,205.00

### Services

Product Description	Price	Qty	Ext. Price
Phase I - Prepare Service and Perform Email Migration - Prepare Office 365 System - Configure Rackspace Migration - Begin Migration	\$3,500.00	1	\$3,500.00
Phase II - Finalize Email Migration and Cutover to O365 - Finalize Email Migration and Cutover - Teams Conference Setup	\$1,200.00	1	\$1,200.00
Phase III - Go Live Support - User Training - Follow Up Support	\$3,150.00	1	\$3,150.00
Subtotal:			\$7,850.00

## Migration of email to Office 365



### Prepared by:

Safety Net  
Jeffrey Fulton  
(231) 944-1100  
Fax (231) 922-9330  
jfulton@safetynet-inc.com

### Prepared for:

Leelanau County  
8527 E. Government Center Dr.  
Suite 201  
Suttons Bay, MI 49682  
Ron Plamondon  
(231) 256-8105  
rplamondon@co.leelanau.mi.us

### Quote Information:

Quote #: 013234  
Version: 1  
Delivery Date: 07/28/2020  
Expiration Date: 08/31/2020

## Quote Summary

Description	Amount
Licenses	\$2,205.00
Subtotal w/ Tax:	
	\$2,205.00

Description	Amount
Services	\$7,850.00

## Payment Options

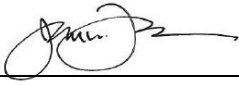
Description	Payments	Interval	Amount
Due at Completion			
Final Payment	1	One-Time	\$10,055.00

## Summary of Selected Payment Options

Description	Amount
Due at Completion: Final Payment	
Total of Payments	\$10,055.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

## Safety Net

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

Name: Jeff Fulton

Title: VP Strategic Accounts & fCIO

Date: 07/28/2020

## Leelanau County

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

Name: Ron Plamondon

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



### **Terms and Conditions**

1. The terms of this proposal are confidential and shall not be shared with anyone other than employees or agents of Client.
2. The pricing quoted in this proposal is only valid for 30 days from the date of the quote.
3. If multiple services are quoted, services may be billed as each service is completed. Client agrees that all sums due Safety Net shall be paid in full upon invoice. In the event said sums are not paid when due, Client agrees to pay Safety Net a service charge at the rate of 1.5% per month or 18% per year, upon all past due balances.
4. For equipment and software that must be purchased from third parties, Client agrees to deposit readily available funds with Safety Net in an amount equal to 75% of the purchase amount prior to the submittal of the order.
5. Client agrees to pay Safety Net a service charge of \$25.00 for each check returned from Client's bank account, and shall pay the full amount of the returned check, as well as the service charge, in cash or with certified funds within forty-eight (48) hours.
6. In the event the account becomes delinquent and is submitted for collection, Client agrees to pay attorney fees, court costs, disbursements and actual out-of-pocket expenses incurred as a consequence of the delinquent account.
7. If applicable, Client agrees to prepare site for installation of any equipment prior to arrival of technicians. Equipment areas must have network cabling, electrical wiring and counter preparation, including a clean workspace and drilling of holes necessary for cables. If installation is delayed or rescheduled because environment is not ready, additional service hours may be required and will be due Safety Net. Cables, extension cords, power strips and other miscellaneous materials will be billed as they are consumed throughout project.
8. If Client needs to return a product quoted here, and it is not defective, Safety Net will try to accommodate. Client agrees that any returns shall be subject to the approval of the originating wholesaler or manufacturer of the product. If approval is granted, a restocking fee of 15% of the purchase price may apply. Client requests for returns must be received to [billing@safetynet-inc.com](mailto:billing@safetynet-inc.com) within 15 days of receipt of product. Professional services are non-refundable.
9. Pricing reflects a cash discount of 3%. Client may elect to pay by credit card; however, this discount will not apply.

# EXECUTIVE DOCUMENT SUMMARY

Department: Board of Commissioners Contact Person: _____ Telephone No.: _____	<b>Submittal Dates</b> <input checked="" type="checkbox"/> Executive Board Session <div style="text-align: center; margin-top: 10px;">08/11/2020</div>
<b>Source Selection Method</b> <input checked="" type="checkbox"/> Quotation <input type="checkbox"/> Other: _____ Account Number (Funds to come from): 101.100.101.807.000	<b>VENDOR:</b> Michigan Assoc. of Counties Address/ 110 W. Michigan Avenue, Suite 200 Lansing, MI 48933 Phone: 517-372-5374

Budgeted Amount: \$ 13,960.00	Contracted Amount: \$ 19,781.15
-------------------------------	---------------------------------

Document Description	
<input type="checkbox"/> Select One	<input checked="" type="checkbox"/> Other Membership Dues

☐ Request to Waive Board Policy on Bid Requirements  
  

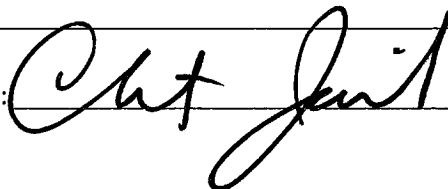
Attached is an invoice from the Michigan Association of Counties (MAC) for FY 2020-21 Membership dues, in the amount of \$19,781.15, which is the same amount requested last year.

Below is a history of payments made by Leelanau County to MAC -

2003-04	\$11,791.00	2012-13	\$12,144.73
2004-05	\$11,791.00	2013-14	\$10,930.26
2005-06	\$11,791.00	2013-15	\$10,930.26
2006-07	\$11,791.00	2015-16	\$10,930.26
2007-08	\$12,144.73	2016-17	\$10,930.26
2008-09	\$12,144.73	2017-18	\$10,930.26
2009-10	\$12,144.73	2018-19	\$10,930.26
2010-11	\$12,144.73	2019-20	\$10,930.26
2011-12	\$12,144.73		

**Suggested Recommendation:** To recommend approval of the 2020-2021 Michigan Association of Counties (MAC) dues in the amount of \$\_\_\_\_\_ ; funds to come from Board of Commissioners Membership Dues and Fees, #101.100.101-807.000.

Department Head Approval:



Date: 08/04/2020



## Leelanau County

This report provides an overview of the benefits of Leelanau County's membership with MAC. County entities are also eligible for all benefits in a MAC membership.

**Leelanau County 2020 fees for service: \$19,781.15**

### MAC Program Participation\*

In return for these fees for service, Leelanau County and its entities utilize a variety of cost-saving services and programs:

- **Grant Services** program — Since 2005, this program has helped counties gain almost \$6 million in grant money

The county is also eligible for any of the following programs, free of charge, through its MAC membership:

- **Abilita** program — Telecommunication consulting services, with average savings of 29 percent
- **AllState Voluntary Benefits** — Voluntary benefits on accident and critical illness coverages
- **Blue Cross Blue Shield Administrative** program — Health insurance with one-stop customer service
- **COBRA Administration** program — Free administration and compliance with all COBRA regulations
- **CoPro+** program — Collaborative purchasing with bulk pricing and shareholder rewards
- **Lincoln Financial** program — 10 percent discount on current life and disability insurance rates as a MAC member
- **Nationwide 457** program — State-of-the-art retirement planning with more than \$1 billion of Michigan public funds under management
- **Michigan Counties Workers' Compensation Fund** — Nonprofit pool that offers members an average 35 percent dividend on their premium payments

For information on any services coordinated through our Service Corp., please contact Peggy Cantu at [cantu@micounties.org](mailto:cantu@micounties.org) or 616-318-2216.

### Revenue Sharing

Each year, MAC works to educate lawmakers on the importance of appropriating full formula funding for county revenue sharing. Your county's amounts have been:

**Contact MAC at (800) 336-2018 for more information on program participation**

- Fiscal 2020 \$0.00
- Fiscal 2019 \$0.00
- Fiscal 2018 \$0.00

For information on MAC's governmental affairs initiatives, contact Deena Bosworth at [bosworth@micounties.org](mailto:bosworth@micounties.org) or 517-372-5374.

## MAC Boards, Committees

The following county officials participate:

- None

If you are interested in serving on a MAC committee, call 517-372-5374.

## MACPAC Donors

Following county officials donated to MACPAC in 2019:

- None

To donate to MACPAC, visit [www.micounties.org](http://www.micounties.org) or contact Derek Melot at [melot@micounties.org](mailto:melot@micounties.org) or 517-372-5374. A list of current-year donors can be seen in MAC's bimonthly eNewsletter, *Michigan Counties*.

## \*Additional Participation

The following related county entities utilize MAC services:

- Benzie/Leelanau Health Department – **Nationwide 457** program
- Northern Lakes CMH Authority – **Nationwide 457** program



110 W. Michigan Ave., Suite 200  
Lansing, MI 48933  
517-372-5374 Fax 517-482-4599  
www.micounties.org  
Stephan W. Currie, Executive Director

# INVOICE

Invoice Number: m1975

Invoice Date: 7/1/20

**Bill To:**

Chet Janik  
Leelanau County  
8527 East Government Center Dr  
Suite 101  
Suttons Bay, MI 49682

## 2021 County Dues Invoice

Description	Amount
MAC 2021 County Dues	19,781.15
<b>Fiscal Year 2020-2021</b> <b>July 1, 2020 - June 30, 2021</b>	

**TOTAL AMOUNT DUE**

**19,781.15**

An alliance of Michigan counties working to enhance county government through advocacy, shared services and education.

# EXECUTIVE DOCUMENT SUMMARY

Department: <u>Treasurer</u> Contact Person: <u>John Gallagher</u> Telephone No.: <u>231-256-8111</u>	<b>Submittal Dates</b> <input checked="" type="checkbox"/> Executive Board Session <u>08/11/2020</u>
<b>Source Selection Method</b> <input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other: <u>n/a</u> Account Number (Funds to come from): _____	<b>VENDOR:</b> <u>n/a</u> Address/ Phone: _____

Budgeted Amount: _____	\$ 0.00	Contracted Amount: _____	\$ 0.00
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Document Description	
<input type="checkbox"/> Select One	<input checked="" type="checkbox"/> Other <u>Proposed Board Policy</u>

☐ **Request to Waive Board Policy on Bid Requirements**

County Treasurer's Office have worked on a proposed cash management policy to enhance controls and audit compliance. Leelanau County does not currently have a policy and it has been recommended that one be adopted to ensure that county funds are handled appropriately and to be in compliance for audit purposes.

The proposed draft has been reviewed by Corporate Counsel.

**Suggested Recommendation:** I recommend that the Board of Commissioners approve the attached Board Policy on Cash Management, as presented.

Department Head Approval: John A. Gallagher III Date: 08/06/2020

**LEELANAU COUNTY  
BOARD POLICY**

GENERAL SUBJECT: Financial  
County Treasurer

Policy No. \_\_\_\_\_

SPECIFIC SUBJECT: Cash Handling Policy

Adopted: \_\_\_\_\_

APPLIES TO: All County Employees and Elected Officials

PURPOSE: This policy governs the handling of cash in accordance with MCL 750.490.

As stewards of public monies, it is crucial to have in place strong internal controls to prevent mishandling of funds and ensure the safety of County employees. This policy defines and outlines the handling, receiving, transporting, and depositing of cash. The term “cash” includes currency, checks, money orders, negotiable instruments, and credit card transactions.- Cash receipts and segregation of duty procedures will help to control risk and provide reasonable assurance that cash is safeguarded and revenues are deposited and recognized in a timely manner.- Historical practices shall not constitute justification for deviation from the policy. Any deviation from this policy requires the approval of the Treasurer’s Office and shall include sufficient internal controls.

The collection and control of cash are very important functions. The Treasurer is the County’s primary cash handling agent. The Michigan Constitution of 1963, Article 7, Section 4, establishes the constitutional office of the Treasurer whose duties shall be established by the Legislature. MCL 48.40 states, in relevant part, “It shall be the duty of the county treasurer to receive all moneys belonging to the county, from whatever source they may be derived...” ~~(Emphasis added).~~ Public monies shall be kept separate and apart from an individual’s own money and shall not be commingled with an individual’s own money, nor with the money of any other person, firm or corporation pursuant to MCL 750.490.

**SEGREGATION OF DUTIES**

There must be a segregation of duties between the person receiving cash and the person responsible for maintaining the accounting records. The following responsibilities should be distributed so that one person is not responsible for all aspects:

- Opening mail/receiving cash
- Endorsing checks
- Preparing deposits
- Reconciling bank statements
- Disbursing funds

## **BANK ACCOUNTS**

The use of checking or other bank accounts by County personnel for depositing cash is prohibited unless the checking or other bank account has been established by the Treasurer's Office. The signer on all County bank accounts shall be the Treasurer and the Clerk.

## **SAFEKEEPING OF FUNDS**

All forms of cash, check and credit cards should be physically protected through the use of vaults, locked cash drawers, locked boxes, etc. - Dual control is strongly advised. [Access to areas where cash is being stored should be limited to only those designated employees who need access.](#)

## **CHECK ACCEPTANCE**

Checks must be made payable to Leelanau County Treasurer or the individual department and restrictively endorsed promptly upon receipt. Checks should be written only for the exact amount due, and any refunds must be processed through the Accounting Department [with prior written approval from the Treasurer.](#)

## **TRANSPORTATION OF CASH**

The safety of County employees is an utmost concern while transporting cash. Departments shall deliver cash to the Treasurer's Office. -All cash will be counted by the Treasurer's [Office](#) in the presence of an employee of the department and the transmittal shall be signed by that employee upon verification of cash. -Cash should never be sent through interoffice mail.

## **COUNTERFEIT CURRENCY**

All areas receiving cash are responsible for exercising reasonable care in screening cash transactions for counterfeit currency. If a questionable bill is received, the department should retain possession and contact the Sheriff's [Office](#) immediately. Do not return the bill to the payer.

## **RECONCILIATION**

Bank reconciliations are performed monthly within 30 days after month end and require a secondary review. Reconciling items should be listed individually and not in aggregate. The reconciliation should include the bank statement, the subsidiary ledger, and a formal bank reconciliation. - All Michigan Escheat and Unclaimed Property laws shall be followed.

## **DAILY CASH HANDLING PROTOCOL**

Areas receiving cash must be approved by the Treasurer's Office as a cash collection point unless they are established by statute. Short term cash collection points may be established for off-site events upon prior [written](#) request to the Treasurer's Office.

Departments shall deliver cash, checks, and credit card reports with the transmittal to the Treasurer's [Office](#) on a regular schedule approved by the Treasurer. The transmittal shall include totals for each type of payment and all account numbers with totals to be receipted to. [The Elected Official, Court Administrator, or Department Heads is responsible for the care and](#)

liability of all cash until deposited with the Treasurer's Office. The Treasurer or his/her designee may conduct onsite inspections and observations of cash handling procedures at each department when determined necessary to ensure compliance with this policy.

Each day, cash receipts must be documented in an approved financial system, regardless of the dollar amount.

The Treasurer's Office shall balance cash, checks, and credit cards on a daily basis. Once balanced, the checks shall be scanned using the bank's application. Cash deposits shall be prepared and taken to the bank weekly.

The Treasurer's Office will sign a duplicate receipt for deposits and will provide a copy of the receipt to the department.

Each department must retain copies of all transmittals, receipts, and supporting documentation.

### **LOSS OR THEFT**

In the event of any loss or theft of public monies, employees shall notify their Supervisor immediately upon discovery. The Elected Official, Court Administrator, or Department Head shall then notify the County Administrator.

### **MISAPPROPRIATION**

Misappropriation of funds can occur if an employee 1) fails to record transactions properly in order to misappropriate cash, 2) misappropriates cash from a machine or while the cash is in transit, 3) accepts or solicits money to provide cash to a third-party, or 4) accepts or solicits money or a benefit to provide a good or service to a third-party. Supervisors are instructed to document the conduct of employees suspected of any of the above allegations and notify the County Administrator. Employees identified as having misappropriated cash will be subject to disciplinary action up to and including termination.

### **PETTY CASH**

Petty cash shall not be used to bypass budget rules and should be used only when cash is the most efficient method of payment. Generally, sales to the County are exempt from sales tax. In the case of petty cash purchases, a valid original government exemption certificate (Michigan Sales and Use Tax Certificate of Exemption) is required to be provided to the vendor at the time of purchase to receive the sales tax exemption. The certificate of exemption is available from the Accounting Department.

- Petty cash shall not be intermingled with other County or personal funds.
- Petty cash shall not be issued and disbursed by the same individual.
- Petty cash shall not be exchanged for a check, money order, or any other promise to pay.

The Treasurer's Office will be the custodian of the petty cash and will be responsible for safeguarding and reconciling the funds.

A Petty Cash Voucher/Advance Form must be completed to support all disbursements of cash from the petty cash fund. Prior to disbursing funds, the vouchers must be completed in their entirety, including signatures of the Department Head/Elected Official, the employee receiving the money, and the Authorized Representative of the Treasurer's Office. The Petty Cash Voucher/Advance Form is included.

Receipts and all unspent money must be returned to the Treasurer's Office on the next business day. The Treasurer's Office will submit the voucher to the Accounting Department to replenish the petty cash fund.