

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, October 5, 2021, at 9:00 a.m., in the Commissioner Meeting Room, Leelanau County Government Center, Suttons Bay, Michigan
(Please silence any unnecessary cellular/electronic devices)

A live streaming of this meeting will be available for viewing via the following link –
https://www.youtube.com/channel/UCNQTglgcTedF2qB8floC1GQ?view_as=subscriber

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

(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.)

AMENDED TENTATIVE AGENDA

CALL TO ORDER

PRAYER – Donald Libby, *Pastor, Holy Rosary Catholic Church*

PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

ROLL CALL

APPROVAL OF AGENDA / LATE ADDITIONS OR DELETIONS

PUBLIC COMMENT

COMMUNICATIONS, PROCLAMATIONS, PRESENTATIONS:

PAGE #

- Administrator Update
- Northwestern Regional Airport Authority Agency Update 2-10
- Leelanau County Family Coordinating Council Agency Update 11-18

ACTION ITEMS

1. Lake Leelanau Study Update.
2. Leelanau County Towers –
 - a. Potential Disassembled Tower Sale Recommendation.
 - b. Tower Bids Update.
3. Senior Services – Acceptance of Bay Area Senior Advocates (BASA) Donation. 19
4. Equalization – Approval of the Leelanau County Apportionment Report, L-4402. 20
5. Administration –
 - a. Approval of 2022 Appropriations Act Resolution and 2022 Budget Rules. 21-27
 - b. Public Hearing on 2022 Budget – 7:15 p.m., October 12, 2021.
 - c. Establishment of Finance and Human Resources Directors Positions. 28
 - d. Transfer of Accounting and Payroll Functions to Finance Director Position. 29
 - e. Stipend Clarification for Non-Mandated Services. 30
6. County Clerk – Non-Union Uniform/Gun Allowance Request. 31
7. American Rescue Plan Act (ARPA) –
 - a. Special Session Date.
 - b. Draft Resolution Accepting Funds. 32
8. Leelanau County Rural Broadband Inventory Survey Next Steps – Developing a County-Wide High-Speed Broadband Plan Discussion, *Commissioner Soutas-Little*.
9. Solid Waste Council Recommendations –
 - a. Proposed Increase in Annual Lease Payment for All Recycling Sites. 33
 - b. Proposed Amendment to the Recycling Site Agreement, Solon Township. 34-36
 - c. Proposed Extension to the Recycling Site Agreement with Suttons Bay Public School. 37
10. Non-Union Pay Scale Review/Update.
11. Labor Negotiations – Proposed 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



**CHERRY CAPITAL AIRPORT UPDATE
LEELANAU COUNTY**

October 5, 2021

HIGHLIGHTS

Passenger Traffic

Passenger activity dropped considerably in 2020 due to travel restrictions imposed to combat the spread of COVID-19. As a result, TVC reflected a 49% decrease in total passengers from what we saw in 2019, with passenger counts reported in at 296K. Passenger traffic has started to rebound in 2021 for leisure travel, while business travel is still in the early stages of recovery.

17 Non-Stop Flight Destinations

The effects of COVID-19 curtailed the number of total passengers in 2020. Even so, our airline partners continued to make strides in providing more direct flight offerings heading into 2021. New destinations heading into the Spring of 2021 included two direct flight offerings into *Boston (BOS)* via **American** and **Delta Airlines**, with **American** adding a second direct flight destination to *Philadelphia (PHL)*.

Ongoing Future Initiatives

Change in governance expected October 1, 2021; PFAS impact studies related to federally mandated use of AFFF for fire suppression; Completion of GBAC Star Facility Accreditation; Continued efforts in renewable and green energy options in conjunction with future airport growth.

Construction & Expansion

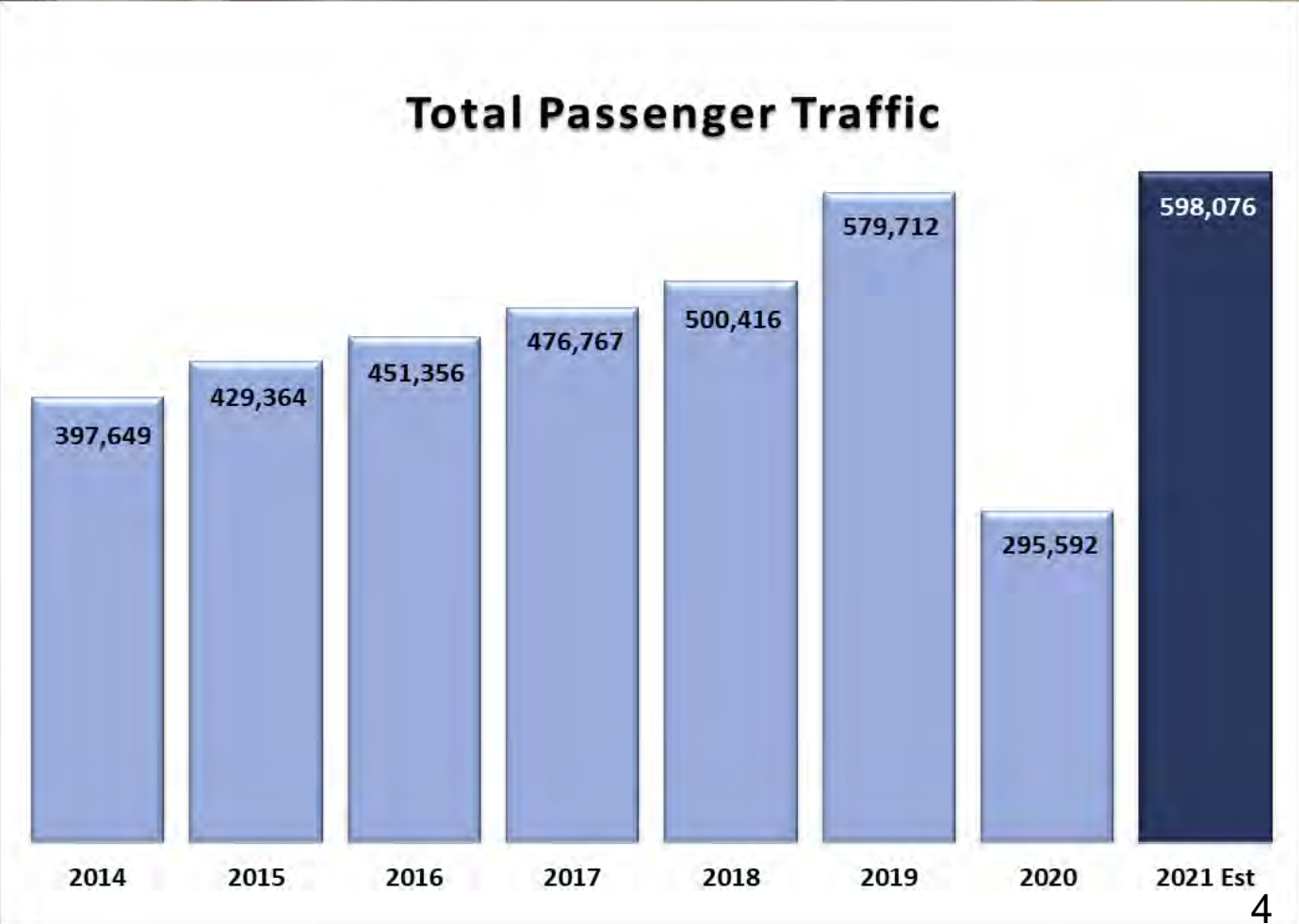
New terminal jet bridge for Allegiant completed in early 2021; Studies on-going related to terminal expansion, including improvements to passenger parking.

Safety and Security Enhancements:

Increased safety protocols implemented related to COVID-19; Upgrade in baggage screening (CTX) equipment; Streamlined badge training via AAAE.

PASSENGER TRAFFIC

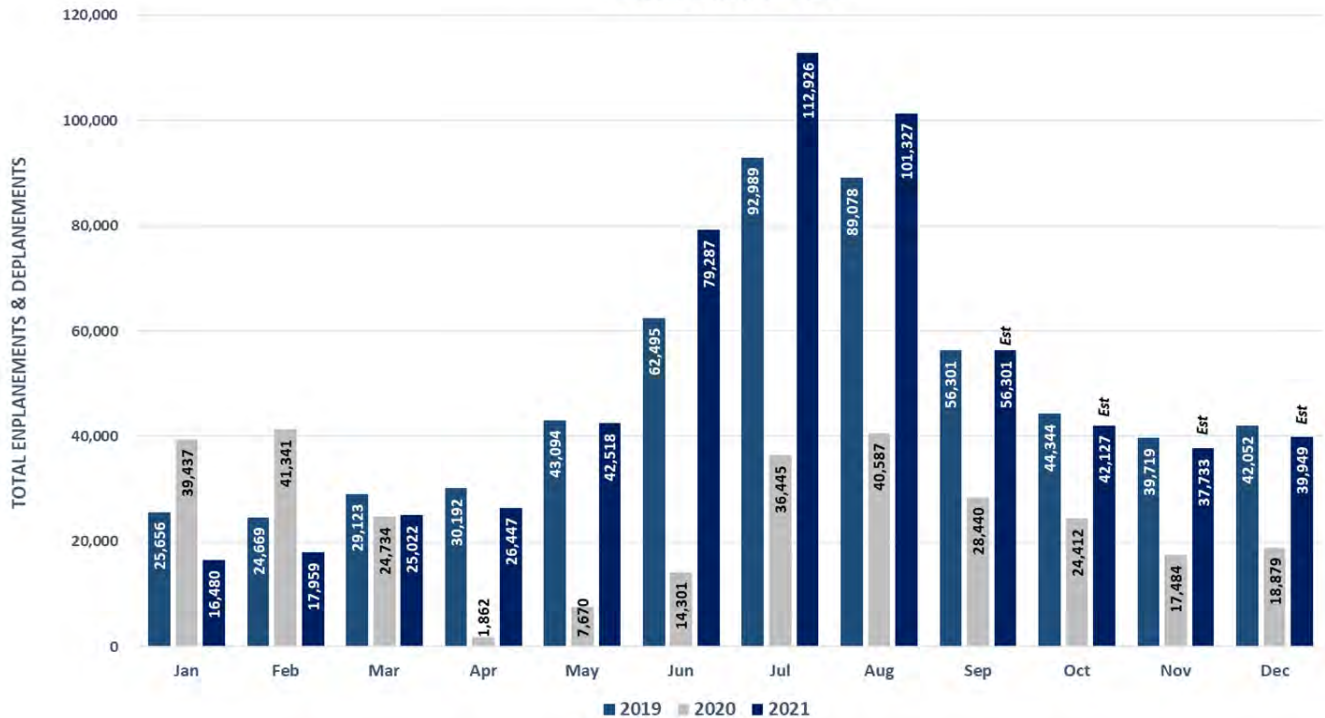
After 8 years of continuous growth, 2020 reflected a significant decrease in travelers due to the impacts of COVID-19. Total passenger traffic declined 49% when compared to TVC's record year in 2019. Even so, Cherry Capital Airport's decrease in activity at was felt less than our peers across the state of Michigan, whose passenger traffic was down more than 60% from their reported passenger numbers in 2019.



PASSENGER TRAFFIC

As we headed into early 2021, passenger counts remained on the short side. However, TVC's carrier partners remained diligent in their efforts to expand services, adding (2) new seasonal non-stop destinations, Philadelphia and Boston. With these additions, along with the leisure travel market beginning to open back up, TVC expects its numbers to begin a positive ascent back towards the record numbers reported in 2019.

MONTHLY PASSENGER MOVEMENTS
2019, 2020 & 2021





EXPANDED SERVICE & DESTINATIONS

EXPANDED AIR SERVICE

Cherry Capital Airport continues to be Northern Michigan's most convenient connection, and never has this been more evident than this past year. Although COVID-19 made deep cuts into TVC's passenger traffic in 2020, it did not deter our airline partners from continuing to bolster our non-stop service offerings.

TVC now offers 17 nonstop flights to cities across the United States from **Allegiant, American, Delta and United**. Destinations include Atlanta, Boston, Charlotte, Chicago, Dallas-Fort Worth, Denver, Detroit, Minneapolis-Saint Paul, Newark, New York (LaGuardia), Orlando, Philadelphia, Phoenix-Mesa, Punta Gorda, St. Pete-Clearwater, and Washington DC (Dulles and Reagan),

AMERICAN AIRLINES

American expanded its service offerings by adding **Boston Logan International** and **Philadelphia International** to their list of seasonal destinations. Both flights are serviced by Embraer E175 aircraft with seating for 76 passengers.

DELTA AIRLINES

Delta expanded its seasonal summer schedule via TVC by offering additional weekly non-stop flights to Boston Logan International Airport. This flight is serviced by Embraer E175 aircraft with seating for 76 passengers.

BIGGER PLANES | MORE TRAVELERS | LOWER FARES

In addition to adding new destinations, the recent extension of Runway 10/28 also provides TVC with the opportunity to welcome larger aircraft into Cherry Capital Airport.

This past year, as part of their scheduled service to Denver, United Airlines used a 737-800, which is the first time ever that a 737 has been used in a scheduled service here at TVC. The 737-800 offers 166 seats ~ 16 First Class, 54 Economy Plus, and 96 Economy.

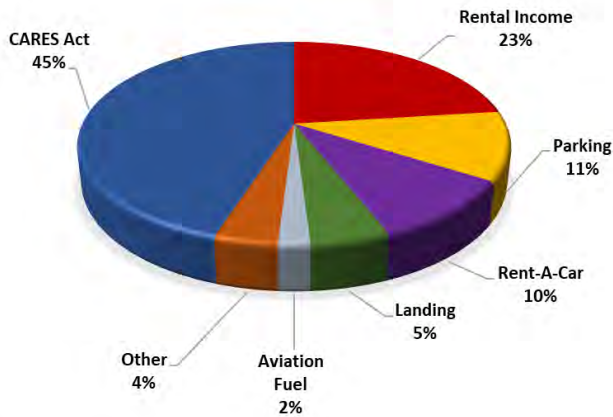
As carriers look at utilizing more aircraft with expanded seating capacities like the 737 as part of their regular service offerings, TVC travelers should see a related benefit in the long term of lower fares.



2020 FINANCIAL HIGHLIGHTS

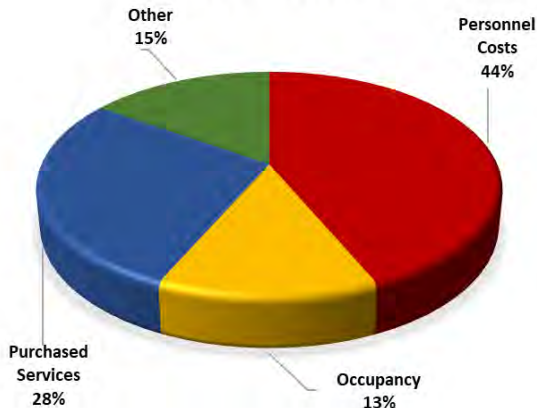
The NRAC's total Net Position increased by \$1.1M for the annual audit period ending December 31, 2020. As of this same date, total assets of the NRAC exceeded its total liabilities by \$67.1M.

2020 REVENUE



Operating Revenues:	\$	%
Rental Income	1,997,061	23%
Parking	980,476	11%
Rent-A-Car	814,398	10%
Landing	460,166	5%
Aviation Fuel	181,638	2%
Other	326,745	4%
CARES Act	3,928,509	45%
	8,688,993	100%

2020 EXPENSES

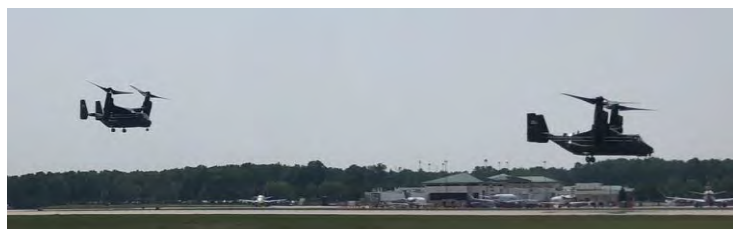


Expenses:	\$	%
Personnel Costs	2,530,652	44%
Occupancy	770,957	13%
Purchased Services	1,631,953	28%
Other	892,603	15%
	5,826,165	100%

2020 FINANCIAL HIGHLIGHTS

	<u>2020</u>	<u>2019</u>	<u>2018</u>
OPERATING REVENUE:			
Rental Income	\$ 1,997,061	\$ 2,610,554	\$ 2,461,963
Parking	980,476	1,626,424	1,465,953
Rent-A-Car	814,398	1,267,991	1,176,334
Landing	460,166	613,451	562,900
Aviation Fuel	181,638	225,088	188,945
Other	326,745	394,583	375,798
CARES Act	3,928,509	-	-
Total Operating Revenue	\$ 8,688,993	\$ 6,738,091	\$ 6,231,893
OPERATING EXPENSES:			
Personnel Costs	\$ 2,530,652	\$ 2,474,516	\$ 2,331,711
Occupancy	770,957	792,292	\$ 743,773
Purchased Services	1,631,953	2,085,269	1,544,783
Other	892,603	1,215,323	1,027,321
Total Operating Expenses	\$ 5,826,165	\$ 6,567,400	\$ 5,647,588
OPERATING INCOME (LOSS)	\$ 2,862,828	\$ 170,691	\$ 584,305
Depreciation	3,486,206	3,312,948	2,719,156
Non-Operating Expenses/(Revenue)	46,546	54,419	33,178
Loss Before Contributions	\$ (669,924)	\$ (3,196,676)	\$ (2,168,029)
CAPITAL CONTRIBUTIONS & CHARGES	1,741,058	4,342,068	3,264,472
CHANGE IN NET POSITION	\$ 1,071,134	\$ 1,145,392	\$ 1,096,443

VISITS FROM WASHINGTON D.C.





Northern Michigan's Favorite Way to Fly



Leelanau County Family Coordinating Council
Sharon Vreeland, Coordinator
lcfcc@co.leelanau.mi.us
Phone (231) 649-8334

**Leelanau County Family Coordinating Council
Leelanau County Budget Request Narrative/Annual Update
June 24, 2021, updated September 24, 2021**

LCFCC Vision, Mission & Partners

Vision: We envision all residents of our community living in safe, healthy, stable, nurturing households, which are supported by comprehensive, accessible, well-integrated, and culturally responsive systems of care and support.

Mission: To build and sustain a strong, functional network of partners who support the residents of Leelanau County.

Partners: Include, but are not limited to: Leelanau County government, Benzie-Leelanau Health Department, Grand Traverse-Leelanau Department of Health and Human Services, Grand Traverse Band, Leelanau Family Court, Head Start, Leelanau Christian Neighbors, Leelanau League of Women Voters, GTB Benodjenh Center, Catholic Human Services, Northwest Michigan Community Action Agency, Pine Rest, Women's Resource Center, Goodwill Industries, Child & Family Services, Northern Lakes Community Mental Health, TBAISD, Father Fred Foundation, Munson Medical Center, Leelanau County School Districts, Northwest Michigan Continuum of Care, Grand Traverse/Leelanau Systems of Care, the Salvation Army, Conflict Resolution Services, Habitat for Humanity, Leelanau HelpLink, Grand Traverse Pavilions, MichiganWorks!, Michael's Place, Traverse Bay Children's Advocacy Center, the Genuine Leelanau Foundation, the Leelanau Children's Center, and Leelanau Early Childhood Development Commission.

We actively seek to partner with anyone and everyone with whom we can collaborate to make a positive difference for county families.

LCFCC Priorities and Activities

Substance Abuse Prevention:

- **Liquor Tax Prevention Program:** Since 2010, the LCFCC has coordinated a grant for substance abuse prevention work in Leelanau County schools and for some of the programs offered by the Family Court. The funding source is county liquor tax dollars applied for the Northern Michigan Regional Entity (NMRE). NMRE representatives have informed us that it is unusual for multi-year funding to be awarded to a program such as ours. We have succeeded in this regard because the NMRE is impressed with the county-wide collaboration and coordination of the programming. All funded activities are vetted as being evidence-based, and all service providers are vetted for appropriate qualifications. **For the 2022 fiscal grant year we requested and have been approved for \$58,850** Partners include the Family Court, Leland Schools, Suttons Bay Schools, Glen Lake Schools, Catholic Human Services, and LIFT Teen Center. We were unable to fully expend our FY 2021 grant, as once again our partners were partially or entirely unable to complete planned face-to-face prevention programming due to COVID-19. We are seeing indications that liquor tax funds may not be as plentiful moving forward and that new applications for funding are receiving closer scrutiny than before.

- Leelanau County Substance Use Prevention Coalition: The LCFCC Coordinator is actively participating on behalf of the LCFCC and the Substance Free Coalition of Northwest Michigan.
- Substance Free Coalition of Northwest Michigan: This group seeks to bring the substance use coalitions from Benzie, Grand Traverse, Kalkaska, Leelanau and Manistee Counties into a strong Collective Impact-based coalition relationship that will strengthen the work of all to prevent new and address existing substance use in our region. The LCFCC Coordinator has moved from coordinating this group as part of her LCFCC and Grand Traverse Community Collaborative work to holding a separate contract to coordinate the SFCNM for an additional minimum 20 hours/month. She participates in the Leelanau county SUD coalition wearing this “hat” as well. The SFCNM has conducted a highly successful and award-winning prescription opioid use prevention campaign from 2019 through the present and **has been awarded a total of \$150,000, with \$24,498 coming from Leelanau County liquor tax funds** funds to continue the campaign through fiscal year 2022 while adding a messaging aimed at stigma reduction and the root causes of dependence on all substances. **We have also received a \$15,000 grant from United Way towards the campaign for the 4th quarter of calendar 2021.** Leelanau County benefits from at least 1 billboard for the campaign every month, placement of campaign materials in “EverywhereUGo” advertising locations, clickable digital ads in online articles (viewed by an average of 200,000 people/month with around a 2% interaction rate and 150 visits to our website, www.knowdangers.com), video ads on a variety of TV channels viewed by our chosen demographic (nearly 900 airings/month over 13 networks), and video ads inserted into streamed “on demand” televised shows (approximately 18,000 people/month, 99% of whom watch the ad to completion without skipping), and both full and pocket-sized brochures that identify prescription drugs which are opioids and provide cues for people to discuss alternatives with their healthcare providers which are distributed in the community. We also have a Facebook/Instagram feed (@SFCNWTMI) which reaches thousands of people monthly.

Direct Supports in Times of Need:

- Family Support Team: The LCFCC brings representatives from a wide variety of county and regional agencies and resources together on a monthly basis. We network, update our knowledge of available programs and resources, and discuss the cases of particular families in need. Together we brainstorm potential solutions to assist with housing, car repairs, childcare, medical expenses, utilities, etc. Sometimes various partners offer funding towards a solution, and sometimes we make referrals to other entities we know of with resources that might apply. This is our second-most hands-on direct service to individual community members.
- The Leelanau Laundry Project: The LCFCC administers the Laundry Project, which provides semi-monthly dates **all year round** (our sixth year of expansion from a formerly school year only schedule) when neighbors in need can come to the Suttons Bay Laundromat and do their laundry at no charge. We are completing our 17th year of operation. We have been operating in-person and according to COVID protocols since June 2020. Throughout the pandemic our key funding partners reached out to ensure we would have sufficient funds to remain viable, for which we are grateful. The annual summer cocktail fundraiser by Genuine Leelanau has been cancelled for a second year for obvious reasons, and Genuine Leelanau has again generously already provided funding equal to the general amount usually raised by the event. **The Front Porch in Suttons Bay also hosted a fundraiser for the project that generated approximately \$5,000 in honor of their prior owner, Bobbie Eggert, who was a long-time volunteer and who passed away over the past year. I have recently learned that Bobbie and Jim Eggert left the bulk of their estate to a variety of local non-profits, including an astounding \$50,000 for the Laundry Project. Additionally, we received \$10,000 for the project through the Grand Traverse Regional Community Foundation Wilfred and Joan**

Larson Endowment and \$3,000 from the Robet Foundation. I am looking for new volunteers, as the founding crew has dwindled due to increasing age and changing circumstances. I will provide full statistics for our September – August project year when I address the BOC on October

Child Welfare:

- **Grand Traverse-Leelanau Systems of Care:** the LCFCC Coordinator (who coincidentally is also the current Grand Traverse Community Collaborative Coordinator) facilitates monthly Systems of Care meetings. This group brings together representatives of the Grand Traverse and Leelanau County Family Courts, DHHS, Northern Lakes Community Mental Health, TBAISD, Pine Rest, Child & Family Services, and other agencies involved with youth in care to address the needs of children and families involved with multiple human services systems. Our goal is to integrate comprehensive community-based services to these families. We discuss many issues, such as how crisis services for children are administered, and are working towards confidentiality agreements which would permit specific case discussions to be held. **After many years, the group has created a release form that fulfills confidentiality needs for all members and can now discuss specific, identifiable cases. Such discussions have proven valuable.**
- **Regional Trauma-Informed/ACEs Champions:** A regional convening of the 45th Parallel Resilience Network (formerly known as the Michigan ACE Initiative of Northwest Michigan) meets bimonthly in Traverse City. **This year the LCFCC (and GTCC) coordinator was asked to formally assume the coordination role for this group. We have now organized into five action-oriented committees and created a listserv space for sharing information.** Understanding of trauma and resilience is an addressable root cause of many of the other social challenges we work to remediate, notably including substance use disorders. The LCFCC coordinator is working to ensure that ACEs/trauma and resilience are included in all of our other discussions and is a trained Community Champion who can help deliver ACEs/trauma and resilience information to the community. The Utopia Foundation has agreed to serve as this group’s fiduciary so we may seek grant funding to expand community programming and is funding the creation of our first website and a new logo/branding materials which will go live within weeks. Research demonstrates that ACEs, resilience, and the building of protective factors in youth has a significant impact on lifelong physical health, mental health, and the formation of substance use disorders. By preventing and addressing trauma, we can strike a blow at the roots of so many social problems including but not limited to substance use, involvement in the legal/penal system, poverty and homelessness. One of our Master Trainers and/or Community Champions will be presenting about ACEs to the November 13 meeting of Leelanau Indivisible.

Housing Needs:

Local working families in Leelanau County continue to struggle to find affordable housing near jobs and schools. This challenge has intensified due to the changes in the local housing market largely attributed to changing work/life patterns due to COVID. According to the National Low Income Housing Coalition “Out of Reach 2020” report (https://reports.nlihc.org/sites/default/files/oor/OOR_2020.pdf), 1,133 or 12% of 1,179, or 13% of all Leelanau County households between 2014-2018, were renters, continuing a downward trend seen for several years. Mean hourly wages are \$9.26 (down from \$10.07 in 2019 and \$10.91 in 2018). By sharp contrast, the average fair market rate for a 2-bedroom unit is “affordable” (housing payments, taxes, and insurance cost no more than 30% of income) to those earning at least \$15.19/hour, (down from \$15.31/hour in 2019 and \$16.31/hour in 2018). Fair Market Rent for a 2-bedroom unit in the county is \$790/month (down from \$796/month in 2019 and \$848/month in 2018), but the mean affordable rent for the same unit at the mean wages of current renters is \$590/month (up from \$524 in 2019 and \$540 in 2018). The 2019 Networks Northwest Target Market Analysis indicates that through 2025 the market could support 668 additional housing units, whether newly-constructed or repaired/converted existing structures. Of those there

is a demonstrated need for 367 new rentals and 301 owned units. Their fact sheets are attached for reference and can be found at:

<https://www.networksnorthwest.org/userfiles/filemanager/saelmzeofk0iutk44th6/>

LCFCC and its partners have been approached by many individuals who need decent housing with a minimum of 2 bedrooms for \$700/month or less. We continue to work with these families but have yet to successfully identify housing that meets their needs. Family function is strained when faced with the possibility of having to relocate outside of the county, change jobs, and uproot children from familiar schools and friendships in the process.

The LCFCC Coordinator works closely with the housing staff at the Northwest Michigan Community Action Agency (NMCAA) to keep abreast of services and opportunities for housing. **I also facilitate the Grand Traverse and Leelanau Eviction Diversion program, which is in its ninth year.** We are working closely with Leelanau Christian Neighbors, the Father Fred Foundation, St. Vincent DePaul, NMCAA, DHHS, the Salvation Army, and the 86th District Court Staff in Leelanau County to provide direct financial assistance where it make sense and to connect people to legal resource to help them understand and protect their rights as renters. **Every renter who is being sued for eviction receives a flyer about the program with their eviction summons. We have developed a matrix of community financial assistance resources, and we have also developed documents to direct renters to legal assistance and to help community partners know when to refer renters to legal assistance.**

The LCFCC Coordinator participates in the Northwest Michigan Coalition to End Homelessness (CEH) Planning and Partnerships working group.

Additional Activities:

- Wraparound Community Team (w/ Child & Family Services, Catholic Charities, DHHS, Pine Rest & Community Mental Health) provides coordinated support and Wraparound services for Leelanau County families.
- Monthly Council meetings with the LCFCC’s members representing the majority of health and social services agencies within the region to ensure families are served in an efficient and coordinated manner, that we are identifying important community issues and gaps in services, and that we are looking for new and more effective ways to support our families and communities.

2022 Priorities

- **Expanded use of technology to network partners efficiently:**
- **Creation of a Leelanau non-profit “catalogue”**
- **Continued provision of information and services that promote collaborative work to support the community**
- **Additional priorities as identified by the coalition**
 - **Convening a community discussion regarding mental health system needs in Leelanau County**

Miscellaneous

Sources of Funding for the LCFCC: In addition to the Leelanau County contribution, the LCFCC is funded through voluntary membership dues. Use-restricted contributions to the Laundry Project come from a variety of individuals, foundations, and faith-based organizations.

No current physical location: As of 2019 there is no dedicated LCFCC office. The LCFCC Coordinator is available by e-mail and cell phone, and works from her home office, car, and anyplace with wifi...good coffee and snacks a bonus. Have electronics, will meet you whenever

and wherever makes sense. **Mailing address is currently 1758 Black Bark Lane, Traverse City, MI 49696.**

Request for Leelanau County budget support. With appreciation for past support from the Leelanau County Board of Commission, our 2022 budget request will be for \$12,000, consistent with prior years. The funds will help pay for the part-time services of the Coordinator position for an average of 12 hours/week.

Respectfully submitted,

Sharon E. Vreeland, Coordinator
Leelanau County Family Coordinating Council
1758 Black Bark Lane
Traverse City, MI 49696
lcfcc@co.leelanau.mi.us
(231) 649-8334



EL PROYECTO DE LAVANDERIA EN LEELANAU LAUNDRY PROJECT 2021-2022

**For any community member
in need**

**Para cualquier miembro de la
comunidad en necesidad**

**Suttons Bay Laundromat
99 West Fourth Street
Suttons Bay, MI 49682**

6:00 – 10:00 p.m.
Last wash/ultimo lavado 8:30 p.m.

Sept. 1 & 15 septiembre

8:00 – 11:45 a.m.
Last wash/ultimo lavado 10:30 a.m.

October 6 & 20 octubre
November 3 & 17 noviembre
December 1 & 15 diciembre
January 5 & 19 enero
February 2 & 16 febrero
March 2 & 16 marzo
April 6 & 20 abril
May 4 mayo

6:00 – 10:00 p.m.
Last wash/ultimo lavado 8:30 p.m.

May 18 mayo
June 1 & 15 junio
July 6 & 20 julio
August 3 & 17 agosto

Machine use, soap, bleach,
and dryer sheets provided.

Uso de lavadoras, jabón,
blanqueador, y hojas para
lasecadora todo
proporcionado.

QUESTIONS? (ENGLISH)
Sharon Vreeland
lcfcc@co.leelanau.mi.us
(231) 649-8334

¿PREGUNTAS? (ESPAÑOL)
Ester Paredes
(231) 463-9524

About the Leelanau Laundry Project

- Founded in 2004 with help and support from the Leelanau Women's Foundation
- Machine use, soap, bleach, softener, and dryer sheets provided at no cost twice a month
- Low-income families, seniors, and individuals with disabilities can meet their basic laundry needs
- Community partners provide additional resources and referrals at each session

2020-21 Program Sponsors

Genuine Leelanau Charitable Fund
 Many Individual Donations
 Leelanau County Senior Services
 Leelanau Cty. Family Coordinating Council
 Northport Lions Club
 Robet Foundation
 Leelanau Christian Neighbors
 Suttons Bay Congregational Church
 Suttons Bay Laundromat
 Department of Health & Human Services
 GT Regional Community Foundation Wilfred &
 Joan Larson Endowment
 The Front Porch
 The Estate of Bobbie and Jim Eggert

Donations gratefully accepted!

Please make payable to our fiduciary:
United Way of Northwest Michigan
 (note on your check that the donation is for
 the "LCFCC Laundry Project")
 202 East Grandview Parkway
 Traverse City, MI 49684

2021-22 Schedule

Suttons Bay Laundromat
 99 4th Street. Suttons Bay
 1st and 3rd Wednesdays of the month
 If Suttons Bay Schools close due to
 weather, so do we!

6:00 – 10:00 p.m. Last Wash in at 8:30 p.m.	
September 1 & 15, 2021	
8:00 – 11:45 a.m. Last Wash in at 10:30 a.m.	
October 6 & 20 November 3 & 17 December 1 & 15 January 5 & 19	February 2 & 16 March 2 & 16 April 6 & 20 May 4
6:00 – 10:00 p.m. Last Wash in at 8:30 p.m.	
May 18 June 1 & 15	July 6 & 20 August 3 & 17

Baby Pantries

Baby Pantries assist pregnant women and families with children ages 0-4 with items such as: clothing, maternity clothing, baby food, diapers, sleep & play equipment, and information about parenting and additional resources.

Leelanau Christian Neighbors

Mondays 2:00 – 6:00 p.m.
 7322 E. Duck Lake Rd./M-204, Lake Leelanau,

West Bay Covenant Church

Wednesdays, 10:00 a.m. – 2:00 p.m.
 12720 South West Bay Shore Drive, TC

Bethlehem Lutheran Church

2nd & 4th Thursdays, 10:00 a.m. – 4:00 p.m.
 1050 Peninsula Drive, Traverse City

Leelanau Laundry Project 2021-22



Leelanau County Family Coordinating Council

Sharon E. Vreeland, Coordinator

(231) 649-8334

lcfcc@co.leelanau.mi.us

ESPAÑOL EN EL REVERSO

Acerca de el Proyecto de Lavandería en Leelanau

- Fundada en 2004 con la ayuda y el apoyo de la Fundación de Mujeres Leelanau
- 2 eventos gratis cada mes. Lavadoras, jabón, blanqueador, y hojas para secadora todo proporcionado.
- Las familias de bajos ingresos, personas mayores y personas con discapacidad puedan satisfacer sus necesidades básicas de lavandería.
- Los socios comunitarios están disponibles en cada sesión para proporcionar recursos y referencias adicionales.

Los patrocinadores del programa 2020-21

Genuine Leelanau Charitable Fund
 Many Individual Donations
 Leelanau County Senior Services
 Leelanau Cty. Family Coordinating Council
 Northport Lions Club
 Robet Foundation
 Leelanau Christian Neighbors
 Suttons Bay Congregational Church
 Suttons Bay Laundromat
 Department of Health & Human Services
 GT Regional Community Foundation Wilfred & Joan Larson Endowment
 The Front Porch
 The Estate of Bobbie and Jim Eggert

¡Las donaciones se aceptan con gratitud!

Por favor haga pagadero a nuestro fiduciario:
United Way of Northwest Michigan
 (nota en su cheque es para el "LCFCC Laundry Project")
202 East Grandview Parkway
Traverse City, MI 49684

2021-22 Horario Suttons Bay Laundromat 99 4th Street. Suttons Bay Miércoles primero y tercero del mes Si Suttons Bay schools está cerrado por el tiempo, así somos!

6:00 – 10:00 p.m. Ultimo lavado 8:30 p.m.	
1 & 15, 2021 septiembre	
8:00 – 11:45 a.m. Ultimo lavado 10:30 a.m.	
6 & 20 octubre 3 & 17 noviembre 1 & 15 diciembre 5 & 19 enero	2 & 16 febrero 2 & 16 marzo 6 & 20 abril 4 mayo
6:00 – 10:00 p.m. Ultimo lavado 8:30 p.m.	
18 mayo 1 & 15 junio	6 & 20 julio 3 & 17 agosto

Despensas bebé

Las despensas bebé ayudar a las mujeres embarazadas y familias con niños de 0-4 con artículos necesarios tales como: ropa, ropa de maternidad, alimentos para bebés, pañales, equipo de juego y dormir, junto con información acerca de la paternidad y recursos adicionales.

Leelanau Christian Neighbors
Cada lunes 2:00 – 6:00 p.m.
 7322 E. Duck Lake Rd./M-204, Lake Leelanau

West Bay Covenant Church
Cada miércoles, 10:00 a.m. – 2:00 p.m.
 12720 South West Bay Shore Drive, TC

Bethlehem Lutheran Church
2nd & 4th jueves, 10:00 a.m. – 4:00 p.m.
 1050 Peninsula Drive, Traverse City

El Proyecto de Lavandería en Leelanau 2021-22



Leelanau County Family Coordinating Council

Sharon E. Vreeland, Coordinator
 (231) 649-8334
lcfcc@co.leelanau.mi.us

Preguntas? (Español)
 Ester Paredes
 (231) 463-9524

ENGLISH ON REVERSE

EXECUTIVE DOCUMENT SUMMARY

Department: Senior Services Contact Person: <u>April Missias</u> Telephone No.: <u>231-256-8121</u>	Submittal Dates
	<input checked="" type="checkbox"/> Executive Board: <u>10/05/2021</u> <input type="checkbox"/> Regular Session: _____
Source Selection Method	
<input type="checkbox"/> Bid Select One <input checked="" type="checkbox"/> Other: <u>Acceptance of BASA contribution</u> <i>Account Number</i> <i>(Funds to come from):</i> _____	VENDOR: <u>BASA</u> Address/ Phone: _____


Budgeted Amount: _____	Contracted Amount: _____
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Document Description	
<input type="checkbox"/> Select One	<input checked="" type="checkbox"/> Other <u>Acceptance of BASA contribution</u>

Request to Waive Board Policy on Bid Requirements

Leelanau County Senior Services seeks approval to accept a contribution from Bay Area Senior Advocates (BASA) of \$2,500 to be used for senior support. It is to be placed into Leelanau County Senior Services', BASA Grant account.

Suggested Recommendation: To accept contributions given to Leelanau County Senior Services from Bay Area Senior Advocates for senior support totaling \$2,500.00 and placed into Leelanau County Senior Services' BASA Grant account # 281-000000.678.000.

Department Head Approval:  Digitally signed by April Missias
 Date: 2021.09.20 10:19:14 -04'00' Date: 09/20/2021

EXECUTIVE DOCUMENT SUMMARY

Department: Equalization Contact Person: <u>Laurie Spencer</u> Telephone No.: <u>231-256-9823</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Submittal Dates</th> </tr> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Executive Board:</td> <td style="width: 50%;"><u>10/05/2021</u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Regular Session:</td> <td><u>10/12/2021</u></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Executive Board:	<u>10/05/2021</u>	<input checked="" type="checkbox"/> Regular Session:	<u>10/12/2021</u>
Submittal Dates							
<input checked="" type="checkbox"/> Executive Board:	<u>10/05/2021</u>						
<input checked="" type="checkbox"/> Regular Session:	<u>10/12/2021</u>						

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Source Selection Method</th> </tr> <tr> <td> <input type="checkbox"/> Bid <input checked="" type="checkbox"/> Other: <u>L-4402</u> </td> </tr> </table>	Source Selection Method	<input type="checkbox"/> Bid <input checked="" type="checkbox"/> Other: <u>L-4402</u>	VENDOR: _____ Address: _____ Phone: _____
Source Selection Method			
<input type="checkbox"/> Bid <input checked="" type="checkbox"/> Other: <u>L-4402</u>			

Budgeted Amount: _____	Contracted Amount: _____
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Document Description	
<input type="checkbox"/> Select One	<input checked="" type="checkbox"/> Other <u>L-4402</u>

Request to Waive Board Policy on Bid Requirements

Section 211.34d of the Michigan Compiled Laws provides that: "At the annual session in October, the county board of commissioners shall not authorize the levy of a tax unless the governing body of the taxing jurisdiction has certified that the requested millage has been reduced, if necessary, in compliance with section 31 of article 9 of the state constitution of 1963". This is known as the "Headlee" millage rollback. In addition, millage rate rollbacks may be necessary pursuant to sections 211.34 (Truth in Assessing or Truth in County Equalization) and/or 211.24e (Truth in Taxation) of Michigan Compiled Laws. In counties only, rollbacks may also be necessary for the Convention Facilities Tax or Cigarette Tax. However, a county, which complies with Section 16 of the Uniform Budgeting and Accounting Act, is not required to make the calculations relating to the Convention Facilities Tax or the Cigarette Tax. The Apportionment Report has been prepared by the Equalization Department which functions as staff to the County Board. The County Prosecutor is obligated by statute to furnish legal advice promptly regarding the Apportionment Report. This report is now due annually on November 30th. This is to accommodate November elections. If there are no elections, the report can be submitted as approved in October.

Suggested Recommendation: I move to recommend to the County Board of Commissioners to approve the County Apportionment Report (L-4402) in October session.

Department Head Approval: *Laurie Spencer* Date: 9/25/21

Resolution #2021 - _____

**LEELANAU COUNTY
2022 GENERAL APPROPRIATIONS ACT RESOLUTION**

A resolution to appropriate monies and adopting the 2022 Leelanau County Budget, including the General Fund budget and the several Special Revenue Fund budgets.

It being the finding and opinion of the Leelanau County Board of Commissioners:

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds; and

WHEREAS, county offices, the courts, county departments, and others have submitted requests for a county appropriation in the 2022 budget; and

WHEREAS, the Board of Commissioners Executive Board has had under consideration the taxes for the local units of government and the budgetary needs of various county departments and other budgetary units; and

WHEREAS, the Board of Commissioners has taken into consideration the fact that there are certain required functions of county government or operations which must be budgeted at serviceable levels in order to provide statutory and constitutionally required services and programs; and

WHEREAS, the Board of Commissioners annually adopts a balanced budget and authorizes appropriations subject to the conditions set forth in its annual General Appropriations Act Resolution; and

WHEREAS, the budget contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year; and

WHEREAS, the Board of Commissioners Executive Board, after considerable deliberation, has recommended adoption of the budgets and reports attached to and made part of this Appropriations Act.

In recognition of the above listed findings and opinions:

NOW, THEREFORE, BE IT RESOLVED, that the attached 2022 Leelanau County General Fund Operating Budget, the 2022 Special Revenue Fund Budgets, and the 2022 Budget Rules, as set forth in the Board of Commissioners Executive Board Recommended Budget, is hereby adopted on a basis consistent with Leelanau County's budget process and subject to all county policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED, the Leelanau County Board of Commissioners appropriates monies supported by various 2022 revenues and to authorize expenditures within the lump sum Activity Level totals for each of the various General and Special funds.

BE IT FURTHER RESOLVED, that the adopted budget is based on current estimates of revenues and expenditures, and that the Board of Commissioners may find it necessary to adjust budgeted revenues and expenditures from time to time during the year, provided the budget remains in a balanced state.

BE IT FURTHER RESOLVED, the Leelanau County Board of Commissioners, for purposes of the Truth in Budgeting Act, establishes a levy of 4.4105 mills, of which 3.3986 mills are allocated operational purposes, .4958 mills are voted road funds, .3173 are voted senior services¹, and .1988 are voted Early Childhood.²

BE IT FURTHER RESOLVED, that all county elected officials and county department heads shall abide by the 2022 Budget Rules, as adopted and amended by this Board and that the budgeted funds are appropriated contingent upon compliance with all approved county policies and procedures; and

BE IT FURTHER RESOLVED, that the 2022 Authorized Staffing Levels contained in the budget shall limit the number of permanent employees who can be employed in all departments, offices, and the courts, and no funds are appropriated for any permanent position or employee not on the approved 2022 Authorized Staffing Levels.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the use of budgeted funds as herein governed by the 2022 Authorized Vehicle Levels for the purchase of vehicles and necessary equipment.

BE IT FURTHER RESOLVED, that an appropriation is not a mandate to spend, but shall limit the amount which may be spent for such purposes as are defined by the Board of Commissioners and which shall be limited to the 2022 calendar year.

¹ Road Commission Millage renewal and Senior Services renewal were approved by voters at the August 4, 2020, Primary Election.

² As approved during the November 5, 2019, General Election.

BE IT FURTHER RESOLVED, that any county department, agency, board, commission or unit of government that accepts a County appropriation shall do so, subject to the understanding that they will be subject to an inspection and/or audit by the Leelanau County Board of Commissioners or its designee.

BE IT FURTHER RESOLVED, that the County Administrator is hereby re-appointed as Chief Administrative Officer, pursuant to the Uniform Budget and Accounting Act, with power to administer those duties in connection with the County budget, to prepare, present, and monitor the annual operating budget jointly with the Accounting Department, County Clerk, and County Treasurer, and other duties as may be from time to time delegated to the Office of Administrator by this Board; and

BE IT FURTHER RESOLVED, that, in the event the United States Government or State of Michigan fails to provide certain revenue transfer payments as required by law and/or contractual agreements between the United States Government or State of Michigan and Leelanau County, the specific programs funded by such state revenue transfer payments shall bear the full impact of such revenue reduction. In the event the United States Government or State of Michigan defaults or otherwise fails to provide general, unrestricted revenue transfer payments, the Board, upon the recommendation of the Executive Board of the Leelanau County Board of Commissioners, shall allocate said revenue reduction in its legislative judgment. The Leelanau County Board of Commissioners cannot, and will not, absorb the program costs created by revenue transfer payment defaults by the United States Government or State of Michigan.

**LEELANAU COUNTY
2022 BUDGET RULES**

1. Department heads and/or elected officials are responsible for assuring that expenditures do not exceed approved budget(s) for their respective departments, and may authorize expenditures up to \$2,000.00 per item. Payment for all expenditures, however, is subject to approval by the Board of Commissioners through the regular monthly claims payment process.
2. Capital purchases in excess of \$5,000.00 shall be tagged and added to the county's fixed asset inventory. The department head and/or elected official are responsible for this requirement to occur after coordination of payment by the accounting department.
3. The County Administrator, on behalf of all departments, is responsible for procuring all capital items and/or service contracts in excess of \$5,000.00 according to county purchasing procedures and subject to proper advertising with all bids to be awarded by the Board of Commissioners at a regularly scheduled meeting.
4. The Chief Administrative Officer (County Administrator) together with the County Clerk shall jointly be responsible for assuring that any transfer or expenditure in excess of an approved departmental budget is made only after approval of the Board of Commissioners and that all transfers or expenditures are charged to an approved departmental budget.
5. The Chief Administrative Officer (County Administrator) together with the County Clerk shall jointly be responsible for assuring departmental budgets are charged for salaries and wages in accordance with the adopted Authorized Staffing Levels for their respective budgets.
6. The approved Authorized Staffing Level contained in the budget shall limit the number of employees who can be employed and no funds are appropriated for any position or employee not on the Authorized Staffing Level. Further, the Board of Commissioners expressly prohibits department heads from utilizing personal service contracts to circumvent the intent of the Board of Commissioners in its action establishing Authorized Staffing Levels. The Board of Commissioners must specifically approve any deviations.
7. Certain positions contained in the Authorized Staffing Level which are supported in some part by a grant, cost-sharing, or other source of outside funding, are only approved contingent upon the county receiving the anticipated revenues. In the event outside funding is not received, or the county is notified that funding will not be received, then said positions shall be considered not funded and removed from the Authorized Staffing Level.
8. The County Clerk shall be responsible for assuring that allotments to other agencies in excess of 25% of the approved annual budget in any calendar quarter are made only after the County Board of Commissioners has approved them.

9. The County Clerk shall prepare and submit a monthly Budget Transfer and Expenditure Control Report to the Board of Commissioners prior to the regular monthly board meeting. The Clerk shall prepare the appropriate paperwork and submit it to the Board of Commissioners prior to the regular monthly board meeting. This report shall be in a format as prescribed by the Board of Commissioners and shall be reconciled to the County Treasurer's monthly Trial Balance.
10. Any budget amendments or transfers of funds shall only occur after written recommendation of the Executive Committee and after being approved by the Board of Commissioners, by resolution.
11. Pursuant to county policy, vendors who enter into a service contract with the county shall furnish a certificate of insurance, unless waived, in acceptable form as determined by the Board of Commissioners and file the certificate with the County Clerk prior to the commencement of any work or delivery of service or product.
12. All invoices, travel vouchers and payment requests must be submitted to the accounting office for processing of payment on a timely basis, within the quarter the request was made.
13. All mileage for county owned vehicles will be charged to the account 940 Rental Charges in each respective budget using county owned vehicles. The Motor Pool Fund 661 will be credited with the mileage charges for county owned vehicles. Any purchases of county owned vehicles would be charged to the Motor Pool Fund 661. All repair and maintenance charges on county owned vehicles shall be charged to the respective budgets using county owned vehicles.
14. All capital items and professional services over \$5,000.00 shall require the solicitation of competitive written sealed bids. A minimum of three bids is encouraged. State bids may be utilized when applicable.
15. The County Administrator may authorize expenditures up to \$5,000.00 for unexpected items or services when according to the department head, the item or service requested can be paid from the department's approved budget. The Board of Commissioners through the regular monthly committee process will review all claims for potential payment.
16. All donations received in excess of \$500.00 on behalf of Leelanau County shall be approved by the Board of Commissioners. The County Administrator shall provide monthly written reports outlining all donations received.
 - a) Any non-cash donations, tangible goods and/or mercantile with an approximate value of over \$250.00 donated to Leelanau County shall be approved by the Board of Commissioners prior to acceptance.

- b) Any proactive fundraising effort, as well as fundraising activity administered through an external organization or vendor, must have prior Board approval, a stated end date and a specific restricted goal. If there is an associated administrative fee associated with the fundraising method, there must also be Board approval of the fee. If an external organization or vendor is utilized, proper controls over the account must be established by the Leelanau County Treasurer and Leelanau County Clerk. When cumulative funds are received and exceed \$500.00, they will be transferred from Trust and Agency to a special fund and held pursuant to Board Policy and Budget Rules. Once a special fund is created for the stated purpose, transfers may be for lesser amounts.

17. Per diem rates will be as follows:

\$70.00/ Full Day

\$40.00/One Half Day

18. The Board of Commissioners shall pay claims made against Leelanau County once per month after approval. Payments for post audit claims shall be authorized only under the following circumstances, for items within the approved budget:

- a) Implementation of any and all provisions of collective bargaining agreements and other compensation plans adopted by the Board of Commissioners including payroll, related county and employee taxes, and withholding payments.
- b) Payment of premiums on insurance policies and self-insurance pool fees including, but not limited to, health insurance, life insurance, dental insurance, unemployment insurance and others.
- c) Payments provided for within the provisions of any and all contracts and grants authorized by and approved by the Board of Commissioners or County Administrator under Item 15.
- d) Replenishment of imprested funds within the various departments to the extent provided in departmental budgets.
- e) Postage to the extent provided in departmental budgets.
- f) Jury, witness and attorney fees by order of the Circuit Court, District Court, and Probate Court.
- g) Any invoices providing for a discount if paid within a specified period provided such invoices shall not be paid in such time period will allow consideration by the Board of Commissioners without loss of discount and, further, provided that they have been budgeted in the departmental budget. Additionally, any invoices not paid within a specified period, will be assessed a late payment penalty provided that they have been budgeted in the departmental budget.
- h) Any and all fuel charges.
- i) Any and all utility billings.

- j) Travel advances, registration, and mileage reimbursement to the extent provided in departmental budgets.
- k) Department of Health and Human Services payments.
- l) State of Michigan payments.
- m) Any emergency claim as authorized by the County Administrator requiring payment prior to the next Board of Commissioners meeting.
- n) Any other payments prescribed by law.
- o) Refunds.

DRAFT

EXECUTIVE DOCUMENT SUMMARY

Department: Administration Contact Person: Chet Janik Telephone No.: 231-256-8100	Submittal Dates <input checked="" type="checkbox"/> Executive Board Session 10/05/2021
Source Selection Method <input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other: n/a Account Number (Funds to come from): TBD	VENDOR: n/a Address/ Phone:

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

Request to Waive Board Policy on Bid Requirements

Based on the assumption that the County Board of Commissioners will approve the proposed 2022 draft budget, that includes funding for the creation of a Finance Director and a Human Resources Director, I am recommending that Board approve a motion to officially create these positions, effective January 1, 2022, and that these positions report to the County Administrator.

The proposed structure was discussed with the County's legal counsel and auditing firm representative and they are in concurrence that there should be formal action taken to create these two positions to coincide with the funding that was approved for these positions as part of the Budget Work Sessions that took place these past few months.

Approving these motions will allow the positions to be filled at the appropriate time in 2022, and no further action would be required by Commissioners.

Suggested Recommendation: I move to recommend that the Leelanau County Board of Commissioners approve the creation of both the Finance Director and Human Resources Director positions, effective January 1, 2022, pending approval of the proposed 2022 County budget.

Department Head Approval: Date: 09/30/2021

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u> Contact Person: <u>Chet Janik</u> Telephone No.: <u>231-256-8100</u>	Submittal Dates <input checked="" type="checkbox"/> Executive Board Session 10/05/2021
Source Selection Method <input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other: <u>n/a</u> Account Number (Funds to come from): _____	VENDOR: <u>n/a</u> Address/ Phone: _____

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

<input type="checkbox"/>	Request to Waive Board Policy on Bid Requirements Based on the assumption that the County Board of Commissioners will approve the proposed 2022 draft budget, that includes funding for the creation of a Finance Director, I am recommending that Board approve a motion to officially transfer the supervisory responsibilities of the accounting/payroll functions and related personnel to the Finance Director, effective January 1, 2022, or upon the successful hiring of the Finance Director.
Suggested Recommendation:	I move to recommend that the Leelanau County Board of Commissioners approve the transfer of the supervisory responsibilities of the accounting/payroll functions and related personnel to the Finance Director, effective January 1, 2022, or upon the successful hiring of the Finance Director.

Department Head Approval:  Date: 09/30/2021

EXECUTIVE DOCUMENT SUMMARY

Department: Administration Contact Person: Chet Janik Telephone No.: 231-256-8100	Submittal Dates <input checked="" type="checkbox"/> Executive Board Session 10/05/2021
Source Selection Method	VENDOR: n/a Address/ Phone:
<input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other: n/a Account Number (Funds to come from):	

Budgeted Amount: \$ 0.00	Contracted Amount: \$ 0.00
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Document Description	
<input type="checkbox"/> Select One	<input checked="" type="checkbox"/> Other Clarification

Request to Waive Board Policy on Bid Requirements

Several Commissioners have inquired about the elimination of the \$75.00 stipend that the County Clerk is currently receiving.

A concern was raised internally about the potential elimination of the weekly stipend, that was approved in 2018 for the County Clerk to perform and supervise non-mandated functions if the Finance and Human Resource positions are approved. The legal concern was that since the County Clerk was reelected in 2020 and the stipend was part of the compensation at that time, the County Board does not have the legal authority under Michigan law to lower the compensation during the term of office. I requested and subsequently received a legal opinion on that issue, as the motion did state that the stipend will end upon the Clerk ceasing to perform any non-mandated functions. Below is the wording of the Board-approved motion:

November 20, 2018 (#263-11202018): "Motion by Soutas-Little to approve a \$75.00 weekly stipend for the Leelanau County Clerk, effective January 1, 2019, for non-mandated services that are performed and/or supervised. The stipend will end upon the Clerk ceasing to perform and/or supervise any non-mandated services. Seconded by Wessell."

The motion passed on a 5-2 vote. On September 27, 2021, an "attorney/client privilege" legal opinion was issued, that the Board does have the legal option to terminate the stipend, as that is not included in the base salary/compensation for the County Clerk.

Suggested Recommendation:

Department Head Approval: Date: 09/30/2021

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Select One</u> Contact Person: <u>Michelle L. Crocker</u> Telephone No.: <u>231-256-9824</u>	Submittal Dates
	<input checked="" type="checkbox"/> Executive Board Session 10/05/2021
Source Selection Method	
<input type="checkbox"/> Select One <input type="checkbox"/> Other: _____ Account Number (Funds to come from): <u>multiple</u>	VENDOR: _____ Address/ Phone: _____

Budgeted Amount: <u> \$ 11,625.00</u>	Contracted Amount: <u> \$ 0.00</u>
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Document Description	
<input type="checkbox"/> Select One	<input checked="" type="checkbox"/> Other <u>Uniform and Gun Allowance</u>

Request to Waive Board Policy on Bid Requirements

This is the request for the Uniform and Gun Allowance for the Sheriff, Undersheriff, Court Bailiffs, and Marine Deputies, who are not covered by a Union Agreement.

This has historically been presented to the County Board of Commissioners for approval.

I move to recommend to the Board of Commissioners to approve the Uniform and Gun Allowance for the following non-union personnel through payroll, with appropriate taxes withheld, if receipts are not provided:

Sheriff / \$100.00 Gun / \$575.00 Uniform - for a total of \$675.00
Undersheriff Kiessel / \$100.00 Gun / \$575.00 Uniform - for a total of \$675.00
Undersheriff Morgan / \$33.32 Gun / \$191.98 Uniform - for a total of \$225.00
Two (2) Court Bailiffs / \$150.00 Uniform - 2 @ \$75.00 uniform each
Expenses to come from #101-225-301-703-742-000 (Sheriff's Budget)

Marine Deputies:
One (1) Senior Officer @ \$150.00
Three (3) Junior Officers @ \$100.00 each, for a total of \$300.00
Expenses to come from #101-225-331-703-742-000 (Marine Budget)

As listed above

Suggested Recommendation:

Department Head Approval: Michelle L. Crocker Digitally signed by Michelle L. Crocker
Date: 2021.09.30 12:12:32 -04'00' Date: _____

Leelanau County Resolution #2021-____
Accepting U.S. Department of Treasury State and Local Coronavirus Fiscal Recovery
American Rescue Plan Funds Allocation Prioritization

Whereas, on March 11, 2021, the Federal Government authorized State and Local Coronavirus Fiscal Recovery Aid through the American Rescue Plan Act; and

Whereas, the American Rescue Plan provides aid to all counties, based on population, in the amount of \$4,226,819.00, allocated to Leelanau County in COVID-19 response funding; and

Whereas, the U.S. Treasury Department has been appointed oversight of these funds and has provided 50% of the funding in July, 2020, and the remaining to be allocated to Leelanau County, one year later; and

Whereas, the County Commissioners engaged in a community input process with the placement of numerous media advertisements encouraging community input, comments and proposals; and

Whereas, guidance from the U.S. Treasury is anticipated to provide further direction in the use of these funds, and the Leelanau County Board of Commissioners had previously approved additional pandemic hazard financial compensation for all employees in 2020, priority uses for the funding will include responding to:

- 1. The public health emergency with respect to COVID-19;**
- 2. Its negative economic impacts, including assistance to households, small businesses, and nonprofits, including aid to disproportionately impacted industries;**
- 3. The provision of government services to the extent of the reduction in revenue;**
- 4. Making any necessary investments in water, sewer, or broadband infrastructure; and**

Whereas, the deadline to allocate funds is December 31, 2024; and

Whereas, funds shall be maintained in a separate Local Government Investment Pool (LGIP) interest-bearing account until spent; and

Whereas, periodic reporting will be required to provide a detailed accounting of the use of these funds; and

Whereas, Leelanau County must certify acceptance of these funds in order to receive the funds; and

Whereas, for many years expanding broadband internet to all parts of Leelanau County has been a key goal of the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Leelanau County Board of Commissioners have accepted the allocation of funds in the amount of \$4,226,819.00 from the Federal Government through the American Rescue Plan Act, and that such funds were placed in a special revenue fund for the sole purpose of tracking all approved transactional activities; and

THEREFORE, BE IT FURTHER RESOLVED, that Leelanau County will adhere to the existing, additional, and amended guidelines as set forth by the Federal Government in the allocation or distribution of said funds by the above mentioned four priorities for the welfare of the County and its Citizens.

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Planning/Comm. Dev.</u> Contact Person: <u>Trudy Galla</u> Telephone No.: <u>231-256-9812</u>	Submittal Dates
	<input checked="" type="checkbox"/> Executive Board Session 10/05/2021
Source Selection Method	
<input type="checkbox"/> Select One <input type="checkbox"/> Other: _____ <i>Account Number</i> <i>(Funds to come from):</i> _____	VENDOR: _____ Address/ Phone: _____

Budgeted Amount: <u>\$ 11,250.00</u>	Contracted Amount: <u>\$ 11,250.00</u>
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Document Description	
<input checked="" type="checkbox"/> Board/Committee Recommendation <input type="checkbox"/> Other _____	

Request to Waive Board Policy on Bid Requirements

At the September 28 meeting of the Solid Waste Council (SWC), members reviewed a suggestion from Director Galla to consider increasing the annual lease payment for all recycling sites, as of 1/1/2022.

Reasons for this increase:

- a) In 2012, the County was paying \$1,800/year (\$150/month) for one of its recycling sites, and \$2,400/year (\$200/month) for another site for lease payments.
- b) In 2013, the County Board approved paying \$1,250/year (\$104.16/month) for all recycling sites. (The SWC had suggested a larger amount.)
- c) There has been no increase in the lease payment in the last 9 years.
- d) The Director has heard from several of the host sites that the \$1,250 per year is not covering their cost (such as plowing, picking up the site, etc.) The Suttons Bay Schools' proposal for the Herman Rd. location has an estimated amount of \$2,500, just for the snowplowing.
- e) The SWC Budget (Fund 230) has adequate funds to support the increase and nearly 70% of the annual budget is for recycling. Lease payments account for 2.5% of the total annual budget.
- f) The SWC does not want to lose sites, as it is too expensive and time-consuming to try and set up a new site, compared to paying an increase in the lease.

With the exception of the agreements with Solon Township and Suttons Bay Schools, all other agreements expire 12/31/23: Elmwood Twp, Empire Village, Leelanau School, Glen Lake School, Leelanau Twp (Northport), Leland Twp (Oak St). Peshawbestown is also offered the lease payment but has not taken it in the past. Our contract for recycling services allows for 10 sites: 10 x \$36,000=\$36,000 for lease payments, or 8% of the total annual budget.

(Note: If the Board approves a new amount, the 2022 Budget for recycling will need to be adjusted to reflect the increase).

Suggested Recommendation: Motion to recommend that the County Board of Commissioners approve an increase in all lease payments for the recycling sites of \$3,600 per year (\$300/month), starting January 1, 2022.

Department Head Approval: Trudy J. Galla Date: 09/29/2021

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Planning/Comm. Dev.</u> Contact Person: <u>Trudy Galla</u> Telephone No.: <u>231-256-9812</u>	Submittal Dates <input checked="" type="checkbox"/> Executive Board Session 10/05/2021
Source Selection Method	VENDOR: _____ Address/ Phone: _____
<input type="checkbox"/> Select One <input type="checkbox"/> Other: _____ <i>Account Number</i> <i>(Funds to come from):</i> _____	

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

Request to Waive Board Policy on Bid Requirements

Attached is an Amendment to the Agreement between Leelanau County and Solon Township for a recycling site. The Agreement expires at the end of this year. At its meeting September 28, the Solid Waste Council (SWC) recommended a one-year extension to the Agreement. Corporate Counsel drafted the Amendment, at the Director's request.

If the Board agrees with this recommendation, the Agreement will be sent to the Solon Township Board for consideration. The compensation amount is currently blank, and would be filled in based on the Board's action on the request to increase the annual Lease payments for all of the recycling sites.

Suggested Recommendation: Motion to recommend the County Board of Commissioners approve a one-year extension to the Agreement with Solon Township for a recycling site, and send the one-year extension to the Solon Township Board for consideration.

Department Head Approval: Trudy J. Galla Date: 09/29/2021

AMENDMENT NO. 1
TO THE
AGREEMENT BETWEEN LEELANAU COUNTY AND
OLON TOWNSHIP
FOR A COUNTY RECYCLING PROGRAM RECYCLING SITE

This Amendment No. 1, made and entered into by and between Leelanau County (“County”) and Solon Township (“Site Host”), amends the Agreement entered into by the parties on August 4, 2016 for the use and operation of a Leelanau County Recycling Program recycling site on the Site Host’s property (“Agreement”) as follows:

1. Section 4, COMPENSATION, page 2, of the above-stated Agreement, shall be amended to read as follows:

“4. COMPENSATION:

The County shall pay the Site Host an annual rental payment in the total amount of _____ and ___/100 Dollars (\$____.____), payable in equal installments on a quarterly basis. The County shall not be responsible for any additional costs incurred by the Site Host for repairs or improvements to the recycling site. In no event shall the total compensation paid under this Agreement exceed the sum of _____ and ___/100 Dollars (\$____.____).”

2. Section 5, EFFECTIVE DATE, page 2, of the above-stated Agreement, shall be amended to read as follows:

“5. EFFECTIVE DATE:

This Agreement is effective on July 1, 2016, and shall continue for a term of six and one-half (6 ½) years thereafter, through December 31, 2022, unless terminated earlier.”

3. All other terms and conditions of the Agreement remain in full force and effect, except as modified by this Amendment No. 1. This Amendment No. 1 shall become effective on January 1, 2022.

4. The people signing this Amendment No. 1 on behalf of the parties to the above-stated Agreement certify by their signatures that they are duly authorized to sign this Amendment No. 1 to the Agreement on behalf of the parties and that this Amendment No. 1 has been authorized by the parties.

[Signature page to follow]

COUNTY OF LEELANAU

SOLON TOWNSHIP

By: _____
William J. Bunek, Chairman
County Board of Commissioners

Date: _____

By: _____
(Signature)

Name: _____
(Print or Type)

Title: _____
(Print or Type)

Date: _____

APPROVED AS TO FORM FOR COUNTY OF LEELANAU:
COHL, STOKER & TOSKEY, P.C.
By: COURTNEY A. GABBARA
On:

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EXECUTIVE DOCUMENT SUMMARY

Department: <u>Planning/Comm. Dev.</u> Contact Person: <u>Trudy Galla</u> Telephone No.: <u>231-256-9812</u>	Submittal Dates <input checked="" type="checkbox"/> Executive Board Session 10/05/2021
Source Selection Method	VENDOR: _____ Address/ Phone: _____
<input type="checkbox"/> Select One <input type="checkbox"/> Other: _____ <i>Account Number</i> <i>(Funds to come from):</i> _____	

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

Request to Waive Board Policy on Bid Requirements

The Leelanau County Board of Commissioners has a 5 year agreement with Suttons Bay School for a recycling site, which expires 12/31/2023. I received notice on July 21 from Superintendent Casey Petz that the school was exercising its termination right under the agreement. The School Board then voted 6-0 on August 9 to terminate the recycling agreement. The agreement will be terminated on October 19.

Over the past year or so, there have been complaints about noise, and the condition of the site by the football field. At the request of the Superintendent, the bins were moved about a month ago from the prior location by the football field, to the SE corner of the school property, with access from Herman Rd. Suttons Bay School has provided a proposal to improve the location on Herman Rd. as a new recycling site. At its meeting September 28, the Solid Waste Council (SWC) heard from Superintendent Petz regarding this proposal. The SWC then made a recommendation that the County Board request a 6-month extension of the Agreement with Suttons Bay School, in order to provide more time to review the proposal, costs, and options for the recycling site. If the County Board agrees with this recommendation, the School will be asked to approve the extension, as well.

Suggested Recommendation: I move to recommend to the Board of Commissioners to request Suttons Bay School approve a 6-month extension of the Agreement for a Recycling Site, past the termination date of October 19, in order to provide time to review the proposal and all options for a site.

Department Head Approval: Trudy J. Galla Date: 2021.09.29 10:56:32 -04'00' Date: 09/29/2021