

NOTICE OF MEETING

A Regular Meeting of the Leelanau County Planning Commission (LCPC) will be held
at **5:30 pm Tuesday, JULY 26, 2022**
in the Leelanau County Government Center – lower level.

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

DRAFT AGENDA

CALL TO ORDER & PLEDGE OF ALLEGIANCE

ROLL CALL

CONSIDERATION OF AGENDA

CONFLICT OF INTEREST (*refer to Section 3.7 of the Bylaws*)

PUBLIC COMMENT

STAFF COMMENTS

CONSIDERATION OF JUNE 28, 2022 MEETING MINUTES *pgs 2-6*

OLD BUSINESS

NEW BUSINESS

1. CIP Revision
 - a. Ranking Form and Priority (sent separately)
 - b. Draft CIP Document *pgs 7-44*
2. Quorum/voting *pgs 45-46*
3. August Meeting Date

REPORTS

1. Housing Action Committee (*Lautner*)
2. Parks & Recreation Committee (*Noonan*)
3. Report from LCPC members of attendance at township/village meetings, or Other Meetings/Trainings

COMMUNICATIONS

PUBLIC COMMENTS

STAFF COMMENTS

COMMISSIONER & CHAIRPERSON COMMENTS

ADJOURN

LCPC Members

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

2 Open Positions

**A REGULAR MEETING OF THE LEELANAU COUNTY PLANNING COMMISSION WAS
HELD ON TUESDAY, JUNE 28, 2022, AT THE LEELANAU COUNTY GOVERNMENT
CENTER.**

Proceedings of the meeting were recorded and are not the official record of the meeting. The formally approved written copy of the minutes will be the official record of the meeting.

Meeting was called to order at 5:30 p.m. by Chairman Yoder who led the Pledge of Allegiance. The Meeting was held at the Leelanau County Government Center, 8527 E. Government Center Dr., Suttons Bay, MI.

ROLL CALL

Members Present: S. Yoder, R. Miller, T. Nixon, G. Carlson, M. Black, M. Lautner,

Members Absent: D. Hubbell, A. Trumbull
(prior notice)

Members Absent: C. Noonan
N. Griswold (resigned), K. Todd,(resigned)

Staff Present: T. Galla, Director, G. Myer, Senior Planner

Public Present: Julie Dick

CONSIDERATION OF AGENDA

Yoder stated he would like to add “Planning Commission Vacancies” as item #2 under “New Business.”

Motion by Lautner, seconded by Nixon, to accept the agenda as amended. Motion carried 6-0.

CONFLICT OF INTEREST – None.

PUBLIC COMMENT – None.

STAFF COMMENTS

Galla congratulated Yoder on his recent marriage. Members also offered congratulations.

Galla continued, updating members on recent collections. 135 mattresses were collected at the first mattress recycling event. There could possibly be another collection in the fall. Around 1200 tires were collected the same day. The number of tires being collected is coming down a little, there are no plans for a second tire collection this year. The second HHW & Electronics Collection was held at Glen Lake School, no numbers are available yet for that. Staff is working on the U.S. Environmental Protection Agency (EPA) grant the county received in the amount of \$250,000.00. The Brownfield Redevelopment Authority will administer it on their behalf. It will be used for assessment on properties in the county. Galla concluded by saying that the recycling sites are extremely busy, staff

has been making calls to Green For Life (GFL) for additional pickups. She is working on lining up additional Recycling Ambassadors to help keep the sites clean. It is a continuous process to monitor the sites and keep them as clean as possible.

CONSIDERATION OF MAY 24, 2022 MEETING MINUTES

Motion by Nixon, seconded by Miller, to accept the minutes as presented. Motion carried 6-0.

OLD BUSINESS

CIP Revision

Galla asked members for a little more input and direction. What would they like to see that would help them with ranking the CIP items? She also mentioned acquiring an interactive CIP that would allow a person to view the CIP online and click on items for more information and the location of the project.

Miller said some of the abbreviations used in the CIP requests were not fully understood by all members and some requests needed a little more explanation or reason why.

Nixon said he would like more description on items, some were a little too brief.

Yoder agreed, in the past there was a document included along with each item, detailing what the project entailed.

NEW BUSINESS

PC06-2022-02 Centerville Township Text Amendment – Micro-Breweries

Galla reviewed the staff report, saying that the Township Master Plan does not specifically address this amendment, but does mention Agricultural Support Goal in Chapter 7: Community Goals and Objectives. The Leelanau General Plan does not specifically address the amendment.

Galla continued, a public hearing was held on June 6, 2022, at which time, a member of the public suggested also adding “ale” and “stout” to the list. Following the public hearing, the township planning commission unanimously passed a motion to forward the proposed amendment to the LCPC. Staff found no issues with the text being compatible with other language in the zoning ordinance or any issues of greater than local concern. At the township planning commission meeting May 2, 2022, John Heekin presented a proposal from French Valley Vineyards/Bel Lago Ventures, requesting that the township consider an amendment to allow a micro-brewery and a beer tasting room at their French Valley Vineyard winery location. The draft minutes of this meeting indicate discussion ensued on specific language that could be integrated into the Zoning Ordinance that would allow the inclusion of beer tasting into wine tasting rooms in the township. The main concerns were continuing to assure that any operations are tied to local agriculture and kept small. The township worked on a proposed amendment which would amend Article IX Agricultural District, Section 9.6 Wineries, Meaderies and Cideries to include “micro-breweries”.

Galla continued, saying that the minutes from the townships May 2, 2022 show there was discussion on beer tasting rooms and whether the township should have stand-alone micro-breweries versus allowing a winery and micro-brewery combination. Galla concluded by saying staff included a copy of the Opinion in the Court Case No. 1:20-cv-1008, Wineries of the Old Mission Peninsula Association, et al,

vs Peninsula Township. This case was heard in the United States District Court Wester District of Michigan Southern Division. Plaintiffs challenged the zoning regulations in Peninsula Township, arguing that sections unconstitutionally regulated their commercial speech such as: not allowing weddings, receptions, and other social functions for hire, sale of logo merchandise, floor area, accessory uses for quests only, etc. The Court granted in part and denied in part, the Plaintiffs request. This was sent out to all of the townships. The Centerville Township Planning Commission Chairman stated they had reviewed it, and felt they were okay with their ordinance requirements. If they needed to change anything in the future, they would address it then. The court case may get challenged and then it will be tied up or a couple years before there is any answer.

Lautner said the amendment was pretty straight forward. She just questioned why in #4 the word "fruit" wasn't removed from the first line since it was removed everywhere else. Miller said using "agricultural products" would keep it consistent. Lautner added that "product grown by producer" could also be used.

Miller pointed out the following questions and concerns:

2.a – “agricultural production intended in the use of wine, cider, mead or beer,” is this for each product or any one if multiple from this list, proposed for production and sale? Do they have to have the agriculture product for each of those, or just one, and the others can be from others sources?

2b. – Does this mean and additional 10 acres of land contiguous owned by the same person? If so, why not just say 14 acres of land? If owned by someone else, does the product have to be from those 14 acres? What is the intent of this?

4. - What does two 5,000 gallons produced mean? Is it up to 5,000 gallons for each product produced or for all the product combined?

6. - Does this mean on any single level or in total? Is the total above ground area in capped at 20,000 square feet?

7. - Remove “related paraphernalia” in the first sentence and replace with “product related.” Selling growlers would be related to beer.

9c. - “Outside activities **must** commence after 30 minutes before sunrise?” Why “must” commence? “may commence no earlier than 30 minutes after sunrise” might be more appropriate.

9d. - What does this mean? This is open ended and needs rewording to be enforceable. Lautner commented yes, who is going to enforce this? Black agreed that this should be reworded.

Motion by Lautner, seconded by Nixon, to forward the staff report, minutes and all comments to the Centerville Township Planning Commission. Motion carried 6-0.

Lautner commented that what she is finding, is that we are seeing anti-growth in the county, which is what we have always seen. The growth they do want to allow is agricultural related. The Farm Club is out in the middle of nowhere and wasn't even a farm to begin with. They put this restaurant there and are buying vegetables from offsite. It is always busy and is probably a great tax source for the township.

Planning Commission Vacancies

Yoder said Nate Griswold and Kim Todd submitted their resignations to staff, so they now have two open positions that need to be filled. There are a couple applications on file, but those individuals are currently serving on other comities or commissions within the county. It might be wise for them to recommend to the County Board, that they place an ad in the paper.

Motion by Lautner, seconded by Nixon, to request the County Board advertise for these open positions.

Discussion continued.

Nixon said that Griswold and Todd each represented a certain category, so we should clarify that when advertising. Galla said yes, those categories were set up by a county ordinance developed by the LCPC and approved by the County Board. Categories must be selected according to the state statute referenced in the ordinance. The open categories are Business and Transportation.

Motion on the table carried. 6-0.

Miller asked for clarification regarding the quorum pending those two positions being filled. Is the quorum based on the number currently on the board, or the number that should be on the board? Galla said the bylaws state “a quorum is the majority of the appointed members of the commission at a regular or special meeting.” Galla will check on the rules regarding quorum.

REPORTS

Housing Action Committee

Lautner said the Habitat For Humanity Project in Maple City just received approval from Michigan Department of Environment, Great Lakes, and Energy (EGLE) for the sewer permit. They are still fundraising to cover the \$165,000.00 gap per unit to build them. Kasson Township was asked to approve a Tax Increment Financing (TIF) plan. They decided to wait a month instead of taking any action at their June meeting. It is a 30-year plan, which would help Habitat for Humanity cover some of the gap. This money can then be used for future projects. In conclusion, Lautner said Peninsula Housing received its 501 C-3 so they are moving forward in some way to help with affordable housing.

Galla mentioned the Marek Rd. project that Homestretch is working on. They are about \$150,000.00 - \$160,000.00 short of their fundraising goal to build these apartments in Suttons Bay. Long-term year-round leases are really needed.

Discussion ensued on a development near M-72 and Bugai Rd.

Parks & Recreation Committee

Lautner said they had kids fishing day on Sunday which was an overwhelming success. They probably had the biggest crowd ever. The playground equipment will be built on site in July at Old Settlers Park. Work is currently being done on trails at Myles Kimmerly Park. Also, they have been asked to sell the vacant field across from Myles Kimmerly Park. Centerville and Kasson Township would like to build their future fire department there. The Parks & Recreation Committee has not made a recommendation to the full Board of Commissioner on this yet.

Report from LCPC members of attendance at township/village meetings, or other meeting/trainings

Nixon said his township is adjusting to a new supervisor. They just installed security cameras in their building to match the state law requirement, to have some visibility of after-hour ballots. The board has been asked to consider the installation of a dog park within Herman Park.

COMMUNICATIONS

Galla stated a notice of intent to plan was received from the City of Traverse City, on their master plan.

PUBLIC COMMENT

Julie Dick, who lives in Miami, but owns property in Suttons Bay, has worked a lot in growth management in the Florida Keys where there are a lot of affordable housing issues. A lot of the focus is on conservation and maintaining the character of the area along with growth and a prosperous economy. Dick said she was happy to hear about some of the efforts on housing here, but she has found it frustrating over the last several years. There seems to be a lot of opportunity for policies to be put in place that could incentivize maintaining the character and affordability. It is mainly workforce housing which is talked about as affordable housing. This area is advertising all over the country for people to come here in the summer, but businesses can't stay open because they can't find people to work. Dick continued, saying again, that there are opportunities to increase incentives for developers to build affordable housing. There are creative ways to make this a part of the development process. She is here to encourage policy change. This is a special place because of what is here. There is room for growth and economic development, but if people can't afford to live here to support the service economy it makes it very difficult. Dick concluded by saying she would like to see the Leelanau Trail extended further north.

STAFF COMMENTS

Galla mentioned the summary sent out from the APA Conference she and Myer attended. Also, she recently watched a video called "Motown to Grow Town" about Detroit. Galla said it was shocking to hear the number of people that have left the city and how many vacant lots and buildings they have. They are now trying to rebuild the neighborhoods and do things with the vacant lots. Galla will share the link with members.

COMMISSIONER & CHAIRPERSON COMMENTS

Black said he was in Detroit quite a bit and the mayor has done a lot for the city. He has accomplished four of the five things he said he was going to do. By lighting the city, crime rates went down. Busing has increased, and the number of first responders increased. Pride is returning to the city.

Carlson congratulated Yoder on his recent marriage.

ADJOURN

Meeting adjourned at 6:19 p.m.

Leelanau County Capital Improvements Program (CIP)

20232 through 20287



Leelanau County Government Center



Leelanau Veterans Memorial

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

*Prepared by the Leelanau County Planning Commission
Accepted by the Leelanau County Board of Commissioners _____*

Board of Commissioners

William BunekTy Wessell -

Chairman

Melinda Lautner, Vice-Chair

Gwenne Allgaier

Lois Bahle

Rick Robbins

Debra Rushton

Patricia Soutas-Little

Ty Wessell

Administrator's Office

Chet Janik, County Administrator

Laurel Evans, Executive Assistant

Planning Commission (Capital Improvement Planning Committee)

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

Planning Department

Trudy Galla, AICP, Planning Director

Gail Myer, Senior Planner

Jenny Romo, Secretary

Diane Kiessel, Housing Manager

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

Tel: (231) 256-9812

Website: www.leelanau.gov

Leelanau County

Capital Improvements Program

202~~32~~ through 202~~87~~

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PART I: OVERVIEW

AUTHORITY

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

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

Sec. 65.

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

WHAT IS A CIP?

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

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

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

Benefits:

A CIP provides many benefits including:

- A systematic evaluation of all potential projects at the same time.
- The ability to stabilize debt and consolidate projects to reduce borrowing costs.
- Serves as a public relations and economic development tool.
- A focus on preserving a governmental entity's infrastructure while ensuring the efficient use of public funds.
- An opportunity to foster cooperation among departments and an ability to inform other units of government of the entity's priorities. For example, it is not uncommon for a

large city or county to incorporate into its CIP the capital needs of a school district, parks and recreation department and/or some other public service structure.

Features:

The CIP typically includes the following information:

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

Why is the CIP Important?

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

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

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

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

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

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

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

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

Making Good Decisions

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

What is a Capital Improvement?

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

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

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

Is every project a CIP?

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

CIP DEVELOPMENT PROCESS

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

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

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

IMPLEMENTATION

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

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

ORGANIZATION STRUCTURE

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

COMMUNITY PROFILE

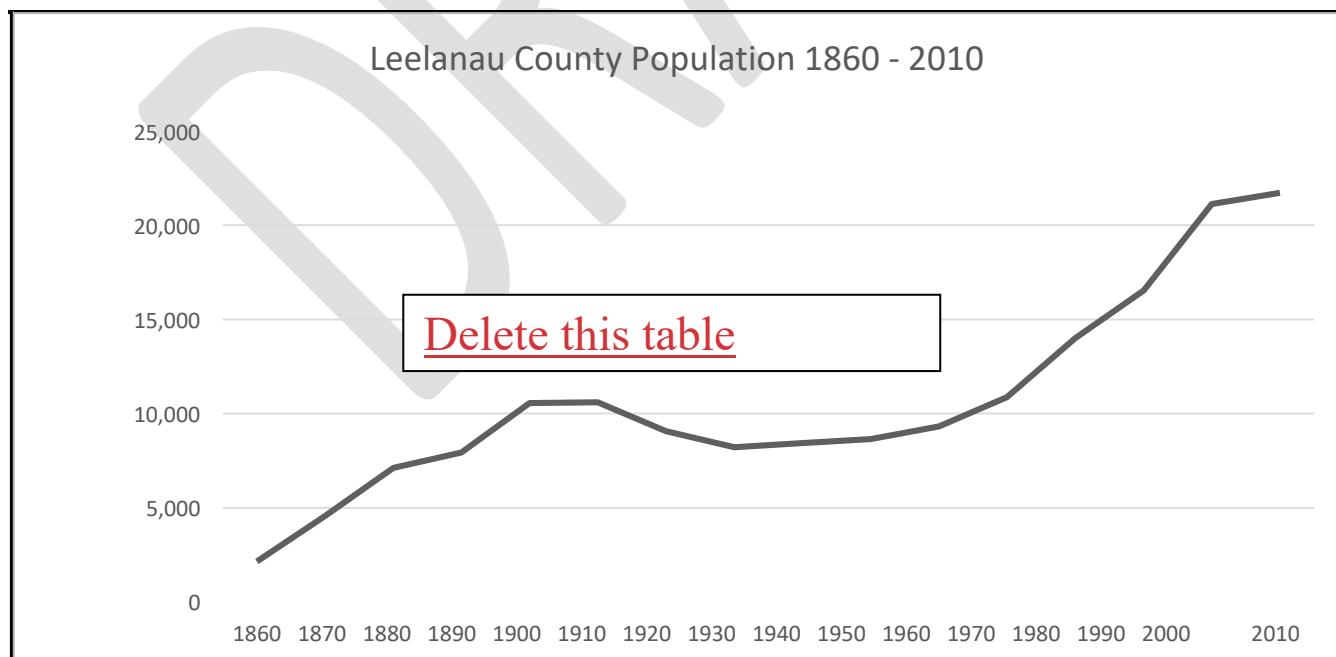
Population

Source: U.S. Census Bureau

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

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

Suttons Bay Township is the County Seat as of 2008, when the County moved its government facilities from the unincorporated village of Leland. The County experienced a continuous increase in population from the 1930 Census to the 2010 Census. The majority of the population growth in the County is attributable to domestic migration, rather than a natural increase (births minus deaths). ~~The County has a population density of approximately 62 people per square mile.~~



In 2019, the median age of Leelanau County residents was 54.16, about 16 years higher than the national median of 38.2 years. Leelanau County has one of the oldest populations in the nation., an increase from the 2017 median age of 53.3. Approximately 30.9% of local residents are 65 and older while only 16.9% are 18 and under. For the U.S. population, 15.9% of the population is 65 or older and 24.1% are 18 and under. Michigan's median age is 39.8, and the United States median age is 38.5.

Leelanau County persons per household is 2.3 compared to Michigan (2.5) and the United States (2.6). Leelanau County continues to attract older adults while the existing population continues to age.

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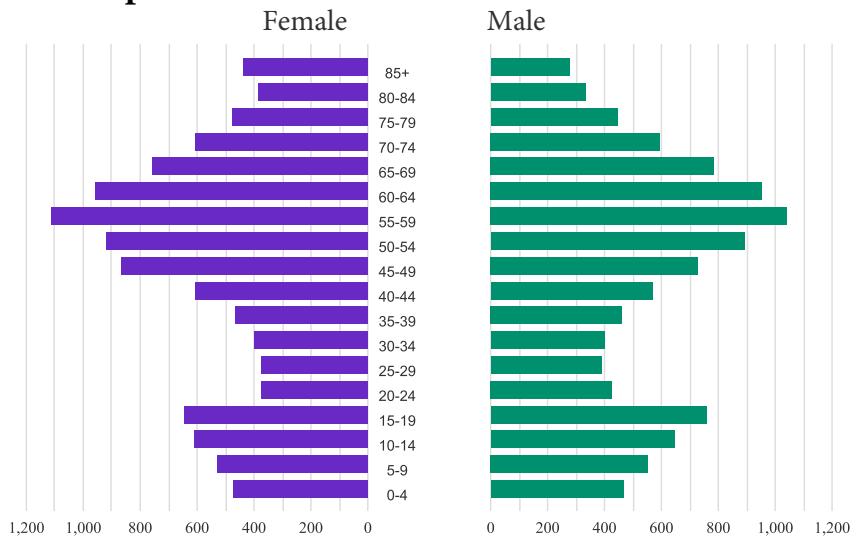
Leelanau County, Michigan	
Population by Age Group	2019 Percent of Population
Age 0 to 9 years	8%
Age 10-19 years	9%
Age 20-29 years	9%
Age 30-39 years	8%
Age 40-49 years	10%
Age 50-59 years	15%
Age 60-69 years	20%
Age 70-79 years	13%
Age 80+ years	7% +
Total Population	21,652

+ Margin of error is at least 10 percent of the total value.

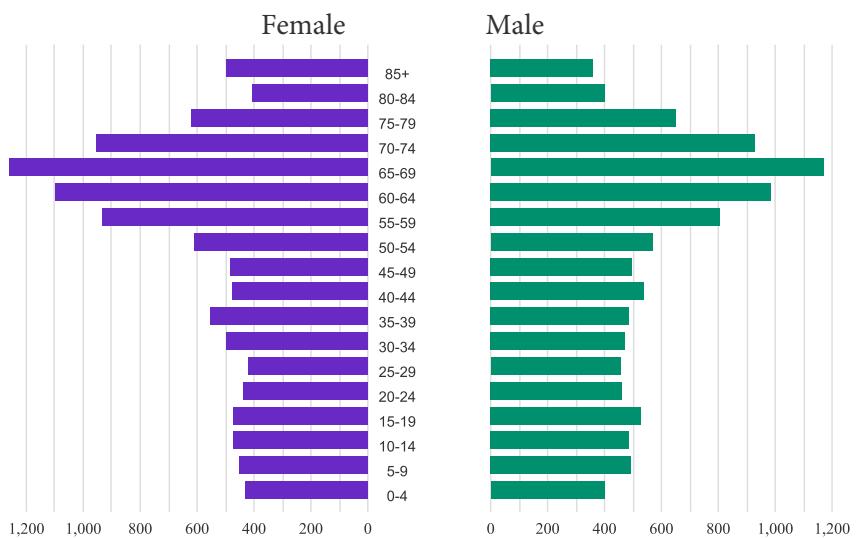
Source: Leelanau County Population - ACS Survey 2019 5-year estimates.
<https://censusreporter.org/profiles/05000US26089-leelanau-county-mi/#age>

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

Total Population in 2010



Total population in 2020



Historical population

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

U.S. Decennial Census

Source: Census Bureau

EVALUATING CAPITAL IMPROVEMENT PROJECT REQUESTS

Criteria

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

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

Project Ranking

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

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

Project Prioritization

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

PRIORITY 1 - Urgent

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

- longer range planning; or
- Satisfies a legal obligation.
- Meets requirements imposed by others which have a short time frame to complete.

PRIORITY 2 - Important

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

PRIORITY 3 - Desirable

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

DEFINITIONS

Maintenance Budget (Short term Element 1 year)

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

Capital Improvement Program (6 years)

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

Capital Improvement Project

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

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

Criteria

A means to evaluate proposed capital improvement project requests.

Facility

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

Parcel

Land owned by the County.

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

CAPITAL PROJECT FINANCING

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

“Pay-as-you-go”

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

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

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

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

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

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

Bonds¹

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

General Obligation Bonds

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

Limited General Obligation Bonds

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

Revenue Bonds

Revenue bonds are secured only by the net revenues a project generates. Typical public

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

Lease Financing

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

Property Disposal

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

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

COMMISSIONS AND AUTHORITIES

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

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

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

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

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

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

Part II: Existing Capital Facility Inventory

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

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

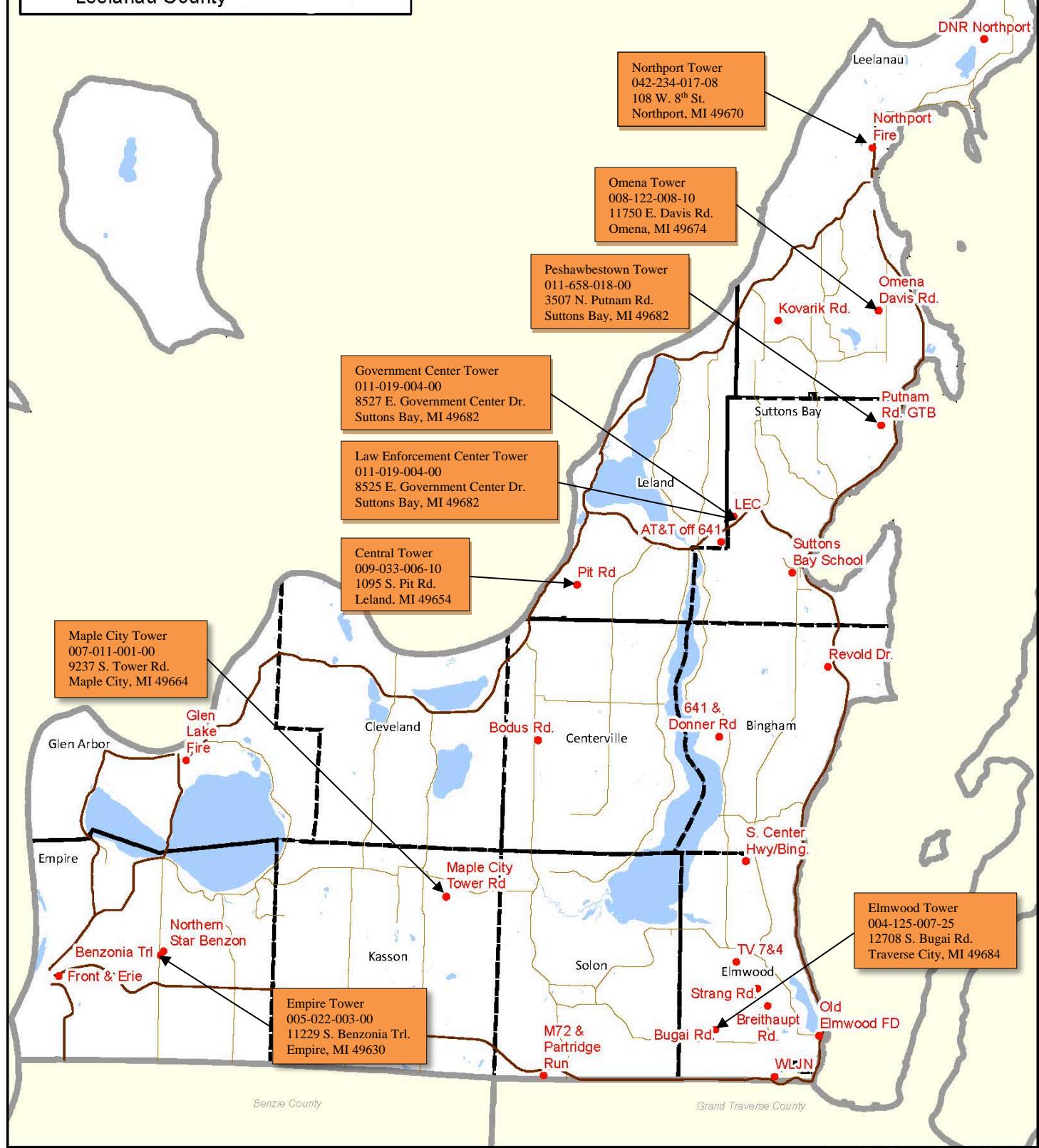
Location Address		Location Description		
1.	8527 East Government Center Drive, Suttons Bay, MI 49682	Government Center		
	Building Description	Building Value	Contents Value	Total Value
	Government Center	\$12,126,609	\$6,418,960	\$18,545,569
	Law Enforcement Center	\$10,032,966	\$974,380	\$11,007,346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

Location Address		Location Description		
6.	8854 South Dunns Farm Road, Maple City, MI 49664	Old Settlers Park		
	Building Description	Building Value	Contents Value	Total Value
	Chapel	\$118,608	\$5,626	\$124,234
	Service Building	\$17,435	\$6,932	\$24,367
	Restrooms	\$42,491	\$0	\$42,491
	Location Totals	\$178,534	\$12,558	\$191,092
Location Address		Location Description		
7.	3990 S. Maple Valley Rd., Suttons Bay, MI 49682	Veronica Valley County Park		
	Building Description	Building Value	Contents Value	Total Value
	Pole Building	\$65,658	\$49,155	\$114,813
	Location Totals	\$65,658	\$49,155	\$114,813
Location Address		Location Description		
8.	11229 Benzonia Trail, Empire, MI 49630	Empire Tower		
	Building Description	Building Value	Contents Value	Total Value
	Empire Tower	\$0	\$86,137	\$86,137
	Location Totals	\$0	\$86,137	\$86,137
Location Address		Location Description		
9.	12708 S. Bugai Road, Traverse City, MI 49684	Elmwood Tower		
	Building Description	Building Value	Contents Value	Total Value
	Elmwood Tower	\$0	\$54,949	\$54,949
	Location Totals	\$0	\$54,949	\$54,949
Location Address		Location Description		
10.	3507 N. Putnam Road, Peshawbestown, MI 49862	Peshawbestown Tower		
	Building Description	Building Value	Contents Value	Total Value
	Peshawbestown Tower	\$0	\$37,971	\$37,971
	Location Totals	\$0	\$37,971	\$37,971

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

Communication Tower Sites

Leelanau County



1 inch = 3 miles

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

Liber 355, Page 988

Deed Recorded: December 30, 1992

Cost: \$40,000

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

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

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

Deed Recorded: December 21, 2000

Cost: \$370,000

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

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

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

Deed Recorded: TBD

Cost: \$435,650

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

- No lessees under contract for this tower at this time

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Leelanau County Tower Sites

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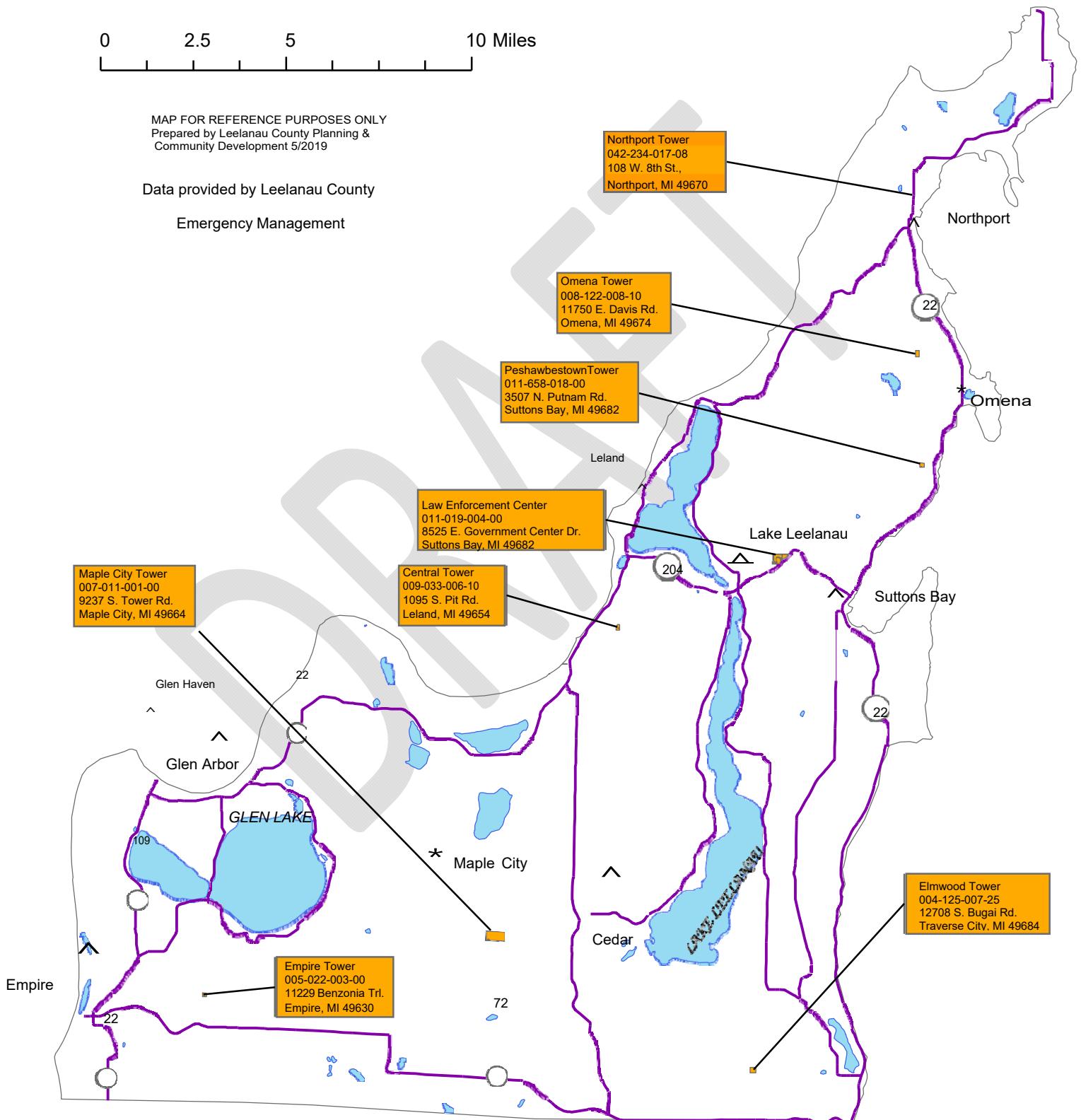
Leelanau County Tower Sites

0 2.5 5 10 Miles

MAP FOR REFERENCE PURPOSES ONLY
Prepared by Leelanau County Planning &
Community Development 5/2019

Data provided by Leelanau County

Emergency Management



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

Liber 355, Page 988

Deed Recorded: December 30, 1992

Property Cost: \$40,000

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

- Consumers Energy (2031) approximately \$35,000 annually with a 2% annual increase.
- AT&T (2030) approximately \$30,000 annually with a 3% annual increase
- Verizon (2028) approximately \$51,000 annually with a 3% annual increase
- Cherry Capital Connection (2033) approximately \$1,500 annually with a 5% per term increase
- Baraga Broadcasting (2021) approximately \$6,700 annually with a 2% annual increase
- Elevate Net (2033) approximately \$1,900 annually with a 5% per term increase
- Aspen Wireless & Agri-Valley in negotiations for tower contract

Elmwood Tower
12708 S. Bugai Rd. Traverse City MI 49684
Property Tax ID# 004-125-007-25, 400' tower

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

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

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

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

Liber 563, Page 394

Deed Recorded: December 21, 2000

Property Cost: \$370,000

This is a 190' free-standing lattice structure (2003, modified 2012). The County owns the tower and the property it sits on. The County manages this site.

- Cherry Capital Connection (2033) approximately \$1,500 annually with a 5% per term increase
- Elevate Net (2033) approximately \$1,900 annually with a 5% per term
- Aspen Wireless & Agri-Valley in negotiations for tower contract

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

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

- AT&T (2030) approximately \$23,000 annually with a 3% annual increase
- Verizon (2028) approximately \$41,000 annually with a 3% annual increase
- Cherry Capital Connection (2033) approximately \$1,500 annually with a 5% per term increase
- Elevate Net (2033) approximately \$1,900 annually with a 5% per term
- Aspen Wireless & Agri-Valley in negotiations for tower contract

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

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Northport Tower

108 W. 8th St.

Northport, MI 49670

Property Tax ID# 042-234-017-08

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

- AT&T (2030), approximately \$44,000 annually with a 3% annual increase
- Cherry Capital Connection (2033) approximately \$1,500 annually with a 5% per term increase
- Elevate Net (2033) approximately \$1,900 annually with a 5% per term increase
- Aspen Wireless & Agri-Valley in negotiations for tower contract

Omena Tower

11750 E. Davis Rd.

Omena, MI 49674

Property Tax ID# 008-122-008-10

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

- AT&T (2030) approximately \$43,000 annually with a 3% annual increase.
- Cherry Capital Connection (2033) approximately \$1,500 annually with a 5% per term increase
- Elevate Net (2033) approximately \$1,900 annually with a 5% per term increase
- Aspen Wireless & Agri-Valley in negotiations for tower contract

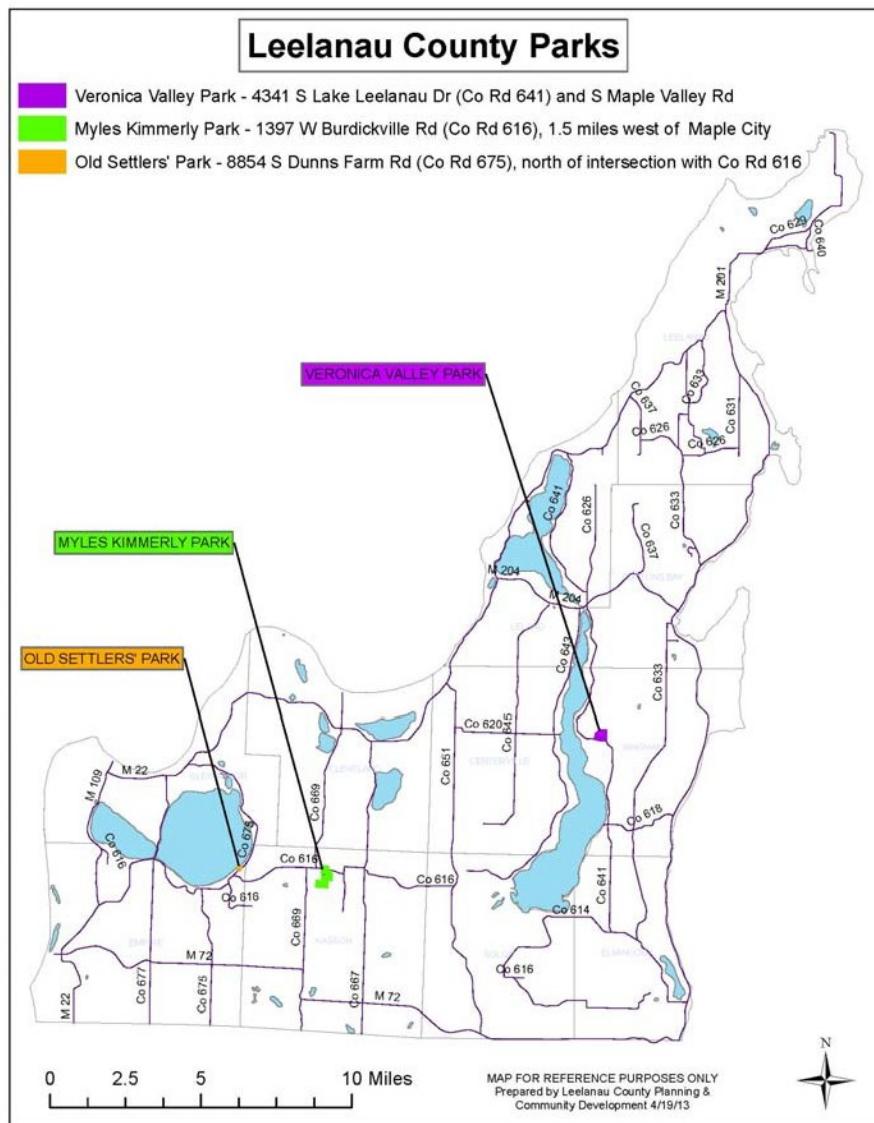
Peshawbestown Tower

3507 N. Putnam Rd.

Suttons Bay, MI 49682

Property Tax ID# 011-658-018-00

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



Myles Kimmerly Recreation Area
Kasson Township Size:143 acres

Old Settlers' Park
Empire Township Size: 6.5 acres
Property Tax ID# 005-001-001-00
Liber 40, Page 621 Liber45, Page 175
Deed Recorded: June 26, 1912, Cost: \$450 Deed Recorded: May 1, 1917, Cost: \$75

Veronica Valley Park
Bingham Township Size: 92.3 acres
Property Tax ID# 001-112-010-60 & Property Tax ID# 001-113-001-00
Liber 990 Page 899 Liber 998, Page 936
Deed Recorded: October 31, 2008 Cost: \$851,528 Deed Recorded: February 3, 2009 Cost: \$23,841

Myles Kimmerly Recreation Area
Maple City
Property Tax ID# 007-004-013-00, 007-009-004-00
Size: 143 acres

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

Facilities include:

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



4H Livestock Arena

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

Facilities include:

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



Renovations:

Landscaping was done in 2000 with grant funds.

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

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

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

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

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

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

Facilities include:

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

Sample activities include:

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

Renovations:

A new dock was built in 2000

Chapel foundation restored in 2002.

Cost: \$18,000



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

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

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

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

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

Facilities include:

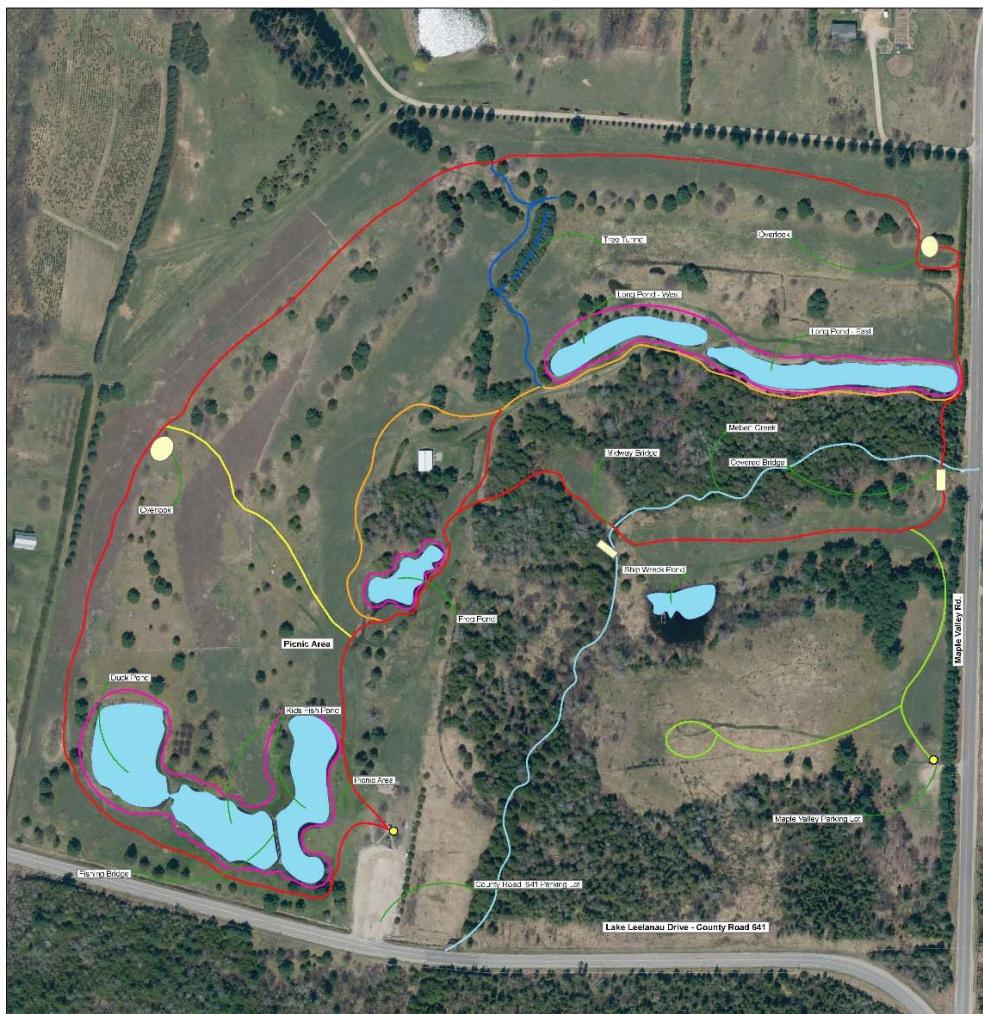
1. Pole barn (24' by 32')
2. Two water wells
3. Septic system
4. Electricity
5. Drinking water fountain
6. Small playground – swings & climber
7. ADA trail access to fishing ponds



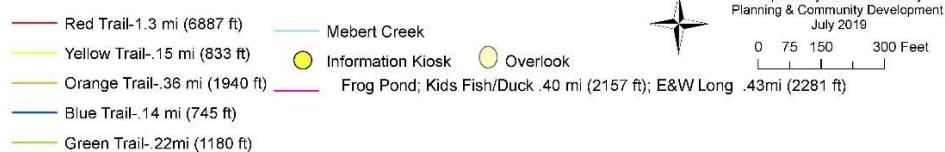
Sample proposed activities:

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

Veronica Valley Park



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





Leelanau County Recycling Sites

Leelanau County, Michigan - Jan 2022

Locations:

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



Leelanau County Recycling Guide

Leelanau County, Michigan

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1 inch = 4 miles

Part III: Recommended Capital Improvement Projects

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

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

DRAFT

**Insert Chart of Projects
and Projected Costs over 6 years**

PART IV: Recommendations

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

Recommendations

1. Adopt the CIP

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

2. Maintain Capital Improvement Planning

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

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

3. Adopt Submittal Form

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

4. Capital Fund

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

5. Capital Improvements

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



Native plantings at the Government Center

Leelanau County Capital Improvement Program (CIP) **Submittal Form**

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

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

Project title: _____ Department: _____

Prepared by: _____ Date Prepared: _____

CIP ID#: _____ Anticipated Start Date: _____

Check one: New Project Revision of Already Submitted Project

I) PROJECT

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

B) JUSTIFICATION

If desirable, provide attachments with more details

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

- NO
 YES (must identify): _____

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

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

- NO
 YES

Please describe the community's legal obligation:

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

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

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

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

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

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

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

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

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

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

- YES: Please check all appropriate box(es)
 Governing body
 Planning Commission
 Prior year budget: _____
- NO

F) Total estimated cost: \$ _____

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

- Cost of comparable facility/equipment
 Cost estimate from engineer/architect
 Rule of thumb indicator/unit cost
 Preliminary estimate
 Ball park "guesstimate"

2) List all funding options available for this project:

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

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

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

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

II) EQUIPMENT

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

Department: _____

Form of acquisition: Please check one of the following:

- Purchase
- Rental/lease

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

B) Justification

Purpose of expenditure: Please check appropriate box(es)

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

C) Cost Factors

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

Replaced item(s): attach separate page if necessary

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

Trudy Galla

From: Trudy Galla
Sent: Thursday, July 7, 2022 11:01 AM
To: Matt Nordfjord
Cc: Gwen Kamm; Chet Janik; Laurel Evans
Subject: RE: Voting, Quorum

Expires: Tuesday, January 3, 2023 12:00 AM

Thank you for your response. I'll update the county planning commission.

Trudy

From: Matt Nordfjord <mnordi@cstmlaw.com>
Sent: Thursday, July 7, 2022 10:23 AM
To: Trudy Galla <tgalla@leelanau.gov>
Cc: Gwen Kamm <gkamm@cstmlaw.com>; Chet Janik <cjanik@leelanau.gov>; Laurel Evans <levans@leelanau.gov>
Subject: Re: Voting, Quorum

Hi Trudy –

As drafted, Section 6.1 provides a sliding scale for what constitutes a quorum. Taking the situation at hand: 9 active members means that a quorum is 5. Once the vacancies are filled so there are 11 active members, quorum is 6.

As for voting, under the 9 member scenario: if 5 show up then we have a quorum and it takes 3 votes to approve business items by the planning commission. Similarly, once it is back to 11 (same if 10) and 6 show up it takes 4 votes to approve business items.

This is currently drafted in the manner it appears to be intended to operate based on the prior revision to 6.1.

Please contact me with any questions or concerns.

Thanks,

Matt Nordfjord, Shareholder
Cohl, Stoker & Toskey, PC
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On Jul 6, 2022, at 3:08 PM, Trudy Galla <tgalla@leelanau.gov> wrote:

Gwen;

Can you please have someone review this and respond so I can have an answer for the county planning commission?

The Leelanau County Planning Commission is an 11 member commission. We currently have 9 members as 2 members resigned last week. At the meeting last Tuesday, members questioned what a ‘quorum’ and ‘voting’ would now mean for the planning commission since we only have 9 members and the County Board will probably not appoint new members before the end of this year.

Below is what is in our bylaws. I know Section 6.1 was changed years ago so we could be clear that if members stepped down or we couldn’t fill all 11 positions, the quorum would be of the actual members left on the commission. Perhaps Section 6.1 should say “A majority of the members appointed and serving....”

ARTICLE VI: QUORUM

Section 6.1 - Quorum

A majority of the appointed members of the Commission present at a regular or special meeting shall constitute a quorum to take action at any meeting.

Section 3.6 - Voting

An affirmative vote of the majority of a quorum of the Commission present for the conduct of business shall be required for the approval of any requested action or motion placed before the Commission except for procedural motions as prescribed in Roberts Rules of Order. Voting shall ordinarily be voice vote; provided however that a roll call vote shall be required if requested by any Commission member or directed by the Chairperson. All members of the Commission including the Chairperson shall vote on all matters, but the Chairperson shall vote last. Any member may be excused from voting only if that person has a bona fide conflict of interest as recognized by the majority of the remaining members of the Commission, as outlined in Section 3.7. A member may not abstain from voting unless there is a recognized conflict of interest.