

NOTICE OF MEETING

The Leelanau County Board of Commissioners will hold its Organizational Session on Wednesday, January 3, 2024, at 9:30 a.m., in the Commissioner Meeting Room, Leelanau County Government Center, Suttons Bay, Michigan

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

(Please silence any unnecessary cellular/electronic devices)

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

TENTATIVE AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

ROLL CALL

PUBLIC COMMENT

COMMISSIONER COMMENT

AGENDA ADDITIONS OR DELETIONS

APPROVAL OF AGENDA

ACTION ITEMS:

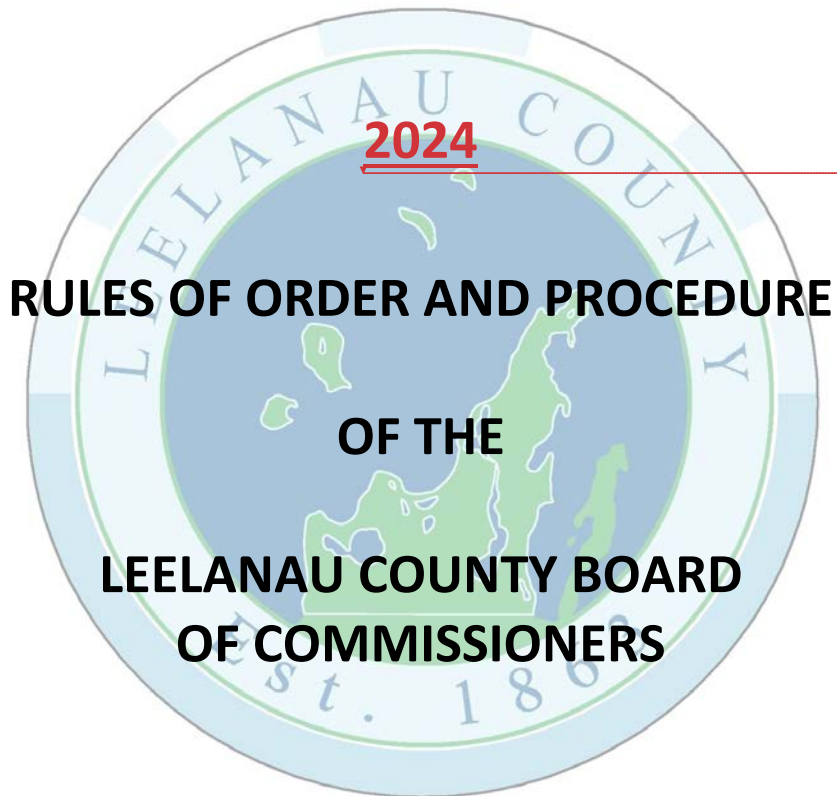
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- 1. Election of Vice-Chairman, One-Year Term.
- 2. Approval of 2024 Rules of Order and Procedure. 2-18
- 3. Approval of 2024 Meeting Schedule. 19
- 4. Continuation of Monthly Updates from Individual Departments and Agencies. 20
- 5. Commissioner Appointments to Boards, Commissions, Committees, and Authorities. 21-22
- 6. Commissioner Appointments to Standing Committees.
- 7. Corporate Counsel Contract and Process. 23-27
 - a. Closed Session Request – *to discuss a written attorney-client privileged communication from the County’s civil counsel dated August 12, 2020, per MCL 15.268(h).*

PUBLIC COMMENT

COMMISSIONER COMMENTS

MOTION TO ADJOURN



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~~2024 Rules of Order and Procedure~~
~~WORKING DRAFT; 12/18/2023~~

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Article VI – Conduct of Regular Meetings of the Board of Commissioners *(continued)*

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**ARTICLE I
BOARD MEETINGS – TIME AND PLACE**

A. Regular, Executive Board of Commissioners and Adjourned Regular Meetings

The Board of Commissioners shall convene for the purpose of holding meetings in the Board of Commissioners Meeting Room, Leelanau County Government Center, 8527 E. Government Center Drive, Suttons Bay, Michigan, or such other place as provided by public notice, pursuant to the Open Meetings Act, 1976 PA 267, as amended, on the days listed below. The said meetings shall convene at the times indicated, except as otherwise provided in these rules.

1. **Organizational Meeting** – first Tuesday of January at 9:00 a.m.
2. **Executive Board of Commissioners Meeting** – second Tuesday of January at 9:00 a.m.
3. **Regular Board Meeting** – third Tuesday of January at 7:00 p.m.
4. **Executive Board of Commissioners Meeting** – second Tuesday of February at 9:00 a.m.
5. **Regular Board Meeting** – third Tuesday of February at 7:00 p.m.
6. **Executive Board of Commissioners Meeting** – second Tuesday of March at 9:00 a.m.
7. **Regular Board of Commissioners Meeting** – third Tuesday of March at 7:00 p.m.
8. **Executive Board of Commissioners Meeting – second Tuesday of April at 9:00 a.m.**
9. **Statutory Equalization Meeting Special Session**, (MCL 209.5) – second Tuesday of April at 10:30 a.m., or immediately following the Executive Board Session, whichever is later
10. **Regular Board Meeting** – third Tuesday of April at 7:00 p.m.
11. **Executive Board of Commissioners Meeting** – second Tuesday of May at 9:00 a.m.
12. **Regular Board Meeting** – third Tuesday of May at 7:00 p.m.
13. **Executive Board of Commissioners Meeting** – second Tuesday of June at 9:00 a.m.
14. **Regular Board Meeting** – third Tuesday of June at 7:00 p.m.
15. **Executive Board of Commissioners Meeting** – second Tuesday of July at 9:00 a.m.
16. **Regular Board Meeting** – third Tuesday of July at 7:00 p.m.
17. **Executive Board of Commissioners Meeting** – second Tuesday of August at 9:00 a.m.
18. **Regular Board Meeting** – third Tuesday of August at 7:00 p.m.
19. **Executive Board of Commissioners Meeting** – second Tuesday of September at 9:00 a.m.
20. **Regular Board Meeting** – third Tuesday of September at 7:00 p.m.
21. **Executive Board of Commissioners Meeting** – first Tuesday of October at 9:00 a.m.
22. **Statutory Annual Meeting** – second Tuesday of October at 7:00 p.m.
23. **Executive Board of Commissioners Meeting** – second Tuesday of November at 9:00 a.m.
24. **Regular Board Meeting** – third Tuesday of November at 7:00 p.m.
25. **Executive Board of Commissioners Meeting** – second Tuesday of December at 9:00 a.m.
26. **Regular Board Meeting** – third Tuesday of December at 7:00 p.m.

Any other meetings not listed above shall be special meetings or adjourned sessions of regular scheduled meetings. Unless the Board provides otherwise, the motion to “adjourn” any meeting of this Board, whether Executive Board of Commissioners, Regular, or Special shall mean to adjourn to the next succeeding regular meeting on the list above.

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B. Special Meetings

The Board shall convene for the purpose of holding special meetings only upon the written request of at least one third of the commissioners, to the county clerk, specifying the time, date, place and the purpose of such meeting. When a special meeting is called by written request, the county clerk shall immediately communicate the written request to each commissioner within 24 hours in one or more of the following ways:

- Via confirmed facsimile to the commissioner’s residence;
- Via personal delivery of the notice to the commissioner;
- Leaving the notice at the home of the commissioner;
- Via confirmed telephone call to commissioner’s residence; or
- Via confirmed email.

The clerk shall post a public notice at least eighteen (18) hours before the meeting, as required by the Open Meetings Act, 1976 PA 267, as amended.

C. Meetings on Legal Holidays

A Regular, Executive Board of Commissioners Meeting or adjourned meeting of the Board that falls on a legal holiday shall automatically be set over to the next working day following, that is not a legal holiday, at the same time and place indicated on the original meeting notice.

**ARTICLE II
CHAIRPERSON**

A. Election

At the first meeting in each odd numbered calendar year, the Board shall elect, from among its members, a Chairperson and in each calendar year a vice-chairperson, who shall take office and assume their respective duties immediately upon their election provided that the Constitutional Oath of Office had been administered previously by the appropriate officials. The concurrence of a majority of all members of the Board shall be necessary for election.

B. Duties

The chair (and during any absence of the chair, the vice-chairperson) shall preside at all meetings of the Board and shall decide all questions of order, subject to appeal to the Board. It is the responsibility of the Chairperson to appoint standing and special committees, with approval of the Board of Commissioners. The vice-chairperson shall hold office for one year, and the Chairperson shall hold office for two years or until their successors are duly elected and qualified.

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C. Orientation Session

For the purpose of more fully informing the new members of the Board of Commissioners about the workings and procedure of Leelanau County government, the Chairperson of the Board may provide for an orientation session for the purpose of explaining the structure, functions and procedures of county government.

**ARTICLE III
CLERK OF THE BOARD / OPEN MEETINGS ACT**

A. Official Clerk and Duties

The duly elected clerk of Leelanau County shall be the clerk of the Board. In the clerk’s absence, the duly appointed deputy clerk shall perform all duties pertaining to such office, as required by law.

B. Minutes

Proposed minutes of all County Board meetings shall be ready for public release no later than eight (8) working days following the meeting date pursuant to the requirements of the Open Meetings Act. Recordings of all Board meetings shall be retained until minutes are approved.

C. Open Meetings Act Posting

The clerk or deputy clerk shall perform all posting functions required by the Open Meetings Act, 1976 PA 267, as amended.

D. Prior Notice of Absence

Board members should notify the county clerk or the county administrator at the earliest available opportunity for any absences prior to the meeting. Notification of said absences will be documented in the meeting minutes.

**ARTICLE IV
EXECUTIVE BOARD OF COMMISSIONERS MEETING**

Executive Board of Commissioners Meeting *(All Commissioners)*

This meeting is comprised of all seven elected County Commissioners and shall meet as a whole as noted Under Article I-A. The primary objective of this meeting shall be to conduct extensive research and discussion on matters dealing with county issues and finances for presentation/ recommendation at the Regular Board meeting, or Special Board meetings as needed. The Chairperson shall conduct the overall order of business so as to permit free and informal discussion of the agenda items presented.

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1. Matters presented at the Executive Board of Commissioners meeting may or may not be recommended to the full Board, based on a majority vote of those elected.
2. The Commissioners shall make NO final decisions at the Executive Board of Commissioners meeting. This power is expressly reserved for the Board of Commissioners when meeting in a Regular Session or Special Session.
3. An item/issue at the Executive Board of Commissioners meeting that does not receive a majority vote for recommendation, may be added to the Regular Session agenda as a late addition, if a motion is made and seconded at said meeting and agreed to by a majority vote of the Board of Commissioners elected.
4. Any question at the Executive Board of Commissioners meeting that does not receive a majority vote of support for recommendation to the Regular Session or Special Session of the Board of Commissioners may be reconsidered at the same meeting or at any succeeding Executive Board of Commissioners meeting. A simple majority vote is needed to place the item on the Executive Board of Commissioners agenda if said topic previously failed to receive a majority vote for recommendation.
5. Discussion may take place on items on the Executive Board of Commissioners meeting agenda without a recommendation being made.
6. Recommendations will only be allowed to have one amendment to an amendment, which are germane to the original recommendation. All amendments must be in writing to the County Clerk or staff.
7. The Order of Precedence of Motions will be as outlined in Article VI, F, 2 a-h.
8. It is the goal of the Board of Commissioners to complete the Executive Board meeting within a five-hour period or less (9:00 a.m. to 2:00 p.m.). At the end of the five-hour period, a vote will be taken to determine if the meeting will be adjourned, recessed, or continued to the completion of the agenda.

**ARTICLE V
COMMITTEES**

A. Commissioner Appointment – Standing Committees

The Chairperson of the Board shall appoint, with the approval of a majority of the Board members, commissioners to their areas of responsibility under the designated standing committees and/or commissions. The commissioner so appointed shall be responsible for reporting back to the full Board of Commissioners. No commissioner shall be appointed to a committee and/or commission without their consent.

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B. Select Committee

The Chairperson of the Board of Commissioners, with the approval of a majority of the Board members, shall establish select committees, as needed, to study a particular one-time issue, problem or requirement. Normally, the commissioner in whose district the issue exists shall be appointed unless there is a conflict. The chairperson for each select committee shall schedule meetings and locations to accomplish the task at hand. The select committee shall be dissolved at the completion of the issue.

C. Committee Procedures

The board member assigned to a committee may be authorized to request additional help to research, analyze, and make recommendations on specific matters before the Board of Commissioners. In addition, these procedures applicable to each committee, board or commission shall be followed:

1. Upon majority vote, recommendations and resolutions shall be developed and presented to the full Board.
2. Provisions will be made for separate committee minutes to be taken and provided to the Board of Commissioners and administrator’s office for consideration.
3. Meeting schedules, except those set forth in these rules shall be at the discretion of the Chairperson of the respective board, commission or committee, subject to the posting requirements of the Open Meetings Act.
4. No scheduled committee meeting set forth by these rules shall be changed to another time or date unless all members are polled and a majority agree to the change.
5. All Committees are required to comply with the requirements of the Open Meetings Act.
6. All Committees including the Executive Board of Commissioners shall refer for final decisions on all matters to the Regular Board of Commissioners meeting as this power is expressly reserved for the Board of Commissioners.
7. Public meeting notices shall be posted and published in coordination with the county clerk as required by the Open Meeting Act, 1976 PA 267, as amended.

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D. Committee Meetings

Meetings of the Executive Board of Commissioners, standing committee, or select committees may be convened by its Chairperson or a majority of its members upon reasonable notice of at least 24 hours to its members and the Board Chairperson provided said notice complies with the Open Meetings Act, 1976 PA 267, as amended. A quorum shall consist of a majority of the committee members. Each committee shall have a prepared agenda including all items to be considered prior to the committee meeting; however, late

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items may be added with the concurrence of a majority of the quorum present. All committees shall keep minutes of their meetings as required by the Open Meetings Act, 1976 PA 267, as amended. Every committee shall provide an opportunity for the public to be heard. Members of the public may address the Executive Board of Commissioners and other committees for up to five (5) minutes per person or longer at the discretion of the chairperson, after they identify themselves and are recognized by the chairperson.

**ARTICLE VI
CONDUCT OF REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS**

- A. Chairperson**
The Chairperson shall take the Chairperson’s seat on the date and hour set forth for regular meetings or at the time and date of any other meetings as may be provided by these rules.

- B. Quorum**
A majority of the members of the Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the county.

- C. Adoption of Measure**
For the final passage or adoption of a measure or resolution, or the allowance of a claim against the county, a majority of the members elected and serving shall be necessary.

- D. Order of Business – Agendas**
 - 1. Executive Board Agenda**
 - a) Call to Order
 - b) Pledge of Allegiance
 - c) Moment of Silence/Personal Prayer
 - d) Roll Call
 - e) Approval of Agenda and Late Additions or Deletions
 - f) Communications, Proclamations, Presentations
 - g) Public Comment (*up to three [3] minutes per person, agenda-specific*)
 - h) Commissioner Comments
 - i) Consent Agenda Items
 - j) Action Items
 - k) Review of Financials
 - l) Special Reports by Staff, Commissioners and Affiliated Agencies
 - m) Public Comment (*up to five [5] minutes per person [General]*)
 - n) Commissioner Comments
 - o) Approval of Financials
 - p) Adjournment

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2. **Regular Session Agenda**

- a) Call to Order
- b) Pledge of Allegiance
- c) Moment of Silence/Personal Prayer
- d) Roll Call
- e) Approval of Board Minutes
- f) Approval of Agenda and Late Additions or Deletions
- g) Communications, Proclamations, Presentations
- h) Public Comment (*up to three [3] minutes per person*)
- i) Commissioner Comments
- j) Consent Agenda Items
- k) Action Items
- l) Review of Financials
- m) Committee Reports, Recommendations, and Resolutions
- n) Special Reports by Staff, Commissioners and Affiliated Agencies
- o) Public Comment (*up to five [5] minutes per person [General])*
- p) Commissioner Comments
- q) Approval of Financials
- r) Adjournment

3. **Special Session Agenda**

- a) Call to Order
- b) Pledge of Allegiance
- c) Moment of Silence/Personal Prayer
- d) Roll Call
- e) Public Comment (*up to three [3] minutes per person*)
- f) Commissioner Comments
- g) Action Item(s)
- h) Public Comment (*up to five [5] minutes per person*)
- i) Commissioner Comments
- j) Adjournment

Members of the public may address the Board of Commissioners, Executive Board of Commissioners, and other committees for up to five (5) minutes per person or longer at the discretion of the Chairperson, after they identify themselves and are recognized by the Chairperson.

4. **Specific Agenda Priorities**

All matters shall be placed upon the agenda within the applicable subcommittee section.

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5. **Agenda Deadline**

A Commissioner, an Elected Official, a Department Head or an Affiliated Agency wishing to meet with the Board, or have an item placed on the agenda for the Board, must notify the administrator’s office six working days preceding the scheduled meeting date. However, an item may be added to the agenda at any meeting prior to the closing of the agenda and considered or referred to a committee if agreed to by a majority vote of the Board or committee to which the request was made. Further, the Chairperson shall not have the final decision on the agenda.

6. **Late Items**

Late items shall be distributed to all commissioners no later than at the beginning of the Board meeting and shall be announced by title with appropriate agenda numbers, and may be considered if approved by majority vote of the Board. A five-minute recess shall be granted at the request of any commissioner prior to consideration of each late item. Late items shall only be considered if a majority of the Board votes to do so.

7. **Consent Agenda**

Consent agenda items will be recommended by the County Administrator and approved by the Board Chairperson, prior to the distribution of the agenda. A consent agenda may be presented by the Board Chairperson at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one Commissioner. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Chairperson.

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial.

8. **Agenda Availability**

An agenda for each meeting shall be sent at least 24 hours in advance to be received in a timely manner by each commissioner as well as being made available to the public and news media.

E. **Rights and Duties of Members (at Executive Board of Commissioner meetings, Regular Board of Commissioner meetings and Special Sessions):**

1. **Speaking Priorities –**

- The sponsor of any properly moved and seconded motion, resolution, ordinance or report shall have the right to speak for five (5) minutes after the formal introduction and prior to any discussion on the floor.

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- No commissioner shall speak a second time on a question until all others who wish to speak have had an opportunity to speak at least once.
 - When two or more members address the Chairperson at the same time, the Chairperson shall designate the member who is to speak first; but in all other cases, the member who shall first address the Chairperson shall speak first but is limited to no more than five (5) minutes.
 - Only members of the Board of Commissioners shall be given the right to speak during any Board meeting except:
 - a) A county staff person or elected official when information or report pertinent to their office is requested by a Board member.
 - b) Any member of the public, recognized by the Chairperson, not to exceed five (5) minutes per person.
 - No member, while addressing the Board shall be interrupted except to be called to order; and thereupon, the member shall cease talking.
2. **Voting** – Every commissioner shall vote on all questions unless excused by the Chairperson for substantial reason. The Chairperson shall also vote on all questions unless excused by the Board for a valid reason.
 3. **Interruption/Leaving** – No member shall interrupt a meeting for private discourse or leave a meeting prior to adjournment unless excused by the Chairperson. The clerk shall record the time and point in the proceedings at which a member enters or leaves a meeting.
 4. **Order and Decorum** – The Chairperson shall at all times preserve order and decorum pursuant to these rules.

F. Off-Site Participation in Commissioner Meetings by Commissioners

1. Currently, off-site participation is not allowed by the Michigan Open Meetings Act, except for members on military duty, and as a necessary disability accommodation under State or federal law. Provided the requirements of the Open Meetings Act are met, Commissioners unable to attend due to military duty shall be permitted to participate remotely in Commissioner committee and board meetings by Skype/Facetime/Polycom or similar remote access technology available to the County and member. Members requesting and are granted a disability accommodation by the County Board under State or federal disability laws may also attend Commissioner committee and board meetings by Skype/Facetime/Polycom or similar remote access

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technology available to the County and member, provided the requirements of the Open Meetings Act are met. Members attending remotely under this subsection shall be permitted to participate in the discussion and votes of Commissioner committee and board meetings, shall be considered present, and counted toward a quorum.

2. If the Michigan Open Meetings Act is modified to permit remote meetings more broadly, Commissioners can participate remotely with advance notice of preferably 48 hours, Commissioners are allowed to participate in board meetings via Skype/Facetime/Polycom technology. Participation is contingent upon an on-site quorum of the Board of Commissioners, availability of equipment and requires that the Commission chambers be set up so that interaction among all Commissioners is possible.
 - a. Board members participating in the meeting by Skype/Polycom/Facetime or similar remote access technology available to the County and member shall be present at the beginning of the meeting and have the right to vote on any issue properly before the Board.
 - b. Off-site participation in meetings is limited to two meetings per year for each individual Commissioner, except for members attending remotely due to military duty or a disability accommodation.
 - c. These guidelines are subject to modification if the Open Meetings Act is revised.

G. Motions, Resolutions and Committee Reports

To provide an orderly flow of items before the Board (at all meetings – Executive Board of Commissioners, Regular Meeting and Special Session), agenda items shall be scheduled according to subject matter and committee interest. If the item needs to be considered by more than one committee, it will be scheduled during the Executive Board of Commissioners meeting or Regular Board meeting.

1. **No motion shall be debated or voted on unless seconded.** Any motion may, with the permission of the person who moved and seconded it, be withdrawn at any time before it has been adopted.
2. **Order of Precedence of Motions** – When a motion is seconded and before the Board, no other motion shall be received except the following:
 - a) **To adjourn** (end meeting now) – *not* debatable.
 - b) **To raise a question of privilege** (welfare of individual/assembly) – *not* debatable.
 - c) **To lay on the table** (set aside temporarily) – *not* debatable.
 - d) **To call for the previous question** (stop debate) – *not* debatable.
 - e) **To limit or extend limits of debate** (shorten or lengthen debate) – *not* debatable.
 - f) **To postpone to a certain date** (put off to another time) – debatable.

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- g) **To commit or refer or recommit to a committee** (let a committee investigate) – debatable.
- h) **To amend** (change a motion) – debatable (See #5 Amendments below.)

These motions shall have precedence in order named.

3. **Motion to Adjourn** – A motion to adjourn shall always be in order except while a vote is being taken on any other motion already before the Board or when a member has the floor.
4. **Motion to Reconsider** – Applies to the Regular Meeting of the Board of Commissioners and Special Sessions only. A first motion for the reconsideration of any question shall be in order if made on the same day or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made; providing, however, that a second reconsideration of any question or a reconsideration at a later date may be had with the consent of two-thirds (2/3rds) of the members elected and serving, but in such an event, the moving member shall file written notice of their intention to move for a reconsideration in the office of the clerk at least one day before making such a motion.
5. **Amendments** – No motion or proposition not germane to a subject under consideration shall be admitted under cover of an amendment. Commissioners shall give all amendments in writing to the clerk. The clerk shall read it back prior to a vote being taken on the subject. Only one (1) amendment to an amendment is allowed.
6. **Resolutions and Ordinances** – Resolutions shall be considered in the order in which they are received unless otherwise ordered by the Board. All resolutions shall be presented to the Board in writing, and be included in the Executive Board Packet. This excludes all internal financial resolutions.
7. **Division of Question** – Upon request by any member, any question may be divided and separated into more than one question; provided, however, that such may be done only when the original is of such nature that, upon division, each of the resulting questions is a complete question permitting independent consideration and action. Such request for any member does not need a second or a vote of the Board in order for the question to be considered, provided that the other provisions of this section are met.

H. Appeal from Decision of Chairperson

When an appeal is taken from a decision of the Chairperson, the member taking the appeal shall be allowed to state their reason for doing so. The question shall be then immediately put in the following form, “Shall the ruling of the Chairperson be sustained?” The question shall be determined by a majority vote of the members present, except the vice-chairperson shall preside over such vote.

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I. Public Meetings

All Board and committee meetings shall be open to the public as required by the Open Meetings Act, 1976 PA 267, as amended.

J. Comments from the Floor

Only members of the Leelanau County Board of Commissioners shall be given the floor to speak during any Board or Executive Board of Commissioners meeting, except:

1. Anyone who desires to speak under D.1. (g), D.1. (n) or E.1.(b) of this Article for the time allocated; and
2. County officials or personnel under E.1.(a); and
3. Any person with the consent of the Chairperson or majority of the Board.

4. Public Comment:

- a. For the Executive Board and Regular meetings, public comment shall be limited to no more than three (3) minutes per individual for the first public comment and five (5) minutes per individual for the second public comment on any topic, and for the time limit as stated in these rules except where extended by the Chairperson. For the Executive Board session only, the first public comment will also be limited to agenda-specific issues.
- b. For all other meetings, only one public comment session will be offered after action items and the agenda-specific rule does not apply.

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**ARTICLE VII
VOTING**

A. Roll Call Votes

1. A roll call vote shall be taken on any question when called for by any member of the Board or as required by law. The Chairperson shall determine and announce the outcome of each vote.
2. The names of those who voted for or against the same shall be entered in by district in the minutes. Each member called upon may declare openly and without debate their assent or dissent to the question.

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**ARTICLE VIII
ADMINISTRATOR'S OFFICE**

A. Responsibilities

1. The agenda for each Regular Board meeting, Executive Board of Commissioners meeting, select committee, and special meetings shall be prepared by the administrator's office, sent to all members of the Board of Commissioners for review with final approval from the Chairperson, and then coordinated with the clerk in time for the required Public Notice to be posted.
2. Prior to each meeting, each commissioner, elected official or department head shall be provided the agenda to ensure that they are aware of the items that fall under their oversight or action responsibility.
3. Action agenda items shall be scheduled, including type of presentation, documents or in-person presentation to ensure continuity of category, and time consideration.
4. Individuals wishing to have an item considered by the Board and potentially placed on the agenda for the Executive Board of Commissioners or select Committee meetings must notify their respective Commissioner and the County Administrator at least six (6) working days before the announced or scheduled meeting date, unless waived by the Board.

**ARTICLE IX
ADMINISTRATION**

A. Signing of Documents

The Chairperson shall be the signatory of all contracts, bonds and other documents which requires the signature of the Board of Commissioners. In the event the Chairperson is unable to perform such functions, then the vice-chairperson shall act in the Chairperson's stead.

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B. Notice of Board Action

When the Board has acted upon a written request or demand for action presented to the Board from other than among its membership, the administrator in coordination with the clerk, shall promptly notify the person or agency making the request or demand of the Board's action thereon.

C. Minutes

A copy of the proposed minutes of each Board meeting shall be prepared and delivered to each member of the Board no later than eight (8) working days after the meeting in accordance with the Open Meetings Act, 1976 PA 267.

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~~2024 Rules of Order and Procedure
WORKING DRAFT; 12/18/2023~~

D. Resolutions

All resolutions finally adopted by the Board shall be consecutively numbered by the county clerk in order of their adoption.

E. Motions

All motions finally adopted by the Board shall be consecutively numbered by the county clerk in order of their adoption.

F. Robert’s Rules of Order, Twelfth Edition

The Leelanau County Rules of Order and Procedure supersede Robert’s Rules of Order. The rules of parliamentary practice set forth in Robert’s Rules of Order, revised, shall govern the Board, providing they are not in conflict with the Board’s rules or laws of the State of Michigan.

**ARTICLE X
AMENDMENT TO AND EFFECTIVE DATE OF THESE RULES**

These rules may be amended, suspended, or rescinded only by a majority vote of all the commissioners. They shall remain in effect until rescinded, amended, or suspended.

Any amendment to these rules, properly presented to the Board of Commissioners and adopted, shall take immediate effect unless otherwise stated by the Board at the time of adoption.

**ARTICLE XI
CONCLUSION**

To the extent that any of the rules herein are contrary to statutory requirements, they shall be of no force and effect.

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DRAFT – 2024

**LEELANAU COUNTY BOARD OF COMMISSIONERS
MEETING SCHEDULE**

Please observe the deadlines below for any meeting at which you desire to be heard. Any documents need to be accompanied by a signed Executive Document Summary (EDS) with the appropriate attachments, to be emailed to admin@leelanau.gov. Executive Board Meetings begin at 9:00 a.m.; Regular Meetings begin at 7:00 p.m. The meetings will be held in the Board of Commissioners Meeting Room in the Leelanau County Government Center, unless otherwise noted.

Meeting Date	Type of Meeting	Agenda/EDS Deadline
01/02/24	Organizational Session	
01/09/24	Executive Board	12/26/23
01/16/24	Regular Session	01/08/24
02/13/24	Executive Board	01/30/24
02/20/24	Regular Session	02/12/24
03/12/24	Executive Board	02/27/24
03/19/24	Regular Session	03/11/24
04/09/24	Executive Board (+Statutory EQ Special)	03/26/24
04/16/24	Regular Session	04/08/24
05/14/24	Executive Board	04/30/24
05/21/24	Regular Session	05/13/24
06/11/24	Executive Board	05/28/24
06/18/24	Regular Session	06/10/24
07/09/24	Executive Board	06/25/24
07/16/24	Regular Session	07/08/24
08/13/24	Executive Board	07/30/24
08/20/24	Regular Session	08/12/24
09/10/24	Executive Board/L4029	08/27/24
09/17/24	Regular Session	09/09/24
10/01/24	Executive Board/L4402 Appr. (1st Tuesday)	09/17/24
10/08/24	Annual Session (Second Tuesday)	09/30/24
11/12/24	Executive Board	10/29/24
11/19/24	Regular Session	11/12/24
12/10/24	Executive Board	11/19/24
12/17/24	Regular Session	12/02/24
01/07/25	Organizational Session	
01/14/25	Executive Board	12/30/24
01/21/25	Regular Session	01/13/25

2024 Schedule of Monthly Department Updates to the Board of Commissioners ***DRAFT***

<p>January EB: 1/9 RS: 1/16</p>	<p>Leland Dam Authority Conservation District Veterans Affairs</p>	<p>CONFIRMED: Executive Board CONFIRMED: Executive Board</p>
<p>February EB: 2/13 RS: 2/20</p>	<p>Family Court/Juvenile Justice Update Sheriff Bldg. Safety</p>	
<p>March EB: 3/12 RS: 3/19</p>	<p>BATA..... Road Commission Register of Deeds</p>	
<p>April EB: 4/9 RS: 4/16</p>	<p>NMRE Human Resources..... 86th District Court Steve Currie, MAC.....</p>	
<p>May EB: 5/14 RS: 5/21</p>	<p>Preservation Society/Barn Use Committee 13th Circuit Court Community Corrections Drain Commission</p>	
<p>June EB: 6/11 RS: 6/18</p>	<p>Probate/Family Court..... Northwest Michigan Community Action Agency Treasurer/Land Bank Fast Track Authority Early Childhood</p>	
<p>July EB: 7/9 RS: 7/16</p>	<p>Senior Services Meals On Wheels Area Agency on Aging of Northwest Michigan Rep. Betsy Coffia..... MERS</p>	
<p>August EB: 8/13 RS: 8/20</p>	<p>Michigan Indigent Defense Commission (MIDC) MSU Extension</p>	
<p>September EB: 9/10 RS: 9/17</p>	<p>Medical Examiner Early Childhood Program Substance Abuse Prevention Coalition..... Benzie/Leelanau District Health Department.....</p>	
<p>October EB: 10/1 AM: 10/8</p>	<p>Northern Lakes Community Mental Health..... Networks Northwest..... Northwest Regional Airport Authority..... 4-H report, Rosali Collier’s son, Everett.....</p>	
<p>November EB: 11/12 RS: 11/19</p>	<p>13th Circuit Court..... MDHHS..... Yarrow Brown, Housing North.....</p>	
<p>December EB: 12/10 RS: 12/17</p>	<p>SAC/LCFCC..... Representative Betsy Coffia..... Emergency Management/9-1-1</p>	<p>20</p>

Commissioner Appointments to Boards, Commissions, Committees, and Authorities - APPROVED: 1/3/2023; rev. 1/17/2023; rev. 2/21/2023; rev. 10/2/2023

Name of Board	# Comm. Req. to Serve	2019 Appnts.	2020 Appointments	2021 Appointments	2022 Appointments	2023 Appointments	2024 Appointments	PD-mileage/ Agency	PD-mileage/ County	# of Years on Board	Notes
9-1-1 Advisory (Board Chairman or designee); Meets on the first Thursday of every month @ 8 a.m./E.O.C.		William Bunek	William Bunek	William Bunek	W. Bunek/T. Wessell	T. Wessell			Yes	1	
Bay Area Transportation Authority (BATA) Last Wednesday of each month at 9 a.m.; sites vary		Debra Rushton	Debra Rushton	Rick Robbins	R. Robbins/G. Allgaier	J. Kramer		Yes	Yes	1	Comm. Appt. not required
BLDHD Board of Health Fourth Thursday every other month, alternating sites in Benzie/Leelanau Cos.	2	Melinda Lautner	Tony Ansonge	Patricia Soutas-Little	Patricia Soutas-Little	G. Allgaier		Yes	Yes	1	
BLDHD Board of Health Fourth Thursday every other month, alternating sites in Benzie/Leelanau Cos.	2	Carolyn Rentenbach	Carolyn Rentenbach	William Bunek	W. Bunek/T. Wessell	T. Wessell		Yes	Yes	1	
BLDHD Environmental Health BOA Meets as necessary	1	Tony Ansonge	Melinda Lautner	Gwenne Allgaier	Gwenne Allgaier	D. Rexroat		Yes	Yes	1	
Board of Public Works						All Commissioners, Drain Comm., Treas.					Note: this is a new configuration
Brownfield Redevelopment Authority (BRA) Third Tuesday of the month, 9:30 a.m./Government Center		Patricia Soutas-Little	Patricia Soutas-Little	Ty Wessell	Lois Bahle	G. Allgaier			Yes	1	Comm. Appt. not required
Community Corrections Meets as necessary	1	Debra Rushton	Debra Rushton	Debra Rushton	Debra Rushton	J. O'Rourke			Yes	1	
Energy Futures Task Force	2*				n/a	G. Allgaier, K. Ross			NO		temporary committee
Juvenile Justice Detention Center Committee					n/a	G. Allgaier			Yes		
Juvenile Justice Detention Center Committee		Patricia Soutas-Little	Patricia Soutas-Little	Ty Wessell	n/a	J. O'Rourke			Yes		
Land Bank Fast Track Authority (LBA) Third Tuesday of the month, 9:00 a.m./Government Center	1	Patricia Soutas-Little	Patricia Soutas-Little	Ty Wessell	Lois Bahle	G. Allgaier			Yes	1	
Leelanau County Family Coord. Council (LCFCC) First Tuesday, 5:45 p.m.; sites vary		Patricia Soutas-Little	Patricia Soutas-Little	Gwenne Allgaier	Rick Robbins	J. O'Rourke			Yes	1	Comm. Appt. not required
Networks Northwest Meets on the second Monday of e/o month beginning in February, 6 p.m., MI Public Works	1	Ty Wessell	Ty Wessell	Patricia Soutas-Little	Patricia Soutas-Little	D. Rexroat		No	Yes	1	
Northern Michigan Counties Association (NMCA) Includes Delegate and Alternate	2					D. Allgaier/Delegate; Alternate					
Northern Lakes Comm. Mental Health (CMH) Third Thursday of the month at 2:30, sites vary	1	Ty Wessell	Ty Wessell	Ty Wessell	Ty Wessell	T. Wessell			Yes	9	
Northwest MI Comm. Action Agcy. (NMCAA) Third Thursday of the month, 12:30 p.m., except July		Tony Ansonge	Tony Ansonge	Gwenne Allgaier	Gwenne Allgaier	J. Kramer			Yes	1	Ansonge Citizen Appointee, 2013-16
Northwest Regional Airport Authority (NRAA)* Last Tuesday of the month at 3 p.m., Chery Capital Airport	2	Debra Rushton	Debra Rushton	Debra Rushton**	Debra Rushton**	J. O'Rourke		No	Yes	1	
Northwest Regional Airport Authority (NRAA)* Last Tuesday of the month at 3 p.m., Chery Capital Airport	2			William Bunek	W. Bunek ¹					2	Bunek transitioned to Citizen Appointee
Parks and Recreation Commission (Parks & Rec) Third Wednesday of the month at 3 p.m./Gov't. Center	Up to 3	Melinda Lautner	Melinda Lautner	Melinda Lautner	Melinda Lautner	M. Lautner			Yes	21	
Parks and Recreation Commission (Parks & Rec) Third Wednesday of the month at 3 p.m./Gov't. Center	Up to 3	Ty Wessell	Ty Wessell	Rick Robbins	Rick Robbins	K. Ross			Yes	1	
Planning Commission (PC) Fourth Tuesday of the month, 5:45 p.m./Government Center	1	Melinda Lautner	Melinda Lautner	Melinda Lautner	Melinda Lautner	M. Lautner			Yes	5	
Solid Waste Council (SWC) Quarterly on the first Tuesday of the month at 1:00 p.m./Government Center		Carolyn Rentenbach	Carolyn Rentenbach	Melinda Lautner	Melinda Lautner /Lois Bahle	K. Ross			Yes	1	Comm. Appt. not required
Substance Abuse Prevention Coalition Mo., every first Friday at 9:00 a.m., alternating between GTB/Govt Cent		Debra Rushton	Debra Rushton	Debra Rushton	Debra Rushton	J. O'Rourke			Yes	1	
Substance Abuse Prevention Coalition Mo., every first Friday at 9:00 a.m., alternating between GTB/Govt Cent		Ty Wessell	Ty Wessell	Gwenne Allgaier	Gwenne Allgaier	J. Kramer			Yes	1	

Standing Committees

Boards and Commissions Review	Committee of the Whole										
Building & Grounds		W. Bunek, D. Rushton	W. Bunek, D. Rushton	P. Soutas-Little, D. Rushton	P. Soutas-Little, D. Rushton	M. Lautner, D. Rexroat					
Building Safety		W. Bunek, P. Soutas-Little	W. Bunek, P. Soutas-Little	W. Bunek, P. Soutas-Little	R. Robbins, P. Soutas-Little	D. Rexroat, T. Wessell					
Finance/Audit	Committee	W. Bunek, M. Lautner, T. Wessell	W. Bunek, Lautner, T. Wessell	R. Robbins, M. Lautner, T. Wessell							
Finance**					n/a	T. Wessell, D. Rexroat, M. Lautner					
Leland Dam Authority; 1 Comm., Drain Comm., 1 Ad. Comm., 2 citizens - 1 Riparian, 1 with Engineering background					n/a	K. Ross					Note: New Configuration
Personnel Committee**						K. Ross, G. Allgaier, J. O'Rourke					
Senior Services Advisory		W. Bunek, P. Soutas-Little, C. Rentenbach	W. Bunek, P. Soutas-Little, C. Rentenbach	W. Bunek, G. Allgaier, R. Robbins	L. Bahle, G. Allgaier, R. Robbins	G. Allgaier, J. Kramer					
Union Negotiations		T. Ansonge, M. Lautner	T. Ansonge, M. Lautner	W. Bunek, M. Lautner	T. Wessell, M. Lautner	Wessell/Lautner ¹					

*Transitioned from Northwestern Regional Airport Commission

**2-year appointment approved 1/19/2021

¹appointment

¹ Chairman/Vice-Chairman assignment; Commissioner Lautner to sit in for 2023

Approved: 2/21/2023

**Amended: 10/2/2023

2023 Commissioner Appointments to Boards & Commissions

4/11/2023; rev. 4/14/2023; 5/5/2023; 5/31/2023; 6/20/2023; 12/8/2023

Board/Commission	County Paid		Agency Paid		Notes
	Per Diem	Mileage	Per Diem2	Mileage2	
9-1-1 Advisory: Includes 1 Comm., Fire Chiefs Ass'n president; undersheriff; tribal police; MSP; NPS; DNR	70/40*	yes	n/a	n/a	*More or less a task force; a recommending body to the Board and other agencies
Bay Area Transportation Authority (BATA): 1 commissioner, 1 citizen appointee	70/40	yes	40	see note	Free rides available from BATA bus; per diem paid for all Regular, Special and Committee meetings (approved 2/23/23)
Benzie/Leelanau District Board of Health: Includes 2 Comm., 2 citizen appointees	70/40	yes	40	yes	
Benzie/Leelanau District Environmental Health BOA: Includes 1 Comm. and 2 citizen appointees	70/40	yes	40	yes	Meets as needed
Board of Public Works	70/40	yes	n/a	n/a	Also includes Treasurer, Drain Commissioner
Boards & Commissions Review (COTW)	70/40	yes	n/a	n/a	BOC Committee
Brownfield Redevelopment Authority: Includes 1 Comm., the County Administrator, and 5 citizen appointees	NO	yes	n/a	n/a	Per PA 381 of 1996, board members shall serve <u>without compensation</u> , but shall be reimbursed for reasonable actual and necessary expenses.
Building & Grounds Committee	70/40	yes	n/a	n/a	BOC Committee
Building Safety Committee	70/40	yes	n/a	n/a	BOC Committee
Community Corrections: Includes 2 judges, 1 PAO who reps all three counties, 1 Comm. from each county, a defense atty, a person from MDOC probation/parole, and the following are selected by Grand Traverse County through an interview process: a media member, a rep from a community services agency, and a citizen at large.	70/40	yes	0	0	13-14 members
Finance Audit Committee (COTW)	70/40	yes	n/a	n/a	BOC Committee
Finance Committee	70/40	yes	n/a	n/a	BOC Committee
Juvenile Justice Detention Center Committee	70/40	yes	n/a	n/a	More or less a task force
Land Bank Fast Track Authority: Includes 1 comm., the Planning Director, the County Treasurer, the County Administrator, and 3 citizens	NO	yes	n/a	n/a	Per PA 258 of 2003, 124.754, board members shall serve <u>without compensation</u> , but shall be reimbursed for reasonable actual and necessary expenses.
LCSAPC: Includes 2 Commissioners, some employees and those employed in the courts, law enforcement, and medical professions.	70/40*	yes	n/a	n/a	*More or less a task force; <u>compensation only provided to seated Commissioners.</u>
Leelanau County Family Coordinating Council: Includes 1 Comm. and others; only the Comm. receives per diem/mileage	70/40*	yes	no	no	*More or less a task force; a collaboration of of community and network of entities and provide advocacy to groups such as the BOC. Membership numbers are estimates
Leland Dam Authority	70/40	yes	n/a	n/a	RC/DC members were paid previously
LEPC Local Planning Team: historically the Board chairman has sat on this board ; Wessell is on this board	no	no	n/a	n/a	This board is an emergency response as it relates to hazardous materials, on farms. Typically have plans in place for all of the farms that need it. State requires they have a plan in place if they meet a threshold.
LEPF/LIFT Advisory Committee: Includes headed up by the Economic Foundation, it's their committee, many county employees (Wessell, Lautner)	no	no	n/a	n/a	More or less a task force; non-County entity, created by LEPF
MAC: Ag & Tourism Committee	70/40	yes	0	0	
Materials Management Plan Committee			n/a	n/a	An 11-member permanent body, per MCL 324.11571; must include one County-elected official
Michigan Association of Counties (MAC)	70/40	yes			
Northern Lakes Community Mental Health Authority	70/40	yes	75/50	yes	
Northern Michigan Counties Association: Commissioner Delegate and Alternate Delegate	70/40	yes	no	no	This is a <u>new appointment</u> - delegate and alternate delegate
Northwest Michigan Community Action Agency	70/40	yes			no citizen appointees
Northwest Regional Airport Authority - for membership, refer to Bylaws, pages 3-4; the Authority does not compensate members and citizens are not compensated by County.	70/40	yes	0	0	Per MCL 259.140(8); PA 95 of 2015 does allow for reimbursement for actual/necessary expenses incurred in the discharge of official duties, per diem allowed if approved by County Board
Parks and Recreation - Full Commission	70/40	yes	n/a	n/a	Also includes PC/RC designees and Drain Commissioner
Parks and Recreation - Myles Kimmerly Committee	70/40	yes	n/a	n/a	3 members + Drain Commissioner
Parks and Recreation - Old Settlers Committee	70/40	yes	n/a	n/a	3 members + Drain Commissioner
Parks and Recreation - Veronica Valley Committee	70/40	yes	n/a	n/a	3 members + Drain Commissioner
Personnel Committee	70/40	yes	n/a	n/a	BOC Committee
Planning Commission	70/40	yes	n/a	n/a	Trainings also paid for
Planning Commission - Housing Action Committee: Includes 1 Comm.	70/40	yes	n/a	n/a	anyone can join; subcommittee of the PC, citizens are not paid
Senior Services Advisory Committee	70/40	yes	n/a	n/a	BOC Committee
Solid Waste Council: Includes 1 Comm., 7 citizen appointees, and 2 ex-officio members of the Industry	70/40	yes			Trainings also paid for
Union Negotiations	70/40	yes	n/a	n/a	BOC Committee

70= full day; 40=1/2 day (BOC reimbursement to Comm.)

County/Internal committee, task force

Commissioners Reimbursements

Consideration for Reimbursement

Commissioner Committees

REVIEW/APPROVAL NEEDED

[REVIEW in September, 2024]

LEGAL SERVICES CONTRACT

THIS CONTRACT, made and entered this 20th day of April, 2021, by and between LEELANAU COUNTY, a municipal corporation, whose address is 8527 East Government Center Drive, Suite 101, Suttons Bay, Michigan 49682-9718 (hereinafter referred to as "County"), and COHL, STOKER & TOSKEY, P.C., whose address is 601 North Capitol Avenue, Lansing, Michigan 48933 (hereinafter referred to as "Contractor").

WITNESSETH:

WHEREAS, Leelanau County desires to enter into a contract to retain the law firm of COHL, STOKER & TOSKEY, P.C. as civil counsel for the County of Leelanau; and

WHEREAS, the Contractor desires to perform legal services for Leelanau County.

NOW THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS AGREED by and between the parties as follows:

1. Beginning on June 1, 2021, the sum of \$77,156 per year, to be paid pro rata on a monthly basis, shall be paid to the Contractor for the following legal services:

- a) Answer to requests for legal opinions, in writing and verbally;
- b) Provide legal advice on the Open Meetings Act, the Freedom of Information Act, MCL 46.11, and Leelanau County Board rules and procedures;
- c) Draft and review any requested ordinances;
- d) Draft, review and negotiate county contracts and leases;
- e) Review and redraft various County policies which would include, by way of example, Personnel Manual, Family Medical Leave, IT Policy, Harassment Policy, ADA Accommodation Policy, etc.;
- f) Land use, planning and zoning;

- g) Environmental law, including solid waste regulations;
- h) Building Code issues and enforcement;
- i) Building Department matters, including site location for towers and enforcement issues;
- j) Brownfield matters, including grant subcontract review and land contract forfeiture;
- k) Review and/or prepare millage ballot questions;
- l) Election issues;
- m) Tax assessment, equalization and collection issues, and Michigan Tax Tribunal disputes;
- n) Register of Deed issues, including automation fund and recording requirement issues;
- o) Clerk issues, including DBAs, marriage license issues;
- p) Treasurer issues, including tax collection issues;
- q) Senior Services matters, including policy reviews;
- r) Labor law issues, including Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, civil rights, harassment, and other labor laws and regulations;
- s) Assist and handle all union grievances up to arbitration;
- t) Handle Union contract negotiations through the mediation process;
- u) Legal services to Board of Commissioners, County Clerk, Drain Commission, Prosecutor, Register of Deeds, Sheriff, Treasurer, Administration, Accounting, Building Safety, Senior Services, Emergency Management, Equalization, Information Technology, Planning, MSU Extension, and Veterans Affairs;
- v) Attend up to ten (10) Board and/or Committee meetings per twelve (12) month period as part of our fixed fee. Any additional meetings would be charged at our normal hourly rate.

w) Upon request, provide an "in-service" training session for newly elected Board of Commissioners and other workshop training for supervisors/department heads. Present a workshop for supervisors on how to properly discipline employees.

2. The sum of \$181.00 per hour effective June 1, 2021, \$185.00 per hour effective June 1, 2022, and \$189.00 per hour effective June 1, 2023, shall be paid to the Contractor for any other matters not specifically mentioned above, including, but not limited to, grievance arbitrations, MERC Fact Finding, Act 312 Arbitration, and court litigation.

3. The County shall reimburse the Contractor for its costs, such as filing fees, deposition fees, copies, postage, long distance telephone charges, and computer research.

4. The yearly fee (\$77,156.00 effective June 1, 2021) shall be paid at the rate of one-twelfth (1/12) of that fee per month. The yearly fee shall be increased by 2% effective June 1, 2022, to \$78,699.00, and effective June 1, 2023, to \$80,273.00. All legal matters not covered by the fixed fee, if any, shall be paid on a monthly basis pursuant to invoices submitted for those services.

5. The Contractor shall commence performance of the services required of it hereunder on the 1st day of June, 2021, and shall continue through the 31st day of May, 2024, except as noted below. Notwithstanding any contrary provision, either party may terminate this Agreement upon one hundred twenty (120) calendar days' prior written notice.

6. It is expressly understood and agreed that the Contractor is an independent contractor. The personnel employed by the Contractor shall in no way be deemed to be

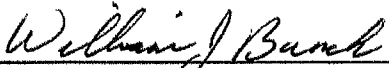
and shall not hold themselves out as employees of the County and shall not be entitled to any fringe benefits of the County, such as, but not limited to, health and accident insurance, life insurance, longevity, paid sick or vacation leave. The Contractor shall be responsible for paying the wages of its personnel and for the withholding and payment of all income and social security taxes to the proper federal, state and local governments. The Contractor shall also be responsible for providing its personnel with workers' compensation and unemployment compensation coverage, as required by law.

7. The Contractor, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, marital status or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this subsection shall be regarded as a material breach of this Contract, and in the event the Contractor is found not to be in compliance, the County may terminate this Contract effective as of the date of delivery of written notification to the Contractor.

IN WITNESS WHEREOF, the parties hereto have executed this Contract the day
and year first above written.

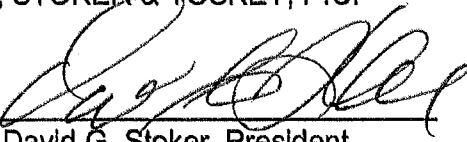
LEELANAU COUNTY

4/20/2021
Date

By: 
William J. Bunek, Chairperson
Board of Commissioners

COHL, STOKER & TOSKEY, P.C.

4-28-2021
Date

By: 
David G. Stoker, President

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