

Steve Yoder, Chairman

NOTICE OF MEETING

The Executive Board Session of the Leelanau County Board of Commissioners will be held on Tuesday, January 14, 2025, 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.)*

AGENDA

	PAGE #
CALL TO ORDER	
PLEDGE OF ALLEGIANCE	
MOMENT OF SILENCE/PRIVATE PRAYER	
ROLL CALL	
APPROVAL OF AGENDA / LATE ADDITIONS OR DELETIONS	
COMMUNICATIONS, PROCLAMATIONS, PRESENTATIONS :	
• Administrator Update – Leelanau Twp. Tower, Teamsters Agreement, 2% Grants, Pit Toilet Removal	
• Conservation District – <i>(Buzz Long, Director)</i>	
PUBLIC COMMENT (3 Minutes-Agenda Specific)	
COMMISSIONER COMMENTS	
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a. Conservation Education and Technical Assistance	
b. Soil Erosion and Sedimentation Control	
c. Water Quality Monitoring	
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SPECIAL REPORTS BY STAFF, COMMISSIONERS, AND AFFILIATED AGENCIES	
PUBLIC COMMENT (5 Minutes)	
COMMISSIONER COMMENTS	
APPROVAL OF FINANCIALS	
• Amendments & Transfers	
• Miscellaneous Fund Transfers and Amendments	

- Claims and Accounts
- Post Audit

ADJOURNMENT

EXECUTIVE DOCUMENT SUMMARY

Department: Administration	Submittal Dates
Contact Person: Richard I. Lewis	<input checked="" type="checkbox"/> Executive Board: 01/14/2025
Telephone No.: 231-256-8100	<input checked="" type="checkbox"/> Regular Session: 01/21/2025
Source Selection Method	VENDOR: _____
<input type="checkbox"/> Select One	Address/
<input checked="" type="checkbox"/> Other: Renewal of BCBS Contract	Phone: _____
Account Number (Funds to come from): _____	

Budgeted Amount: _____	Contracted Amount: _____
------------------------	--------------------------

Document Description	
<input type="checkbox"/> Select One	<input type="checkbox"/> Other _____

Request to Waive Board Policy on Bid Requirements

Lew Wolters of C&M Insurance will be present to give an update on the 2024 Blue Cross/Blue Shield plan year and present the contract renewal for 2025.

Please see attached memorandum regarding a suggested change to the prescription drug plan, as well as presentation / information provided in December 2024 to Commissioners.

Potentially two recommendations are needed today. If you choose to accept the suggested change to the prescription drug plan, the recommendation would be:

I move that Leelanau County change to a 5-tier copay for prescription drugs as follows: \$10.00 copay for generic drugs; \$40 copay for preferred brand name drugs; \$80 copay for non-preferred brand name drugs; \$15% copay to a max of \$150 for preferred special drugs; 25% copay to a max of \$300 for non-preferred specialty drugs.

The main motion that is needed, whether or not you agree to the suggested changes above is as follows:

I move that the Leelanau County Board of Commissioners approve the renewal of the FY 2025 Blue Cross / Blue Shield Contract as: (select one) presented or amended.

Suggested Recommendation: See above for motions.

Department Head Approval: Richard I. Lewis Date: 1/10/25

Memo

To: Leelanau County Board of Commissioners
From: C&M Insurance Services
Date: January 3, 2025
Re: Benefit Recommendation for Plan Year 2025

For the next plan year, upon examination of the plan usage and in completing a thorough cost-benefit analysis, we are making the following recommendations.

No changes for the following:

- Medical
- Dental
- Vision

Bringing the prescription drug plan into line with a more contemporary set of co-pays is highly recommended. The current plan offers a 2-tier drug copay setup and the industry standard is a 5-tier copay. The current plan is as follows:

\$10 copay for generic drugs and a \$40 copay for brand name drugs.

We recommend changing to a 5-tier copay as follows:

- \$10 copay for generic drugs
- \$40 copay for preferred brand name drugs
- \$80 copay for non-preferred brand name drugs
- 15% copay to a max of \$150 for preferred specialty drugs
- 25% copay to a max of \$300 for non-preferred specialty drugs

Mail order and retail 90 days prescriptions would have a 2x copay, Prior Authorization and Step Therapy for certain drug classes is also recommended.



** Not recommended*



Leelanau County 2024 Cost Analysis

For the benefit of the Employees and Board of Commissioners
Created By Lew Wolters

Projected Cost for 2024 - **\$2,263,966** Actual cost for 2024 – **\$1,806,419**

Differential for 2024 - \$457,547

Under the projected cost by 20%

Projected cost for 2025: **\$2,625,673**

Stop-loss fee for 2024 is \$887.98 and will be going up to \$1,220.36 which is a **37.43% increase**.

Stop-loss cost for 2024: \$1,033,609

Large Claim Payments for 2024: \$1,904,208

Net loss: \$870,599

Administrative fee will be \$81.68, representing a 1.35% increase.

Total administrative fee was \$93,806. This year the fee resulted in \$1,428,092 in savings.

	<u>Prescription Costs:</u>	<u>Dental Costs:</u>	<u>Vision Costs:</u>
2015	\$352,046	\$47,743	\$19,687
2016	\$285,682	\$67,432	\$22,668
2017	\$276,501	\$77,346	\$20,361
2018	\$353,785	\$89,390	\$22,433
2019	\$366,163	\$86,649	\$23,474
2020	\$400,992	\$72,743	\$15,872
2021	\$455,537	\$81,140	\$17,368
2022	\$601,690	\$77,716	\$15,590
2023	\$668,790	\$81,722	\$16,964
2024	\$970,374	\$78,658	\$17,472



Leelanau County Projected vs. Actual Costs 2017-Present

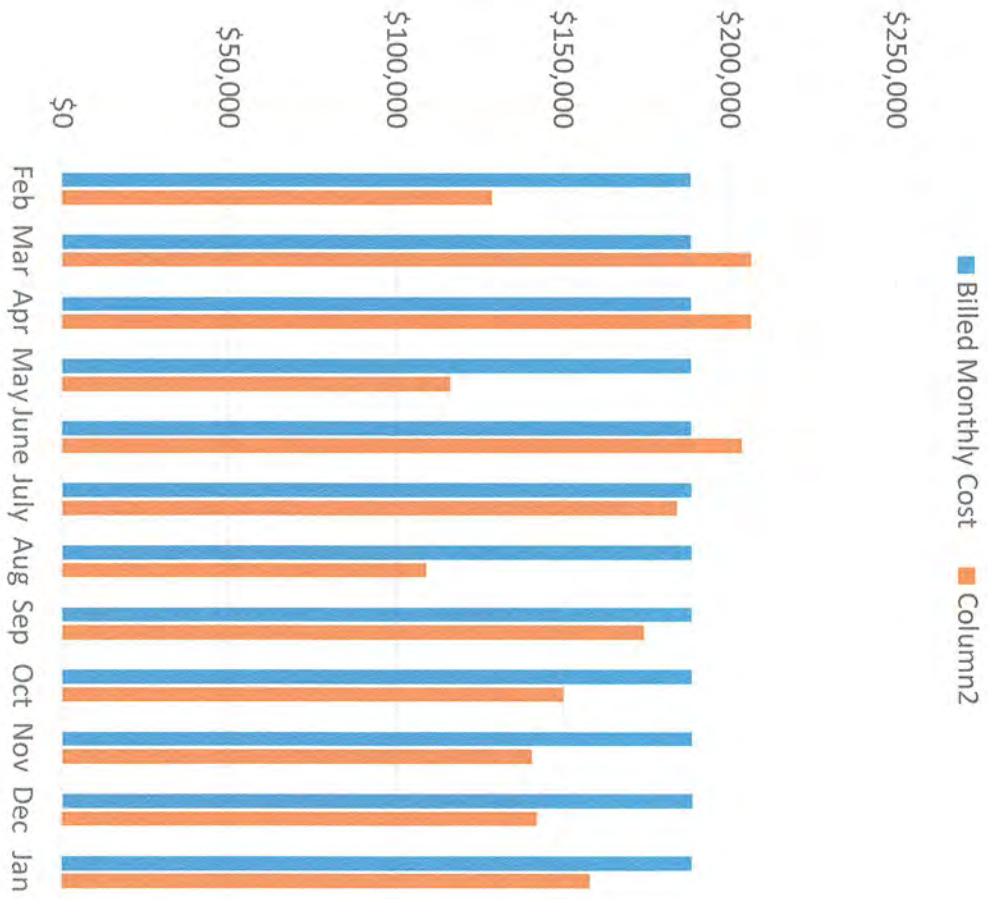
Year	Projected Cost	Actual Cost	Difference	%
2017	\$1,622,616	\$1,560,824	\$-61,792	-4%
2018	\$1,618,267	\$1,612,517	\$-5,750	-.03%
2019	\$1,751,563	\$1,627,619	\$-123,949	-7.6%
2020	\$1,792,810	\$1,806,419	\$13,607	.086%
2021	\$2,035,569	\$1,795,594	-\$239,975	-12%
2022	\$2,015,569	\$1,806,419	-\$209,478	-10%
2023	\$2,103,672	\$1,759,594	-\$344,078	-16%
2024	\$2,263,966	\$1,806,419	-\$457,547	-20%





Leelanau County Health Cost Year to Date

2024	Projected Monthly Cost	Billed Monthly Cost	Difference
Feb	\$188,664	\$128,693	-\$59,971
Mar	\$188,664	\$206,570	\$17,906
Apr	\$188,664	\$206,470	\$17,806
May	\$188,664	\$116,286	-\$72,378
June	\$188,664	\$203,777	\$15,113
July	\$188,664	\$184,290	-\$4,374
Aug	\$188,664	\$109,081	-\$79,583
Sep	\$188,664	\$174,373	-\$14,291
Oct	\$188,664	\$150,053	-\$38,611
Nov	\$188,664	\$140,528	-\$48,136
Dec	\$188,664	\$142,267	-\$46,397
Jan	\$188,664	\$158,069	-\$30,595



Drug Name	Drug Class	Plan Drug Type	Rank	Paid	
Totals				\$829,272	30 DAY Refund
Kuvan	Metabolic Modifier Specialty		1	\$161,063	
Humira	Anti-tnf-alpha - Mo Specialty		2	\$83,981	\$1,900
Rinvoq	Antirheumatic - En: Specialty		3	\$67,776	\$8,500
Enbrel	Soluble Tumor Nec Specialty		4	\$67,306	\$9,100
Cimzia	Inflammatory Bowel Specialty		5	\$61,951	\$7,000
Wegovy	Anti-obesity Agent: Brand		6	\$53,512	\$1,600
Taltz	Antipsoriatics Specialty		7	\$26,213	
Eliquis	Direct Factor Xa Inl Brand		8	\$22,387	\$750
Farxiga	Sodium-glucose Co Brand		9	\$19,518	\$500
Vraylar	Antipsychotics - Mi Brand		10	\$18,408	\$1,800
Ozempic (1 MG/DC	Incretin Mimetic A1 Brand		11	\$15,814	\$1,200
Mounjaro	Incretin Mimetic A1 Brand		12	\$15,500	\$1,200
Trulicity	Incretin Mimetic A1 Brand		13	\$13,713	\$1,100
Trelegy Ellipta	Sympathomimetics Brand		14	\$13,542	\$800
Linzess	Irritable Bowel Syn Brand		15	\$11,131	
Jardiance	Sodium-glucose Co Brand		16	\$10,679	
Trintellix	Modified Cyclics Brand		17	\$10,439	
Levemir FlexPen	Insulin Brand		18	\$6,987	
Repatha SureClick	Proprotein Convert Brand		19	\$6,950	
Enbrel SureClick	Soluble Tumor Nec Specialty		20	\$6,664	
Basaglar KwikPen	Insulin Brand		21	\$6,574	
NovoLOG FlexPen	Insulin Brand		22	\$6,505	
Dexcom G6 Sensor	Diabetic Supplies Non-Drug		23	\$5,797	
Ozempic (0.25 or 0	Incretin Mimetic A1 Brand		24	\$5,276	
Quillivant XR	Stimulants - Misc. Brand		25	\$4,355	
Symbicort	Sympathomimetics Brand		26	\$3,607	
Dulera	Sympathomimetics Brand		27	\$3,514	
HumaLOG KwikPer	Insulin Brand		28	\$3,176	
Entresto	Cardiovascular Age Brand		29	\$3,086	
Advair HFA	Sympathomimetics Brand		30	\$3,066	
Vyvanse	Amphetamines Brand		31	\$2,925	
Repatha	Proprotein Convert Brand		32	\$2,924	
Prempro	Estrogen Combinat Brand		33	\$2,906	
Methylphenidate H	Stimulants - Misc. Generic		34	\$2,556	
Varenicline Tartrate	Smoking Deterrent Generic		35	\$2,397	
Concerta	Stimulants - Misc. Brand		36	\$2,384	
Atomoxetine HCl	Attention-deficit/h Generic		37	\$2,151	
			64	\$1,453	
Spikevax	Viral Vaccines Brand		64	\$698	
Etonogestrel-Ethin	Combination Contr Generic		38	\$2,063	
Toujeo SoloStar	Insulin Brand		39	\$2,044	

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Sheriff's Office</u> Contact Person: <u>Undersheriff J. Kiessel</u> Telephone Number: <u>231-256-8602</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Submittal Dates</th> </tr> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u></td> <td style="width: 50%;"></td> </tr> <tr> <td>Date of Meeting: _____</td> <td style="text-align: right;"><u>01/14/2025</u></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u>		Date of Meeting: _____	<u>01/14/2025</u>						
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Financial/Source Selection Method													
<input type="checkbox"/> Select One: <u>Select One</u>													
<input type="checkbox"/> Other: _____													
<input type="checkbox"/> Account No.: _____													
<input type="checkbox"/> CIP Project?													
<input type="checkbox"/> If Grant, Match Account No.: _____													
Budgeted Amount: _____ Contracted Amount: <u>\$ 12,000.00</u>													
Document Description													
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Financial Review Completed <input checked="" type="checkbox"/> Department Head/Elected Official Authorization													
<p>In December of 2023, The Sheriff's Office received a donation in the amount of 12,000.00 from a private citizen from Ohio, who has property and ties to Leelanau County. The donation, at that time, was used to offset the cost of 25 new medical bags that were placed into all patrol vehicles in the county. Just before the holidays in 2024, the Sheriff's Office once again received an unannounced, unsolicited donation from the same citizen for the same amount as in 2023, \$12,000.00. The citizen, who wishes to remain anonymous, expressed admiration for the work of the Sheriff's Office for the County and the community. At this time, the Sheriff's Office does not yet have a specific intent for the use of this gift but would like to place it in the Sheriff Donation account for use at a later time after determining the best use of the funds.</p>													
<p>Suggested Recommendation:</p> <p>I move to recommend that the County Board of Commissioners accept the anonymous donation to the Sheriff's Office in the amount of \$12,000.00 with the funds to be placed in the Sheriff Donation Account 101.000.000.674.000.</p>													

 Department Approval: Undersheriff James C. Kiessel
Digitally signed by Undersheriff James C. Kiessel
Date: 2024.12.17 14:16:42 -05'00'

 Date: 12/16/2024

RAYMOND JAMES®

For RJ Use Only 11

Deliver Via	Hold for Pick-up
Call Back Info	NDU
Transaction Number	[REDACTED]
Branch Number	NDU
Type/UserID	/

Client Disbursements

Name: [REDACTED] Acct #1 Operating
 Date: 12/11/24
 Description: *CHECK TO LEELANAU SHERIFF OFF

Account	Amount	Federal Withholding	State Withholding	Net Amount
[REDACTED]	\$ 12,000.00			\$ 12,000.00

[REDACTED] DONATION

Check Number	[REDACTED]	Total Net Amount	\$12,000.00
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THE FACE OF THIS CHECK IS PRINTED BLUE - THE BACK CONTAINS A SIMULATED WATERMARK

RAYMOND JAMES®
GLOBAL ACCOUNT

Support: 727-567-6116

Memo: [REDACTED] DONATION

64-1278
611

No. [REDACTED]

Date: 12/11/24

NOT VALID AFTER 90 DAYS

Amount

*****\$12,000.00

PAY Twelve thousand and 00/100 dollars

TO THE
ORDER
OF:

LEELANAU SHERIFF OFFICE
ATTN UNDERSHERIFF KIESSEL
8525 E GOVERNMENT DR
SUTTONS BAY, MI 49682 US

Raymond James

Do Not Remove Information Below This Line



Enclosed you will find a check made payable to your organization. I admire your work in the community and your diligent efforts to improve the world around us.

I know your organization goes above and beyond the call of duty. You can be assured that your efforts are greatly appreciated not only by me but most importantly by members of this community. I look forward to seeing the continued progress you will make in the near future. I would love an update on your progress in the months to come.

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Sheriff's Office</u> Contact Person: <u>U/S J. Kiessel</u> Telephone Number: <u>231-256-8602</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Submittal Dates</th> </tr> <tr> <td style="width: 50%;"><input type="checkbox"/> Select Meeting Type: <u>Executive Board</u></td> <td style="width: 50%;"></td> </tr> <tr> <td>Date of Meeting: <u>01/14/2025</u></td> <td></td> </tr> </table>	Submittal Dates		<input type="checkbox"/> Select Meeting Type: <u>Executive Board</u>		Date of Meeting: <u>01/14/2025</u>	
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<input type="checkbox"/> Select Meeting Type: <u>Executive Board</u>							
Date of Meeting: <u>01/14/2025</u>							
Financial/Source Selection Method	Vendor: _____ Address/ Phone: _____ Description: Donation Acceptance						
<input type="checkbox"/> Select One: <u>Select One</u> <input checked="" type="checkbox"/> Other: <u>Donation</u> <input type="checkbox"/> Account No.: <u>Revenue 101.000.000.674.005</u> <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____							
Budgeted Amount: _____ \$ <u>0.00</u>	Contracted Amount: _____ \$ <u>0.00</u>						
Document Description							
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Financial Review Completed <input checked="" type="checkbox"/> Department Head/Elected Official Authorization							
<p>In 2022, 2023 and 2024, the Sheriff's Office held a K-9 Golf Outing to benefit and maintain the K-9 Program at the Leelanau County Sheriff's Office. Those three outings combined helped the Sheriff's Office in raising just over \$55,000.00. Those funds have been used to maintain our current K-9 Klouse and his handler Deputy Drzewiecki along with funding the purchase of a second K-9, Keno. K-9 Keno was acquired in December 2023 and is handled by Corporal Strope.</p> <p>In 2013, the Sheriff's Office re-instituted a K-9 program within the agency that provided a dog with capabilities such as narcotics detection, article searches, handler protection and search and rescue. The dog and its care was almost fully funded via public donations. In 2021, the first dog, Nico was retired and replaced by the current dog Klouse. Replacement animals run on average \$15-20,000 when taking into account the training and orientation of new handlers. Care and upkeep of the animals, to include vet bills, can run into thousands of dollars on an annual basis. Maintaining a suitable K-9 fund balance strictly funded via unsolicited donations is becoming more difficult. Holding a fund raiser of this nature has proven to be very successful and popular.</p> <p>Similar to the past couple of years, a golf outing would be held on a Friday in early June with the cooperation of a local golf course. This year, Bahle Farms, has tentatively agreed to assist in hosting the event on June 6, 2025. Any and all expenses and proceeds would be tracked through the K-9 donation account within the Sheriff's Office budget and in conjunction with both the Finance and Treasurers Offices.</p>							
<p>Suggested Recommendation:</p> <p>I move to recommend that the County Board of Commissioners approve and allow the Leelanau County Sheriff's Office to hold a charity golf outing in 2025 to benefit and maintain the K-9 program.</p>							

 Department Approval: Undersheriff James C. Kiessel
Digitally signed by Undersheriff James C. Kiessel
Date: 2024.12.30 09:45:48 -05'00'

 Date: 12/30/2024

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Sheriff's Office</u> Contact Person: <u>Undersheriff J. Kiessel</u> Telephone Number: <u>231-256-8602</u>	Submittal Dates <input type="checkbox"/> Select Meeting Type: <u>Executive Board</u> Date of Meeting: <u>01/14/2025</u>
Financial/Source Selection Method	Vendor: _____ Address/ Phone: _____ <b style="color: red;">Description: Grant Application
<input checked="" type="checkbox"/> Select One: <u>Grant</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	
Budgeted Amount: _____ Contracted Amount: _____	
Document Description	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Financial Review Completed <input checked="" type="checkbox"/> Department Head/Elected Official Authorization	
<p>The Leelanau County Sheriff's Office requests permission to submit the annual State of Michigan Marine Safety Grant Application. This grant application is due March 1, 2025 and, if awarded, the funds would be used to offset the cost of our Marine Safety program for 2025. The submission of this grant is completed electronically through the cooperation of the Sheriff's Office and the Finance Department. No local matches are required. In 2024, The Sheriff's Office and the County received \$45,100.00 through the grant.</p>	
<p>Suggested Recommendation:</p> <p>I move to recommend that the County Board of Commissioners allow the Sheriff's Office to apply for the 2025 Marine Safety Grant through the Michigan Department of Natural Resources to cover a percentage of the costs of the Leelanau County Sheriff's Office Marine Safety program.</p>	

 Department Approval: Undersheriff James C. Kiessel
Digitally signed by Undersheriff James C. Kiessel
Date: 2025.01.02 11:27:32 -05'00'

 Date: 01/02/2025

From: [Barbara Main](#)
To: [Matt Ansorge](#)
Cc: [R Leppien](#); [SGunden](#); [Carol McCarty](#); [Amy Petiprin](#)
Subject: Re: 1095 South Pit Road, Leland
Date: Monday, January 6, 2025 2:03:02 PM

Matt, I realized I deleted a paragraph. Please use this letter as a replacement.

January 6, 2025

Leelanau County
Leelanau County Government Center
8527 E. Government Center Drive, Ste. 101
Suttons Bay, MI 49682

Dear Matt:

Re: Tower Space Lease Agreement dated September 22, 2021, by and between the County of Leelanau (the "County") and Agri-Valley Services Corporation ("AVSC"), as amended (collectively, the "Lease"), for Space on the Tower located at **1095 South Pit Road, Leland, Michigan 49654** (the "Tower")

This letter serves as AVSC's thirty (30) day notice to terminate the Lease effective as of February 15, 2025, under Section 9 of the Lease. Unfortunately, under Section 8(f) of the Lease, AVSC has determined that the Tower is not commercially viable, and notices will also be delivered to AVSC's valued customers in the affected area.

Under the Lease, AVSC is responsible for all sums due as of the effective date of such termination and the County shall refund, pro-rata, any unearned rent paid in advance. Further, as required under the Lease, AVSC will remove its equipment and property from the Tower within forty-five (45) days after the effective date of the termination.

Please contact me with any questions.

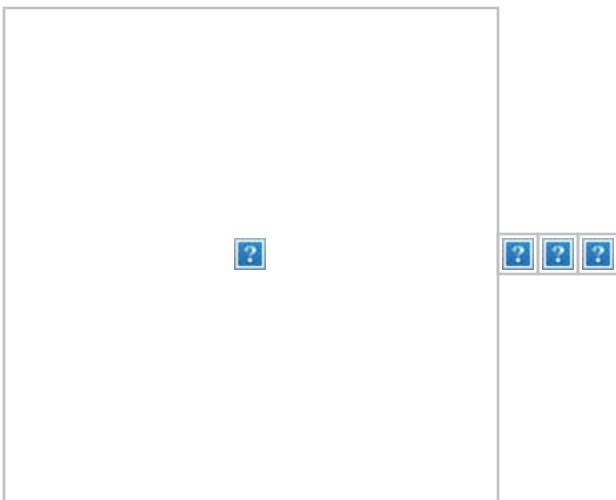
Sincerely,

Barb Main | Director, AVS Broadband & Pigeon Telephone

Pri: 989-551-1832

Sec: 989-453-4258

Email: bmain@avci.net



This message may contain information which may be confidential. If the reader is neither the intended recipient nor a person responsible for delivering the message to the recipient, you are notified that any distribution, copying or retention of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by return email, telephone or facsimile. Thank you.

On Mon, Jan 6, 2025 at 11:43 AM Barbara Main <bmain@avci.net> wrote:

January 6, 2025

Leelanau County
Leelanau County Government Center
8527 E. Government Center Drive, Ste. 101
Suttons Bay, MI 49682

Dear Matt:

Re: Tower Space Lease Agreement dated September 22, 2021, by and between the County of Leelanau (the "County") and Agri-Valley Services Corporation ("AVSC"), as amended (collectively, the "Lease"), for Space on the Tower located at **1095 South Pit Road, Leland, Michigan 49654** (the "Tower")

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Please contact me with any questions.

Sincerely,

Barbara Main

|

From: [Barbara Main](#)
To: [Matt Ansorge](#)
Cc: [R Leppien](#); [SGunden](#); [Carol McCarty](#); [Amy Petiprin](#)
Subject: Re: 9237 South Tower Road, Maple City
Date: Monday, January 6, 2025 2:07:09 PM

Tower Space Lease Agreement dated September 22, 2021, by and between the County of Leelanau (the "County") and Agri-Valley Services Corporation ("AVSC"), as amended (collectively, the "Lease"), for Space on the Tower located at **9237 South Tower Road, Maple City**, Michigan 49664 (the "Tower")

This letter serves as AVSC's thirty (30) day notice to terminate the Lease effective as of February 15, 2025, under Section 9 of the Lease. Unfortunately, under Section 8(f) of the Lease, AVSC has determined that the Tower is not commercially viable, and notices will also be delivered to AVSC's valued customers in the affected area.

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Please contact me with any questions.

Sincerely,

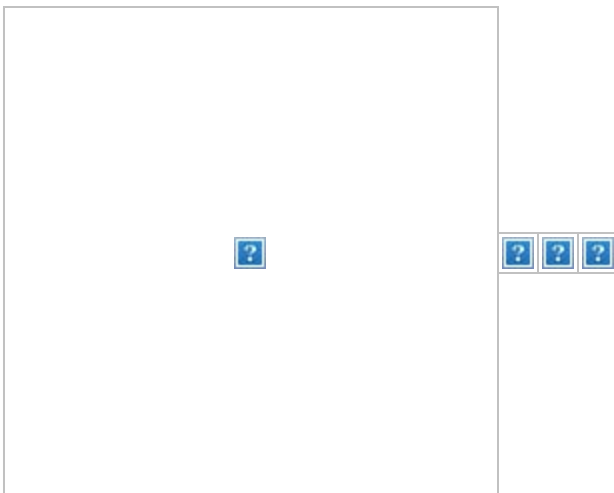
Barb Main

Barb Main | Director, AVS Broadband & Pigeon Telephone

Pri: 989-551-1832

Sec: 989-453-4258

Email: bmain@avci.net





This message may contain information which may be confidential. If the reader is neither the intended recipient nor a person responsible for delivering the message to the recipient, you are notified that any distribution, copying or retention of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by return email, telephone or facsimile. Thank you.

On Mon, Jan 6, 2025 at 11:40 AM Barbara Main <bmain@avci.net> wrote:

January 6, 2025

Leelanau County
Leelanau County Government Center
8527 E. Government Center Drive, Ste. 101
Suttons Bay, MI 49682

Dear Matt:

Re: Tower Space Lease Agreement dated September 22, 2021, by and between the County of Leelanau (the "County") and Agri-Valley Services Corporation ("AVSC"), as amended (collectively, the "Lease"), for Space on the Tower located at **9237 South Tower Road, Maple City**, Michigan 49664 (the "Tower")

This letter serves as AVSC's thirty (30) day notice to terminate the Lease effective as of February 15, 2025, under Section 9 of the Lease. Unfortunately, under Section 8(f) of the Lease, AVSC has determined that the Tower is not commercially viable, and notices will also be delivered to AVSC's valued customers in the affected area.

Please contact me with any questions.

Sincerely,

Barbara Main

From: [Barbara Main](#)
To: [Matt Ansorge](#)
Cc: [R Leppien](#); [SGunden](#); [Carol McCarty](#); [Amy Petiprin](#)
Subject: Re: 11750 East Davis Road
Date: Monday, January 6, 2025 2:04:23 PM

Tower Space Lease Agreement dated September 22, 2021, by and between the County of Leelanau (the "County") and Agri-Valley Services Corporation ("AVSC"), as amended (collectively, the "Lease"), for Space on the Tower located at **11750 East Davis Rd, Northport, Michigan 49670**. (the "Tower")

This letter serves as AVSC's thirty (30) day notice to terminate the Lease effective as of February 15, 2025, under Section 9 of the Lease. Unfortunately, under Section 8(f) of the Lease, AVSC has determined that the Tower is not commercially viable, and notices will also be delivered to AVSC's valued customers in the affected area.

Under the Lease, AVSC is responsible for all sums due as of the effective date of such termination and the County shall refund, pro-rata, any unearned rent paid in advance. Further, as required under the Lease, AVSC will remove its equipment and property from the Tower within forty-five (45) days after the effective date of the termination.

Please contact me with any questions.

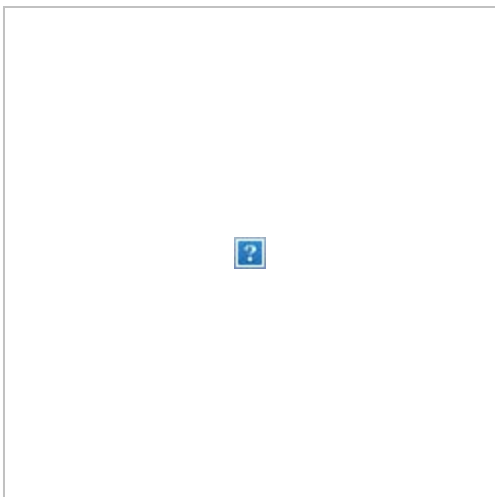
Sincerely,

Barb Main | Director, AVS Broadband & Pigeon Telephone

Pri: 989-551-1832

Sec: 989-453-4258

Email: bmain@avci.net



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On Mon, Jan 6, 2025 at 11:47 AM Barbara Main <bmain@avci.net> wrote:

January 6, 2025

Leelanau County
Leelanau County Government Center
8527 E. Government Center Drive, Ste. 101
Suttons Bay, MI 49682

Dear Matt:

Re: Tower Space Lease Agreement dated September 22, 2021, by and between the County of Leelanau (the "County") and Agri-Valley Services Corporation ("AVSC"), as amended (collectively, the "Lease"), for Space on the Tower located at **11750 East Davis Road**, Northport, Michigan 49670 (the "Tower")

This letter serves as AVSC's thirty (30) day notice to terminate the Lease effective as of February ____, 2025 under Section 9 of the Lease. Unfortunately, under Section 8(f) of the Lease, AVSC has determined that the Tower is not commercially viable, and notices will also be delivered to AVSC's valued customers in the affected area.

Please contact me with any questions.

Sincerely,

Barbara Main



**Leelanau
Conservation District**
preserving nature + nurturing communities

Work Agreement #1 – January 1, 2025

Conservation Education and Technical Assistance

The District will provide educational opportunities and informational materials designed to promote the wise use of our natural resources. This will be done through free landowner site visits, office visits and phone calls requesting information on numerous natural resource issues. We will also provide information through newsletters and news articles, workshops and presentations to local groups and schools. The District will hold plant sales, providing a place for landowners to obtain conservation plant materials not normally available. We will participate and partner with environmental groups, farm organizations, government agencies and the Tribe. We will provide a No-till seeder for landowners to rent. The District will also provide plant, insect and disease identification and invasive plant species assistance. Staffing and other administrative activities relating to the Conservation District will also be addressed through this work order. Through these efforts we will be able to carry out the mission of the Leelanau Conservation District.

Resources Requested

Financial – Leelanau County - \$47,000.00

Contacts

Buzz Long – Executive Director
 Karen Long – Administrative Assistant
 Jake Moord – Communication / Outreach
 Michael Burdick – Soil Erosion & Sediment Control
 Erica Embury – Office Assistant / SESC Technician
 Ellie Johnson – Forester
 Keith Diedrick – CTAP / MAEAP Technician
 Kelly Claar – Conservation Technical Assistance Initiative

Work Agreement Approvals:

Leelanau Conservation District

James Sauthe

Signature

12-18-24

Leelanau County Board of Commissioners

Signature



**Leelanau
Conservation District**
preserving nature + nurturing communities

Work Agreement # 2 – January 1, 2025

Soil Erosion and Sedimentation Control

The Conservation District will provide technical assistance, secretarial support, office space and supplies for the enforcement of Part 91 of Act 451, the Soil Erosion and Sedimentation Control Law and the County Stormwater and Sediment Control Ordinance. Site visits will be completed for each permit application. All permits will be serviced in a timely manner to insure that needed erosion and sediment control is achieved during and after the earth change activity. Reports will be provided to the commissioners upon request.

NOTE: Permit fees are charged according to the fee schedule adopted on June 1, 2024 by the Leelanau County Board of Commissioners. The Leelanau Conservation District receives and receipts 100% of the permit application fees.

Resources Requested

Financial – Leelanau Conservation District through collection of The County approved permit fees.

Contacts

Michael – Soil Erosion & Sediment Control Specialist
Buzz Long – Executive Director
Karen Long – Administrative Assistant
Erica Embury – Office Assistant / SESC Technician

Work Agreement Approvals:

Leelanau Conservation District

James Sauter

Signature

12-18-24

Date

Leelanau County Board of Commissioners

Signature

Date



**Leelanau
Conservation District**
preserving nature + nurturing communities

Work Agreement # 3 – January 1, 2025

Water Quality Monitoring

The Leelanau Conservation District will provide a comprehensive water quality monitoring program partnering with the Leelanau Conservancy. All field work and lab work will be contracted and completed by the Leelanau Conservancy, with oversight by the Conservation District. Sampling sites will be reviewed and approved by the Conservation District. The Conservancy will provide the District with specific information on all testing completed through information provided on their web site. Reimbursement from the District to the Conservancy will be provided at 50% of the costs of the monitoring, up to a maximum \$5,000.00. The Conservancy will provide a detailed invoice to the District showing the costs of their monitoring program. This will be achieved through a signed agreement between the District and the Conservancy.

Contacts

Buzz Long – Executive Director

Resources Requested

Financial – Leelanau County - \$5,000.00

Work Agreement Approvals:

Leelanau Conservation District

James Lauth

Signature

12-18-24

Date

Leelanau County Board of Commissioners

Signature

Date

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Parks & Recreation</u> Contact Person: _____ Telephone Number: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Submittal Dates</th> </tr> <tr> <td style="width: 80%;"><input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u></td> <td style="width: 20%;"></td> </tr> <tr> <td>Date of Meeting: _____</td> <td style="text-align: right;"><u>01/14/2025</u></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u>		Date of Meeting: _____	<u>01/14/2025</u>						
Submittal Dates													
<input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u>													
Date of Meeting: _____	<u>01/14/2025</u>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Financial/Source Selection Method</th> </tr> <tr> <td style="width: 80%;"><input type="checkbox"/> Select One: <u>Select One</u></td> <td style="width: 20%;"></td> </tr> <tr> <td><input type="checkbox"/> Other: _____</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Account No.: _____</td> <td></td> </tr> <tr> <td><input type="checkbox"/> CIP Project?</td> <td></td> </tr> <tr> <td><input type="checkbox"/> If Grant, Match Account No.: _____</td> <td></td> </tr> </table>	Financial/Source Selection Method		<input type="checkbox"/> Select One: <u>Select One</u>		<input type="checkbox"/> Other: _____		<input type="checkbox"/> Account No.: _____		<input type="checkbox"/> CIP Project?		<input type="checkbox"/> If Grant, Match Account No.: _____		Vendor: _____ Address/ Phone: _____ Description: <u>FYI/Review/Recommend./Update</u>
Financial/Source Selection Method													
<input type="checkbox"/> Select One: <u>Select One</u>													
<input type="checkbox"/> Other: _____													
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<input type="checkbox"/> CIP Project?													
<input type="checkbox"/> If Grant, Match Account No.: _____													
Budgeted Amount: _____ Contracted Amount: _____													
Document Description													
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Financial Review Completed <input checked="" type="checkbox"/> Department Head/Elected Official Authorization													
<p>The Leelanau County Parks and Recreation Commission in conjunction with the Board of Commissioners are in the final stages of adopting the 2025-2029 Leelanau County Community Parks and Recreation Plan</p> <p>Over the last several months, the Commission and the BOC have:</p> <ul style="list-style-type: none"> - Contracted with MCSA, Inc. to consult and create the Five Year Community Parks and Recreation Plan - A survey was disseminated to gather public input which was incorporated into the plan - A public comment period was open for 30 days to gather and collect public input - A Public Hearing was held December 17th - The BOC approved the plan at the December 17th Regular Session - The adoption of the Resolution is before the BOC today, after which the plan will be submitted to DNR 													
<p>Suggested Recommendation:</p> <p>Move to recommend the Leelanau County Board of Commissioners approve and adopt Resolution 2025-xxx adopting the 2025-2029 Leelanau County Community Parks and Recreation Plan</p>													

 Department Approval: *Liamon Cypher*

 Date: 01/08/2025

LEELANAU COUNTY RESOLUTION #2025-____
RESOLUTION ADOPTING THE
2025-2029 COMMUNITY PARKS AND RECREATION PLAN

WHEREAS, Leelanau County has undertaken an update of its Five-Year Community Parks and Recreation Plan, which provides an inventory of existing recreation facilities, prospective public facilities, and an action program to be taken for improvement and maintenance of recreation facilities during the period between 2025 and 2029, inclusive, and

WHEREAS, Leelanau County began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and

WHEREAS, residents of Leelanau County were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days, and

WHEREAS, a public hearing was held on December 17, 2024, at the Leelanau County Government Center in Suttons Bay, Michigan, to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the 2025-2029 Community Parks and Recreation Plan, and

WHEREAS, Leelanau County has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the Leelanau County.

NOW, THEREFORE, BE IT RESOLVED that the Leelanau County Board of Commissioners hereby adopts the 2025-2029 Community Parks and Recreation Plan.

EXECUTIVE DOCUMENT SUMMARY

Department: Information Technology	Submittal Dates
Contact Person: _____	<input checked="" type="checkbox"/> Executive Board Session
Telephone No.: _____	01/07/2025
Source Selection Method	
<input checked="" type="checkbox"/> Quotation	VENDOR: <u>Rehmann/Barracuda</u>
<input type="checkbox"/> Other: _____ <i>Account Number</i> <i>(Funds to come from):</i> _____	Address/ Phone: _____

Budgeted Amount: _____	\$ 8,700.00	Contracted Amount: _____	\$ 10,440.00
------------------------	--------------------	--------------------------	---------------------

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

Request to Waive Board Policy on Bid Requirements

Requesting approval to renew our annual maintenance agreement for the Barracuda Essentials software through Rehmann. This software is our eMail spam and virus filter as well as our eMail archival software for complying with FOIA requests.

Suggested Recommendation: I recommend the Board of Commissioners approve the renewal of the annual maintenance contract for the Barracuda Essentials software in the amount of \$10,440.00 from Rehmann, with funds to come from Data Processing Fund 636.

Department Head Approval: Liana Wilson Digitally signed by Liana Wilson
Date: 2024.12.16 16:59:10
-05'00' Date: 12/16/2024

**RTSQ090978 - Barracuda Essentials - Compliance Edition - 1 or 3 Year Support
Renewal Serial Number: 1178520 Renewal Term: Jan 25, 2025 – Jan 24, 2026/28**

Quote #RTSQ090978 v1

Prepared For:
Leelanau County
Liana Wilson
8527 E Government Center Dr
Ste 101
Suttons Bay, MI 49682
P: (231) 256-8105
E: lwilson@leelanau.gov

Prepared by:
Systems Solutions
Aaron Darland
P: (616) 957-5383
E: aaron.darland@rehmann.com

Date Issued:
12.16.2024
Expires:
01.10.2025

Barracuda Essentials - Compliance Edition

* Contains Optional Items

Description	Price	Qty	Ext. Price
*** Please Select the 1 or 3 Year Option ***			
Barracuda Essentials - Compliance Edition - 1 Year Support Renewal Serial Number: 1178520 Renewal Term: Jan 25, 2025 – Jan 24, 2026	\$69.60	150	\$10,440.00
Barracuda Essentials - Compliance Edition - 3 Year Support Renewal Serial Number: 1178520 Renewal Term: Jan 25, 2025 – Jan 24, 2028	\$208.80	150*	\$31,320.00
* Optional Subtotal:			\$31,320.00
Subtotal:			\$10,440.00

Terms and Conditions

Prices do not include shipping charges, fees, insurance, or applicable taxes. Unless noted, prices do not include labor or install charges. Payment terms are governed by the Master Services Agreement or if one has not yet been executed, the Terms and Conditions of this Quote.

This Quote constitutes an offer which may be accepted on the terms and conditions stated herein and is subject to any specifications, drawings, or additional terms by reference thereto or pursuant to any attached document. Any inconsistent terms or conditions contained in any form other than this Quote shall be of no force or effect. Any reasonable form of expression of acceptance by Buyer shall constitute acceptance exclusively of the terms and conditions stated in this Quote. Any monthly payment information provided is a proposal and is subject to credit approval. The proposal may provide an approximate monthly payment for hardware, software and services based upon the contract type and term in months. Any change in the amount financed will change this information. Pricing is valid for 15 days from the date the quote is initiated, except in the event that the provisioning manufacturer increases Rehmann's costs to impose on Rehmann any applicable price increase or tariff which goes into effect between the quote date and the date the quote is signed, in which case the applicable price to Client shall be automatically increased to pass along to the Client such increase.

To the extent any service items or changes contained in this quote amend any existing agreement provision or provided services between Rehmann and Client, such agreements are hereby amended by the signing of this quote. In all other regards, the original terms and conditions of such agreements shall remain in full force and effect until the expiration date(s) of their current term(s). Nothing contained in this quote shall be deemed to have amended any terms of either the Master Service Agreement or any Addendum.

If Client commits to purchase Rehmann Endpoint Protection Services via signing this Quote, then in addition to the terms and conditions contained herein, Client hereby agrees to and accepts the terms and conditions governing Client's use of such services, which are incorporated herein by reference and available at:

<https://www.carbonite.com/terms-of-use/carbonite-general-enterprise-terms-of-service>.

If Client commits to purchase any Microsoft-hosted Online Services ("Microsoft Online Services"), including Office 365 Services and Microsoft Azure Services, by signing this Quote, then in addition to the terms and conditions contained herein, Client hereby agrees to and accepts the Microsoft Customer Agreement governing Client's use of Microsoft Online Services, which is incorporated herein by this reference and available at <https://www.microsoft.com/licensing/docs/customeragreement>.

If Client commits to purchase any Duo multi-factor authentication products, including Duo MFA, Duo Access, and Duo Beyond (the "Duo Products"), by signing this Quote, then in addition to the terms and conditions contained herein, Client hereby agrees to and accepts the Duo Service Terms and Conditions governing Client's use of Duo Products, which are incorporated

QUOTE SUMMARY		Amount
Barracuda Essentials - Compliance Edition		\$10,440.00
	Total:	\$10,440.00

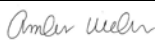
*Optional Expenses		One-Time
Barracuda Essentials - Compliance Edition		\$31,320.00
	Optional Subtotal:	\$31,320.00

Taxes, shipping, handling and other fees are not included and may apply. We reserve the right to cancel orders arising from pricing or other errors.

Acceptance	
Rehmann Technology Solutions	Leelanau County
Aaron Darland _____ Signature / Name	Liana Wilson _____ Signature / Name
12/16/2024 _____ Date	 _____ Date
	Initials

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Building Safety</u> Contact Person: <u>Amber Weber</u> Telephone Number: <u>231-256-8302</u>	Submittal Dates <input type="checkbox"/> Select Meeting Type: <u>Executive Board</u> Date of Meeting: <u>01/14/2025</u>
Financial/Source Selection Method	Vendor: _____ Address/ Phone: _____ Description: Boards/Comm. Recommendation
<input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> Other: <u>Appointments</u> <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	
Budgeted Amount: _____ Contracted Amount: _____	
Document Description	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Financial Review Completed <input type="checkbox"/> Department Head/Elected Official Authorization	
<p>The Building Safety Department has received notice from Mr. Harry Steffens that he is no longer a resident of Leelanau County and therefore can no longer serve on the Leelanau County Construction Board of Appeals.</p> <p>Applications were submitted by Mr. Scott Earl and Mr. Edgar Boettcher IV. I have reviewed applications for both candidates and find that they meet the qualifications to be appointed to the Leelanau County Construction Board of Appeals. Appointment of either individual will fill the one vacancy on the Leelanau County Construction Board of Appeals.</p>	
<p>Suggested Recommendation:</p> <p>I move to recommend that the Leelanau County Board of Commissioners appoint either Scott Earl or Edgar Boettcher to the Leelanau County Construction Board of Appeals, for a five year term expiring on 12/31/2029.</p>	

 Department Approval: 

 Amber Weber
 2025.01.09 16:36:31 -05'00'

 Date: 01/09/2025

Leelanau County

Appointment Application to Boards/Commissions/Committees/Authorities

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident and a registered voter of Leelanau County, and have an application on file in the Administrator's Office. Applications will expire four (4) years from the issue date; any attachments should be no longer than two pages at length.

Please type or print legibly

Name: Edgar Boettcher IV	Date: 12/2/2024
Address (Street, PO if applicable, City, State, Zip): 10480 S. Center Hwy.	
Occupation: Commercial Masonry Estimator/ Project Manager	
Daytime Telephone: 231-631-3861	
Email Address: EdgarB4@Gmail.com	

1. Are you a resident of Leelanau County? Yes No
2. Are you a registered voter of Leelanau County? Yes No
Township or Village: Elmwood
3. Can you regularly attend scheduled meetings? Day: Yes No
Evening: Yes No
4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities (use page 4 if you need additional space).
To provide expert advice and guidance to the county, working with other citizens and county officials, to serve the community we live in together.
5. What are your qualifications for appointment?
I have been in the building trades for 30 years, the last 10 in commercial construction management.

6. Please indicate below with an **X** any/all Boards/Commissions/Committees/Authorities you are willing to serve on. **Please place two Xs** on the one(s) you feel strongly about:

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1		Area Agency on Aging of Northwest Michigan (AAA) (1 citizen appointee / 2-year term)	
2		Bay Area Transportation Authority (BATA) (1 citizen appointee / 3-year term)	
3		Benzie-Leelanau District Health Department Board of Health (1 citizen appointee / 2-year term)	
4		Benzie-Leelanau Environmental Health Board of Appeals (2 citizen appointees / 2-year terms)	
5		Brownfield Redevelopment Authority (BRA) (5 citizen appointees / 3-year terms)	
6		Construction Board of Appeals (7 citizen appointees / 5-year terms) <i>Specify the category(ies) AND list your qualifications under question #5: Building</i>	XX
7		Land Bank Fast Track Authority (LBA) (3 citizen appointees / 3-year terms)	
8		Leelanau County Energy Futures Task Force (11 citizen appointees / ends in 1 year) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5: Select one</i>	
9		Leland Dam Authority (LDA) (2 citizen appointees; 1 engineer background, 1 riparian / 3-year terms) Please make a selection	
10		Materials Management Plan Committee (MMPC) (11 appointees / 5-year terms) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5: Please make a selection</i>	
11		Michigan Department of Health and Human Services (DHHS) (2 citizen appointees / 3-year terms)	
12		Northern Lakes Community Mental Health Authority (CMH) (1 citizen appointee / 3-year term)	
13		Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 citizen appointee / 3-year term)	
14		Northwest Regional Airport Authority (NRAA) (2 citizen appointees / 3-year terms)	
15		Parks & Recreation Commission (P & R) (5 citizen appointees / 3-year terms)	
16		Planning Commission (PC) (10 citizen appointees / 3-year terms) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5, pg. 1: Please make a selection</i>	
17		Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC) (5 citizen appointees / 3-year terms)	
18		Solid Waste Council (SWC) (9 citizen appointees, 2 ex-officio nonvoting members from the Industry / 2-year terms)	
19		Veterans Affairs Administrative Committee (VAAC) (1 citizen appointee / 2-year term)	
20		Workforce Development Board (WDB) (2 citizen appointees / 3-year terms)	<i>Applications are made directly to Networks Northwest</i>

7. List references and contact information (*minimum of two*):

Reference #1

Nate Griswold
231-943-1434

Reference #2

Jerry Tomczak
734-260-3709

8. Are you available to attend training sessions for the Open Meetings Act and Freedom of Information Act during your first year of appointment?

Yes No

9. Are you willing to consent to a Background Investigation?

Yes No

10. Signature: _____



Printed Name: Edgar Boettcher IV

Leelanau County
Appointment Application to Boards/Commissions/Committees/Authorities

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident and a registered voter of Leelanau County, and have an application on file in the Administrator's Office. Applications will expire four (4) years from the issue date; any attachments should be no longer than two pages at length.

Please type or print legibly

Name: Scott Earl	Date: 11/19/2024
Address (Street, PO if applicable, City, State, Zip): 345 W Main St Lake Leelanau, MI. 49653	
Occupation: Plumber Heating contractor	
Daytime Telephone: 2317090086	
Email Address: scotttotal@aol.com	

1. Are you a resident of Leelanau County? Yes No
2. Are you a registered voter of Leelanau County? Yes No
Township or Village: Leland
3. Can you regularly attend scheduled meetings? Day: Yes No
Evening: Yes No
4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities (use page 4 if you need additional space).
To improve, safe gaurd, and maintain the quality of life for residents of Leelanau county and give back to the community
5. What are your qualifications for appointment?
Construction Board of Appeals and Parks and Recreation Commision
Plumbing and heating contractor about 20 years
Plumbing and mechanical iinspector for Leelanau county about 7 years
Plumbing apprentice and jounyman plumber for about 15 years
Currently have a master plumbers license, a mechanical contractors license and a plumbing contractor license.
Completed and and certified though NMC M-tech tradeds program in HVAC
45 plus years working almost entirely in Leelanau and Grand Traverse counties
Life long resident of Leelanau county

Scott Earl

7. List references and contact information (*minimum of two*):

Reference #1

Bob Biggs
318 W Main St
Lake Leelanau, MI. 49653
231-256-9421

Reference #2

Lisa Brookfield
202 St Joseph St
Lake Leelanau, MI. 49653
231-313-4872

8. Are you available to attend training sessions for the Open Meetings Act and Freedom of Information Act during your first year of appointment?

Yes No

9. Are you willing to consent to a Background Investigation?

Yes No

10. Signature:  _____

Printed Name: Scott Earl

6. Please indicate below with an X any/all Boards/Commissions/Committees/Authorities you are willing to serve on. **Please place two Xs** on the one(s) you feel strongly about:

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1		Area Agency on Aging of Northwest Michigan (AAA) (1 citizen appointee / 2-year term)	
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6	XX	Construction Board of Appeals (7 citizen appointees / 5-year terms) <i>Specify the category(ies) AND list your qualifications under question #5:</i> Please make a selection	
7		Land Bank Fast Track Authority (LBA) (3 citizen appointees / 3-year terms)	
8		Leelanau County Energy Futures Task Force (11 citizen appointees / ends in 1 year) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5:</i> Select one	
9		Leland Dam Authority (LDA) (2 citizen appointees; 1 engineer background, 1 riparian / 3-year terms) Please make a selection	
10		Materials Management Plan Committee (MMPC) (11 appointees / 5-year terms) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5:</i> Please make a selection	
11		Michigan Department of Health and Human Services (DHHS) (2 citizen appointees / 3-year terms)	
12		Northern Lakes Community Mental Health Authority (CMH) (1 citizen appointee / 3-year term)	
13		Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 citizen appointee / 3-year term)	
14		Northwest Regional Airport Authority (NRAA) (2 citizen appointees / 3-year terms)	
15	XX	Parks & Recreation Commission (P & R) (5 citizen appointees / 3-year terms)	
16		Planning Commission (PC) (10 citizen appointees / 3-year terms) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5, pg. 1:</i> Please make a selection	
17		Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC) (5 citizen appointees / 3-year terms)	
18		Solid Waste Council (SWC) (9 citizen appointees, 2 ex-officio nonvoting members from the Industry / 2-year terms)	
19		Veterans Affairs Administrative Committee (VAAC) (1 citizen appointee / 2-year term)	
20		Workforce Development Board (WDB) (2 citizen appointees / 3-year terms)	Applications are made directly to Networks Northwest

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Senior Services</u> Contact Person: <u>Lena Vander Meulen</u> Telephone Number: <u>231-256-8121</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Submittal Dates</th> </tr> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u></td> <td style="width: 50%;"></td> </tr> <tr> <td>Date of Meeting: _____</td> <td style="text-align: right;"><u>01/14/2025</u></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u>		Date of Meeting: _____	<u>01/14/2025</u>
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Financial/Source Selection Method							
<input checked="" type="checkbox"/> Select One: <u>Select One</u> <input checked="" type="checkbox"/> Other: <u>Sub-Contract Agreement</u> <input checked="" type="checkbox"/> Account No.: <u>281.000000-677.000</u> <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Budgeted Amount: _____</td> <td style="width: 50%; text-align: right;">Contracted Amount: _____</td> </tr> <tr> <td style="text-align: center;"><u>\$ 1,500.00</u></td> <td style="text-align: right;"><u>\$ 1,700.00</u></td> </tr> </table>		Budgeted Amount: _____	Contracted Amount: _____	<u>\$ 1,500.00</u>	<u>\$ 1,700.00</u>		
Budgeted Amount: _____	Contracted Amount: _____						
<u>\$ 1,500.00</u>	<u>\$ 1,700.00</u>						
Document Description							
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Financial Review Completed <input type="checkbox"/> Department Head/Elected Official Authorization							
<p>Leelanau County Seniors Services seeks approval to enter into a contract with Area Agency on Aging of Northwest Michigan (AAANM) located at 1609 Park Drive, Traverse City, MI.</p> <p>AAANM has entered into a contract on behalf of the Aging and Disability Resource Collaborative of Northwest Michigan with the Michigan Department of Aging and Adult Services (AASA) to provide MIPPA (Medicare Improvements for Patients and Providers Act) Beneficiary Outreach and Assistance Services. The focus of the program is to conduct outreach activities to find beneficiaries who may be eligible for Medicare Part D, Low-Income Subsidy (LIS) and the Medicare Savings Programs (MSPs) and assist with enrollment into these programs.</p> <p>AAANM agrees to pay \$100.00 per completed unduplicated drug plan or advantage plan enrollment up to a maximum of 10 enrollments during this grant period. AAANM agrees to pay \$700.00 for outreach activities related to this grant. This is a total of up to \$1,700.00 in revenue from AAANM grant funds for the work of Bruce Barnes.</p>							
<p>Suggested Recommendation:</p> <p>I move to recommend that the County Board of Commissioners to approve Leelanau County Senior Services to enter into an agreement with Area Agency on Aging of Northwest Michigan to provide MIPPA Beneficiary Outreach and Assistance Services for seniors. The contract agreement will begin September 1, 2024 and continue through August 31, 2025, pending legal counsel review and approval.</p>							

 Department Approval: Lena Vander Meulen

 Digitally signed by Lena Vander Meulen
 Date: 2025.01.02 14:38:40 -05'00'

Date: _____

**Area Agency on Aging of Northwest Michigan
MIPPA ADRC- Beneficiary Outreach and Assistance Services
Sub-Contract Agreement**

This Agreement is between the Area Agency on Aging of Northwest Michigan (AAANM) located at 1609 Park Drive, Traverse City, MI and the following agency: Leelanau County, a municipality and political subdivision of the State of Michigan, on behalf of Leelanau County Senior Services.

AAANM has entered into a contract on behalf of the Aging and Disability Resource Collaborative of Northwest Michigan with the Michigan Department of Aging and Adult Services (AASA) to provide MIPPA Beneficiary Outreach and Assistance Services. The focus of the program is to conduct outreach activities to find beneficiaries who may be eligible for Medicare Part D, Low Income Subsidy (LIS) and the Medicare Savings Programs (MSPs) and assist with enrollment into these programs. AAANM will utilize existing ADRC-MIPPA Partner Organizations to assist in program outreach and enrollment.

Agreement Amount:

AAANM under the terms of this agreement will provide funding not to exceed \$700 for outreach activities related to this grant. In addition, AAANM agrees to pay \$100.00 (one hundred and 00/100 dollars) per completed unduplicated drug plan or advantage plan enrollment up to a maximum of 10 enrollments during this grant cycle. Enrollment stipends may be adjusted during this grant period based on actual Provider performance.

Period of Agreement:

This agreement shall commence on September 1, 2024 and continue through August 31, 2025. This agreement is in full force and effect for the period specified.

Statement of Work:

Provide outreach and education to identify and enroll persons eligible for the above-mentioned programs. Required activities include:

1. All ADRC MIPPA Partner Organizations will be MIPPA trained by MMAP (locally, by webinar or by MMAP, Inc.). AAANM will arrange training as needed.
2. Participate in any ADRC-MIPPA outreach calls as needed to help identify outreach, education and marketing strategies to increase enrollment in the target populations.
3. Develop a MIPPA outreach plan using the Attachment A, which focuses on:
 - o outreach strategies to reach the general population of low-income older adults,
 - o specific activities to reach rural clients and younger individuals with disabilities
 - o outreach and follow-up to past clients who are likely eligible for, but not enrolled in Part D, LIS of MSP.

Outreach plan must be submitted to AAANM with the signed contract for review.

4. Provide information, counseling and assistance that will help Medicare beneficiaries understand and enroll in Low-Income Subsidy (LIS), Medicare Savings Plans (MSP) and Medicare Part D Drug Plan enrollments. ADRC MIPPA Partners may conduct the enrollment activities or refer individuals to existing MIPPA enrollment providers.
5. Assure full accessibility of MIPPA Beneficiary Outreach and Assistance services to all categories of Medicare eligible individuals, including aged, disabled and end-stage renal disease patients. MIPPA

Beneficiary Outreach and Assistance services are to be provided without discrimination based on race, color, national origin, disability, age, sex, or income.

Reasonable efforts must be made to accommodate eligible individuals with existing barriers that limit their access to information, e.g., language, visual, hearing or speech impairments, physical accessibility, literacy, and location.

- 6. ADRC MIPPA Partner Organizations will ensure that staff and counselors providing MIPPA Beneficiary Outreach and Assistance services have no conflict of interest when providing health benefit information, counseling, and assistance.

Reporting Requirements:

- 1. Each ADRC partner must agree to develop a tracking method to differentiate ADRC MIPPA enrollments from other MIPPA enrollments. Outreach activities and MIPPA enrollments cannot be duplicate counted.
- 2. Confirmation of enrollment of LIS, MSP or Medicare Part D will be sent to AAANM **monthly**. The required documentation is a copy of the completed LIS application or on-line enrollment form; copies of the completed MSP applications; or copies of the enrollment confirmation and client demographic page for all completed Part D enrollments. These ADRC MIPPA enrollments must be separate from other MIPPA enrollments.

Enrollment applications and confirmations should be received by the 10th or each month for the previous month’s activities. AAANM reserves the right to request more frequent submission if it appears the available funding will be fully utilized to ensure that we do not exceed our allocation.

~~3.~~ Submission of PAM MIPPA Outreach reports **monthly**.

3.

Payment:

AAANM will release the Outreach funding payment upon receipt of a signed agreement and completed Outreach Plan.

Reimbursement for \$100 enrollment assistance will occur monthly upon submission of the required documentation.

Leelanau County

~~Authorized Representative Signature~~ Ty Wessell, Chairperson
Leelanau County Board of Commissioners

Date

Area Agency on Aging of Northwest Michigan

~~Authorized Representative Title~~

AAANM Executive Director Signature

Date

APPROVED AS TO FORM FOR COUNTY OF LEELANAU:
COHL, STOKER & TOSKEY, P.C.
By: DONALD J. KULHANEK
On: January 6, 2025

[N:\Client\Leelanau\Agreements\AAANM\Leelanau 2025 MIPPA ADRC Partner Agreement r1.docx](#)

**Area Agency on Aging of Northwest Michigan
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Leelanau County

 Ty Wessell, Chairperson
 Leelanau County Board of Commissioners

 Date

Area Agency on Aging of Northwest Michigan

 AAANM Executive Director Signature

 Date

APPROVED AS TO FORM FOR COUNTY OF LEELANAU:	
COHL, STOKER & TOSKEY, P.C.	
By:	DONALD J. KULHANEK
On:	January 6, 2025

Proposed Regional Materials Management Planning Committee:

- 1) A solid waste disposal facility operator – Jim Palmer (Waste Management)
- 2) A representative of a hauler of managed material –Cory Brown (Northern Disposal)
- 3) A materials recovery facility operator – Mark Bevelhymer (Green for Life/GFL)
- 4) A composting facility operator– Frank Dituri (Traverse City Department of Public Services / Streets Department Director)
- 5) A waste diversion, reuse, or reduction facility operator – Andy Gale (Bay Area Recycling for Community Executive Director)
- 6) A representative of an environmental interest group – Sarna Salzman (SEEDS Executive Director)
- 7) An elected official of a county – TJ Andrews (Grand Traverse County Commissioner)
- 8) An elected official of a township or county – **Jason Barnard** (Benzonia Twp.)
- 9) An elected official of a city or village – **Bill Perkins** (Village of Suttons Bay)
- 10) A representative of a business that generates a managed material – **Kris Wood** (Bay Area Demolition)
- 11) A representative of the regional planning agency whose territory includes the planning area – Mathew Cook (Networks Northwest)

January 2025

Materials Management Planning

QUICK GUIDE

Materials Management Plans (MMP) are required by amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Part 115), specifically [Subpart 11](#), Materials Management Plans. These changes focus on sustainable materials management approaches, such as recycling and composting, instead of primarily disposal. MMPs, once approved, will replace existing solid waste management plans. This document provides guidance to assist with the development of these new MMPs.

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GLOSSARY OF TERMS

Benchmark Recycling Standard (BRS): a recycling curbside and drop-off access standard that each planning area must meet within the timelines identified in statute.

County Board of Commissioners (BOC): the elected governing body authorized to make policy decisions for the county, or the elected county executive, as appropriate.

County Approval Agency (CAA): the entity that assumes responsibility and is authorized to approve the MMP, by submitting a notice of intent for preparing the MMP. The CAA may be a county board of commissioners, all the municipalities in a county acting jointly, or a regional planning agency.

Designated Planning Agency (DPA): the agency and a specific individual of the agency designated by the CAA that shall serve as the primary government resource in the planning area for the administering and developing the MMP. “DPA” does not mean a regional planning agency, unless the CAA identifies the regional planning agency as the DPA.

Disposal Area: a facility that accepts solid waste for disposal, or handling prior to disposal, such as a landfill, incinerator, or solid waste processing and transfer facility.

Diverted Waste: waste generated by households, businesses, or government entities that can lawfully be disposed of at a municipal solid waste landfill or incinerator but is separated from other waste for better management. Examples of diverted waste include batteries, pesticides, pharmaceuticals, light bulbs, sharps, mercury containing devices, hazardous materials, or liquid wastes.

Managed Materials: solid waste, diverted waste, or recyclable material.

Materials Management Facility (MMF): a disposal area, materials utilization facility, or waste diversion center.

Materials Management Goal (MMG): goals identified in an MMP that are measurable, objective, and specific to the planning area identified to divert recyclables and organics from disposal. These goals include the municipal solid waste recycling rate goal, the benchmark recycling standards identified in Part 115, and any additional material utilization and reduction activities identified by the MMP.

Materials Management Planning Committee (MMPC): a permanent body that is appointed by the CAA to direct the Designated Planning Agency in the preparation, coordination and ensures fulfillment of the MMP.

Materials Utilization Facility (MUF): a facility, such as a materials recovery facility, anaerobic digester, compost facility, or innovative technology facility that processes recyclable materials for conversion into raw materials, intermediate, or new products.

Planning Area: the geographic area included within a materials management plan.

Regional Planning Agency: the Governor appointed 14 separate regions within the State for planning purposes. The [Michigan Association of Regions map](#) shows their geographical locations.

Waste Diversion Center: a facility designated for the purpose of receiving or collecting diverted wastes.

GOALS AND OBJECTIVES OF MATERIALS MANAGEMENT PLANNING

WHAT IS A MATERIALS MANAGEMENT PLAN (MMP)?

Each county is required by law, to have an MMP that assures adequate materials management capacity for all non-hazardous solid waste generated in the county. The plan will also assure that managed material is collected, processed, or disposed at facilities that are consistent with the county plan and comply with state laws and rules. This can include organics, recyclables, solid waste, and other materials. MMPs will also identify and regulate local criteria for siting of all [materials management facilities](#), such as landfills, solid waste processing and transfer facilities, materials recovery facilities, composting facilities, and anaerobic digesters.

The materials management plan is not the end-goal. The goal is to create and implement a robust materials management system.

HOW DO PLANS HELP A COUNTY?

- Gives a county a tool in its authority over management of solid waste, recyclables, organics, and other related activities within their county.
- Allows for mechanisms to fund and promote materials management methods like recycling and composting.
- Illustrates the county's materials management infrastructure (existing and new).
- Defines county or regional needs, goals, and identifies possible areas of growth.
- Encourages collaboration through partnerships to manage materials that are generated.
- Funds the effort to inventory current [materials management facilities](#) and available capacity.
- Helps establish current generation of organics, recyclable materials, and solid waste.
- Identifies gaps and local needs for infrastructure and services.

Once developed, the MMP becomes a tool and the authority to implement the vision set by the planning area.

MATERIALS MANAGEMENT PLANNING OVERVIEW

Materials management planning is a program designed to guide the management of counties' materials, with an emphasis on increasing sustainable practices, such as recycling and composting, in addition to ensuring safe disposal options. These materials can include food waste, yard clippings, recyclables, other source separated materials, and solid waste. Part 115 establishes statewide recycling goals and standards, and the MMP will identify an implementation strategy to meet those goals. MMPs will identify existing [materials management facilities](#) and the facilities needed to meet the plan goals, identify capacity required to manage its generated materials, and a siting process to develop new and required facilities.

WHAT DO I NEED TO KNOW ABOUT PLANS?

- MMPs will be required for each county, developed as a single or multicounty MMP.
- MMPs will focus on comprehensive materials management, including recycling, composting, other diversion activities, and disposal.
- MMPs will establish goals with measurable objectives to divert recyclables and organics from disposal, while also increasing recycling access and education.
- EGLE will initiate the planning process in September 2023.
- Counties will have 3 years to complete the planning process, including the MMP development and local approvals.
- Maximum timeframes are established throughout the development and approval process.
- Funding will be available annually for MMP development, implementation, and maintenance.
- Additional funding will be available for counties that participate in multicounty planning.
- MMPs replace existing solid waste management plans, once approved.
- This shift to more sustainable materials management strategies aligns with Michigan's [MI Healthy Climate Plan](#).

WHO IS INVOLVED IN PLANNING ACTIVITIES?

Materials management planning will require coordination and collaboration across county and local governments and the materials management industry. Below are the main entities.

- County Approval Agency (CAA).
- Designated Planning Agency (DPA).
- Materials Management Planning Committee (MMPC).

See the following for more details.

MATERIALS MANAGEMENT PLAN REQUIREMENTS

An MMP shall include the following requirements:

- Measurable, objective, and specific goals of the planning area, for solid waste diversion from disposal areas, including, but not limited to, the municipal solid waste recycling rate, the benchmark recycling standards, and the material utilization and reduction activities identified by the MMP.
- An implementation strategy for the county to demonstrate progress toward or to meet the materials management goals by the time of the 5-year MMP review. The strategy will include:
 - How progress will be made to reduce the amount of organic material being disposed of, through food waste reduction, composting, and anaerobic digestion.
 - How progress will be made to reduce recyclable materials being disposed of through increased recycling, including expanding convenient access and recycling at single and multifamily dwellings, businesses, and institutions.
- A description of the resources needed for meeting the materials management goals and how the development of necessary materials utilization facilities and activities will be promoted.
 - A description of how the benchmark recycling standards will be met.
 - A timetable for implementation.
- All managed material generated in the planning area will be identified by type and tonnage, to determine the planning area's managed material capacity needs and that all managed material is included in the planning area's materials management goals.
- Require that a proposed materials management facility meets the requirements of Part 115 and is consistent with the materials management goals.
- Identify and evaluate current and planned materials management infrastructure and systems that contribute or will contribute to meeting the materials management goals.
- Include an inventory of the names and addresses of the following:
 - Existing disposal areas.
 - Materials utilization facilities.
 - Waste diversion centers.
- Contain a facility inventory that shall, at a minimum, include the following information:
 - A summary of deficiencies, if any, in meeting current materials management needs.
 - The facility latitude and longitude.
 - The estimated facility acreage.
 - A description of the materials managed.
 - The processes for handling materials at the facility.
 - The total authorized capacity of the facility.
 - Include acknowledgement by the facility for capacity purposes, if applicable.

- If the inventoried facilities do not provide sufficient capacity for managed materials, the MMP shall identify specific strategies, including a schedule and approach to develop and fund needed capacity.
- Ensure that the [materials management facilities](#) that are identified as necessary to be sited can be developed.
- An enforceable mechanism to meet the goals of the MMP and implement the MMP.
- Calculate the municipal solid waste recycling rate for the planning area.
- Describe the materials management transportation infrastructure.
- Include current and projected population densities and identify population centers and centers of managed material generation in the planning area, to demonstrate that the capacity required for managed material is met.
- Describe the mechanisms by which municipalities in the planning area will ensure convenient recycling access, such as one or more of the following:
 - Assignment of the responsibility to the county or an authority.
 - A franchise agreement.
 - An intergovernmental agreement.
 - Municipal service.
 - Licensing under an ordinance.
 - A public-private partnership.
- Specify a recommended minimum level of recycling service that incorporates the access requirements of the benchmark recycling standards.

The county or municipality within the planning area may, through an appropriate enforceable mechanism, require haulers operating in its jurisdiction to provide the recommended level or a different minimum level of recycling service.

- Identify the DPA and the entity or entities responsible for each of the MMP's responsibilities.
- With respect to education and outreach for residents and businesses in the planning area, do both of the following:
 - Provide a strategic plan that identifies roles, responsibilities, funding sources, and methods for persons providing the education and outreach services.
 - Describe the county or regional role in providing continuing recycling education. The recycling education shall include, but is not limited to, providing a recycling guide both in hard copy at select public locations and electronically on a cell phone-friendly website. The recycling guide shall do the following:
 - ✓ Identify recycling locations.
 - ✓ Identify recyclable materials.
 - ✓ Explain how to prepare recyclable materials for collection.
 - ✓ Describe other best practices.

- Include a listed telephone number for additional information. Include a siting process and a copy of any ordinance, law, rule, or regulation of a municipality, county, or governmental authority within the planning area that applies to the siting process.
- Take into consideration the MMPs of counties adjacent to the planning area, as they relate to the planning area's needs.
- Document all opportunities for participation and involvement of the public, all affected agencies, parties, and the private sector, in the preparation of the MMP.
- An MMP may include management plans for debris from environmental damage, for debris from disasters, or for other materials, such as construction or demolition waste, not otherwise required to be covered by an MMP.
- If a solid waste landfill is proposed to be developed in the planning area within two (2) miles of a municipality that is located adjacent to the planning area, or if a solid waste processing and transfer facility or materials utilization facility is proposed to be developed in the planning area within one (1) mile of such a municipality, both of the following apply:
 - The CAA shall notify the legislative body of the adjacent municipality, of the proposed development, in writing. The notice shall include a copy of this subsection.
 - The planning committee shall provide the adjacent municipality an opportunity to comment on the proposed development.
- An MMP shall include a siting process with a set of minimum criteria.
 - The siting process shall not include siting criteria that are more restrictive than state law, if a materials utilization facility could not be developed anywhere in the planning area under those criteria.
 - A materials utilization facility need not be sited, if the CAA or DPA demonstrates to the department that the planning area has available capacity sufficient to address the managed materials identified by the MMP as being generated in the planning area.

RESPONSIBLE PARTIES - ROLES AND RESPONSIBILITIES

MATERIALS MANAGEMENT PLAN (MMP) PARTIES AND GENERAL RESPONSIBILITIES:

- The County Board of Commissioners or elected county executive, municipalities within the county, or the regional planning agency may assume responsibility for a planning area. This responsible entity becomes the CAA.
- The CAA will appoint a DPA to develop the MMP.
- The CAA will also appoint an MMPC to identify planning area priorities and direct the DPA for MMP preparation.

COUNTY BOARD OF COMMISSIONERS (BOC) DUTIES:

- Receives the request from EGLE to prepare an MMP.
- May file the Notice of Intent (NOI) to prepare the MMP or decline to prepare the MMP.
- If the BOC declines preparation of the MMP, they shall advise the municipalities and the Regional Planning Agency (RPA) of their decision.
- Receives MMP grant money from EGLE and distributes it to the CAA.
- Automatically responsible for Plan implementation, if EGLE prepares the MMP.

NOTE. If the BOC declines to submit the NOI, the municipalities or RPA can request an extension to allow the parties an opportunity to determine who will file the NOI. If an NOI is not filed, EGLE may prepare the MMP.

COUNTY APPROVAL AGENCY DUTIES:

- Serves as the primary responsible party.
- Responsible for MMP implementation.
- Consults with adjacent counties regarding interest in preparing a multicounty MMP.
- Appoints the DPA.
- Appoints an MMPC.
- Oversees the creation and implementation of the DPA's work program.
- Utilizes the MMP Grant funds for MMP development and implementation.
- Approves the MMP prior to municipal approval.
- Approves MMP modifications, if needed.
- Certifies to the Department the progress toward meeting all components of its materials management goals.

DESIGNATED PLANNING AGENCY DUTIES:

- Serves as the primary government resource in the planning area for information about the MMP and the MMP development process.
- Prepares the MMP work program.
- Prepares the MMP.
- Consults with all affiliated entities.
- Publishes required public notices.
- Obtains written approvals from the Planning Committee, CAA, and municipalities.
- Manages the public comment process.
- Drafts language for review and approval of the Planning Committee.
- Ensures approval process and submittals comply with Part 115.

MATERIALS MANAGEMENT PLANNING COMMITTEE (PLANNING COMMITTEE/MMPC) DUTIES:

- Directs the DPA in the preparation of the MMP.
- Reviews and approves the DPA work program.
- Identifies relevant local policies and priorities.
- Ensures coordination in the preparation of the MMP.
- Advises county (or counties if multi-county) and municipalities.
- Ensures that the DPA is fulfilling all the requirements and rules promulgated under this part, as to both the content of the MMP and the public participation requirement.
- Notifies the applicable parties of any identified deficiencies.
- Approves the MMP prior to public comment.
- Provides the final level of approval of the MMP before it is presented for CAA approval.

EGLE PREPARED MMP

- If EGLE is responsible for preparing the MMP for two or more counties, EGLE may include those counties in the planning area of a single MMP and may exercise its powers and perform its duties for those counties jointly.
- EGLE will develop an MMP using the standard format and having specific requirements, as required by [Section 11580 of Part 115](#).
- MMP Grant funds may be used by the department for MMP preparation.
- The BOC is automatically responsible for the EGLE prepared Plan implementation.

PLAN INITIATION PROCESS

OUTLINE OF STEPS:

STEP 1: EGLE Director Initiates the MMP Process (*THE COUNTY HAS 180 DAYS TO FILE THE NOI*).

STEP 2: CAA Responsibility Determined.

STEP 3: Multicounty Planning Consideration.

STEP 4: Develop Interlocal Agreement for a Multicounty MMP (if applicable).

STEP 5: Submit Notice of Intent (NOI) to EGLE and CAA Confirmed.

DETAILS OF STEPS:

STEP 1: EGLE Director Initiates MMP process.

EGLE will request each county BOC or County Executive, as appropriate, to submit an NOI to prepare an MMP. The NOI shall be submitted within 180 days of this request.

STEP 2: CAA Responsibility Determined.

Each county BOC will have the first opportunity to assume responsibility for the MMP and complete the initial tasks required of the CAA. If the BOC declines this responsibilities, then all municipalities in the county jointly or the RPA may elect to take the CAA responsibilities. If the municipalities and the RPA declines the CAA responsibilities, EGLE shall write the MMP on behalf of the County.

NOTE: A formal decision by resolution or similar mechanism will be required to document either a confirmation or a rejection of each county or RPA, as appropriate, regarding the CAA entity decision.

If the BOC declines to become the CAA, they will give up their authority for ALL responsibilities for the MMP and the entity that becomes the CAA will be granted those responsibilities in lieu of the BOC.

Multicounty plans will follow the same procedure for approval of a single county plan. Each county represented in multicounty plan will confirm its own CAA, then jointly designate a single DPA, and enter an interlocal agreement for preparation of the multicounty plan.

STEP 3: Multicounty Planning Consideration

Before submitting the NOI, each CAA shall consult with each adjacent county regarding the option of preparing a multicounty MMP. Documentation of these consultations is required to be submitted with each NOI. Please see Section 11571(7) for additional information.

STEP 4: Develop Interlocal Agreement for a Multicounty MMP (if applicable).

For those counties that intend to develop a multicounty MMP, an interlocal agreement must be developed between all counties preparing its MMP. Documentation of an executed interlocal agreement is required to be submitted with each NOI, if applicable.

STEP 5: Submit Notice of Intent to EGLE and CAA Confirmed.

Once the NOI is submitted the entity is then confirmed as the CAA. Each CAA shall submit the following items as part of their NOI submittal:

- NOI indicating which entity will become the CAA, accepting responsibility for the preparation and responsibilities of the MMP development, implementation, and authorities.
- Documentation indicating the CAA consulted with each adjacent county regarding the option of preparing a multicounty MMP.
- Documentation of the outcome of the above adjacent county consultation, including a copy of any interlocal agreement identifying the process for creating a multicounty MMP.

NEXT STEPS: For next steps, see the [Plan Development and Approval](#) section of this Guide.

COUNTY APPROVAL AGENCY

The **CAA** is the entity that assumes responsibility and authority over the MMP. The CAA will be responsible for approving and implementing the MMP, determining whether to pursue multicounty planning with adjacent counties, and filing an NOI. This section contains the steps and guidance for determining the CAA, as well as its roles and responsibilities.

DETERMINATION OF THE CAA:

- The BOC will receive the initial request from EGLE to prepare an MMP.
- The BOC may accept or decline responsibilities to prepare the MMP
- If the BOC files the NOI with a response of "accept," they are assuming responsibility of the MMP, and are declaring themselves the CAA.
- If the BOC declines preparation of the MMP, they shall advise the municipalities and the RPA of their decision.
- The municipalities, acting jointly, or the RPA, then have the option to file the NOI and become the CAA.
- If the BOC declines, if needed, the municipalities or the RPA can request an extension of the deadline to file the NOI to make their determination. If no NOI is filed or all entities decline, EGLE will prepare the MMP, and it will be final.

NOTE. Before filing the NOI, the entity who chooses to do so must also complete various pre-planning activities, including consulting with adjacent counties to gauge interest in a multicounty MMP and completing an interlocal agreement if pursuing a multicounty MMP.

Once the CAA files the NOI and all supporting documentation, it is recommended that the CAA immediately start the next steps in the MMP development process because the filing of the NOI triggers a 180-day time limit to complete all the following tasks:

- Appoint the DPA.
- Appoint the MMPC.
- The DPA Prepares the Work Program.
- The MMPC Approves the Work Program.
- EGLE Approves the Work Program.

RESPONSIBILITIES OF THE CAA:

- Primarily responsible for all aspects of the MMP.
- Responsible for MMP implementation.
- Consults with adjacent counties regarding preparing a multicounty MMP prior to filing the NOI.
- Appoints the DPA.
- Appoints a Materials Management Planning Committee.
- Oversees the creation and implementation of the DPA's work program.
- Utilizes the MMP Grant funds for MMP development and implementation - this will be distributed initially to the BOC or County Executive, and then must be sent to the CAA.
- Approves the MMP prior to municipal approval.
- Approves MMP modifications, if needed.
- Certifies to EGLE the progress toward meeting all components of its materials management goals.

DESIGNATED PLANNING AGENCY (DPA)

The **DPA** is the agency, and an individual within that agency, identified as the primary contact person for administering and preparing the MMP. [\[Section 11574\]](#).

DPA RESPONSIBILITIES:

- Serves as the primary government resource in the planning area for information about the MMP and leads the MMP development process.
- Under the direction of the MMPC, prepares the MMP using the EGLE provided format, solicits public comment, and obtains MMP approval.
- During the preparation of the MMP, solicits the advice of and consults with the following organizations:
 - Municipalities, various organizations related to materials management, and the private sector, such as materials management facility operators, in the planning area.
 - The county or regional planning agency.
 - Counties and municipalities in counties that are adjacent to the planning area.

Public Notice and Comments:

At least 10 days before each public meeting where the DPA will discuss the MMP, a notice of the meeting must be given to the elected official of each municipality within the planning area, to adjacent communities, and to anyone else within the planning area that requests notice of these meetings. The notice shall indicate as precisely as possible the subject matter being discussed.

Once the MMP is drafted and approved by the MMP Committee, the DPA is required to:

- Share the MMP draft for public review and comment for a minimum of 60 days.
- Conduct a public hearing on the MMP during the public comment period. A public notice of the hearing must be published at least 30 days prior to the hearing.
- Publish the notice in a newspaper, or by electronic media, with major circulation or viewership in the planning area. The notice must state where to find the draft MMP, the end date of the public comment period, and solicit public comment. Online notices must remain posted until the end of the public comment period. This notice may also serve as the public hearing notice.
- Provide a copy of the MMP along with a notice of the end of the public comment period to:
 - EGLE.
 - Each municipality within the planning area.
 - Counties and municipalities adjacent to the planning area that may be significantly affected by the MMP or that have requested the opportunity to review the MMP.
 - The regional planning agency for each county in the planning area.
- Submit a summary of comments received during the public comment period to the MMPC.
- Revise the MMP based on public comment, as directed by the MMPC. The DPA has 30 days from the end of the public comment period to resubmit the MMP to the planning committee, if applicable.
- The DPA must ensure that the MMP approval process has been followed. See the [Materials Management Planning Committee section](#) of this document more details.



MATERIALS MANAGEMENT PLANNING COMMITTEE

The MMPC/Planning Committee is a permanent body that is appointed to direct the DPA in the preparation of the MMP. [[Section 11572 and 11573](#)]

DUTIES AND RESPONSIBILITIES OF THE MMPC

- Directs the DPA in the preparation of the MMP.
- Reviews and approves the DPA work program.
- Identifies relevant local policies and priorities.
- Ensures coordination in the preparation of the MMP.
- Advises counties and municipalities regarding the MMP.
- Ensures the DPA is fulfilling the requirements of Part 115, including the MMP's content and public participation.
- Notifies the DPA and applicable parties of any deficiencies in the MMP or the process.
- Approves the MMP prior to public comment.
- Provides the final level of MMP approval before it is presented for CAA approval.

COMMITTEE APPOINTMENTS

- Initial members are appointed for a 5-year term.
- After initial 5-year term there should be a period of staggered appointments (2, 3, 4, and 5-year terms; the following example of Staggered Appointments).
- After staggered positions are established, their successors should be appointed for 5-year terms.
- Members can be reappointed.
- Vacancies should be filled for the unexpired term in the same manner as the original appointment.
- Members can be removed by CAA due to incompetence, dereliction of duty, or malfeasance, misfeasance, or nonfeasance in office.

Exemplar of Staggered Appointments



VOTING

- A majority of members present at a meeting constitutes a quorum for the transaction of business.
- An affirmative vote from the majority of the members appointed is required for official action to be taken.
- The approval of a County and/or Regional MMP requires the affirmative vote of a majority of the full planning committee. For example, if:
 - There are 13 total member positions (12 active members and 1 vacant position).
 - When a vote is taken, a minimum of 7 affirmative votes are required for that action to pass.
 - Votes needed are based on the total number of available positions, not how many are currently filled and/or present at the meeting.

PLANNING COMMITTEE MEMBER REQUIREMENTS

All members must either provide services to or reside within the planning area and be defensible if challenged.

Member Requirements

- A solid waste disposal facility operator.
- A representative of a hauler of managed material.
- A materials recovery facility operator.
- A composting facility or anaerobic digester operator.
- A waste diversion, reuse, or reduction facility operator.
- A representative of an environmental interest group that has members residing in the planning area.
- An elected official of the county.
- An elected official of a township.
- An elected official of a city or village.
- A representative of a business that generates a managed material.
- A representative of the [regional planning agency](#) whose territory includes the planning area.

Optional Members/Scenarios

- The CAA may appoint one additional representative that does business in or resides in an adjacent community outside the planning area.
- If during the MMP development or amendment process, a solid waste landfill is proposed in the planning area within 2 miles of a municipality that is located adjacent to the planning area, or if a solid waste processing and transfer facility or materials utilization facility is proposed in the planning area within 1 mile of such a municipality, the CAA shall notify the adjacent municipality in writing. This municipality may provide comment on the proposed development.

Optional Multicounty Planning Members

In addition to the above committee members, each county in a multicounty plan may appoint the following additional members:

- An elected official of the county or a municipality.
- A representative from a business that generates managed materials.

Minimum Planning Committee Members

If the CCA has difficulty finding qualified individuals to serve on the planning committee, EGLE may approve a reduction in the number of members. Contact EGLE for more details.



PLAN DEVELOPMENT AND APPROVAL PROCESS

This section details the steps to develop and approve the MMP and grant eligibility, after the EGLE Director initiates the MMP development process ([Part 115](#), Sections 11571–11576, 11580, 11587).

- STEP 1.** NOI is filed and the responsible entity becomes the CAA within 180 days of EGLE's request. If an NOI was not filed by the BOC, the municipalities or RPA can request an extension from EGLE to allow the parties an opportunity to determine who will file the NOI with an EGLE approved extension.
- If an NOI was filed, continue to Step 2.
 - If an extension was requested by the municipalities or RPA from EGLE and approved by EGLE, continue to Step 2.
 - If an extension was not requested or an NOI was not filed, EGLE shall prepare the MMP. The EGLE prepared MMP is final, and the process ends.

The CAA has a total of 36 months from the date an NOI is filed to complete its portions of the process.

- STEP 2.** After the NOI is submitted, the following must be completed:
- The CAA establishes the DPA. The CAA will have the option to identify a DPA while filing its NOI. This is highly recommended to give the DPA ample time to complete the remaining tasks. However, the CAA has up to 120 days to officially appoint their DPA.
 - Within 180 days: The CAA appoints the MMPC; the DPA will draft the Work Program; the MMPC approves Work Program and submits the Work Program to EGLE; EGLE approves the Work Program. All tasks must be completed within this 180-day given timeframe.

The CAA is grant eligible once an NOI is filed, a DPA and MMPC have been appointed, and a Work Program has been approved by the MMPC and EGLE. *It is recommended to begin MMP drafting and development while waiting for MMP grant distribution, to ensure the 36-month total timeframe is met.*

STEP 3. The MMP is drafted.

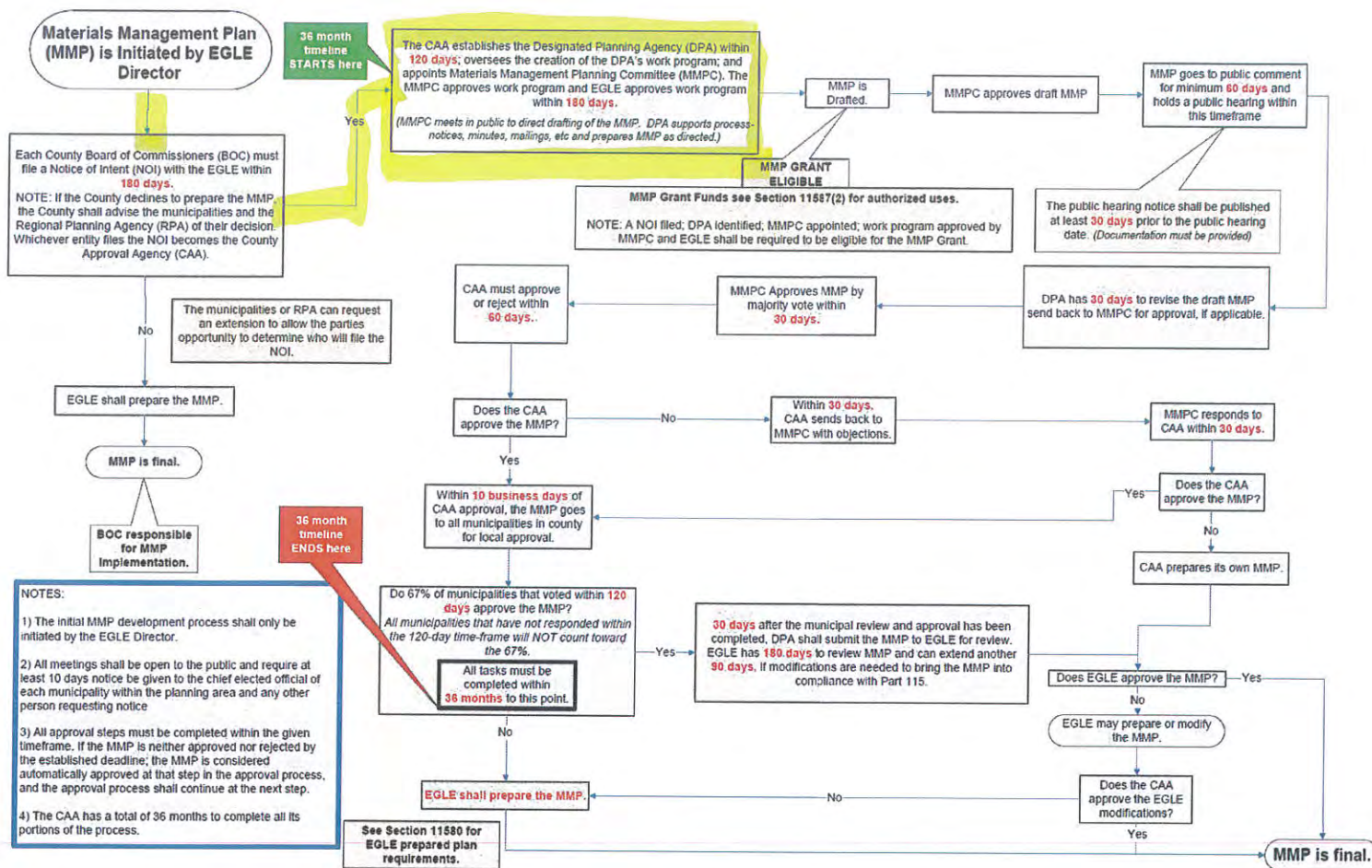
STEP 4. The MMPC approves the draft MMP.

- STEP 5.** The MMP goes to public comment for a minimum of 60 days. During this time, a public hearing is conducted by the DPA.
- The public hearing notice shall be published at least 30 days prior to the public hearing date. Documentation must be provided to EGLE.

- STEP 6.** Once the public comment period and hearing are completed, the DPA has 30 days to revise the draft MMP based on comments received and send the draft MMP back to the MMPC for approval, if applicable.

- STEP 7.** The MMPC approves the MMP by majority vote within 30 days after the DPA has sent the revised draft MMP back for final approval.
- STEP 8.** The CAA must approve or reject the MMP within **60 days** after the MMPC has approved the MMP.
- If the CAA approves the MMP, continue to Step 9.
 - If the CAA does not approve the MMP within **30 days**, the CAA sends the MMP back to the MMPC with objections.
 - The MMPC then responds to the CAA within **30 days**.
 - The CAA acts on the MMP.
 - ✓ If the CAA approves the MMP, continue to Step 9.
 - ✓ If the CAA does not approve the MMP, the CAA prepares its own MMP, then continues to Step 10.
- STEP 9.** Within **10 business days** of CAA approval, the DPA sends the MMP to all municipalities in the County.
- STEP 10.** Municipalities are given **120 days** to approve or reject the MMP.
- Only those municipalities that voted within the 120 days will count toward approval or rejection of the MMP. *All municipalities that have not responded within the 120-day timeframe will NOT count toward the 67 percent.*
 - If 67 percent of the municipalities that acted on the MMP within 120 days approve of the plan, continue to Step 11.
 - *NOTE: 67 percent of the municipalities that respond to the vote must approve the MMP.*
 - If 67 percent of municipalities that voted within 120 days do not approve the MMP, **then EGLE will prepare the MMP, it will be final, and the process ends.**
 - *NOTE: ALL tasks to this point must be completed within 36 months.*
- STEP 11.** 30 days after the municipalities review and approve the MMP, the DPA shall submit the MMP to EGLE for final review, continue to Step 12.
- After the MMP is submitted by the DPA, EGLE has 180 days to review. The review can be extended by another 90 days if modifications are needed to bring the MMP into compliance with Part 115.
- STEP 12.** If EGLE approves the MMP, the MMP is final, and the process is complete. If EGLE does not approve the MMP, EGLE may prepare or modify the MMP, and the process continues to Step 13.
- STEP 13.** EGLE submits the MMP to the CAA. If the CAA approves the EGLE modifications of the MMP, the MMP is final, and the process is complete. If the CAA does not approve the EGLE modifications to the MMP, EGLE prepares the final MMP, and the process is complete.

MATERIALS MANAGEMENT PLAN APPROVAL PROCESS



NOTES

- All meetings shall be open to the public and require at least **10-day** notice be given to the chief elected official of each municipality within the planning area and any other person requesting notice.
- All approval steps must be completed within the given timeframe. If the MMP is neither approved nor rejected by the established deadline, the MMP is considered automatically approved at that step in the approval process, and the approval process shall continue at the next step.
- The CAA has a total of 36 months to complete all its portions of the process.

EGLE PREPARED MATERIALS MANAGEMENT PLAN REQUIREMENTS

- Materials utilization facilities or solid waste processing and transfer facilities are automatically found to be consistent with the MMP if they: (1) are exempt from permit and license requirements; (2) comply with local zoning requirements; and (3) that are identified in the MMP.
- The MMP cannot approve any non-contiguous additional solid waste landfill disposal capacity unless the BOC has shown a demonstrated need ([Section 11509\(9\)](#)).
- The MMP shall require all haulers servicing the planning area, per Part 115, to provide recycling access per the Benchmark Recycling Standard.

Further, an EGLE prepared MMP will not contain a requirement for additional siting criteria or the criterion that the Host Community provides an approval for the development of any facility.



MATERIALS MANAGEMENT PLANNING GRANTS

WHO IS ELIGIBLE TO RECEIVE FUNDING?

Each county that applies and meets the eligibility requirements will receive funding. Funds will be granted to the BOC once the grant application and agreement are approved. If the BOC is not identified as the CAA, then it is the responsibility of the BOC to distribute the funds to the appropriate CAA within 60 days after receipt of the funds. *If EGLE is preparing the MMP for the County, the funds may be utilized by EGLE.*

HOW CAN FUNDING BE USED?

Funds can be used for preparing, implementing, and maintaining an MMP. Including:

- Development of a work program as described in [Section 11587 of Part 115](#).
- Developing and amending an MMP.
- Ensuring public participation.
- Resources used to determine whether new facilities are consistent with the MMP.
- Collecting, submitting, and evaluating data for the database for facility reporting purposes.
- Recycling education and outreach.
- Establishing and continuing recycling and materials utilization programs consistent with the goals.
- Preparation of required reports to EGLE.
- Efforts to obtain support for the MMP and planning process.
- Other efforts related to MMP implementation.

Funds can be used for implementation, however, the MMP development costs take precedence, and an Implementation Work Program has been approved as part of the MMP Grant Agreement.

WHEN IS FUNDING AVAILABLE?

These grants will be awarded annually. To receive funds in the first 3 years, the CAA must have:

- Appointed the DPA.
- Appointed the MMPC.
- A Work Program Prepared by the DPA.
- A Work Program Approved by the MMPC.
- A Work Program approved by EGLE.

The Work Program must contain activities for developing and implementing the MMP and must show associated costs to be covered by the County and the grant. Grantees must keep records documenting use of grant monies.

HOW LONG IS FUNDING AVAILABLE?

Funding is established by the [Income Tax Act Of 1967 Act 281 Of 1967](#), specifically Section 206.51g, Renew Michigan Fund, and is subject to appropriation.

HOW MUCH FUNDING IS AVAILABLE?

Grants will be calculated using the following:

- \$60,000 for each county in the planning area.
- \$10,000 additional for each county in a multicounty planning area.
- For the first 3 years, an additional 50 cents per capita of each county*, up to \$300,000.

**Based on the 2020 Census Data*

Per capita money will not be available for future MMP development.

MULTICOUNTY MATERIALS MANAGEMENT PLANNING

In many cases, MMPs for a multicounty area may be more effective and efficient than plans developed for single counties. Multicounty MMPs may improve operations, costs, environmental outcomes, education and outreach efforts, and market development. Each county is required to consult with adjacent counties to consider multicounty planning and additional grant funds are available for counties participating in a multicounty MMP.

REQUIREMENTS FOR THE DEVELOPMENT OF A MULTICOUNTY MMP

- An MMP may include two or more counties if each of those counties agree to the joint exercise of powers and performance of the duties under Subpart 11 for the BOC and of the CAAs.
- Multicounty MMPs are subject to the same procedure for approval as single-county MMPs. A multicounty MMP shall include a process to ensure that the MMP requirements are met.
- CAAs preparing a multicounty MMP, shall appoint a single planning committee. For each county, additional planning committee members may be appointed:
 - An elected official of the county or a municipality in the planning area.
 - A representative from a business that generates managed materials within the planning area.

MULTICOUNTY COLLABORATION

Counties will be required to document that they contacted, at a minimum, their adjacent counties, regarding the option and interest in preparing a multicounty MMP. Documentation memorializing the outcome and any interlocal agreements identifying the process for creating a multicounty MMP will be submitted to EGLE with each county's NOI.

NOTE: Counties consulted may reside outside the state-designed planning region.

THE BENEFITS OF MULTICOUNTY PLANNING

There are several benefits of creating and implementing a multicounty MMP, including additional grant funding. Each eligible county will receive \$60,000 plus, for the first three years, \$0.50 per capita, not to exceed \$300,000. Counties collaborating in a multicounty plan will **each** receive an additional \$10,000 per year. In addition, collaborating counties can:

- Improve efficiencies, reduces costs and allows for shared implementation costs.
- Streamline access to regional facilities and haulers.
- Identify solutions with counties facing similar challenges and opportunities.
- Use a standardized educational campaign for the planning area.
- Reduce contamination and increase marketability and value of materials.
- Reduce the need to have or create program expertise in each county.
- Increase service options for the region, making it easier to meet capacity and access requirements.
- Provide a larger pool of potential MMPC representatives.

WHAT RESOURCES ARE AVAILABLE?

- [MMP Toolbox](#)
- Email: [EGLE Planning Staff](#)
- [Materials Management Planning Program Staff Map](#)
- [Recycling Program Staff Map](#)
- [Regional Planning Agencies](#)
- [County DPA Contacts](#)
- [Materials Management Facilities ArcGIS Map](#)
- Funding Opportunities (see [Planning Website](#))
- [Mega Data Collection Project](#)

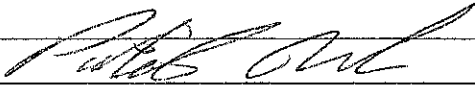
Visit Michigan.gov/EGLEMMP or contact EGLE-MMP@Michigan.gov for more information.

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EXECUTIVE DOCUMENT SUMMARY

Department: <u>Maintenance</u> Contact Person: _____ Telephone Number: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Submittal Dates</th> </tr> <tr> <td style="width: 70%;"><input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u></td> <td></td> </tr> <tr> <td>Date of Meeting: _____</td> <td style="text-align: right;"><u>01/14/2025</u></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u>		Date of Meeting: _____	<u>01/14/2025</u>						
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Date: <u>01/08/2025</u>													



Todd Wenzel Buick-GMC and Chevrolet

Albert Li | (734) 713-1065 | ali@toddwenzel.com

71

Leelanau County

Prepared For: Lauren Cypher & Jerry Culman

(231) 256-9711

lcypher@leelanau.gov

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck

TODD WENZEL CHEVROLET

3156 Highland Dr, PO Box 310

Hudsonville, MI 49426

State of Michigan MiDeal Contract # 071B7700178

MiDeal Spec # 0078-4WDL

Leelanau County Pricing

(MiDeal Pricing)

2025 Chevrolet Silverado 2500HD Reg Cab 4x4 8' Bed

10250# GVWR 6.6l Gas V8 / Allison Trans Reg Cab w/ 8' Box

SPEC 078 - 2025 Chevrolet Silverado 2500HD Reg 4wd	\$ 48,229.00
MLP* – Municipal LED Lighting Package (Amber/Green)	\$ 2,446.00
4SC – 4" Round Step Bars (Chrome, GM Accessories)	\$ 866.00
WWL – Wheelwell Liners (GM Accessories)	\$ 278.00
RSG – HD Rubber Splash Guards (Frt & Rr)	\$ 369.00
SHU – Cold Weather Steering Hose Upgrade Kit	\$ 728.00
SBL – Spray-On Bedliner w/ Plastic Drop-In Liner	\$ 994.00
DEL – Delivery per MiDeal (FOB Sutton's Bay, MI)	\$ 262.50

Total \$ 54,172.50

Prices Quoted are for a MiDeal Factory Order.

FOB Sutton's Bay, MI



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Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Selected Model and Options

MODEL

CODE	MODEL
CK20903	2025 Chevrolet Silverado 2500HD 4WD Reg Cab 142" Work Truck

COLORS

CODE	DESCRIPTION
G7C	Red Hot

OPTIONS

CODE	DESCRIPTION
E63	Durabed, pickup bed
FE9	Emissions, Federal requirements
L8T	Engine, 6.6L V8
MKM	Transmission, Allison 10-Speed automatic
JGB	GVWR, 10,250 lbs. (4649 kg)
GT4	Rear axle, 3.73 ratio
1WT	Work Truck Preferred Equipment Group
PYQ	Wheels, 17" (43.2 cm) machined aluminum
QXT	Tires, LT265/70R17E all-terrain, blackwall
ZXT	Tire, spare LT265/70R17E all-terrain, blackwall
G7C	Red Hot
AZ3	Seats, front 40/20/40 split-bench
H0U	Jet Black, Cloth seat trim
IOR	Audio system, Chevrolet Infotainment 3 system
PCV	WT Convenience Package
VYU	Snow Plow Prep/Camper Package
K4Z	Battery, auxiliary, 700 cold-cranking amps/70 Amp-hr
KW5	Alternator, 220 amps
UY2	Trailer wiring provisions
NZZ	Skid Plates

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Data Version: 23262. Data Updated: Aug 24, 2024 6:42:00 PM PDT.



Todd Wenzel Buick-GMC and Chevrolet

Albert Li | (734) 713-1065 | ali@toddwenzel.com

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Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

OPTIONS

CODE	DESCRIPTION
V46	Bumper, front chrome
VJH	Bumper, rear chrome
U01	Lamps, Smoked Amber roof marker, (LED)
DLN	Mirrors, outside heated power-adjustable, manual folding
AKO	Glass, deep-tinted
QT5	Tailgate, gate function manual with EZ Lift
U2K	SiriusXM Trial Subscription
A2X	Seat adjuster, driver 10-way power
9L7	Upfitter switch kit, (5)
KI4	Power outlet, interior, 120-volt
KC9	Power outlet, bed mounted, 120-volt
C49	Defogger, rear-window electric
VQ1	Fleet Processing Option
Options Total	

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Todd Wenzel Buick-GMC and Chevrolet

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Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Standard Equipment

Package

Trailer Package includes trailer hitch, 7-pin connector and (CTT) Hitch Guidance (Deleted when (ZW9) pickup bed delete is ordered.)

Mechanical

Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)

Transmission, Allison 10-Speed automatic (STD) (Standard with (L8T) 6.6L V8 gas engine.)

Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)

Durabed, pickup bed (STD)

GVWR, 10,250 lbs. (4649 kg) (STD) (Included and only available with CK20903 model and (L8T) 6.6L V8 gas engine with 17" wheels.)

Push Button Start

Air filter, heavy-duty

Air filtration monitoring

Transfer case, two-speed electronic shift with push button controls (Requires 4WD models.)

Auto-locking rear differential

Four wheel drive

Cooling, external engine oil cooler

Cooling, auxiliary external transmission oil cooler

Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr maintenance-free with rundown protection and retained accessory power (Included and only available with (L8T) 6.6L V8 gas engine.)

Alternator, 170 amps (Requires (L8T) 6.6L V8 gas engine.)

Trailer brake controller, integrated

Frame, fully-boxed, hydroformed front section and a fully-boxed stamped rear section

Recovery hooks, front, frame-mounted, Black

Suspension Package

Steering, Recirculating Ball with smart flow power steering system

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Brake lining wear indicator

Capless Fuel Fill (Requires (L8T) 6.6L V8 gas engine. Not available with (ZW9) pickup bed delete.)

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Todd Wenzel Buick-GMC and Chevrolet

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75

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Mechanical

Exhaust, single, side

Exterior

Wheels, 17" (43.2 cm) painted steel, Silver (STD)

Tires, LT245/75R17E all-season, blackwall (STD)

Tire, spare LT245/75R17E all-season, blackwall (STD) (Included and only available with (QH) LT245/75R17E all-season, blackwall tires with (E63) Durabed, pickup bed. Available to order when (ZW9) pickup bed delete and (QH) LT245/75R17E all-season, blackwall tires are ordered.)

Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Deleted with (ZW9) pickup bed delete.)

Bumpers, front, Black

Bumpers, rear, Black

CornerStep, rear bumper

BedStep, Black integrated on forward portion of bed on driver and passenger side (Deleted when (ZW9) pickup bed delete is ordered.)

Moldings, beltline, Black

Cargo tie downs (12), fixed rated at 500 lbs per corner (Deleted with (ZW9) pickup bed delete.)

Headlamps, halogen reflector with halogen Daytime Running Lamps

IntelliBeam, automatic high beam on/off

Taillamps with incandescent tail, stop and reverse lights

Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel

Mirrors, outside power-adjustable vertical trailering with heated upper glass, lower convex mirrors, integrated turn signals, manual folding/extending (extends 3.31" [84.25mm]) (Standard on Regular Cab models. Not available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package on Regular Cab. Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package on Double and Crew Cab models.)

Mirror caps, Black

Glass, solar absorbing, tinted

Tailgate, standard (Deleted with (ZW9) pickup bed delete.)

Tailgate and bed rail protection cap, top

Tailgate, locking, utilizes same key as ignition and door (Upgraded to (QT5) EZ Lift power lock and release tailgate when (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package is ordered. Not available with (ZW9) pickup bed delete.)

Tailgate, gate function manual, no EZ Lift (Deleted with (ZW9) pickup bed delete.)

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Todd Wenzel Buick-GMC and Chevrolet

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Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Exterior

Door handles, Black grained

Entertainment

Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)

Audio system feature, 2-speakers (Requires Regular Cab model.)

Wireless phone projection for Apple CarPlay and Android Auto

Bluetooth for phone connectivity to vehicle infotainment system

Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

Interior

Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)

Vinyl seat trim

Seat adjuster, driver 4-way manual

Seat adjuster, passenger 4-way manual

Floor covering, rubberized-vinyl (Not available with LPO floor liners.)

Steering wheel, urethane

Steering column, Tilt-Wheel, manual with wheel locking security feature

Instrument cluster 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5" diagonal monochromatic display

Exterior Temperature Display located in radio display

Compass located in instrument cluster

Window, power front, drivers express up/down

Window, power front, passenger express down

Door locks, power

Remote Keyless Entry with 2 transmitters

Cruise control, electronic with set and resume speed, steering wheel-mounted

USB Ports, 2, Charge/Data ports located on instrument panel

Power outlet, front auxiliary, 12-volt

Air conditioning, single-zone

Mirror, inside rearview, manual tilt

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Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Interior

Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

Safety-Mechanical

Automatic Emergency Braking

Front Pedestrian Braking

StabiliTrak stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar Services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)

HD Rear Vision Camera (Deleted when (ZW9) pickup bed delete is ordered.)

Hitch Guidance dynamic single line to aid in trailer alignment for hitching (Deleted with (ZW9) pickup bed delete.)

Lane Departure Warning

Following Distance Indicator

Forward Collision Alert

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System

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Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Safety-Interior

OnStar One Essentials (OnStar One Business Essentials for Fleet) Drive confidently with core OnStar services including select mobile app commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (OnStar One Essentials includes select remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. Fleet customers get select remote commands through OnStar Vehicle Insights. For MY25 vehicles, OnStar One Essentials is standard for 8 years; services may require an OnStar paid plan to continue thereafter. See OnStar.com for service descriptions and terms.)

Processing-Other

Trailer Information Label provides max trailer ratings for tongue weight, conventional, gooseneck and 5th wheel trailering (Not available with (ZW9) pickup bed delete.)

WARRANTY

Warranty Note: <<< Preliminary 2025 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Maintenance Note: First Visit: 12 Months/12,000 Miles

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EXECUTIVE DOCUMENT SUMMARY

Department: <u>Maintenance</u> Contact Person: _____ Telephone Number: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; background-color: #e0e0e0;">Submittal Dates</th> </tr> <tr> <td style="padding: 2px;"><input checked="" type="checkbox"/> Select Meeting Type:</td> <td style="padding: 2px;"><u>Executive Board</u></td> </tr> <tr> <td style="padding: 2px;">Date of Meeting:</td> <td style="padding: 2px;"><u>01/14/2025</u></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Select Meeting Type:	<u>Executive Board</u>	Date of Meeting:	<u>01/14/2025</u>		
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; background-color: #e0e0e0;">Financial/Source Selection Method</th> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Select One: <u>Bid/RFP</u></td> <td rowspan="5" style="vertical-align: top; padding: 2px;"> Vendor: _____ Address/ Phone: _____ _____ Description: Capital Purchase </td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Other: _____</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Account No.: _____</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> CIP Project?</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> If Grant, Match Account No.: _____</td> </tr> </table>	Financial/Source Selection Method		<input type="checkbox"/> Select One: <u>Bid/RFP</u>	Vendor: _____ Address/ Phone: _____ _____ Description: Capital Purchase	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Account No.: _____	<input type="checkbox"/> CIP Project?	<input type="checkbox"/> If Grant, Match Account No.: _____	
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<input type="checkbox"/> If Grant, Match Account No.: _____									
Budgeted Amount: _____ Contracted Amount: _____									
Document Description									
<table style="width: 100%;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Request to Waive Board Policy on Bid Requirements</td> <td style="width: 33%;"><input type="checkbox"/> Financial Review Completed</td> <td style="width: 33%;"><input type="checkbox"/> Department Head/Elected Official Authorization</td> </tr> </table> <p style="margin-top: 20px;">Facilities/Maintenance is in need of a new mower to serve the County Parks and is asking the Board of Commissioners for permission to go out for RFP. The new mower will replace two older mowers and has been budgeted for for 2025.</p>		<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements	<input type="checkbox"/> Financial Review Completed	<input type="checkbox"/> Department Head/Elected Official Authorization					
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements	<input type="checkbox"/> Financial Review Completed	<input type="checkbox"/> Department Head/Elected Official Authorization							
<p>Suggested Recommendation:</p> <p>Move to recommend that the Board of Commissioners approve the request for the Maintenance Department to prepare and publish a Request for Proposals for a new mower.</p>									

Department Approval:  Date: 01/09/2025

Lauren Cypher

From: Jordan Kiessel
Sent: Thursday, December 26, 2024 10:34 AM
To: Lauren Cypher
Subject: 2025 Mower Bid Info
Attachments: 2025 Mower Specs.docx

Follow Up Flag: Follow up
Flag Status: Completed

Good morning Lauren,

I have attached a document with information regarding the mower that will be going out for bids shortly. I want to express our heavy preference in purchasing a mower that is consistent with the brand we already have. I understand we have to go through the process of bids and looking for equipment that is comparable to the specifications I sent you, but it makes our lives much easier with annual maintenance, etc. when all units are the same brand. **Kubota** is the brand we would like to stick with if at all possible. The specs I gave you are from **a Kubota F3710 Front Mount Mower**. This is the ideal make and model we would like to see purchased. I added a page with equipment dealers around the area who might have what we are looking for. I know all of the dealers I mentioned sell Kubota, except for Hutson Inc, which is primarily a John Deere dealership. Please let me know if you have any other questions or need clarification on anything. Thanks!

Best,

Jordan

Maintenace Department
8527 E Government Center Dr, Suite 101
Suttons Bay, MI 49682
Phone 231-432-0022

4WD TRACTOR W/FOLDABLE ROPS

Description	Qty
4WD TRACTOR W/FOLDABLE ROPS	1
FT 24X12.00-12 R3 GRASSMASTER	2
RT 18X9.50-8 R3 KENDA	2
72" MOWER DECK	1
GRASS CATCHER FOR	1
GRASS CATCHER MOUNT KIT	1
BOOT KIT	1
HYDRAULIC VALVE SINGLE	1

PERFORMANCE FINE CUT BAFFLE

72" Side Replacement Blade Set (3 blades)

DIESEL ENGINE

Type: Diesel, liquid cooled (4Cyl.), with DPF
 4 Cyl., 1498 cu. cm.
 HP: 36.9 @ 2500 RPM
 Alternator -- 60 Amps
 Hand Throttle
 Dual Element Air Cleaner

OPERATING FEATURES

Tilt Steering Wheel
 Power Steering
 Deluxe Suspension Seat
 w/ 4 Adj. Controls
 Easy Set Parking Brake
 Integrated Rear Tie Down Points
 Hood Lift Assist System

HYDRAULICS

Open Center -- Gear Type
 2 Point Hitch Lift
 Cap at Lift Point -- 573 lbs
 8.6 GPM Hyd. Pump Cap.
 6 GPM Remote Outlet

HYD. INDEPENDENT PTO

Hyd. Multi-Disc PTO
 Single Speed PTO
 2583 rpm @ 2500 Eng. rpm

TRANSMISSION

Hydrostatic Drive (F2/R2)
 Forward Speed -- 0 - 12.5 mph
 Reverse Speed -- 0 - 6.8 mph
 Front Differential Lock

FLUID CAPACITY

Fuel Tank 16.1 gal
 Cooling System 3.9 qts
 Engine Oil 5 qts
 Transmission and Hydraulics 14.8 qts
 Gross Weight 1830 lbs

SAFETY EQUIPMENT

2 Post Foldable ROPS w/
 Retractable Sear Belt on Seat
 ROPS meet ISO and OSHA
 Safety Start Switch
 Operator Presence Control
 Parking
 Brake - Easy
 Set
 Overheat
 Alarm
 Buzzer

INSTRUMENTS

Liquid Chrystal Display (LCD)Panel
 Hour Meter
 Electric Fuel Gauge
 Temperature Gauge
 Easy Checker™
 Oil Light
 Charge Light
 Glow Plug Light

Ginop Sales Inc

9040 M 72 E Williamsburg, MI 49690

(231) 267-5400

Hutson Inc

5858 Moore Rd Williamsburg, MI 49690

(231) 267-9400

Ginop Sales Inc

11274 M 68 Alanson, MI 49706

(231) 548-2272

Ina Store Inc

10035 21 Mile Rd Tustin, MI 49688

(231) 825-2575

Hutson Inc

4085 Old Highway 27 S Gaylord, MI 49735

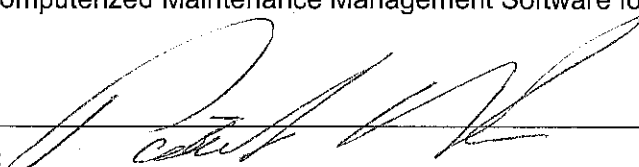
(989) 732-3274

Freeman Creek Equipment

7511 US-31 N Free Soil, MI 49411

(231) 464-5155

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Maintenance</u> Contact Person: <u>Patrick Roach, Director</u> Telephone Number: <u>231-256-8160</u>	Submittal Dates <input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u> Date of Meeting: <u>01/14/2025</u>
Financial/Source Selection Method <input checked="" type="checkbox"/> Select One: <u>Negotiated</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: <u>Limble Solutions, Inc.</u> Address/ Phone: <u>3290 West Mayflower Ave.</u> <u>Lehi, Utah 84043</u> Description: <u>Service</u>
Budgeted Amount: _____ Contracted Amount: <u>\$ 6,085.80</u>	
Document Description	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Financial Review Completed <input type="checkbox"/> Department Head/Elected Official Authorization	
<p>The County has grown to a degree that the planning requirements for regular, preventative, targeted and consistent asset management exceeds the capacity of one person. Jerry Culman's capacity expanded as the buildings and resources were literally built around him. He has now retired. The same is true for our HVAC technician Gary O' Connor who remains on contract with the County. However, functional knowledge of the County's most critical infrastructure cannot be stored or distributed solely by these individuals, fantastic as they are. Any modern enterprise as large as Leelanau County (in terms of buildings and assets) already has such technology in place. These systems are very similar to Aircraft Logistics Management Information System (ALMIS) and Automated Computer Maintenance System (ACMS) utilized by the U.S. Coast Guard. Our staff has over 32 combined years of experience implementing and maximizing such a system. This experience has taught us to maintain parallel paper records to a degree that allows us to function if computer systems are compromised. This will remain the protocol moving forward.</p> <p>I researched the top 10 rated systems and took virtual meetings with their representatives. I based my search on functionality, user interface and pricing. I narrowed it to three candidates namely: Limble, MaintainX and FIIX. Many of their key functions are similar but are presented differently. Initially, Limble had the best overall package but was priced highest at \$4500.00 per year. FIIX was my alternate and priced at \$3500.00 followed by MaintainX at \$2940.00. Through negotiation, I was able to get offers for each of them at a one time payment of \$3000.00 per annum (or slightly less). This is an "all included" price in regards to support and implementation. Price being the same, I chose Limble due to my belief that its information architecture is best suited for our technicians to utilize in the field. The mobile app and the full function desktop application both have the clearest most intuitive set up. Limble was then vetted and approved by our Information Technology Director, Liana Wilson.</p> <p>Limble prepared a contract that includes free use of an AI procurement function that searches for best inventory pricing across the entire web. There is no charge for that \$1800.00 line item (free for our first year) we can opt out any time or choose to begin paying for this feature after one year. In addition, they would like to enter into a two-year contract paid out at \$2980.00 year one and \$3105.00 year two. This locks in our discounted rate for two years.</p>	
<p>Suggested Recommendation:</p> <p>I move to recommend that the Leelanau County Board of Commissioners approve the contract with Limble Solutions, Inc for Computerized Maintenance Management Software for a term of two years.</p>	
	
Department Approval: _____	Date: <u>01/14/2025</u>



Limble Solutions, Inc.
 3290 West Mayflower Ave.
 Lehi, UT 84043
 United States of America
 Brady Lewis
 brady.lewis@limblecmms.com

Prepared For

Leelanau County

Patrick Roach
 Facility Director
 proach@leelanau.gov

Billing Info
 8527 E Government Center Drive
 Suite 109
 Suttons Bay | MI | 49682
 US

Initial Term 24 months
Initial Term Period January 06, 2025—January 05, 2027
Payment Terms Net 30

Proposal Expiration Date January 31, 2025
PO Number _____
 ID 0

Year 1

Product	Quantity	Price per Unit	Price per Month	Total Price
<p>Unlimited Remote Implementation, Training, and Support Limble's top rated onboarding and support includes access to a Success Manager that stays with you from onboarding through optimization at no additional cost. Untimed onboarding ensures you get all the help you need to get optimum value out of Limble.</p> <p>Our industry leading in-house support team is available 24/7. Limble also offers interactive training classes, an extensive library of training materials and tutorial videos, as well as peer-to-peer engagement via our Limble Community.</p>	1	\$0.00 / unit	One-Time Fee	\$0.00
<p>Premium+ - Annual Payment Payment Frequency: Annual</p> <p>Medium-size companies looking to automate their processes with automated workflows and advanced inventory.</p>	5	\$828.00 / unit \$596.16 / unit -28%	\$345.00 \$248.40 -28%	\$4,140.00 \$2,980.80 -28%

Product	Quantity	Price per Unit	Price per Month	Total Price
Subtotal for Year 1				\$2,980.80

Year 2

Product	Quantity	Price per Unit	Price per Month	Total Price
Unlimited Remote Implementation, Training, and Support Limble's top rated onboarding and support includes access to a Success Manager that stays with you from onboarding through optimization at no additional cost. Untimed onboarding ensures you get all the help you need to get optimum value out of Limble. Our industry leading in-house support team is available 24/7. Limble also offers interactive training classes, an extensive library of training materials and tutorial videos, as well as peer-to-peer engagement via our Limble Community.	1	\$0.00 / unit	One-Time Fee	\$0.00
Premium+ - Annual Payment Payment Frequency: Annual Medium-size companies looking to automate their processes with automated workflows and advanced inventory.	5	\$828.00 / unit \$621.00 / unit -25%	\$345.00 \$258.75 -25%	\$4,140.00 \$3,105.00 -25%
Subtotal for Year 2				\$3,105.00

Year 1 Subtotal	\$2,980.80
Year 2 Subtotal	\$3,105.00
Overall Total	\$6,085.80

General Terms

Terms of Service

The Terms of Service located at <https://limblecmms.com/terms-of-service/> govern Limble's provision of, and Customer's use of, the products and services ordered by Customer under this Order Form. This Order Form together with the Terms of Service (collectively, the "Agreement") constitute a binding contract by and between Limble and Customer. In the event of any conflict between this Order Form and the Terms of Service, this Order Form will govern. Capitalized terms used, but not defined, in this Order Form have the meanings given them in the Terms of Service.

Contract Renewal

At the end of the Initial Term, the Subscription Term and this Agreement will continue on a year-to-year basis until one Party gives notice of termination or non-renewal to the other Party at least 30 days before the beginning of the next renewal year.

Sales Tax

The prices stated above do not include sales tax or other applicable taxes. The final total to be paid by Customer, including any applicable taxes, will be reflected in the invoice.

Marketing Permissions

During the Subscription Term, Customer grants permission to Limble to identify Customer as a Limble customer using Customer's name or logo in any marketing, sales, public relations, or financial materials.

Signatures

Agreed to and accepted by the entity listed below ("Customer") and Limble Solutions, Inc. ("Limble"):

Leelanau County

Name: ~~Richard Lewis~~ *Steve Yoder*

Title: **Interim County Administrator**

Email: rlewis@leelanau.gov

Signed Date: -----

Signature: -----

Limble Solutions, Inc.

Name: **Caleb Frischknecht**

Title: **General Counsel**

Email: caleb.frischknecht@limblecmms.com

Signed Date: **1/3/2025**

Signature: *Caleb Frischknecht*



Order Form #9154

Limble Solutions, Inc.

3290 West Mayflower Ave.
 Lehi, UT 84043
 United States of America
 Shaun Marcil
 shaun.marcil@limblecmms.com

Prepared For

Leelanau County

Patrick Roach
 Facility Director
 proach@leelanau.gov

Billing Info

8527 E Government Center Drive
 Suite 109
 Suttons Bay MI 49682
 US

Initial Term 12 months**Initial Term Period** January 06, 2025—January 05, 2026**Payment Terms** Net 30**PO Number****Proposal Expiration Date** January 31, 2025**Start Date** January 06, 2025**Subscription**

Product	Quantity	Price per Month	Length	Total Price
Limble Search - Annual Payment Tiered Search pricing as follows: <ul style="list-style-type: none"> Standard: Up to 50 Searches/Month - \$1800 per Year Premium +: Up to 125 Searches/Month - \$3600 per Year Enterprise: Up to 250 Searches/Month - \$6000 per Year Enterprise Incremental: Additional 100 Searches/Month - \$2100 per Year 	1	\$150.00	12 months	\$1,800.00
One-Time Discount	1	One-Time Fee	12 months	-\$1,800.00
Subtotal for Subscription				\$0.00
Overall Total				\$0.00

Terms of Service

The Terms of Service located at <https://limblecmms.com/terms-of-service/> govern Limble's provision of, and Customer's use of, the products and services ordered by Customer under this Order Form. This Order Form together with the Terms of Service (collectively, the "Agreement") constitute a binding contract by and between Limble and Customer. In the event of any conflict between this Order Form and the Terms of Service, this Order Form will govern. Capitalized terms used, but not defined, in this Order Form have the meanings given them in the Terms of Service.

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Leelanau County

Name: ~~Richard Lewis~~ *Steve Yoder*

Title: Interim County Administrator

Email: rlewis@leelanau.gov

Signed Date: _____

Signature: _____

Limble Solutions, Inc.

Name: Caleb Frischknecht

Title: General Counsel

Email: caleb.frischknecht@limblecmms.com

Signed Date: 1/3/2025

Signature: *Caleb Frischknecht*





binder

Final Audit Report

2025-01-04

Created:	2025-01-03
By:	Temre Beltz (temre.beltz@limblecmms.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_r3VjZldzLBh_YLP5jC2dM5i6-3NRgqJ

"binder" History

-  Document created by Temre Beltz (temre.beltz@limblecmms.com)
2025-01-03 - 11:07:11 PM GMT
-  Document emailed to Caleb Frischknecht (caleb.frischknecht@limblecmms.com) for signature
2025-01-03 - 11:07:16 PM GMT
-  Email viewed by Caleb Frischknecht (caleb.frischknecht@limblecmms.com)
2025-01-04 - 0:34:51 AM GMT
-  Document e-signed by Caleb Frischknecht (caleb.frischknecht@limblecmms.com)
Signature Date: 2025-01-04 - 0:38:12 AM GMT - Time Source: server
-  Agreement completed.
2025-01-04 - 0:38:12 AM GMT

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Maintenance</u> <input type="checkbox"/> Contact Person: <u>Richard I Lewis</u> Telephone Number: <u>(231) 256-9711</u>	<b style="text-align: center;">Submittal Dates <input type="checkbox"/> Select Meeting Type: <u>Executive Board</u> <input type="checkbox"/> Date of Meeting: <u>01/14/2025</u>
<b style="text-align: center;">Financial/Source Selection Method <input type="checkbox"/> Select One: <u>Bid/RFP</u> <input type="checkbox"/> <input type="checkbox"/> Other: <u>Engineering Services</u> <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <u>Gov't Center Cooling Tower</u> <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: <u>TBD</u> Address/ Phone: _____ Description: Select One
Budgeted Amount: <u>\$ 0.00</u> Contracted Amount: <u>\$ 0.00</u>	

Document Description

Request to Waive Board Policy on Bid Requirements
 Financial Review Completed
 Department Head/Elected Official Authorization

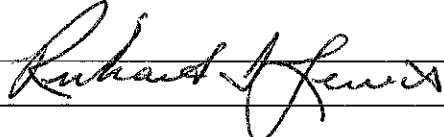
One of the major capital outlay project budgeted to be undertaken in Fiscal Year 2025 was to address the Governmental Center Cooling Tower and Air Handler and humidification at the Jail and Governmental Center. These will be consider as separate projects. \$430,000 has been estimated for both. Attached is an description of the issues regarding both.

In order to accomplished both projects, the services of a Mechanical Engineer will the required and staff is requesting authorization to prepare a Request for Proposals (RFP) to accept bids. The services desired will be divided into three parts: (1) Analysis the information and data within the Maintenance Department and further evlauate what steps will need to taken and prepare a cost estimate. (2) Prepare the bid specifications, assist the County in the issuance of a Request for Proposal for vendors to undertake the work outlined, evaluate the bids and provide a recommendation of vendor to award the project. (3) Finally, provide construction oversight, review of and approval of invoices for payment and close out of the project.

The County Board of Commissioners will approve the hiring of the Mechanical Engineer, approve the proceeding with the project vendor RFP and the selection of the project vendor and contract.

Suggested Recommendation:

I move to recommend that the Board of Commissioniers approve the preparation and issuing of a Request for Proposals for Mechanical Engineering services regarding the Governmental Center Cooling Tower and Air Handler and humidification at the Jail and Governmental Center.

Department Approval:  Date: 01/09/2025

1/8/2025

SUBJECT FOR CONSIDERATION:

THIS EQUIPMENT, THE EVAPCO COOLING TOWER AND THE MICROMETL AIR EXCHANGE UNIT ARE BOTH RUNNING AT THEIR MAX. CAPACITY, WITH THE BUILDING LOAD AS IT IS, THEY ARE BOTH UNDER SIZED. WHEN THE OUT DOOR TEMPERATURES RISES PAST 87 DEGREES THE HEAT PUMPS START TO LOCK OUT AND WHEN THE COOLING TOWER GOES DOWN THE HEAT PUMPS WILL LOCK OUT DUE TO HIGH PRESSURES IN THE LOOP SYSTEM. THIS IS WHY IT IS A CONCERN, IN ADDITION TO THE EQUIPMENTS AGE.

THE MICROMETL, MITCO AIR EXCHANGE UNIT HAS TWO MOTORS THAT HAVE FAILED IN THE PAST OF THE SIX THAT ARE IN THE MACHINE THESE ARE DEDICATED MOTORS TO THIS UNIT. THIS REPAIR WAS DONE IN 2015, SINCE THEN I HAVE TWO MORE MOTORS THAT HAVE FAILED, I'M INFORMED THAT

THESE MOTORS ARE NOT AVAILIBLE ANYMORE. AS WELL AS THE CONTROL BOARDS.

I'M ASKING FOR A CONCIDERATION FOR AN UPGRADE TO THIS EQUIPMENT.

GARY O'CONNOR D/W MECHANICAL

1/08/2025

SUBJECTS: EVAPCO COOLING TOWER, MITCO AIR EXCHANGE UNIT.

This request is for the replacement of the following equipment's.

EVAPCO COOLING TOWER: M# ATW 102 3J2, SN. 6-197036. 460 VOLT 3PHASE.

THIS COOLING TOWER HAS BEEN IN USE SINCE 2007, WE ARE NOW SEEING DETERIOATIONS OF SIDE AIR PANNELS AS WELL AS SHEET METAL DETERIOATIONS AND SEALS. I'M TOLD BY THE MANUFACTURE THAT CERTAIN COMPONENTS ARE NOW OBSOLETE.

MICROMETL @MITCO AIR EXCHANGE UNIT. M# EVO703-331, SN. 263326.

THIS AIR EXCHANGE UNIT AGAIN WAS PUT INTO SERVICE IN 2007. THIS MACHINE USES PREPROTARY MOTORS AND CONTROLS THE MOTORS ARE STARTING TO FAIL, TWO OF THESE MOTORS ARE

NOW NOT WORKING AND AM HAVING PROBLEMS WITH CERTAIN CONTROL BOARDS. THIS MACHINE IS ALSO SHOWING SIGNS OF SHEET METAL WEAR. IT IS ALSO WORTH POINTING OUT THAT THIS MACHINE APPEARS TO BE UNDERSIZED FOR THIS BUILDING, IT WAS DESIGNED TO BE A MODULATING AIR FLOW, HOWEVER THIS MACHINE HAS BEEN AT 100% ALL OF ITS LIFE.

GARY O'CONNOR @D/W MECHANICAL

9/19/2024

SUBJECT MATTER:

REVERSE OSMOSIS EQUIPMENT FOR THE JAIL AND ADMIN. OFFICES.

THERE ARE TWO COMMERCIAL GRADE STEAM HUMIDIFIERS LOCATED ON THE ROOF OF THE JAIL. DUE TO THE VOLUME OF WATER THAT THESE TWO USE AT THE SAME TIME, THE ORIGINAL R.O. SYSTEM THAT WAS INSTALLED FAILED, CAUSING THE HUMIDIFIERS TO BE SWITCHED OVER TO REGULAR WATER, IN TURN CAUSED A BUILD UP OF BOILED OUT MINERALS TO BE DEPOSITED ON ALL THE ACTIVE COMPONENTS CAUSING HEATER ELEMENTS AND SENSORS TO FAIL. WHICH TURNED OUT TO BE A VERY EXPENSIVE REPAIR AND PARTS. BRINGING IN CULLIGAN WATER EXPERTS TO INSPECT THE SYSTEMS OVER AND FOR THEIR RECOMMENDATION. ALSO WE DO USE THESE PEOPLE FOR OUR WATER SOFTENERS IN BOTH BUILDINGS.

IT IS THE RECOMMENDATION OF CULLIGAN TO USE THE SYSTEM THEY RECAMENT FOR THE WATER QUALITY AND NEEDED VOLUME FOR BOTH HUMIDIFIERS.

THE NEED FOR THIS HUMIDIFICATION IN THIS BUILDING IS IT GETS VERY DRY AS WELL AS STATIC CONCERNS AS WELL AS PAPER QUALITY IS A MAJOR CONCERN.

WHAT WOULD BE DONE IS CULLIGAN WILL INSTALL THEIR SYSTEM, CONNECTING IT TO THE ALREADY INSTALLED PIPING TO THOSE HUMIDIFIERS. THERE MAY BE SOME EXTRA PLUMBING TO BE DONE, AT THERE RECOMMENDATIONS. THAT WILL BE DETERMEND AT THE TIME OF INSTALLATION. IT WON'T BE A MAJOR PROBLEM.

GARY @ D/W MECHANICAL

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Maintenance</u> <input checked="" type="checkbox"/>		Submittal Dates	
Contact Person: <u>Richard I Lewis</u>	<input type="checkbox"/> Select Meeting Type: <u>Executive Board</u> <input checked="" type="checkbox"/>	Date of Meeting: <u>01/14/2025</u>	
Telephone Number: <u>(231) 256-9711</u>			
Financial/Source Selection Method		Vendor: <u>Machin Engineering, Inc.</u>	
<input type="checkbox"/> Select One: <u>Quotation</u> <input checked="" type="checkbox"/>		Address/ <u>1225 E Front St</u>	
<input type="checkbox"/> Other: _____		Phone: <u>Traverse City, MI 49686</u>	
<input type="checkbox"/> Account No.: <u>805.000.000.801.000</u>		<u>(231) 935-1530</u>	
<input type="checkbox"/> CIP Project?			
<input type="checkbox"/> If Grant, Match Account No.: _____		Description: <u>Professional Services</u> <input checked="" type="checkbox"/>	
Budgeted Amount: _____		Contracted Amount: _____	
\$ <u>0.00</u>		\$ <u>4,000.00</u>	

Document Description

- Request to Waive Board Policy on Bid Requirements Financial Review Completed Department Head/Elected Official Authorization

Attached is an Agreement for Professional Services with Machin Engineering Inc. to provide Construction Administration for Leland Dam Pedestrian Bridge Project. Machin Engineering prepared the design, bid package and evaluation process for project. Easling Construction Company was award the contract for the project in the amount of \$108,546 and the project is to be completed in this spring.

Suggested Recommendation:

I move to recommend that the Board of Commissioners approve the Agreement for Professional Services with Machin Engineering, Inc for Construction Administration Services for the Leland Dam Pedestrian Project in the amount not to exceed \$4,000 with funds from 805.000.000.801.000

Department Approval: *Richard I Lewis* Date: 01/09/2025

PROJECT NO. 24243

PROPOSAL NO. _____

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is effective as of _____ ("Effective Date") by and between Machin Engineering, Inc. (hereinafter "Consultant") and _____ Leelanau County (hereinafter "Client/Owner").

RECITALSPROJECT NAME: Leland Dam Pedestrian Bridge ProjectLOCATION: W River Street, Leland, Michigan

DESCRIPTION OF SERVICES: Provide construction administration during construction of the work for the project. Services to include contract review, pre-construction meeting, shop drawings review, review of change orders, and regular site visits during construction.

The Client agrees to pay the Consultant for all services performed and all costs incurred rendered under this Agreement:

FEE (hourly estimated): \$ 4,000 (USD) Estimated Start DATE: _____

FEE (fixed): \$ _____ Estimated Completion DATE: _____

TERMS AND CONDITIONS

SECTION 1. Payment: Invoices due net 30 days from the date of the invoice. If Client/Owner fails to make payment within 15 days of the invoice date, the amount due to the Consultant will increase 1.5% per month (18.0% per annum).

SECTION 2. Indemnification: The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Consultant, his or hers officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of the services under this Agreement, excepting only those damages, liabilities or costs attribute to the sole negligence or willful misconduct of the Consultant. This Agreement constitutes the entire agreement and understanding between the parties and supersedes all other agreements and understandings, both written and oral, of the parties relating to the subject matter of this Agreement.

SECTION 3. Limitation of Liability: The liability, if any, of Consultant with regard to this Agreement for any claims, costs, damages, losses, and expenses for which they are or may be legally liable, whether arising in negligence or other tort, contract, or otherwise, is limited to the scope of work relating to the design and plan preparation, and not to exceed the value of the contract. In no event will Consultant be liable for indirect, special, or consequential damages.

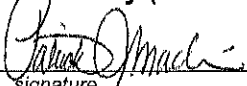
SECTION 4. Termination of Services: This Agreement may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, the Client shall pay the Consultant for all services rendered to the date of termination, and all reimbursable expenses incurred prior to termination and reasonable termination expenses incurred as the result of termination. The failure of either party to require the performance of any term or obligation of this Agreement, or the waiver by either party of any breach of this Agreement, shall not prevent any subsequent enforcement of any term or obligation or be deemed a waiver of any subsequent breach.

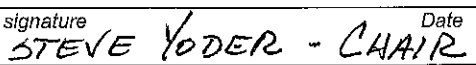
SECTION 5. Governing Law and Assignment: This Agreement is a contract made under and shall be governed by and construed in accordance with, the laws of the State of Michigan. The parties agree that any legal or equitable action or proceeding with respect to this Agreement or the transactions contemplated by it shall be brought only in any court sitting in Grand Traverse County of the State of Michigan.

By providing a signature below the Client hereby agrees to the before mentioned Recitals and Terms and Conditions of this Agreement. If not accepted within 30 calendar days of issue date, this Agreement shall be determined void.

Offered by (Consultant):

Accepted by (Client):

 1/6/2025
signature Date
Patrick J. Machin, P.E. / Principal
printed name / title
Machin Engineering, Inc
name of consulting firm
1235 E Front Street, Ste A
Traverse City, MI 49686
address
(p) (231) 935-1530 Ext 700
phone and fax
pat@machinengineering.net
email address

 CHAIR
signature Date
Leelanau County
printed name / title
Leelanau County
name of client
8527 E Government Center Dr, Suttons Bay, MI
49682
address
231-256-8100
phone and fax
email address

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Maintenance</u> <input type="checkbox"/> Contact Person: <u>Richard I Lewis</u> Telephone Number: <u>(231) 256-9711</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Submittal Dates</th> </tr> <tr> <td><input type="checkbox"/> Select Meeting Type:</td> <td><u>Executive Board</u> <input type="checkbox"/></td> </tr> <tr> <td>Date of Meeting:</td> <td><u>01/14/2025</u></td> </tr> </table>	Submittal Dates		<input type="checkbox"/> Select Meeting Type:	<u>Executive Board</u> <input type="checkbox"/>	Date of Meeting:	<u>01/14/2025</u>
Submittal Dates							
<input type="checkbox"/> Select Meeting Type:	<u>Executive Board</u> <input type="checkbox"/>						
Date of Meeting:	<u>01/14/2025</u>						
Financial/Source Selection Method							
<input type="checkbox"/> Select One: <u>Quotation</u> <input type="checkbox"/> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: <u>805.000.000.775.000</u> <input type="checkbox"/> CIP Project? <u>Leland Dam</u> <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: <u>Easling Construction Company</u> Address/ <u>5711 N Manitou Trail W</u> Phone: <u>Leland, MI 49654</u> <u>(231) 256-9891</u> Description: <u>Service</u> <input type="checkbox"/>						
Budgeted Amount: _____	\$ <u>0.00</u>	Contracted Amount: _____	\$ <u>5,802.00</u>				

Document Description		
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements	<input type="checkbox"/> Financial Review Completed	<input type="checkbox"/> Department Head/Elected Official Authorization
<p>Please find attached Change Order #1 from Easling Construction Company regarding an American Disability Act (ADA) requirement for the Leland Dam Pedistrian Bridge Project. The change order was request from the County.</p> <p>The Leland Dam Bridge is the responsibility of the County, however, the exit on the Falling Waters Lodge side of bridge is on private property. This exit has to meet ADA compliance by either construction of an ADA compliant ramp, which public funds cannot be used for, or secure the exit so the public cannot access the bridge from that side.</p> <p>We have been in contact and working with the Falling Waters Lodge owners and they are looking into the construction of the ramp. In order to have the building permit issue, it necessary to demonstrate a plan of action that meets ADA compliance. If Falling Waters Lodge owners do undertake the ramp construction, then we will look to delete the change order, depending on when decisions are made.</p>		
<p>Suggested Recommendation:</p> <p>I move to recommend that the Board of Commissioners approve Change Order #1 with Easling Construction Company regarding the Leland Dam Pedistrian Bridge Project in the amount of \$5,902 with funds from 805.000.000.775.000.</p>		

Department Approval: Date: 01/09/2025

**EASLING
CONSTRUCTION
COMPANY**

December 27, 2024

Patrick Machin
Machin Engineering Inc.
1235 E Front St. Suite A
Traverse City, MI 49686

Re: Leland Dam Pedestrian Bridge

Dear Pat,

As requested, we are submitting this change order for the addition of a gate at the Falling Waters Lodge end of the Leland Dam Pedestrian Bridge.

Change Order Cost

(+) \$5,802.00

To include:

1. Fabricate, hot dipped galvanized two leaf gate with 1 ½" x 11 gauge steel square tube frame and ¾" steel hot rolled round infill.
2. Install with gate latch and hinges at the final two 4x4 rail posts at the end of the walk.
3. Clean up and removal of debris.

Should you have questions regarding any of the items in this change order feel free to contact me at your convenience.

Sincerely,

Jason KlingelSmith

5711 N. Manitou Trail W.

PO. Box 744

Leland, MI 49654

Telephone:

231 256-9891

Fax: 231 256-9324



EXECUTIVE DOCUMENT SUMMARY

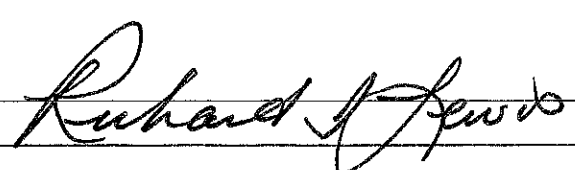
Department: <u>Finance/Accounting</u> <input type="checkbox"/> Contact Person: <u>Richard I Lewis</u> Telephone Number: <u>(231) 256-9711</u>	<b style="text-align: center;">Submittal Dates <input type="checkbox"/> Select Meeting Type: <u>Executive Board</u> <input type="checkbox"/> Date of Meeting: <u>01/14/2025</u>
<b style="text-align: center;">Financial/Source Selection Method <input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> <input type="checkbox"/> Other: <u>CO Clerk/Chief Deputy Clerk Stipends</u> <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: _____ Address/ Phone: _____ _____ Description: <input type="checkbox"/>
Budgeted Amount: _____ \$ 0.00 Contracted Amount: _____ \$ 0.00	

Document Description

Request to Waive Board Policy on Bid Requirements
 Financial Review Completed
 Department Head/Elected Official Authorization

Please find attached a copy of the EDS w/notes in the motion and the minutes regarding the above subject. The motion of the then Board of Commissioners was to have this on your meeting January meeting for discussion.

Suggested Recommendation:

Department Approval:  Date: 01/09/2025

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Board of Commissioners</u> <input checked="" type="checkbox"/>	Submittal Dates
Contact Person: <u>Richard I Lewis</u>	<input type="checkbox"/> Select Meeting Type: <u>Executive Board</u> <input checked="" type="checkbox"/>
Telephone Number: <u>(231) 256-9711</u>	Date of Meeting: <u>11/19/2024</u>
Financial/Source Selection Method	
<input type="checkbox"/> Select One: <u>Select One</u> <input checked="" type="checkbox"/>	Vendor: _____
<input type="checkbox"/> Other: <u>CO Clerk/Chief County Clerk Stipends</u>	Address/ Phone: _____
<input type="checkbox"/> Account No.: _____	Description: <u>Select One</u>
<input type="checkbox"/> CIP Project?	
<input type="checkbox"/> If Grant, Match Account No.: _____	

Budgeted Amount: _____	\$ 0.00	Contracted Amount: _____	\$ 0.00
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Document Description

Request to Waive Board Policy on Bid Requirements Financial Review Completed Department Head/Elected Official Authorization

At the Executive Session of the Leelanau County Board of Commissioners, the above topic was discussed and it was requested that an alternative/compromise recommendation be presented. The current approved stipend is for 10 hours per week at \$25.00 per hour for both the County Clerk and Chief Deputy Clerk. Assistance is required or may be required for the Union negotiations, Chart of Accounts conversion, and FY 2024 Year end activities.

Using the suggestion of Mr. Steve Mikowski about 'sunsetting and scaling back of services', the following is my recommendation/compromise:

Beginning November 30, 2024, scale back to 7.5 hours weekly, a reduction of 2.5 hours per week.
 Beginning December 28, 2024, scale down to 5 hours weekly, a reduction of 2.5 hours per week.
 Beginning January 24, 2025, scale down to 2.5 hours weekly, a reduction of 2.5 hours per week.
 February 21, 2025, stipend ends.

This recommendation applies to both the County Clerk and Chief Deputy County Clerk.

passed 4-2

Suggested Recommendation:

I move that the Leelanau County Board of Commissioners accept the recommendation of the Interim County Administrator for scaling back of stipend payments for the County Clerk and Chief Deputy County Clerk as outlined in the November 14, 2024 Executive Document Summary.

Commission to review at its January 2025 meeting
Richard I Lewis

Department Approval: _____

Date: 11/14/2024

with input from the Finance Director

Close Public Budget Hearing and Resume Regular Session:

Chairman Wessell closed the Public Hearing and resumed the Regular Session at 7:42 p.m.

Recommendation to Cease Stipends for Chief Deputy Clerk and County Clerk:

Interim Administrator Richard I. Lewis addressed the item and indicated that it is not a compromised recommendation. He did as he was asked and it is his recommendation. February 21, 2025 would be the end date for the stipend which lines up with a payroll. Lewis said you asked for a recommendation and he provided one.

Motion by Rexroat that the Leelanau County Board of Commissioners accept the recommendation of the Interim County Administrator. Seconded by O'Rourke.
Discussion.

Motion amended by Commissioner Allgaier that the end date will be determined by the next Board to end it or extend it.

Commissioner Rexroat said the minute the next Board steps in they could extend it, end it or do whatever they want. This is a motion to put it in path. The next Board can do whatever they want. The current Board could say to extend it for the next 26 years and the new Board could change it at their very first meeting.

Commissioner Allgaier still wants it in writing because if it's in writing it has power.

Commissioner Lautner said the end date being 05/31/2025.

Commissioner Allgaier continued that if the Finance Department said that they need more, she doesn't like artificial cut offs and would like the end date to be determined by their actual needs. Let's have a smooth landing and never have to go there again.

Commissioner Rexroat confirmed the motion would read the same except the end date to be determined by the new Board.

Interim Administrator Lewis stated his hesitation would be to take the last two dates out beginning January 24, 2025. Once the deduction in December, there will be no more deductions until the new Board decides. If you say no end date the way it is written come February 21st, he'll be down to zero anyways. The new Board is going to have to deal with it after the first meeting in January in his opinion. The end date doesn't mean anything.

Chairman Wessell stated there is a motion that has not yet been seconded.

Commissioner Lautner will second the amendment for discussion. Lautner continued however we word this, we need to extend this and Commissioner Allgaier is absolutely right, if the next Board chooses to eliminate it, they would have to have some discussion. Lautner continued what we have is a Finance Department that is barely on its feet, so she thinks other than one audit, the rest of the staff has not been through an audit yet. The audit will start in March 2025 and will be extremely busy on top of being extremely busy – we have only just got it up on its feet. Finance Director Cathy Hartesvelt has asked for help. If you take these away, you

are asking for failure. Lautner continued everything we hear in public comment is absolutely right, are you going to spend another \$1,000,000.00. Right now we have a good Human Resources Director in place and seems to be doing a good job and that is also an "infant" department. All of our historical knowledge in both Finance and HR are in the Clerk's Office. She understands there are a couple people who have heartache about this and it's their life mission to end these stipends by December 31, 2024, it's wrong. If you want these Finance and Human Resources Departments to succeed, we need to continue this and encourage the next Board to continue on this.

Commissioner O'Rourke asked Interim Administrator Lewis when you came up with this proposal, did you interview Cathy to see if this could go away? Lewis said he shared the information with everybody and knew it wasn't going to be satisfactory.

Commissioner Rexroat stated prior to this there was no Finance Department and you needed a certain amount of help, you need that same amount with a fully functioning Finance Department with people in place? It doesn't make any sense to him.

Commissioner Lautner said she is not opposed to scaling back some, it might be very logical as it goes from toddling to walking to running.

Commissioner Rexroat is trying to find a compromise. He would like to amend the amendment and leave the end date wanted and with the reductions in place except for going to zero.

Interim Administrator Lewis said for the County Commission to review at its 2025 meeting. Lewis continued two of you will be there to back it up.

Chairman Wessell commented he is embarrassed about how many times they have visited this and he doesn't think it is fair to put in on the new Board.

Commissioner Ross has been sitting up here listening to all the mistakes she has made and listened to countless County employees who are affected by this morally. The idea that some receive a stipend for helping out someone in another department and it has lowered morale for this county and she is trying to make good decisions. We have continually pushed this and she is all for people helping each other but the stipends need to end. We need to say to the county employee's that this is ending and she is very firm on that.

Commissioner Rexroat continued the next Board doesn't have to listen to anything we say because they are the next Board. That motion does the exact same thing. If it makes people feel better, he is fine with that to get this motion done. He continued **he will withdraw his motion.**

MOTION BY REXROAT THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE/ADOPT THE RECOMMENDATION BY THE ADMINISTRATOR FOR SCALING BACK OF STIPEND PAYMENTS FOR THE COUNTY CLERK AND CHIEF DEPUTY COUNTY CLERK AND REVIEWED BY THE NEXT BOARD. SECONDED BY O'ROURKE.

Discussion - Commissioner Allgaier wants the review with the direction/consultation of the Finance Department.

Commissioner Rexroat also Withdrew his first motion and amendment.

Commissioner Rexroat said we can ask them and they (the next Board) will do what they want.

Commissioner Allgaier said she wants to hear from the people actually doing the work.

#327-11192024 Regular Session

MOTION BY REXROAT THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE/ADOPT THE RECOMMENDATION BY THE ADMINISTRATOR FOR SCALING BACK OF STIPEND PAYMENTS FOR THE COUNTY CLERK AND CHIEF DEPUTY COUNTY CLERK AS OUTLINED IN THE NOVEMBER 14, 2024, EXECUTIVE DOCUMENT SUMMARY AND FOR THE BOARD OF COMMISSIONERS TO REVIEW AT THE JANUARY 2025 MEETING WITH INPUT FROM THE FINANCE DIRECTOR. SECONDED BY ALLGAIER.

Discussion – Questions raised to Finance Director Hartesvelt who offered comments. Comments by Finance Director Cathy Hartesvelt that this is an extremely valuable resource and outlined the number of hours she is working and how she spends her day and the time spent with her new staff. She spends the time willingly in the evenings and wants to be helpful, those hours in the evening are often spent on the phone or in consultation with the Chief Deputy and Clerk to avoid stepping on landmines or forget something that has to be done. Since January 1, 2022, 24 people have rotated through the Administrative wing and she is the only one left standing since 2022. This is a big burden on her and does she have potential in her staff, absolutely. Two have been here only eight weeks and one has been there since February and she has great confidence in her, although she has never been through audit. She continued with comments on the work load and the green staff going into the audit. She continued with the chart of accounts conversion and explained working with two different fiscal years. Hartesvelt continued with comments about all the work yet to be done and the extreme value of the resource and generosity of their time out of their day and they backfill. She is not saying she is responsible for the new Administrator and his assistant, but she needs to help them understand how things work. There is a lot of work and is growing weary of 60-hour weeks.

Chairman Wessell said that before the meeting he suggested to the Administrator to obtain additional staff for the Finance Department to avoid paying the stipend. As it is not a personnel issue (hiring additional staff), it is paying the stipend issue for him.

Commissioner Lautner responded to call it something different then. This heartburn over stipends is getting really old. For some employees to be complaining about Commissioners paying for actual knowledge from two people that did this for years. This was ripped out from underneath the Clerk's Department and the knowledge remains there. With so many employees rotating through, they are not ready. You have one or two people – one in this building that has a life goal of getting rid of "stipend" and another person out in the public who has a life goal of also getting rid of the "stipend". We pay training wages across the road. Look at the dollars that have been spent and she opposed many of those last year. We have a few that overlap training in the Sheriff's Department, makes sense – so you spend \$27,000 because it was important, overlap training of \$12,000.00 in jail. Extra money for the dog handler for the extra time. The Board paid \$30,000.00 for the Chart of Accounts that the County Clerk could have done and was told no, so the Board went out and spent the money to pay outsiders instead. This is not about the money, we have the money. You have heard from the Finance Department and they are not on their feet yet. She would like this to succeed and this is the first time we have employees that are on their

feet and get it. She has witnessed the people roll through and she knows there are good employees in there. She does not know why you would want to hire more financial employees and put more employees on the staff when the stipends are nickels and dimes compared to what has been spent and what it would cost us. The Board gave a 10.5% raise to two employees each, with no justification – which she opposed— other than “it’s not fair”. Lautner continued that it is unbelievable. This was put in place and she suggested May 31, 2025, for the stipends and let them continue to learn and get on their feet and see what actually happens when it comes to finances. Lautner continued with comments and said this is insane. Rescind the motion and move on.

Commissioner O’Rourke asked and the response would come from the Finance Director, can she be up and running by the end of January. Hartesvelt responded that there is too much work and the answer is NO.

Commissioner Allgaier commented there is an audit coming in March and already starting the audit.

Commissioner Wessell commented that there is an audit, then a budget, then a public hearing, then an audit. The work will never go away and two years ago and when it would be phased out and announced it and supported it. Wessell continued that the budget has been completed and when there is a plan, you need to stick to the plan and there needs to be a conscious decision to not stick to it.

Commissioner Allgaier said our mistake is setting arbitrary dates. The Finance Department is not asking for a full year and suggested to give them what they need. Allgaier said what Commissioners continue to do wrong is just grabbing dates not based on reality. This has to be based on work. She continued with comments and asked to not stop just before we are done.

Commissioner Rexroat said that the motion in place allows for that and the next Board can do what they want.

Commissioner Wessell said he has counted the votes and not sure there is support to make a decision.

#327-11192024 Regular Session

MOTION BY REXROAT THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE/ADOPT THE RECOMMENDATION BY THE INTERIM COUNTY ADMINISTRATOR FOR SCALING BACK OF STIPEND PAYMENTS FOR THE COUNTY CLERK AND CHIEF DEPUTY COUNTY CLERK AS OUTLINED IN THE NOVEMBER 14, 2024, EXECUTIVE DOCUMENT SUMMARY AND FOR THE BOARD OF COMMISSIONERS TO REVIEW AT THE JANUARY 2025 MEETING WITH INPUT FROM THE FINANCE DIRECTOR. SECONDED BY O’ROURKE.

Voice vote not audible and not all Commissioners responded. Lautner said she believes it was AYES 4 and NO 2, with her and Commissioner Ross opposed.

Chairman Wessell called for a roll call vote.

ROLL CALL: Rexroat – YES; Ross – NO; Wessell – YES; Allgaier – YES; Lautner – NO; O’Rourke – YES.

AYES – 4 NO – 2

MOTION CARRIED.

Brief recess at 8:15 p.m.

Back to order at 8:16 p.m.

Equalization – L-4402 Apportionment Report Update:

#328-11192024 Regular Session

MOTION BY ROSS THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE REVISED COUNTY APPORTIONMENT REPORT (L-4402). SECONDED BY REXROAT.

Discussion – none.

AYES – 6 (Ross, Wessell, Allgaier, Lautner, O’Rourke, Rexroat)

NO – 0

MOTION CARRIED.

Commissioner Allgaier exited the meeting.

Administration – Appropriations Act Resolution and Budget Rules:

MOTION BY REXROAT THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE 2025 BUDGET RULES FOR LEELANAU COUNTY AS AMENDED AND TO BE REVIEWED BY COUNTY. SECONDED BY ROSS.

Discussion ensued on the language on page 16, item #16. Language to be cleared up and reviewed. Budget rules to be brought back before the Board of Commissioners in December.

Motion and support withdrawn.

#329-11192024 Regular Session

MOTION BY REXROAT THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE 2025 APPROPRIATIONS ACT RESOLUTION #2024–020. SECONDED BY ROSS.

ROLL CALL: Rexroat – YES; Ross – YES; Wessell – YES; Allgaier – ABSENT;

Lautner – YES; O’Rourke – YES.

AYES – 5 NO – 0

ABSENT – 1

MOTION CARRIED.

Veteran’s Services – Contract with Grand Traverse County:

Finance Director Cathy Hartesvelt was present and responded to questions. Interim Administrator Richard I. Lewis also added comments.

#330-11192024 Regular Session

MOTION BY ROSS THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE CONTRACT BETWEEN LEELANAU COUNTY AND GRAND TRAVERSE COUNTY VETERAN’S AFFAIRS FROM 2025–2027 FOR AN ANNUAL COST OF \$56,618.00. SECONDED BY REXROAT.

Discussion – none.

AYES – 5 (Ross, Wessell, Lautner, O’Rourke, Rexroat)

NO – 0

ABSENT – 1 (Allgaier)

MOTION CARRIED.

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u> Contact Person: _____ Telephone Number: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Submittal Dates</th> </tr> <tr> <td style="width: 70%;"> <input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u> </td> <td style="width: 30%;"></td> </tr> <tr> <td>Date of Meeting: _____</td> <td style="text-align: right;"><u>01/14/2025</u></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u>		Date of Meeting: _____	<u>01/14/2025</u>
Submittal Dates							
<input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u>							
Date of Meeting: _____	<u>01/14/2025</u>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Financial/Source Selection Method</th> </tr> <tr> <td> <input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: <u>Capital Building Fund 470</u> <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____ </td> </tr> </table>	Financial/Source Selection Method	<input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: <u>Capital Building Fund 470</u> <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: _____ Address/ Phone: _____ Description: <u>Select One</u>				
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<input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: <u>Capital Building Fund 470</u> <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____							

Budgeted Amount: _____	Contracted Amount: _____
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Document Description

<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements	<input type="checkbox"/> Financial Review Completed	<input type="checkbox"/> Department Head/Elected Official Authorization
<p>New desk chairs for staff at the Government Center and Sheriff's Office have been purchased. They will be delivered late January, leaving close to 130 old desk chairs to be disposed of. As a Fixed Asset, they need to be declared surplus by the Board of Commissioners so they can be sold/disposed of. Any monies received from the sale of chairs will go into Capital Building Fund 470.000000.673.000 as a Sale of a Fixed Asset.</p>		

Suggested Recommendation:
 Move to recommend that the approximately 130 old desk chairs at the Government Center and Sheriff's Office be declared surplus, with any monies from sales of the chairs to go into Capital Building Fund 470.000000.673.000 as a Sale of a Fixed Asset

Department Approval: <u><i>Lauren Gypker</i></u>	Date: <u>01/09/2025</u>
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Leelanau County Fixed Asset Disposal Request

Date: _____ Department: _____

Description of Asset: _____

Serial Number: _____

Tag Number: _____

Reason for Disposal Request: _____

Date Purchased: _____

Cost of Item when Purchased: _____

Current Condition of Item: _____ Value: _____

Disposal Recommendation:

Trade-in: _____ Scrap: _____

Department Head Approval: _____

Disposal Approval:

County Administrator: _____ Date: _____

County Board Chairman (*items over \$500.00 in value*): _____

Date: _____

Disposal Method:

Trade-in Amount: _____ Item Traded in On: _____

Sale Amount: _____ Date: _____ Receipt # _____

Scrap Surplus Storage

Stored at: _____

Given to: _____

construct.

History: 1956, Act 40, Imd. Eff. Mar. 28, 1956;—Am. 1958, Act 64, Imd. Eff. Apr. 11, 1958.

280.24 Deputy commissioners; appointment; revocation; bond; powers and duties.

Sec. 24. A commissioner may appoint a deputy or deputies, if the county board of commissioners approves, and may revoke the appointment at pleasure. The appointment shall be made in writing and filed with the clerk of the county. If the commissioner is unable to execute the duties of office, the deputy or deputies shall execute or assist in the execution of the duties of the county drain commissioner assigned by the county drain commissioner. As determined by the county board of commissioners, the deputy or deputies, either shall be covered by a blanket bond or shall file a bond with and to be approved by the commissioner in a sum not to exceed \$5,000.00, conditioned upon the faithful discharge of the deputy's or deputies' duties. If the commissioner dies during his or her term, the deputy commissioner shall have all of the powers and be charged with all of the duties of a commissioner until a commissioner is appointed or elected.

History: 1956, Act 40, Imd. Eff. Mar. 28, 1956;—Am. 1963, Act 209, Eff. Sept. 6, 1963;—Am. 1978, Act 633, Imd. Eff. Jan. 8, 1979.

280.25 Deputy drain commissioner; liability of commissioner and bondsmen; liability of drainage district; public liability or other insurance.

Sec. 25. The commissioner and his bondsmen shall be liable for all the acts and defaults of the deputy or deputies when appointed as herein provided. After entry of the order designating drainage districts as provided in section 54 and section 105 of this act, the drainage district as designated shall be responsible for and liable for all acts and defaults of such commissioner and his deputy or deputies, except for acts of malfeasance or misfeasance.

The board of supervisors may adopt resolutions providing that public liability or other insurance may be purchased at the expense of the county to cover such potential liabilities of the various drainage districts under the supervision of the county drain commissioner.

History: 1956, Act 40, Imd. Eff. Mar. 28, 1956;—Am. 1962, Act 152, Imd. Eff. May 9, 1962.

280.26 Deputy drain commissioner; salary, expenses, reports to drain commissioner.

Sec. 26. Each deputy commissioner shall receive such salary or compensation as the board of supervisors shall allow and all traveling expenses actually and necessarily spent by him in the discharge of his duties as prescribed in this act; he shall make a report to the commissioner of all work performed by him on or before the first Saturday of each month and an annual report on or before the second Wednesday in September of each year.

History: 1956, Act 40, Imd. Eff. Mar. 28, 1956.

280.27 Supplies; blank applications, office, location, hours.

Sec. 27. County clerks, or the board of auditors in counties having such boards, shall be authorized, and it shall be their duty to procure, at the expense of their

respective counties, the necessary books, blanks and stationery for the use of said commissioners; and each commissioner shall furnish upon request blank applications or petitions to any person who may desire to file the same under this act. The office of the commissioner shall be furnished at the expense of the county by the board of supervisors, or by the board of auditors in counties having such boards, and shall be maintained at least 1 day per week, such day to be printed on the door of the commissioner's office and printed or stamped on his stationery.

History: 1956, Act 40, Imd. Eff. Mar. 28, 1956.

280.28 County drain commissioner; salary and expenses; itemized and verified expense account.

Sec. 28. (1) Each commissioner shall receive an annual salary to be paid as other county officers are paid, the amount of the salary to be fixed by the county board of commissioners before November 1 of each year in the same manner as the salaries of other county officers are fixed. The salary may be increased but shall not be decreased during his or her term of office, and in addition, each commissioner shall be allowed his or her actual necessary expenses, including traveling expenses incurred in the discharge of the duties of the office, including all actual and necessary expense for clerk hire and recording by the county board of commissioners or board of county auditors to be paid by the county. The expense account shall be an itemized account and verified by oath taken before a proper officer. The amounts paid to the commissioner for salary and expenses shall be in full for all services rendered by the commissioner and all expenses incurred in the performance of the duties of the office.

(2) Notwithstanding subsection (1), for a county which has a county officers compensation commission, the compensation for each county drain commissioner shall be determined by that commission. A change in compensation for a county drain commissioner of a county which has a county officers compensation commission shall commence at the beginning of the first odd numbered year after the determination is made by the county officers compensation commission and is not rejected.

History: 1956, Act 40, Imd. Eff. Mar. 28, 1956;—Am. 1965, Act 9, Eff. Mar. 31, 1966;—Am. 1968, Act 78, Imd. Eff. Nov. 15, 1968;—Am. 1978, Act 478, Eff. Dec. 1, 1978.

280.29 Surveys; use of books, equipment, field notes, profiles, blueprints, specifications, estimates, engineers.

Sec. 29. The county shall furnish the commissioner with all necessary books and papers for use in the survey, and such office equipment as shall be necessary in making profiles, blueprints and specifications in any drainage district. The surveyor or engineer shall file with the commissioner all field notes, blueprints, profiles, estimates and all other papers in his possession relating to said drain. The board of supervisors of any county may employ an engineer who shall perform under this act the services required to be performed by an engineer or surveyor.

History: 1956, Act 40, Imd. Eff. Mar. 28, 1956.

Richard Lewis

From: Richard Lewis
Sent: Tuesday, December 17, 2024 3:31 PM
To: TIM ONON
Cc: Board of Commissioners
Subject: RE: Drain Commissioner's office

Tim,

Acknowledging your email and letting you know I plan to have it on the January 14, 2025 Board of Commissioners Executive Session for discussion/direction.

Richard

From: TIM ONON <22timonon@gmail.com>
Sent: Thursday, December 12, 2024 7:54 PM
To: Richard Lewis <rlewis@leelanau.gov>
Subject: Drain Commissioner's office

Hello Richard,

Regarding our phone call yesterday morning, I mentioned that I would email you regarding a more suitable location.

First, I want to thank you for your time and effort in trying to make do with a quicker and less costly solution. I do appreciate your effort in that.

However, we need to look at a permanent and expandable space for the DC office. The DC office will only get busier, and most likely next year I will appoint a Deputy DC.

The lower level storage room across from the Conservation District Office would be the best spot logistically.

Here are the reasons:

- Plenty of space for laying out the most effective and workable area for file cabinets, small conference table, plan set review table, and DC desk, and still have plenty of room outside of its walls for the current storage use.
- Located across the hall from the Conservation District Office is very appropriate, as is being on the same floor with the Health Dept.
- Having a door into the DC office from the main hallway follows the intent spelled out in the State Statute.
- A more secure and private location for sensitive legal documents and conducting Drainage District business with our property owners.

As I mentioned to you in our phone call, the time has come to make this happen for the position of the DC office, not just for me, but also for the future Drain Commissioners. It's a professional service that the county provides for our property owners, and it needs to have a serious and professional presence.

I want to thank you again for your time and effort in making this happen,

Respectfully yours,
Tim O'Non

OPINION OF PROBABLE COST





January 8, 2025

Mr. Patrick Roach – Facilities Director
 8527 E. Government Center Dr
 Suite 101
 Suttons Bay, Michigan 49682

OPINION OF PROBABLE COST
Conceptual Design Stage

Renovations to the Existing Leelanau County Government Center

This Opinion of Probable Cost presentation considers one (1) 875-GSF interior renovation. The Opinion includes metal stud framing, sound insulation, doors, drywall and paint finishes, floor finishes, acoustical ceilings, cabinetry & countertops, specialties, fire suppression, mechanical HVAC, and electrical/data work based on Commercial Quality. The Opinion further considers that this Work will be constructed under competitive conditions in the Leelanau County market at the time of this presentation. Highly decorative, starkly original, or exceptionally well-appointed finishes or product selections will cost more.

The Opinion considers the following:

GENERAL CONDITIONS

- Mobilization
- All necessary permits
- Contract and subcontract administration
- Temporary sanitary restroom facility
- MIOSHA compliance
- Site Supervision
- Dumpster and trash removal services

METAL STUD FRAMING

- 3-1/2" metal stud framed interior walls
- Miscellaneous wood blocking as necessary

RCI | Richter Construction, Inc.

428 W. Commerce Drive, Suite A – Traverse City, Michigan 49685

Telephone: 231-668-8497 Fax: 231-668-8507

www.RCI-CGC.com

CABINETS & COUNTERTOPS

- Provide and install new PLAM cabinets and countertops

SOUND ATTENUATION INSULATION

- R-13 unfaced fiberglass sound attenuation batt insulation at all interior walls

DOORS & FRAMES | HARDWARE

- Provide and install one (1) new hollow metal door opening w/ prefinished wood to door to match existing

DRYWALL FINISHES

- 5/8" gypsum wall board as typical at walls
- Walls shall receive level 4 finish

ACOUSTICAL CEILING

- New acoustical ceilings to match existing

PAINTING

- Prime and 2-coat paint finish at hollow metal door frames
- Prime and 2-coat all level 4 finished drywall surfaces

FLOORING

- Broadloom carpet and carpet base to match existing

SPECIALTIES

- Code required fire extinguishers per occupant load.
- Exit signage.

FIRE SUPPRESSION

- Rework existing fire suppression as necessary

HVAC

- Code compliant high-efficiency HVAC system with commercial grade equipment as typical.

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ELECTRICAL & DATA

- Code compliant electrical service distribution panel, wiring and devices as typical.

GENERAL CONTRACT PROFIT & OVERHEAD

- For this OPC a value of 13% was used for the Construction Manager's Profit and Overhead value.

BOND & INSURANCE

- For this OPC a value of 1.5% was used for the Bond and Insurance value; a value of .75% to 2.5% exists in the present market and therefore final budget considerations should evaluate this at the time the final values are assigned.

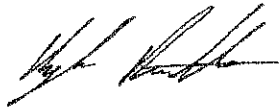
OWNER'S RETAINED CONTINGENCY

- A 5% Contingency has been included in this presentation for unconfirmed material finishes and open and unfinished design work, or unforeseen and unexpected conditions. This value should be retained by the Owner during the final design phase and can be utilized in pre-construction, but it is advised that the contingency be preserved for construction changes.

Based on the considerations outlined within this Opinion of Probable Cost narrative, it is recommended that the Owner anticipate a total construction cost (including preconstruction services, architecture and engineering costs) at this conceptual stage for the INTERIOR RENOVATION to be in the range of \$259,803.00 and \$285,783.00, not including any additional contingencies or considerations not listed above.

Respectfully Submitted,

RCI | Richter Construction, Inc.



Kyle Richter
Vice President

Disclaimer:

RCI | Richter Construction, Inc. accepts no liability with regard to the content of this Opinion, or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. Any views or opinions presented in this Opinion of Probable Cost are solely those of the author and do not necessarily represent an offer made by RCI | Richter Construction, Inc. This Opinion is intended for use in budget and planning only.

RCI | Richter Construction, Inc.

428 W. Commerce Drive, Suite A -- Traverse City, Michigan 49685

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www.RCI-CGC.com



January 8, 2025 - Opinion of Probable Cost for 875sf Renovation

Item No.	Description of Work	Preliminary Proposal Cost	Preliminary Cost / SF (875 GSF)	Updated Cost, Proposal	Updated Cost / SF (875 GSF)	Difference	Percentage of Preliminary Cost Estimate
1	General Conditions	\$ 42,600.00	\$ 48.69		\$ 0.00	-\$ 42,600.00	0.00%
2	Metal Stud Framing	\$ 4,985.00	\$ 5.70		\$ 0.00	-\$ 4,985.00	0.00%
3	Cabinetry & Countertops	\$ 5,352.00	\$ 6.12		\$ 0.00	-\$ 5,352.00	0.00%
4	Sound Attenuation Insulation	\$ 1,888.00	\$ 2.16		\$ 0.00	-\$ 1,888.00	0.00%
5	Doors & Frames Hardware	\$ 4,800.00	\$ 5.49		\$ 0.00	-\$ 4,800.00	0.00%
6	Drywall Finishes	\$ 13,782.00	\$ 15.75		\$ 0.00	-\$ 13,782.00	0.00%
7	Acoustical Ceilings	\$ 6,886.00	\$ 7.87		\$ 0.00	-\$ 6,886.00	0.00%
8	Painting	\$ 5,929.00	\$ 6.78		\$ 0.00	-\$ 5,929.00	0.00%
9	Flooring	\$ 5,468.00	\$ 6.25		\$ 0.00	-\$ 5,468.00	0.00%
10	Specialties	\$ 2,200.00	\$ 2.51		\$ 0.00	-\$ 2,200.00	0.00%
11	Fire Suppression	\$ 7,800.00	\$ 8.91		\$ 0.00	-\$ 7,800.00	0.00%
12	HVAC	\$ 42,508.00	\$ 48.58		\$ 0.00	-\$ 42,508.00	0.00%
13	Electrical & Data	\$ 38,600.00	\$ 44.11		\$ 0.00	-\$ 38,600.00	0.00%
Subtotal - Construction Cost		\$ 182,798.00	\$ 208.91	\$ 0.00	\$ 0.00	-\$ 182,798.00	0.00%

General Contract Profit & Overhead (13%)	\$ 23,763.74	\$ 27.16	\$ 0.00	-\$ 23,763.74	0.00%
Bond & Insurance (1.5%)	\$ 2,741.97	\$ 3.13	\$ 0.00	-\$ 2,741.97	0.00%
Owner's Retained Contingency (5%)	\$ 9,139.90	\$ 10.45	\$ 0.00	-\$ 9,139.90	0.00%
Architecture & Engineering	\$ 31,900.00	\$ 36.46	\$ 0.00	-\$ 31,900.00	0.00%
CM Preconstruction Services	\$ 9,460.00	\$ 10.81	\$ 0.00	-\$ 9,460.00	0.00%

Total Construction Cost	\$ 259,803.61	\$ 296.92	\$ 0.00	-\$ 259,803.61	0.00%
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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 9:30 a.m.
2. **Executive Board of Commissioners Meeting** – second Tuesday of January at 9:30 a.m.
3. **Regular Board Meeting** – third Tuesday of January at 6:30 p.m.
4. **Executive Board of Commissioners Meeting** – second Tuesday of February at 9:30 a.m.
5. **Regular Board Meeting** – third Tuesday of February at 6:30 p.m.
6. **Executive Board of Commissioners Meeting** – second Tuesday of March at 9:30 a.m.
7. **Regular Board of Commissioners Meeting** – third Tuesday of March at 6:30 p.m.
8. **Executive Board of Commissioners Meeting** – second Tuesday of April at 9:30 a.m.
9. **Statutory Equalization Meeting Special Session**, (MCL 209.5) – second Tuesday of April at 9:30 a.m.
10. **Regular Board Meeting** – third Tuesday of April at 6:30 p.m.
11. **Executive Board of Commissioners Meeting** – second Tuesday of May at 9:30 a.m.
12. **Regular Board Meeting** – third Tuesday of May at 6:30 p.m.
13. **Executive Board of Commissioners Meeting** – second Tuesday of June at 9:30 a.m.
14. **Regular Board Meeting** – third Tuesday of June at 6:30 p.m.
15. **Executive Board of Commissioners Meeting** – second Tuesday of July at 9:30 a.m.
16. **Regular Board Meeting** – third Tuesday of July at 6:30 p.m.
17. **Executive Board of Commissioners Meeting** – second Tuesday of August at 9:30 a.m.
18. **Regular Board Meeting** – third Tuesday of August at 6:30 p.m.
19. **Executive Board of Commissioners Meeting** – second Tuesday of September at 9:30 a.m.
20. **Regular Board Meeting** – third Tuesday of September at 6:30 p.m.
21. **Executive Board of Commissioners Meeting** – first Tuesday of October at 9:30 a.m.
22. **Statutory Annual Meeting** – second Tuesday of October at 6:30 p.m.
23. **Executive Board of Commissioners Meeting** – second Tuesday of November at 9:30 a.m.
24. **Regular Board Meeting** – third Tuesday of November at 6:30 p.m.
25. **Executive Board of Commissioners Meeting** – second Tuesday of December at 9:30 a.m.
26. **Regular Board Meeting** – third Tuesday of December at 6:30 p.m.

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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.

B. **Special Meetings**

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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.

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.

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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.

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-

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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 public bodies which include but are not limited to Commissions, Committees, Boards, and Task Forces, created by the Board of Commissioners with appointments to such public bodies 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 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

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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.

1. Committees should be given specific, well described tasks within their respective area at the direction of the whole board.
2. This should come as a motion from the board, example: "We authorize the building and grounds committee to research possible alternatives to the HVAC system, and make recommendations to the board"
3. Any recommendations from the committee must go to the executive meeting for deliberation, before action (or inaction) at the regular meeting.
4. Any committee meeting recommendation that will have an impact on another committees' current specific tasks as authorized by the whole board, will need to allow the other committee to meet and review prior to presenting to the executive board. Example: If the personnel committee has been given a specific task to review, and that task has financial implications, it would not need to be run by the finance committee unless it impacts a specific task already given to the finance committee., and vice versa.

**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

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- 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

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

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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.

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 have the final decision on the agenda.

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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.

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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.
- 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

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

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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 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.

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.
 - 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

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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. ¶

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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. ¶

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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. ¶

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These guidelines are subject to modification if the Open Meetings Act is revised. ¶

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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.

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.

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4. Public Comment:

- a. For all meetings, the first public comment shall be limited to no more than three (3) minutes per individual *and limited to agenda specific issues*, and five (5) minutes per individual for the second public comment, any topic, and at times as stated in these rules except where extended by the Chairperson.
- b. Speakers shall address all comments to the board or committee and not to individual board or committee members, county employees, elected officials or the audience.
- c. No speaker may "assign" his or her time to another person.
- d. Each commissioner represents a district in the county, and he/she may be contacted should greater depth or understanding of an issue be sought. Personal contact is encouraged and helpful to both the residents and the board.

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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.

**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.

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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.

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.

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**

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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.

BOARD OF COMMISSIONER COMMITMENT TO RESPECT

Commissioners agree to the following Commissioner commitments:

1. Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
2. Help create an atmosphere of respect and civility where individual members, County staff, and the public are free to express their ideas and work to their full potential;
3. Respect the dignity and privacy of individuals and organizations;
4. Respect and maintain the nature of confidential and privileged information and opinions acquired as a result of a commissioner’s position;
5. Conduct public affairs with honesty, integrity, fairness and respect for others;
6. Avoid and discourage conduct that is divisive or harmful to the best interest of Leelanau County; and
7. Keep common good as the highest purpose, and focus on achieving constructive solutions for the public benefit.

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