

NOTICE OF MEETING

The **Regular Session** of the Leelanau County Board of Commissioners will be held on **Tuesday, January 21st, 2025, at 6:30 p.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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE/PRIVATE PRAYER

ROLL CALL

APPROVAL OF BOARD MINUTES

APPROVAL OF AGENDA / LATE ADDITIONS OR DELETIONS

COMMUNICATIONS, PROCLAMATIONS, PRESENTATIONS :

- Administrator Update, *Richard Lewis, Interim Administrator* –
- Veteran’s Affairs – Michael Roof

PUBLIC COMMENT *(3 Minutes Agenda Specific)*

COMMISSIONER COMMENTS

CONSENT AGENDA ITEMS

Roll Call

1. Human Resources –
 - a. Employee Health Plan Renewal Approval
 - b. 457 Plan Adoption Agreement
2. Sheriff’s Office –
 - a. Donation Acceptance
 - b. K9 Golf Outing
 - c. Marine Safety Grant
3. Conservation District – 2025 Work Agreements
 - a. Conservation Education and Technical Assistance
 - b. Soil Erosion and Sedimentation Control
4. Parks and Recreation – Adoption of Resolution for Five-Year Master Plan
5. IT – Barracuda Renewal
6. Building Safety –
 - a. Construction Board of Appeals Appointment of Scott Earl
 - b. Staffing Levels Adjustment
7. Senior Services – Agreement with Area Agency on Aging of Northern Michigan (AAANM)
8. Facilities/Maintenance –
 - a. Truck Purchase via MIDeal
 - b. Tractor/Mower RFP Request
 - c. Maintenance Tracking Software Agreement – Limble Solutions, Inc.
 - d. Mechanical Engineering Services RFP Request
 - e. Leland Dam Walkway Project – Machin Contract – Leland Dam Project Management
9. Administration –
 - a. Chairs – Declare as Surplus
 - b. 2025 Rules of Order and Procedure Approval

3-19

ACTION ITEMS

1. Sheriff’s Office – Sale of K9 Keno *(Late Addition)* **20**
2. 86th District Court – Appoint Interim Magistrate *(Late Addition)* **21**
3. Veterans Affairs – CVSF Grant Rewrite *(Late Addition)* **22-58**
4. Conservation District – 2025 Work Agreements – Water Quality Monitoring
5. Planning – Materials Management Plan Committee Amended Member List
6. Parks & Recreation –
 - a. Natural Resources Trust Fund Grant Application for Veronica Valley Park *(Late Addition)* **59-60**
 - b. Grant Consultant Services *(Late Addition)* **61-62**
7. Leland Dam Walkway Project – Easling Construction – Change Order
8. Administration –
 - a. Office Buildout – Drain Commissioner

- b. Stipend Review and Further Discussion
- c. Boards and Commissions – Commissioner Appointments

REVIEW OF FINANCIALS

SPECIAL REPORTS BY STAFF, COMMISSIONERS, AND AFFILIATED AGENCIES

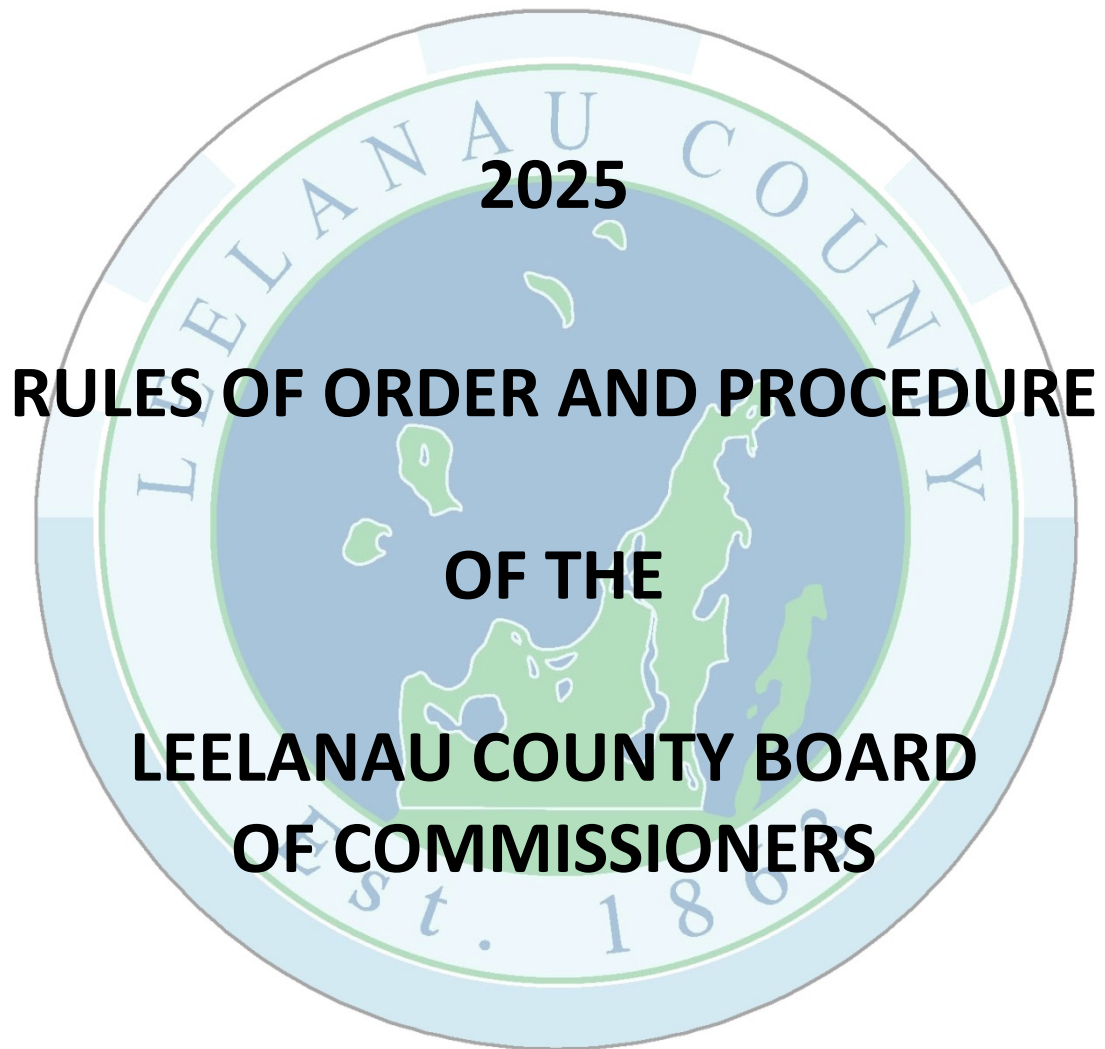
PUBLIC COMMENT *(5 Minutes)*

COMMISSIONER COMMENTS

APPROVAL OF FINANCIALS

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

ADJOURNMENT



2025

RULES OF ORDER AND PROCEDURE

OF THE

**LEELANAU COUNTY BOARD
OF COMMISSIONERS**

TABLE OF CONTENTS

	<u>Page No.</u>
Article I – Board Meetings	
A. Regular, Executive Board and Adjourned Regular Meetings.....	4
B. Special Meetings.....	5
C. Meetings on Legal Holidays	5
Article II – Chairperson	
A. Election	5
B. Duties	5
C. Orientation Session.....	6
Article III – Clerk of the Board / Open Meetings Act	
A. Official Clerk and Duties.....	6
B. Minutes	6
C. Open Meetings Act Posting	6
D. Prior Notification of Absence.....	6
Article IV – Executive Board of Commissioners Meeting	6
Article V – Committees	
A. Commissioner Appointment – Standing Committees	7
B. Select Committee.....	8
C. Committee Procedures	8
D. Committee Meetings	8
Article VI – Conduct of Regular Meetings of the Board of Commissioners	
A. Chairperson.....	9
B. Quorum.....	9
C. Adoption of Measure	9
D. Order of Business.....	10
1. Executive Board Agenda	10
2. Regular Session Agenda	10
3. Special Session Agenda	11
4. Specific Agenda Priorities.....	11
5. Agenda Deadline	11
6. Late Items.....	11
7. Consent Agenda	11
8. Agenda Availability.....	12
E. Rights and Duties of Members	12
1. Speaking Priorities.....	12
2. Voting.....	13

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

3. Interruption / Leaving	13
4. Order and Decorum	13
F. Off-Site Participation in Commissioner Meetings by Commissioners	13
G. Motions, Resolutions and Committee Reports	14
1. Motion must be seconded	14
2. Order of Precedence of Motions	14
3. Motion to Adjourn	14
4. Motion to Reconsider	14
5. Amendments.....	15
6. Resolutions and Ordinances	15
7. Division of Question.....	15
H. Appeal from Decision of Chairperson	15
I. Public Meetings.....	15
J. Comments from the Floor	15

Article VII – Voting

A. Roll Call Votes	16
--------------------------	----

Article VIII – Administrator’s Office

A. Responsibilities	16
---------------------------	----

Article IX – Administration

A. Signing of Documents	17
B. Notice of Board Action.....	17
C. Minutes	17
D. Resolutions.....	17
E. Motions.....	17
F. Robert’s Rules of Order, Twelfth Edition	17

Article X – Amendment to and effective date of these rules 18**Article XI – Conclusion** 18**Board of Commissioners Commitment to Respect** 18

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.

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

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.

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.

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-

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 or commissioned 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.

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 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
- 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
- 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.

6. **Late Items**

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

7. **Consent Agenda**

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

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

8. **Agenda Availability**

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

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

1. **Speaking Priorities** –

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

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.
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**

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.

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>Regular Session</u></td> <td style="width: 50%;"></td> </tr> <tr> <td>Date of Meeting: _____</td> <td style="text-align: right;"><u>01/21/2025</u></td> </tr> </table>	Submittal Dates		<input type="checkbox"/> Select Meeting Type: <u>Regular Session</u>		Date of Meeting: _____	<u>01/21/2025</u>
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We have looked internally with no luck, so our other option is to sell the dog and recoup as much money as possible to be placed back into the K-9 fund.</p> <p>Keno was purchased in late 2023, after Board approval. In late 2023 and early 2024, Keno and Deputy Strope attended the 5-week handlers school. Since early February 2024, they have worked the Road Patrol for the County. Now with Deputy Strope's resignation, we have no choice but to sell the K-9. Knowing, this resignation was possible we inquired with other agencies about possibly selling him. We were able, through other sources, to find a buyer, Allison Merrill, of Sun Dog Kennels of Leelanau County. Allison works with us to board our K-9's when handlers are on vacation or out for other absences. Her company has never charged us for this service due to her business, commitment to working dogs, and her love of Dogs. She has become especially fond of Keno and built a bond with him over time and is willing to purchase him for personal / business use at a price of \$8,000.00. Although far less than the \$12,000.00 paid for him originally, he is no longer a puppy and that price still allows the LCSO to recoup as much money as possible. These proceeds, if allowed, would be placed back into the K-9 Fund for future costs related to ongoing K-9 costs.</p> <p>It should be noted that prior to speaking with Allison Merrill all 82 other Sheriff's Office's, as well as a list on municipal agencies were contacted about the sale. None of those agencies, although interested, were unable to make the acquisition.</p> <p>The urgency of this matter is because Strope's last day will be January 23, 2025 and we have no proper way to care for Keno after that time. Allison has agreed to the price and is willing to take him at any time the deal can be arranged. Given that Keno is County property we ask the Board to receive permission to sell him at the agreed to rate.</p> <p>Suggested Recommendation:</p> <p>I move to recommend that the County Board of Commissioners approve and allow the Sheriff's Office to sell K-9 Keno to Allison Merrill of Leelanau County at a cost of \$8,000.00. Funds to be deposited into the Sheriff's Office K-9 Fund - 101.000.000.674.005</p> </td> </tr> </table>		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 Sheriff's Office regrestfully requests permission to sell K-9 Keno from its staffing levels due to circumstances related below.</p> <p>On Friday, January 10, 2025 we were given notice of resignation from Deputy Strope. He has accepted a job downstate with Clinton Twp. Deputy Strope was our second K-9 handler with K-9 Keno. 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EXECUTIVE DOCUMENT SUMMARY

Department: <u>District Court</u> <input checked="" type="checkbox"/> Contact Person: <u>Gwen Taylor</u> Telephone Number: <u>231-922-4501</u>	Submittal Dates <input checked="" type="checkbox"/> Select Meeting Type: <u>Regular Session</u> Date of Meeting: <u>01/21/2025</u>
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: Select One

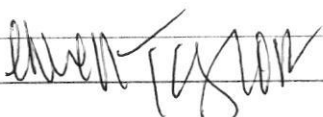
Budgeted Amount: _____	Contracted Amount: _____
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Document Description

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

Due to the retirement of Magistrate Norene Kastys on January 24 2025, the 86th Distirct Court Judges wish to appointment Deputy Court Administrator Michael W. Slancik as Non-Attorney Magistrate beginning January 24, 2025. The District Court is working to fill the vacancy created with the retirement of Magistrate Kastys.

Suggested Recommendation:
 I Move to Recommend the Appointment of Michael W. Slancik as Non-Attorney Magistrate Beginning January 24, 2025.

Department Approval:  Date: 01/14/2025

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Veterans Affairs</u> Contact Person: <u>Michael Roof</u> Telephone Number: <u>231-995-6070</u>	Submittal Dates <input checked="" type="checkbox"/> Select Meeting Type: <u>Regular Session</u> Date of Meeting: <u>01/21/2025</u>
Financial/Source Selection Method	Vendor: _____ Address/ Phone: _____ Description: Amendment
<input 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 type="checkbox"/> Department Head/Elected Official Authorization	
<p>The Board of Commissioners approved the application (June, 2024) and received approval (November, 2024) for the FY25 CVSF Veterans Affairs Grant.</p> <p>On January 15, 2025, an email was received from MVAA Grants team manager Kate (enclosed) that they were just made aware they could not deposit the initial \$50,000 for the FY 25 CVSF Grant per guidelines from the State of Michigan. (enclosed).</p> <p>The Leelanau FY 25 CVSF grant has been amended to reflect an over amount of \$52,745.</p> <p>The changes are as follows: \$7,500.00 increase in billboard advertising \$13,800 increase in newspaper advertising \$345.00 increase in Commercial Printing</p> <p>This will allow Leelanau to receive the initial \$50,000 advancement and give greater exposure to the services of the office.</p> <p>Suggested Recommendation: Move to recommend the Board of Commissioners approve the FY25 CVSF Grant as amended</p>	
Department Approval: _____ Date: <u>01/15/2024</u>	



TO: Leelanau Board of Commissioners

From: Michael W. Roof, Director

Date: January 15, 2025

Re: FY25 MVAA CVSF Grant

On January 15, 2025, I was sent an email from MVAA Grants team manager Kate (enclosed) that they were just made aware they could not deposit the initial \$50,000 for the FY 25 CVSF Grant per guidelines from the State of Michigan. (enclosed).

I have amended the Leelanau FY 25 CVSF grant to reflect an over amount of \$52,745. The changes are as follows:

\$7,500.00 increase in billboard advertising
\$13,800 increase in newspaper advertising
\$345.00 increase in Commercial Printing

This will allow Leelanau to receive the initial \$50,000 advancement and give greater exposure to the services of the office.

Respectfully,

A handwritten signature in black ink, appearing to read "Michael W. Roof".

Michael W. Roof

From: MVAAGrants <MVAAGrants@michigan.gov>

Sent: Tuesday, January 14, 2025 4:17 PM

To: Michael Roof <mroof@gtcountymi.gov>

Cc: Adamson, Wynette (DMVA) <AdamsonW@michigan.gov>

Subject: [EXTERNAL SENDER] RE: [EXTERNAL SENDER] RE: [EXTERNAL SENDER] FY25 CVSF Grant Agreement Update

Warning: Unusual sender <mvaagrants@michigan.gov>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Hi Mike,

Thanks for the signed agreement. Unfortunately, I am unable to advance the full \$30,900 based on the attached guidelines that we recently were made aware of by DMVA Finance. We have been doing this incorrectly the last several years when advancing the full amount of the contract.

With that said, we have a few options. You can take the full amount available to Leelanau (\$62,836), or as little as \$51,000, and we could advance the \$50,000 and stay under the full contract amount. You could then return anything you didn't use at the end of the grant cycle, but either option would require a rewrite of the application.

Otherwise, I will need to discuss with Finance how much we'd advance of the \$30,900. Or, if doing reimbursement only is an option.

Please advise on how you'd like me to proceed.

Thank you,

Kate Preston

Grants Manager

517-230-8535

PrestonK2@michigan.gov

Page 1
6/20/2024

State of Michigan
Financial Management Guide
Part II – Accounting and Financial Reporting

Chapter 10, Section 200

Cash Advances

Overview

This section provides guidelines for cash advances.

Policy

Normally, disbursements may not be made before the liability is incurred but with prior approval from the Office of Financial Management (OFM), advance payments are generally allowed if they meet the following criteria:

- Advance must be necessary for the success of a state program funded on an expenditure reimbursement basis.
- Advance amount requested must be reasonable in relationship to the program's cash flow requirements, billing cycle, etc.
- In no case shall an advance be made for the entire amount of the contract.
- An advance can be made only after the execution of a written agreement between the requesting agency and receiver of the advance. This agreement must be renewed and updated annually and include specific provisions for advance repayment or renewal.

OFM must consult with Treasury before approving an advance request which would provide disbursements in excess of \$5,000,000 for a program within a fiscal year.

The following advance payments are allowed without prior approval of OFM:

- Routine recurring prepayment of administrative costs, i.e., monthly telephone bill, etc.
- Monthly rental or lease payments made per DTMB approved, signed contract.
- Contractual advance less than \$10,000.

Advances for payroll, unearned sick leave or annual leave are prohibited.

Loans are prohibited unless authorized by statute. Loan programs and methods of accounting shall be approved by OFM and Treasury.

Advances should generally be repaid or earned within the fiscal year they were issued or shortly thereafter. Long-term advances are generally only for capital acquisitions. For information regarding long-term advances, please see Michigan Compiled Law 18.1437.



FY25 COUNTY VETERAN SERVICE FUND GRANT APPLICATION TEMPLATE

This is the only approved template for use in submitting the County Veteran Service Fund (CVSF) grant request.

Definitions to determine the proper individual to list as a contact can be found in the Grant Guidance. Your Authorizing Official is the person able to accept funds and enter the County into agreements and contracts. This is usually the Chairperson of the Board of Commissioners. The Financial Officer and Authorized Official must be different.

CONTACT INFORMATION

Applicant County	Leelanau		
Total Grant Amount	\$ 52,745.00		
SIGMA Vendor Code	CV0053862	SIGMA Address Code	001
Project Director Michael W. Roof			
Mailing Address 2650 Lafranier Rd, Traverse City, MI 49686			
Phone 231-995-6069			
E-mail Address mroof@gtcountymi.gov			
Financial Officer Cathy Hartvesvelt			
Mailing Address 8527 E. Government Center Dr, Suttons Bay, MI 49682			
Phone 231-256-8106			
E-mail Address chartesvelt@leelanau.gov			
Authorized Official Steve Yoder			
Mailing Address 8527 E. Government Center Dr, Suttons Bay, MI 49682			
Phone 231-233-3470			
E-mail Address syoder@leelanau.gov			

All assistance, programming, and service initiatives need to be submitted with separate project narrative, budget narrative, and budget request forms. Please duplicate the Project Detail, Budget Narrative, and Excel request sheets as needed for each initiative/program/salaries your county is seeking funding. Attach pages as needed.

Grant amount requested above is the TOTAL of ALL initiatives/programs/salaries.

PROJECT DETAIL

Project Title	Advertising
Grant Focus Area	Enhance / Increase Services

PROJECT NARRATIVE

Detailed project narrative must be provided below:

Overview

Leelanau County Veterans Services is staff through the Grand Travers County Department of Veterans Affairs. There is a VA Accredited County Veteran Service Officer (CVSO) at the Administrators Office every Tuesday to assist veterans with any questions or services.

Advertising Campaign

The Goal of Advertising Campaign is to increase awareness of the benefits and resources available to veterans and their dependents in Leelanau County. The Advertising Campaign will direct them to Leelanau County Veterans Services so that our VA accredited CVSO can advise, assist and advocate for them to receive the veterans benefits to which they are entitled.

We will use various forms of advertising to reach our goal of increasing visits to our office.

Areas of advertising will include:

- Newspaper Ads
- Billboards
- Website Creation
- Social Media Management

BUDGET NARRATIVE/JUSTIFICATION

Budget Narrative/Justification must be provided below. In addition, an **itemized list** of all expenditures, including salary if applicable, must be provided in the Excel budget templates provided. Add Excel spreadsheets as an attachment for each initiative.

Advertising Campaign

Newspaper Ads \$29,400.00

Place news paper ads in the weekly Leelanau Enterprise newspaper. The first ad will be a full page color ad. This is a county where few veterans are connected to the office and we are trying to reach everyone. Many veterans in our county read the local paper and this will provide a big impact of those not driving daily or on the internet.

Billboard Advertising \$14,000.00

Place Billboard advertising on multiple billboards coming out and going into Leelanau County. This is a way to reach those not on social media or listening to the radio.

Website Creation \$7,000.00

Create a domain and website for the Leelanau Veterans Affairs office. This site would be on a name specific domain to help gather data.

Commercial Printing \$2,345.00

Have fliers / posters to put up around Leelanau county. The drinking coasters will be given to various restaurants and bars to advertise the office.

PROGRAMMING/INITIATIVE JUSTIFICATION

Programming/initiative justification must be provided below. Describe how the requested programming 1) enhances or increases veteran service provision **over past service provisions**, and 2) connects eligible veterans, servicemembers, dependents or survivors to benefits by an accredited service officer to obtain USDVA health, financial, or memorial benefits.

With the multiple Advertising Campaign projects, it will help reach veterans or dependants who might not know about the Leelanau office.

Through the CVSF grant, we will create a stand alone Leelanau County VA website and a Facebook page. The same company will handle social media management to help foster connections and push them to the new website.

SUBMISSION OF APPLICATION

Type an "X" in the box for confirmation of the following statements.

I understand that my County must become registered to do business with the State of Michigan prior to receiving any grant funding. Registration is available at the following website: www.michigan.gov/SIGMAVSS .	✓
I understand that remote access to the United States Department of Veterans Affairs computing systems to obtain PIV cards for county veteran services officers must be established no later than September 24, 2025.	✓
I understand that my County must submit Michigan Veterans Trust Fund applications for emergency assistance prior to utilizing the County Veteran Service Fund when applicable.	X
I have included itemized budget attachments for each initiative/program/salary request.	X
I have included FY17 and current year county budgets for the organization structure that provides assistance to veterans and/or family members.	X
I understand that I should receive an email confirmation of submission of my application within 24 business hours, and if I do not receive an email confirmation, I should contact the agency for confirmation.	X
I understand that the grant agreement must be signed by the Authorized Official before grant funds can be expended.	✓

Signature: _____
Authorized Official

Date: _____

One initiative per page. Make additional sheets for each initiative.			
Applicant County	Grant Number	SIGMA Vendor Code	
Leelanau	FOR MVAAG USE ONLY		1
I. Project / Initiative Name			
Advertising			
II. Project Total (Amount requested for this initiative)			
			\$43,600.00
III. Expenditure Details			
Item / Service Description	Quantity	Cost Per Unit	Cost
Billboard Advertising	14	\$1,000.00	\$14,000.00
			\$0.00
Newspaper Advertising (Leelanau Enterprise)	49	\$600.00	\$29,400.00
			\$0.00
Website	1	\$7,000.00	\$7,000.00
			\$0.00
Flyer / Posters	100	\$20.00	\$2,000.00
Drink coasters	300	\$1.15	\$345.00
			\$0.00
			\$0.00
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		Total	\$52,745.00

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] Re: [EXTERNAL SENDER] Re: [EXTERNAL SENDER] Re: [EXTERNAL SENDER] Re: [EXTERNAL
 SENDER] Re: [EXTERNAL SENDER] Re: [EXTERNAL SENDER] Re: [EXTER...

From Kendra Kemp <kendra@leelanaunews.com>

Date Wed 1/15/2025 11:01 AM

To Michael Roof <mroof@gtcountymi.gov>

UPDATED Newspaper Ads

Warning: Unusual sender IP

This message originated from a source not commonly seen for this domain, which could be an indication of a scam.

Ok, that's no problem. I will adjust the weeks remaining to 28 weeks and use your full-color 3x16 ad and full-page color ads, as well as an ad in the Visitors Guide magazine. This will take your total ad spend to \$29,539.30. Does that work for you?

Best,
 Kendra

On Wed, Jan 15, 2025 at 10:51 AM Michael Roof <mroof@gtcountymi.gov> wrote:
 I need all advertising to stop Aug 5.

Michael W. Roof, CVA
Director, Grand Traverse County Veterans' Affairs
President, Michigan Association of County Veteran Counselors
 2650 LaFranier Rd.
 Traverse City, MI 49686
 PH 231-995-6070
 Fax 231-929-1983

Leadership is all about people. It is not about organizations. It is not about plans. It is not about strategies. It is all about people-motivating people to get the job done. You have to be people-centered.
 ~ Colin Powell ~

From: Kendra Kemp <kendra@leelanaunews.com>
Sent: Wednesday, January 15, 2025 10:49 AM
To: Michael Roof <mroof@gtcountymi.gov>
Subject: [EXTERNAL SENDER] Re: [EXTERNAL SENDER] Re: [EXTERNAL SENDER] Re: [EXTERNAL SENDER] Re:
 [EXTERNAL SENDER] Re: [EXTERNAL SENDER] Re: [EXTERNAL SENDER] Re: [EXTERNAL SENDER] Re: [EXTERNAL
 SENDER] Re: [EXTERNAL SENDER] Re: [EXTER...

From: Kendra Kemp <kendra@leelanaunews.com>
Sent: Tuesday, June 4, 2024 12:51 PM
To: Michael Roof <mroof@gtcountymi.gov>
Subject: [EXTERNAL SENDER] Re: Quote?

Michael,

I have put together a plan below for a proposal just under \$15,000 for advertising from October 1st, 2024-August 21st, 2025.

4 full-page black and white ads in each of our Silver Senior quarterly special sections- \$712/run, total of \$2,848.

1/4 page black and white ad in our 2025 Silver Source Directory- \$475.

37 weeks of a 2 column (4 inch wide) by 10 inch tall black and white ad- \$196.10/run, total of \$7,255.70.

10 weeks of a 3 column (6 inch wide) by 16 inch tall black and white ad- \$441.80/run, total of \$4,418.

Total cost- \$14,996.70

Let me know what you think and if you have any questions. Thanks!

Best,
Kendra

Leelanaunews Express Newspaper Quote

July 15, 2021
12:27 PM

REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund
Department 580683 Veterans Affairs

County of Leelanau
Period Ending Date: December 31, 2017

Account Number Account Name	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Fund 101 General Fund				
Fiscal Year 2017				
Department 580683 Veterans Affairs				
Expenses				
580683-801.000 Contractual Services	0.00	45,260.00	45,260.00	100.00%
580683-850.000 Telephone	0.00	275.00	275.00	100.00%
580683-943.000 Buildings & Grounds Charges	0.00	9,628.00	9,628.00	100.00%
Expenses Total	0.00	55,163.00	55,163.00	100.00%
Veterans Affairs Dept Total	0.00	55,163.00	55,163.00	100.00%
Expenses Fund Total	0.00	55,163.00	55,163.00	100.00%
Net (Rev/Exp)	0.00	55,163.00	55,163.00	
Beginning/Adjusted Balance				
7,252,746.09	+	YTD Revenues 12,994,549.77	-	YTD Expenses 12,784,828.61
			=	Current Fund Balance 7,462,467.25
Grand Total for Expenses	0.00	55,163.00	55,163.00	100.00%
Grand Total Net Rev/Exp	0.00	55,163.00	55,163.00	

Parameters:
Operator: JEN

Period Ending Date: December 31, 2017

Fund Range: 101 - 101

July 15, 2021

Tranh3.rpt

12:29 PM

Transaction History Listing Report

County of Leelanau

Account Balance Transactions
Date Range: January 1, 2017 Thru December 31, 2017

Page 1 of 2

Fund:	101	General Fund					
Department:	580683	Veterans Affairs					
Date	SRC	Batch	Operator	Ref #	Description	Dept:	Veterans Affairs
Account:	580683-901.000		Contractual Services				

9/19/2017	AP	19099	DARCY	20170919	GRAND TRAVERSE COUNTY		
					Total Contractual Services Transactions for September:	45,260.00	0.00

Period Contractual Services Totals 45,260.00 0.00

Year-To-Date Contractual Services Totals
 Current Expenditures = 45,260.00
 Unexpended Balance = 0.00
 Current Encumbrance = 0.00
 Unencumbered Balance = 0.00

Account:	580683-850.000	Telephone					
Date	SRC	Batch	Operator	Ref #	Description	Dept:	Veterans Affairs

1/17/2017	JE	18473	DAVID	JEM6361	Quarterly Department Charges		68.75
					Total Telephone Transactions for January:	68.75	0.00

4/1/2017	JE	18696	JEN	JEM6563	Quarterly Department Charges		68.75
					Total Telephone Transactions for April:	68.75	0.00

7/1/2017	JE	18931	DAVID	JEM6715	Quarterly Department Charges		68.75
					Total Telephone Transactions for July:	68.75	0.00

10/1/2017	JE	19134	JEN	JEM6842	Quarterly Department Charges		68.75
					Total Telephone Transactions for October:	68.75	0.00

Period Telephone Totals 275.00 0.00

Year-To-Date Telephone Totals
 Current Expenditures = 275.00
 Unexpended Balance = 0.00
 Current Encumbrance = 0.00
 Unencumbered Balance = 0.00

Account:	580683-943.000	Buildings & Grounds Charges					
Date	SRC	Batch	Operator	Ref #	Description	Dept:	Veterans Affairs

* Indicates Prior Year Transactions

July 15, 2021

12:29 PM

Transaction History Listing Report

Tranhs13.rpt

County of Leelanau

Account Balance Transactions
Date Range: January 1, 2017 Thru December 31, 2017

Page 2 of 2

Date	SRC	Batch	Operator	Ref #	Description	Beginning Balance :	Debits	Credits
Fund: 101 General Fund Department: 59063 Veterans Affairs								
1/17/2017	JE	18462	DAVID	JE#6362	Quarterly Department Charges		2,407.00	
Total Buildings & Grounds Charges Transactions for January:							2,407.00	0.00
4/1/2017	JE	18898	JEN	JE#6565	Quarterly Department Charges		2,407.00	
Total Buildings & Grounds Charges Transactions for April:							2,407.00	0.00
7/1/2017	JE	18928	DAVID	JE#6713	Quarterly Department Charges		2,407.00	
Total Buildings & Grounds Charges Transactions for July:							2,407.00	0.00
10/1/2017	JE	19128	JEN	JE#6839	Buildings & Grounds Charges		2,407.00	
Total Buildings & Grounds Charges Transactions for October:							2,407.00	0.00
Period Buildings & Grounds Charges Totals							9,628.00	0.00

Appropriations -	9,628.00	Year-To-Date Buildings & Grounds Charges Totals	9,628.00	Current Encumbrance =	0.00	Unencumbered Balance	0.00
Current Expenditures =	9,628.00	Unexpended Balance -	0.00	Current Encumbrance =	0.00	Unencumbered Balance	0.00
Grand Totals			55,183.00				0.00

* Indicates Prior Year Transactions
Operator: JEN

August 20, 2024

3:48 PM

REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund
 Department 580683 Veterans Affairs

County of Leelanau
 Period Ending Date: August 31, 2024

Account Number Account Name	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Fund 101 General Fund				
Fiscal Year 2024				
Expenses				
580683-801.000 Contractual Services	0.00	46,618.00	46,618.00	100.00%
580683-850.000 Telephone	0.00	58.50	78.00	75.00%
Expenses Total	0.00	46,676.50	46,696.00	99.98%
Telephone	0.00	46,676.50	46,696.00	99.96%
Expenses Fund Total	0.00	46,676.50	46,696.00	99.96%
Net (Rev/Exp)	0.00	46,676.50	46,696.00	
Beginning/Adjusted Balance		YTD Revenues	YTD Expenses	Current Fund Balance
7,659,746.43	+	5,801,906.21	-	10,890,308.39
			=	2,571,344.25
Grand Total for Expenses	0.00	46,676.50	46,696.00	99.96%
Grand Total Net Rev/Exp	0.00	46,676.50	46,696.00	

Parameters:

Operator: EDM

Period Ending Date: August 31, 2024

Fund Range: 101 - 101 Account Range Range: 580683801000 - 5806

August 20, 2024
3:44 PM

REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund
Department 580681 Veterans Burial

County of Leelanau
Period Ending Date: August 31, 2024

Account Number	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Account Name				
Fund 101 General Fund				
Fiscal Year 2024				
Expenses				
580681-833.000				
Veterans Burial	0.00	600.00	10,800.00	5.56%
Expenses Total	0.00	600.00	10,800.00	5.56%
Veterans Burial	0.00	600.00	10,800.00	5.56%
Expenses Fund Total	0.00	600.00	10,800.00	5.56%
Net (Rev/Exp)	0.00	600.00	10,800.00	
Beginning/Adjusted Balance		YTD Revenues	YTD Expenses	Current Fund Balance
7,659,746.43	+	5,801,906.21	-	10,890,308.39
			=	2,571,344.25
Grand Total for Expenses	0.00	600.00	10,800.00	5.56%
Grand Total Net Rev/Exp	0.00	600.00	10,800.00	

Parameters:

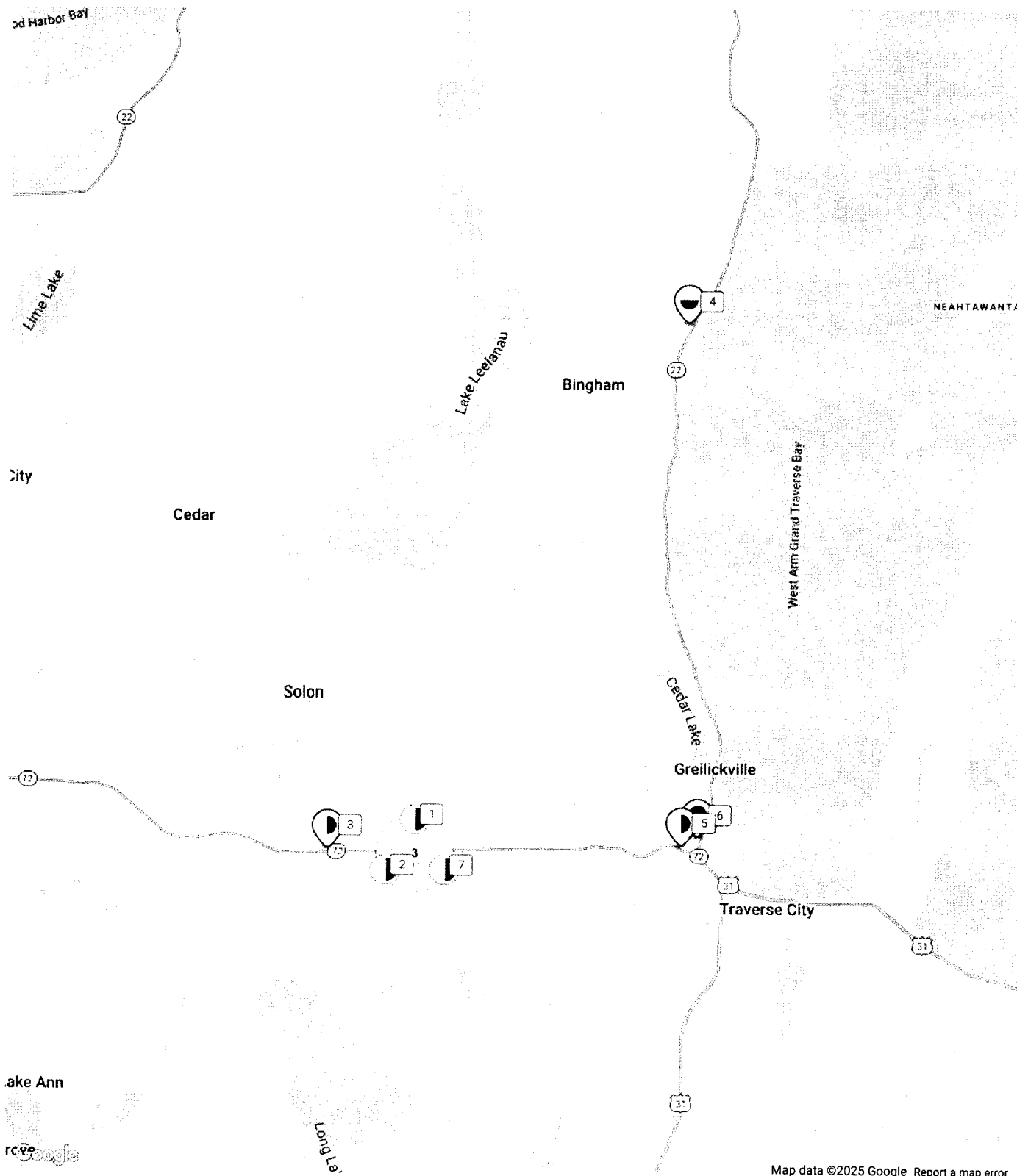
Operator: EDM

Period Ending Date: August 31, 2024

Fund Range: 101 - 101 Account Range Range: 580681833000 - 5806

MAP #1

LEELANAU VETERAN AFFAIRS



LOCATION LIST

LEELANAU VETERAN AFFAIRS

*Impression values based on: Total Population

Map Icon	Label	Panel #	Geopath Id	Media/Style	Facing	H x W	*Weekly Impressions	Illum.
	1	478	402232	Poster / Retro	West	10' 6" x 22' 9"	19,647	YES
<p>Location: M-72 4 MI W/O M-22 S/S F/W BOT (S) Current Advertiser: AMBULATORY INFUSION CARE NORTH Rate: \$700 per 4 weeks Miscellaneous: 2/10-3/9</p>								
	2	478	402232	Poster / Retro	West	10' 6" x 22' 9"	19,647	YES
<p>Location: M-72 4 MI W/O M-22 S/S F/W BOT (S) Current Advertiser: AMBULATORY INFUSION CARE NORTH Rate: \$700 per 4 weeks Miscellaneous: 3/10-4/6</p>								
	3	470	402228	Poster / Retro	West	10' 6" x 22' 9"	14,131	NO
<p>Location: M-72 6 MI W/O M-22 S/S F/W (S) Current Advertiser: COMFORT CENTER Booking Ranges: 3/10/2025 - 4/6/2025 Rate: \$800.00</p>								
	4	479	402233	Poster / Retro	North	10' 6" x 22' 9"	32,362	NO
<p>Location: M-22 8 MI N/O M-72 W/S F/N (S) Current Advertiser: GRAND TRAVERSE RESORT & CASINOS Booking Ranges: 4/7/2025 - 5/4/2025 Rate: \$1200 per 4 weeks</p>								
	5	473	402229	Poster / Retro	West	10' 6" x 22' 9"	36,857	YES
<p>Location: M-72 .13 MI W/O M-22 S/S F/W (S) Current Advertiser: BAY VIEW INSURANCE Booking Ranges: 5/5/2025 - 6/1/2025 Rate: \$1200 per 4 weeks</p>								

LOCATION LIST

LEELANAU VETERAN AFFAIRS

*Impression values based on: Total Population

Map Icon	Label	Panel #	Geopath Id	Media/Style	Facing	H x W	*Weekly Impressions	Illum.
	6	469	402227	Poster / Retro	South	10' 6" x 22' 9"	44,229	YES
<p>Location: M-22 750' N/O M-72 W/S F/S (S) Current Advertiser: WRC-DOMESTIC ABUSE SURVIVOR ASSISTANCE Booking Ranges: 6/2/2025 - 6/29/2025 Rate: \$1200 per 4 weeks</p>								
	7	478	402232	Poster / Retro	West	10' 6" x 22' 9"	19,647	YES
<p>Location: M-72 4 MI W/O M-22 S/S F/W BOT (S) Current Advertiser: AMBULATORY INFUSION CARE NORTH Rate: \$1000 per 4 weeks Miscellaneous: 6/30-7/27</p>								
<p>Total Weekly Impressions: 186,520</p>								

PANEL #478

📍 M-72 4 MI W/O M-22 S/S F/W BOT (S)

Location #1



WEEKLY IMPRESSIONS: 19,647*

MEDIA TYPE/STYLE: Poster - Retro

LAT/LONG: [44.77464 / -85.72734](#)

MARKET: TRAVERSE CITY

GEOPATH ID: 402232

PANEL SIZE: 10' 6" x 22' 9" [View Spec Sheet](#)

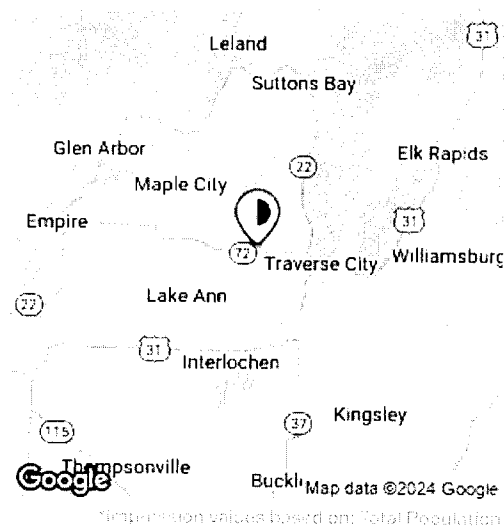
FACING/READ: West / Right

ILLUMINATED: YES

RATE: \$700 per 4 weeks

MISCELLANEOUS: 2/10-3/9

SHIPPING ADDRESS: 2456 Northern Visions Drive
Traverse City, MI 49684



PANEL #478

📍 M-72 4 MI W/O M-22 S/S F/W BOT (S)

Location #2



WEEKLY IMPRESSIONS: 19,647*

MEDIA TYPE/STYLE: Poster - Retro

LAT/LONG: [44.77464 / -85.72734](#)

MARKET: TRAVERSE CITY

GEOPATH ID: 402232

PANEL SIZE: 10' 6" x 22' 9" [View Spec Sheet](#)

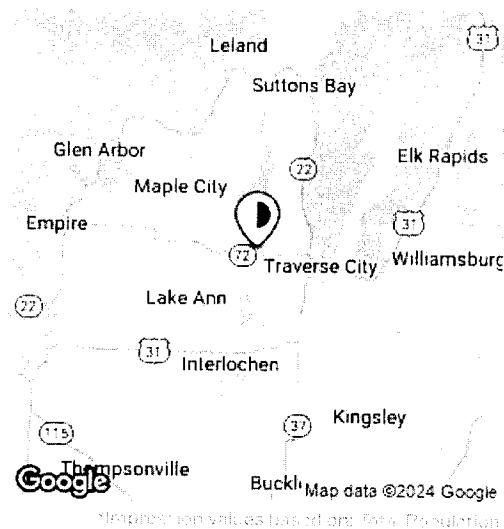
FACING/READ: West / Right

ILLUMINATED: YES

RATE: \$700 per 4 weeks

MISCELLANEOUS: 3/10-4/6

SHIPPING ADDRESS: 2456 Northern Visions Drive
Traverse City, MI 49684



PANEL #470

📍 M-72 6 MI W/O M-22 S/S F/W (S)

Location #3



WEEKLY IMPRESSIONS: 14,131*

MEDIA TYPE/STYLE: Poster - Retro

LAT/LONG: [44.77436 / -85.75395](#)

MARKET: TRAVERSE CITY

GEOPATH ID: 402228

PANEL SIZE: 10' 6" x 22' 9" [View Spec Sheet](#)

FACING/READ: West / Right

ILLUMINATED: NO

RATE: \$800.00

SHIPPING ADDRESS: 2456 Northern Visions Drive
Traverse City, MI 49684



Google

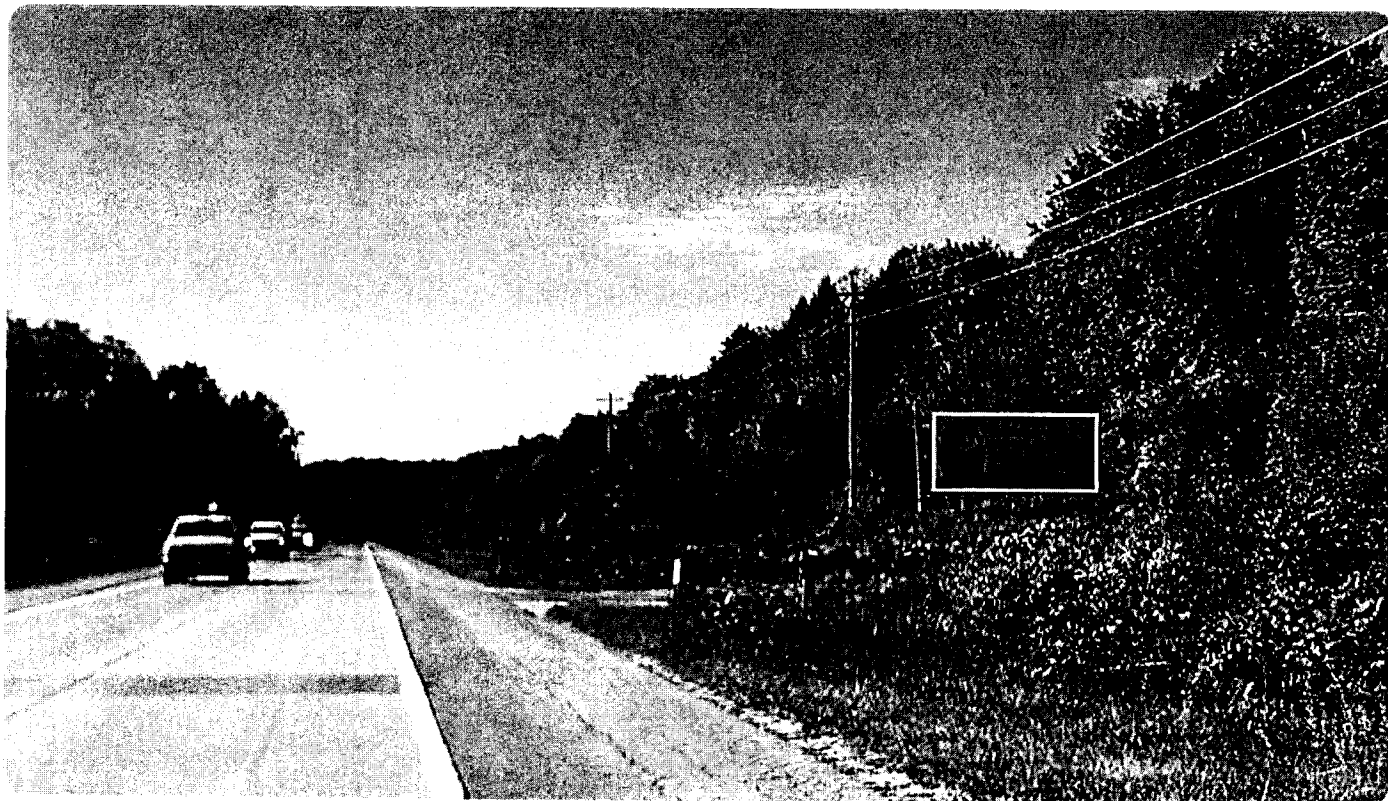
Map data ©2024

*Impressions are based on Total Population

PANEL #479

📍 M-22 8 MI N/O M-72 W/S F/N (S)

Location #4



WEEKLY IMPRESSIONS: 32,362*

MEDIA TYPE/STYLE: Poster - Retro

LAT/LONG: [44.88745 / -85.64525](#)

MARKET: TRAVERSE CITY

GEOPATH ID: 402233

PANEL SIZE: 10' 6" x 22' 9" [View Spec Sheet](#)

FACING/READ: North / Right

ILLUMINATED: NO

RATE: \$1200 per 4 weeks

SHIPPING ADDRESS: 2456 Northern Visions Drive
Traverse City, MI 49684



PANEL #473

📍 M-72 .13 MI W/O M-22 S/S F/W (S)

Location #5



WEEKLY IMPRESSIONS: 36,857*

MEDIA TYPE/STYLE: Poster - Retro

LAT/LONG: [44.77532 / -85.6465](#)

MARKET: TRAVERSE CITY

GEOPATH ID: 402229

PANEL SIZE: 10' 6" x 22' 9" [View Spec Sheet](#)

FACING/READ: West / Right

ILLUMINATED: YES

RATE: \$1200 per 4 weeks

SHIPPING ADDRESS: 2456 Northern Visions Drive
Traverse City, MI 49684



PANEL #469

📍 M-22 750' N/O M-72 W/S F/S (S)

Location #6



WEEKLY IMPRESSIONS: 44,229*

MEDIA TYPE/STYLE: Poster - Retro

LAT/LONG: [44.77696 / -85.64203](#)

MARKET: TRAVERSE CITY

GEOPATH ID: 402227

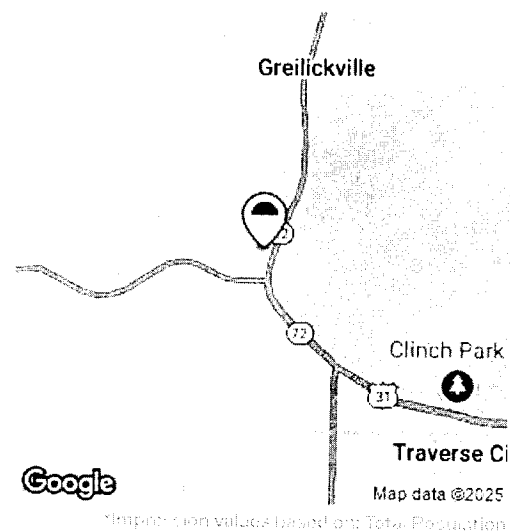
PANEL SIZE: 10' 6" x 22' 9" [View Spec Sheet](#)

FACING/READ: South / Left

ILLUMINATED: YES

RATE: \$1200 per 4 weeks

SHIPPING ADDRESS: 2456 Northern Visions Drive
Traverse City, MI 49684



PANEL #478

📍 M-72 4 MI W/O M-22 S/S F/W BOT (S)

Location #7



WEEKLY IMPRESSIONS: 19,647*

MEDIA TYPE/STYLE: Poster - Retro

LAT/LONG: [44.77464 / -85.72734](#)

MARKET: TRAVERSE CITY

GEOPATH ID: 402232

PANEL SIZE: 10' 6" x 22' 9" [View Spec Sheet](#)

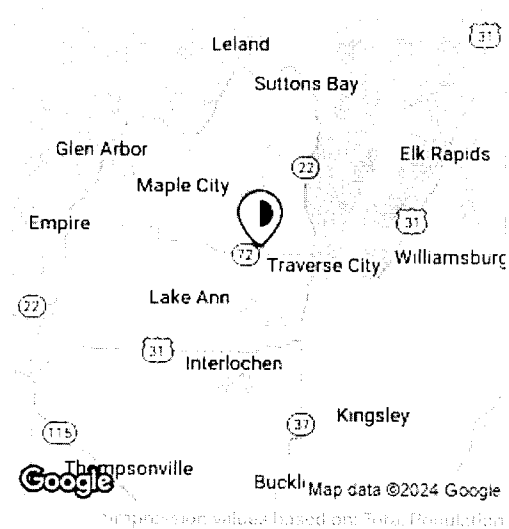
FACING/READ: West / Right

ILLUMINATED: YES

RATE: \$1000 per 4 weeks

MISCELLANEOUS: 6/30-7/27

SHIPPING ADDRESS: 2456 Northern Visions Drive
Traverse City, MI 49684



Traverse City
 2456 Northern Visions Drive
 Traverse City, MI 49684
 Phone: 231-946-9000
 Fax: 231-946-6360



CONTRACT # 4606138

Date: 6/6/2024
 New/Renewal: RENEWAL
 Account Executive: Steven Lyons
 Phone: 231-946-9000

CONTRACTED DIRECTLY BY ADVERTISER	
Customer #	744721-0
Name	LEELANAU COUNTY VETERANS AFFAIRS
Address	2650 LAFRANIER RD
City/State/Zip	TRAVERSE CITY, MI 49686
Contact	Michael Roof
Email Address	mroof@grandtraverse.org
Phone #	(231) 995-6070
Fax #	
P.O./ Reference #	
Advertiser/Product	LEELANAU COUNTY VETERANS AFFAIRS
Campaign	

Space										
# of Panels: 1										Billing Cycle: Every 4 weeks
Panel #	Market	Location	Illum	Media Type	Size	Misc	Service Dates	# Service Periods	Invest Per Period	Cost
4035	158-TRAVERSE	616 @ 651 E/S F/S	Yes	Junior Bulletin	6' 0" x 12' 0"		10/03/24-10/01/25	13	\$500.00	\$6,500.00
402143	CITY, MI									
									Total Space Costs:	\$6,500.00

Special Considerations:

Advertiser authorizes and instructs The Lamar Companies (Lamar) to display in good and workmanlike manner, and to maintain for the terms set forth above, outdoor advertising displays described above or on the attached list. In consideration thereof, Advertiser agrees to pay Lamar all contracted amounts within thirty (30) days after the date of billing. Advertiser acknowledges and agrees to be bound by the terms and conditions on all pages of this contract.

The Agency representing this Advertiser in the contract executes this contract as an agent for a disclosed principal, but hereby expressly agrees to be liable jointly and severally and in solidio with Advertiser for the full and faithful performance of Advertiser's obligations hereunder. Agency waives notice of default and consents to all extensions of payment.

The undersigned representative or agent of Advertiser hereby warrants to Lamar that he/she is the Media Buyer **(Officer/Title)** of the Advertiser and is authorized to execute this contract on behalf of the Advertiser.

Customer:	LEELANAU COUNTY VETERANS AFFAIRS
Signature:	(signature above)
Name:	(print name above)
Date:	(date above)

THE LAMAR COMPANIES	This contract is NOT BINDING UNTIL ACCEPTED by a Lamar General Manager.	
		Jun 20, 2024
ACCOUNT EXECUTIVE: Steven Lyons	GENERAL MANAGER	DATE

STANDARD CONDITIONS

1. Late Artwork: The Advertiser must provide or approve art work, materials and installation instructions ten (10) days prior to the initial Service Date. In the case of default in furnishing or approval of art work by Advertiser, billing will occur on the initial Service Date.



Traverse City
2456 Northern Visions Drive
Traverse City, MI 49684
Phone: 231-946-9000
Fax: 231-946-6360



CONTRACT # 4606138

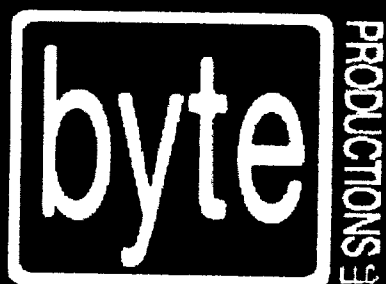
Date: 6/6/2024
New/Renewal: RENEWAL
Account Executive: Steven Lyons
Phone: 231-946-9000

2. **Copyright/Trademark:** Advertiser warrants that all approved designs do not infringe upon any trademark or copyright, state or federal. Advertiser agrees to defend, indemnify and hold Lamar free and harmless from any and all loss, liability, claims and demands, including attorney's fees arising out of the character contents or subject matter of any copy displayed or produced pursuant to this contract.
3. **Payment Terms:** Lamar will, from time to time at intervals following commencement of service, bill Advertiser at the address on the face hereof. Advertiser will pay Lamar within thirty (30) days after the date of invoice. If Advertiser fails to pay any invoice when it is due, in addition to amounts payable thereunder, Advertiser will promptly reimburse collection costs, including reasonable attorney's fees plus a monthly service charge at the rate of 1.5% of the outstanding balance of the invoice to the extent permitted by applicable law. Delinquent payment will be considered a breach of this contract. Payments will be applied as designated by the Advertiser; non designated payments will be applied to the oldest invoices outstanding.
4. **Service Interruptions:** If Lamar is prevented from posting or maintaining any of the spaces by causes beyond its control of whatever nature, including but not limited to acts of God, strikes, work stoppages or picketing, or in the event of damage or destruction of any of the spaces, or in the event Lamar is unable to deliver any portion of the service required in this contract, including buses in repair, or maintenance, this contract shall not terminate. Credit shall be allowed to Advertiser at the standard rates of Lamar for such space or service for the period that such space or service shall not be furnished or shall be discontinued or suspended. In the case of illumination, should there be more than a 50% loss of illumination, a 20% pro-rata credit based on four week billing will be given. If this contract requires illumination, it will be provided from dusk until 11:00p.m. Lamar may discharge this credit, at its option, by furnishing advertising service on substitute space, to be reasonably approved by Advertiser, or by extending the term of the advertising service on the same space for a period beyond the expiration date. The substituted or extended service shall be of a value equal to the amount of such credit.
5. **Entire Agreement:** This contract, all pages, constitutes the entire agreement between Lamar and Advertiser. Lamar shall not be bound by any stipulations, conditions, or agreements not set forth in this contract. Waiver by Lamar of any breach of any provision shall not constitute a waiver of any other breach of that provision or any other provision.
6. **Copy Acceptance:** Lamar reserves the right to determine if copy and design are in good taste and within the moral standards of the individual communities in which it is to be displayed. Lamar reserves the right to reject or remove any copy either before or after installation, including immediate termination of this contract.
7. **Termination:** All contracts are non-cancellable by Advertiser without the written consent of Lamar. Breach of any provisions contained in this contract may result in cancellation of this contract by Lamar.
8. **Materials/Storage:** Production materials will be held at customer's written request. Storage fees may apply.
9. **Installation Lead Time:** A leeway of five (5) working days from the initial Service Date is required to complete the installation of all non-digital displays.
10. **Customer Provided Production:** The Advertiser is responsible for producing and shipping copy production. Advertiser is responsible for all space costs involved in the event production does not reach Lamar by the established Service Dates. These materials must be produced in compliance with Lamar production specifications and must come with a 60 day warranty against fading and tearing.
11. **Bulletin Enhancements:** Cutouts/extensions, where allowed, are limited in size to 5 feet above, and 2 feet to the sides and 1 foot below normal display area. The basic fabrication charge is for a maximum 12 months.
12. **Assignment:** Advertiser shall not sublet, resell, transfer, donate or assign any advertising space without the prior written consent of Lamar.



CONTACT US

Byte Productions
226 E 16th Street, Suite C
Traverse City, MI 49684
W: www.bytepro.net
E: sales@bytepro.net



Byte Productions
Building a Better Web

WEBSITE PROPOSAL

PREPARED FOR:
Michael W. Roof, CVA
Leelanau County Veterans' Affairs

VALID UNTIL
09/21/2024

US



PROFILE

Byte Productions is that sweet-spot mix of old school and new school web company. With a rich 30 years in business, we use techniques that have been proven to work as well as mix in new technology that makes your online presence rock.

We understand that every business is different. That's why we take the time to get to know you and your business and provide you with the right online solution. No matter how big or how small your business or organization is, having a website that warrants online traffic is crucial.

WE DO

- Provide the best customer service.
- Really get to know our customers to help them achieve their goals.
- Make sure your business succeeds online.

Let Byte Productions help you make educated marketing decisions by taking the guesswork out of design, development and search engine optimization. With fast and reliable service from Downtown Traverse City, we'd love to work with you on your next project.

TEAM



Tom Barrons
Owner/Lead Developer



Tim Barrons
Owner/Production
Manager



Amy Fritz
Marketing



Hailey Patterson
Web Developer



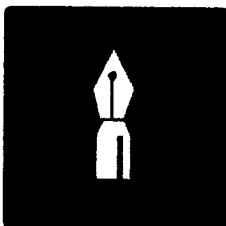
Mary Swarthout
Network Administrator



Josh Beechraft
SEO Manager

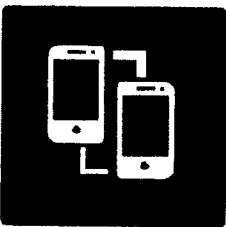
SERVICES

As a leading Web Design company, we take pride in the results that we provide to our clients. We don't just build your website, we build your business.



WEB DESIGN

A professional, cutting edge, responsive website will ensure you can continue to grow and gain an edge on your competition.



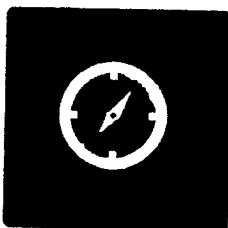
WEB DEVELOPMENT

With our team of experienced developers, our goal is to build every website right the first time, while making it efficient for future changes. There's no outsourcing to offshore developers here!



HOSTING

We offer fast, secure, and reliable hosting that grows with your business. Our managed hosting plans provide you with peace of mind so you can focus more of your time on what matters most.



MARKETING (SEO)

The lines between marketing, the web, and mobile continue to blur. Engaging your audience when it matters most is crucial, all while keeping an eye on ROI. Let us show you our proven strategies.

OUR CLIENTS



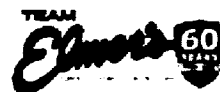
**Advanced Computer
Solutions**



Real Tour Vision



**Grand Traverse Pie
Company**



Team Elmer's



Britten



Pirate's Cove



**Grand Traverse
Ophthalmology**



Chateau Chantal

REVIEWS

Julie Sharver

Graphic Resource Group

"I consider Byte more than a vendor, they are a true partner. They take the time to fully understand my projects and offer valuable recommendations. I would not trust my projects with anyone else. They are extremely knowledgeable and professional and also a pleasure to work with."

Jason LaVanture

Real Tour Vision

"From day one, Byte and their capable staff have excelled in taking our technology to the next level. With a system that has to support over 35 thousand realtors and dealers in 20 countries and growing we have no room for error. Thanks for your excellence and superior professionalism guys!"

OVERVIEW

RESEARCH

Let us get to know you, your business and your market better.

Each project begins with high-level, strategic, conversations. The key personnel of both parties will participate in a collaborative discovery phase.

The goals of these meetings are to make certain that both parties have a clear understanding of the project plan, are educated on all of the technology recommendations, fully understand the roles and responsibilities of everyone involved in the project, and feel confident that every aspect of the project's requirements are addressed.

In addition, it allows us to introduce the project team, form a healthy rapport, and transfer the knowledge and expertise each party brings to the table.

- Learn about company and strategize call to actions for new website
- Site structure analysis

DESIGN

Branding Your Business

The custom design process includes logo, color schemes, imagery, content, fonts, styles, navigation and interactive elements. Byte Productions will present visual homepage mockups for you to choose from.

Once a direction is chosen, you will have the opportunity to make revisions to improve concepts.

- Provide visual mockups
- Establish branding requirements
- Ensure your site looks great on all devices and browsers.

SITE BUILD

Our Designs Are Smart

We like to compare our developers to mechanics, if the work is sloppy, something easy can become very difficult. Our developers make smart coding decisions which save you money down the road.

- Responsive design
- New website design includes new CMS tools
- Develop interactive elements
- Port over existing content (if needed) and add new and improved content with direction from staff
- Website management training

8

QUOTE

#	Item Description	Price	Amount	TOTAL
1	Custom Design, responsive website with CMS editor	\$5,200	1	\$5,200
2	Content Population 12 pages (may adjust up or down)	\$100 ea.	12	\$1200
3	ADA Compliance Plug In	\$490 yr.	1	\$490
			Total	\$6,890

Secure Hosting \$30 per month

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Parks & Recreation</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 checked="" type="checkbox"/> Select Meeting Type: <u>Regular Session</u> <input type="checkbox"/> Date of Meeting: <u>01/21/2025</u>
<b style="text-align: center;">Financial/Source Selection Method	Vendor: _____ Address/ Phone: _____ <b style="color: red;">Description: Select One
<input type="checkbox"/> Select One: <u>Grant</u> <input type="checkbox"/> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <u>Yes</u> <input type="checkbox"/> If Grant, Match Account No.: _____	
Budgeted Amount: _____ \$ <u>0.00</u>	Contracted Amount: _____ \$ <u>0.00</u>

Document Description

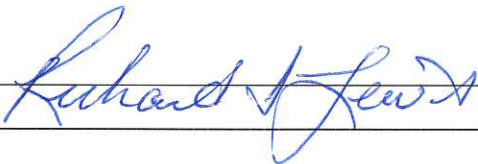
Request to Waive Board Policy on Bid Requirements
 Financial Review Completed
 Department Head/Elected Official Authorization

With the approval of the Parks & Recreation Five-Year Master Plan (Plan), the Parks and Recreation is requestng the County to prepared a Michigan Natural Resources Trust Fund Development Grant (Trust Fund) application. The proposed project is the Veronica Valley Park Lower Pond Trail outlined in Plan. The Project has an estimated cost of \$100,000 with a 50/50 match between the Trust Fund and County. There is ample funds to meet the match amount. Preparation of the grant application is estimated at \$6,500 (separate EDS). As a part of the grant process, a public hearing will be required and approval of the grant application submittal by the Board of Commissioners at the March Regular Meeting. The application must be submitted on/before April 1, 2025.

Per the County's Grant Policy, this requested to apply for the grant has been reviewed by myself and the Finance Director.

Suggested Recommendation:

I move that the Leelanau County Board of Commissioners approve the preparation of a Michigan Natural Resources Trust Fund Development Grant for the proposed Veronica Valley Park Lower Pond Trail Project.

Department Approval: 
 Date: 01/15/2025

Veronica Valley Park

Bingham Township, Leelanau County



Duck Pond

Kids Fish Pond

Kids Fish Pond

S LAKE LEELANAU DR 641

#1

#2

Aerial Photo - Spring, 2017

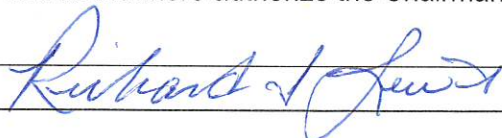
1 inch = 100 feet

- Trail Markers
- P Parking
- Restroom
- Trails
- Mebert Creek

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Parks & Recreation</u> <input type="checkbox"/>	Submittal Dates
Contact Person: <u>Richard I Lewis</u>	<input type="checkbox"/> Select Meeting Type: <u>Regular Session</u> <input type="checkbox"/>
Telephone Number: <u>(231) 256-9711</u>	Date of Meeting: <u>02/21/2025</u>
Financial/Source Selection Method	
<input type="checkbox"/> Select One: <u>Grant</u> <input type="checkbox"/>	Vendor: <u>MCSA Group, Inc</u>
<input type="checkbox"/> Other: <u>Professional Services</u>	Address/ <u>529 Greenwood Ave SE</u>
<input type="checkbox"/> Account No.: _____	Phone: <u>East Grand Rapids, MI 49506</u> <u>(616) 451-3346</u>
<input type="checkbox"/> CIP Project?	Description: <u>Grant Application</u> <input type="checkbox"/>
<input type="checkbox"/> If Grant, Match Account No.: _____	
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>Again, with approval of the Parks & Recreation Five-Year Master Plan (Plan) and approval of an preparation of an application for a Michigan Natural Resources Trust Fund Development Grant (Grant), the Park & Recreation Commission request the services of MCSA Group in the preparation of the Grant application. MCSA Group's services were utilized to review, prepare and finalize the Plan and it is felt would bring the same level of expertise for the submittal of favorable grant application. Attached is the MCSA Group proposal with a fee not-to-exceed \$6,500.</p>	
<p>Suggested Recommendation: I move that the Leelanau County Board of Commissioners approve the MCSA Group, Inc proposal for the preparation and submittal of a Michigan Natural Trust Fund Development Grant application for the proposed Veronica Valley Park Lower Pond Trail Project in an amount not to exceed \$6,500 from Special Projects 101.100.101.967.000, and furthermore authorize the Chairman to execute the agreement with MCSA Group, Inc.</p>	

Department Approval:



 Date: 01/15/2025



Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

January 14, 2025

Richard Lewis
Interim County Administrator
8527 E. Government Center Drive
Suite 101
Suttons Bay, Mi 49682

Dear Richard,

Pursuant to your email, I would like to formally propose the services of MCSA Group, Inc. in connection with preparation of the submittal of the Veronica Valley – Lower Pond Trail Natural Resources Recreation Trust Fund Development Grant Application.

We will assist you with the development and submittal of the complete grant applications and all of the associated supporting materials needed for these grants. We will help you facilitate the scheduling and notifications for the public hearing as required for the grant application. We will also collaborate with you to ensure that all proper grant documentation is submitted on MiRecGrants.

We will utilize the graphics as provided to us on January 14, 2025 and the 2020 Grant Phase 1 Enlargement Conceptual Plan for the required Site Development Plans.

We will need assistance with the following from you:

Documentation of Site Control and Deed signed by your Attorney

Signed Notice of Intent Form

GIS Information for the Boundary Map and Certification signed by your Attorney

Other County Information (Public Safety, etc.)

Confirmation that there are no environmental issues on the site

Letters of Support (3+)

We plan on meeting with you and any County stakeholders at least once to review the Draft Grant Application via teams. Following the meeting we will make any necessary revisions prior to the public meeting.

Commissioner Appointments to Boards, Commissions, Committees, and Authorities - APPROVED: 1/21/2025						
Name of Board	# Comm. Req. to Serve	2024 Appointments	2025 Appointments	PD-mileage/ Agency	PD-mileage/ County	Notes
9-1-1 Advisory (Board Chairman or designee); Meets on the first Thursday of every month @ 8 a.m./EOC		Wessell	Yoder		Yes	
Bay Area Transportation Authority (BATA) Last Wednesday of each month at 9 a.m.; sites vary		Allgaier	Allgaier	Yes	Yes	Comm. Appt. not required
BLDHD Board of Health Fourth Thursday every other month, alternating sites in Benzie/Leelanau Cos.	2	Allgaier & Wessell	Allgaier & Walter	Yes	Yes	
BLDHD Environmental Health BOA Meets as necessary	1	Rexroat	Walter	Yes	Yes	
Brownfield Redevelopment Authority (BRA) Third Tuesday of the month, 9:30 a.m./Government Center		Allgaier	Campbell		Yes	Comm. Appt. not required
Community Corrections Meets as necessary	1	O'Rourke	Robbins		Yes	
Housing Action Committee		Lautner & Wessell	Wessell			
Juvenile Justice Detention Center Committee			Walter		Yes	
Land Bank Fast Track Authority (LBA) Third Tuesday of the month, 9:00 a.m./Government Center	1	Allgaier	Allgaier		Yes	
Leelanau County Family Coord. Council (LCFCC) First Tuesday, 1:45 p.m., sites vary		O'Rourke	Robbins		Yes	Comm. Appt. not required
Materials Management Plan	1		Wessell			
Networks Northwest Meets on the second Monday of e/o month beginning in February, 6 p.m., MI Public Works	1	Rexroat	Bunek	No	Yes	
Northern Michigan Counties Association (NMCA) <i>Includes Delegate and Alternate</i>	2	Allgaier	Allgaier			
Northern Lakes Comm. Mental Health (CMH) Third Thursday of the month at 2:30, sites vary	1	Wessell	Wessell		Yes	
Northwest MI Comm. Action Agcy. (NMCAA) Third Thursday of the month, 12:30 p.m., except July		Allgaier	Allgaier		Yes	Ansorge Citizen Appointee, 2013-16

Northwest Regional Airport Authority (NRAA) <i>Last Tuesday of the month at 3 p.m., Cherry Capital Airport</i>	2	Bunek & O'Rourke	Bunek	No	Yes	<i>Bunek transitioned to Citizen Appointee</i>
Parks and Recreation Commission (Parks & Rec) <i>Third Wednesday of the month at 3 p.m./Gov't. Center</i>	Up to 3	Lautner & Ross	Campbell & Walter		Yes	
Planning Commission (PC) <i>Fourth Tuesday of the month, 5:45 p.m./Government Center</i>	1	Lautner	Yoder		Yes	
Solid Waste Council (SWC) <i>Quarterly on the first Tuesday of the month at 1:00 p.m./Government Center</i>		Ross	Wessell		Yes	<i>Comm. Appt. not required</i>
Substance Abuse Prevention Coalition <i>Mo., every first Friday at 9:00 a.m., alternating between GTB/Govt Cent</i>			Campbell		Yes	
Traverse Transportation Coordination Initiative (TTCI) Policy Board	1	James O'Rourke	Robbins			
Traverse Transportation Coordination Initiative (TTCI) Technical Committee			Lewis (Dyer)			
Standing Committees						
Boards and Commissions Review	Committee of the Whole					
Building & Grounds		Lautner & O'Rourke	Walter & Robbins			
Building Safety		Rexroat	Bunek			
Finance/Audit	Committee of the Whole					
Leland Dam Authority; <i>1 Comm., Drain Comm, 1 Rd. Comm., 2 citizens - 1 Riparian, 1 with Engineering background</i>		Ross	Campbell			Note: New Configuration
Senior Services Advisory		Allgaier & Kramer <i>(replaced)</i>	Allgaier & Wessell			