

Ty Wessell, Chairman

NOTICE OF MEETING

The Regular Session of the Leelanau County Board of Commissioners will be held on Tuesday, November 19th, 2024, at 7:00 p.m., in the Commissioner Meeting Room,

A live streaming of this meeting will be available for viewing via the following link – https://www.youtube.com/channel/UCNQTgJgcTedF2qB8floC1GQ?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

Leelanau County Government Center, Suttons Bay, Michigan

(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 – Tower SLUP*

PUBLIC COMMENT (3 Minutes Agenda Specific)

COMMISSIONER COMMENTS

FISCAL YEAR 2025 BUDGET PUBLIC HEARING 7:15PM

Recess Regular Session and Open Public Budget Hearing
 Final Staff Reports
 Public Comment
 Close Public Budget Hearing and Resume Regular Session

CONSENT AGENDA ITEMS

- Sheriff’s Office –
 - Clothing Allowance
 - Food Service Agreement
 - Fingerprint Scanner Replacement
 - MCOLES Employed Recruit
- Emergency Management –
 - Maple City Tower Lease Agreement
 - AT&T Lease Amendment
 - 9-1-1 Radio Console and Recorder Annual Maintenance Contract
- Clerk – MERS Service Credit Purchase
- Senior Services –
 - Agreement Renewal, Linda Lingaur, d/b/a Linda Lou Hair and Nails
 - Agreement Renewal, Flowers Help Services, LLC
 - Agreement Renewal, Health Department of Northwest Michigan
 - Agreement Renewal, Leelanau County Family Coordinating Council
 - Agreement Renewal, Northwest Michigan Community Action Agency
 - Agreement Renewal, ShareCare of Leelanau, Inc.
 - Agreement with Catholic Human Services
 - Out-Of-State Travel
- Finance – Rehman Robson Service Contract
- Planning –
 - 2025 Tire Recycling Agreement with ERG
 - 2025 Mattress Recycling Agreement with BARC
- Parks and Recreation Commission - Set Public Hearing on Parks and Recreation Master Plan 12/17/2024 6:30pm
- Administration
 - GTB 2% Tribal Grant Application Submissions
 - Staff Chair Replacement
 - T-Mobile Utility on Central Tower
 - Michigan Association of Counties (MAC) 2024-2025 Dues

ACTION ITEMS

- Equalization – L-4402 Apportionment Report Revision
- Administration –
 - 2025 Budget Rules 3-7
 - Appropriations Act Resolution 8-10
 - Veteran’s Services – Contract with Grand Traverse County 11-27
 - Set Date for the Committee of the Whole Session – Recommendations on Boards and Commissions
 - Energy Futures Task Force Extension *(Late Addition)* 28-34

- f. Recommendation to Cease Stipends for Chief Deputy Clerk and County Clerk
- g. Consideration of Administrator Candidates for Second Interviews

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

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Finance/Accounting</u> Contact Person: <u>Catherine Hartesvelt</u> Telephone Number: <u>231-256-8106</u>	Submittal Dates <input checked="" type="checkbox"/> Select Meeting Type: <u>Regular Session</u> Date of Meeting: <u>11/19/2024</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: <u>Select One</u>
Budgeted Amount: _____ Contracted Amount: _____	
Document Description	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Department Head/Elected Official Authorization Attached are the Proposed Leelanau County 2025 Budget Rules and Proposed Leelanau County 2025 General Appropriations Act for consideration.	
<p>Two (2) separate motions suggested below:</p> <p>Suggested Recommendation:</p> <p>I move that the Leelanau County Board of Commissioners approve the 2025 Budget Rules as (presented or amended)</p> <p>I move that the Leelanau County Board of Commissioners approve the FY 2025 General Appropriations Act as (presented or amended)</p>	

**LEELANAU COUNTY
2025 BUDGET RULES**

1. Department heads and/or elected officials are responsible for assuring that expenditures do not exceed approved budget(s) for their respective departments, and may authorize expenditures up to \$4,500.00 per item. Payment for all expenditures, however, is subject to approval by the Board of Commissioners through the regular monthly claim's payment process.
2. Capital purchases in excess of \$5,000.00 shall be tagged and added to the county's fixed asset inventory. The department head and/or elected official are responsible for this requirement to occur after coordination of payment by the Finance Department.
3. The County Administrator, on behalf of all departments, is responsible for procuring all capital items and/or service contracts in excess of \$10,000.00 according to county purchasing procedures and subject to proper advertising with all bids to be awarded by the Board of Commissioners at a regularly scheduled meeting.
4. The Finance Director shall be responsible for assuring that any transfer or expenditure in excess of an approved departmental budget is made only after approval of the Board of Commissioners and that all transfers or expenditures are charged to an approved departmental budget.
5. The Finance Director shall be responsible for assuring departmental budgets are charged for salaries and wages in accordance with the adopted Authorized Staffing Levels for their respective budgets.
6. The approved Authorized Staffing Level contained in the budget shall limit the number of employees who can be employed and no funds are appropriated for any position or employee not on the Authorized Staffing Level. Further, the Board of Commissioners expressly prohibits department heads from utilizing personal service contracts to circumvent the intent of the Board of Commissioners in its action establishing Authorized Staffing Levels. The Board of Commissioners must specifically approve any deviations.
7. Certain positions contained in the Authorized Staffing Level which are supported in some part by a grant, cost-sharing, or other source of outside funding, are only approved contingent upon the county receiving the anticipated revenues. In the event outside funding is not received, or the county is notified that funding will not be received, then said positions shall be considered not funded and removed from the Authorized Staffing Level.
8. The Finance Director shall be responsible for assuring that allotments to other agencies in excess of 25% of the approved annual budget in any calendar quarter are made only after the County Board of Commissioners has approved them.

9. The Finance Director shall prepare and submit a monthly Budget Transfer and Expenditure Control Report to the Board of Commissioners prior to the regular monthly board meeting. The Finance Director shall prepare the appropriate paperwork and submit it to the Board of Commissioners prior to the regular monthly board meeting. This report shall be in a format as prescribed by the Board of Commissioners and shall be reconciled to the County Treasurer’s monthly Trial Balance.
10. Any budget amendments or transfers of funds shall only occur after approval of the Regular Board of Commissioners, by resolution.
11. Pursuant to county policy, vendors who enter into a service contract with the county shall furnish a certificate of insurance, unless waived, in acceptable form as determined by the Board of Commissioners and file the certificate with the County Clerk prior to the commencement of any work or delivery of service or product.
12. All invoices, travel vouchers and payment requests must be submitted to the Finance Department for processing of payment on a timely basis, within the quarter the request was made.
13. All mileage for county owned vehicles will be charged to the account 940 Rental Charges in each respective budget using county owned vehicles. The Motor Pool Fund 661 will be credited with the mileage charges for county owned vehicles. Any purchases of county owned vehicles would be charged to the Motor Pool Fund 661. All repair and maintenance charges on county owned vehicles shall be charged to the respective budgets using county owned vehicles.
14. All purchases (including capital items and professional services) shall use the following guidelines as established by the Board of Commissioners:

Total Purchase Amount	Purchasing Process	Approving Entity
Up to \$999.99	Receipt	Department Head/Elected Official
\$1,000.00 to \$4,499.99	Three Verbal Quotes	Department Head/Elected Official
\$4,500.00 to \$9,999.999	Three Written Quotes, Contract and Budgeted	Department Head/Elected Official/County Administrator County Administrator may request BOC approval
\$10,000.00 and above	Competitive bid (sealed bids, proposals or qualifications). Minimum of three bids encouraged. State bids may be utilized when applicable.	Department Head/Elected Official/County Administrator, Board of Commissioners approval

The Board of Commissioners through regular monthly committee process will review all claims for potential payment.

15. Competitive bidding may be waived by the County Board of Commissioners by an affirmative vote if the purchase is from or jointly with another unit of government, when an emergency exists, or when the public is best served without obtaining bids. It will be the responsibility of the Department Head and County Administrator to provide the rationale for the waiver. Waiving of the competitive bidding process shall be obtained prior to seeking proposals.
16. The County Administrator is authorized to execute only contract/agreements that are within the spending authority as outlined above.
17. All donations received in excess of \$500.00 on behalf of Leelanau County shall be approved by the Board of Commissioners. The County Administrator shall provide monthly written reports outlining all donations received.
 - a) Any non-cash donations, tangible goods and/or mercantile with an approximate value of over \$250.00 donated to Leelanau County shall be approved by the Board of Commissioners prior to acceptance.
 - b) Any proactive fundraising effort, as well as fundraising activity administered through an external organization or vendor, must have prior Board approval, a stated end date and a specific restricted goal. If there is an associated administrative fee associated with the fundraising method, there must also be Board approval of the fee. If an external organization or vendor is utilized, proper controls over the account must be established by the Leelanau County Treasurer and Finance Director. When cumulative funds are received and exceed \$500.00, they will be transferred from Trust and Agency to a special fund and held pursuant to Board Policy and Budget Rules. Once a special fund is created for the stated purpose, transfers may be for lesser amounts.
18. Per diem rates will be as follows:
 - \$120.00/ Full Day
 - \$70.00/One Half Day
19. The Board of Commissioners shall pay claims made against Leelanau County once per month after approval. Payments for post audit claims shall be authorized only under the following circumstances, for items within the approved budget:
 - a) Implementation of any and all provisions of collective bargaining agreements and other compensation plans adopted by the Board of Commissioners including payroll, related county and employee taxes, and withholding payments.
 - b) Payment of premiums on insurance policies and self-insurance pool fees including, but not limited to, health insurance, life insurance, dental insurance, unemployment insurance and others.
 - c) Payments provided for within the provisions of any and all contracts and grants authorized by and approved by the Board of Commissioners or County Administrator under Item 15.

- d) Replenishment of imprested funds within the various departments to the extent provided in departmental budgets.
- e) Postage to the extent provided in departmental budgets.
- f) Jury, witness and attorney fees by order of the Circuit Court, District Court, and Probate Court.
- g) Any invoices providing for a discount if paid within a specified period provided such invoices shall not be paid in such time period will allow consideration by the Board of Commissioners without loss of discount and, further, provided that they have been budgeted in the departmental budget. Additionally, any invoices not paid within a specified period, will be assessed a late payment penalty provided that they have been budgeted in the departmental budget.
- h) Any and all fuel charges.
- i) Any and all utility billings.
- j) Travel advances, registration, and mileage reimbursement to the extent provided in departmental budgets.
- k) Department of Health and Human Services payments.
- l) State of Michigan payments.
- m) Any emergency claim as authorized by the County Administrator requiring payment prior to the next Board of Commissioners meeting.
- n) Any other payments prescribed by law.
- o) Refunds.

BOARD OF COMMISSIONERS
 Vacant, District #1
James S. O'Rourke, District #2
Douglas Rexroat, District #3
Ty Wessell, District #4
Kama Ross, District #5
Gwenne Allgaier, District #6
Melinda C. Lautner, District #7



Richard I. Lewis, Interim Administrator
Catherine L. Hartesvelt, Finance Director
 8527 E. Government Center Drive, Suite #101
 Suttons Bay, Michigan 49682
 (231) 256-9711 ♦ (866) 256-9711 toll free
 (231) 256-0120 fax
 www.leelanau.gov ♦ rlewis@leelanau.gov

Resolution #2024 - _____

**LEELANAU COUNTY
 2025 GENERAL APPROPRIATIONS ACT RESOLUTION**

A resolution to appropriate monies and adopting the 2025 Leelanau County Budget, including the General Fund budget and the several Special Revenue Fund budgets.

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

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

WHEREAS, county offices, the courts, county departments, and others have submitted requests for a county appropriation in the 2025 budget; and

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

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

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

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

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

In recognition of the above listed findings and opinions:

NOW, THEREFORE, BE IT RESOLVED, that the attached 2025 Leelanau County General Fund Operating Budget, the 2025 Special Revenue Fund Budgets, and the 2025 Budget Rules, as set forth in the Board of Commissioners Executive Board Recommended Budget, is hereby adopted on a basis consistent with Leelanau County's budget process and subject to all county policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED, the Leelanau County Board of Commissioners appropriates monies supported by various 2025 revenues and to authorize expenditures within the lump sum Activity Level totals for each of the various General and Special funds.

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

BE IT FURTHER RESOLVED, the Leelanau County Board of Commissioners, for purposes of the Truth in Budgeting Act, establishes a levy of 4.3283 mills, of which 3.3083 mills are allocated operational purposes, .5000 mills are voted road funds, .3200 are voted senior services, and .2000 are voted Early Childhood.

BE IT FURTHER RESOLVED, that all county elected officials and county department heads shall abide by the 2025 Budget Rules, as adopted and amended by this Board and that the budgeted funds are appropriated contingent upon compliance with all approved county policies and procedures; and

BE IT FURTHER RESOLVED, that the 2025 Authorized Staffing Levels contained in the budget shall limit the number of permanent employees who can be employed in all departments, offices, and the courts, and no funds are appropriated for any permanent position or employee not on the approved 2025 Authorized Staffing Levels.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the use of budgeted funds as herein governed by the 2025 Authorized Vehicle Levels for the purchase of vehicles and necessary equipment.

BE IT FURTHER RESOLVED, that an appropriation is not a mandate to spend, but shall limit the amount which may be spent for such purposes as are defined by the Board of Commissioners and which shall be limited to the 2025 calendar year.

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

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

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

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Veterans Affairs</u> Contact Person: <u>Richard Lewis</u> Telephone Number: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Submittal Dates</th> </tr> <tr> <td style="width: 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>11/19/2024</u></td> </tr> </table>	Submittal Dates		<input type="checkbox"/> Select Meeting Type: <u>Regular Session</u>		Date of Meeting: _____	<u>11/19/2024</u>
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<input type="checkbox"/> Select Meeting Type: <u>Regular Session</u>							
Date of Meeting: _____	<u>11/19/2024</u>						
Financial/Source Selection Method							
<input type="checkbox"/> Select One: <u>Select One</u> <input checked="" type="checkbox"/> Other: <u>Contract with Grand Traverse</u> <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: _____ Address/ Phone: _____ Description: <u>Boards/Comm. Recommendation</u>						
Budgeted Amount: _____ \$ <u>56,618.00</u> Contracted Amount: _____ \$ <u>56,618.00</u>							

Document Description

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

Leelanau County has contracted with Grand Traverse County Veterans Affairs since 2013 to provide services for veterans at the Leelanau County Governmental Center. The contracted rate (\$46,618) has remained the same since 2017.

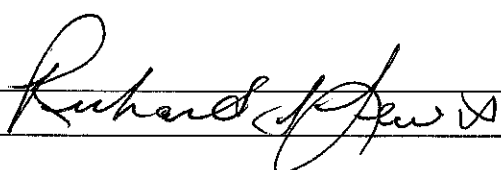
In 2019, Grand Traverse started to administer the Michigan Veterans Affairs Agency's grants for Leelanau County. Annually, the grant brings in between \$20,000 - \$60,000 for advocacy and advertising. Grand Traverse does all the work to apply, manage and work with vendors for the grants without any further compensation for the work.

Grand Traverse is requesting to increase the annual contracted amount to \$56,618.00 to cover the work administering the grants.

The contract and motion were presented to the Board of Commissioners at the November 12, 2024 Executive Session with the incorrect contract terms in the motion. The motion presented below reflects the accurate term of the contract to include the years of 2025, 2026, and 2027.

The contract, if approved, will then go to Grand Traverse County. Veterans Affairs Committee has recommended a six year term. We anticipate either acceptance of our three year or they may counter with six.

Suggested Recommendation:
 Recommend approval of the contract between Leelanau County and Grand Traverse County Veterans Affairs from January 1, 2025 through December 31, 2027 at an annual cost of \$56,618.00.

Department Approval:  Date: 11/14/2024

Richard Lewis

From: Cathy Hartesvelt
Sent: Thursday, November 14, 2024 4:36 PM
To: mroof
Cc: Accounting; Richard Lewis; Lauren Cypher
Subject: Veterans Services Agreement with Grand Traverse County
Attachments: Grand Traverse Veterans Services Agreement v.1 9.18.24.pdf; Grand Traverse Veterans Services Agreement v.1 9.18.24 (redline).pdf

Importance: High

Good afternoon Michael,

Thank you for taking my call. In a nutshell –

Matt Nordjford assigned the Veterans Service Agreement to Sarah Osburn with CS&T and she supplied our office with the attached 3 year with changes to III.A, III.F and added X through XVI as well as attached our current Grant Policy

I believe you spoke with Richard Lewis understanding that our BOC was in agreement with the \$10,000 increase – and then Tim Perone became involved and produced a six-year agreement without referencing our current grant policy

The agreement presented to your Committee and our BOC was the Tim Perone version.

We will move the Veterans agreement to an action item for Tuesday's Regular meeting. We will present the three-year contract with the updates which includes the verbiage regarding our Grant Policy. We will state that the contract will then go to Grand Traverse County and they MAY amend the term upon recommendation of the VA Committee (you said they approved recommending a six year).

Richard and I are good with either term.....our BOC will approve the 3 year, we will be open to a longer term should the GTBOC take the recommendation of the VA Committee.

Thank you,
Cathy

Catherine L Hartesvelt

Finance Director
 Leelanau County
 8527 E Government Center Drive
 Suttons Bay, MI 49682
 (231) 256-8106 **(NEW EXTENSION)**
chartesvelt@leelanau.gov
accounting@leelanau.gov

AGREEMENT FOR VETERANS' SERVICES

The parties, Grand Traverse County, located at 400 Boardman Avenue, Traverse City, MI 49684, and Leelanau County, located at 8527 E. Governmental Center Drive Suttons Bay, MI 49682, agree as follows:

I. Purpose. Leelanau County agrees to purchase, and Grand Traverse County agrees to provide, veterans' services. This agreement is authorized by MCL 124.1, et. seq, Intergovernmental Contracts Between Municipal Corporations.

II. Term. The term of this Agreement is from January 1, 2025 through December 31, 2027, inclusive.

III. Responsibilities of Grand Traverse County Veterans' Affairs Department. The Grand Traverse County Veterans' Affairs Department shall provide the following services to Leelanau County veterans:

- (A) an open, staffed office one day each week with regular business hours in Leelanau County at a location to be designated and provided by the Leelanau County Board of Commissioners. The Grand Traverse County Veterans' Affairs Director may, at his discretion, cancel Leelanau County Office operations due to inclement weather or mandatory staff training. The Director shall notify the office of the Leelanau County Administrators office as soon as possible in advance when any such suspension is necessary;
- (B) an open, staffed office the other four days of the week with regular business hours at its office in Grand Traverse County;
- (C) provide outreach efforts within Leelanau county in the form of veterans town hall meetings, informational meetings, coffee chats;
- (D) administrative and management services to process and obtain veterans benefits and claims from the United States Department of Veterans' Affairs or any State or local veterans programs for Leelanau County veterans;
- (E) administrative and management services to process applications for benefits from the Leelanau County Soldiers' Relief Fund and Michigan Veterans' Trust Fund, and veterans' burial allowance applications;
- (F) Grand Traverse County Veterans' Affairs Department will comply with the Leelanau County Grant Policy, attached as Exhibit A to this Agreement, when seeking grant funding on behalf of Leelanau County.

IV. Leelanau County Responsibilities. In exchange for the above-described services, Leelanau County shall:

- (A) pay Grand Traverse County \$56,618.00 annually in January of each Agreement year, and
- (B) provide office space to the Grand Traverse County Veterans' Affairs Department as described in paragraph III(A), above.

V. Grand Traverse County VA Committee Board Position. During the term of this agreement, the Leelanau County Board of Commissioners may appoint one Ex-officio board member to the VA Committee. This appointment is for a term prescribed by the Leelanau County Board of Commissioners.

VI. Termination. This Agreement may be terminated by either party. The party seeking to terminate the agreement shall provide written notice of its intent to terminate the agreement at least 60 days prior to the date it seeks to terminate. Notice shall be provided to the other party at the business address noted above. Any sums due and owing for services rendered shall be paid within 30 days of the last date of service provided under this Agreement. Any property purchased by a party for the use of the other shall be returned within 30 days of the last date of service provided under this Agreement.

VII. Amendment. This Agreement may be amended at any time, in writing, by mutual agreement of the parties.

VIII. Whole Agreement. This Agreement constitutes the entire agreement between the parties and shall be deemed to supersede and cancel any other agreement between the parties relating to the transaction contemplated in this Agreement.

IX. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan. In the event any provision of this Agreement is in conflict with any statute or rule of any law in the State of Michigan or is otherwise unenforceable for any reason whatsoever, then that provision shall be deemed severable from or enforceable to the maximum extent permitted by law, as the case may be, and that provision shall not invalidate any other provision of this Agreement. Venue for any action brought under this Agreement shall lie in either Grand Traverse or Leelanau Counties.

X. Nondiscrimination. The parties hereto, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, disability or genetic information that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation.

The parties hereto shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- (A) The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- (B) The Michigan Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- (C) Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, as amended, and regulations adopted thereunder.
- (D) The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 et seq) as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded as a material breach of this Agreement. In the event either party is found not to be in compliance with this section, the non-breaching party may terminate this Agreement effective as of the date of delivery of written notification to the breaching party.

XI. Waivers. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

XII. Complete Agreement. This Agreement, and the attached Exhibit A, contains all the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

XIII. Invalid/Unenforceable Provisions. If any clause or provision of this Agreement is rendered invalid or unenforceable because of any state or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was rendered invalid or unenforceable.

XIV. Non-Beneficiary Contract. This Agreement is not intended to be a third-party beneficiary contract and confers no rights on anyone other than the parties hereto.

XV. Certification of Authority to Sign Agreement. The people signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

XVI. Effective Date. The parties have signed this Agreement in duplicate and it shall be effective as of January 1, 2025.

For Grand Traverse County:

Rob Hentschel, Chairman
Grand Traverse County Board of Commissioners

Date

For Leelanau County:

Ty Wessell, Chairman
Leelanau County Board of Commissioners

Date

**APPROVED AS TO FORM FOR COUNTY OF LEELANAU:
COHL, STOKER & TOSKEY, P.C.
By: Sarah K. Osburn
On: September 18, 2024**

N:\Client\Leelanau\Agreements\Gd Traverse - Veterans Affairs\Grand Traverse Veterans Services Agreement v.1 9.18.24.docx
Leelanau Co. #24-021

EXHIBIT A

**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT: Grants, Applications, Implementation, and Reporting Administration/Finance/Clerk Policy no. **8.03**

SPECIFIC SUBJECT: **Grants Management Policy** Adopted: 02/21/2012
Revised: 07/21/2020
Revised: 09/17/2024

APPLICATION OF POLICY: This policy applies to all Leelanau County employees and Elected Officials

PURPOSE: The purpose of this Policy is to establish procedures for grant applications, approval, acceptance, implementation, compliance and reporting. The intent of the Board of Commissioners is to ensure fiscal and administrative accountability of Federal, State and Private funds, property, and other assets awarded to Leelanau County. For this policy, a “grant” is a financial award that is subject to requirements imposed by the awarding agency/entity.

SECTION I – GENERAL PROVISIONS

GRANT APPLICATION:

1. **Project Design-Grant Discovery:** The receipt of a grant award can provide significant relief to a Department’s budget. It is the responsibility of all county officials to seek out potential funding sources. The identification of a feasible and applicable grant should be forwarded to the County Administrator and Finance Director with the following Information included:
 - a. Purpose Statement: How does the grant align with the Department’s goals, or County strategies?
 - b. Needs Statement: What specific needs will the potential grant funding address?
 - c. Intended Amount: What is the maximum amount that the Department intends to request, and is a local cash match required?
 - d. Draft Project Plan: A draft plan of how the proposed money will be spent and any specifications in the grant language and any due dates.
 - e. Upon receipt, the County Administrator and Finance Director will review the information submitted and assess the strategic alignment of the grant with County goals and objectives and analyze funding availability and grant requirements, including the cost to administer the grant.

- 2. Determination/Intent to Apply:** After review, if the County Administrator and Finance Director determine that a grant is administratively feasible, the potential grant will be presented to the Board of Commissioners (“Board”). A grant is administratively feasible when the award amount is greater than the estimated cost of administration and the County has the appropriate staffing and expertise to fulfill the grant requirements. The Board makes the final determination of whether to pursue the grant.

If a grant is determined to meet the County’s overall objectives, departmental goals, is administratively feasible, and is approved by the Board, the Finance Director will provide to the grant initiator an “Intent to Apply” letter. This letter provides the necessary authorization for the grant initiator to take the next steps to complete an application and coordinate required documentation with the Finance Director. Without this letter, a grant initiator does not have the authority to pursue the proposed grant, including grants that do not have cash match requirements. A notice of intent may be filed with the granting agency/entity.

If a grant is determined not to be administratively feasible, and therefore is not presented to the Board, the grant initiator may request further discussion with the County Administrator and Finance Director to achieve feasibility.

- 3. Grant Application:** The grant initiator will submit a completed application, including all supporting documentation, to the Finance Director, at least two weeks before the application deadline. A complete application packet contains:
- a. All completed application documents required by the granting agency/entity.
 - b. Timeline to award notice, disbursement and closeout.
 - c. Reporting requirements and timeline.
 - d. Primary point of contact for the Grantor.
 - e. Grant submission requirements-mail or electronic transmission.

The Finance Director will review the application packet and submit the application on behalf of the grant initiator. Upon submission, a notification will be sent to the grant initiator and the primary point of contact for the Grantee/County, if different from the grant initiator.

- 4. Post-submission/Receipt of Funds:** After submission, the Finance Director will perform or supervise all accounting transactions related to the grant. The Finance Director will communicate the budget line items associated with the grant to the grant initiator and other relevant accounting staff, including the Treasurer’s Office, so they are notified of the revenue that will be received.

If the grant allows for reimbursement of administrative time and other costs related to administering the grant, the Finance Director and the grant initiator will maintain a complete record of time. The grant initiator shall work with the Finance Director and the Payroll department in setting up the appropriate project codes to be used to track

employee time, where possible. The grant initiator is responsible for ensuring that all hours reported reconcile on grant financial reports and the employee time reports.

In addition to the Finance Department, original grant agreements and originals of any approved amendments are to be retained by the Office of the County Clerk.

- 5. Grant Accounting:** Fiscal control and fund accounting procedures shall be established to assure the proper dispersal of and accounting for grant funds. Such procedures shall ensure that all financial transactions are conducted and records maintained in accordance with generally accepted accounting principles with the following objectives.
- a. Maintain financial records in the County ERP system ensuring that the General Ledger and Project Ledger contains sufficient detailed information to accurately account for grant revenue, expenditures, assets, liabilities, and obligated balances.
 - b. In accordance with GASB-33, grant revenue should be consistently matched with related expenditures for the same time period using the modified accrual basis accounting method.
 - c. Budgetary Control – Timely reporting of comparison between planned and actual performance.
 - d. Grant Monitoring – Timely financial reporting and reconciliation to monitor financial progress and check accuracy of grant reporting throughout the life of the grant.

All federal grants are subject to the Federal Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 (referred to as “Super Circular”) guidance. The “Super Circular” can be found online at <http://www.ecfr.gov>.

All federal grants, including those grants that are administered through a state “pass-through” agency, must be included on the County’s Single Audit Report.

The Finance Director and grant initiator, where possible, will work to ensure that where an employee time is attributable to a grant that there is a system in place where such time can be tracked. The department’s tracking method and process must be on file with County Finance.

The existence of grant funds does not exempt County personnel from conducting project activities in accordance with County policies and procedures. Regulations and reporting requirements of the funding agency are in addition to, and not a replacement for, County policies and procedures.

- 6. Project Administration/Monitoring:** The Finance Director will coordinate with the grant initiator to receive data required for reporting. Department Heads/Elected Officials are ultimately responsible for establishing operating processes that provide data related to grant reporting.

The Finance Director will monitor grant revenues and expenditures over the lifecycle of the grant. Actual grant revenues and expenditures can be observed in the monthly budget reports provided to Department Heads/Elected officials.

Upon closeout, the Finance Director will reconcile eligible expenditures to revenues received for the applicable period to support final reporting with the assistance of the grant initiator.

- 7. Intent to Renew:** If the given grant provides multiple grant cycles and the opportunity for renewals, the Department Head/Elected Official will provide an “Intent to Renew” communication to the Finance Director describing the requirements for renewal -including outcomes required by the grant.

The Finance Director will evaluate the impact and administrative feasibility of continuing the grant.

Conclusion: The intent of Policy to support the Departments in pursuing departmental goals, including funding those goals with grant dollars, while performing the legally required due diligence evaluations in keeping with strong financial management, potentially complex accounting and reporting implications and internal control considerations.

SECTION 2 – FISCAL MANAGEMENT

- 1.** All encumbrances, purchases, and payments will be processed and submitted in accordance with County policy and budget rules, as well as any conditions outlined in the grant agreement or guidelines.
- 2.** Federally funded grant procurement of goods or services must also comply with conditions outlined under “Procurement of Goods and Services” in Circular A-102, “Grants and Cooperative Agreements with State and Local Governments.”
- 3.** All grant applications and agreements will include charges for indirect costs to the maximum allowed in accordance with both County procedures and the specific grant rules.
- 4.** Positions for any personnel hired with grant funds must have pre-approval of the Board of Commissioners and be posted and filled according to applicable County policies and procedures. Employee(s) hired with grant funds must be advised that grant-funded positions are only funded for the duration of the grant funding.

5. Independent contractors or employees may only be hired if the hiring is done as part of a federally or state funded grant agreement. All contracts must require the contractor to include a statement that they have not been debarred or suspended and are not listed on the Excluded Parties list (www.epls.gov).
6. County employees responsible for grant administration are not eligible for additional compensation for the work involved with administering the grant. Any reimbursement for the cost of grant administration shall be deposited according to County policy.
7. All computer equipment and software purchases must be reviewed by the IT Department prior to purchase and installation. Equipment will be ordered by the IT Department under the grant account, allowing sufficient time for delivery and arrangements made for installation.
8. All capital assets purchased with grant funding will be made in accordance with County policies and budget rules.
9. All capital assets purchased with grant funding will become the property of Leelanau County, unless otherwise stated in the grant agreement.
10. All grants are subject to annual audits by County auditors and any audits which the funding agency may require.

SECTION 3 – REQUIREMENTS FOR PASS-THROUGH GRANTS AND SUBRECIPIENTS

1. When the County is acting as a pass-through entity the County official administering the grant will comply with all requirements set forth in 2 CFR § 200.331 including but not limited to:
 - a. Ensuring that every subaward is clearly identified to the subrecipient as a subaward and includes the required information set forth at 2 CFR § 200.331(a)(1) - (a)(6).
 - b. Evaluating each subrecipient's risk of noncompliance with Federal statutes, regulations and the terms and conditions of the subaward for the purposes of determining the appropriate subrecipient monitoring as described in paragraphs (d) and (e) of this section.
 - c. Considering imposing specific subaward conditions upon a subrecipient if appropriate and as described in 2 CFR § 200.207 Specific Conditions.
 - d. Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal Statutes, regulations, and the terms and conditions of the subaward; and that performance goals are achieved.
 - e. Verify that the subrecipient is audited as required by 2 CFR § 200.501.

2. All subrecipients must enter a Subrecipient Agreement with the County. The County official administering the grant is responsible for ensuring that the Subrecipient Agreement is executed and for monitoring compliance with the Agreement.

AGREEMENT FOR VETERANS' SERVICES

The parties, Grand Traverse County, located at 400 Boardman Avenue, Traverse City, MI 49684, and Leelanau County, located at 8527 E. Governmental Center Drive Suttons Bay, MI 49682, agree as follows:

I. Purpose. Leelanau County agrees to purchase, and Grand Traverse County agrees to provide, veterans' services. This agreement is authorized by [MCL 124.1](#), et. seq, Intergovernmental Contracts Between Municipal Corporations.

II. Term. The term of this Agreement is from January 1, ~~2022~~[2025](#) through December 31, ~~2024~~[2027](#), inclusive.

III. Responsibilities of Grand Traverse County Veterans' Affairs Department. The Grand Traverse County Veterans' Affairs Department shall provide the following services to Leelanau County veterans:

(A) an open, staffed office one day each week with regular business hours in Leelanau County at a location to be designated and provided by the Leelanau County Board of Commissioners. The Grand Traverse County Veterans' Affairs Director may, at his discretion, cancel Leelanau County Office operations due to inclement weather or mandatory staff training. The Director shall notify the office of the Leelanau County Administrators office as soon as possible in advance when any such suspension is necessary;

(B) an open, staffed office the other four days of the week with regular business hours at its office in Grand Traverse County;

(C) provide outreach efforts within Leelanau county in the form of veterans town hall meetings, informational meetings, coffee chats;

(D) administrative and management services to process and obtain veterans benefits and claims from the United States Department of Veterans' Affairs or any State or local veterans programs for Leelanau County veterans;

(E) administrative and management services to process applications for benefits from the Leelanau County Soldiers' Relief Fund and Michigan Veterans' Trust Fund, and veterans' burial allowance applications; ~~and~~

[\(F\) Grand Traverse County Veterans' Affairs Department will comply with the Leelanau County Grant Policy, attached as Exhibit A to this Agreement, when seeking grant funding on behalf of Leelanau County.](#)

IV. Leelanau County Responsibilities. In exchange for the above-described services, Leelanau County shall:

(A) pay Grand Traverse County \$~~46~~56,618.00 annually in January of each Agreement year, and

(B) provide office space to the Grand Traverse County Veterans' Affairs Department as described in paragraph III(A), above.

V. Grand Traverse County VA Committee Board Position. During the ~~time~~term of this agreement, the Leelanau County ~~will be allowed to~~Board of Commissioners may appoint one Ex-officio board member to the VA Committee. This ~~appointee~~appointment is for a term prescribed by the Leelanau County ~~Commissions, and is allowed during the full term of this agreement~~Board of Commissioners.

VI. Termination. This Agreement may be terminated by either party. The party seeking to terminate the agreement shall provide written notice of its intent to terminate the agreement at least 60 days prior to the date it seeks to terminate. Notice shall be provided to the other party at the business address noted above. Any sums due and owing for services rendered shall be paid within 30 days of the last date of service provided under this Agreement. Any property purchased by a party for the use of the other shall be returned within 30 days of the last date of service provided under this Agreement.

VII. Amendment. This Agreement may be amended at any time, in writing, by mutual agreement of the parties.

VIII. Whole Agreement. This Agreement constitutes the entire agreement between the parties and shall be deemed to supersede and cancel any other agreement between the parties relating to the transaction contemplated in this Agreement.

IX. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan. In the event any provision of this Agreement is in conflict with any statute or rule of any law in the State of Michigan or is otherwise unenforceable for any reason whatsoever, then that provision shall be deemed severable from or enforceable to the maximum extent permitted by law, as the case may be, and that provision shall not invalidate any other provision of this Agreement. Venue for any action brought under this Agreement shall lie in either Grand Traverse or Leelanau Counties.

~~X~~**X. Nondiscrimination.** The parties hereto, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, disability or genetic information that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation.

The parties hereto shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

(A) The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.

(B) The Michigan Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.

(C) Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, as amended, and regulations adopted thereunder.

(D) The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 et seq) as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded as a material breach of this Agreement. In the event either party is found not to be in compliance with this section, the non-breaching party may terminate this Agreement effective as of the date of delivery of written notification to the breaching party.

XI. Waivers. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

XII. Complete Agreement. This Agreement, and the attached Exhibit A, contains all the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

XIII. Invalid/Unenforceable Provisions. If any clause or provision of this Agreement is rendered invalid or unenforceable because of any state or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was rendered invalid or unenforceable.

XIV. Non-Beneficiary Contract. This Agreement is not intended to be a third-party beneficiary contract and confers no rights on anyone other than the parties hereto.

XV. Certification of Authority to Sign Agreement. The people signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

XVI. Effective Date. The parties have signed this Agreement in duplicate and it shall be effective as of January I, ~~2022~~2025.

For Grand Traverse County:

Rob Hentschel, Chairman

Grand Traverse County Board of Commissioners

Date

For Leelanau County:

~~William J. Bunek~~ Ty Wessell, Chairman

Leelanau County Board of Commissioners

Date

APPROVED AS TO FORM FOR COUNTY OF LEELANAU:

COHL, STOKER & TOSKEY, P.C.

By: Sarah K. Osburn

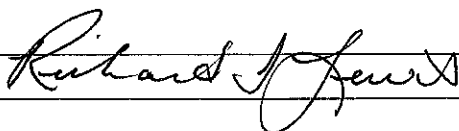
On: September 18, 2024

[N:\Client\Leelanau\Agreements\Gd Traverse - Veterans Affairs\Grand Traverse Veterans Services Agreement v.1 9.18.24.docx](#)
[Leelanau Co. #24-021](#)

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Board of Commissioners</u> <input type="checkbox"/> Contact Person: <u>Richard I Lewis</u> Telephone Number: <u>(231) 256-9711</u>	Submittal Dates <input type="checkbox"/> Select Meeting Type: <u>Regular Session</u> <input type="checkbox"/> Date of Meeting: <u>11/19/2024</u>
Financial/Source Selection Method <input type="checkbox"/> Select One: <u>Select One</u> <input type="checkbox"/> <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: <u>\$ 0.00</u> Contracted Amount: <u>\$ 0.00</u>	
Document Description	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Financial Review Completed <input type="checkbox"/> Department Head/Elected Official Authorization	
<p>At the Board of Commissioners (BOC) Executive Session on Tuesday, November 12, 2024, it was requested consideration be given to extending the activities of the Leelanau County Energy Futures Task Force (LCEFTF) to the end of the year.</p> <p>For information only, attached is the Full Report the LCEFTF given at October 8, 2024 BOC Regular Session.</p>	
<p>Suggested Recommendation:</p> <p>I move that the Leelanau County Board of Commissioners approve the extension of the activities of the Leelanau County Energy Futures Task Force with the existing appointed members to December 31, 2024.</p>	

Department Approval:



 Date: 11/13/2024

Leelanau County Energy Futures Task Force

- One Year Report to Board of Commissioners -

Last revised, September 30, 2024

Executive Summary

With a mission to identify opportunities and facilitate implementation of energy efficiency and renewable energy in Leelanau County, the Leelanau County Energy Futures Task Force (EFTF) is proud to report these accomplishments since our creation in September 2023:

- Submitted a grant application for a \$1.5 M solar project at the Government Center with an estimated savings for the County of over \$35,000 annually and \$1M the following 30 years
- Submitted a \$19,080 grant application for a survey and study of Leelanau County energy use, energy policy and citizen behaviors and attitudes.
- Assisted with the preparation for a grant for EV charging infrastructure on Grand Traverse Band of Ottawa and Chippewa Indian (GTB) properties
- Published 4 public education articles
- Presented 2 public education speaker programs

In the future, we look forward to continuing our work in the following areas:

- Determine the viability of installing EV charging infrastructure at the Government Center
- Research the viability of converting portions of the county vehicle fleet to hybrid and/or electric vehicles
- Seek new outlets to communicate and educate Leelanau citizens
- Exploring shifts in energy policy
- Continue to look for and act on opportunities to advance energy efficiency and clean energy in Leelanau County

Recommendations

- Extend the Leelanau County Energy Futures Task Force for three years

Full Report

Formation of the Task Force

A group of citizen advocates for energy efficiency and clean energy coalesced in 2023 and approached the Leelanau County Commission with a proposal to formally address and participate in the energy transition taking place across our nation.

Work to assemble the task force began prior to its official creation with a call out to the community for potential members. In seeking to construct a well-rounded organization, organizers sought representatives from six categories within the Leelanau community: agriculture, utilities, nonprofits, government, tribal nations, and interested citizens. In the end, fourteen citizens from all six desired categories were appointed to the new task force.

In its September 19, 2023 meeting the Leelanau County Board of Commissioners approved the creation of a new 14 member task force in a 7-0 unanimous vote. The newly created task force was given an advisory status under the banner of the Leelanau County Energy Futures Task Force with the mission: ***To identify opportunities and facilitate implementation of energy efficiency and renewable energy in Leelanau County*** and a proviso that “any projects that involve county expenditures or are in County facilities must have Board approval.” They were tasked with meeting, organizing, and reporting back to the commission on their activities in approximately one year.

The task force held its first formal meeting on October 5, 2023. Clerk Michelle Crocker and Deputy Clerk Jenifer Zywicki swore in all members. After detailed introductions, members discussed and reaffirmed the Mission and Goals, identified three major areas of interest (energy efficiency & education, clean transportation, projects) and established membership in the three work groups. Finally, the group established meeting rules and set a tentative calendar for future meetings. In a subsequent meeting, Joe DeFors and Commissioner Gwenne Allgaier were appointed Co-Chairs.

Task Force Mission and Goals

The Mission and 5 goals as approved at the first formal meeting on October 5, 2023 are as follows:

Mission

To identify opportunities and facilitate implementation of energy efficiency and renewable energy in Leelanau County.

Goals

1. Education. Provide the Leelanau County community with accurate and up-to-date information on the need for, and advantages of, energy efficiency and renewable energy.
2. Role Modeling. Look for opportunities in County operations where energy efficiency and clean energy solutions may be employed.
3. Policy. Look for opportunities to develop and advance energy efficiency and renewable energy friendly planning & zoning language throughout Leelanau County.
4. Project Development and Fund Raising. Identify opportunities for new energy efficiency and renewable energy projects in the County. Seek (with the support of the County Commission) grants and funding opportunities to support them.
5. Reporting and Recommendations. Make reports and recommendations on matters of interest, of importance, or opportunity to the County Commission.

Workgroups and Their Endeavors

As mentioned previously, three major areas of interest were identified by task force membership: Energy Efficiency & Education, Clean Transportation, and Clean Energy Projects. Members joined one of the 3 workgroups according to their personal interests.

In earliest discussions, task force members determined they would prioritize clean energy opportunities within county government operations first, thereby creating a role model for county constituents.

Energy Efficiency & Education Workgroup

Educational articles. Early on we sought a way to educate and provide Leelanau County residents with tips and information on energy efficiency. Without internal funding, we looked for opportunities to do so using available means. This led to a relationship with Leelanau County Senior Services which, among other services, produces a free bi-monthly newsletter, *The Leelanau Connection*, for approximately 6,300 Leelanau citizens. They made a space available for our content which appeared for the first time in their January/February 2024 issue. Some topics covered have been: “Preparation for a Power Outage”, “Winter Energy Efficiency and Cost Savings”, and “Tips for Surviving a Power Outage”.

Public education programs. Seeking to reach a citizen audience with a wide range of backgrounds and levels of familiarity with the science of energy technology and distribution, our workgroup brainstormed possible topics and

speakers for in-person educational presentations. To date, we offered two well attended programs at the Leland Township Library: “Renewable Energy 101”, and “How the Grid Works”. Public reviews were overwhelmingly positive, so we will continue to organize and schedule educational programming.

White Paper. Questions were brought to the task force regarding claims made by a local business with an offer to purchase solar renewable energy credits from local solar owners. To assist with better understanding and educating task force members on the issues involved one task force member with professional experience in this general area volunteered their time to research and produce a detailed white paper titled Solar Renewable Energy Certificates and Markets in Michigan.

Energy Briefs. Because our task force members and public attendees also have diverse backgrounds and levels of sophistication regarding the complex field of energy, we have devoted a portion of each meeting to a brief lecture/discussion developed by Co-Chair Joe DeFors on variety of relevant topics to enhance members/attendees knowledge and capacity. Topics covered have included: “Why Clean Energy Matters”, “Other Types of Clean Energy Beyond Wind and Solar”, “Community Solar”, and others.

Clean Transportation Workgroup

A variety of federal grants have been announced under the banner of clean transportation and there are federal funds available for building out electric vehicle infrastructure in Michigan. Where applicable, these grants would support electric vehicle charging structure, charging stations, electric busses and other components of clean transportation. However after research, it was found that Leelanau is not included in priority areas for development. With this knowledge, the workgroup focused its attention on the following projects:

1. Our GTB liaison-member has initiated a plan to write a grant for electric vehicle charging infrastructure at one or more of the GTB properties in the area. While this project would not be exclusive to Leelanau County, nor would the grant be written in the name of the Leelanau County, task force work and discussions were a direct catalyst for this project.
2. With the assistance of the Clean Energy Projects workgroup, research is underway to determine whether EV charging stations might be placed at the government center, and whether grant funding might be found for such a project. This project is still in a research phase.
3. With a goal of identifying whether any part of the county vehicle fleet could be transitioned to hybrids or electric vehicles, the workgroup began interviews with County department heads, making clear that we were looking for opportunities where available vehicle Hybrid/EV configurations matched actual department

needs. As part of the assessment, data was requested on vehicle types, age, mileage and gas consumption; in some cases, relevant data collection was initiated for future consideration. This project is still in the information gathering phase.

Clean Energy Projects Workgroup

The Clean Energy Projects workgroup has had a variety of discussions on several topics. But as grant opportunities presented themselves, they opted to pursue two attractive and immediately viable projects:

1. Submitted a grant application for a \$1.5 M solar project to be constructed at the Leelanau County Government Center. If awarded, this project would provide approximately one third of all power requirements at the campus, save approximately \$35,000 annually, and \$1M over the life of the project.
2. Submitted a \$19,080 grant application for a survey and study of Leelanau County energy use, energy policy and citizen behaviors and attitudes. If awarded, this project would be accomplished in partnership with the University of Michigan, School of Environment and Sustainability graduate students.

Summary of Accomplishments and Challenges

Accomplishments

- Representation of six community categories in all task force work (agriculture, utilities, nonprofits, government, tribal nations, and interested citizens)
- Created an educational article series in Senior Services Newsletter
- Provided public Education Programs
- Grant application for Government Center Solar Installation
- Grant application for community-wide energy study & survey
- Broad citizen support expressed in the face of resistance to task force efforts

Challenges

- Coordination with County for publication of meeting dates and minutes
- Member attendance
- County process slows grant applications
- Some public resistance to task force initiatives

Future Endeavors

- Community study/survey of energy use, citizen behaviors and attitudes
- Possible grant for Hybrid/EV charging infrastructure on GTB lands
- Research underway for Hybrid/EV charging infrastructure at Government Center
- Research underway on the viability for conversion of a portion of county vehicle fleet to hybrid or electric alternatives
- Research underway seeking new ways to communicate and educate a larger segment of Leelanau citizens

Recommendations

1. Extend the Leelanau County Energy Futures Task Force for three years.

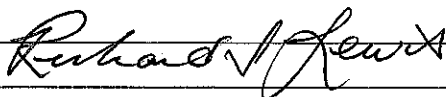
Respectfully submitted, Leelanau County Energy Futures Task Force

Member	Category	Report Support
Gwenne Allgaier	Local Government	Support
Lois Bahle	Citizen	Support
Lisa Brookfield	Local Government	Support
Joe DeFors	Nonprofit	Support
John Dindia	Agriculture	Support
Eric Gustad	Utility - Consumers Energy	Support
Courtney Hessell	Tribal Government - GTB	Support
Bronwyn Jones	Citizen	Support
Melinda Lautner	Agriculture	Abstain
Russ Packard	Nonprofit	Support
Kama Ross	Local Government	Support
Steve Ruddell	Citizen	Support
Tom VanPelt	Utility - Cherryland Electric	Support
Peter Wolcott	Nonprofit	Support

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Board of Commissioners</u> <input checked="" type="checkbox"/> Contact Person: <u>Richard I Lewis</u> Telephone Number: <u>(231) 256-9711</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Submittal Dates</th> </tr> <tr> <td style="width: 50%;"><input type="checkbox"/> Select Meeting Type: <u>Executive Board</u> <input checked="" type="checkbox"/></td> <td style="width: 50%;"></td> </tr> <tr> <td>Date of Meeting: <u>11/19/2024</u></td> <td></td> </tr> </table>	Submittal Dates		<input type="checkbox"/> Select Meeting Type: <u>Executive Board</u> <input checked="" type="checkbox"/>		Date of Meeting: <u>11/19/2024</u>							
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Document Description													
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Financial Review Completed <input type="checkbox"/> Department Head/Elected Official Authorization													
<p>At the Executive Session of the Leelanau County Board of Commissioners, the above topic was discussed and it was requested that an alternative/compromise recommendation be presented. The current approved stipend is for 10 hours per week at \$25.00 per hour for both the County Clerk and Chief Deputy Clerk. Assistance is required or may be required for the Union negotiations, Chart of Accounts conversion, and FY 2024 Year end activities.</p> <p>Using the suggestion of Mr. Steve Mikowski about 'sunseting and scaling back of services', the following is my recommendation/compromise:</p> <p>Beginning November 30, 2024, scale back to 7.5 hours weekly, a reduction of 2.5 hours per week. Beginning December 28, 2024, scale down to 5 hours weekly, a reduction of 2.5 hours per week. Beginning January 24, 2025, scale down to 2.5 hours weekly, a reduction of 2.5 hours per week. February 21, 2025, stipend ends.</p> <p>This recommendation applies to both the County Clerk and Chief Deputy County Clerk.</p>													
<p>Suggested Recommendation:</p> <p>I move that the Leelanau County Board of Commissioners accept the recommendation of the Interim County Administrator for scaling back of stipend payments for the County Clerk and Chief Deputy County Clerk as outlined in the November 14, 2024 Executive Document Summary.</p>													

Department Approval: _____


Date: 11/14/1024