

**BOARD OF COMMISSIONERS MEETING**

*Ty Wessell, Chairman*

**NOTICE OF MEETING**

The Regular Session of the Leelanau County Board of Commissioners will be held on Tuesday, June 20, 2023, at 7:00 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](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](mailto: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.)*

**AMENDED TENTATIVE 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**

**PUBLIC COMMENT (3 Minutes)**

**COMMISSIONER COMMENTS**

**COMMUNICATIONS, PROCLAMATIONS, PRESENTATIONS**

- Administrator Update
- Annual Report – Leelanau ALICE and Challenges for Young Families, Seniors and Housing, *Beth Verhey*.

**CONSENT AGENDA ITEMS**

**Pg. No.**

1. Administration/Sheriff’s Office – Acceptance of Donation.
2. Leelanau County Substance Free Coalition – Approval of Remaining FY2023 Budget Items.
3. Human Resources –
  - a. Peterson McGregor & Associates – Workers Compensation Renewal Agreement.
  - b. Staffing Requests –
    - i. Sheriff’s Office.
    - ii. Senior Services Director Overlap.
4. IT/Sheriff’s Office Jail – Purchase of Updated Dell Computers with Software from CML Security.
5. County Clerk – Jury Commission Appointments.
6. Monumentation/Remonumentation – Surveyor Services Agreements:
  - a. Grand Traverse Surveying.
  - b. Holmberg Land Survey.
  - c. Leelanau Land Surveying.
  - d. O’Non Land Surveying.
7. Leland Dam Authority – Approval of Authority Bylaws.
8. Building & Grounds Concerns –
  - a. Parks & Recreation – Old Settlers Park, Nancy Lanham Memorial Donation:
    - i. Bench Purchase.
    - ii. Ladybug Bouncer Purchase.
9. Acceptance of FY 2022 Audit.
10. Administration –
  - a. Maintenance –Law Enforcement Center (LEC) Mini-Split Upgrades Additional Costs:
    - i. Standard Electric –
      - (a) Sergeant’s Room Supplies.
      - (b) Computer Room Supplies.
    - ii. Lutz Mechanical.
  - b. Finance Stipend, Six Month Extension.
11. Per Diem Discussion, Suggested Revisions to –
  - a. FY 2023 Rules of Order and Procedure. 2-18
  - b. Approval of Per Diem List – County Board-appointments. 19
  - c. Additional Requests for Compensation.

**ACTION ITEMS**

12. Human Resources – Probate Court Staffing Request.
13. Leelanau Township Tower –
  - a. Cherryland Electric Agreement.
  - b. Tower Construction Bid Award.
  - c. Landowner Lease Agreement.
14. Traverse Transportation Coordinating Initiative – Resolution to Establish an Intermunicipality Committee Under Michigan Public Act 200 of 1957 for Purposes of Transportation Planning in the Traverse Study Area. \*
15. **Late Addition Request #1** – VA, Approval of Three (3) County Veterans Service Fund Grant Applications. 20-35
16. **Late Addition Request #2** – Planning, Approval of Rural Readiness Grant Application. 36
17. **Late Addition Request #3** – Maintenance, Approval of Correct Invoice, Mini-Split System for Computer Room.

**REVIEW OF FINANCIALS**

**COMMITTEE REPORTS, RECOMMENDATIONS, AND RESOLUTIONS**

**SPECIAL REPORTS BY STAFF, COMMISSIONERS, AND AFFILIATED AGENCIES**

**PUBLIC COMMENT (5 Minutes)**

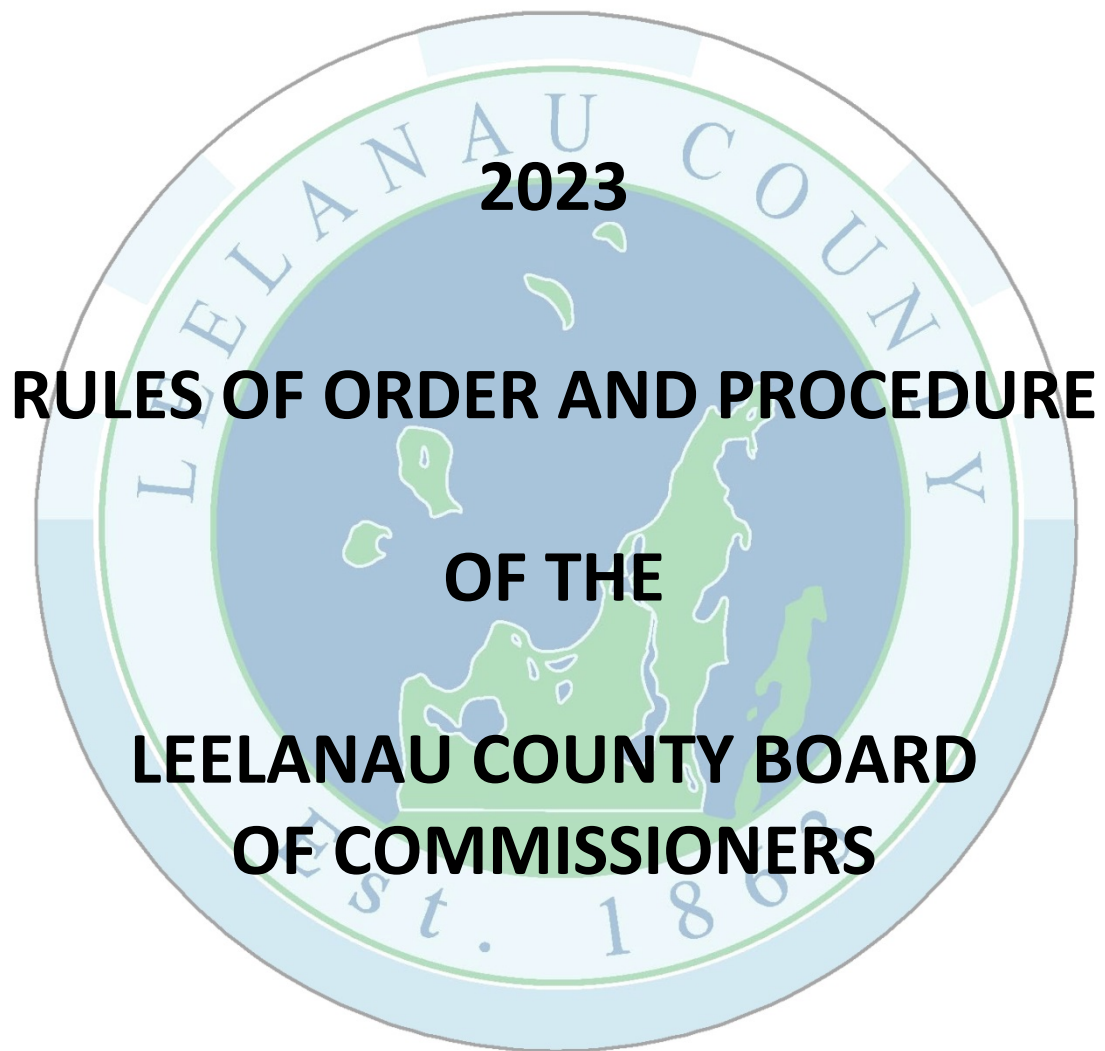
**COMMISSIONER COMMENTS**

**APPROVAL OF FINANCIALS:**

- Amendments & Transfers
- Claims and Accounts
- Post Audit

**ADJOURNMENT**

*\*Requires a Roll Call Vote*



## TABLE OF CONTENTS

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

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

- 3. Interruption / Leaving ..... 12
- 4. Order and Decorum ..... 12
- F. Off-Site Participation in Commissioner Meetings by Commissioners ..... 12
- G. Motions, Resolutions and Committee Reports ..... 13
  - 1. Motion must be seconded ..... 13
  - 2. Order of Precedence of Motions ..... 13
  - 3. Motion to Adjourn ..... 14
  - 4. Motion to Reconsider ..... 14
  - 5. Amendments ..... 14
  - 6. Resolutions and Ordinances ..... 14
  - 7. Division of Question ..... 14
- H. Appeal from Decision of Chairperson ..... 14
- I. Public Meetings ..... 15
- J. Comments from the Floor ..... 15

**Article VII – Voting**

- A. Roll Call Votes ..... 15

**Article VIII – Administrator’s Office**

- A. Responsibilities ..... 15

**Article IX – Administration**

- A. Signing of Documents ..... 16
- B. Notice of Board Action ..... 16
- C. Minutes ..... 16
- D. Resolutions ..... 16
- E. Motions ..... 16
- F. Robert’s Rules of Order, Twelfth Edition ..... 16

**Article X – Amendment to and effective date of these rules** ..... 17

**Article XI – Conclusion** ..... 17

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

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

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

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

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

**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 Committees are required to comply with the requirements of the Open Meetings Act.
6. All Committees including the Executive Board of Commissioners shall refer for final decisions on all matters to the Regular Board of Commissioners meeting as this power is expressly reserved for the Board of Commissioners.
7. Public meeting notices shall be posted and published in coordination with the county clerk as required by the Open Meeting Act, 1976 PA 267, as amended.

**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.

**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) Public Comment (*up to three [3] minutes per person*)
- g) Commissioner Comments
- h) Communications, Proclamations, Presentations
- 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) Public Comment (*up to three [3] minutes per person*)
- h) Commissioner Comments
- i) Communications, Proclamations, Presentations
- 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 not have the final decision on the agenda.

6. **Late Items**

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

7. **Consent Agenda**

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

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

8. **Agenda Availability**

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

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

1. **Speaking Priorities –**

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

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

**F. Off-Site Participation in Commissioner Meetings by Commissioners**

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

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

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

**G. Motions, Resolutions and Committee Reports**

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

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

- 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 shall be limited to no more than five (5) minutes per individual, and at times as stated in these rules except where extended by the Chairperson.

**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.

## 2023 Commissioner Appointments to Boards & Commissions

[REVIEW in September, 2024] 4/11/2023; rev. 4/14/2023; 5/5/2023; 5/31/2023; 6/20/2023

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

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

County/Internal committee, task force

Commissioners Reimbursements

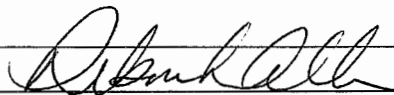
Consideration for Reimbursement

Commissioner Committees

## EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u> Contact Person: <u>Deborah Allen</u> Telephone Number: <u>231-256-8100</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Submittal Dates</th> </tr> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Select Meeting Type: <u>Regular Session</u></td> <td style="width: 50%;"></td> </tr> <tr> <td>Date of Meeting: <u>06/20/2023</u></td> <td></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Select Meeting Type: <u>Regular Session</u>		Date of Meeting: <u>06/20/2023</u>	
Submittal Dates							
<input checked="" type="checkbox"/> Select Meeting Type: <u>Regular Session</u>							
Date of Meeting: <u>06/20/2023</u>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Financial/Source Selection Method</th> </tr> <tr> <td> <input checked="" type="checkbox"/> Select One: <u>Grant</u>  <input type="checkbox"/> Other: _____  <input type="checkbox"/> Account No.: _____  <input type="checkbox"/> CIP Project?  <input type="checkbox"/> If Grant, Match Account No.: _____                 </td> </tr> </table>	Financial/Source Selection Method	<input checked="" type="checkbox"/> Select One: <u>Grant</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: <u>Michigan Veterans Affairs Agency</u> Address/ Phone: _____ <b>Description:</b> <u>Grant Application</u>				
Financial/Source Selection Method							
<input checked="" type="checkbox"/> Select One: <u>Grant</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____							
Budgeted Amount: _____ Contracted Amount: _____							

Document Description
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Department Head/Elected Official Authorization
<p>Leelanau County contracts with Grand Traverse County for its Veterans services.</p> <p>VA Director Michael Roof contacted Administration on June 15, and is seeking approval to apply for three separate CVSF (County Veteran Service Fund) Grants to assist in engaging the County's Veterans (see attached).</p> <p>The grants are for the following - Advertising, Meals, and an addition to the County Veteran's Memorial (addition of flagpole and Space Force Branch of Service flag).</p>
<p><b>Suggested Recommendation:</b></p> <p>I move that the County Board of Commissioners approve the FY2024 County Veteran Service Fund Grant applications to the Michigan Veteran Affairs Agency, as presented.</p>

Department Approval:  Date: 06/20/2023 20



# FY24 COUNTY VETERAN SERVICE FUND GRANT

## 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.

### CONTACT INFORMATION

<b>Applicant County</b>	Leelanau		
<b>Total Grant Amount</b>	\$ 63,125		
<b>SIGMA Vendor Code</b>	CV0053862	<b>SIGMA Address Code</b>	001

<b>Project Director</b>	Michael Roof		
<b>Mailing Address</b>	2650 Lafranier Rd, Traverse City, MI 49686		
<b>Phone</b>	231-995-6069		
<b>E-mail Address</b>	mroof@gtcountymi.gov		

<b>Financial Officer</b>	Sean Cowan		
<b>Mailing Address</b>	8527 E. Government Center Dr., Ste 101, Suttons Bay, MI 49682		
<b>Phone</b>	231-256-8106		
<b>E-mail Address</b>	scowan@leelanau.gov		

<b>Authorized Official</b>	Deborah Allen		
<b>Mailing Address</b>	8527 E. Government Center Dr., Ste 101, Suttons Bay, MI 49682		
<b>Phone</b>	231-256-8100		
<b>E-mail Address</b>	dallen@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

<b>Project Title</b>	Advertising
<b>Grant Focus Area</b>	) Enhance / Increase Services

PROJECT NARRATIVE

Detailed project narrative must be provided below:

Overview

Leelanau County Veterans Services is staffed through the Grand Traverse County Department of Veterans Affairs. There is a VA-accredited County Veteran Service Officer (CVSO) at the Administrator's Office every Tuesday to assist Veterans with any questions or services.

Advertising Campaign

The Goal of the 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.

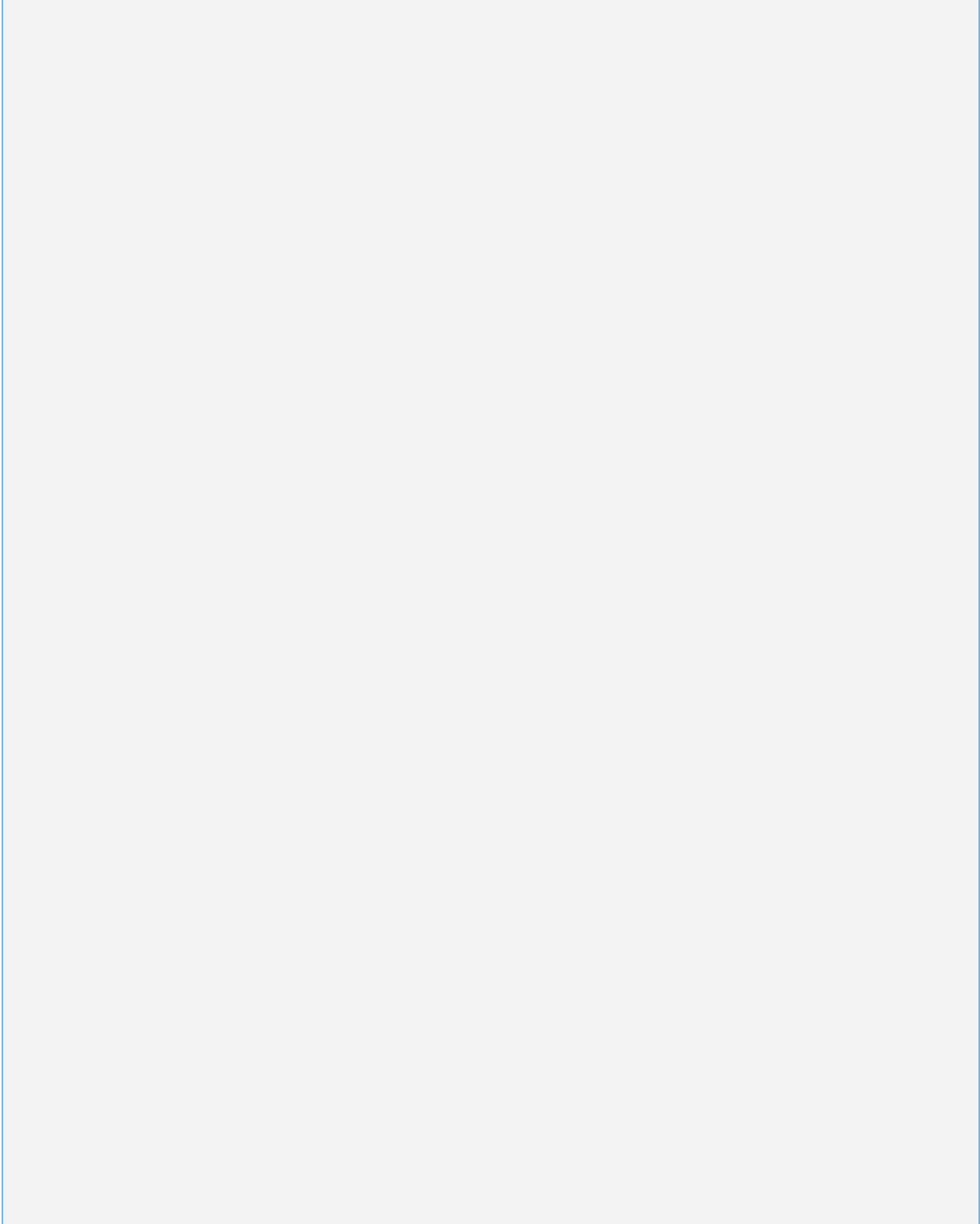
Areas of advertising will include:

- Newspaper Ads
- Billboards

Total Cost \$ 11,820.00

## 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.



**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: <a href="http://www.michigan.gov/SIGMAVSS">www.michigan.gov/SIGMAVSS</a> .	
I understand that the grant agreement must be signed by the <b>Authorized Official</b> before grant funds can be expended.	
I have included itemized budget attachments for each initiative/program/salary request.	
I have included FY17 and current year county budgets for the organization structure that provides assistance to veterans and/or family members.	
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.	
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, 2023.	

Signature: \_\_\_\_\_  
Authorized Official

Date: \_\_\_\_\_







# FY24 COUNTY VETERAN SERVICE FUND GRANT

## 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.

### CONTACT INFORMATION

<b>Applicant County</b>	Leelanau		
<b>Total Grant Amount</b>	<b>\$ 63,125</b>		
<b>SIGMA Vendor Code</b>	CV0053862	<b>SIGMA Address Code</b>	001

<b>Project Director</b>	Michael Roof		
<b>Mailing Address</b>	2650 Lafranier Rd, Traverse City, MI 49686		
<b>Phone</b>	231-995-6069		
<b>E-mail Address</b>	mroof@gtcountymi.gov		

<b>Financial Officer</b>	Sean Cowan		
<b>Mailing Address</b>	8527 E. Government Center Dr., Ste 101, Suttons Bay, MI 49682		
<b>Phone</b>	231-256-8106		
<b>E-mail Address</b>	scowan@leelanau.gov		

<b>Authorized Official</b>	Deborah Allen		
<b>Mailing Address</b>	8527 E. Government Center Dr., Ste 101, Suttons Bay, MI 49682		
<b>Phone</b>	231-256-8100		
<b>E-mail Address</b>	dallen@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

<b>Project Title</b>	Outreach Meal Presentations
<b>Grant Focus Area</b>	) Enhance / Increase services

PROJECT NARRATIVE

Detailed project narrative must be provided below:

Overview

Leelanau County Veterans Services is staffed through the Grand Traverse County Department of Veterans Affairs. There is a VA-accredited County Veteran Service Officer (CVSO) at the Administrator's Office every Tuesday to assist Veterans with any questions or services.

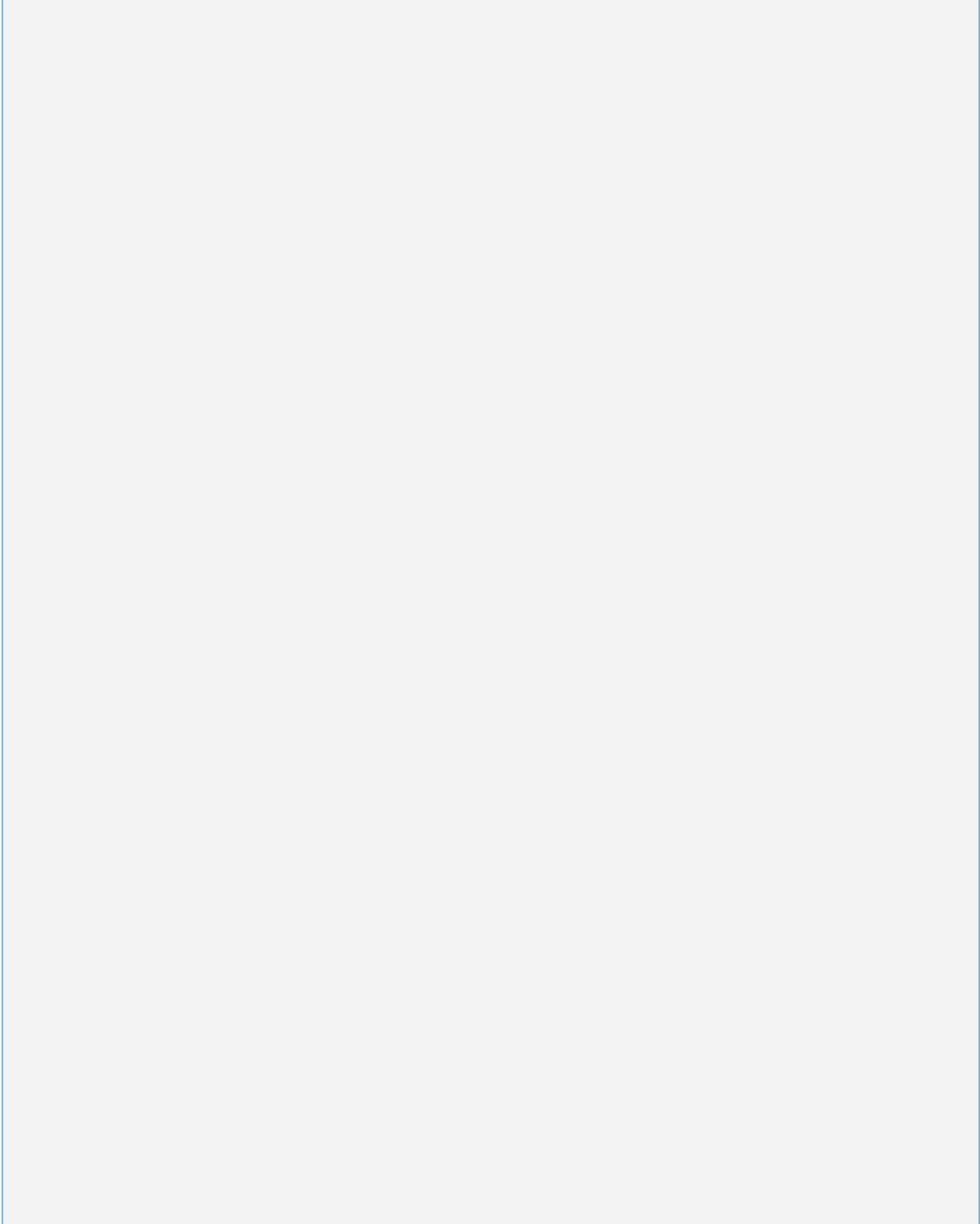
Outreach Meal Presentations

The goal of the Outreach Meal Presentations is to increase awareness of the benefits and resources available to Veterans and their dependents in Leelanau County. During the breakfast, lunch or dinner meal, the office will provide a presentation regarding Veterans benefits. Each time there is a meal event, the topic will be of a different nature. These events will direct them to the Leelanau County Veterans Services so that our VA CVSO can advise, assist and advocate on their behalf to receive the Veterans benefits to which they are entitled.

Total Cost \$ 8,000

## 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.



**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: <a href="http://www.michigan.gov/SIGMAVSS">www.michigan.gov/SIGMAVSS</a> .	
I understand that the grant agreement must be signed by the <b>Authorized Official</b> before grant funds can be expended.	
I have included itemized budget attachments for each initiative/program/salary request.	
I have included FY17 and current year county budgets for the organization structure that provides assistance to veterans and/or family members.	
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.	
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, 2023.	

Signature: \_\_\_\_\_  
Authorized Official

Date: \_\_\_\_\_

One initiative per page. Make additional sheets for each initiative.			
Applicant County	Grant Number	SIGMA Vendor Code	
Leelanau	FOR MVAA USE ONLY		
<b>I. Project / Initiative Name</b>			
Outreach meals			
<b>II. Project Total (Amount requested for this initiative)</b>			
			\$6,000.00
<b>III. Expenditure Details</b>			
Item / Service Description	Quantity	Cost Per Unit	Cost
Veterans' Meals ( 4 Breakfasts, Lunch or Dinners)	4	\$2,000.00	8000.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
		<b>Total</b>	\$8,000.00



# FY24 COUNTY VETERAN SERVICE FUND GRANT

## 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.

### CONTACT INFORMATION

<b>Applicant County</b>	Leelanau		
<b>Total Grant Amount</b>	\$ 63,125		
<b>SIGMA Vendor Code</b>	CV0053862	<b>SIGMA Address Code</b>	001

<b>Project Director</b>	Michael Roof		
<b>Mailing Address</b>	2650 Lafranier Rd, Traverse City, MI 49686		
<b>Phone</b>	231-995-6069		
<b>E-mail Address</b>	mroof@gtcountymi.gov		

<b>Financial Officer</b>	Sean Cowan		
<b>Mailing Address</b>	8527 E. Government Center Dr., Ste 101, Suttons Bay, MI 49682		
<b>Phone</b>	231-256-8106		
<b>E-mail Address</b>	scowan@leelanau.gov		

<b>Authorized Official</b>	Deborah Allen		
<b>Mailing Address</b>	8527 E. Government Center Dr, Suttons Bay, MI 49682		
<b>Phone</b>	231-256-8100		
<b>E-mail Address</b>	dallen@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

<b>Project Title</b>	Veterans Memorial
<b>Grant Focus Area</b>	) Enhance / Increase services

PROJECT NARRATIVE

Detailed project narrative must be provided below:

Overview

Leelanau County Veterans Services is staffed through the Grand Traverse County Department of Veterans Affairs. There is a VA-accredited County Veteran Service Officer (CVSO) at the Administrator's Office every Tuesday to assist Veterans with any questions or services.

Veterans Memorial

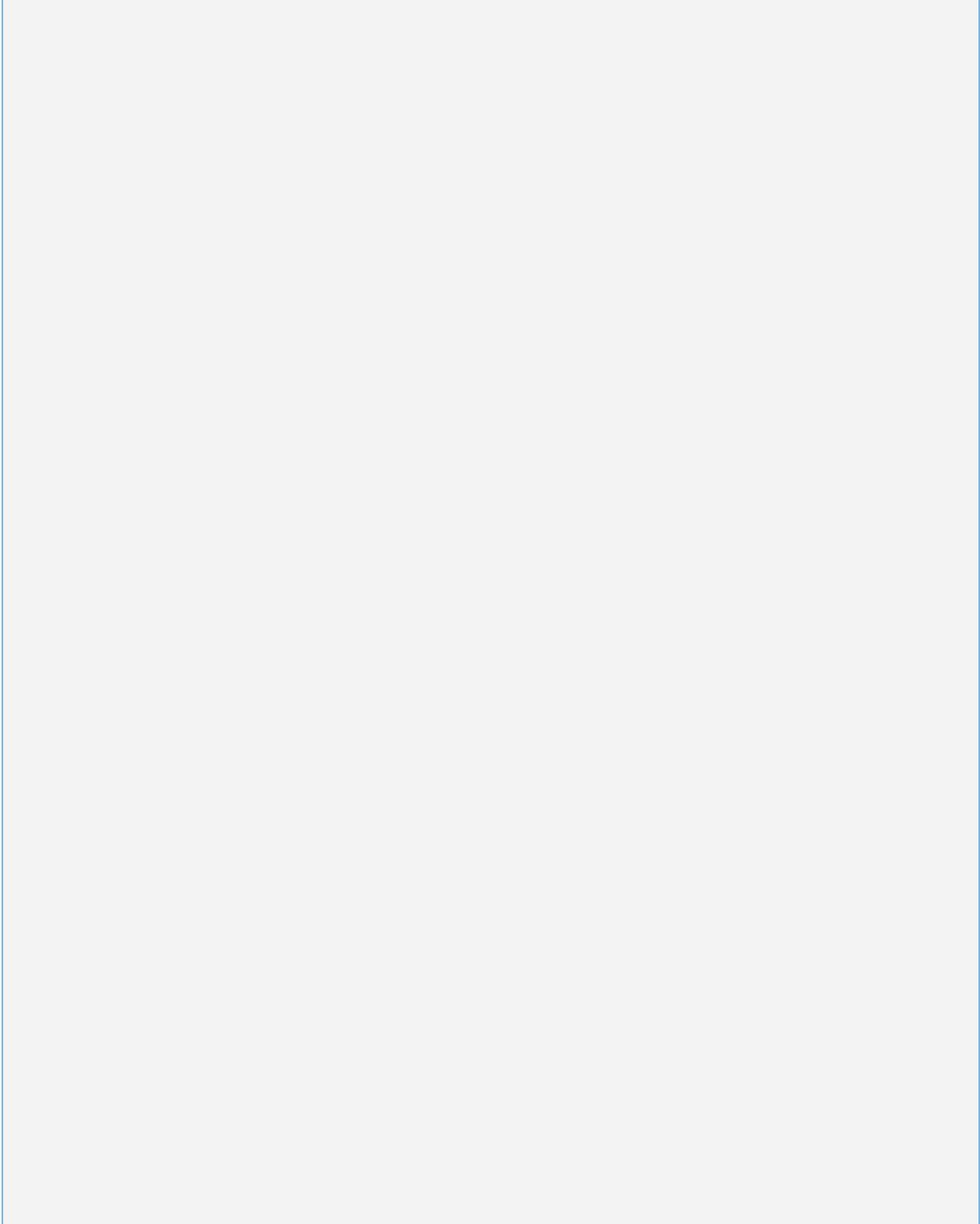
The focus of this project is to update the Veterans Memorial in Leelanau County. The memorial was constructed before the creation of the Space Force branch of service. Many members of the public would like to see this addition to the memorial site.

Total Cost \$ 12,370.00



## 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.



**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: <a href="http://www.michigan.gov/SIGMAVSS">www.michigan.gov/SIGMAVSS</a> .	
I understand that the grant agreement must be signed by the <b>Authorized Official</b> before grant funds can be expended.	
I have included itemized budget attachments for each initiative/program/salary request.	
I have included FY17 and current year county budgets for the organization structure that provides assistance to veterans and/or family members.	
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.	
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, 2023.	

Signature: \_\_\_\_\_  
Authorized Official

Date: \_\_\_\_\_

One initiative per page. Make additional sheets for each initiative.			
Applicant County	Grant Number	SIGMA Vendor Code	
Leelanau	FOR MVAA USE ONLY		
<b>I. Project / Initiative Name</b>			
Veterans Memorial Project			
<b>II. Project Total (Amount requested for this initiative)</b>			
			\$6,000.00
<b>III. Expenditure Details</b>			
Item / Service Description	Quantity	Cost Per Unit	Cost
20' Aluminum Outdoor Flagpole	2	\$3,675.00	7350.00
Labor	1	\$2,500.00	2500.00
Estimated Fried	1	\$1,875.00	1875.00
Slabwork	1	\$600.00	600.00
milage for contractor	1	\$45.00	45.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
		<b>Total</b>	<b>\$12,370.00</b>

## EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u> Contact Person: <u>Deborah Allen</u> Telephone Number: <u>231-256-8100</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Submittal Dates</th> </tr> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Select Meeting Type: <u>Regular Session</u></td> <td style="width: 50%;"></td> </tr> <tr> <td>Date of Meeting: <u>06/20/2023</u></td> <td></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Select Meeting Type: <u>Regular Session</u>		Date of Meeting: <u>06/20/2023</u>	
Submittal Dates							
<input checked="" type="checkbox"/> Select Meeting Type: <u>Regular Session</u>							
Date of Meeting: <u>06/20/2023</u>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Financial/Source Selection Method</th> </tr> <tr> <td> <input checked="" type="checkbox"/> Select One: <u>Grant</u>  <input type="checkbox"/> Other: _____  <input type="checkbox"/> Account No.: _____  <input type="checkbox"/> CIP Project?  <input type="checkbox"/> If Grant, Match Account No.: _____                 </td> </tr> </table>	Financial/Source Selection Method	<input checked="" type="checkbox"/> Select One: <u>Grant</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	Vendor: _____ Address/ Phone: _____  <b>Description:</b> <u>Grant Application</u>				
Financial/Source Selection Method							
<input checked="" type="checkbox"/> Select One: <u>Grant</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____							

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

### Document Description

<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements	<input type="checkbox"/> Department Head/Elected Official Authorization
--	---

County Planning/Community Development Director Trudy Galla submitted a Letter of Intent to the MDARD (Michigan Agriculture and Rural Development) Rural Readiness Grant Program.

She received notification on June 15 that her letter of intent has been approved, and we are asking that the Board approve the application for a grant fto support securing or hiring someone to manage county grant applications and reporting.

**Suggested Recommendation:**

I move that the County Board of Commissioners approve the application to the MDARD Rural Readiness Grant Program in support of a County grant writer, as requested.

Department Approval: <u></u>	Date: <u>06/16/2023</u>
---	-------------------------