

BOARD OF COMMISSIONERS MEETING

William J. Bunek, Chairman

NOTICE OF MEETING

The Executive Board Session of the Leelanau County Board of Commissioners will be held on Tuesday, February 9, 2021, at 9:00 a.m. Due to COVID-19, this session will be held virtually via Zoom, and 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/UCNQThgcTedF2qB8floC1GQ?view_as=subscriber

If you would like to provide comment during the meeting, please watch the livestreamed video, and call in during one of the two public comment portions on the agenda, to **231-256-8109**. There will be no queue, and calls will be taken in the order they are received. Emailed comments are also welcomed prior to the meeting, and can be addressed to clerk@leelanau.gov

(Please silence any unnecessary cellular/electronic devices)

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

AMENDED TENTATIVE AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

ROLL CALL

PUBLIC COMMENT

COMMUNICATIONS, PROCLAMATIONS, PRESENTATIONS:

PAGE #

- Administrator Update
- Sheriff's Office Update
- Prosecuting Attorney's Office Update

2-17

APPROVAL OF AGENDA / LATE ADDITIONS OR DELETIONS

ACTION ITEMS

1.	Sheriff's Office – Approval of DNR Marine Safety Grant Program Application.	18
2.	Oak Wilt Blight Update, <i>Commissioner Wessell.</i>	19-22
3.	Government Center HVAC/Structural Systems Update.	
4.	Committee of the Whole/Goals Recommendation.	23-25
5.	Senior Services – Area Agency on Aging of NW Michigan, MIPPA Contract Renewal.	26
6.	Register of Deeds – Tyler Technologies Historical Documentation Upload.	27-32
7.	Planning/Community Development – a. Request to fill Secretary Vacancy.	33
	b. MiSAIL (Michigan Statewide Authoritative Imagery Lidar) Program Agreement, 2021 Spring Aerials.	34
8.	Equalization – Recap of L-4018.	35
9.	Septic Records Update.	36
10.	Pilot Septic Systems Program Options, <i>Commissioner Allgaier.</i>	
11.	Information Technology – Replacement Copier for 86 th District Court, Netlink Business Solutions.	37-38
12.	Approval of 2021 County Board Rules of Order and Procedure.	39-54
13.	Leland Dam Authority Recommendation.	55-59
14.	County Clerk – Records Preservation/Microfilming.	60-75
15.	Finance/Audit Committee Recommendations – a. Temporary Support Staff Compensation.	76
	b. Law Enforcement Center Bond Options, <i>under separate cover.</i>	
16.	Great Barrington Declaration Resolution, <i>Chairman Bunek.</i>	77
17.	Boards and Commissions – a. Appointment to the Northern Lakes Community Mental Health Authority.	78
	b. Appointment to Parks and Recreation Commission.	79-91
18.	Administration – a. Acceptance of Grand Traverse Band 2% Allocation Awards, December 2020 Cycle.	130
	b. Substance Abuse Prevention Coalition – Contract Renewal, Consultant Greg McMorrow.	131-139
	c. Benzie/Leelanau District Health Department Funding Assistance.	
	d. First Responder Recognition Resolution.	140

REVIEW OF FINANCIALS

SPECIAL REPORTS BY STAFF, COMMISSIONERS, AND AFFILIATED AGENCIES

PUBLIC COMMENT

COMMISSIONER COMMENTS

APPROVAL OF FINANCIALS

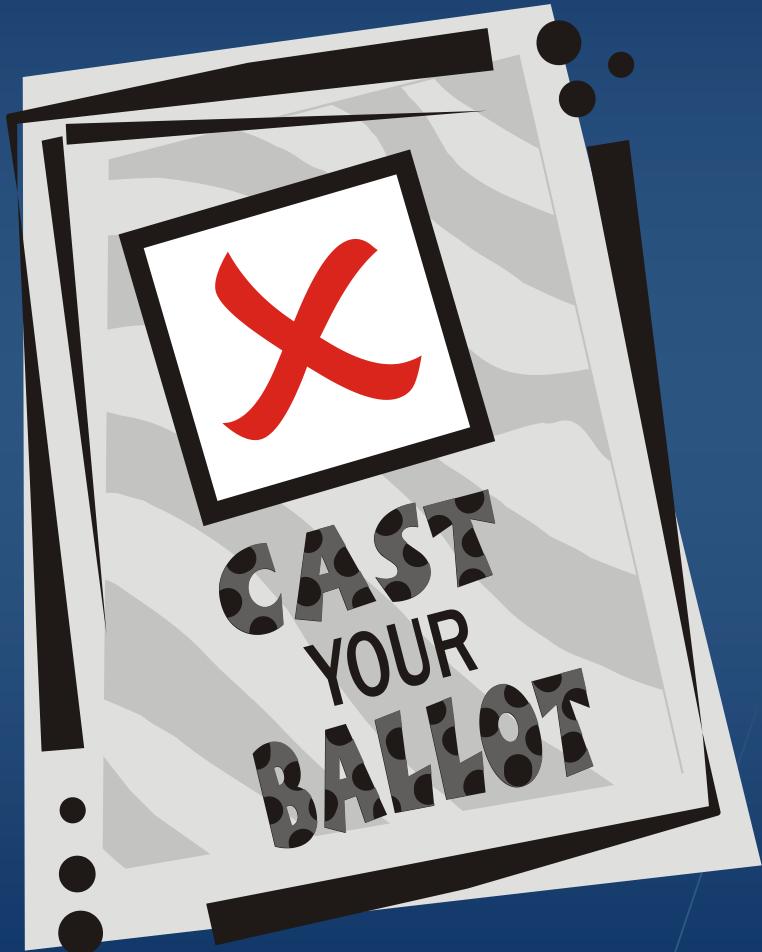
- Amendments & Transfers
- Miscellaneous Fund Transfers and Amendments
- Claims and Accounts
- Post Audit

ADJOURNMENT

What is a Prosecutor?



The Prosecuting Attorney is a constitutional officer.



- Elected to 4 year terms.
- Partisan ballot
- Run with the President

Prosecuting Attorney:

Obligation to seek justice.

Society is the client—not the victim, police, or any specific individual.

Use of discretion in determining which charges should be filed is one of **the prosecutor's most** important functions.



Leelanau County Prosecuting Attorney

- As Prosecutor we work with:

The Leelanau County Sheriff's Department, the Village of Suttons Bay Police Department, the Ottawa and Chippewa Band of Indians Tribal Police, and the Michigan State Police.

200 Statutory duties which include:

- The Prosecuting Attorney's office is responsible for a wide array of legal functions for the County, including:
 - act as the chief law enforcement official in the County;
 - review, authorize and prosecute violations of felony and misdemeanor criminal laws of the State of Michigan and County ordinances committed inside the County.
 - authorize and prosecute felony & misdemeanor juvenile delinquency offenses

200 Statutory duties which include:

- represent the County in criminal matters before the District & Circuit Courts; juvenile delinquency, parental neglect and miscellaneous probate matters in the Family Court, and appeals in the Court of Appeals and Michigan Supreme Court
- advise the Department of Human Services on child abuse & neglect petitions, and actions to terminate parental rights

200 Statutory duties which include:

- attend contested mental health commitment hearings
- file and prosecute actions to establish paternity
- file actions to establish family support orders
- At times we represent and advise the County Board of Commissioners and other County departments on legal matters

200 Statutory duties which include:

- Represent and advise County Government
- Reapportion County Government every 10 years
- Serve on committee to fill vacancies when an elected official retires

LEELANAU COUNTY PROSECUTING ATTORNEY

- My Office has:
- 2 Assistant Prosecutors
- 2 Support Staff
- 1 Crime Victim Advocate
- 1 part time Child Support Enforcement

Case Makeup

- While the volume and nature of cases we encounter in Leelanau County over the last 15 years that I have been prosecutor remain constant; however the complexity of those cases and the time we need to spend in preparation for reviewing of charges and presentation at trial have changed dramatically.
- This is due primarily to technology and digital evidence

Digital Evidence Usage

- Cell phone and computer extractions
- Surveillance and Body Cameras
- Decentralized Crypto Currency Blockchain Data
- Cell tower and mobile carrier data
- Criminal Procedure
- Visualization and Audio Enhancements

Case Review

- Digital Evidence is part of nearly every case we review.
- Prior to authorizing charges, we normally review
 - Extensive Body Cam Footage
 - Photos, movies, phone calls
 - Forensic cell phone and computer records, which often obtain by creating search warrants in conjunction with law enforcement

Notable Leelanau PAO Convictions

- O'non
- Harris
- Bailey
- Rosinski
- Bembeneck



Case Preparation

- Search Warrants, Evidentiary Motions, Briefs, etc.
- Interview Victims and Witnesses on multiple occasions
- If cell phone data is available, spend dozens of hours pouring over up to 100 GB of data, and tens of thousands of pages
 - Bailey
 - Allen
- Cellular tower phone data and mapping
- Surveillance and Body Camera review, splicing, and editing
- Exhibit preparation

Leelanau County Prosecuting Attorney

- Joseph T. Hubbell
- Born: Traverse City Michigan
- Education:
1983, Georgetown University, School of Foreign Service,
Washington DC.
- 1988, Marquette University Law School, Milwaukee,
Wisconsin.
- Bar Admissions: State Bar of Michigan State Bar of
Wisconsin United Stated District Court for the Eastern
District of Wisconsin; United States District Courts for
the Eastern and Western Districts of Michigan.
- 16 years as the Leelanau Prosecutor
- Resides in Centerville Township with his wife

Leelanau COUNTY PROSECUTING ATTORNEY

Joseph T. Hubbell (P41996)

Leelanau County Prosecuting Attorney

8527 E. Government Center Drive, Suite 202

Suttons Bay, MI 49682

231-256-9872

jhubbell@leelanau.gov

EXECUTIVE DOCUMENT SUMMARY

<p>Department: Sheriff's Office Contact Person: Mike Borkovich Telephone No.: 231-256-8800</p>	<p>Submittal Dates</p> <p><input checked="" type="checkbox"/> Executive Board Session 02/09/2021</p>
<p>Source Selection Method</p> <p><input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other: n/a <small>Account Number (Funds to come from):</small> _____</p>	
<p>Budgeted Amount: \$ 0.00 Contracted Amount: \$ 0.00</p>	
<p>Document Description</p> <p><input checked="" type="checkbox"/> Grant Application <input type="checkbox"/> Other _____</p>	
<p><input type="checkbox"/> Request to Waive Board Policy on Bid Requirements</p> <p>The Leelanau County Sheriff's Office requests permission to submit its annual State of Michigan Marine Safety Grant Program application. This grant application is due March 1, 2021, and if awarded, grant funds would be used to offset the costs associated with our Marine Safety Program. In 2020, our Agency was awarded \$28,600.00 through this grant.</p>	
<p>Suggested Recommendation:</p>	<p>I move to recommend that the Board of Commissioners allow the Sheriff's Office to apply for the 2021 Marine Safety Grant through the Michigan Department of Natural Resources to cover a percentage of the costs to run the Leelanau County Marine Safety Program.</p>

Department Head Approval: _____  Date: 01/21/2021



The Oak Wilt Coalition is a partnership between private, nonprofit and governmental organizations. Led by the Arboriculture Society of Michigan (ASM), the partnership includes representatives from Michigan State University, Michigan Departments of Natural Resources and Agriculture and Rural Development, ReLeaf Michigan, Michigan Forest Association, Sleeping Bear Dunes National Lakeshore, electric utilities and private companies.

How do I report Oak Wilt?

Suspected cases of oak wilt can be reported in several ways:

E-mail: DNR-FRD-Forest-Health@michigan.gov

Midwest Invasive Species Information Network:
www.misin.msu.edu



MICHIGAN
OAK WILT
QUALIFIED



by the Arboriculture Society of Michigan (ASM)

How do I find an
Oak Wilt Qualified
specialist?

An Oak Wilt Qualified specialist is a professional in arboriculture/forestry who has technical oak wilt training and has passed an exam

on identification and management of oak wilt. They also are required to either be an ISA Certified Arborist, Certified Forester, or hold a 4 year degree in a related field. To find out more, visit:

www.michiganOakWilt.org.

For more information visit :
www.MichiganOakWilt.org



PROTECT YOUR OAKS!

PRUNE IN LATE FALL AND WINTER

Michigan OakWilt.org™

What is Oak Wilt?

Oak wilt is an exotic, invasive and lethal disease of oak trees. This fungus, *Bretziella fagacearum*, clogs the water conducting vessels of the infected tree causing them to wilt, and ultimately die.

What trees are impacted?

Trees in the red and white oak groups are susceptible to oak wilt. However, if red oaks become infected, they will die in as little as 3 weeks. Trees in the white oak group are more tolerant of the disease and may live for years after infection.

Why do we care?

Oak trees are valuable landscape trees, and make up a large portion of Michigan's native forests. Oaks provide food and shelter for wildlife. Michigan DNR recently estimated the total value of standing red oak timber at more than \$1.6 Billion.

When a red oak tree becomes infected, it will die. Though research continues, today there is no known cure. However, adjacent oak trees can be protected and the spread of disease stopped when oak wilt is confirmed at the site and proper measures are taken.

How can I tell if my oak trees are infected?

Watch for these symptoms in red oaks:

- In June, July or August, often near the top of the tree, leaves discolor to a dull, olive green.
- Discolored leaves then wilt from the top of the tree downward, and additional leaves quickly become brown or bronzed.
- **Rapid leaf drop** occurs as the disease progresses. Infected trees are almost entirely defoliated within a few weeks! Fallen leaves usually are brown at the tips and margins and sometimes green at the base. (see photos)



Oak trees killed due to pruning during infection period.

How is it spread?

Oak wilt moves from tree to tree in two ways:

1. Insects carry spores from infected oak trees or wood cut from infected trees to injured or freshly pruned trees;
2. The fungus moves from infected trees to nearby healthy trees through connected root systems (root grafts).



Rapid leaf drop, and discoloration caused by oak wilt.



What can you do to prevent oak wilt?

- Prune oak trees in late fall and winter. If pruning becomes absolutely necessary at other times of the year **ALWAYS immediately** cover all oak tree wounds with tree wound paint or latex paint.
- DON'T move firewood. Movement of infected wood is a significant cause of new oak wilt infection centers.



Pruning oaks in winter avoids risk of oak wilt infection.

Think you have an oak wilt infected tree?

Contact an Oak Wilt Qualified specialist at www.michiganOakWilt.org. They can help manage oak wilt infections and protect nearby healthy oaks from the fungus which moves through shared roots.

Letter to the Editor: Oak wilt disease in Leelanau

RECEIVED

Dear Editor:

JAN 07 2020

Look around at your wonderful trees.

LEELANAU COUNTY
ADMINISTRATOR

Beware; sellers of firewood in Leelanau are buying abundant pulp cords of infected oak from oak wilt hot spots outside of Leelanau. They process pulp cords into firewood face cords and distribute throughout the county for profit.

Leelanau County Forester, Kama Ross, acknowledged my concern and expressed disappointment that Michigan has no regulations to prohibit this reckless practice. Kama explained oak wilt will spread into your neighborhood forest if bark of the infected oak firewood is still on when delivered to your home. Inquire where the oak was harvested before you buy.

While walking the wooded dune at Cathead Bay, I wept upon seeing hundreds of diseased grey trunks of our majestic American beech coated with white fungus of beech bark disease. Standing stunned, surrounded by these dying wooden wonders, the presence of destruction from the emerald ash borer was decaying at my feet throughout the forest floor. Too much for one to witness in such a short historical time. In disbelief of this ecological devastation, I found myself in mourning. I am now crying out for the mighty oak while realizing I am not able to imagine life without these wonderful friends of quiet sustenance. Trees are home, food (beechnuts, acorns) and canopy of life for all life.

Through awareness and communication we can at least slow down and to some extent control transmission of the disease. Make a plea to the wood cutters. Ask them to please discontinue this practice.

David C. Brigham

12750 N. Kehl Rd.
Norhport, MI 49670
231 386-5785

DEAR MR. JANIK,



WOULD YOU PLEASE PASS MY LETTER ON TO
THE COMMISSIONERS. I WOULD LIKE TO
REQUEST THEY MAKE IT A DISCUSSION
ITEM FOR THEIR NEXT MEETING - THANK YOU.

David

GARY GIBSON, CHARLES (RIZ) ANDERSON AND
BRUCE CARLSON ARE PROCESSING INFECTED
OAK FOR FIREWOOD AND SELLING IT
THROUGH LEEVAN.

DEZINC TREE SERVICE IS SELLING 100% OF
PULP CORDS TO FIREWOOD PROCESSORS. THE
TREES ARE COMING FROM THE LR. AREA AND
AUX FIFE LAKE.

DEZINC AND OTHERS SHOULD ALLOW THE
TREE (PULP CORDS) TO CURE UNTIL THE BARK
FALLS OFF. IT TAKES ABOUT A YEAR OR SO.

THANK YOU

Dave

BOARD OF COMMISSIONERS

Rick Robbins, District #1
Debra L. Rushton, District #2
William J. Bunek, District #3
Ty Wessell, District #4
Patricia Soutas-Little, District #5
Gwenne Allgaier, District #6
Melinda C. Lautner, District #7



Chet Janik, County Administrator

Leelanau County Government Center
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 • cjanik@co.leelanau.gov

To: Board of Commissioners
From: Chet Janik
Date: February 1, 2021
Re: Board Goals for 2021

In preparation for the special “Committee of the Whole” meeting on February 3, I have taken the suggested goals submitted by five Commissioners and attempted to group them into common categories in an effort to find consensus and foster productive dialogue on Wednesday morning.

Below are five goals that were submitted by category and my attempt to create a combined suggested abbreviated goal:

Septic (5 Commissioners)

- Continue with the data and mapping project of the County's septic systems and explore pilot programs options

Affordable Housing (5 Commissioners)

- Continue to explore affordable housing options and explore potential partnerships with the Land Bank, Planning Commission and Brownfield Redevelopment Authority

Broadband (4 Commissioners)

- Continue to explore the expansion of high-speed internet and cellular capacity in the County

Anti-Racism (4 Commissioners)

- Explore anti-racism learning opportunities and programs for County staff as part of the annual professional development program, as well as for Commissioners and the general public.

Vaccine Distribution (*2 Commissioners listed but several verbally mentioned it to me in various discussions*)

- **Provide assistance to the Benzie-Leelanau Health Department with the vaccine distribution process**

As background information, below are the suggested goals submitted by each of the five Commissioners, in the order that they were received:

Commissioner Wessell

1. Anti-racism – work toward the commitments contained in the board-adopted Resolution
2. Septic pilot plus other environment stewardship
3. REAL housing progress with possibility of Housing Commission and use of Land Bank
4. Alternative (clean) energy initiatives and advocacy (including alternative energy zoning templates)
5. Expanded role for Planning Commission/BOC to have more influence in development, zoning and long-range planning Housing readiness, tower zoning template, alternative energy template, 'Missing Middle Housing'
6. Pay down MERS
7. Consider possibilities for tower expansion to expand broadband and cell to underserved areas

Commissioner Allgaier

1. Take steps we committed to in Resolution #2020 - Anti Bias Resolution: assess internal policies & procedures; continue professional training
2. Facilitate promotion of energy efficiency expansion by collaborations with township zoning and planning boards
3. Septic Pilot Program to promote drinking water safety & lake quality
4. Support affordable housing options/support Housing Action Committee
5. Support expansion of broadband/cell service
6. Continue escalated pay down of MERS commitment

Commissioner Soutas-Little

1. Continue to support expansion of high-speed Internet and cellular capacity in Leelanau County:
 - a. Work with ISPs who have newly signed contracts with the County, Agri-Valley and Elevate Net, to mount equipment on 3 of the 5 towers by June (Maple Valley, Central and Omena) and all 5 towers by September offering high speed fixed wireless service to Leelanau residents and businesses.

- b. Support requests by the 911 Director to complete construction of a second tower on the Governmental property to house both Internet and Cellular companies by September 1st.
 - c. Work with Kasson Township officials to raise the Maple City Tower from its present height of 199 to 300 feet.
 - d. Support LIFT's efforts to partner with the Grand Traverse Band, local units of government and the Road Commission in developing solutions to zoning regulations and new provider opportunity to encourage ISP service expansion.
2. Move forward with the septic pilot program:
By April 1, complete exploring how to incorporate Septic System Provider information on service and repair of residential and business septic systems to build a data base for use in identifying future problems. Consider an online process to report information for Septic Service Provider convenience in reporting.
3. Support partnerships with Leelanau Energy to create templates for renewable energy friendly planning and zoning language as a community local government and resource.
4. Honor our commitments in the Anti-Bias Resolution. Renew progress quarterly.
5. Encourage Land Bank and Brownfield Authorities to seek solutions to expand workforce and young family housing opportunities.

Commissioner Bunek

- 1. Aid the Benzie/Leelanau District Health Department with vaccine distribution.
- 2. Where possible, without diminishing services, work to lower fees and taxes to aide our county citizens in this time of financial stress.
- 3. Continue to improve data and mapping for BLDHD septic systems.

Commissioner Robbins

- 1. Covid-19 – work with the Benzie-Leelanau Health Department with the education and vaccine process
- 2. Explore affordable housing options
- 3. Develop better broadband and cellular services
- 4. Explore anti-racism programs
- 5. Explore septic pilot programs

EXECUTIVE DOCUMENT SUMMARY

Department: Senior Services Contact Person: April Missias Telephone No.: 231-256-8125	Submittal Dates <input checked="" type="checkbox"/> Executive Board Session 02/09/2021
Source Selection Method <input checked="" type="checkbox"/> Negotiated <input type="checkbox"/> Other: _____ Account Number <i>(Funds to come from):</i> _____	
Budgeted Amount: <u>\$ 0.00</u> Contracted Amount: <u>\$ 2,500.00</u>	
Document Description <input checked="" type="checkbox"/> Professional Service <input type="checkbox"/> Other _____	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <p>Leelanau County Senior Services seeks approval to enter into a contract with the Area Agency on Aging of Northwest Michigan (AAANM). The AAANM has entered into a contract on behalf of the Aging and Disability Resource Collaborative of Northwest Michigan with the Michigan Department of Aging and Adult Services to provide MIPPA (Medicare Improvements for Patients & Providers Act) Beneficiary Outreach and Assistance Services.</p> <p>The focus of the program is to conduct outreach activities to find beneficiaries who may be eligible for Medicare Part D, Low Income Subsidy, and the Medicare Savings Programs and assist with enrollment into these programs. MIPPA will reimburse partner agencies up to \$100.00 for each successfully submitted LIS and MSP application with up to 15 enrollments per grant cycle, and will provide funding of \$1,000.00 for outreach activities.</p>	
Suggested Recommendation:	I move to recommend that the Board of Commissioners allow Leelanau County Senior Services to enter into an agreement with the Area Agency on Aging of Northwest Michigan to provide MIPPA Beneficiary Outreach and Assistance Services for seniors. The contract agreement will begin September 1, 2021, and continue through September 30, 2021.

Department Head Approval: April Missias Digitally signed by April Missias
 Date: 2021.02.03 13:02:53
 -05'00'
 Date: 02/03/2021

EXECUTIVE DOCUMENT SUMMARY

<p>Department: Register of Deeds Contact Person: Jennifer L. Grant Telephone No.: 256-9682</p>	Submittal Dates <input checked="" type="checkbox"/> Executive Board: 02/09/2021 <input type="checkbox"/> Regular Session: _____		
Source Selection Method			
<input checked="" type="checkbox"/> Quotation <input type="checkbox"/> Other: _____ Account Number <i>(Funds to come from):</i> 256-000000-801.000	VENDOR: Tyler Technologies Address/ PO Box 203556, Dallas, TX 75320 Phone: Christine Jandreau 720.497.8070		
Budgeted Amount: _____	\$ 0.00	Contracted Amount: _____	\$ 3,500.00
Document Description			
<input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other Historical Image Upload _____			
<p><input checked="" type="checkbox"/> Request to Waive Board Policy on Bid Requirements</p> <p>This is a request to upload historical images from 1863 to 1970 into our current software for public viewing and access. The Tyler Technologies software used in the Register of Deeds office is proprietary, so they will be the ones that will have to import the images.</p> <p>At budget time, this was not something that was budgeted in our automation fund under contractual services, however, funds are available in the automation fund under contingency (256-000000-891.000).</p> <p>In 2015, US Imaging scanned all images from the deed books from 1863 to 1970. These images were put on an external hard drive. In October 2020, the external hard drive failed. US Imaging has replaced the external hard drive for the third time, due to the previous ones failing. At that time there was concern this will continue to happen and at some point US imaging will not be able to replace the external hard drive. These images need to get loaded into our software for permanent record.</p>			
Suggested Recommendation:	I Recommend to the Board of Commissioners to approve an agreement with Tyler Technologies to upload historical documents into Register of Deeds software for permanent storage, pending counsel review and approval; cost not to exceed \$3,500.00, with funds to come from the automation contingency fund (256-000000-891.000).		

Department Head Approval: Jennifer L. Grant Digitally signed by Jennifer L.
 Grant
 Date: 2021.02.01 10:04:33
 -05'00'
 Date: 02/01/2021

2021 ADOPTED BUDGET**Fund 256 R.O.D. Automation Fund****Department**

County of Leelanau

Period Ending Date: August 31, 2020

Account Number	2018 Audited	2019 Audited	2020 Year-to-date	2020 Adopted Budget	2020 Amended Budget	2021 Proposed Budget	BOC Changes & Dept. Requests	Adopted Budget
Account Name								
Fund 256 R.O.D. Automation Fund								
Fiscal Year	2020							
Revenues								
000000-614.001 Register of Deeds Services	37,695.00	38,640.00	27,195.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00
Revenues Total	37,695.00	38,640.00	27,195.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00
Expenses								
000000-801.000 Contractual Services	9,411.27	2,187.51	1,331.25	0.00	0.00	0.00	0.00	0.00
000000-807.000 Membership Dues and Fees	437.00	437.00	487.00	437.00	437.00	437.00	437.00	437.00
000000-860.000 Travel	895.03	733.29	269.10	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
000000-891.000 Contingency	0.00	0.00	0.00	24,703.00	24,703.00	24,703.00	14,166.00	14,166.00
000000-941.000 Computer Charges (Rental)	8,295.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-960.000 Education	250.00	255.00	140.00	1,425.00	1,425.00	1,425.00	1,675.00	1,675.00
000000-970.000 Capital Outlay	44,876.65	71,673.55	0.00	0.00	0.00	0.00	9,000.00	9,000.00
000000-970.010 Capital Outlay under \$5,000	0.00	474.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-999.101 Transfer Out - General Fund	0.00	6,035.00	8,935.00	8,935.00	8,935.00	8,935.00	10,222.00	10,222.00
Expenses Total	64,164.95	81,795.35	11,162.35	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00
	-26,469.95	-43,155.35	16,032.65	0.00	0.00	0.00	0.00	0.00
Revenues Total	37,695.00	38,640.00	27,195.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00
Expenses Fund Total	64,164.95	81,795.35	11,162.35	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00
Net (Rev/Exp)	-26,469.95	-43,155.35	16,032.65	0.00	0.00	0.00	0.00	0.00



Quoted By: Christine Jandreau
Quote Expiration: 4/11/2021
Quote Name: Leelanau County - Upload Services-New Records
Quote Number: 2020-117804
Quote Description:

Sales Quotation For

Leelanau County
8527 E Government Center Dr
Suttons Bay , MI 49682-9742
Phone: +1 (231) 256-9829

Professional Services

Description	Quantity	Unit Price	Extended Price	Maintenance
Historical Upload -Bulk	1	\$3,500	\$3,500	\$0
TOTAL:				\$3,500

Summary

	One Time Fees	Recurring Fees
Total Tyler Services	\$3,500	\$0
Total Third Party Hardware, Software and Services	\$0	\$0
Summary Total	\$3,500	\$0
Contract Total	\$3,500	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Client Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
 - Fees for hardware are invoiced upon delivery;
 - Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
 - Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
 - Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite.
 - Expenses associated with onsite services are invoiced as incurred.
 - Travel Expenses will be billed as incurred according to Tyler's standard business travel policy.
-

Comments

Image Only Upload Conversion Services

Tyler will upload images, as provided in a format that meets Tyler's data and imaging requirements. Images must be provided on an external hard drive that is attached by USB cable to the application server with Tyler having full administrative rights to application server, database server and tape backup unit.

All images for upload are in Leelanau County's possession. US Imaging scanned and provided images for Deed records in 2015. Leelanau County will make these accessible to Tyler Technologies. Project consists of all new records for Deed Records. Approximately 95,000 records, with a date range 1863 - 1970.

Project assumptions:

All images provided are per specifications, containing all required fields for upload into Eagle Recorder:

Unique ID
Document Number
Recording Date
Document Type
Image Path

Scope of Work:

- 1) Per discussions, it is understood that Leelanau County has previously indexed some of the images. Therefore, at start of this project, Leelanau County will need to provide Tyler Technologies with a list of those indexed images/records.
- 2) Tyler Technologies will contact Leelanau County for access to hard drive, for review.
- 3) Tyler Technologies will convert/upload all received images into Leelanau County's live production site, unless otherwise directed, creating new records.
- 4) Leelanau County to review new images in Eagle Recorder for quality assurance within 5 days upon receiving notice of completion from Tyler Technologies.
- 5) Leelanau County should identify any inaccuracies to Tyler Technologies upon completion of review.

Comments

Charges are for one upload only. Additional charges would apply for each additional upload, on a time and materials basis, and terms that designate a need for an additional upload include vendor error in format that needs to be corrected, or client error in review of images to ensure quality. If excessive time for upload is required due to large file size, or excessive interaction with client vendor, additional charges could apply on a time and materials basis.

PLEASE NOTE: Additional charges may apply in the following situations: 1. additional permanent storage space is required; 2.configuration of or additional storage space required by tape backup unit or other backup mechanism; 3. additional storagerequirements as part of services related to disaster recovery; 4. additional storage requirements required for web hosting; and 5.changes to requirements for any other service or storage mechanism affected by the addition of large volumes of data and images to your system.

EXECUTIVE DOCUMENT SUMMARY

<p>Department: Planning/Comm. Dev.</p> <p>Contact Person: Trudy Galla</p> <p>Telephone No.: 231-256-9812</p>	Submittal Dates <input type="checkbox"/> Executive Board Session 02/09/2021
Source Selection Method	
<input type="checkbox"/> Select One <input type="checkbox"/> Other: _____ <i>Account Number (Funds to come from):</i> _____	
Budgeted Amount: _____ Contracted Amount: _____	
Document Description	
<input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other Request to fill Secretary vacancy	
<p><input type="checkbox"/> Request to Waive Board Policy on Bid Requirements</p> <p>Planning Department Secretary Molly Steck is transferring to the Building Safety department to fill a vacant position.</p> <p>This request is to approve filling the vacant Secretary position in the Planning Department. The position was approved within the Department's authorized staffing levels for 2021.</p>	
<p>Suggested Recommendation: Motion to recommend that the County Board of Commissioners approve the Planning Department request to fill the vacant Secretary position.</p>	

Department Head Approval: Judy J Galla Date: 02/02/2021

EXECUTIVE DOCUMENT SUMMARY

<p>Department: Planning/Comm. Dev.</p> <p>Contact Person: Trudy Galla</p> <p>Telephone No.: 231-256-9812</p>	Submittal Dates <input checked="" type="checkbox"/> Executive Board Session 02/09/2021
Source Selection Method	
<input checked="" type="checkbox"/> State Contract <input type="checkbox"/> Other: _____ <i>Account Number (Funds to come from):</i> 573 (Mapping)	
Budgeted Amount: <u>\$ 43,000.00</u> Contracted Amount: _____	
Document Description	
<input type="checkbox"/> Select One <input type="checkbox"/> Other _____	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <p>This request is to ask the Board to place the Agreement between Leelanau County and the State of Michigan for aerial imagery, on the February 16 Regular Board agenda for action. The Agreement is being finalized and will be reviewed by Corporate Counsel and then sent to the Board for approval. The Mapping Fund has \$43,000 for new aerials included for 2021, and the County has received notice that the Grand Traverse Band of Ottawa and Chippewa Indians approved \$10,000 toward aerials.</p> <p>The final documents will be sent to you ahead of your February 16 meeting.</p>	
Suggested Recommendation: Motion to add the Agreement between Leelanau County and the State of Michigan for 2021 aerial imagery, be placed on the February 16 Regular Board meeting agenda for action.	

Department Head Approval: _____ *Trudy J Galla*

Date: 02/04/2021

EXECUTIVE DOCUMENT SUMMARY

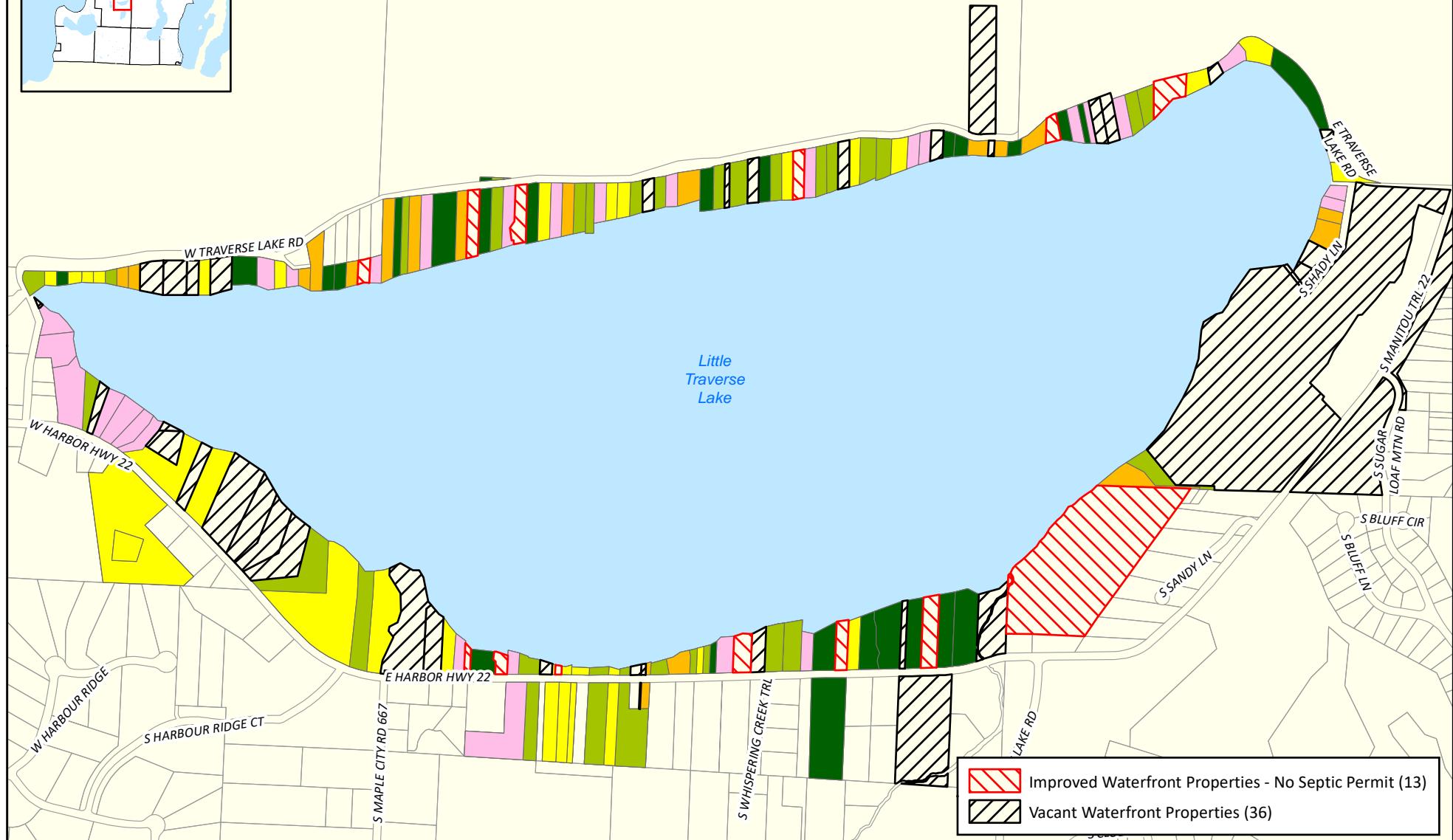
Department: Equalization Contact Person: Laurie Spencer Telephone No.: 231-256-9823	Submittal Dates <input checked="" type="checkbox"/> Executive Board: 02/09/2021 <input checked="" type="checkbox"/> Regular Session: 02/16/2021
Source Selection Method <input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other: Recap of the L-4018's	VENDOR: _____ Address: _____ Phone: _____
Budgeted Amount: _____	Contracted Amount: _____
Document Description	
<input checked="" type="checkbox"/> Board/Committee Recommendation <input type="checkbox"/> Other _____	
<p><input type="checkbox"/> Request to Waive Board Policy on Bid Requirements</p> <p>January 4, 2021 was the deadline for counties to file 2020 equalization studies for 2021 starting bases with the State Tax Commission (STC) for all classifications in all units on STC form L-4018 (R-209-41) (January 4, 2021 because of the holidays). The study was sent to the STC in Lansing as requested in their letter of instructions. A recap of the L-4018's will be handed out at the meeting for the committee's review. The L-4018's are also the basis for the Tentative Equalization Ratios and Estimated CEV Multipliers Ad, which is required to be published by the county equalization director in a newspaper by February 15, 2021. (On or before the third Monday in February). Cost of the ad is approximately \$285. A copy of the complete study is available for inspection in the Equalization Department. A copy of the 2021 Leelanau County Tentative Equalization Ratios and Estimated CEV multipliers and classification definitions is attached as part of this report. Recommendation: Review study submitted to STC in preparation for County Equalization in April.</p>	
<i>Suggested</i> Information only. <i>Recommendation:</i>	

Department Head Approval: Laurie Spencer Date: 1/15/2021



Health Department Septic Records

Little Traverse Lake - Waterfront Properties



1 inch = 1,200 feet

Age of Septic System*

2000's

2000's

1990's

1990's

1980's

1980's

1970's & 1960's

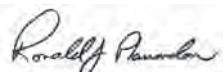
1970's & 1960's

*Sporadic Records Prior to 1972

36

EXECUTIVE DOCUMENT SUMMARY

<p>Department: Information Technology</p> <p>Contact Person: Ron Plamondon</p> <p>Telephone No.: _____</p>	Submittal Dates <input checked="" type="checkbox"/> Executive Board Session 02/09/2021
Source Selection Method	
<input checked="" type="checkbox"/> Quotation <input type="checkbox"/> Other: _____ <i>Account Number (Funds to come from):</i> 645-970.010	
Budgeted Amount: \$ 0.00 Contracted Amount: \$ 2,996.00	
Document Description	
<input checked="" type="checkbox"/> Capital Purchase <input type="checkbox"/> Other _____	
<input checked="" type="checkbox"/> Request to Waive Board Policy on Bid Requirements	
<p>Requesting approval to purchase a new copier to replace a failing unit in the District Court office. The current copier is 14 years old and is failing quite frequently. The replacement copier would be provided by Netlink which is the vendor we have purchased all our other copiers and have a current maintenance contract with.</p> <p>Funds for this replacement would come from Copier Fund #645, as is with all other copiers.</p>	
<p>Suggested Recommendation: I recommend that the Board of Commissioners waive its policy on bid requirements and approve the quote from Netlink Business Solutions for the purchase of a Sharp MX-2651 copier, in an amount not to exceed \$2,996.00, with funds to come from Duplicating Fund #645.</p>	

Department Head Approval: 

Digitally signed by Ron
Plamondon
Date: 2021.02.03 10:02:22
.05'00"

Date: 02/03/2021



6005 E. Traverse Highway
Traverse City, MI 49684
(231) 946 8808

Leelanau County District Court

Black & White Digital Multifunction Copier / Printer / Scanner (NEW)

- ◆ Copy / Fax / Scan up to 11 x 17" paper size
- ◆ NIC card for Network Printing included
- ◆ Network Scanning Included
- ◆ **NIC card with Network Printing and Scanning**
- ◆ **DATA SECURITY KIT -- Overwrites data on the fly -- HIPAA Compliant**
- ◆ **Single Pass Dual Scan Document Feeder**
- ◆ Editing functions: B&W Reverse, Mirror Image, Watermarks, Fit to Page
- ◆ Status Monitor lets you monitor printer activities
- ◆ Toner Save mode
- ◆ Handles special print media including OHP transparencies, heavy stock and envelopes
- ◆ Compatible with PCL6 (standard) and PostScript

MODEL NUMBER	DESCRIPTION		Government Coop
MX-M2651	26 PPM Networked Digital Copier / Printer with 500 x 500 x 100 Sheet Paper Supply, 100 sheet Bypass, Single Pass Feeder, Data Security Kit, FAX KIT		\$2,996
MX-M3051	30 PPM Networked Digital Copier / Printer with 500 x 500 x 100 Sheet Paper Supply, 100 sheet Bypass, Single Pass Feeder, Data Security Kit, FAX KIT		\$3,125

Above Pricing includes trade in

Duplex Options

Duplex Module with Multi-sheet Bypass Tray		Included
--	--	----------

100 Sheet Single Pass Document Feeder		Included
---------------------------------------	--	----------

Options

Facsimile Kit (allows for walk up fax and NETWORK FAX)		Included
Inbound fax routing		
Inner Staple Finisher		\$641.00

Maintenance Agreement:

Black & White copy / prints \$0.008 per copy

Includes all toners, drums, developers, parts and labor (Everything but paper)



2021 Rules of Order and Procedure
APPROVED: 1/5/2021; rev. 1/12/2021

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ARTICLE I

BOARD MEETINGS – TIME AND PLACE

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

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

1. **Organizational Meeting** – first Tuesday of January at 9:00 a.m.
2. **Executive Board of Commissioners Meeting** – second Tuesday of January at 9:00 a.m.
3. **Regular Board Meeting** – third Tuesday of January at 7:00 p.m.
4. **Executive Board of Commissioners Meeting** – second Tuesday of February at 9:00 a.m.
5. **Regular Board Meeting** – third Tuesday of February at 7:00 p.m.
6. **Executive Board of Commissioners Meeting** – second Tuesday of March at 9:00 a.m.
7. **Regular Board of Commissioners Meeting** – third Tuesday of March at 7:00 p.m.
8. **Executive 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.

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/Moment of Silence
- c) Roll Call
- d) Approval of Agenda and Late Additions or Deletions
- e) Public Comment (*up to five [5] minutes per person*)
- f) Communications, Proclamations, Presentations
- g) Action Items
- h) Review of Financials
- i) Special Reports by Staff, Commissioners and Affiliated Agencies
- j) Public Comment (*up to five [5] minutes per person [General]*)
- k) Commissioner Comments
- l) Approval of Financials
- m) Adjournment

2. Regular Session Agenda

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

3. Special Session Agenda

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

2. Specific Agenda Priorities

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

3. 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.

4. 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.

5. 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

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.

1. Board members participating in the meeting by Skype/Polycom/Facetime shall be present at the beginning of the meeting and have the right to vote on any issue properly before the Board.
2. Off-site participation in meetings is limited to two meetings per year for each individual Commissioner.

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.

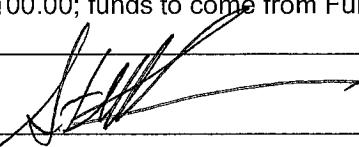
Any amendment to these rules, properly presented to the Board of Commissioners and adopted, shall take immediate effect unless otherwise stated by the Board at the time of adoption.

ARTICLE XII
CONCLUSION

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

EXECUTIVE DOCUMENT SUMMARY

<p>Department: Leland Dam Authority Contact Person: Steve Christensen Telephone No.: 231-256-8263</p>	<p>Submittal Dates</p> <p><input checked="" type="checkbox"/> Executive Board Session 02/09/2021</p>
<p>Source Selection Method</p> <p><input checked="" type="checkbox"/> Negotiated <input type="checkbox"/> Other: _____</p> <p>Account Number <i>(Funds to come from):</i> Fund #805</p>	
<p>Budgeted Amount: \$ 12,000.00 Contracted Amount: \$ 3,100.00</p>	
<p>Document Description</p> <p><input checked="" type="checkbox"/> Professional Service <input type="checkbox"/> Other _____</p>	
<p><input checked="" type="checkbox"/> Request to Waive Board Policy on Bid Requirements</p> <p>The Leland Dam Authority met last week to review the proposed Addendum #3 to the agreement between Leelanau County and Machin Engineering, Inc., for the engineering services needed to complete the project the County Board of Commissioners had approved during its Regular Session on January 19, 2021.</p> <p>Corporate Counsel has prepared Addendum No. 3 to the original agreement, which has been reviewed and agreed to by Machin, that incorporates an updated rate sheet for 2021.</p>	
<p>Suggested Recommendation:</p> <p>Motion to recommend that the Board of Commissioners waive its policy on bid requirements and approve the contract between Leelanau County and Machin Engineering, Inc., for engineering services on the Leland Dam, at a cost not to exceed \$3,100.00; funds to come from Fund #805.</p>	

Department Head Approval:  Date: 02/03/2021

ADDENDUM NO. 3 TO AGREEMENT

THIS ADDENDUM NO. 3, is made and entered into this _____ day of _____, 2021, by and between the **COUNTY OF LEELANAU**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County") and **MACHIN ENGINEERING, INC.**, whose business address is 5 Wooded Valley Dr., Traverse City, MI 49696 (hereinafter referred to as the "Contractor"), and amends the Agreement entered into between the parties on November 21, 2017, as amended by an Addendum dated May 21, 2019, and Addendum No. 2 on August 21, 2019, for structural consulting and engineering services (hereinafter referred to as the "Agreement").

1. The two-year Agreement Period as set forth in Sec. XVIII of the Agreement, is extended for two additional one year periods, through November 21, 2021.

2. In addition to the Services to be performed by the Contractor as set forth in Sec. I of the Agreement, the Contractor shall perform the following specific services (hereinafter, the "Project"):

(a) Services stated in Machin Engineering Proposal No. P19059, Authorization for Additional Services, dated January 26, 2021, as set forth on Exhibit A to this Addendum; and

(b) Provide bid documents for review and use by County. Assist in project bidding and review of contractor bids.

3. Notwithstanding the requirements for Compensation as set forth in Sec. II of the Agreement, the County shall pay compensation for the Project as described in Sec. 2 of this Addendum in an amount not to exceed Three Thousand One Hundred and No/100 Dollars (\$3,100.00).

4. The rates for the Contractor's services as specified in Exhibit A to the Agreement (2017 Rate Sheet) is replaced with the Contractor's 2021 Rate Sheet, a copy of which is attached and incorporated by reference into this Addendum as Exhibit B.

5. The Contractor shall commence work on the Project as described in Sec. 2 of this Addendum upon notification by the County, and shall complete all work on the Project no later than May 1, 2021, or ninety (90) days from Project Start, time being of the essence.

6. All other terms and conditions of the Agreement shall apply to the Project and remain unchanged.

7. This Addendum takes effect on the date in which it has been fully signed by the authorized representatives of both parties.

8. The people signing this Addendum on behalf of the parties certify by their signatures that they are duly authorized to sign on behalf of the parties and that this Addendum has been authorized by the parties.

9. The County shall have the sole and exclusive right, title and ownership to any and all plans, evaluations, drawings, records, documents, papers, reports, charts, maps, graphics, manuscripts, or electronic data prepared for or pertaining to the services to be performed and products to be produced under this Agreement. Upon completion or termination of this Agreement, all such materials along with any materials the County has supplied to the Contractor shall be turned over to the County by the Contractor. The Contractor may retain reproducible copies of all such materials.

**THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO HAVE
FULLY EXECUTED THIS ADDENDUM NO. 3 TO AGREEMENT FOR STRUCTURAL
CONSULTING AND ENGINEERING SERVICES.**

COUNTY OF LEELANAU

MACHIN ENGINEERING, INC.

By: _____

William J. Bunek, Chairman
County Board of Commissioners

Date: _____

By: _____

(Signature)

Name: _____

(Print or Type)

Title: _____

(Print or Type)

Date: _____



EXHIBIT A

Machin Engineering, Inc
5 Wooded Valley Drive
Traverse City, MI 49696
www.machinengineering.net
Ph (231) 935-1530

AUTHORIZATION FOR ADDITIONAL SERVICES

Client Name: County of Leelanau
Address: 8527 E Government Center
Drive Suttons Bay, MI

Date: 2/16/2021

Project: Leland Dam Repair Project
(ME Proposal No. P19059)

ME Project No.: 19156

In accordance with the Addendum No. 3 to Agreement dated 2/16/2021, for the above referenced project, we hereby agree to provide the following revisions or additional services for the estimated fee or at an hourly rate as shown below:

WORK ITEMS

1. Provide single source bid solicitation from Contractor for mechanical operator.
 2. Provide construction administration for mechanical operator construction. Construction administration services to include shop drawing review, site visits as work progresses, answer contractor questions, final review and observation of installed components.

The total estimated fee for these services is: \$3,100.00.
 The services will be performed at the then current MACHIN ENGINEERING, Inc. hourly rates.

The additional time to complete this work is estimated to be: TBD days.

MACHIN ENGINEERING, Inc.

Patrick J. Machin

Title: President

ACCEPTED AND APPROVED

Signature:

By: **William J. Bunek** 2/16/2021

10/20

Title: Chairman, Leelanau County Board of Commissioners

2021 Rate Sheet

Job Title	Hourly Rate	Minimum Charge
Principal Engineer / Senior Engineer	\$ 120.00	\$ 175.00
Project Manager	\$ 90.00	
Structural FEA Modeling	\$ 120.00	
Project Engineer	\$ 85.00	\$ 150.00
Draftsman	\$ 80.00	
Construction Technician	\$ 65.00	
Administration Assistant	\$ 50.00	
Drone Equipment & Operator	\$ 200.00	\$ 200.00
ROV Equipment & Operator	\$ 350.00	\$ 300.00
Laser Scanning & Operator	\$ 300.00	\$ 500.00
Thermal Imager & Operator	\$ 100.00	\$ 150.00
Field Observation	\$ 75.00	
Pile Test Witnessing	\$ 85.00	
Mileage per current IRS allotment		
Printing	24x36/sheet	\$ 3.50
	11X17/sheet	\$ 1.50
*Load Cell Rental	Bi-Weekly	Monthly
300k cell w/ readout box	\$550	\$1,100
600k cell w/ readout box	\$875	\$1,550
<i>* freight and calibration extra</i>		
Gauges & Magnetic Bases	\$135	\$ 270.00
Depositions	\$ 240.00	\$ 400.00
Expert Witness, Trial Testimony	\$ 360.00	\$ 600.00
*All expenses such as consultant fees, delivery services, equipment rental, outside reproduction services, subcontractor services, supplies, and travel including air fare, car rental, per diem, etc., will be assessed at cost plus 15 percent.		
Rates are subject to change at any time. Contact your project manager to confirm current rates.		

EXECUTIVE DOCUMENT SUMMARY

Department: Clerk Contact Person: Michelle L. Crocker Telephone No.: 231-256-9824	Submittal Dates <input checked="" type="checkbox"/> Executive Board Session 02/09/2021
Source Selection Method	
<input checked="" type="checkbox"/> Quotation <input type="checkbox"/> Other: _____ Account Number <i>(Funds to come from):</i> _____	
Budgeted Amount: <u>\$ 12,500.00</u> Contracted Amount: <u>\$ 11,492.20</u>	
Document Description	
<input checked="" type="checkbox"/> Professional Service <input type="checkbox"/> Other _____	
<input checked="" type="checkbox"/> Request to Waive Board Policy on Bid Requirements <p>This is a request to continue the preservation of Leelanau County birth records dating back to 1867, going forward into the early 1900's. This project began in 2018 with the Census Book and a portion of the birth records in 2019/2020. The condition of the documents is outlined in the attached presentation.</p> <p>It is my plan to bring you actual documents to show the deterioration that is occurring to these records and show you the results from this preservation process that was used on the Census book and the vital statistics that have been completed.</p> <p>Please do not hesitate to contact me with any questions or stop by the office if you wish to see how the records are currently maintained and have been for years - probably since 1867 forward.</p> <p>This will continue to be a multi-year project, as we need to move to death records and possibly marriage records once the births are complete. I have funds available within the County Clerk's budget to cover this project in 2021. Kofile is the only business that I have found that performs this type of complete records preservation and I have been very satisfied with the work that has been done to date.</p>	
Suggested Recommendation:	<p>I move to recommend that the Board of Commissioners waive its bid policy and approve/authorize the County Clerk to enter into an agreement with Kofile for records preservation, as outlined, with the good-faith estimate of \$11,492.20, based on the page counts submitted, with billing occurring on the actual page counts. Funds to come from the County Clerk's budget, Special Projects and Microfilming.</p>

Department Head Approval: Michelle L. Crocker / Date: 02/03/2021

Digitally signed by Michelle L.
 Crocker
 Date: 2021.02.03 14:20:20
 -05'00"

December 8, 2020

Honorable Michelle L. Crocker
Leelanau County Clerk
8527 East Government Center Drive
Suite 103
Suttons Bay, MI 49682

Dear Hon. Michelle L. Crocker,

Please find a quote for the preservation of Leelanau County's record books detailed following. This project addresses two volumes with a Good Faith estimate of 1,602 pages. This quote is presented by Kofile Technologies, Inc. (Kofile). Note that prices for the inventory are good for 90 days from the date of this quote.

Quoted preservation services include conservation treatments, rehousing, and imaging. Archival rehousing includes encapsulation and loose leaf binding into Heritage Recorder Binders. This assessment also contains photographic documentation of the volumes in their current state.

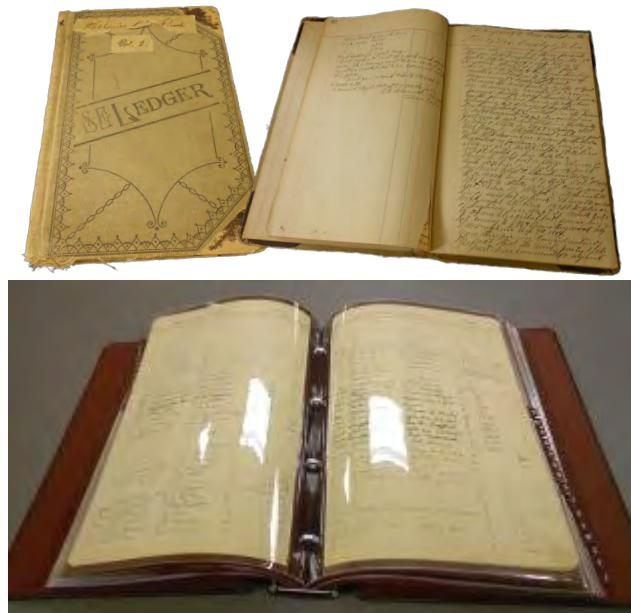
WHY KOFILE?

Kofile is the nation's oldest and most experienced firm specializing in the preservation of legal and historical public records in the U.S. For four decades, projects have ranged from one document to thousands of volumes. Kofile has built a legacy supporting and promoting records preservation at the state and local level.

PROJECT UNDERSTANDING

At Kofile, each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

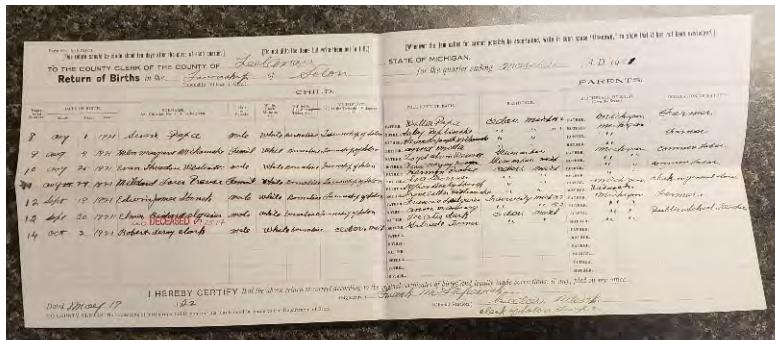
Preservation minimizes the chemical and physical deterioration of the page. Its goal is to prolong the existence and useful life of the original format. Oftentimes this includes preserving and removing the original from public access and creating a security copy. Preservation can incorporate any combination of conservation, treatment, stabilization,



A historical volume from Titus County, Texas, before and after service.

preventative care, or digitization - or any maintenance or repair of the existing resource.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).



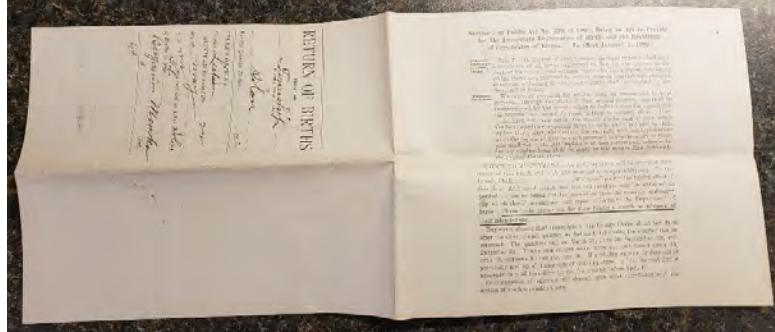
STATEMENT OF CONDITION

These volumes contain manuscript (handwritten) sheets.

Photographic documentation of these volumes and highlighted areas of concern are included in the following.

► Birth Records

This volume measures 14½" x 19" and contains 292 pages. Pages must be removed from metal drawers.



► Birth Records

This volume measures 7" x 17" and contains 1,310 pages. Pages must be removed from metal drawers.

AREAS OF CONCERN

Sound preservation ensures accessibility to these irreplaceable and permanent documents forever.

Acidic Paper

Past papermaking utilized bleach to obtain white sheets. As a result, this paper becomes increasingly acidic as evidenced by embrittlement and yellowish-brown discoloring. Paper also brittle when relative humidity drops or fluctuates.

Acidic Ink

Acidic inks can "eat" or "burn" through a sheet. Unmonitored temperature and relative humidity



(RH) accelerate this process. Inks can also fade with exposure to UV light. Historically, iron gall inks were the standard. These inks contain sulfuric acid - which fades with time. With proper treatments, chemical breakdowns (such as acid hydrolysis) are remedied.

Mechanical Damage (Use & Abuse)

Everyday use greatly affects collections. Sheets bear signs of grime and the natural oils of hands. Exposed sheets are susceptible to damage and loss. Dirt and other pollutants can serve as ignition sources and weaken exposed paper. Exposed fragments become abused even with careful use.

Binding Margin

The binding margins of many volumes are compromised due to guillotining. In order to rebind and protect these sheets, encapsulation is the only solution. If a volume were rebound as is, without encapsulation, vital information would be lost in the binding margin.

Always question vendors if they recommend power cutters (guillotining) to dismantle sewn books. Kofile never attempts any procedure that could result in a loss of text or weaken the integrity of the paper. A sheet's binding margin should never be compromised.

Broken Book Block

Once a binding fails, damage escalates. Sheets are free to drift from the protection of the book block. With exposure, fragments become abused and susceptible to loss.

Failing Index Stacks

Index Books sustain the most use. Thus, they suffer greater risks of text loss and sheet deterioration. Paper strength is completely depleted from continuous use. Eventually, tabs and sheet fragments are lost. Immediate attention is required.

Tape & Non-Archival Adhesives

The Library of Congress warns about the culprits of "pressure sensitive tapes—such as scotch, masking, 'invisible,' quick-release, cellophane, and even so-called 'archival' tapes"— all are unstable. These tapes and



adhesives “will stain the paper and may cause inks and colors to ‘bleed.’ Many lose their adhesive properties and fall off with age, leaving behind a residue that is unsightly, damaging to the item and difficult to remove.”¹

Adhesive stains lead to issues during imaging. Awarding a low-bid imaging and microfilm project may result in illegible images. To enhance image quality, conservation is essential. A conservator can remove water-based, synthetic, and pressure sensitive adhesives.

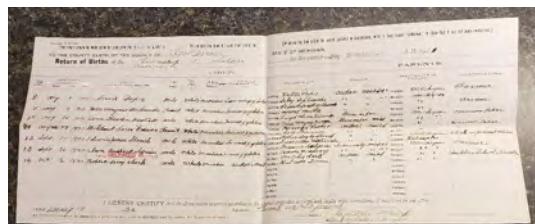
Page extenders are an inappropriate “quick fix” to a prevailing problem. To save this collection, the underlying issues causing the deterioration of the sheets’ margins need correcting. The acid content of the sheet extenders only adds to the chemical breakdown of the paper’s fibers.

Lamination Removal

Kofile conservators address the “Laminate” process to the fullest extent possible damage to underlying paper and inks in accordance with the AIC Code of Ethics and Guidelines Item 21. Conservators reverse the process and remove the laminate using a proprietary solvent solution. The possibility of removing the “Laminate” depends on careful testing at our conservation lab. In a small percentage of cases, the adhesive is resistant to the solvent solution and cannot be removed safely. Conservators will not attempt removal if the removal process will damage either the document’s paper or ink. If conservators cannot remove the laminate safely, Kofile will contact the County directly to discuss alternatives.

Non-Archival Quality Materials

The off gasses of deteriorating metals contribute to the chemical breakdown of paper. Major culprits include the metal content of book spines, the surrounding physical environment, and non-archival fasteners (such as binder clips, paper clips, and staples). These off gasses eventually destroy the fabric of the volume. Another symptom of metal oxidation is foxing, or foxlike (reddish and brown color) stains or blotches on paper.



¹ The Library of Congress. “Preservation FAQs.” <www.loc.gov/preservation/>.

Temperature & Humidity Monitoring

While temperature and limited air circulation are crucial to a document's longevity, humidity and water are the most destructive threats.

Relative Humidity (RH) refers to the amount of water vapor present in the air. Maintaining a set point of 40-45% RH is optimal, but costly. The maximum acceptable total RH variation, or operating range, is 5% on either side of this set point. RH should never exceed 55% or drop below 30%.

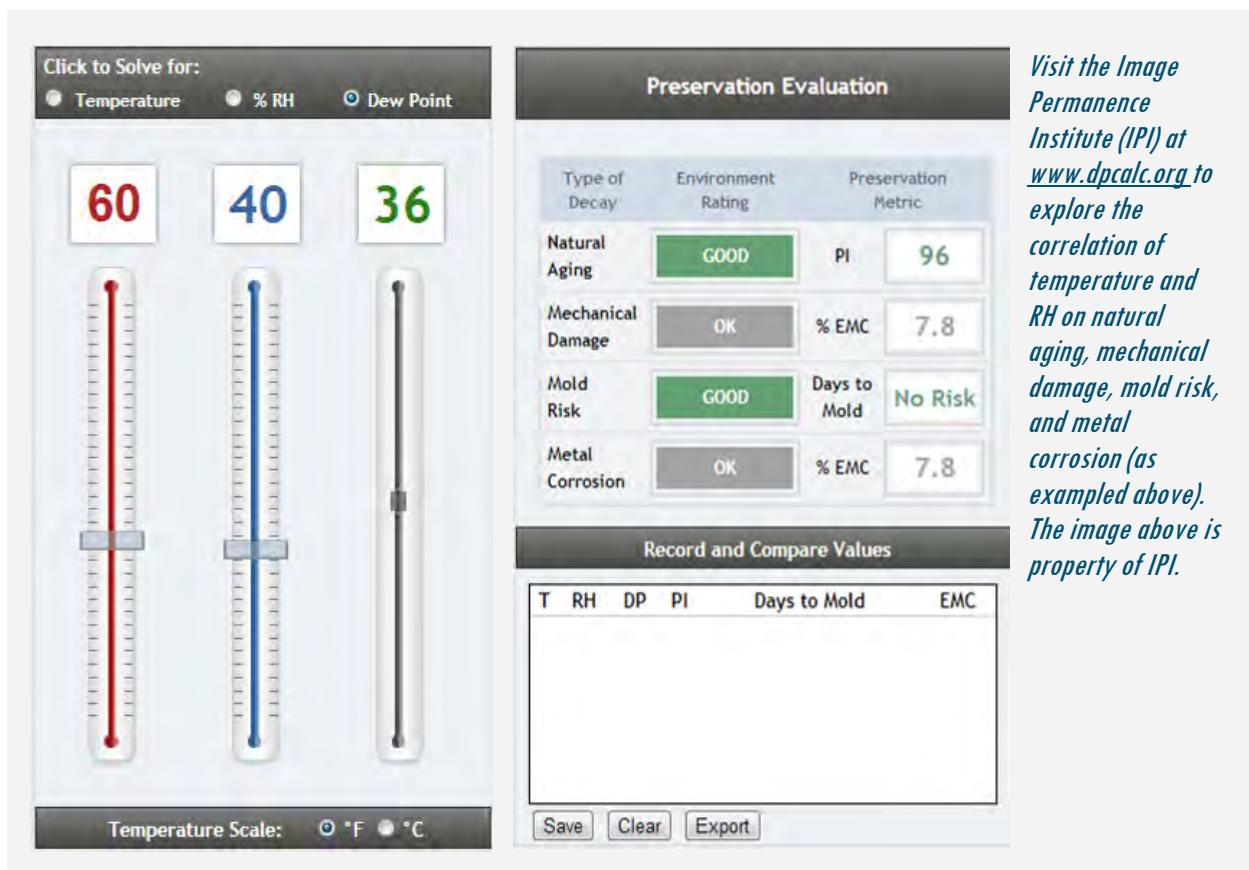
Temperatures above 75° F and RH higher than 60% encourage mold and other bacteria growth within 48–72 hours.

Even slight changes in temperature can double the natural aging rate of paper. In reality, temperature and RH are not consistent in a local courthouse (especially on weekends).

Red inks smear first, then blue inks, and lastly, black inks.

After exposure to water, pages adhere to one another when in a compressed environment. Separation without loss of text and water soluble inks (such as signatures) is vital. These records are extremely fragile.

The mitigation of mold or micro-organics (which can result with the introduction of water or humidity fluctuations), should only be attempted by a trained professional. Water damage can also lead to other issues such as binding failure. The necessary treatments are time consuming and require a highly skilled conservator.



TREATMENT SPECIFICATIONS

Kofile regularly addresses historical and permanent documents, including manuscripts, typescripts, negative Photostats, tri-folds, blueprints, re-creations, plats, and maps. No treatment, repair, or maintenance is used that is not 100% reversible.

Dismantle

If a volume is going to be re-bound, it is carefully dismantled. Original binding materials, such as threads and adhesive residues, are carefully removed. If trimming is necessary, it is done with handheld scissors or Jacques Board shears (specifically designed for trimming fragile paper). Guillotine cutters are never employed. Board shears allow Kofile to trim paper with greater precision. Only one page is cut at a time to ensure no text is lost.

Surface Dry Cleaning

Surface cleaning is a generic term for the removal of materials deposited on pages. This includes dust, soot, airborne particulates, sedimentation from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or even biological or mineral contaminants. All have serious consequences during long-term storage. To improve appearance, superficial grime is removed with a soft dusting brush, microspatula, latex sponge, powdered vinyl eraser, or soft block eraser.

Removal of Fasteners

Kofile will remove fasteners, page markers, and other metal mechanisms. Fasteners such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, etc. cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion) and chemical damage (rust).

Removal of Tape, Adhesives, Varnish, or Old Repairs

Varnish, pressure sensitive tape, and adhesive residue are reduced as much as possible without further degrading the original document. When possible, peelers and tape are removed with two primary techniques: Mechanical Heat Removal and Mechanical Peeling. The former is used when adhesive is loose, old, or brittle; the latter, when removal by heat is unnecessary.

A microspatula (sometimes heated) coaxes tape threads, pressure sensitive tape, and glue from the paper. A Hot Tools tape remover can soften adhesives for removal. Dial-Temp controls the transfer of heat and guards against scorching. Remaining adhesive is treated with a gum compound eraser. Solvents are only used by a conservator as a last resort, and only after testing.

If mechanical removal is unsuccessful, the next alternative is chemical. This is either a local or spot treatment or immersion in a solvent bath. Kofile ensures that its laboratories are equipped to process chemical treatments correctly and safely. An alternative is the local application of solvent. Previous repairs that cannot be removed safely will remain.



Kofile carefully coaxes adhesives and tape with mechanical application of heat and pressure.

Flattening and Humidification

When stored improperly, papers become inflexible and retain a memory of the storage position. Tools to 'flatten' documents include tacking irons. With flattening, the possibility of unnecessary fractures or breaks is eliminated. The tacking irons have adjustable temperature controls to alleviate damage to the documents.

One flattening method uses moderate pressure drying between acid-free blotters. Careful monitoring eliminates bleeding ink and mold or fungus growth. Items are humidified after testing the solubility of the image.

Repair and Restore Paper

Mending torn paper is an art form. It is accomplished with a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tears and the degree of embrittlement or fragmentation are also concerns. Kofile generally mends tears greater than $1/2$ " if the page is going to be encapsulated.

All of the materials utilized for mending are acid-free and reversible. Japanese paper and ethyl cellulose paste or Crompton tissue are used most often. Kozo paper, in natural and white finish, is commonly used because of its strength and transparent nature after application.

Filmoplast R® may also be used for reinforcement of damaged sheets. Filmoplast R® is a low-temperature, acrylic adhesive that bonds to Japanese Kozo paper. Kofile also constructs our own version of this material with acid-free tissue paper and Rhoplex liquid acrylic adhesive.

Mending strips are water cut so the edge of the Japanese paper visually integrates with the page without clashing aesthetically or historically with the original. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion.



An 1848 Probate Record before and after treatment. The image to the far right shows the page after deacidification, tape removal, and mending with archival Japanese tissue. The image above shows a Kofile conservator piecing the document together after the adhesive was reduced.

Deacidification

Deacidification is only performed after careful pH and compatibility testing. Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through a HVAC system for optimum performance.

A commercially-prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment (see right picture). The solution is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet.

Once the buffer is applied, the paper's pH alters slowly. After de-acidification, random testing ensures an 8 pH with a deviation of no more than 2-4%.

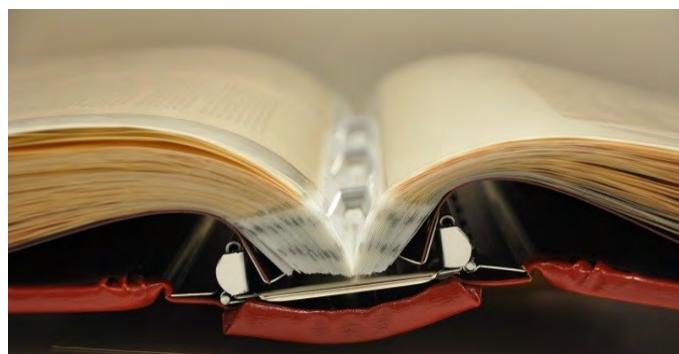
Encapsulation

In archival encapsulation, the document is free floating. It is not adhered or heat set. The inherent static cling of polyester provides physical support and protection from use.

Kofile uses SKC SH725 PET polyester for its envelopes (pockets). Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable (dimstab), and strongest plastic film. It is also known as Mylar® Type D or Melinex® 516. It is crystal clear, smooth, and odorless.

Each sheet is encapsulated in a 3 mil standard pocket or *Lay Flat Archival Polyester Pocket™* (US Patent #7,943,220 B1, 5/17/2011). Available in custom sizes, dimensions match the 'book block' with a margin. This pocket is welded on three sides and binding seals the fourth with a static seal.

Reemay® (spunbond polyester) is welded at the binding edge to offset the sheet's thickness and protect against atmospheric pollutants (still allowing for off-gassing). This allows for a flat book block and reinforces the binding. To access the sheet, one need not cut the pocket.



Newly preserved and encapsulated volumes re-bound in Heritage Recorder Binders.

Hand Casing

Volumes are hand-cased at 250 pages or less and pockets are punched (on the binding edge). Books with large capacities may be split to account for the weight of the Mylar. Kofile punches pockets to any hole specifications and can repair/replace index tabs.

Title Stamping

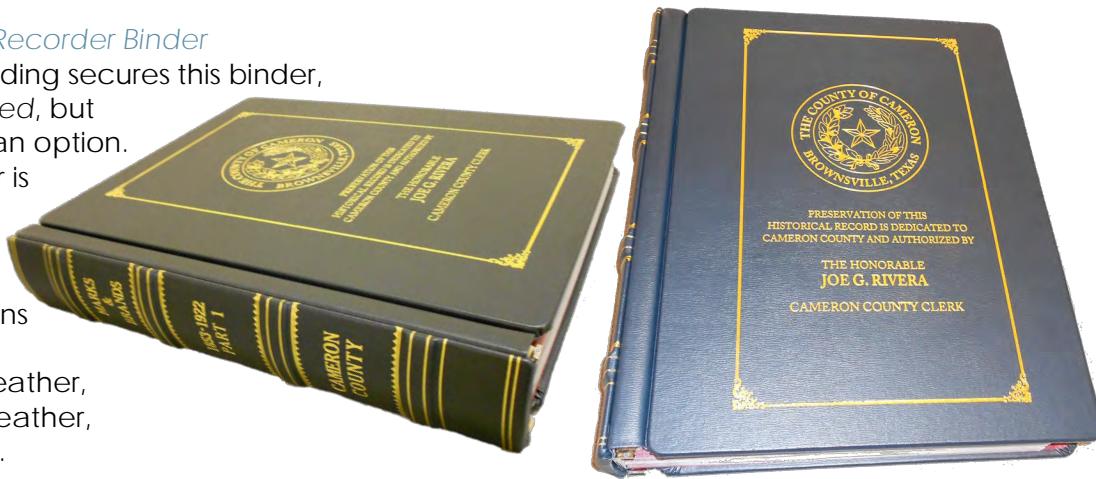
Title stamping can follow the same format/style of the originals. A stamping sheet is sent to the County for approval. If any titling, dates, or other information from an original volume is noted in error, the County is notified. Any changes are approved by the County. Tooling is performed with 23-karat gold foil.

Kofile matches the existing collection by manufacturing custom sizes, shapes, spines, colors, and lettering. Binders are available in the colors shown in Imitation Leather (white is also available, but requires black lettering instead of gold foil). Spines are available in genuine or imitation leather. For hubs, the spine must be genuine leather (which introduces a non-archival component).

Heritage Recorder Binder

A post binding secures this binder, see pictured, but sewing is an option.

This binder is available in various colors (see options below) in genuine leather, imitation leather, or canvas.



Archival Quality Construction

Kofile manufactures binder components

at $\frac{1}{4}$ " incremental capacities on a per-book basis. Kofile will limit binders to a maximum of 3" thick. If the volume requires more than one book, all books are to be approximately the same thickness.



Kofile matches existing books by manufacturing custom sizes, shapes, spines, colors, and lettering. Each binder features durable cover boards and a spine to support the pages' weight. All materials, including the cover boards, are acid-free.

All adhesives used in the construction of Kofile binders are acid-free and reversible. These adhesives are based on internally plasticized copolymers of vinyl acetate with ethylene, deputy male ate, or other suitable monomers, with a vinyl acetate monomer content of no more than 1%, and a minimum 6 pH.

Any product that fails to operate properly or maintain its original integrity is replaced at no cost to the County. This is our commitment of value and service to our customers.

New binders stabilize documents and impede deterioration. This will save the County valuable storage space and require little maintenance for decades. Most existing binders are composed of non-archival materials with non-archival adhesives. These binders deteriorate and outgas acidic elements.

ARCHIVAL DIGITIZATION

Imaging a document and digitizing a collection creates an electronic representation of the original archival record. This process is not meant to replace the archival record, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed.

Kofile does not subscribe to the “scan it and forget it” philosophy. Our services differ because materials are addressed according to condition

and fold endurance without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical pages. Kofile invests in the best hardware and software. Many projects involve re-imaging what low-bid vendors have already imaged. With Kofile, images are the highest quality and are free of distortion and loss of information due to image capture.



What would this image look like if imaged “AS IS?”

The tape may compromise legibility.

Imaging Overview

Images are captured at a minimum of 300 dpi at 256 bi-tonal or gray levels. This ensures the highest image quality for documents with poor contrast and difficult-to-read information. Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.

Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Images are optimized and scaled for system output. Kofile uses gray-scale scanning techniques to ensure the optimum resolution of each page. Effectiveness and minimum legibility of the scanning process is verified through rigorous and systematic quality control.

If requested, annotations are supported to allow the addition of Book, Name, Volume, and Page on the image. Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.

Image Capture

Domain specific knowledge is necessary. A vendor that does not understand permanent asset collections may address the County's original paper files as disposable. Kofile understands these are not disposable records, and Kofile will maintain file order and identification.

Operators observe each page during capture. For faint or illegible pages, the operator marks the page, readjusts the scanner, and employs contrast tools. If unsuccessful, the operator inserts a review form for the quality assurance team to assess. The page is treated with a “Best Possible Image Indicator” or further enhancements.



The article implies that partial document destruction during scanning projects is normal. This statement is unacceptable and contrary to any preservation standard. Kofile has the experience and expertise to handle fragile documents and address the physical preservation of the source document.

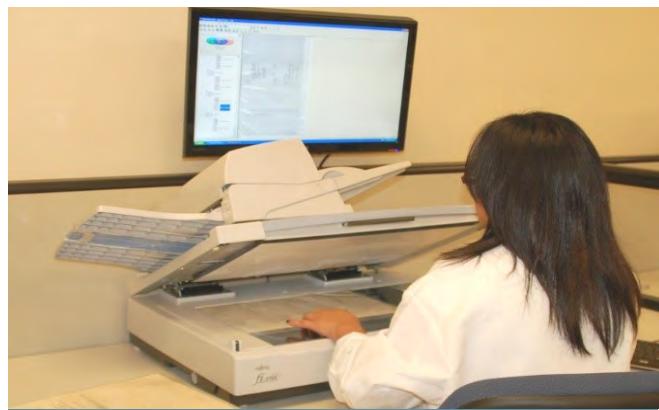
Source: Higgins, Jessie. "Recorder's Office Preserving Oldest County Records by Digitizing Them: Some Century-Old Pages Crumble When Touched." Evansville Courier & Press, August 21, 2013.

Advanced Equipment

Fragile documents are imaged by hand and not fed through an automated feeder. Document fragility and stability determine which scanner is employed. Fragile documents are identified and flagged for exception handling and placement in Mylar, as necessary.

Kofile employs a range of scanners to tailor imaging services to scan mixed-sized and large-format documents. Technical scanning equipment includes Fujitsu, Kodak, WideTEK, Scan Optics, and Contex. Each scanner employs page detection to adjust for varying sizes of paper and thicknesses to reduce "pull-throughs" on thin papers following thick bond.

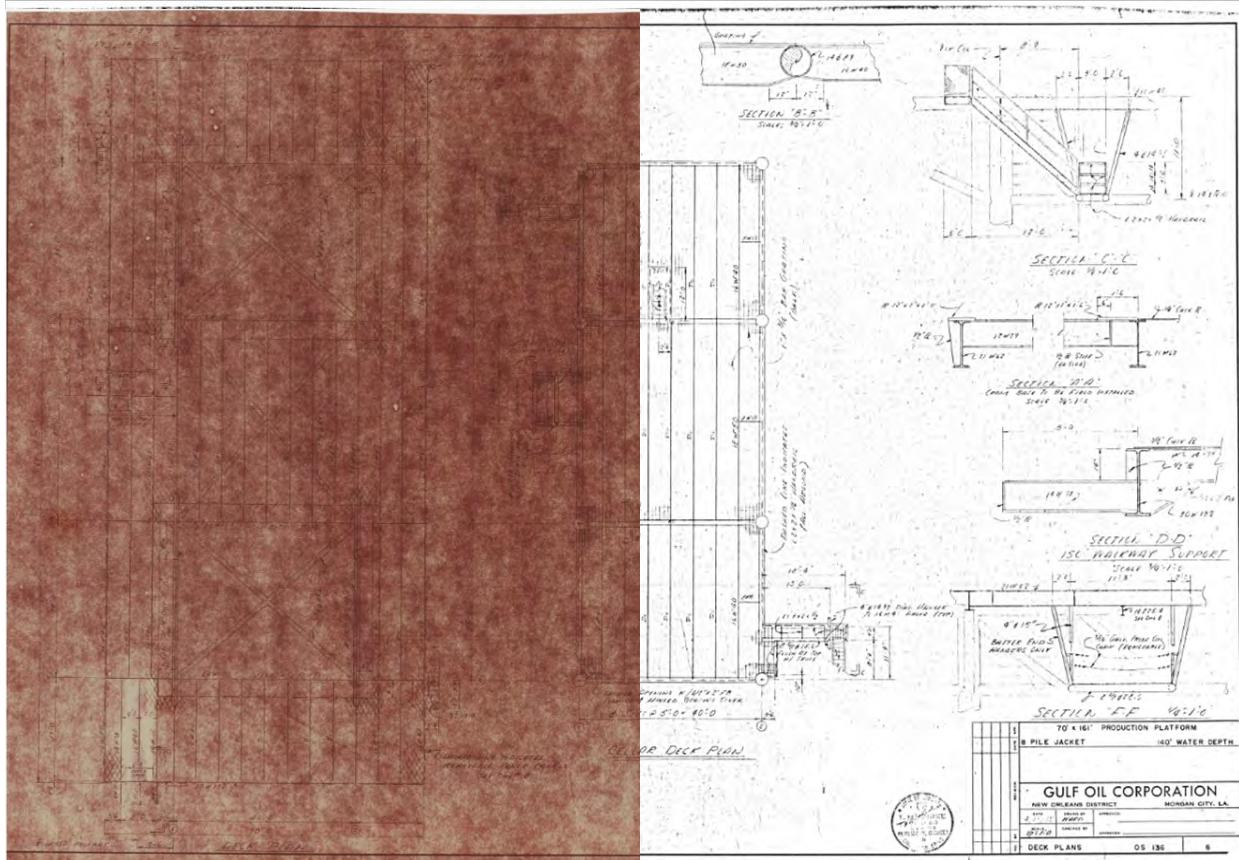
WideTEK—A wide-format duplex scanner for dual-sided documents up to 36" in width (see bottom right). The scanner needs only 2.5 seconds to scan both sides of a page in a single pass at a resolution of 300 dpi. This scanner ensures the best possible gentle transport and digitizes without damage to the source document.



A technician captures a historical page on a flat bed scanner.



A WideTEK scanner captures oversized document and plats.



Examples of imaging before (L) and after (R) image cleanup and enhancements.

Quality Control (QC)

Our Quality Control (QC) process ensures that all images are certified. Each and every image is sight checked during QC. Each page is checked to ensure there are no missing pages, double feeds, or "A" pages, which may have been added to the original book. Every image is inspected before delivery to the customer. The County can receive an image log noting the steps employed.

Kofile's quality assurance involves three major thresholds for 100% review inspection: during preparation, scanning, and a post-scanning review. Then, work undergoes a statistical, random, batch-based review of 8% of the inventory before delivery. The three checkpoints for 100% review and the batch-based 8% review establish the control levels for inspection of the finished product.

Archival Microfilm

In March 2011, Kofile's parent company acquired the Micrographics Division of Eastman KODAK (now Eastman Park Micrographics or EPM). With Kofile, the County has access to the world's foremost microfilm experts, leaders, technology, and machines. All microfilming procedures are archival quality and produced according to ANSI Standards. Books (typescript, manuscript, and Photostat) are captured on 16 mm microfilm. Plats are captured on either 16 mm or 35 mm microfilm, depending on plat size.

PROJECT PRICE QUOTE

Please note that all pricing is valid for the inventory herein for 90 days.

LEELANAU COUNTY, MI PRESERVATION OF HISTORICAL VOLUMES					
RECORDS SERIES TITLE	PAGE COUNT	SHEET SIZE	(PRV) PRESERVATION	(IM) IMAGING	TOTAL PRICE
Birth Records	292	14½ x 19	\$1,752.00	\$438.00	\$2,190.00
Birth Records	1,310	7 x 17	\$7,860.00	\$1,113.50	\$8,973.50
Empire Township	14	14½ x 19	\$84.00	\$21.00	\$105.00
Glen Arbor Township	28	14½ x 19	\$168.00	\$42.00	\$210.00
Elmwood Township	2	7 x 17	\$12.00	\$1.70	\$13.70
Mylar Pockets	21	14½ x 19			No Charge
Mylar Pockets	1	7 x 17			No Charge
TOTAL			\$9,876.00	\$1,616.20	\$11,492.20

COUNTY ACCEPTANCE

Please note that pricing is based on a Good Faith Estimate of page counts. Billing will occur on actual page counts per the applicable unit pricing.

Signature of Authorized County Representative

Title

Date

Records receive the following services as appropriate. General treatments and services are outlined below, and services are tailored to the needs of the specific item.

(PRV) Preservation—*Conservation Treatments, Deacidify, Encapsulate, & Bind*

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Dismantle volumes by hand (if applicable).
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners *to the extent possible without causing damage to paper and inks*.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. Sheets are mended with either Japanese tissue and methyl cellulose adhesive or Filmoplast R® (an acrylic-based, heat set tissue). Japanese paper used is often Kozo paper, in both natural and white finish because of its strength and transparent nature after application.

- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than ± .5.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Each custom envelope is composed of Skyrill SH72S® Mylar and includes a patented lay flat design. Dimensions match the “book block” dimensions, with a 1¼” binding margin.
- Re-bind in custom-fitted and stamped archival quality binder (a *Heritage Recorder* binder). Each binder is manufactured on a per-book basis and sized to 1/4” incremental capacities. This binder is available with four hubs, a gold-tooled spine, and is roller shelf-compatible. A volume may return split due to the added weight of the Mylar, depending on page count.
- A dedication/treatment report is included in each binder.

(IM) Archival Imaging—*Capture, Processing, & Enhancement*

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and illegibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.
- If applicable, IMAGE PERFECT is Kofile’s proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Crop excess blank space around image. This may involve manual cropping to insure best quality image.
- If applicable, images are optimized and scaled for system output.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page (or other identifiers).
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges.
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- If requested, annotations are supported to allow the electronic addition (either custom or Book/Volume/Page) on the re-created image to assist in recording keeping. This service is not applicable to Vitals.
- Effectiveness and minimum legibility are verified through rigorous and systematic quality control. Each image is certified and sight-checked to ensure there are no missing pages, double feeds, and to account for “A” pages (added to the original).
- The County receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

Accessibility of Records

Records held at Kofile are viewed as private and confidential and treated as such. The County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a ‘Hot Shot’ (a records request), Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a Hot Shot will meet or exceed the County’s requirements.

Please note that all records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of the County. This policy is applicable to any agreement, verbal or written, between the County and Kofile.

- The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and the County. Records are not disclosed, sold, assigned, leased, or otherwise provided to third parties. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

Please let me know if you have any questions. We look forward to serving Leelanau County, and to working together for the preservation and access of its public and historical assets.

Sincerely,

Craig Jones

Craig Jones
Account Executive
craig.jones@kofile.us
C: 586.909.1692

rmh

EXECUTIVE DOCUMENT SUMMARY

<p>Department: Administration Contact Person: Chet Janik Telephone No.: 231-256-8100</p>	<p>Submittal Dates</p> <p><input checked="" type="checkbox"/> Executive Board Session 02/09/2021</p>
<p>Source Selection Method</p> <p><input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other: <u>Temporary Office Ass't Payscale</u> <i>Account Number (Funds to come from):</i> _____</p>	
<p>Budgeted Amount: _____ Contracted Amount: _____</p>	
<p>Document Description</p> <p><input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other _____</p>	
<p><input type="checkbox"/> Request to Waive Board Policy on Bid Requirements</p> <p>The Temporary Office Assistant (TOA) position was created in 2013 with the goal of providing short term assistance to various departments in the event of an employee's long-term absence, special project, vacation, or other unforeseen circumstances. For the past two years despite constant advertising for the position, we have not been able to recruit or retain enough candidates interested in the position. There is currently only one person that has agreed to consistently perform any/all TOA duties and her availability is very limited.</p> <p>The Finance/Audit Committee met recently and recommended that the starting pay be increased from \$14.58 to \$16.20 per hour, and that a four-step scale be established with the following pay scale:</p> <p>Starting \$16.20 One-Year \$17.53 Two-Year \$18.84 Three-Year \$20.22</p> <p>There are no benefits associated with the position. The cost of the position is charged to the budget of the Department that is utilizing the TOA.</p>	
<p>Suggested Recommendation:</p> <p>Motion to recommend to the Board of Commissioners to approve the revised pay scale for the Temporary Office Assistant.</p>	

Department Head Approval:

Date: 02/03/2021

A suggested resolution for 2021 which is open for discussion and revisions

A resolution concerning the virus of 2019

Where as, Leelanau County has been through eleven months of lockdowns and pauses and two surges of the Wuhan Virus of 2019 and

Where as, life has become unbearable for many residents where incidents of domestic violence, drug abuse, mental instability are surging and,

Where as, residences are not seeking the health care preventative serves for fear of contracting the Wuhan Virus, and

Where as, a vaccine is now being distributed as rapidly as received and many citizens have recovered from the virus,

Now, Therefore, Be It Resolved, that the Leelanau County Board of Commissioners in order to reopen society recommends that strategies be implemented such as "The Great Barrington Declaration" to address the unintended consequences of the lockdowns and pauses, and

Leelanau County Board of Commissioners forward this recommendation to all counties in Michigan, the Benzie Leelanau District Health Department, and other state representative, as well as publishing this resolution in the Leelanau Enterprise.

Voting yes:

Voting no

Clerk

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Board of Commissioners</u> Contact Person: <u>Chet Janik</u> Telephone No.: <u>231-256-8100</u>	Submittal Dates <input checked="" type="checkbox"/> Executive Board Session <u>02/09/2021</u>
Source Selection Method	
<input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other: <u>n/a</u> <i>Account Number (Funds to come from):</i> _____	
Budgeted Amount: _____ Contracted Amount: _____	
Document Description	
<input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other Appointments to Boards and Comm.	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements	
<p>The County appointee to the Northern Lakes Community Mental Health Board, Betty Bushey, has indicated she no longer wishes to serve on this Board.</p> <p>I received word this past week that due to personal reasons, Lana Schaub, a 2020 appointee to the Leelanau County Parks and Recreation Commission, has tendered her resignation with regret.</p> <p>Documents have been attached for each appointment, including:</p> <p style="margin-left: 40px;">Applications Draft motion History of the respective appointees to these boards, including a listing on any concurrent appointments</p>	
<i>Suggested</i> Separate document with draft motions is attached. <i>Recommendation:</i>	

Department Head Approval:

Date: 02/03/2021

Date Applied	Last Name	First Name	AAAAM	BATA	B/L BOH	B/L EHBOH	BRA	CBOA	MDHHS	LBA	CMH	NWRE	NRAC	P & R	PC	SESSRC	SMC	VAAC	WDB	HAC
10/21/2019	Carlson	Gail S													Red					
10/24/2017	McMorrow	Greg						Red			Red									
11/17/2018	Wiejaczka	Kathy			Blue	Blue		Blue		Blue	Blue					Red				

Northern Lakes Community Mental Health Authority (CMH)

Two Members, Three-Year Terms

Member	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Otto Mork											
Richard Waite											
Kathleen Firestone											
Rochelle Steimel											
Jean Watkoski (C)											
Richard Schmuckal (C)											
William Bunek (C)											
David Marshall (C)											
Thomas Van Pelt (C)											
Ty Wessell (C)											
Mary Schwarz											
Helen Stimson											
Frank Tosiello											
Betty Bushey											

Northern Lakes Community Mental Health Authority Board:

I move to recommend to the County Board of Commissioners to appoint _____ to the Northern Lakes Community Mental Health Board, to a 3-year term expiring on March 31, 2024.

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

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator's Office. Applications will expire four (4) years from the issue date.

Please type or print legibly

Name: Gail Sharp Carlson	Date: 10/21/2019
Address: 7755 E. Bernadette Drive, Lake Leelanau, MI 49653	
Occupation: Registered Nurse	
Daytime Telephone: 231-256-8819 (H) 231-534-2375 (C)	
Email Address: carlsong83@gmail.com	

1. Are you a resident of Leelanau County? Yes No

2. Are you a registered voter of Leelanau County? Yes No

Township or Village: Suttons Bay Twp. _____

3. Can you regularly attend scheduled meetings? Day: Yes No
 Evening: Yes No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities (use page 4 if you need additional space).

To serve as a public servant to promote and advance the needs of our community and its citizens.

5. What are your qualifications for appointment?

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

	<input type="checkbox"/>	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1	<input checked="" type="checkbox"/>	Area Agency on Aging of Northwest Michigan (AAA) (1 member / 2 year terms)	no
2		Bay Area Transportation Authority (BATA) (2 members / 3 year terms)	
3	<input checked="" type="checkbox"/>	Benzie-Leelanau District Health Department Board of Health (3 members / 2 year terms)	no
4		Benzie-Leelanau Environmental Health Board of Appeals (3 members / 2 year terms)	
5		Brownfield Redevelopment Authority (BRA) (7 members / 3 year terms)	
6		Construction Codes Authority Board of Appeals (5 members / 5 year terms) <i>Specify the category(ies) AND list your qualifications under question #5: Select One</i>	
7	<input checked="" type="checkbox"/>	Michigan Department of Health and Human Services (DHHS) (2 members / 3 year terms) See Agency-specific application	no
8		Land Bank Fast Track Authority (LBA) (7 members / 3 year terms)	
9	<input checked="" type="checkbox"/>	Northern Lakes Community Mental Health Authority (CMH) (2 members / 3 year terms)	no
10		Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 member / 3 year term)	
11		Northwest Michigan Community Action Agency (NMCAA) (1 member / 3 year term - COMMISSIONER APPOINTMENT)	
12		Northwestern Regional Airport Commission (NRAC) (2 members / 3 year terms)	
13		Parks & Recreation Commission (P & R) (10 members / 3 year terms)	
14	<input checked="" type="checkbox"/>	Planning Commission (PC) (11 members / 3 year terms) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5: Select One</i>	no
15		Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC) (5 members / 3 year terms)	
16		Solid Waste Council (SWC) (14 members / 2 year terms) <i>Specify category(ies) you qualify for AND list your qualifications under question #5: Select One</i>	
17		Veterans Affairs Administrative Committee (VA) (1 member / 2 year term - must be a Veteran)	
18		Workforce Development Board (WDB) (2 members / 2 year terms) <i>Must apply with Agency specific application only</i>	

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

Reference #1

Reference #2

Kathy Basye, BSN, RN
7548 E. Melissa Drive
Traverse City, MI 49684
(231) 941-9053 (H)
(231) 360-0509 (c)

+

8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes No

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

Yes No

10. Signature:



A handwritten signature in blue ink, appearing to read "Gail Carlson".

January 26, 2021

Leelanau County

Chet Janik, Administrator, Leelanau County
8527 E. Government Center Drive
Suttons Bay, Michigan 49682

Dear Chet:

I write this letter to express interest in joining the Northern Lakes Community Mental Health Board representing Leelanau County.

Early in my professional career, I worked as a Licensed Psychologist, focused on Substance Abuse Prevention, for both private and public Mental health agencies. I spent 2 years working for Calhoun County Community Mental Health in Battle Creek, Michigan and found it rewarding. I familiarized myself with both clinical and operational procedures appropriate for the time period. Subsequently, I was employed by, and served on the Board of a private Mental health and substance abuse prevention agency called Gateway Services for 10 years.

In my current role as Leelanau County Substance Abuse Prevention Coalition coordinator, I clearly see the intersection of Substance Use Disorder(SUD), and the need for mental health services as a primary preventive tool. Although we represent a relatively small population here in Leelanau, we clearly are not immune from the same organic, and societal influences which drive the self-defeating behaviors requiring mental health intervention.

I am personally committed to enhancing the quality of life for the citizens of Leelanau County by assuring ready access to the Mental Health services necessary for healing and wellness which all of our citizens deserve.

Thank You for your consideration.

Sincerely,

Greg McMorrow

.cc Laurel Evans

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

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator's Office.

Please type or print legibly

Name:	GREG MCMORROW	Date:	10-24-17
Address:	5376 N. OMENAW POINT ROAD		
Occupation:	RETIREMENT		
Daytime Telephone:	(269) 491-7208		
Email Address:	GREGORY.MCMORROW@GMAIL.COM		

1. Are you a resident of Leelanau County? Yes No

2. Are you a registered voter of Leelanau County? Yes No

Township or Village: Select One LEEFLAWAY

3. Can you regularly attend scheduled meetings? Day: Yes No
 Evening: Yes No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities.

CURRENTLY ON HHS BOARD REPRESENTING
 LEEFLAWAY COUNTY,

5. What are your qualifications for appointment?

MASTER IN PSYCHOLOGY (CLINICAL)

SPECIALIST DEGREE IN ALCOHOL + DRUG ABUSE
 (MASTER + DEGREE)

FORMERLY LICENSED PSYCHOLOGIST (LIC)

FORMER BOARD MEMBER (12 YEARS) KALAMAZOO ALCOHOL +
 DRUG ABUSE COUNCIL (KADAC)

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

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1		Area Agency on Aging of Northwest Michigan (AAA) (1 member / 2 year terms)	
2		Bay Area Transportation Authority (BATA) (2 members / 3 year terms)	
3		Benzie-Leelanau District Health Department Board of Health (3 members / 2 year terms)	
4		Benzie-Leelanau Environmental Health Board of Appeals (3 members / 2 year terms)	
5		Brownfield Redevelopment Authority (BRA) (7 members / 3 year terms)	
6		Construction Codes Authority Board of Appeals (5 members / 5 year terms) <i>Specify the category(ies) AND list your qualifications under question #5: Select One</i>	
7		Michigan Department of Health and Human Services (DHHS) (2 members / 3 year terms) See Agency-specific application	
8		Land Bank Fast Track Authority (LBA) (7 members / 3 year terms)	
9	X	Northern Lakes Community Mental Health Authority (CMH) (2 members / 3 year terms)	NJ
10		Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 member / 3 year term)	
11		Northwest Michigan Community Action Agency (NMCAA) (1 member / 3 year term - COMMISSIONER APPOINTMENT)	
12		Northwestern Regional Airport Commission (NRAC) (2 members / 3 year terms)	
13		Parks & Recreation Commission (P & R) (10 members / 3 year terms)	
14		Planning Commission (PC) (11 members / 3 year terms) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5: Select One</i>	
15		Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC) (5 members / 3 year terms)	
16		Solid Waste Council (SWC) (14 members / 2 year terms) <i>Specify category(ies) you qualify for AND list your qualifications under question #5: Select One</i>	
17		Veterans Affairs Administrative Committee (VA) (1 member / 2 year term)	
18		Workforce Development Board (WDB) (2 members / 2 year terms) <i>Must apply with Agency specific application only</i>	

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

Reference #1

TY WEISLU

PATRICIA SOYAS-LITTLE

Reference #2

PATRICIA SOYAS-LITTLE

8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes No

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

Yes No

10. Signature:



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

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator's Office.

Please type or print legibly

Name: Kathleen Wiejaczka	Date: 11/17/18
Address: 11746 S. Sleepy Valley Trail	
Occupation: Registered Nurse and Educator	
Daytime Telephone: 231-883-4418	
Email Address: kmwiej@gmail.com	

1. Are you a resident of Leelanau County? Yes No

2. Are you a registered voter of Leelanau County? Yes No

Township or Village: Empire Township

3. Can you regularly attend scheduled meetings? Day: Yes No
 Evening: Yes No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities.

Citizen involvement includes the ability to attend meetings, research, and give feedback in areas that are needed. Citizen feedback in areas of expertise adds to the higher level of functioning on these committees and commissions.

5. What are your qualifications for appointment?

I have been a resident in Empire township for 35 years. I am well versed as an educator, researcher, and registered nurse. I am a very good researcher and listener in order to solve problems in creative ways. I have worked professionally as a nurse with emotionally impaired students for 14 years and have expertise with health issues including mental health. I am interested in serving on any committees that are needed to be filled.

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

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1		Area Agency on Aging of Northwest Michigan (AAA) (1 member / 2 year terms)	
2		Bay Area Transportation Authority (BATA) (2 members / 3 year terms)	
3	X	Benzie-Leelanau District Health Department Board of Health (3 members / 2 year terms)	
4	X	Benzie-Leelanau Environmental Health Board of Appeals (3 members / 2 year terms)	
5		Brownfield Redevelopment Authority (BRA) (7 members / 3 year terms)	
6		Construction Codes Authority Board of Appeals (5 members / 5 year terms) <u>Specify the category(ies) AND list your qualifications under question #5: Select One</u>	
7	X	Michigan Department of Health and Human Services (DHHS) (2 members / 3 year terms)	
8		Land Bank Fast Track Authority (LBA) (7 members / 3 year terms)	
9	X	Northern Lakes Community Mental Health Authority (CMH) (2 members / 3 year terms)	
10	X	Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 member / 3 year term)	
11		Northwest Michigan Community Action Agency (NMCAA) (1 member / 3 year term)	
12		Northwestern Regional Airport Commission (NRAC) (2 members / 3 year terms)	
13		Parks & Recreation Commission (P & R) (10 members / 3 year terms)	
14		Planning Commission (PC) (11 members / 3 year terms) <u>Specify category(ies) you qualify for AND list your qualifications for each category under question #5: Select One</u>	
15		Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC) (5 members / 3 year terms)	
16	X	Solid Waste Council (SWC) (14 members / 2 year terms) <u>Specify category(ies) you qualify for AND list your qualifications under question #5: Solid Waste Industry</u>	
17		Veterans Affairs Administrative Committee (VA) (1 member / 2 year term)	
18		Workforce Development Board (WDB) (2 members / 2 year terms)	

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

Reference #1

Christine Neiswonger -- 231-326-5349

Reference #2

Beth Footh 231-499-1127

8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes No

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

Yes No

10. Signature: Kathy wiejaczka

Digital signature details:
Digitally signed by Kathy wiejaczka
DN: cn=Kathy wiejaczka, o, ou, email=kmwiej@gmail.com,
c=US
Date: 2017.03.09 13:11:32 -05'00'

Date Applied	Last Name	First Name	AAANM	BATA	B/L BOH	B/L EHBOH	BRA	CBOA	MIDHHS	LBA	CMH	NWRE	NRAC	P & R	PC	SESSRC	SWC	VAAC	WDB
10/26/2018	Arens	John																	
11/7/2018	Bahle	Lois																	
11/25/2014	Barrons	Dave																	
10/13/2017	Bushey	Dennis																	
10/16/2017	Dickerson	Janet																	
9/25/2019	Frerichs	Donald																	
10/21/2016	Godbout	Charlie																	
10/14/2019	Isphording	Richard																	
11/20/2014	Lukomski	Jessica																	
11/9/2018	Noonan	Casey																	
4/11/2018	Saxton	Brad																	
11/7/2017	Smith	Michael																	
11/6/2014	Walter	Jon																	
3/14/2016	Yeomans	Todd																	
7/21/2018	Yoder	Steve																	

Parks and Recreation Commission (P&R)

Ten Members, Three-Year Terms

Member	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Ann Beuerle													
Patrick Hobbins													
Dottie Lanham													
David Noonan													
Chelly Roush													
Joan Tiihonen													
Shelly Yeager													
Donald Welch													
Glen Noonan (RC)	■	■	■										
Sara Cady													
Melinda Lautner (C)	■	■	■				■	■	■	■	■		
Steve Christensen (DC)	■	■	■	■	■	■	■	■	■	■	■		
Frank Hayes (PC)													
Donald Tarnowski													
Jean Watkoski (C)	■	■	■		■								
Josephine McCormick													
Dana Roman													
Greg Julian (PC)	■	■	■	■	■	■							
George Ball													
Donald Bruckman													
Jon Rutila													
Michael McManus													
Mary Coste	■	■											
Jeremy Grant													
William Bunek (C)	■	■	■				■						
Desmond Berry	■	■											
Erik Zehender	■	■											
Susan Haley	■	■											
Mary Barrows	■	■		■	■								
Sheila Campbell			■	■									
John Popa (RC)				■	■	■	■	■	■	■	■		
Ty Wessell (C)						■	■	■	■	■	■		
Casey Noonan (C)						■	■	■	■	■	■		
Clayton Ball		■	■	■	■			■	■	■	■		
Kyle Trevas			■	■									
Robert Johnson		■	■	■	■					■	■		
Bradley Saxton			■	■		■							
Dave Barrons					■	■	■	■					
Pat Haber						■	■	■	■				
Todd Yeomans							■	■	■	■	■		
Donald Frerichs										■	■		
F. Jon Walter										■	■	■	
Lana Schaub										■	■	■	
Rick Robbins (C)										■			

Leelanau County Parks and Recreation Commission:

*I move to recommend to the Board of Commissioners to appoint
_____ to the Parks and Recreation Commission to a partial
term expiring on December 31, 2023.*

Leelanau County

Appointment Application to Boards/Commissions/Committees/Authorities

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator's Office.

Please type or print legibly

Name: John C Arens	Date: 10/12/2018
Address: 4622 Ski View Farms Circle, Cedar, MI 49621	
Occupation: Owner, Corporate Vice President, Leelanau Coffee Roasting Co., Inc.	
Daytime Telephone: 231-649-5741 (Cell) 1-800-424-Java	
Email Address: john@coffeegeeks.com	

1. Are you a resident of Leelanau County? Yes No

2. Are you a registered voter of Leelanau County? Yes No

Township or Village: Centerville Township

3. Can you regularly attend scheduled meetings? Day: Yes No
Evening: Yes No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities.

According to MCL, Leelanau County is empowered through its elected County Board of Commissioners to appoint citizens residing within their jurisdictions to posts on Boards, Commissions, Authorities, etc., that they have by law established. It is my (very considered) opinion that all citizens ought to participate in such self-governing processes as their time and talents allow.

5. What are your qualifications for appointment?

Beyond the statutory qualifications, I have been a taxpayer for over a quarter century residing in Leelanau County, and am subject to its laws and regulations. Further, I am a long-time owner of one of Leelanau County's more significant year-round employers. I also have intimate knowledge of the regulatory environment as a small business owner in Leelanau County, and know well the challenges and rewards as an entrepreneur in Leelanau County. I am also very familiar with the contours and by-ways of the county itself, and have a thoroughgoing knowledge of the unique characteristics of the various and disparate enclaves within it; Leelanau County has been my home since 1994.

As a landowner in Leelanau County, I am familiar with waste and graywater treatment, its permitting processes and mechanical regulations and requirements. I also have a fairly thorough knowledge of inspection regimens, building code requirements and their antecedents, and their building and mechanical underpinnings. I also have great depth of knowledge as a father of children who've attended schools in Leelanau County for many years. In the past, I've also served on similar boards in Ingham County (Tax Increment Financing Authority, Hospital/ Community Health Advisory Board, Downtown Development, etc.). I am acquainted with Roberts Rules, and how to expedite public forum processes.

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

	<input type="checkbox"/>	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1	<input type="checkbox"/>	Area Agency on Aging of Northwest Michigan (AAA) (1 member / 2 year terms)	
2	<input checked="" type="checkbox"/>	Bay Area Transportation Authority (BATA) (2 members / 3 year terms)	
3	<input checked="" type="checkbox"/>	Benzie-Leelanau District Health Department Board of Health (3 members / 2 year terms)	
4	<input checked="" type="checkbox"/>	Benzie-Leelanau Environmental Health Board of Appeals (3 members / 2 year terms)	
5	<input checked="" type="checkbox"/>	Brownfield Redevelopment Authority (BRA) (7 members / 3 year terms)	
6	<input type="checkbox"/>	Construction Codes Authority Board of Appeals (5 members / 5 year terms) <i>Specify the category(ies) AND list your qualifications under question #5: Plumbing</i>	
7	<input type="checkbox"/>	Michigan Department of Health and Human Services (DHHS) (2 members / 3 year terms) <i>See Agency-specific application</i>	
8	<input type="checkbox"/>	Land Bank Fast Track Authority (LBA) (7 members / 3 year terms)	
9	<input type="checkbox"/>	Northern Lakes Community Mental Health Authority (CMH) (2 members / 3 year terms)	
10	<input type="checkbox"/>	Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 member / 3 year term)	
11	<input type="checkbox"/>	Northwest Michigan Community Action Agency (NMCAA) (1 member / 3 year term - COMMISSIONER APPOINTMENT)	
12	<input type="checkbox"/>	Northwestern Regional Airport Commission (NRAC) (2 members / 3 year terms)	
13	<input checked="" type="checkbox"/>	Parks & Recreation Commission (P & R) (10 members / 3 year terms)	
14	<input type="checkbox"/>	Planning Commission (PC) (11 members / 3 year terms) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5: Business</i>	Also qualifies for Finance, Econ. Dev.
15	<input type="checkbox"/>	Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC) (5 members / 3 year terms)	
16	<input type="checkbox"/>	Solid Waste Council (SWC) (14 members / 2 year terms) <i>Specify category(ies) you qualify for AND list your qualifications under question #5: Industry Waste Generator</i>	
17	<input type="checkbox"/>	Veterans Affairs Administrative Committee (VA) (1 member / 2 year term)	
18	<input type="checkbox"/>	Workforce Development Board (WDB) (2 members / 2 year terms) <i>Must apply with Agency specific application only</i>	

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

Reference #1

Dr. Robert K. Butryn
1383 N. Leland Estates Drive
Leland, MI 49654
231-499-3000

Reference #2

Hon. Russell W. Whipple, Mayor
City of Mason, MI
322 Lawton Street
Mason, MI 48854

8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes No

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

Yes No

10. Signature: John C. Arens  Digitally signed by John C. Arens
Date: 2018.10.25 19:50:23 -04'00'

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

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator's Office. Applications will expire four (4) years from the issue date.

Please type or print legibly

Name:	Lois Bahle	Date:	11/7/18
Address:	PO Box 221 376 N Lincoln St Suttons Bay 49682		
Occupation:	Retired		
Daytime Telephone:	231-271-3641		
Email Address:	LoisBahle@gmail.com		

1. Are you a resident of Leelanau County? Yes No

2. Are you a registered voter of Leelanau County? Yes No

Township or Village: Suttons Bay Village

3. Can you regularly attend scheduled meetings? Day: Yes No
 Evening: Yes No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities (use page 4 if you need additional space).

Attend regular meetings and add diversity to the knowledge base of the Committee
 Act as a liaison to keep Village and Township Boards informed on developments.

5. What are your qualifications for appointment?

Long history in the area, college graduate, past service on Village and County Planning Commissions, service on various non profit Boards, willingness to volunteer.

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

	<input type="checkbox"/>	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1		Area Agency on Aging of Northwest Michigan (AAA) (1 member / 2 year terms)	
2		Bay Area Transportation Authority (BATA) (2 members / 3 year terms)	
3	<input checked="" type="checkbox"/>	Benzie-Leelanau District Health Department Board of Health (3 members / 2 year terms)	
4		Benzie-Leelanau Environmental Health Board of Appeals (3 members / 2 year terms)	
5		Brownfield Redevelopment Authority (BRA) (7 members / 3 year terms)	
6		Construction Codes Authority Board of Appeals (5 members / 5 year terms) <u>Specify the category(ies) AND list your qualifications under question #5: Select One</u>	
7		Michigan Department of Health and Human Services (DHHS) (2 members / 3 year terms) See Agency-specific application	
8		Land Bank Fast Track Authority (LBA) (7 members / 3 year terms)	
9		Northern Lakes Community Mental Health Authority (CMH) (2 members / 3 year terms)	
10		Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 member / 3 year term)	
11		Northwest Michigan Community Action Agency (NMCAA) (1 member / 3 year term - COMMISSIONER APPOINTMENT)	
12		Northwestern Regional Airport Commission (NRAC) (2 members / 3 year terms)	
13	<input checked="" type="checkbox"/>	Parks & Recreation Commission (P & R) (10 members / 3 year terms)	
14		Planning Commission (PC) (11 members / 3 year terms) <u>Specify category(ies) you qualify for AND list your qualifications for each category under question #5: Select One</u>	
15		Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC) (5 members / 3 year terms)	
16	<input checked="" type="checkbox"/>	Solid Waste Council (SWC) (14 members / 2 year terms) <u>Specify category(ies) you qualify for AND list your qualifications under question #5: Select One</u> <i>e.g. for natural resources environmentalist</i>	
17		Veterans Affairs Administrative Committee (VA) (1 member / 2 year term - must be a Veteran)	
18		Workforce Development Board (WDB) (2 members / 2 year terms) <i>Must apply with Agency specific application only</i>	

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

Reference #1
Harry Wiberg, 231-883-6178 berg8654@gmail.com

Reference #2
Kathy Garthe, 231-386-7905, garthekg@sbcglobal.net

8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes No

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

Yes No

10. Signature:



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

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator's Office.

Please type or print legibly

Name:	9-25-17
W. Dennis Bushey	
Address:	
8633 S. Lakeview Road, Elmwood Township, Traverse City, MI 49684	
Occupation:	
Retired	
Daytime Telephone:	
231.409.2430	
Email Address:	
busheypineswd@aol.com	

1. Are you a resident of Leelanau County? Yes No

2. Are you a registered voter of Leelanau County? Yes No

RECEIVED

OCT 13 2017

Township or Village: Elmwood

LEELANAU COUNTY
ADMINISTRATOR

3. Can you regularly attend scheduled meetings? Day: Yes No

Evening: Yes No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities. I believe citizens have an obligation to participate in their local government bodies by offering experience, wisdom, and thoughtful conversation in ways that are helpful to the task at hand. Citizen involvement is crucial to assisting in making decisions that affect all Leelanau County residents.

5. What are your qualifications for appointment? I am a full time resident of Leelanau County. I am a precinct delegate in Elmwood Township. I have a Bachelor's degree in Business and Economics. I am a former real estate agent. I have been a volunteer Leelanau Trail Monitor and a volunteer at the Leelanau Conservancy. I volunteer three times yearly to clean up M22 roadside. I regularly attend County Commissioner Executive Board meetings. I have a keen interest in helping to make our County environmentally safe and attractive to residents and visitors.
6. Please indicate below with an X any/all Boards/Commissions/Committees/Authorities you are willing to serve on. Please place two Xs on the one(s) you feel strongly about:

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1		Area Agency on Aging of Northwest Michigan (AAA) (1 member / 2 year terms)	
2		Bay Area Transportation Authority (BATA) (2 members / 3 year terms)	
3		Benzie-Leelanau District Health Department Board of Health (3 members / 2 year terms)	
4		Benzie-Leelanau Environmental Health Board of Appeals (3 members / 2 year terms)	
5	XX	Brownfield Redevelopment Authority (BRA) (7 members / 3 year terms)	
6		Construction Codes Authority Board of Appeals (5 members / 5 year terms) <u>Specify the category(ies) AND list your qualifications under question #5:</u> Architect	
7		Michigan Department of Health and Human Services (DHHS) (2 members / 3 year terms)	
8		Land Bank Fast Track Authority (LBA) (7 members / 3 year terms)	

9		Northern Lakes Community Mental Health Authority (CMH) (2 members / 3 year terms)	
10		Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 member / 3 year term)	
11		Northwest Michigan Community Action Agency (NMCAA) (1 member / 3 year term)	
12		Northwestern Regional Airport Commission (NRAC) (2 members / 3 year terms)	
13	XX	Parks & Recreation Commission (P & R) (10 members / 3 year terms)	
14	XX	Planning Commission (PC) (11 members / 3 year terms) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5: Municipal Government</i>	
15		Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC) (5 members / 3 year terms)	
16		Solid Waste Council (SWC) (14 members / 2 year terms) <i>Specify category(ies) you qualify for AND list your qualifications under question #5: Solid Waste Industry</i>	
17		Veterans Affairs Administrative Committee (VA) (1 member / 2 year term)	
18		Workforce Development Board (WDB) (2 members / 2 year terms)	

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

Reference #1

Thomas and Victoria Gutowski
8625 S. Lakeview Road
Traverse City, MI 49684
847.514.4385

Reference #2

Willard Mudget
12591 Cedar Lane
Traverse City, MI 49684
231.946.9268

8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes No

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

Yes No

10. Signature:



A handwritten signature in black ink, appearing to read "Dennis Bushay". The signature is fluid and cursive, with "Dennis" on top and "Bushay" below it.

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

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator's Office.

Please type or print legibly

Name: <i>Janet Dickerson</i>	Date: <i>10-12-17</i>
Address: <i>P.O. Box 164 Omena MI 49674</i>	
Occupation: <i>Retired Researcher & Medical technologist B.S. M.S.U.</i>	
Daytime Telephone: <i>(231) 386-5395</i>	
Email Address: <i>Dickersonomena@gmail.com</i>	

1. Are you a resident of Leelanau County? Yes No

RECEIVED

2. Are you a registered voter of Leelanau County? Yes No

OCT 16 2017

Township or Village: *Leelanau Twp*

LEELANAU COUNTY
ADMINISTRATOR

3. Can you regularly attend scheduled meetings? Day: Yes No

Evening: Yes No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities.

To attend meetings and make decisions to best serve the most people.

5. What are your qualifications for appointment?

*Advanced Master Gardener
Master Ecologist Missouri Botanical Garden
Hands on restoration of prairie in Shaw's Garden Missouri
Life long interest in landscape gardening.
Short courses at U.ofM under Fred Case and Tony Reznicek
Personal study and culture of native plants and invasive species.
I have presented slide lectures on native plants.*

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

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1		Area Agency on Aging of Northwest Michigan (AAA) (1 member / 2 year terms)	
2		Bay Area Transportation Authority (BATA) (2 members / 3 year terms)	
3		Benzie-Leelanau District Health Department Board of Health (3 members / 2 year terms)	
4		Benzie-Leelanau Environmental Health Board of Appeals (3 members / 2 year terms)	
5		Brownfield Redevelopment Authority (BRA) (7 members / 3 year terms)	
6		Construction Codes Authority Board of Appeals (5 members / 5 year terms) <i>Specify the category(ies) AND list your qualifications under question #5:</i>	
7		Michigan Department of Health and Human Services (DHHS) (2 members / 3 year terms) See Agency-specific application	
8		Land Bank Fast Track Authority (LBA) (7 members / 3 year terms)	
9		Northern Lakes Community Mental Health Authority (CMH) (2 members / 3 year terms)	
10		Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 member / 3 year term)	
11		Northwest Michigan Community Action Agency (NMCAA) (1 member / 3 year term - COMMISSIONER APPOINTMENT)	
12		Northwestern Regional Airport Commission (NRAC) (2 members / 3 year terms)	
13	X	Parks & Recreation Commission (P & R) (10 members / 3 year terms)	No
14		Planning Commission (PC) (11 members / 3 year terms) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5:</i>	
15		Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC) (5 members / 3 year terms)	
16		Solid Waste Council (SWC) (14 members / 2 year terms) <i>Specify category(ies) you qualify for AND list your qualifications under question #5:</i>	
17		Veterans Affairs Administrative Committee (VA) (1 member / 2 year term)	
18		Workforce Development Board (WDB) (2 members / 2 year terms)	

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

Reference #1

Ty Wessel
452 N. Vincer Way
Northport MI 49670

Reference #2

Fred Siskins - Inland Seas Ed. Assoc.
P.O. Box 218
Suttons Bay MI 49682 (231) 271-3074

Fred Siskins Inland Seas Ed. Assoc

8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes No

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

Yes No

10. Signature:

Janet Dickerson

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

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator's Office.

Please type or print legibly

Name:	Charles N Godbout	Date:	10/21/2016
Address:	11060 S Benzonia Trail, Empire MI 49630		
Occupation:	Retired - Accountant		
Daytime Telephone:	231-334-3204		
Email Address:	chas.godbout@gmail.com		

1. Are you a resident of Leelanau County? Yes No

2. Are you a registered voter of Leelanau County? Yes No

Township or Village: Empire Township

3. Can you regularly attend scheduled meetings? Day: Yes No
Evening: Yes No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities.

The citizen involvement in most boards, commissions and committees is to function in an advisory capacity with delegated authority from the Leelanau County Board of Commissioners. Some boards and commissions such as the County Planning Commission function as provided for by law.

5. What are your qualifications for appointment?

I have many years of experience in accounting, budgeting, computer systems design and programming, and taxes and finance. Also experience and education in process design and analysis.

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

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1	X	Area Agency on Aging of Northwest Michigan (AAA) (1 member / 2 year terms)	No
2	X	Bay Area Transportation Authority (BATA) (2 members / 3 year terms)	NO
3		Benzie-Leelanau District Health Department Board of Health (3 members / 2 year terms)	
4	X	Benzie-Leelanau Environmental Health Board of Appeals (3 members / 2 year terms)	NO
5		Brownfield Redevelopment Authority (BRA) (7 members / 3 year terms)	
6		Construction Codes Authority Board of Appeals (5 members / 5 year terms) <u>Specify the category(ies) AND list your qualifications under question #5: Select One</u>	
7	X	Michigan Department of Health and Human Services (DHHS) (2 members / 3 year terms)	NO
8		Land Bank Fast Track Authority (LBA) (7 members / 3 year terms)	
9		Northern Lakes Community Mental Health Authority (CMH) (2 members / 3 year terms)	
10		Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 member / 3 year term)	
11	X	Northwest Michigan Community Action Agency (NMCAA) (1 member / 3 year term)	NO
12	X	Northwestern Regional Airport Commission (NRAC) (2 members / 3 year terms)	NO
13	X	Parks & Recreation Commission (P & R) (10 members / 3 year terms)	NO
14		Planning Commission (PC) (11 members / 3 year terms) <u>Specify category(ies) you qualify for AND list your qualifications for each category under question #5: Select One</u>	
15		Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC) (5 members / 3 year terms)	
16		Solid Waste Council (SWC) (14 members / 2 year terms) <u>Specify category(ies) you qualify for AND list your qualifications under question #5: Select One</u>	
17		Veterans Affairs Administrative Committee (VA) (1 member / 2 year term)	
18		Workforce Development Board (WDB) (2 members / 2 year terms)	

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

Reference #1

Jay Johnson 231-326-2636

Reference #2

Trudy Galla 231-256-9812

8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes No

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

Yes No

10. Signature:

Charles N. Goddard

October 14, 2019

Leelanau County Board of Commissioners

My name is Rich Isphording. I would like to be appointed to the Parks and Recreation Commission, the Planning Commission, the Solid Waste Commission, or any position that the County Commissioners feel I might be of service.

My Letter of Introduction and resume are attached.

Thank you for your consideration.

Sincerely,



Richard Isphording
8072 N Indian Camp Drive
Northport, MI 49670
231-386-7257
Rich111939@gmail.com

RECEIVED

OCT 16 2019

LEELANAU COUNTY
ADMINISTRATOR

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

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator's Office. Applications will expire four (4) years from the issue date.

Please type or print legibly

Name:	Richard C. Isphording	Date:	10/14/19
Address:	8072 NORTH INDIAN CAMP ROAD, NORTHPART, MI 49610		
Occupation:	RETIRED		
Daytime Telephone:	231-386-7257		
Email Address:	rich111939@gmail.com		

1. Are you a resident of Leelanau County? Yes No
2. Are you a registered voter of Leelanau County? Yes No

Township or Village: Select One NORTHPART

3. Can you regularly attend scheduled meetings? Day: Yes No
Evening: Yes No
4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities (use page 4 if you need additional space).

To protect and improve the quality of life for our
fellow citizens.

5. What are your qualifications for appointment?

Please see ATTACHED - cover letter and resume!

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

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1		Area Agency on Aging of Northwest Michigan (AAA) (1 member / 2 year terms)	
2		Bay Area Transportation Authority (BATA) (2 members / 3 year terms)	
3		Benzie-Leelanau District Health Department Board of Health (3 members / 2 year terms)	
4		Benzie-Leelanau Environmental Health Board of Appeals (3 members / 2 year terms)	
5	X	Brownfield Redevelopment Authority (BRA) (7 members / 3 year terms)	
6		Construction Codes Authority Board of Appeals (5 members / 5 year terms) <i>Specify the category(ies) AND list your qualifications under question #5: Select One</i>	
7		Michigan Department of Health and Human Services (DHHS) (2 members / 3 year terms) See Agency-specific application	
8	X	Land Bank Fast Track Authority (LBA) (7 members / 3 year terms)	
9		Northern Lakes Community Mental Health Authority (CMH) (2 members / 3 year terms)	
10		Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 member / 3 year term)	
11		Northwest Michigan Community Action Agency (NMCAA) (1 member / 3 year term - COMMISSIONER APPOINTMENT)	
12		Northwestern Regional Airport Commission (NRAC) (2 members / 3 year terms)	
13	XX	Parks & Recreation Commission (P & R) (10 members / 3 year terms)	
14	XX	Planning Commission (PC) (11 members / 3 year terms) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5: Select One</i>	
15	X	Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC) (5 members / 3 year terms)	
16	X	Solid Waste Council (SWC) (14 members / 2 year terms) <i>Specify category(ies) you qualify for AND list your qualifications under question #5: Select One</i>	
17		Veterans Affairs Administrative Committee (VA) (1 member / 2 year term - must be a Veteran)	
18		Workforce Development Board (WDB) (2 members / 2 year terms) <i>Must apply with Agency specific application only</i>	

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

Reference #1

BRIAN JACOBSEN (FORMER MI STATE REP. NOW MF
508 JANVIEW DRIVE HUMAN CONTROL JUDGE
P.O. BOX 250
OXFORD, MI 48371
248-933-2507

BRUCE JACOBSEN
Long WALKER COURT
LAKE ORION, MI 48360
248-963-0485

Reference #2

TOM DEHMKE
JOAN BROVINS
11997 CAMP HAIVEN ROAD 231-386-7018 H
NORTHPORT, MI 49670 305-935-4044 M

8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes No

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

Yes No

10. Signature: Richard C. Johnson

Dear Sir:

In the course of your search assignments, you may have a requirement for a management executive who has developed profit-producing programs.

The attached resume indicates that I am a sales professional who has a strong sales and marketing orientation, including one-on-one direct personal selling, and the overall responsibility of directing my company's total national and international sales and marketing organizations. I have consistently increased sales and profits for my company; set up national and international sales organizations; established advertising programs which generated thousands of leads; written the company's five year plan; made sales and marketing presentations to the Board of Directors, bankers, investors, stockholders, and potential company buyers; established computerized sales information systems, developed video tape and computerized sales presentations; and started new divisions.

My successful career record includes strategic planning and implementation in a competitive environment; planning and analysis of projects and programs; a proven record in developing and selling major accounts; the expansion of forecasting trends, planning and budget preparation; the compilation and evaluation of financial and sales statistics; the supervision of administrative functions, including data processing systems, staffing, recruitment, training, performance evaluation, and the maintenance of productivity levels; tradeshow, exhibit and seminar participation; launching new products and developing and implementing pricing and distribution strategies.

I am also knowledgeable about production, finance, R&D, and administrative areas. My plant management and operational experience and skills have been gained in diversified industries accompanied by steady career advancements. I have twenty-five (25) years of extensive management and operations experience: Materials Control, Manufacturing, Production Planning, Inventory Control, Scheduling, Purchasing, Stock Room Operations, Stock Records, Warehousing and Shipping. Supporting this experience is an in depth exposure to Package Development, Engineering, Marketing, and Quality Control. I am familiar with modern management, personnel development, and I have a "hands-on-attitude." I am a profit-and-results-oriented manager, intent on contributing to the success of my company with a team oriented management concept.

My personal skills include leadership capabilities. I am highly motivated, articulate, aggressive, innovative, analytical, entrepreneurial, and possess excellent interpersonal skills. I received a BBA from the University of Cincinnati with a major in Marketing. I have additional credits toward a MBA. I am married and have four children.

SLV/M

If it appears that my qualifications meet the needs of one of your clients, I would be happy to discuss my background with you personally.

Sincerely,

Mr. Richard Isphording
8072 N Indian Camp Dr
Northport, MI 49670-9457

RICHARD C. "RICH" ISPHORDING

Home: 231-386-7257

~~richard@cinclink.com~~
8072 N Indian Camp Drive, Northport, MI 49670

Mobile: 513-713-7569

325-8680

SENIOR EXECUTIVE MANAGEMENT PROFESSIONAL

Bottom-line executive supported by progressively responsible experience across 50+ years in industry. Possess in-depth understanding of sales and operations management acquired through real-world experience, professional training, and leadership roles. Wide spread history of achievement. Combine strong industry knowledge and business leadership skills to consistently manage complex opportunities, lead high-performance motivated teams, and implement efficient processes that ensure maximized sales, increased profits, smooth operations, and quality customer service. Strong communicator, effective negotiator, and motivational team builder; able to effectively communicate needs and merge disparate teams in the support of market objectives. Respected for wide range of industry knowledge, business achievements, solid sense of integrity, and demonstrated passion for success as a whole as evidenced by lifelong career of business achievements.

Industry Experience: Large international companies and start up operations.

Management Qualifications: Senior sales operations and general management.

EXECUTIVE CAREER HIGHLIGHTS

The Isphording Group 5/04 – 12/12 Retired

CEO and President

Accomplishments:

1. Established a manufacturer's rep company in 2004, Representing Minority Suppliers.
2. Awarded \$20mm contracts from The Procter & Gamble Company.

Spear USA 6/02 – 11/03

Vice President Sales, Sales Responsibility for Procter & Gamble

Accomplishments:

1. Qualified Spear as a certified label supplier to Procter & Gamble.
2. Secured \$30mm Procter & Gamble Beauty Care and Health Care Bid.
3. Participated in eighteen label P&G projects.
4. Established a computerized marketing program to P&G.
5. Lead projects to upgrade Spear's Quality, Logistics, Manufacturing operations and Minority Supplier programs.

WS Packaging Group 8/01 – 3/02

Director National Accounts, Sales Responsibility for Procter & Gamble

Accomplishments:

1. Sales of \$200,000, Bid on Cosmetic Label Business (\$2mm annually).
2. Secured invitation to bid on IAMS and Promotional Business (\$12mm annually) & Obtained label projects for six brands.
3. Positioned WS Pkg. for inclusion in future P&G inquires of pressure sensitive label business (\$100mm annually).

CCL Label 12/89 – 7/01

Director of National Accounts, Worldwide, Sales Responsibility for Procter & Gamble, 1989 - 2001

Director Sales Third Party Accounts, 2001: Responsible for \$40mm sales

Accomplishments:

1. Increased CCL Label sales to P&G from \$400,000 in 1989 to \$13,000,000 in 2000.
2. My total sales to P&G from 1990 through 2000, \$86,000,000.
3. One of top three CCL Label sales leaders for the last nine years.
4. Received outstanding reviews from CCL Label's Sales Management; commendations from P&G Director Purchasing, and President CCL Industries; recipient Distinguished Sales & Marketing awards.
5. Won P&G business in US, Latin America, Europe, and Asia.
6. Won and attained P&G North American hair Care business for nine years running.
7. Managed P&G labels for three hundred seventy different SKU's and thirty-five brands.
8. Innovator in creating sales & marketing programs & managing business.

Prior to CCL Label

RCI & Assoc; AstroMet, Inc; E&J Swigert Co; American Standard; Baxter Laboratories; Avon Products; Marion Merrill Dow; Procter & Gamble; US Army.

EDUCATIONAL ACHIEVEMENTS

B.B.A., University of Cincinnati; Work towards MBA, University of Cincinnati.

VOLUNTEER EXPERIENCE

Church; Scouting; Little League Baseball & Soccer; Habit for Humanity

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

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Please type or print legibly

Name:	JESSICA LUKOMSKI	Date:	11/20/14
Address:	3075 Overby PO Box 412 Leland MI 49654		
Occupation:	retired from a 31 yr career in hospitality management		
Daytime Telephone:	231 256 9226		
Email Address:	jessica.helen.lukomski@hotmail.com		

1. Are you a resident of Leelanau County? Yes No

2. Are you a registered voter of Leelanau County? Yes No

Township or Village: Leland

3. Can you regularly attend scheduled meetings? Day: Yes No
Evening: Yes No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities. Citizen involvement on Leelanau County Boards is an important part of being a part of the community. Giving back to the community. They are forums where individual citizens can contribute their expertise to enhance the work of the County Board of Commissioners. The citizen can use their experience and education to advise and recommend. The Planning Commission is instrumental in implementing Leelanau County's General Plan as well as reviewing land use related applications for development while guiding the future development of the County.

5. What are your qualifications for appointment?

My family has resided in Leelanau County since 1850. I summered in Leland as a child and have been a permanent resident since graduating from grad school. I have been a land owner for 25 years - having built my home on Overby Road in 1993. I vote in all county and national elections - taking a keen interest in local affairs. I was on the board of the Leelanau Children's Center for 6 years and served on the Facilities Committee for the Leland High School which kept the school in Leland. Leelanau County is my home and I am passionate about preserving the area for future generations. Being involved in guiding and having a part in implementing future changes is very important to me. I have worked in the resort business since 1983. This gives me a knowledge of how important tourism is to our county - from preserving our distinct beauty to providing housing for those employees necessary in the service industry. Boards, Commissions, Committees, and Authorities Appointment Application

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

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1		Area Agency on Aging of Northwest Michigan (AAA) (1 member / 2 year term)	
2		Bay Area Transportation Authority (BATA) (2 members / 3 year term)	
3		Benzie-Leelanau Health Department Board of Health (3 members / 2 year term)	
4		Benzie-Leelanau Environmental Health Board of Appeals (3 members / 2 year term)	
5		Brownfield Redevelopment Authority (BRA) (7 members / 3 year term)	
6		Construction Codes Authority Board of Appeals (5 members / 5 year term) <u>Circle categories you qualify for AND list your qualifications for each category under question #5.</u> Architect, Building, Plumbing, Electrical, Mechanical	
7		Department of Human Services (DHS) (2 members / 3 year term)	
8		Land Bank Fast Track Authority (LBA) (7 members / 3 year term)	
9		Northern Lakes Community Mental Health Authority (CMH) (2 members / 3 year term)	
10		Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 member / 3 year term)	
11		Northwest Michigan Community Action Agency (NMCAA) (1 member / 3 year term)	
12		Northwestern Regional Airport Commission (NRAC) (2 members / 3 year term)	
13	x	Parks & Recreation Commission (P & R) (10 members / 3 year term)	
14	x	Planning Commission (PC) (11 members / 3 year term) <u>Circle categories you qualify for AND list your qualifications for each category under question #5.</u> Municipal Government, Agriculture, Tourism, Finance, Recreation, Legal/Real Estate, Education, Transportation, Business, Economic Dev.	
15		Soil Erosion and Sedimentation Control Board of Appeals (5 members / 5 year term)	
16		Solid Waste Council (SWC) (14 members / 2 year term) <u>Circle categories you qualify for AND list your qualifications for each category under question #5.</u> Solid Waste Industry, Environmental, Elected Local Government Official, Industry Waste Generator, Public, Regional SW Planning	
17		Veterans Affairs Administrative Committee (VA) 1 member / 2 year term	
18		Workforce Development Board (WDB) 2 members / 2 year term	

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

Cynthia Clark 422 W 7th St Traverse City 883-7531

Susan Whealon 3044 S Good Harbor Tr Cedar 228-5928

Karl Bahle PO Box 39 Suttons Bay 271-3841

8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes No

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

Yes No

10. Signature: 

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

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator's Office.

Please type or print legibly

Name:	<i>BRAD SAXTON</i>	Date:	<i>4/11/18</i>
Address:	<i>8693 E. Endt Rd, Suttons Bay, MI 49682</i>		
Occupation:	<i>Refined</i>		
Daytime Telephone:	<i>231-271-3324</i>		
Email Address:	<i>B5Axb0410P Ao.Com</i>		

1. Are you a resident of Leelanau County? Yes No
2. Are you a registered voter of Leelanau County? Yes No
3. Can you regularly attend scheduled meetings? Day: Yes No
Evening: Yes No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities. *When one pays taxes in the County then*

that person should be putting their thoughts

5. What are your qualifications for appointment?

*CDA Board 11 years, Military 2 years (USN)
Honorary 15 years*

RECEIVED

MAR 23 2018

LEELANAU COUNTY
ADMINISTRATOR

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

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1		Area Agency on Aging of Northwest Michigan (AAA) (1 member / 2 year terms)	
2		Bay Area Transportation Authority (BATA) (2 members / 3 year terms)	
3		Benzie-Leelanau District Health Department Board of Health (3 members / 2 year terms)	
4		Benzie-Leelanau Environmental Health Board of Appeals (3 members / 2 year terms)	
5		Brownfield Redevelopment Authority (BRA) (7 members / 3 year terms)	
6		Construction Codes Authority Board of Appeals (5 members / 5 year terms) <i>Specify the category(ies) AND list your qualifications under question #5. Select One</i>	
7		Michigan Department of Health and Human Services (DHHS) (2 members / 3 year terms) <i>See Agency-specific application</i>	
8		Land Bank Fast Track Authority (LBA) (7 members / 3 year terms)	
9		Northern Lakes Community Mental Health Authority (CMH) (2 members / 3 year terms)	
10		Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 member / 3 year term)	
11		Northwest Michigan Community Action Agency (NMCAA) (1 member / 3 year term - <i>COMMISSIONER APPOINTMENT</i>)	
12	X	Northwestern Regional Airport Commission (NRAC) (2 members / 3 year terms)	
13	XX	Parks & Recreation Commission (P & R) (10 members / 3 year terms)	<i>APP 1/YEAR</i>
14		Planning Commission (PC) (11 members / 3 year terms) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5. Select One</i>	
15		Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC) (5 members / 3 year terms)	
16		Solid Waste Council (SWC) (14 members / 2 year terms) <i>Specify category(ies) you qualify for AND list your qualifications under question #5. Select One</i>	
17	XX	Veterans Affairs Administrative Committee (VA) (1 member / 2 year term)	
18		Workforce Development Board (WDB) (2 members / 2 year terms) <i>Must apply with Agency specific application only</i>	

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

Reference #1

Todd Skowronski, 271-6276
30 years known

Reference #2

Dennis Grotet - 2 3-4 years

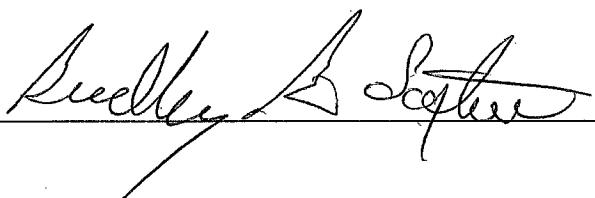
8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes No

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

Yes No

10. Signature:



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

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Please type or print legibly

Name:	Michael E. Smith	Date:	10-16-17
Address:	11465 S. Rumbwood Dr Cedar Mi 49621		
Occupation:	Registered Nurse		
Daytime Telephone:	231 9475045		
Email Address:	meltonsmith1@AOL.com		

1. Are you a resident of Leelanau County? Yes No

RECEIVED

2. Are you a registered voter of Leelanau County? Yes No

NOV 07 2017

Township or Village: Solon

LEELANAU COUNTY
ADMINISTRATOR

3. Can you regularly attend scheduled meetings? Day: Yes No
Evening: Yes No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities. to serve in the capacity needed, to
the best of my ability as a concerned
involved community servant, with fiscal
and honorable responsibility

5. What are your qualifications for appointment?

servant
dedicated
responsible
health care career as Army medic & Registered Nurse
career

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

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1		Area Agency on Aging of Northwest Michigan (AAA) (1 member / 2 year term)	✓
2		Bay Area Transportation Authority (BATA) (2 members / 3 year term)	✓
3		Benzie-Leelanau Health Department Board of Health (3 members / 2 year term)	
4		Benzie-Leelanau Environmental Health Board of Appeals (3 members / 2 year term)	
5		Brownfield Redevelopment Authority (BRA) (7 members / 3 year term)	
6		Construction Codes Authority Board of Appeals (5 members / 5 year term) <u>Circle categories you qualify for AND list your qualifications for each category under question #5.</u> Architect, Building, Plumbing, Electrical, Mechanical	
7	X	Department of Human Services (DHS) (2 members / 3 year term)	✓
8		Land Bank Fast Track Authority (LBA) (7 members / 3 year term)	
9		Northern Lakes Community Mental Health Authority (CMH) (2 members / 3 year term)	
10		Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 member / 3 year term)	
11		Northwest Michigan Community Action Agency (NMCAA) (1 member / 3 year term)	
12		Northwestern Regional Airport Commission (NRAC) (2 members / 3 year term)	
13	X	Parks & Recreation Commission (P & R) (10 members / 3 year term)	
14	X	Planning Commission (PC) (11 members / 3 year term) <u>Circle categories you qualify for AND list your qualifications for each category under question #5.</u> Municipal Government, Agriculture, Tourism, Finance, Recreation, Legal/Real Estate, Education, Transportation, Business, Economic Dev.	
15		Soil Erosion and Sedimentation Control Board of Appeals (5 members / 5 year term)	
16		Solid Waste Council (SWC) (14 members / 2 year term) <u>Circle categories you qualify for AND list your qualifications for each category under question #5.</u> Solid Waste Industry, Environmental, Elected Local Government Official, Industry Waste Generator, Public, Regional SW Planning	
17		Veterans Affairs Administrative Committee (VA) 1 member / 2 year term	
18		Workforce Development Board (WDB) 2 members / 2 year term	✓

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

Dr. Wilfred Saldanha 231 9290140 home or mmc 9355000
Robert Barnes 231 9323000 work HR GTP
Leslie Etienne 231 9323000 work HR GTP
David Brammer Ret. school principle
Mark Stanfield 231 9440991 home
Steven Anderson 231 9411493 home or Linda Anderson

8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act

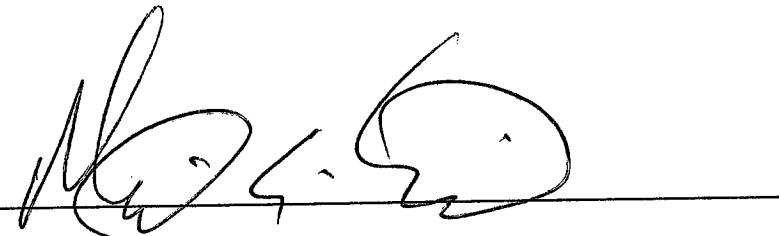
Training Session during your first year of appointment?

Yes No

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

Yes No

10. Signature:



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

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator's Office.

Please type or print legibly

Name:	Steve Yoder	Date:
Address:	6375 E Hoxie RD. Cedar, MI 49621	
Occupation:	Fruit and Vegetable Box Mfr.	
Daytime Telephone:	231-233-3470	
Email Address:	Stephen7yoder@gmail.com	

1. Are you a resident of Leelanau County? Yes No

2. Are you a registered voter of Leelanau County? Yes No

Township or Village: Solon

3. Can you regularly attend scheduled meetings? Day: Yes No
Evening: Yes No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities.

My Goal is to represent the citizens of Leelanau County whenever I am appointed.

5. What are your qualifications for appointment?

Member of the Solon Township Planning Commission.
Manager of a business.

RECEIVED

6/1 ~ 1/2015

LEELANAU COUNTY
ADMINISTRATOR

**2016 Openings
Boards, Commissions, Committees, and Authorities**

1. Area Agency on Aging of NW Michigan
One Appointment (Two Year Term)
2. Benzie/Leelanau Environmental Health Board of Appeals
One Appointment (Two Year Term)
3. Brownfield Redevelopment Authority
Two Appointments (Three Year Term)
4. Construction Codes Board of Appeals (Building Category)
One Appointment (Five Year Term)
5. Land Bank Fast Track Authority
One Appointment (Three Year Term)
6. Parks and Recreation Commission
Three Appointments (Three Year Term)
7. Planning Commission (Finance, Recreation, and Legal/Real Estate Categories)
Three Appointments (Three Year Term)
8. Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals
Three Appointments (Three Year Term)
9. Solid Waste Council (Solid Waste Industry, Environmental, Local Government, Industry Waste Generator, and Regional SW Planning Categories)
Eight Appointments (Two Year Term)

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

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1		Area Agency on Aging of Northwest Michigan (AAA) (1 member / 2 year term)	
2		Bay Area Transportation Authority (BATA) (2 members / 3 year term)	
3		Benzie-Leelanau Health Department Board of Health (3 members / 2 year term)	
4		Benzie-Leelanau Environmental Health Board of Appeals (3 members / 2 year term)	
5		Brownfield Redevelopment Authority (BRA) (7 members / 3 year term)	
6		Construction Codes Authority Board of Appeals (5 members / 5 year term) <u>Circle categories you qualify for AND list your qualifications for each category under question #5.</u> Architect, Building, Plumbing, Electrical, Mechanical	
7		Department of Human Services (DHS) (2 members / 3 year term)	
8		Land Bank Fast Track Authority (LBA) (7 members / 3 year term)	
9		Northern Lakes Community Mental Health Authority (CMH) (2 members / 3 year term)	
10		Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 member / 3 year term)	
11		Northwest Michigan Community Action Agency (NMCAA) (1 member / 3 year term)	
12		Northwestern Regional Airport Commission (NRAC) (2 members / 3 year term)	
13	X	Parks & Recreation Commission (P & R) (10 members / 3 year term)	
14	X	Planning Commission (PC) (11 members / 3 year term) <u>Circle categories you qualify for AND list your qualifications for each category under question #5.</u> Municipal Government, <u>Agriculture</u> , <u>Tourism</u> , <u>Finance</u> , <u>Recreation</u> , <u>Legal/Real Estate</u> , <u>Education</u> , <u>Transportation</u> , <u>Business</u> , <u>Economic Dev.</u>	
15		Soil Erosion and Sedimentation Control Board of Appeals (5 members / 5 year term)	
16		Solid Waste Council (SWC) (14 members / 2 year term) <u>Circle categories you qualify for AND list your qualifications for each category under question #5.</u> Solid Waste Industry, Environmental, Elected Local Government Official, Industry Waste Generator, Public, Regional SW Planning	
17		Veterans Affairs Administrative Committee (VA) 1 member / 2 year term	
18		Workforce Development Board (WDB) 2 members / 2 year term	

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

Dave Smeltzer — 231-510-5998
Eric Lind — 231-218-3700

8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes No

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

Yes No

10. Signature: John Grode

EXECUTIVE DOCUMENT SUMMARY

Department: Board of Commissioners Contact Person: Chet Janik Telephone No.: 231-256-8100	Submittal Dates <input checked="" type="checkbox"/> Executive Board Session 02/09/2021
Source Selection Method	
<input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other: n/a _____ Account Number <i>(Funds to come from):</i> _____	
Budgeted Amount: \$ 0.00 Contracted Amount: _____	
Document Description	
<input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other Acceptance of 2% Allocations	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements	
<p>The Grand Traverse Band of Ottawa and Chippewa Indians has announced its distribution of 2% Allocation funds for the second cycle, which ended in 2020.</p> <p>Nearly all of the County departments/committees who had applied in November 2020 for 2% Allocation funding from the Grand Traverse Band of Ottawa and Chippewa Indians received notification they were successful (see attached).</p> <p>Suggested motion: That the Board of Commissioners accept the 2% Allocation awards from the Grand Traverse Band of Ottawa and Chippewa Indians, as follows:</p> <p>Family Court/Safe Haven Program, \$5,000.00 86th District Court, A/V Equipment, \$8,096.00 Planning/Community Development, Aerials, \$10,000.00 Senior Services/Leelanau Christian Neighbors, \$20,600.00 Solid Waste Council, Tire Recycling Program, \$10,000.00</p>	
<i>Suggested</i> <i>Recommendation:</i>	Motion to recommend to the Board of Commissioners to accept 2% allocation awards from the Grand Traverse Band of Ottawa and Chippewa Indians, as presented.

Department Head Approval:

Date: 02/03/2021

EXECUTIVE DOCUMENT SUMMARY

<p>Department: Administration Contact Person: Chet Janik Telephone No.: 231-256-8100</p>	Submittal Dates <input checked="" type="checkbox"/> Executive Board Session 02/09/2021
Source Selection Method <input checked="" type="checkbox"/> Negotiated <input type="checkbox"/> Other: _____ <i>Account Number (Funds to come from):</i> 101.967.019	
Budgeted Amount: \$ 30,000.00 Contracted Amount: \$1,000/mo.	
Document Description <input checked="" type="checkbox"/> Professional Service <input type="checkbox"/> Other _____	
Request to Waive Board Policy on Bid Requirements <p>The Leelanau County Substance Abuse Prevention Coalition has been contracting with Greg McMorrow for consulting services since November, 2018. As the Coalition continues to make progress with its efforts in substance abuse prevention and education, along with seeking alternate resources of funding, Mr. McMorrow has agreed to continue to assist the group as its consultant through December 31, 2021.</p> <p>Mr. McMorrow is a County resident and an original member of the Coalition. He has a master's degree in Clinical Psychology and Master's and Specialist degrees in Alcohol and Drug Abuse.</p> <p>Additionally, Mr. McMorrow represents Leelanau County on the Northern Michigan Regional Entity's Substance Use Disorder Services Policy Oversight Board, and the Michigan Department of Health and Human Services Board.</p>	
<i>Suggested</i> Recommendation:	Motion to recommend that the Board of Commissioners to extend the agreement between Leelanau County and Greg McMorrow for consultant services on behalf of the Leelanau County Substance Abuse Prevention Coalition, as presented; funds to come from #101.100.101-967-019.

Department Head Approval:

Date: 02/03/2021

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of February, 2021, by and between the **COUNTY OF LEELANAU**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County") and **GREG McMORROW**, whose address is 5376 N. Omena Point Rd., Omena, MI 49674 (hereinafter referred to as the "Consultant").

RECITALS:

WHEREAS, the County has sought the services of qualified consultants to provide assistance in the development of a substance abuse prevention coalition and countywide substance abuse prevention plan, develop an opiate task force and a countywide Call to Action Plan, assist with initial implementation of both plans, and develop a plan for funding and sustainability, including the application for a Federal Drug Free Grant; and

WHEREAS, the Consultant is knowledgeable and experienced with the type of services required by the County,

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED**, as follows:

- 1. Services to be performed by the Consultant.** The Consultant shall provide the County's officials and staff with the assistance they require for the following:
 - A. Coordinates the development of a Leelanau County Substance Abuse Prevention Coalition and a countywide Substance Abuse Prevention Plan;
 - B. Continues with the development of an Opiate Task Force and a countywide Call to Action Plan;
 - C. Assist with the initial implementation of both the Substance Abuse Prevention Plan and the Call to Action Plan; and
 - D. Continues with the development of a plan for funding and sustainability including, but not limited to, an application for a Federal Drug Free Grant.

It is anticipated that the Consultant shall spend approximately 200-250 hours over a twelve (12) month period, beginning February 1, 2021, in fulfilling his obligations under this Agreement. The particular amount of time may vary from week to week and month to month, depending upon development activities on the Coalition, Task Force, Plans, and grant applications. It is understood that the Consultant shall devote not less than 24 days over the term of this Agreement to fulfill all his duties under this Agreement.

- 2. Place Where Services shall be performed.** The Consultant shall perform services required by this Agreement at location(s) of the Consultant's choosing. The County shall provide the necessary workspace within Leelanau County for in-person meetings as is mutually agreed upon by the County and the Consultant.

- 3. Compensation.** It is expressly understood and agreed that the total sum to be paid by the County to the Consultant under this Agreement shall not exceed \$1,000.00 Dollars per month. This sum includes all labor, travel and printing expenses.
- 4. Billing and Method of Payment.** Over the term of this Agreement, the Consultant shall submit to the County **invoices** every two months.

All invoices shall be submitted to the Leelanau County Administrator's Office at 8527 Government Center Drive, Suite 101, Suttons Bay, MI 49682. All invoices received by the County shall be processed and paid in accordance with the County's procedures for processing and payment of Accounts Payable. It is expressly understood and agreed that the County shall not process and pay the fourth and final invoice until all services and products required by this Agreement have been completed to the County's satisfaction.

- 5. Title to Records and Documents Pertaining to Activities Performed Under this Agreement.** The County shall have the sole and exclusive right, title and ownership to any and all records, documents, papers, reports, charts, maps, graphics or manuscripts prepared for or pertaining specifically to the services to be performed under this Agreement. Upon completion or termination of this Agreement, all such materials shall be turned over to the County by the Consultant. The Consultant may retain reproducible copies of all such materials, but may not obtain any copyright, title or interest therein.
- 6. Findings Confidential.** No reports, information, documents, or any other materials given to or prepared by Consultant under this Agreement which County requests in writing to be kept confidential, shall be made available to any individual or organization by Consultant without the prior written approval of County. However, Consultant shall be free to disclose such data as is publicly available.
- 7. Compliance with the Law.** The Consultant shall provide all the services to be performed under this Agreement in complete compliance with all applicable Federal, State and local laws, ordinances, rules and regulations.
- 8. Nondiscrimination.** The Consultant, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability 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 Consultant shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations and policies prohibiting discrimination.

Breach of this section shall be regarded as a material breach of this Agreement.

- 9. Independent Contractor.** It is expressly understood and agreed that the Consultant is an independent contractor. The Consultant shall in no way be deemed to be and shall not hold herself out as an employee, servant or agent of the County and shall not be entitled to any fringe benefits of the County, such as, but not limited to, health and accident insurance, life insurance, longevity, or paid sick or vacation leave.

10. Indemnification and Hold Harmless. The Consultant shall, at his own expense, protect, defend, indemnify, save and hold harmless the County, its elected and appointed officers, employees, and agents from all claims, damages, lawsuits, costs and expenses, including, but not limited to, all costs from administrative proceedings, court costs and attorney fees, that the County and its elected and appointed officers, employees, and agents may incur as a result of any breach of this Agreement, violation of Federal or State laws and/or rules or regulations, or negligent acts or omissions of the Consultant that may arise out of this Agreement.

The Consultant's indemnification responsibilities under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out on behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the Consultant.

11. Liability Insurance. The Contractor at all times during the term of this Agreement shall maintain insurance that meet the requirements of the Leelanau County Board of Commissioners' Policy on "Insurance Requirements." A copy of said Board Policy is attached to this Agreement labeled Exhibit A. The attached Exhibit A is incorporated by reference into this Agreement and made a part thereof.

12. Notices. Any notice required to be given pursuant to the terms and conditions set forth in this Agreement shall be in writing and shall be sent by first class mail to the County at:

Chet Janik, Administrator
Leelanau County
8527 E. Government Center Dr.,
Suite 101
Suttons Bay, MI 49682

and to the Consultant:
Greg McMorrow
5376 N. Omena Point Rd.
Omena, MI 49674

13. 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.

In no event shall the making by the County of any payment due to the Consultant constitute or be construed as a waiver by County of any breach of a provision of this Agreement, or any default which may then exist, on the part of the Consultant, and the making of any such payment by the County while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the County in respect to such breach or default.

14. Amendment or Modification. All modifications, amendments or waivers of any provision of this Agreement or the services to be performed hereunder, shall be made only by the written mutual consent of the parties hereto.

15. Assignment or Subcontracting. The Consultant shall not assign, subcontract or otherwise transfer his duties and/or obligations under this Agreement, without the prior written consent of the County.

16. Applicable Law and Venue. This Agreement shall in all respects be governed by and construed according to the laws of the State of Michigan.

The County and the Consultant acknowledge and agree that in the event any legal or equitable action arises out of or is in any way related to or regarding this Agreement such action shall be in a Michigan Court whose jurisdiction and venue is established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event an action is brought in or moved to a Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

17. Purpose of Titles. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

18. Complete Agreement. This Agreement, and the attached Exhibit A, contain 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.

19. Agreement Period and Termination. This Agreement shall commence on the 1st day of February, 2021. The Consultant, unless this Agreement is prematurely terminated as authorized herein, shall complete all required services by no later than the 31st day of January, 2022. This contract may be extended for an additional six months if mutually agreed upon by both parties.

Notwithstanding any other provision in this Agreement to the contrary, the County may terminate this Agreement, with or without cause, upon fourteen (14) calendar days prior written notice to the Consultant. In the event of termination, all finished and unfinished data, studies, reports and other items prepared by Consultant shall become the property of the County and Consultant shall promptly deliver such items to the County. If terminated without cause, the Consultant shall be compensated as set forth in Sections 3 and 4 for all work completed as of the effective date of termination. Termination of this Agreement shall not be construed as a waiver by the County of any other rights or remedies it may have in law and/or equity.

20. Survival Clause. All rights, duties and responsibilities of any party that either expressly or by their nature, extend into the future, including, but not limited to the title to records and documents, confidentiality and indemnification provisions, shall extend beyond and survive the end of the term or termination of this Agreement.

21. 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 clause or provision was rendered invalid or unenforceable.

22. Certification of Authority to Sign Agreement. The people signing on behalf of the parties to this Agreement 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.

**THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO HAVE FULLY SIGNED
THIS CONSULTANT SERVICES AGREEMENT IN THE SPACES PROVIDED BELOW.**

COUNTY OF LEELANAU

By: _____ Date _____
William J. Bunek, Chairman
County Board of Commissioners

CONSULTANT

By: _____ Date _____
Greg McMorrow

EXHIBIT A

LEELANAU COUNTY BOARD POLICY

GENERAL SUBJECT: Administration/General
(County Administrator) Policy No. 13

APPLIES TO: All Leelanau County Employees and Elected Officials.

PURPOSE: The Leelanau County Board of Commissioners hereby establishes a policy on insurance requirements for contractors, vendors, individuals, and/or organizations receiving monies from Leelanau County. The purpose of these requirements is to assure that the parties referenced above are accepting appropriate responsibility for insuring their own operations, and that they are not unduly exposing Leelanau County taxpayers to liability and/or loss.

The Contractor, and any and all of their subcontractors, shall not commence any work until they have met the insurance requirements outlined in this policy. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to Leelanau County and have a minimum A.M. Best Company (www.ambest.com) Insurance Report rating of not less than A or A- (Excellent).

1. **Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of the contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan. Workers' Compensation and Employers' Liability Insurance are required if the party hires one or more persons or currently has employees. If a party currently does not have any employees, and is a sole proprietor, an affidavit must be filed with the County Clerk stating that the party currently has no employees and will not hire any while working for Leelanau County as a contractor or a subcontractor, etc. If a party currently does not have any employees and is incorporated (Inc.) or a limited liability corporation (LLC), they must file a Notice of Exclusion, WC-337, with the State of Michigan and then provide a copy of the State-approved document to the County Clerk.

2. Contractor's Tools & Equipment: The Contractor shall be responsible for insuring all its tools, equipment and materials which it may leave at the Project's work site. The County shall not be responsible for any loss or damage to the Contractor's tools, equipment and materials.
3. Professional Liability (Errors and Omissions) Insurance: [For contracts for professional services, e.g., Architect, Engineers, Doctors, Dentist, etc.] The Contractor shall possess Professional Liability Insurance (errors and omissions) with limits of not less than \$1,000,000.00 per occurrence or claim. If the Professional Liability Insurance is on a claims-made basis, the Contractor shall purchase extended reporting period "tail" coverage for a minimum of three (3) years after termination of the Agreement.
4. Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of their contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.
5. Motor Vehicle Liability: The Contractor shall procure and maintain during the life of their contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
6. Deductibles: The Contractor shall be responsible for paying all deductibles in its insurance coverages.
7. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be **Additional Insureds:** Leelanau County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. The Contractor's insurance coverages shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds, regardless of whether said other available coverage be primary, contributing or excess.
8. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal,

Reduction, and/or Material Change shall be sent to the office of the Leelanau County Administrator.

9. Owners' and Contractors' Protective Liability: [For Contracts for Construction or Large Repair or Maintenance Projects such as road work, sewer work or building projects] The Contractor shall procure and maintain during the life of the contract, a separate Owners' and Contractors' Protective Liability Policy with limits of liability not less than \$1,000,000.00 per occurrence and aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Leelanau County shall be "Named Insured" on said coverage. Thirty (30) day Notice of Cancellation shall apply to this policy.
10. Proof of Insurance Coverage: The Contractor shall provide Leelanau County at the time that the contracts are returned by him/her for execution, A "Certificate of Liability Insurance," on Accord Form #25, with the necessary coverages included, as listed below:
 - a. Certificate of Insurance for Workers' Compensation Insurance;
 - b. Certificate of Insurance for Commercial General Liability Insurance;
 - c. Certificate of Insurance for Vehicle Liability Insurance;
 - d. Certificate of Insurance for Professional Liability Insurance on Projects where such insurance is required.
 - e. Original Policy, or original Binder pending issuance of policy, for Owners' & Contractors' Protective Liability Insurance, where such insurance is required.
 - f. If so requested, Certified Copies of all policies mentioned above will be furnished.
11. If any of the above coverages expire during the term of the contract, the Contractor shall deliver renewal certificates and/or policies to the Leelanau County Administrator at least ten (10) days prior to the expiration date.

Failure to comply with these insurance requirements could result in the termination of a contract or delay in receipt of funds. Questions regarding the scope of applicability of this policy may be directed to the Leelanau County Administrator.

BOARD OF COMMISSIONERS

Rick Robbins, District #1
Debra L. Rushton, District #2
William J. Bunek, District #3
 Ty Wessell, District #4
Patricia Soutas-Little, District #5
 Gwenne Allgaier, District #6
 Melinda C. Lautner, District #7



Chet Janik, County Administrator

Leelanau County Government Center
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 • cjanik@leelanau.gov

Leelanau County Resolution #2021-002

First Responder Appreciation

WHEREAS, individuals, both career and volunteer, from public safety dispatchers, law enforcement, fire, emergency medical services, search and rescue and other organizations in the public safety sector come together as first responders to aid the public in the event of an emergency; and,

WHEREAS, first responders risk their own safety and personal property in the execution of their duties to protect the public every day; and,

WHEREAS, first responders are the first line of defense for the public against all threats, both domestic and foreign; and,

WHEREAS, first responders are a vital part of our communities, standing ready, 24 hours a day, to deal with emergencies, and volunteering in our schools and community organizations;

NOW, THEREFORE, BE IT RESOLVED that the Leelanau County Board of Commissioners does hereby recognize and appreciate all County and local government employees and volunteers who are the first line of response to the citizens of our community during all times of need.

William J. Bunek, Chairman, District #3

Melinda C. Lautner, Vice-Chairman, District #7

Rick Robbins, District #1 Commissioner

Debra Rushton, District #2 Commissioner

Ty Wessell, District #4 Commissioner

Patricia Soutas-Little, District #5 Commissioner

Gwenne Allgaier, District #6 Commissioner

Chet Janik, Administrator