

**BOARD OF COMMISSIONERS MEETING**

William J. Bunek, Chairman

**NOTICE OF MEETING**

The Executive Board of Commissioners Meeting of the Leelanau County Board of Commissioners will be held on Tuesday, April 14, 2020, at 9:00 a.m. in the Commissioner Meeting Room, Leelanau County Government Center, Suttons Bay, Michigan

**A live streaming of this meeting will be available for viewing via the following link – [https://www.youtube.com/channel/UCNQTgIgcTedF2qB8floC1GQ?view\\_as=subscriber](https://www.youtube.com/channel/UCNQTgIgcTedF2qB8floC1GQ?view_as=subscriber)**

*If you do not have a computer or tablet with a web cam, or you would like to provide public comment, you may join via telephone -*

Join the meeting by calling the following long-distance telephone number: 1-312-626-6799. You will hear a greeting welcoming you to the Zoom system and be asked to enter your meeting ID followed by the pound (#) sign. The meeting ID is 151544929. During the meeting it is a good practice to mute the audio on your telephone when you are not talking.

*If you do participate during public comment, please do the following -*

Preregister with the County Clerk’s Office by calling 231-256-9824 or by emailing your information to [clerk@co.leelanau.mi.us](mailto:clerk@co.leelanau.mi.us) We will need to know the following for pre-registration: Name, Phone Number, and Topic.

*(Please silence 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.)*

**TENTATIVE AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**

**ROLL CALL**

**COMMUNICATIONS, PROCLAMATIONS, PRESENTATIONS:**

**PAGE #**

- Administrator Update

**APPROVAL OF AGENDA / LATE ADDITIONS OR DELETIONS**

**PUBLIC COMMENT**

**ACTION ITEMS**

1. COVID-19 Update.
2. Options for Supportive Actions to Address Issues with Short Term Rentals – *Commissioner Wessell.*
3. Emergency Management –
  - a. Potential Renewal of 9-1-1 Surcharge. 2-5
  - b. LEC Tower Requests For Proposal. 6
4. Solid Waste Council –
  - a. Acceptance of Recycling Partnership Grant Agreement. 7-21
  - b. Potential Approval of Notice of Intent to Amend the Solid Waste Plan. 22-23
5. Planning Commission Vacancy. 24-28
6. Administration – Labor Negotiations Update.

**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**

# EXECUTIVE DOCUMENT SUMMARY

Department: Emergency Management Contact Person: <u>Matt Ansorge</u> Telephone No.: <u>256-8775</u>	<b>Submittal Dates</b>
	<input checked="" type="checkbox"/> Executive Board: <u>04/14/2020</u> <input checked="" type="checkbox"/> Regular Session: <u>04/21/2020</u>

<b>Source Selection Method</b>	<b>VENDOR:</b> _____
<input checked="" type="checkbox"/> State Contract <input type="checkbox"/> Other: _____	Address: _____
	Phone: _____

Budgeted Amount: _____ \$ 0.00	Contracted Amount: _____ \$ 144,474.77
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<b>Document Description</b>	
<input checked="" type="checkbox"/> Renewal	<input type="checkbox"/> Other _____

**Request to Waive Board Policy on Bid Requirements**


The County Board has authorized a local 9-1-1 surcharge, separate from the charges imposed by the State of Michigan, of \$0.42 per line per month. Pursuing a local 9-1-1 surcharge of more than \$0.42 will require a vote of the citizens of Leelanau County which can be included in the 2020 Elections. Any voter-approved surcharge would come after the 2020 report deadline to the State 9-1-1 Committee and therefore should be identified as such in the voting language to begin collection of increase surcharge beginning on July 1, 2021.

The State 9-1-1 Committee requires all 9-1-1 Centers to submit a Collection and Remittance report (SNC-500) annually in May to reflect the 9-1-1 surcharge fees intended to be collected between July 1st for the given year and the following June 30th. This year's SNC-500 report is due by May 15, 2020. There are three options to report on the SNC-500:

1. Declare that no local 9-1-1 surcharge will be collected
2. Declare there will be no change in the local 9-1-1 surcharge
3. Declare that there will be a change in the local 9-1-1 surcharge amount

Based on discussions at previous County Board meetings, I am prepared to report that there will be no change in the local 9-1-1 surcharge amount. The County Board has every right to select either of the two remaining options and my report can easily be changed to reflect the wishes of the Board.

**Suggested Recommendation:** I recommend to the Board of Commissioners to approve staying status quo for the annual SNC-500 Collection and Remittance report and have the 911 Director and County Clerk complete the required forms and submit them as required.

Department Head Approval:  Digitally signed by Matt Ansorge  
 Date: 2020.04.03 16:13:08 -04'00' Date: 04/03/2020



**LEELANAU COUNTY  
OFFICE OF EMERGENCY MANAGEMENT/9-1-1**

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8525 E. Government Center Drive   Suttons Bay, MI 49682   Phone (231) 256-8775   Fax (231) 256-8701

April 21, 2020

Stacie Hansel  
Michigan State Police  
State 911 Administration Section  
P.O. Box 30634  
Lansing, MI 48909-0634

Dear Ms. Hansel,

Please be advised it is Leelanau County's intention to change the local 9-1-1 surcharge by commission resolution to [new amount]. I have included a notarized or certified copy of the County Commissioners' resolution setting the local monthly 9-1-1 surcharge. This local surcharge will be collected from July 1, 2020 through June 30, 2021.

Respectfully,

Matt Ansorge  
Director of Emergency Management/9-1-1  
Leelanau County



**LEELANAU COUNTY  
OFFICE OF EMERGENCY MANAGEMENT/9-1-1**

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8525 E. Government Center Drive   Suttons Bay, MI 49682   Phone (231) 256-8775   Fax (231) 256-8701

April 21, 2020

Stacie Hansel  
Michigan State Police  
State 911 Administration Section  
P.O. Box 30634  
Lansing, MI 48909-0634

Dear Ms. Hansel,

Please be advised that Leelanau County will continue collection of its local commission-enacted 9-1-1 surcharge of \$0.42 with no change in the amount from July 1, 2020 through June 30, 2021.

Respectfully,

Matt Ansorge  
Director of Emergency Management/9-1-1  
Leelanau County



**LEELANAU COUNTY  
OFFICE OF EMERGENCY MANAGEMENT/9-1-1**

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8525 E. Government Center Drive   Suttons Bay, MI 49682   Phone (231) 256-8775   Fax (231) 256-8701

April 21, 2020

Stacie Hansel  
Michigan State Police  
State 911 Administration Section  
P.O. Box 30634  
Lansing, MI 48909-0634

Dear Ms. Hansel,

Please be advised that Leelanau County will not collect a local 9-1-1 surcharge from July 1, 2020 through June 30, 2021.

Respectfully,

Matt Ansorge  
Director of Emergency Management/9-1-1  
Leelanau County

# EXECUTIVE DOCUMENT SUMMARY

Department: Emergency Management Contact Person: <u>Matt Ansorge</u> Telephone No.: <u>256-8775</u>	<b>Submittal Dates</b>
	<input checked="" type="checkbox"/> Executive Board: <u>04/14/2020</u> <input checked="" type="checkbox"/> Regular Session: <u>04/21/2020</u>

<b>Source Selection Method</b>	<b>VENDOR:</b> <u>Municipal Services</u> 955 E. Commerce Dr., Suite A Address: <u>Traverse City, MI 49685</u> Phone: <u>(231) 929-4580</u>
<input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other: <u>Request for RFP Submission</u>	

Budgeted Amount: _____ \$ 0.00	Contracted Amount: _____ \$ 0.00
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Document Description	
<input type="checkbox"/> Select One	<input type="checkbox"/> Other _____

**Request to Waive Board Policy on Bid Requirements**

The County Board has expressed interest in pursuing options for erecting an additional communications tower on the Government Center property. At the February meeting, the Board of Commissioners decided not to move forward with the proposal from Verizon Wireless to construct and manage a tower on the property. Instead, the Board tasked the Administrator and I to pursue options and identify the best option for a tower to be build on the property. During the March meeting, the Board of Commissioners were provided a proposal outlining the benefits of the County constructing and managing the tower.

Based on the anticipated costs for the construction along with the short time-frame for our return on investment, we are requesting to send this project out for proposals in order to obtain the best contracting firm to construct the tower according to our specifications.

**Suggested Recommendation:** I recommend to the Board of Commissioners to approve the Administrator and Emergency Management Director to develop a Request For Proposals in order to construct a communications tower on the Government Center property.

Department Head Approval:  Digitally signed by Matt Ansorge  
 Date: 2020.04.03 16:13:08 -04'00' Date: 04/03/2020

Reset Form

# EXECUTIVE DOCUMENT SUMMARY

Print/Save

Department: Planning/Comm. Development	<b>Submittal Dates</b>
Contact Person: <u>Trudy Galla, Director</u>	<input checked="" type="checkbox"/> Executive Board: <u>02/11/2020</u>
Telephone No.: <u>231-256-9812</u>	<input checked="" type="checkbox"/> Regular Session: <u>02/18/2020</u>

<b>Source Selection Method</b>	<b>VENDOR:</b> _____
<input type="checkbox"/> Select One	Address: _____
<input type="checkbox"/> Other: _____	Phone: _____

Budgeted Amount: <u>    \$0    </u>	Contracted Amount: <u>    \$0    </u>
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<b>Document Description</b>	
<input checked="" type="checkbox"/> Grant Application	<input type="checkbox"/> Other _____

**Request to Waive Board Policy on Bid Requirements**

Request for approval to apply for the Michigan Recycling Quality Improvement Grant in the amount of \$27,456.00. Attached is a copy of the application, which must be submitted online by February 23, 2020.

At its meeting January 7, 2020, the Solid Waste Council unanimously recommended applying for this grant to enhance drop-off recycling programs. The grant focuses on education and strategy to decrease contamination in the recycling programs while increasing recycling and improving quality of the recycling stream. Funding can be used for auditing drop-off sites, printing/mailing, website/social media, signage, etc. If awarded a grant, a designated staff member is required to attend the MI Recycling Coalition Conference in May 2020 for training. Training costs will be covered by the non-profit Recycling Partnership.

American Waste has agreed to assist with implementation of the grant if the County is awarded funds. Support letters for the application will come from American Waste, and Bay Area Recycling for Charities (BARC).

**Suggested Recommendation:** Motion to approve Planning Director Galla to submit an application for the Michigan Recycling Quality Improvement Grant in the amount of \$27,456 by the due date of February 23, 2020.

Department Head Approval: Trudy J Galla Date: 02/05/2020

## RECYCLING PARTNERSHIP GRANT AGREEMENT

This Grant Agreement is hereby made and entered into on the last date of execution below (“Effective Date”), by and between The Recycling Partnership, Inc. (“The Partnership”) and the County of Leelanau, Michigan (“Grantee”), which are referred to collectively herein as the “Parties” and individually as a “Party.”

- 1. Grant Agreement Documents; Entire Agreement:** This Grant Agreement consists of this document and its attachments: Terms and Conditions Attachment A, and Grantee’s Work Plan Attachment B. This Grant Agreement comprises the entire agreement between the Parties and supersedes any and all previous and contemporaneous agreements and representations, whether oral or written.
- 2. Term:** The Grant Agreement shall be effective during the Grant Period, which begins on the Effective Date and ends on July 31, 2021 unless the Parties agree to amend the Grant Agreement as provided in Paragraph 8.
- 3. Grantee’s Duties:** Subject to Paragraph 10 hereof, the Grantee shall take reasonable and appropriate steps to substantially complete the Grantee’s Work Plan as set out in Attachment B and under the conditions set forth in Attachment A.
- 4. Duties of Partnership and Grantee:** The Partnership shall make cash grants to the Grantee in an amount not to exceed \$27,456 to support the improvement of recycling program materials quality, resident engagement and materials recovery from Grantee’s residential drop off recycling program (“Cash Grants”). The details of the Cash Grants and the anticipated costs and expenditures associated with this grant project are detailed in the section g., Project Budget and Grant Funding, of Attachment B.

In addition to the Cash Grants, during the Grant Period The Partnership shall also provide the Grantee with access to resources, Partnership staff time, and other in-kind services with an estimated value of ONE HUNDRED TWENTY FIVE THOUSAND DOLLARS (\$125,000). The purpose of these in-kind services is to support the Grantee’s public recycling program through the provision of technical support for strategic planning, program assessment, and recycling education and outreach including recycling program outreach collateral. The amounts set forth below represent The Partnership’s intended distribution of in-kind resources to the Grantee.



Description of In-Kind Resources from The Recycling Partnership	Projected Value
Access to Recycling Partnership educational campaign materials	Up to \$100,000
Dedicated technical assistance and outreach campaign design support from Partnership staff	Up to \$25,000
Total projected value of in-kind assistance and support	Up to \$125,000

In exchange for the Cash Grants and in-kind resources from The Partnership, the Grantee will commit staff time and resources for the planning and implementation of the project that is the subject of this Grant Agreement, in the Grantee’s Workplan as set out in Attachment B, and under the conditions set forth in Attachment A.

Subject to Paragraph 10 hereof the Grantee will take reasonable and appropriate steps to substantially complete the Grantee’s Work Plan in accordance with the Anticipated Implementation Timeline described in the Grantee’s Work Plan.

**5. Distribution Provisions:** The Partnership shall distribute Cash Grant funds to the Grantee to support actual allowable expenditures the Grantee has made or otherwise will incur during the Grant Period. An allowable expenditure is one associated with work performed or goods or services acquired to complete the Grantee’s Work Plan as outlined in Attachment B hereto determined by The Partnership in its sole and absolute discretion. As provided in section s. of Attachment A, The Partnership may also make payments to the vendors hired to perform the measurement activities and to provide the technology used for the Feet on the Street Cart Inspection Program (as defined in section c of Attachment B. Grant funds other than those paid to vendors as described above, excluding the final payment of grant funds, shall be distributed to reimburse Grantee for actual allowable expenditures, and The Partnership shall make such distributions to the Grantee within thirty (30) days of receiving from the Grantee invoices prepared as described in Paragraph 6 below documenting allowable expenditures. Total distributions from The Partnership will not exceed ninety percent (90%) of reimbursable costs until the submittal of a final project report; the remaining ten percent (10%) of reimbursable expenses shall be paid upon final report submittal. Grant proceeds may be distributed to the Grantee by check or direct deposit, as the Grantee and The Partnership shall mutually agree prior to the distribution of Grant funds.

**6. Invoices:** As described in section r of Attachment A captioned “Reimbursement,” the Grantee shall submit reimbursement requests to The Partnership, which shall include copies of invoices for allowable expenditures for which the Grantee is seeking reimbursement. The Grantee’s final invoices must be received by The Partnership with the Grantee’s Final Report, as described in the “Reporting and Additional Post Award Requirements” section q of Attachment A. Except for invoices related to the vendors hired by The Partnership on behalf of the Grantee to perform measurement activities and technology supporting the Feet on the Street Inspection Program as provided in section s of Attachment A, all invoices submitted to The Partnership by the Grantee shall provide reasonable and appropriate

evidence for The Partnership to determine the actual amounts paid by Grantee for work and services associated with allowable expenditures, and documentation that provides evidence of payment by the Grantee for all allowable expenditures submitted. In addition to supporting documentation, the Grantee shall provide a summary of the expenses paid by the Grantee in a table or spreadsheet outlining the expense, vendor, and the purpose of the expense. Upon presentation of herein described invoices and documentation, the Grantee will then be eligible for reimbursement of up to ninety percent (90%) of the amount of grant funds to be provided by The Partnership for allowable expenditures and with the final ten percent (10%) becoming available as detailed in Paragraph 5 above.

**7. Grant Contacts:** Contacts for purposes of this Grant Agreement are set forth below.

<b>Partnership Director of Community Programs:</b>	<b>Partnership Project Manager:</b>	<b>Grantee Project Manager:</b>
Jill Martin Telephone: (920) 540-0179 Email: jmartin@recyclingpartnership.org	Cassandra Ford Community Program Coordinator Telephone: (785) 840-4048 Email: cford@recyclingpartnership.org	Trudy Galla Planning Director Leelanau County, MI Telephone: (231) 256-9812 Email: tgalla@co.leelanau.mi.us

**8. Changes and Amendments:** Any change to this Grant Agreement that increases or decreases the amount of the Cash Grants is not effective until approved in writing by the Chief Community Strategy Officer of The Partnership. This Grant Agreement may be amended in writing signed by the Parties, subject to the approval of the County Board of the Grantee by resolution.

**9. Signature Warranty:** Each of the undersigned represents and warrants that he or she is authorized to execute this Grant Agreement.

**10. Appropriations Limitation:** All expenditures and other performance by the Grantee under this Grant Agreement are subject to appropriations by the County Board of the Grantee. Consequently, this Grant Agreement shall bind the Grantee only to the extent the Grantee appropriates sufficient funds for the Grantee to perform its obligations hereunder.

**[The balance of this page is intentionally left blank.]**

The parties have executed this Grant Agreement as of the date last below written.

The Recycling Partnership, Inc.

By: \_\_\_\_\_

Jill Martin, Director of Community Programs

DATE: \_\_\_\_\_

Leelanau County, Michigan

By: \_\_\_\_\_

William J. Bunek, Board Chairman

DATE: \_\_\_\_\_

## Attachment A: Terms and Conditions

**a. Termination:** Either Party may terminate the Grant Agreement in writing with thirty (30) days' notice to the other Party. If the Grantee fails to substantially fulfill its obligations under this Grant Agreement in a timely and proper manner, The Partnership may provide written notice to the Grantee of its intent to terminate the Grant Agreement. Such notice shall specify the reasons for termination and allow the Grantee thirty (30) days to mitigate any specified reasons. If the Grantee fails to cure, as determined by The Partnership in its sole discretion, The Partnership may terminate this Grant Agreement by giving written notice to the Grantee of such termination and the effective date of such termination. In such event, the Grantee may receive Cash Grants equal to the total amount of actual allowable expenditures paid or entered into in good faith and subject to the other terms and conditions of this Grant Agreement that were incurred by the Grantee prior to receipt of a notice of termination from The Partnership and submitted for reimbursement within thirty (30) days of such receipt date in accordance with Paragraphs 5 and 6 of this Grant Agreement.

**b. Notices:** All notices required by the terms of this Grant Agreement to be sent to The Partnership must be delivered by email with a read receipt requested to [jmartin@recyclingpartnership.org](mailto:jmartin@recyclingpartnership.org) with a copy to [cford@recyclingpartnership.org](mailto:cford@recyclingpartnership.org).

All notices required by the terms of this Grant Agreement to be sent to the Grantee must be delivered by email with a read receipt requested to the Grantee's Director, Trudy Galla, at [tgalla@co.leelanau.mi.us](mailto:tgalla@co.leelanau.mi.us).

**c. Recycled Paper:** The Partnership encourages the Grantee, if cost effective, to have all publications produced as a result of this Grant Agreement be printed double-sided on recycled-content paper with minimal thirty percent (30%) post-consumer recycled content.

**d. Lobbying:** The Grantee shall not use or appropriate any Cash Grant to carry on propaganda or otherwise attempt to influence legislation.

**e. Compliance with Work Plan:** The Grantee shall substantially adhere to the timeline and objectives detailed in the Grantee's Work Plan as set out in Attachment B and strive to make sufficient progress toward fulfilling such timeline and objectives.

**f. Extensions:** The Partnership may grant extensions of time for the Grantee to perform its obligations hereunder, but such extensions are not guaranteed. If the Grantee desires an extension, the Grantee shall submit a written request to the Chief Community Strategy Officer of The Partnership at least sixty (60) days prior to the end of the Grant Period.

**g. Retroactive Costs:** Costs incurred before the Grant Period are not eligible for reimbursement

unless approved in writing by the Chief Community Strategy Officer of The Partnership.

**h. Travel Expenses:** Cash Grants from The Partnership may not be used for travel expenses without prior written approval from the Chief Community Strategy Officer of The Partnership.

**i. Technical Assistance:** The Grantee agrees to work with The Partnership during the design, implementation and monitoring of the program improvements, both educational and operational, during the Grant Period.

**j. Material Collection and Management of Recyclable Materials:** The Grantee shall provide a listing of the materials currently accepted for recycling. After a review by The Partnership of recycling materials already accepted by the Grantee, the Grantee shall work with its Materials Recovery Facility (“MRF”), hauler (if applicable) and The Partnership and/or a contractor hired at The Partnership’s expense to evaluate the current mix of recycling materials collected residentially and consider the inclusion of other recyclable materials as appropriate in curbside collection.

The Parties agree that recyclable materials meeting reasonable contamination standards established by the Grantee and Grantee’s MRF operator that are collected for recycling by the program benefitted by Cash Grants made pursuant to this Grant Agreement will be delivered to a reputable processor for recycling and recovery. The Grantee shall work in good faith with The Partnership to address any issues related to the recycling and/or recovery of such materials with the goal that properly prepared recyclable materials collected by the Grantee’s program will be managed responsibly.

**k. Educational Best Practices:** The Partnership utilizes a behavior change approach to recycling education and outreach. Our best practices consist of a direct mailer to all residents with information about acceptable materials and informational cart tags that address recycling contamination, while providing direct feedback to residents. At a minimum, the Partnership requires that grant funds allocated for education and outreach be used toward the procurement of direct-to-resident communications. The Partnership further requires that Grantee cooperate with The Partnership in support of the design and implementation of the education and outreach campaign. Finally, the Partnership requires that the Grantee update its websites with updated messaging and information about the public recycling services in its jurisdiction based on recent work with the Partnership to include at a minimum a listing of acceptable materials, how to gain additional information and requirements of the community recycling program, and location of drop off sites.

**l. Press Events:** The Grantee agrees to participate in local press events related to The Partnership, which may include, but are not limited to, press releases, interviews, ribbon cutting ceremonies, etc. The Partnership agrees to give reasonable notice to the Grantee’s Grant Contacts regarding any such press

events.

**m. Graphic Design Edits:** The Partnership will work with the Grantee to customize educational materials to fit the needs of the Grantee's campaign in accordance with the timeline established by the Parties. The Grantee must give at least seven (7) days' notice for any edits or changes to educational materials that are to be conducted by The Partnership. If the Grantee uses a third-party service provider for the design of education and outreach materials, The Partnership will cooperate with the third-party service provider by providing access to Partnership tools, artwork and images for use by such third-party provider. The Partnership will not, however, provide customized design services to such a third-party service provider. The Partnership will work with the Grantee on campaign materials and will provide two (2) rounds of edits to the graphic design of these materials. Additional rounds of editing on graphic design materials may be provided by mutual agreement between the Parties.

**n. Logo Usage:** The Grantee shall use The Partnership logo with the phrase "Funded in part by" on all education materials associated with the project that is the subject of this Grant Agreement. When a Partnership project is funded by one or more other funders, then, in addition to The Partnership logo, such funders may also need to be acknowledged by the Grantee in communications materials with the "Funded in part by" language, and the use of one or more funder logos may be requested, with the final acknowledgment to be developed by mutual agreement between the Parties. Prior to finalization, The Partnership requires proof review of any campaign materials developed by the Grantee or a third party that uses campaign images, graphics or logos of The Partnership and any other funders. Upon presentation of materials for review, The Partnership agrees to review proofs and provide feedback within five (5) business days, or it shall lose the right to require the use of The Partnership logo, and the logos of any additional funders and associated use of the "Funded in part by" phrasing. The Grantor understands that under no circumstances may the Grantee appear to be endorsing or advertising on behalf of a private business.

**o. Compliance with Patent, Trademark and Copyright Laws:** The Parties agree that all work performed under this Grant Agreement, shall comply with all applicable patent, trademark and copyright laws, rules, regulations and codes. The Parties further agree that neither will use any protected patent, trademark or copyright in performance of their respective work unless a Party has obtained proper permission and all releases and other necessary documents. The Parties agree to release, indemnify and save one another harmless from any and all claims, damages, suits, costs, expenses, liabilities, actions or proceedings of any kind or nature whatsoever, of or by anyone whomsoever, in any way resulting from, or arising out of, directly or indirectly, the performance or work under this Grant Agreement which infringes upon any patent, trademark or copyright protected by law.

**p. Electronic Signatures and Electronic Records:** The Partnership consents to the use of electronic signatures by the Grantee. The Grant Agreement, and any other documents requiring a signature under the Grant Agreement, may be signed electronically by the Grantee in the manner specified by the Grantee. The Parties agree not to deny the legal effect or enforceability of the Grant Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of the Grant Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

**q. Reporting and Additional Post-Award Requirements:** The Grantee shall comply with reporting requirements, including:

- In order to establish a baseline for measurement of project success, the Grantee shall provide The Partnership with monthly waste and recycling tonnage data for at least the twelve (12) month period immediately before the project that is the subject of this Grant Agreement is initiated.
- The Grantee shall deliver to The Partnership monthly waste and recycling data reports on a quarterly basis for the later of (i), Attachment A through the end of the Grant Period as defined in Paragraph 2 of the Grant Agreement and (ii) one (1) calendar year beyond the date of the implementation of the project that is the subject of this Grant Agreement. Such reports shall be submitted electronically to The Partnership via a reporting system and format established by The Partnership.
- The Grantee shall establish an account with the Municipal Measurement Program (“MMP”) system for annual reporting. Reporting in the MMP system is free and involves entering annual tonnage data and answering questions about waste and recycling programs and services through a web-based analytical tool. To aid in the tracking of the long-term impacts of the work conducted, the Grantee commits to reporting annually in the MMP system for five (5) years following the term of this Grant Agreement. (This requirement applies only to an individual city, township or municipality receiving grant funding. All counties, districts or regional authorities receiving funding are exempt from this MMP requirement.)
- The Grantee shall submit to The Partnership for review a draft Final Report at least thirty (30) days prior to the end of the Grant Period. The Partnership will provide the required format for the Final Report and feedback to the Grantee about the draft Final Report, including necessary changes and points of clarification, within fourteen (14) days of receipt of the draft Final Report, and a fully reviewed and finalized Final Report is required to be submitted by the end of the Grant Period.
- Additional reporting requirements may be included in Grantee’s Work Plan set out in Attachment B.

**r. Reimbursement:** Other than grant funds for the measurement activities and technology supporting the Feet on the Street Inspection Program paid directly to the vendors hired by The Partnership on behalf of the Grantee as provided for in section s of Attachment A, as stipulated in

Paragraph 5 of the Grant Agreement, grant funds will be distributed by The Partnership on a reimbursement basis. When seeking reimbursement for grant related expenditures, Grantee must utilize the format provided by The Partnership. When submitting reimbursement requests, the Grantee must include a copy of any invoices or receipts for which the Grantee seeks reimbursement from The Partnership. All invoices should be accompanied by associated proof that Grantee has made payment for the invoices in question. Acceptable proof of payment can include copies of canceled checks or Grantee finance system reports showing that the payment has been made.

The Partnership shall reimburse Grantee for actual allowable expenditures with The Partnership retaining a minimum of ten percent (10%) of the grant funds until all grant related activities are completed and all reports are received and accepted. The remaining ten percent (10%) of reimbursable expenses shall be paid upon completion of a satisfactory Final Report as described above in the section titled "Reporting and Additional Post-Award Requirements."

The Partnership may withhold making Cash Grants if the Grantee does not meet its reporting obligations as set out in section q, Reporting and Additional Post-Award Requirements. It is acknowledged by both Parties that select reporting requirements including the requirement to provide one full year of post-implementation monthly waste and recycling data and the requirement to perform five (5) years of annual reporting in the MMP system may be scheduled to take place after the project is complete and all eligible grant proceeds have been distributed to the Grantee. Grantee commits in good faith to meet these future reporting obligations and to work with The Partnership to resolve any questions about the data submitted in these reports even though this may take place after the Grant Agreement has expired.

**s. Vendors Hired on Behalf of Grantee:** The Partnership may, in its sole discretion, hire vendors on behalf of the Grantee for the performing activities in support of the project described in Attachment B, Grantee's Workplan. Such vendors shall be hired on behalf of the Grantee to provide various services including, but not limited to measurement activities and technology supporting the Feet on the Street Inspection Program. No vendor hired on behalf of the Grantee may be an employee of the Grantee or an entity controlled by an employee of the Grantee or members of his or her family. The Partnership shall notify the Grantee in writing of its intent to hire vendors and shall include the Grantee in the process to integrate the services to be provided by such vendors into the Grantee's Work Plan as outlined in Attachment B. Such vendors shall (i) provide evidence of commercially reasonable insurance for the services provided and (ii) indemnify and hold harmless The Partnership and the Grantee for third party and other claims related to the services provided, each under such terms and conditions as determined by The Partnership in its sole discretion.



## Attachment B: Grantee's Workplan

**a. Project Objective:** With the support of grant funding from Michigan Department of Environment, Great Lakes and Energy (EGLE) and technical assistance from The Recycling Partnership (The Partnership), the Grantee will improve drop off recycling and implement tactics that increase awareness of the need to recycle, reduce contamination, change resident behavior, sustain an efficient and effective recycling program, provide good customer service and divert clean recyclable material from landfills to viable end markets.

**b. Background:** After entering into an agreement in October of 2019, EGLE and The Partnership are working together to provide Michigan recycling communities, counties and/or regional authorities grant funding to improve the quality of the residential recycling stream and improve recycling participation. This project will focus on anti-contamination and quality improvement for drop-off and curbside recycling programs throughout the state of MI through the implementation of a recycling drop off site auditing program, similar to the Feet on the Street curbside programs The Partnership has implemented in other cities. Similar projects in other states have achieved a reduction of 20-30 percent in contamination when residents are provided with direct education to correct incorrect recycling behavior. The Partnership will support the Grantee in its effort to reduce contamination in its drop off recycling program by providing financial and technical assistance for their operational and educational site auditing program.

This workplan has been developed in response to the Grantee's Application Submittal. The details of the Grantee's drop off quality improvement program are as follows.

Grantee: Leelanau County, MI

Number of Drop off Sites: 8

Collection container (e.g. roll-off, dumpster – include size, # of bins): Unknown

Frequency of collection: varies (1 site pulled every day, 7 pulled MWF (2 of the 7 also pulled Sat)

MRF: American Waste in Traverse City, MI

Number of households served: 9,152

Participation Rate: Unknown

Annual program tonnage: 2,745

In-bound Contamination rate: estimated 11-15%

Residual Contamination rate: Unknown

How the contamination rate was derived: provided by American Waste

Other Background Info - The proposed project area includes all of Leelanau County: 11 townships and 3 villages within the county boundary. We currently have 8 drop-off locations in the county operating 24/7, with the ability to add 2 more locations under our current recycling contract. Drop-offs are located

at 2 public schools, a private school, 2 villages, 2 townships, and one on Tribal property. Our sites are not staffed. Pickup of materials ranges from daily at our busiest sites, to 2-5 pickups per week at less busy sites. The warmer months are the busiest, along with holidays.

**c. Project Description:** With the support of grant funding and technical assistance from The Partnership, the Grantee will conduct a recycling quality improvement campaign including educational and auditing strategies that will target 9,152 households. This program will involve a baseline sort to confirm or establish the current inbound-contamination rate of the identified project area prior to program implementation. Once the baseline in-bound contamination rate is established the Grantee and The Partnership will collaboratively develop a workplan, design and produce communication media and informational mailers and the Grantee will perform field inspection of drop off sites that include auditing and direct feedback to the residents during drop off. The educational campaign will be developed and focused around the top contaminate identified in the material sort process. This comprehensive education strategy and campaign will be developed between the Grantee and The Recycling Partnership using an existing library of materials, incorporating various proven tools and best management strategies. It is anticipated the project will be flexible and iterative with the intention of measuring project performance and adjusting the project workplan as needed. The collaborative development and implementation of the targeted and customized communication campaign is intended to reduce contamination and increase participation. After the inspections and targeted education campaign concludes, another sort will be conducted at the MRF to measure the inbound contamination rate at the end of the quality improvement work. As with any good program, measurement will be a key component of this work.

**d. Measurement Plan:** Measurement and metrics tracking is very important to The Recycling Partnership. Key metrics in this project include in-bound contamination rate, tonnage, participation, and “tagging” rate.

Contamination rates:

- The Recycling Partnership will work with the Grantee and MRF to conduct two in-bound contamination sorts at the MRF by pulling samples from the back of the collection trucks that represent the 9,152 households within the proposed project area. One sort will occur prior to the drop off inspections and subsequent quality improvement education program and the second sort will occur after the conclusion of the program. All the audit sort data will be uploaded into a database system.

Participation rates:

- The Grantee will document and report out the participation rates of the proposed project area throughout the duration of the project.

Tagging rates

- The Grantee will document and report weekly “tagging” occurrences within the proposed project area throughout the duration of the program. For the purpose of the drop off programs, a “tag” will refer to any type of informational card used by the audit staff to educate drop off participants.

Tonnage

- The Grantee will provide:
  - Tonnage data for the 12 months prior to program implementation,
  - Monthly tonnage data during the program implementation, and
  - Tonnage data for 12 months after program implementation.

Reports documenting measurement efforts will be provided to The Partnership as outlined in section q, Reporting and Additional Post-Award Requirements, of Attachment A.

**e. Public Outreach Plan:** The Grantee will work with The Recycling Partnership to localize educational materials from the current library of educational pieces. Various educational strategies will be agreed upon including mailers, bill stuffers, digital, direct engagement, tags/info cards, and other strategies within the identified budget.

The Grantee will work closely with The Partnership to develop and implement an effective education and outreach campaign in support of the Grantee’s curbside recycling program utilizing the approach outlined in section k, Educational Best Practices, of Attachment A. Technical support will be provided by The Partnership as set out in this Grant Agreement. The Grantee will partner closely with The Partnership to maximize the educational efforts and materials developed during this campaign.

This educational effort will focus on educating residents to increase participation in the drop off recycling program and improve the quality of the recycling stream. The education campaign will target 9,152 single-family households in the proposed project area using direct mail pieces, as well as direct engagement efforts at drop off sites that address contamination.

**f. Anticipated Implementation Timeline:** The Parties agree to develop and maintain a detailed Project Timeline providing milestones in the implementation of the project. The anticipated key dates in the project are as follows:

DATE	ITEM
April/May 2020	Contract between The Recycling Partnership Inc. (“Partnership”), and Leelanau County, MI (“Grantee”) fully executed
June 2020	MRF Baseline Contamination Sort Conducted
June 2020	Communication Collateral Developed
June 2020	Drop off Site Inspection/Audit Training

July 2020	Communication collateral printed and mailed
July 2020	Inspection/Audit Team deployed in field
September 2020	MRF Post Contamination Sort Conducted
October 2020	Project Complete

The Parties acknowledge the difficulty of predicting the exact dates for implementation of the various elements of this project. With this in mind, the above dates are intended as milestones, and with the understanding that if unanticipated changes or delays in the above schedule occur, then the Parties agree to revisit the timeline and adjust as necessary to pursue the successful implementation of the project as described in section c, Project Description, above.

**g. Project Budget and Grant Funding:** The amounts set forth in the table below represents The Partnership’s intended distribution of grant funding to the Grantee.

<b>Grant Element</b>	<b>Recycling Partnership &amp; EGLE Grant Funding Paid Directly to Grantee</b>	<b>Recycling Partnership Grant Funds Paid Directly to Vendor</b>	<b>Other Funding</b>	<b>Total</b>
Staff for Tagging or Auditing **	\$8,000			\$8,000
Info Mailer Printing and Postage **	\$5,000			\$5,000
Signage (e.g. trucks, bus stops, buses, public spaces, drop off containers)	\$3,500			\$3,500
Social Media Boosting/Website (If unsure, \$5000 is a good budget) **	\$3,000			\$3,000
Oops tags printing **	\$1,000			\$1,000
Top Issue Direct Mailer Printing and Postage **	\$5,000			\$5,000
Rubicon tagging app (curbside programs only), \$0.25/HH				
Online Digital Communication Platform (e.g. Recollect, Recycle Coach, Recycle by	\$1,456			\$1,456

City, etc.), approx. \$0.25/HH				
Drop off site security solutions (e.g. fencing, cameras, etc.)				
Other educational efforts (please specify below)	\$500			\$500
<b>Total</b>	<b>\$27,456</b>			<b>\$27,456</b>

\*\* indicates required pieces within the grant program

All costs associated with project implementation beyond the direct grant funding from The Partnership will be the responsibility of the Grantee. It is understood that actual expenses may vary depending on a variety of factors. Upon mutual agreement of the Parties, the final allocation of grant funding may be adjusted between expense categories as necessary, as long as the budget doesn't exceed the maximum allocation of \$3 per household. The actual amount of grant funding will be based on actual reimbursable expenditures as outlined in section r, Reimbursement, of Attachment A, and the total amount of grant funding shall not exceed the amount specified in Paragraph 4 of the Grant Agreement. Any Cash Grants to the Grantee are subject to the requirements set out in Paragraph 10 of the Grant Agreement. The Grantee shall only invoice and receive reimbursement for actual allowable expenditures incurred.

## EXECUTIVE DOCUMENT SUMMARY

Department: <u>Planning/Comm. Dev.</u> Contact Person: <u>Trudy Galla</u> Telephone No.: <u>231-256-9812</u>	<b>Submittal Dates</b>
	<input checked="" type="checkbox"/> Executive Board: <u>04/14/2020</u> <input checked="" type="checkbox"/> Regular Session: <u>04/21/2020</u>
<b>Source Selection Method</b>	
<input type="checkbox"/> Select One <input type="checkbox"/> Other: _____ <i>Account Number</i> <i>(Funds to come from):</i> _____	<b>VENDOR:</b> _____  Address/ Phone: _____

Budgeted Amount: _____	\$ 0.00	Contracted Amount: _____	\$ 0.00
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<b>Document Description</b>	
<input checked="" type="checkbox"/> Amendment	<input type="checkbox"/> Other _____

**Request to Waive Board Policy on Bid Requirements**

Attached is the Notice of Intent to prepare a County Solid Waste Management Plan Amendment. This document is required in order to start the process to amend the Leelanau County Solid Waste Management Plan. The Amendment process could take up to 18 months to complete, including the public review and comment period, approval by the County Board and local municipalities, and approval by the state.

In order to start the process, the Notice of Intent needs to be authorized and sent to the state, and the Board needs to designate the 14-member planning committee. The Solid Waste Council is already established according to Part 115 of the Natural Resources and Environmental Protection Act, Act 451 of 1994 and could serve this role.

This request is for the County Board of Commissioners to execute the Notice of Intent, and to appoint the 14 member Solid Waste Council as the Solid Waste Management Planning Committee (SWMPC) for purposes of amending the Plan.

1) Motion to execute the Notice of Intent and send to the state.

**Suggested Recommendation:** 2) Motion to approve the 14 member Solid Waste Council as the Solid Waste Management Planning Committee (SWMPC) for purposes of amending the Plan.

Department Head Approval: Trudy J Galla Date: 04/07/2020



Michigan Department of Environment, Great Lakes, and Energy  
Materials Management Division

**COUNTY'S NOTICE OF INTENT TO PREPARE  
COUNTY SOLID WASTE MANAGEMENT PLAN AMENDMENT**

*Authorized by Section 11533, Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Section 11533 indicates that the County, Municipalities, or Regional Planning Agency (as appropriate) shall notify the State as to their intent with regard to preparation of a County Solid Waste Management Plan Amendment.*

The County of Leelanau does hereby serve notice that it:

will

prepare and file with the State of Michigan, Department of Environment, Great Lakes, and Energy, Materials Management Division an amendment of its County Solid Waste Management Plan as provided by Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Such amendment plan shall fulfill all the requirements of Part 115, as well as all applicable administrative rules.

Signed by: \_\_\_\_\_  
Chairperson, Board of Commissioners

**Complete the following only if preparing plan amendment:**

Leelanau County Solid Waste Council is designated by the above-named County as the agency responsible for preparation of the Solid Waste Management Plan Amendment. The address, contact person, and phone number for the County's designated planning agency is:		
Name of Contact Person: Trudy Galla, Planning Director		
Name of Designated Planning Agency: Leelanau County Solid Waste Council		
Address of Agency: 8527 E. Government Center Dr., Suite 108		
City: Suttons Bay	State: MI	Zip Code: 49682
Telephone: 231-256-9812	Fax: 231-256-0174	
E-mail Address: <a href="mailto:tgalla@co.leelanau.mi.us">tgalla@co.leelanau.mi.us</a>		

Please attach a copy of the Resolution or meeting minutes of the Board of Commissioners agreeing to prepare a plan amendment.

**When completed, submit this form to:** SUSTAINABLE MATERIALS MANAGEMENT UNIT  
SOLID WASTE SECTION  
MATERIALS MANAGEMENT DIVISION  
DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
PO BOX 30241  
LANSING MI 48909-7741

County Notice of Intent received by Department of Environment, Great Lakes, and Energy, Materials Management Division

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

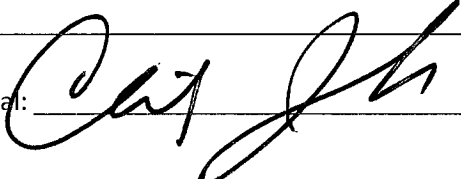
# EXECUTIVE DOCUMENT SUMMARY

Department: Board of Commissioners Contact Person: <u>Chet Janik</u> Telephone No.: _____	<p style="text-align: center;"><b>Submittal Dates</b></p> <input checked="" type="checkbox"/> Executive Board: <u>04/14/2020</u> <input type="checkbox"/> Regular Session: _____
<b>Source Selection Method</b>	VENDOR: _____  Address/ Phone: _____
<input type="checkbox"/> Bid    Select One  <input checked="" type="checkbox"/> Other: <u>n/a</u> Account Number (Funds to come from): _____	

Budgeted Amount: <u>0.00</u>	Contracted Amount: <u>0</u>
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Document Description	
<input type="checkbox"/> Select One	<input checked="" type="checkbox"/> Other <u>Board Vacancy</u>

<input type="checkbox"/>	<p><b>Request to Waive Board Policy on Bid Requirements</b></p> <p>Matt Walter has stepped down from the County Planning Commissioner (Legal/Real Estate category).</p> <p>Because we did not have any eligible candidates specific to that category on file, we sought candidates by getting the word out to various organizations, such as TAAR (Traverse Area Association of Realtors) and the Chamber of Commerce, including advertising in the local paper.</p> <p>One candidate responded - Mel Black of Solon Township (application is attached).</p> <p><i>Suggested Recommendation:</i> Motion to recommend to the Board of Commissioners to appoint Mel Black to fill a vacancy on the Planning Commission - Legal/Real Estate Category, to fill a partial term expiring on December 31, 2021.</p>
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Department Head Approval:  Date: 04/09/2020



**From:** [Trudy Galla](#)  
**To:** [Laurel Evans](#); [Chet Janik](#)  
**Subject:** FW: Resignation  
**Date:** Tuesday, January 28, 2020 4:18:04 PM

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**From:** Matt Walter <[mwal608@gmail.com](mailto:mwal608@gmail.com)>  
**Sent:** Tuesday, January 28, 2020 4:15 PM  
**To:** Trudy Galla <[tgalla@co.leelanau.mi.us](mailto:tgalla@co.leelanau.mi.us)>  
**Subject:** Fwd: Resignation

Begin forwarded message:

**From:** Matt Walter <[mwal608@gmail.com](mailto:mwal608@gmail.com)>  
**Subject:** Resignation  
**Date:** January 28, 2020 at 2:07:24 PM EST  
**To:** goldschmidt <[creating2@earthlink.net](mailto:creating2@earthlink.net)>

Victor,

I regret to inform you that I can not attend tonights meeting due to other responsibilities.

That being said after considering my past attendance (or lack of) I believe it would be in the boards, and my best interest to resign my position.

I can't in good conscious be part of something I don't bring value to. I feel I am filling a position that would be better filled by somebody else. I thank you and the board for the experience. And Trudy and staff for all the hard work they do.

Best regards.  
Matt

# 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: Melvin L. Black	Date: 3-24-2020
Address: 13846 S. CEDAR RUN RD. TRAVERSE CITY, MI. 49684	
Occupation: Real Estate Broker	
Daytime Telephone: 231-578-0581	
Email Address: SwellMel46@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 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 (use page 4 if you need additional space).  
I am always looking to make decisions that are in the best interest of the residents of our county also keeping in mind the best use of the tax dollars, while working as a team to accomplish this.

5. What are your qualifications for appointment?  
Having moved to this community last Sept. after living 51 years in Muskegon county where I worked as an assoc. broker with Nexes Realty. I served the last 12 years on the Muskegon County Road Commission Board (the last three years as chairman) If I should get elected to the road commission board up here, I believe I could do both with out much difficulty. I also served on the criminal advisory board with the local sheriff, prosecutors, state parole officers, and the local chiefs of police. Our duties were mainly to find alternative means of punishment for non-violent criminals, this was a volunteer position. I was on the board of the Muskegon coop Credit Union for the past 3 years as well.

See Attachment #1 Page 4

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		<b>Area Agency on Aging of Northwest Michigan (AAA)</b> (1 member / 2 year terms)	
2	X	<b>Bay Area Transportation Authority (BATA)</b> (2 members / 3 year terms)	No
3		<b>Benzie-Leelanau District Health Department Board of Health</b> (3 members / 2 year terms)	
4		<b>Benzie-Leelanau Environmental Health Board of Appeals</b> (3 members / 2 year terms)	
5		<b>Brownfield Redevelopment Authority (BRA)</b> (7 members / 3 year terms)	
6		<b>Construction Codes Authority Board of Appeals</b> (5 members / 5 year terms) <i>Specify the category(ies) AND list your qualifications under question #5: Select One</i>	
7		<b>Michigan Department of Health and Human Services (DHHS)</b> (2 members / 3 year terms) <i>See Agency-specific application</i>	
8	X	<b>Land Bank Fast Track Authority (LBA)</b> (7 members / 3 year terms)	No
9		<b>Northern Lakes Community Mental Health Authority (CMH)</b> (2 members / 3 year terms)	
10		<b>Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board</b> (1 member / 3 year term)	
11		<b>Northwest Michigan Community Action Agency (NMCAA)</b> (1 member / 3 year term - <b>COMMISSIONER APPOINTMENT</b> )	
12		<b>Northwestern Regional Airport Commission (NRAC)</b> (2 members / 3 year terms)	
13		<b>Parks &amp; Recreation Commission (P &amp; R)</b> (10 members / 3 year terms)	
14	X	<b>Planning Commission (PC)</b> (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		<b>Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC)</b> (5 members / 3 year terms)	
16		<b>Solid Waste Council (SWC)</b> (14 members / 2 year terms) <i>Specify category(ies) you qualify for AND list your qualifications under question #5: Select One</i>	
17		<b>Veterans Affairs Administrative Committee (VA)</b> (1 member / 2 year term - must be a Veteran)	
18		<b>Workforce Development Board (WDB)</b> (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  
Nexes Realty Inc.  
880 W. Broadway  
Muskegon, MI.49441  
231-739-3501  
Managing Broker James Fett

Reference #2  
Muskegon County Road Commission  
7700 Apple Ave.  
Muskegon, Mi. 49442  
231-740-9047  
Managing Director Ken Hulka

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: Melvin L Black