

**NOTICE OF MEETING**

The Leland Dam Authority will be conducting a meeting beginning at 10:00 a.m., on Wednesday, May 31, 2023, in the Commissioner Meeting Room of the Leelanau County Government Center, 8527 E. Government Center Dr., Suttons Bay, Michigan.

**(Please silence all electronic/cellular devices)**

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

**AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE/SILENT PRAYER**

**ROLL CALL**

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

**PUBLIC COMMENT** *(3 minutes)*

**Action Items:**

**Pg. No.:**

- |   |       |
|---|-------|
| 1. Approval of Meeting Minutes –  |       |
| a. April 26, 2023, Regular Session.   | 2-6   |
| b. May 3, 2023, Regular Session.  | 7-10  |
| 2. Review/Potential Approval of Proposed Bylaws.                              | 11-15 |
| 3. Set Meeting Dates for the Remainder of 2023.                               | 16    |
| 4. Review of Approved FY 2023 Leland Dam Authority Budget, <i>no handout.</i> |       |
| 5. Continued Review of the Leland Dam and Gauge Sites –                       |       |
| a. Leland Dam Control Room Roof.  |       |
| b. Walkway.   |       |
| c. Staff Gauge at the Lake Leelanau Narrows.                                  |       |
| d. Gauge off of Birch Point Rd.   |       |

**PUBLIC COMMENT** *(5 minutes)*

**COMMISSIONER COMMENTS**

**ADJOURNMENT**

**LELAND DAM AUTHORITY**  
**Organizational Meeting – Wednesday, April 26, 2023**  
Tentative minutes

*Proceedings of the meeting are being recorded (audio and video). The video of the meeting can be found at the following link:*  
<http://leelanau.gov/meetingdetails.asp?MAId=2508>

Call to Order:

Meeting called to Order by Chief Deputy County Clerk Jennifer L. Zywicki at 10:01 a.m. Today's meeting is being held at the Government Center, 8527 E. Government Center Drive, Suttons Bay, Michigan.

Pledge of Allegiance:

The Pledge of Allegiance to the Flag of the United States of America was recited, followed by a moment of silence.

Roll Call:

Drain Commissioner Steve Christensen	PRESENT
Road Commissioner Garth Greenan	PRESENT
District #5 Commissioner Kama Ross	PRESENT
Richard Thompson (Engineer Category)	PRESENT
Drew Warner (Riparian Category)	PRESENT

Staff members present: Maintenance Director Jerry Culman II, Emergency Management/9-1-1 Director Matt Ansoerge.

Audience members present.

Approval of Agenda / Late Additions or Deletions:

MOTION BY GREENAN TO APPROVE THE AGENDA AS PRESENTED. SECONDED BY ROSS.  
Discussion – Christensen would like to add Items of Interest under Discussion, on the agenda today.

**MOTION AMENDED BY GREENAN TO APPROVE THE AGENDA ADDING ITEMS OF INTEREST UNDER DISCUSSION. SECONDED BY ROSS.**

**AYES – 5 (Greenan, Ross, Thompson, Warner, Christensen)**

**NO – 0**

**MOTION CARRIED.**

Public Comment:

The following individuals addressed Dam Authority Members in person:  
Dawn Lund; John Popa.

Written comments can be seen at the following link:

<http://leelanau.gov/meetingdetails.asp?MAId=2508#handouts>

Action Items –

Election of Officers – Chairman:

Chief Deputy County Clerk Jennifer L. Zywicki opened nominations for Chairman and stated all nominations will require a second. If there is more than one nomination then each member will indicate their vote. An election for Chairman will require 3 votes in order to be elected.

**Greenan nominated Christensen. Seconded by Ross.**

Hearing no additional nominations for Chairman, Chief Deputy Zywicki closed nominations and called for a vote.

**AYES – 5 (Greenan, Ross, Thompson, Warner, Christensen)**

**NO – 0**

**Zywicki declared Steve Christensen Chairman of the Leland Dam Authority.**

Vice-Chairman:

Zywicki opened nominations for Vice-Chairman.

**Chairman Christensen nominated Greenan. Seconded by Ross.**

Hearing no further nominations, Zywicki closed nominations for Vice-Chairman and called for a vote.

**AYES – 5 (Christensen, Greenan, Ross, Thompson, Warner)**

**NO – 0**

**Zywicki declared Greenan as Vice-Chairman.**

Secretary:

Zywicki opened nominations for Secretary of the Leland Dam Authority, and clarified that this position is required for items such as agreements that would need to be signed, etc. as an Authority. The Clerk's office handles items such as meeting minutes as the role of Secretary to the Board of Commissioners.

**Chairman Christensen nominates Ross. Seconded by Greenan.**

Hearing no additional comments, Zywicki then closed nominations, and asked members to vote.

**AYES – 5 (Christensen, Greenan, Ross, Thompson, Warner)**

**NO – 0**

**Zywicki stated that Ross was the elected Secretary, and turned the rest of the meeting over to Chairman Christensen.**

Leland Dam Authority (LDA) Structure Discussion:

Chairman Christensen opened discussion and said this agenda item is about how the Leland Dam Authority (LDA) operates and what the responsibilities are. Christensen asked for questions from members.

Member Richard Thompson asked about a maintenance schedule for equipment relating to the Dam.

Christensen responded that every three years there is a State mandated inspection. Spicer Group, Inc. has handled the last three of them, with the last one performed in 2022. Christensen added additional comments, also noting that the report for that inspection was provided to each member in a binder (item #6) by Executive Assistant Laurel Evans today (binder and provided information can be found on file in the Clerk's office). There was also an estimated replacement cost provided by Spicer which was also a new mandate by the State. The 2019 inspection included an underwater inspection and they recommended another underwater inspection at the time of the next inspection in 2025. Christensen added details about the Dam noting the exceedingly high structure level, elegance, and hydraulically controlled crest gate.

The 2022 inspection report link is available at the following link:  
[http://leelanau.gov/downloads/2022\\_leland\\_dam\\_inspection\\_report.pdf](http://leelanau.gov/downloads/2022_leland_dam_inspection_report.pdf)

Commissioner Ross asked about viewing the Dam together as Authority Members, and Chairman Christensen suggested at the next meeting to do a field trip where the meeting would start here at the Government Center, recess to the field trip, and come back to finish the meeting. Discussion between members continued regarding the field trip.

Chairman Christensen said that at the Narrows the staff gauge there is actually 2" lower than at the Dam, set at the same time, and is not sure why the one is that much lower. It is the check at the Narrows when doing the lake level. Culman is trying to capture water to raise the level right now. Manipulation to get the lake to summer level and the level is not coming up quickly because there is so little water in the system. When dumping water after big events the gauge at Dam will go way down, river will go down, and the marina upstream from Dam then doesn't have enough water to move boats around. The court order says maintain the level at the Dam and they plan to carry 2" to 2-1/2" more water in the system this year. Christensen said Culman has the ability to pull up camera views at the Dam to see interior and what's going over the Dam, and showed members the view on his iPad.

Commissioner Ross asked about ice leaving the lake and if it is a recorded event by LDA. Christensen responded it is not recorded; however, Culman watches it (north end is a problematic spot). Culman responded from the audience with comments.

#### Items of Interest:

Chairman Christensen explained that Cal Killen (TIA Software) is the designer and manufacturer of the sensors we are using and gave background on Killen and his experience of placing sensors on Glen Lake. The group there does sensor as well as physical staff gauge monitoring of the lake level. Several years ago Killen presented to the Leland Dam Authority and this group decided to do electronic sensors with placing one at the South end, one at the Narrows, and one at the Dam. Road Commissioner and former LDA Member John Popa had done level testing with staff gauge at the North end and it did correspond closely with the Narrows gauge, so the Lake Association decided to not pay for a North end sensor, but the other three. It is our responsibility to do the maintenance of them. Killen's company is who we have contracted with to keep the software and hardware up to speed at the cost of \$2,000.00/year.

Christensen updated members on proposed budget items of the walkway across top of Dam that connects the Lodge to downtown and allows access to the manual gate controller. The structure is metal with wood planking and is getting old and worn. The control room roof leaks and had requested money in the budget for that, but appears it did not make it through. They need to talk about budget process for 2024, what to have in budget and timing for meetings as well as how and who will put it together. Brief discussion continued between members.

Commissioner Ross questioned the physical staff gauge at the Narrows being off, if that money is in the budget to fix it. Christensen said it looks like we have \$10k, so the process of going about physically changing that to the correct level is going to be an interesting discussion. Suggested putting it on the agenda for end of the next meeting.

Greenan asked about the sensor at the Narrows, and Christensen responded that they did a calibration on it last fall with Vickie Brown (Owner, Leelanau Land Surveying), and that sensor at the time was accurate.

Chairman Christensen gave a brief explanation to members in regards to the control room at the Dam. Items covered included controlled conditions for the computer systems, possibility of remote access, and the internal and external cameras there.

Commissioner Ross questioned how much sooner would that put us at summer levels if we closed off the little bit flowing over the Dam currently, and she would not be opposed to doing that. Ross added comments regarding spending time touring the Crystal River system, and had also watched Killen's system online which was fascinating.

#### Set Next Meeting Date/Future Subjects:

Chairman Christensen opened discussion to members regarding scheduling for the next meeting dates and topics. Christensen requested a brief break at 10:51 a.m. in order for the Clerk's Office staff to confirm possible dates and availability of the meeting room.

Meeting resumed at 10:55 a.m.

The next meeting dates and times were proposed:

- Wednesday, May 3, 2023 at 9:30 a.m. (meeting at the Government Center to start the meeting; recess for field trip portion seeing the Leland Dam/operations, the Narrows, and South Lake sensor; reconvene at Government Center).
- Wednesday, May 31, 2023 at 10:00 a.m.

The subjects to note for upcoming meetings were mentioned to be: staff gauge at the Narrows; walkway; control room roof; 2024 budget; South Lake sensor.

#### Public Comment:

The following individuals spoke:

Director of Emergency Management 9-1-1 Matt Ansorge; Dawn Lund; and John Popa.

Written comments/handouts provided can be seen at the following link:  
<http://leelanau.gov/meetingdetails.asp?MAId=2508#handouts>

Authority Member Comments:  
None.

Adjournment:  
**Motion to adjourn by Ross. Seconded by Thompson.**

Chairman Christensen adjourned the meeting at 11:17 a.m.

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Steve Christensen, Chairman  
Leland Dam Authority

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Alison Middleton, Admin. Deputy Clerk for  
Michelle L. Crocker, Leelanau County Clerk

**LELAND DAM AUTHORITY**  
**Regular Meeting – Wednesday, May 3, 2023**  
Tentative minutes

*Proceedings of the meeting are being recorded (audio and video). The video of the meeting can be found at the following link:*  
<https://www.leelanau.gov/meetingdetails.asp?MAId=2521#video>

Call to Order:

Meeting called to Order by Chairman Steve Christensen at 9:30 a.m. Today's meeting is being held at the Government Center, 8527 E. Government Center Drive, Suttons Bay, Michigan.

Pledge of Allegiance:

The Pledge of Allegiance to the Flag of the United States of America was recited, followed by a moment of silence.

<u>Roll Call:</u>	Chairman, Steve Christensen (Drain Commissioner)	PRESENT
	Vice-Chairman, Garth Greenan (Road Commissioner)	PRESENT
	Member, Kama Ross (District #5 Commissioner)	PRESENT
	Member, Richard Thompson (Engineer Category)	PRESENT
	Member, Drew Warner (Riparian Category)	PRESENT

Guests present.

Approval of Agenda / Late Additions or Deletions:

**MOTION BY GREENAN TO APPROVE THE AGENDA ADDING ITEMS OF INTEREST UNDER DISCUSSION AS AMENDED. SECONDED BY ROSS.**

Discussion – none.

**AYES – 5 (Greenan, Ross, Thompson, Warner, Christensen)**

**NO – 0**

**MOTION CARRIED.**

Public Comment:

None.

Action Items –

Review of the Leland Dam and Gauge Sites:

Chairman Steve Christensen gave a brief overview of the schedule of events of the planned tour of facilities and gauges.

**MOTION BY ROSS TO RECESS FOR THE TOUR OF THE LELAND DAM, LAKE LEELANAU NARROWS AND BIRCH POINT ROAD. SECONDED BY GREENAN.**

Discussion – none.

**AYES – 5 (Ross, Thompson, Warner, Christensen, Greenan)**

**NO – 0**

**MOTION CARRIED.**

Chairman Christensen called for a recess to tour the Dam and lake level sensor points on Lake Leelanau at 9:39 a.m.

- Leland Dam Tour Discussion: Chairman Christensen stated all water level concerns at the Dam through the court order will now be directed to the members of the Dam Authority and

Maintenance Director Jerry Culman should not need to respond to citizen concerns. Culman demonstrated how the lake levels are controlled inside the Dam control room and Culman answered questions. The Dam Authority members walked the connecting walkway over the Dam and viewed the top of the control room roof.

- Lake Leelanau Narrows: Chairman Christensen viewed the level marker with binoculars and each member was given the opportunity to see the level marker.
- Birch Point Road: Dam Authority members walked the property location and viewed the lake level sensor position.

Chairman Christensen called the meeting back to order at 12:12 p.m.

Leland Dam Control Room Roof:

Chairman Christensen stated that he requested within the 2023 Budget process a total of \$66,600.00, with \$20,000.00 for the roof and \$46,600.00 for the walk way. Christensen said he was not called into any budget review meetings in 2022 for the 2023 Budget, so he presumed the funding was approved. He commented he verified with Interim Finance Director Cathy Hartesvelt that in fact no funding was given within the 2023 budget and the only increase given was for the expenses related to utilities. Christensen will be asking the Board of Commissioners at the May 9, 2023, Executive Session meeting for funding to move forward with RFP's (Request for Proposals) for the Dam roof and walkway repairs.

Member Ross asked if water levels should be a future discussion? Christensen replied, yes. He continued and stated that Maintenance Director Jerry Culman has been overseeing the Dam for 40 years a certain way and with the last two years being really dry that a conservative strategy left Lake Leelanau somewhat below the court order. He stated that currently the dam is holding more water to be in accordance with the court order target window. There should be future discussion regarding dam manipulation during weather events. Obviously the Dam Authority needs to come up with a recommendation in order for Culman to stick to the recommendation.

Member Richard Thompson asked if it would be advisable to communicate to the general public who they should be talking to as far as lake level is concerned? Christensen replied, yes, that certainly can be discussed at a future meeting and we should direct the general public to speak to any one of the members of the Dam Authority. When it comes to communication with Culman, it should be limited to only those that Jerry (Culman) already counts on for information regarding the lake level or the flow out, like the charter captains. Culman has been orchestrating with the people like the Harbor Master with water needs in Leland if it's too high or too low. Christensen stated in reality when there are weather events and lake goes above court order then you need to bring it down if it is too high, and in times of drought for that matter you bring it up.

Member Thompson stated he didn't get the impression that there needs to be any repairs with the systems inside the control room.

Chairman Christensen agreed and stated that there is an age of the systems and discussion should be concentrated regarding the upkeep or upgrade of the control room systems. He said the discussion could be anywhere from seals to full staff gauges needing replacement. There is



an engineer that Culman uses as a resource regarding the control room systems and it is possible to have a presentation before the Dam Authority scheduled to review the control room and future needs.

Staff Gauge at the Lake Leelanau Narrows:

Vice-Chairman Garth Greenan stated the issue with the calibration of the staff gauge is that it appears to be off two-tenths and that should be corrected.

Chairman Christensen said that there should be future discussion on the replacement of the staff gauge at the Lake Leelanau Narrows site. He said he felt better when he got a good look at the gauge today and if it needs to be resurveyed then that has a lot of merit to go ahead and place a new gauge at the location. He would like to see a prioritization done of the growing list at the May 31, 2023, meeting.

Gauge off of Birch Point Road:

Vice-Chairman Garth Greenan commented that the gauge off Birch Point is off.

Chairman Christensen said it is drifting and that it is not right. He also stated that calibration of the sensor is really the main topic there and the strategy and methodology needs to be ironed out. He also said that location as we have gone from one agreement owner to another and that is pretty fortuitous. Christensen also wondered if an additional stake should be placed elsewhere and there are two DNR launch sites, one up from Birch Point and one across the lake, with both on the south lake. Maybe one stake could be set at each location where it wouldn't bother anyone. This may need to be discussed with the DNR. He continued that if we have locations that are open to the public, it gives Culman a chance to carry his tape measure with him and do a check at such/such time at such/such date at "this" launch without having to knock on someone's door. Comments continued.

Member Thompson asked member of the audience/public member Popa about the heavy-duty stake and a mark on it, it may tell us when the water goes up and down and if that made sense?

Popa responded from the audience and commented on a mark. Christensen added about the survey of the stakes. Popa talked about a tape or band on it and to know the waterline. Comments continued.

Member Ross asked about accessing the site more and if there should be an agreement for liability purposes and that may give Culman more access.

Chairman Christensen said that he would add a possible contract with the landowner and will get with Popa to obtain a copy, which Popa said he had with him.

Chairman Christensen asked Popa for a copy of the agreement.

Member Thompson said he could ask the land owner about access through the property when he is not home. Thompson said he does lock the main gate.

Chairman Christensen said with having a contract it does cover both parties. He said there is more than enough here for the next agenda. They will also discuss meeting dates and things look positive to get things going.

Discussion on the budget and that the packets generally go out in June 2023. Explanation given by Christensen. In the past we have flushed out the ideas for the budget and then passed it on to a non-quorum committee to hammer out the language for the budget.

Walkway Design:

Covered under the Control Room Roof discussion.

Next Meeting Date/Future Subjects:

- Wednesday, May 31, 2023 at 10:00 a.m.

Public Comment:

The following individuals spoke: John Popa.

Authority Member Comments:

- Chairman Christensen asked Popa for the history of budget figures brought before the Board a few years ago for future requests to the Board of Commissioners. Popa will also give a copy of the contract used for sensors of private property owners. Christensen stated that he thinks the budget figures over 20 years was around \$250,000.00, and there is a law within the Special Assessments on how to assess land owners and also referenced the law and how it applies. It is quite an involved process.
- Member Thompson questioned the last assessment and was it Countywide?
- Chairman Christensen said no. It was the riparian's and the County did split it 50%/50%. It is riparian, not county wide. The Glen Lakes are on a court order and there is a technical committee and have a water sharing plan. The Technical Committee was tasked with finding a water sharing plan and that is where the retirees, including Cal Killen and are a group of wonderful people. He explained what was created and approved by the Court. Christensen said that the Dam was rebuilt, but they didn't do special assessment and went with the Glen Lake Association ponying up. But that is a different discussion.

Adjournment:

Chairman Christensen adjourned the meeting at 12:44 p.m.

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Steve Christensen, Chairman  
Leland Dam Authority

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Jennifer L. Zywicki Chief Deputy Clerk for  
Michelle L. Crocker, Leelanau County Clerk

**LEELANAU COUNTY  
LELAND DAM AUTHORITY  
BYLAWS**

**ARTICLE I: NAME**

The Leland Dam Authority (“the Authority”) was created by the Leelanau County Board of Commissioners to serve as the County’s delegated authority under Part 307 of the Natural Resources and Environmental Protection Act (NREPA), 1994 PA 451, as amended.

**ARTICLE II: PURPOSE AND DUTIES**

The Authority is the County’s delegated authority for the maintenance of the normal lake level of Lake Leelanau, and the maintenance of the Leland Dam, with all of the powers and duties necessary to comply with the requirements of Part 307 of the NREPA, including but not limited to the computation of the costs for the normal lake level project, the holding of special assessment hearings, and the preparation and approval of a special assessment roll.

**ARTICLE III: MEMBERSHIP AND REPRESENTATION**

**Section 3.1 – Membership:**

Effective January 1, 2023, the Authority is a five-member body appointed by the Leelanau County Board of Commissioners, consisting of the elected County Drain Commissioner, one member of the County Board of Commissioners, one member of the County Road Commission, and two at-large members, with priority to be given to (a) an individual with an engineering background, and (b) a Lake Leelanau riparian landowner.

Any member of the County Board of Commissioners or of the County Road Commission appointed to the Authority shall serve ex-officio during their term of office, and shall cease to hold office as a member of the Authority immediately upon vacating the office of County Commissioner or Road Commissioner

**Section 3.2 – Term:**

Each member shall be appointed to a term of three (3) years and until his or her successor is appointed and qualified. Each term shall expire at noon on January 1st. A vacancy shall be filled by the County Board of Commissioners for the unexpired term.

**Section 3.3 – Attendance:**

Should any member of the Authority miss three (3) consecutive regular meetings, continued membership will be evaluated at the next meeting. Lack of regular meeting attendance will be cause for replacement of a member unless a particular position is required to be on the Authority.

**Section 3.4 – Removal:**

Members may be removed by the County Board of Commissioners for misconduct or neglect of duty, after being given written notice of the charges and a hearing before the Board of Commissioners.

**ARTICLE IV: AUTHORITY MEETINGS**

**Section 4.1 – Scheduling, Time and Place**

Regular meetings of the Authority shall be held at least quarterly, at a time and place to be designated by the Authority at its annual organizational meeting in January. Additional meetings may be called by the Chairman or by two (2) members upon written request to the Chairman, provided that members must receive eighteen (18) hours official notice prior to the scheduled meeting. All meetings shall be open to the public and held in conformity with the Open Meetings Act, P.A. 267 of 1976, as amended.

**Section 4.2 – Public Notice:**

Within ten (10) days after the first meeting of the year, the Annual Schedule of Regular Meetings shall be prominently displayed in the public building where the meetings are to be held. The Annual Schedule of Regular Meetings shall include the dates, times and places of the meetings and the name, address and telephone number of the Authority. Within three (3) days after any change is made in the Annual Schedule of Regular Meetings, such changes shall be prominently displayed in the principal office and in the public building where the meetings are held. Notice of Special or Rescheduled Meetings shall be prominently displayed in the principal office and in the public building where the meetings are held, at least eighteen (18) hours prior to the time of Special or Rescheduled Meeting is to be held.

**Section 4.3 – Quorum:**

For purposes of holding a meeting, a quorum of the Authority shall consist of four (4) members of the Authority. Approval shall be by majority vote when a quorum is present.

**Section 4.4 – Public Comment Procedure:**

Any person shall be permitted to address any meeting of the Authority during the time specifically provided on the agenda. In addition, anyone may speak at the time a subject is under discussion, must direct their remarks to the Chairman, and shall confine their remarks to the subject matter being discussed.

**Section 4.5 – Voting:**

An affirmative vote of a majority of the members shall be required for the approval of any requested action or motion placed before the Authority. Voting shall ordinarily be by voice vote, provided, however, that a roll call vote shall be required if requested by any member or directed by the Chairman. All members of the Authority including the Chairman, shall abstain from voting if that person has a conflict of interest as recognized by the majority of the remaining members of the Authority. Any member abstaining from a vote shall not participate in the discussion of that item.

**Section 4.6 – Conflicts Of Interest:**

- A. All members of the Authority and all members of staff shall avoid situations that are conflicts of interest, and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
  - 1. Issuing, deliberating, voting on or reviewing a matter concerning oneself.
  - 2. Issuing, deliberating, voting on or reviewing a matter involving a corporation, company, partnership, or any other entity in which he/she is an owner or part owner, or any other relationship where he/she may stand to have a financial gain.
  - 3. Issuing, deliberating, voting on or reviewing a matter that may result in a benefit to oneself.
  - 4. Issuing, deliberating, voting on or reviewing a matter concerning members of his/her household or relatives, including, but not limited to, children, grandchildren, spouse, parents, grandparents, in-laws, etc.
  - 5. Issuing, deliberating, voting on or reviewing a matter where an employee or employer is:
    - a. an applicant or agent for an applicant, or
    - b. has a direct interest in the outcome.
  
- B. The conflict of interest shall be declared by the member/staff and discussion regarding whether it is a conflict of interest may be entertained, or the member/staff may choose to abstain from voting.

**Section 4.7 – Minutes:**

Minutes shall be kept of each meeting, showing the date, time, place, members present, and members absent. All motions (who made the motion and who supported the motion, a summary of the discussion, if any, and the outcome) must be complete and precise, with any roll call votes recorded. Proposed minutes shall be available for public inspection not more than eight (8) days after the meeting to which they refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which they are approved.

**ARTICLE V: OFFICERS OF THE AUTHORITY AND COMMITTEES**

**Section 5.1 – Officers of the Authority:**

The officers of the Authority shall consist of a Chairman, Vice-Chairman and Secretary chosen by the members, to serve for a period of one (1) year, or until successors are elected. Such officers shall be elected by a majority vote of the membership of the Authority present at the time of election. The Leelanau County Treasurer shall serve as Treasurer for the Authority. The Authority may create and fill such other offices or seat committees as it may deem advisable.

**Section 5.2 – Committees:**

The Executive Committee is made up of the Chairman, Vice-Chairman and the Secretary. There are no standing committees. This Executive Committee serves as the Finance Committee,

conducts Budget Preparation, and provides general oversight, including review of monthly agendas and monthly meeting minutes. Ad Hoc fact-finding committees may be appointed by the Chairman to gather information on particular subjects affecting the Authority. These committees may be dissolved at the discretion of the Chairman or upon completion of their assignments.

## **ARTICLE VI: DUTIES OF THE OFFICERS**

### **Section 6.1 – The Chairman:**

The Chairman shall be the chief executive officer of the Authority, shall preside at all meetings of the Authority, and shall prepare the agendas with assistance from the County Administrator’s Office staff for the meetings.

### **Section 6.2 – The Vice-Chairman:**

- a. In the event that the office of the Chairman becomes vacant by death, resignation, or otherwise, the Vice-Chairman shall serve as Chairman until a new Chairman is elected. A new chairman shall be elected at the next regular meeting of the Authority.
- b. In the event of the absence of the Chairman or his/her inability to discharge the duties of his/her office, the Vice-Chairman shall assume such duties, until the Chairman becomes available or a new chairman is elected.

### **Section 6.3 – The Secretary:**

The Secretary shall work with the County Administrator’s Office to record and transmit all minutes of all Authority meetings in accordance with these bylaws and shall be responsible for all correspondence and notices pertaining to meetings or other business of the Authority. A recording secretary will be utilized and scheduled through the Administrator’s Office.

### **Section 6.4 – The Treasurer:**

The Leelanau County Treasurer shall serve as the Treasurer for the Authority. The Treasurer shall receive, take charge of and account for all monies and properties of every nature belonging to the Authority, deposit and withdraw same in accordance with the resolutions of the Authority, and discharge the duties of Treasurer at all times in keeping with the fiduciary duty to the Authority. The Treasurer shall give an annual report and accounting at the annual meeting of the Authority, shall keep the books and records of the Authority, and shall report on the financial condition of the Authority at any other time as directed by the Chairman or the Authority.

## **ARTICLE VII: COMPENSATION**

Members of the Authority may be compensated for their services as provided by the County Board of Commissioners.

## **ARTICLE VIII: AUTHORITY BUDGET, AND APPROPRIATIONS**

The expenditures of the Authority, exclusive of gifts and grants, shall be within the amounts

appropriated by the County Board of Commissioners. The County may match County funds with federal, state, or other local government or private grants. The Authority may accept and use gifts and grants for Authority purposes. Money so accepted shall be deposited with the County Treasurer in a special non-reverting Authority Fund for expenditure by the Authority for the purpose designated by the donor or Authority. The County Treasurer shall draw against the special non-reverting fund only upon a warrant from the County Clerk as directed by the Authority and signed by the Chairman.

#### **ARTICLE IX: AMENDMENTS OF BYLAWS**

##### **Section 9.1 – Amendments of Bylaws:**

These bylaws, in whole or in part, may be altered, amended, added to or repealed by a majority vote of the total Authority Membership at any Regular or Special Meeting, provided that notice of the proposed alterations, amendments or repeal shall be submitted by mail or email to all members of the Authority at least five (5) days before the Regular or Special Meeting of the Authority at which they are to be considered.

#### **ARTICLE X: PARLIAMENTARY PRACTICE**

##### **Section 10.1 – Parliamentary Practice:**

For meetings of the Authority, the rules of parliamentary practice as set forth in Robert's Rules of Order, revised, shall govern in all cases in which they are not inconsistent with the standing rules and orders of the Authority and not contrary to any existing laws of the State of Michigan.



# LELAND DAM AUTHORITY

Leelanau County Government Center  
8527 E. Government Center Drive, Suite #101 • Suttons Bay, Michigan 49682  
231-256-9711 • [www.leelanau.gov](http://www.leelanau.gov)

## Leland Dam Authority 2023 Regular Session Meeting Schedule

*(All meetings to be held on the first Wednesday of the month at the Leelanau County Government Center, unless otherwise noted; Special Sessions will be called as necessary)*

<u>Date</u>	<u>Time</u>	<u>Room</u>
April 26, 2023	10:00 a.m.	Commissioners Meeting Room
May 3, 2023	9:00 a.m.	Commissioners Meeting Room
May 31, 2023	10:00 a.m.	Commissioners Meeting Room
June __, 2023	___ .m.	Commissioners Meeting Room
<b><u>Executive Committee –</u></b>		
June __, 2023	___ .m., or	Commissioners Meeting Room
	<i>Or immediately following the Regular Session, whichever is later</i>	
September __, 2023	___ .m.	Commissioners Meeting Room
December __, 2023	___ .m.	Commissioner Meeting Room
<b><u>Organizational Session –</u></b>		
January __, 2024	_____	Commissioners Meeting Room
January __, 2024	_____	Commissioners Meeting Room
	<i>Or immediately following the Regular Session, whichever is later</i>	

Leelanau County will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities upon twenty-four (24) hours' notice to Leelanau County. Individuals with disabilities requiring auxiliary aids or services should contact the Leelanau County Clerk by calling as follows:

Michelle L. Crocker  
Leelanau County Clerk  
Telephone: 231/256-9824