

**LEELANAU TOWNSHIP REGULAR BOARD MEETING AGENDA
TUESDAY, MAY 11, 2021 5:30 P.M.
231-386-5138**

JOIN MEETING VIA ZOOM ELECTRONIC REMOTE ACCESS:
<https://us02web.zoom.us/j/82042504076?pwd=WkZBWm9rNWWhXellkOE5ERzZMby9Hdz09>

**MEETING ID: 820 4250 4076
PASSCODE: 496700**

TENTATIVE AGENDA

*AGENDA CAN BE AMENDED AT THE MEETING.
CHANGES CAN/WILL OCCUR UP UNTIL AND AT THE MEETING
ORDER OF AGENDA ITEMS CAN/WILL CHANGE UP UNTIL AND AT THE MEETING*

- I. CALL TO ORDER, ROLL CALL,
- II.
- III. SET AGENDA
- IV. PUBLIC COMMENT – FIRST – LIMITED TO 3 MINUTES MAXIMUM
- V. GENERAL BUSINESS
 - A. APPROVAL OF MINUTES OF APRIL 13, 2021 REGULAR BRD MEETING
 - B. APPROVAL OF MINUTES OF APRIL 27, 2021 SPECIAL MEETING
 - C. APPROVAL OF BILLS FOR APRIL
- VI. REPORTS
 - A. LEELANAU COUNTY COMMISSIONERS – TY WESSELL
 - B. EMERGENCY SERVICES – HUGH COOK
 - C. LEELANAU COUNTY SHERIFF – BRIAN DION
 - D. FACILITIES MANAGER – BEN PURDY
 - E. PLANNING COMMISSION – GINA HARDER
- VII. ACTION ITEM(S)
 - A. RECTROCATIVE PAY TO 4/1/2021 FOR HOURLY EMPLOYEES – SANDERS
- VIII. DISCUSSION ITEM(S)
 - A. NEW TOWNSHIP WEBSITE PROPOSAL – HARDER

PUBLIC COMMENT – SECOND – LIMITED TO 3 MINUTES MAXIMUM
- IX. CORRESPONDENCE AND ANNOUNCEMENTS

ADJOURN

**LEELANAU TOWNSHIP BOARD MEETING MINUTES
TUESDAY, APRIL 13, 2021, 5:30PM**

CALL TO ORDER, ROLL CALL:

PRESENT: Denise Dunn, Gina Harder, Georgie Murray, John Sanders and Host: Steve Patmore, with Scribe: Georgienne Hammer. ABSENT: Monica Diaz

Zoom Meeting of the Leelanau Township Board called to order at 5:30p.m. by John Sanders

GUESTS: Approximately seven township residents

RESET AGENDA:

John Sanders announced the need for a reset, Limited Agenda due to COVID surge and exposure of a board member.

ACTION ITEMS:

A. Declared Health Emergency Extension through the month of June 2021.

John Sanders asked to ratify Health Emergency 7-Days. Gina Harder moved to extend State of Emergency with end dates to be determined due to COVID rise. Georgie Murray seconded the motion. Discussion: None. Yea: Dunn, Harder, Murray, Sanders. Nay: None. Motion carried.

B. Committee Appointments

Board of Review & Appeals: John Sanders recommends Paul Rebori who has an extensive resume. Georgie Murray moved to appoint Paul Rebori to the Board of Review & Appeals. Gina Harder seconded the motion. Yea: Harder, Murray, Sanders. Nay: Dunn. Motion Carried.

Parks & Recreation: Georgie Murray presented a background on Megan Ernst and Jon Thatcher to serve on the Parks & Recreation Committee. Gina Harder moved to accept Georgie Murray's recommendations. John Sanders seconded the motion. Yea: Dunn, Harder, Murray, Sanders. Nay: None. Motion carried.

Planning Commission: Township Supervisor appoints the Planning Commissioner. John Sanders appointed Tom Weber and presented a background of his qualifications. Denise Dunn moved to approve Sanders' appointment of Tom Weber to the Planning Commission. Georgie Murray seconded the motion. Yea: Dunn, Harder, Murray, Sanders. Nay: None. Motion carried.

PUBLIC COMMENT:

Steve Patmore opened meeting for public comment. Allen Dalzell asked about what is next on the moratorium with Timber Shores. Harder will connect with Mr. Dalzell at a later date. John S. thanked the board for the 180-day moratorium noting "haste makes waste". Ann Harper asked why minutes were skipped at this meeting. Sanders reminded the public attendees that this is a time for Comment and not a Q & A session. Thank you all for attending our limited meeting. A rescheduled Full Meeting will be set within the next seven to ten days.

ADJOURN:

Denise Dunn moved to adjourn the meeting. Georgie Murray seconded the motion. Meeting adjourned at 5:45 pm

NEXT REGULAR MEETING OF THE LEELANAU TOWNSHIP BOARD:

TO BE DETERMINED April (next 7 to 10 days), 2021, 5:30pm via ZOOM.

Georgienne Hammer
P.O. Box 135
Omena, MI 49674

INVOICE

Meeting/Minutes Scribe for Leelanau Township Board

March Meeting Minutes:	April 13, 2021	\$100.00
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Total Billed	\$100.00
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**LEELANAU TOWNSHIP SPECIAL BOARD MEETING MINUTES
TUESDAY, APRIL 27, 2021, 5:30PM**

CALL TO ORDER, ROLL CALL:

PRESENT: Monica Diaz, Denise Dunn, Gina Harder, Georgie Murray, John Sanders and Host: Steve Patmore, with Scribe: Georgienne Hammer.

Zoom Meeting of the Leelanau Township Board called to order at 5:30p.m. by John Sanders

GUESTS: Jon Koets of Ted Hartleb Agency and numerous township residents

SET AGENDA:

John Sanders asked for agenda changes: ACTION ITEM: add approval of hiring Dustin Kent, Firefighter II & Paramedic. Move insurance presentation to before GENERAL BUSINESS.

Monica Diaz moved to approve agenda as amended. Denise Dunn seconded the motion. Motion carried unanimously.

PUBLIC COMMENT #1:

Doug Whitley supports Kal Excavating for doing the restoration work at Christmas Cove Township Park. John Sanders noted the Fiscal Year Annual Report and asked everyone to please read it and also thanked Doug Whitley for his help.

INSURANCE PROPOSAL:

John Sanders introduced Jon Koets of the Ted Hartleb Agency who in turn gave the board a thorough outline of the coverage and costs of their insurance proposal. The coverage is comparable and at lower price.

GENERAL BUSINESS:

- A. Approval of minutes 3/9/21, Regular Board meeting
- B. Approval of minutes 3/17/21, Special Closed Session meeting with Town Hall
- C. Approval of minutes 3/18, 3/22, 3/27 and 3/29 Special Board meetings

The minutes that required correction have been amended. Sanders asked for a motion and vote to approve Items A, B & C.

Georgie Murray moved to approve all but the 3/27 minutes. Denise Dunn seconded the motion. Motion carried unanimously.

D. Approval of Bills for April 2021.

Monica Diaz presented a brief rundown on the first and second check run and fielded questions. Total amount for April 2021 was \$43,770.21. Gina Harder asked to discuss the Netlink check and 'unallocated' checks with Monica Diaz at a later date.

Monica Diaz moved to approve the April 2021 bills in the amount of \$43,770.21. Denise Dunn seconded the motion. Motion carried unanimously.

REPORTS:

A. Leelanau County Commission: Ty Wessell, no report.

B. Emergency Services: Hugh Cook

Cook provided a background on Dustin Kent, Firefighter II and EMS provider. Mr. Kent interviewed with the team and was offered a job if approved by the Leelanau Township Board. John Sanders participated in the interview process of Mr. Kent. Update: The department has signed paperwork for the CARES Act with Leelanau County in the amount of \$10,700.15.

C. Leelanau County Sheriff – Brian Dion

John Sanders welcomed Officer Dion to our meeting as the new Leelanau County Officer to serve Leelanau Township. Officer Dion is happy to be here in the township and is looking forward to serving.

D. Facilities Manager – Ben Purdy

The spring start-up is underway with the cleaning and prepping of the cemetery and parks for Memorial Day and summer season. Peterson Park has operating public restrooms and the Youth Corp is working on the stairs and gravelling, etc.

E. Planning Commission – Gina Harder

Owners of property along trunk line between Overlook and Lee Mann Roads is proposing a small Event Center, wedding venue. A bridge over Ennis Creek may require an amendment to the Ennis Creek Conservation Easement. Also proposed by H & H Cherries is an agricultural camping venue on their farm. The Master Plan preparation work continues, and the full Planning Commission will be on the website.

ACTION ITEMS:

Township Insurance: John Sanders

The quote for the new insurance company's proposal is \$24,000 before adding the airport liability. Current company's cost is \$32,631 and does not cover the airport. Sanders recommends switching agencies at this time. Discussion: None. Gina Harder moved to change

to the Ted Hartleb Agency with the plan Jon Koets recommends. Denise Dunn seconded the motion. Yea: Diaz, Dunn, Harder, Murray, Sanders. Nay: None. Motion carried unanimously.

B. Dark Sky Resolution: Gina Harder

The Dark Sky Resolution originally came from the Village of Northport; and was reworded to support the ordinance from the Township's perspective. Denise Dunn moved to support the Dark Sky Resolution as presented. Georgie Murray seconded the motion. Yea: Diaz, Dunn, Harder, Murray, Sanders. Nay: None. Motion carried unanimously.

C. Eliminate Annual Meeting: John Sanders

Georgie Murray presented the background of annual meetings and that they are no longer required. The Leelanau Township has not hosted an annual meeting in the last two years. The 2020 Annual Meeting was cancelled, and the 2021 meeting was changed from an annual meeting of the electors to a State of The Township Address. John Sanders moved to no longer hold an annual meeting of electors as the meeting's main focus is board member raises. Gina Harder seconded the motion. Yea: Diaz, Harder, Murray, Sanders. Nay: Dunn. Motion carried 4 to 1.

D. Kal Excavating Bid & Environmentalist for Christmas Cove Township Park: Ben Purdy

Ben Purdy clarified some permitting and stabilization questions prior to recommending we go forward with Kal Excavating to do the work at Christmas Cove. John Sanders thanked Purdy, Harder and Murray on their great work on this project. Georgie Murray moved to approve the bid by Kal Excavating. Gina Harder seconded the motion. Yea: Diaz, Dunn, Harder, Murray, Sanders. Nay: None. Motion carried unanimously. Purdy will contact Joel Voss at Kal Excavating tomorrow, 4/28/21.

E. Funding Support for Northport Visitors' Center: Monica Diaz

Monica reported the Northport Visitors' Center is requesting funding for printing costs. The Township has been supporting the Center for 14 years. The request is for \$1,200.00 from the Village of Northport as well as from the Township. Monica Diaz moved to support the Northport Visitor's Center in the amount not to exceed \$1,200.00. Denise Dunn seconded the motion. Yea: Diaz, Dunn, Harder, Murray, Sanders. Nay: None. Motion carried unanimously.

F. Wages: John Sanders

The wages component will require three separate votes by the board.

F1. Hugh Cook: Manages 60% of the Township budget and has done a remarkable job. Request to raise salary to \$61,980 annually. Georgie Murray moved to increase the annual salary for Hugh Cook to \$61,980. John Sanders seconded the motion. Yea: Diaz, Harder, Murray, Sanders. Nay: Dunn. Motion carried 4 to 1.

F2. Cora Schaeff: Increase the Leelanau Township Librarian annual salary by \$4,000 to better align with other County librarians as well as recognize her good work. John Sanders moved to

increase the annual salary of Cora Schaeff by \$4,000.00 annually. Gina Harder seconded the motion. Yea: Harder, Murray, Sanders. Nay: Diaz, Dunn. Motion carried 3 to 2.

F3. W2 Employees: Requesting an across the board an increase of 2% (excluding Board Members). Georgie Murray views this as a cost-of-living increase for these employees. Georgie Murray moved to accept a 2% raise for all W2 Hourly Employees of Leelanau Township. Denise Dunn seconded the motion. Yea: Diaz, Dunn, Harder, Murray, Sanders. Nay: None. Motion carried unanimously.

G. New Hire of Dustin Kent, Firefighter II/Paramedic: John Sanders moved to approve the hiring of Dustin Kent. Georgie Murray seconded the motion. Yea: Diaz, Dunn, Harder, Murray, Sanders. Nay: None. Motion carried unanimously.

DISCUSSION ITEMS:

None

PUBLIC COMMENT:

Doug Whitley shared concerns over negative comments made by individuals in Village of Northport regarding Christmas Cove beach and park residents. Cora Schaeff thanked the Board for the raise and their support.

CORRESPONDENCE & ANNOUNCEMENTS:

None.

ADJOURN:

Denise Dunn moved to adjourn the meeting. Monica Dias seconded the motion. Meeting adjourned at 7:41pm.

NEXT REGULAR MEETING OF THE LEELANAU TOWNSHIP BOARD:

May 11, 2021, 5:30pm, via ZOOM.

Edit List of Invoices - Detail w/GL

Date: 05/07/2021

Time: 11:09 am

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Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
25647	BAKER & TAYLOR BOOKS	05/04/2021	02	BOOKS	717.43
135S	P. O. BOX 277930	05/04/2021	N		0.00
	ATLANTA	05/04/2021	N	N	0.00
	GA 30384-7930	05/04/2021	0.00	0	717.43
	<Emailing Stub Disabled>	05/04/2021			

GL Number	Account Name	Pay Amount	Relieve Amount
271-790-978.000	BOOKS	717.43	0.00
Distribution Total		717.43	0.00

Vendor Total: 717.43

25646	BLACK STONE PUBLISHING	05/04/2021	02	AUDIO BOOKS	261.39
780962	P.O. BOX 780962	05/04/2021	N		0.00
	PHILADELPHIA	05/04/2021	N	N	0.00
	PA 19178	05/04/2021	0.00	0	261.39
	<Emailing Stub Disabled>	05/04/2021			

GL Number	Account Name	Pay Amount	Relieve Amount
271-790-978.001	AUDIO BOOKS ON TAPE	261.39	0.00
Distribution Total		261.39	0.00

Vendor Total: 261.39

25651	BRIANNE FARLEY	05/05/2021	02	ZOOM DRAWING CLASS	200.00
945	945 BARLOW ST	05/05/2021	N		0.00
	TRAVERSE CITY	05/05/2021	N	N	0.00
	MI 49686	05/05/2021	0.00	0	200.00
	<Emailing Stub Disabled>	05/05/2021			

GL Number	Account Name	Pay Amount	Relieve Amount
271-790-956.001	LIBRARY PROGRAMS	200.00	0.00
Distribution Total		200.00	0.00

Vendor Total: 200.00

25653	CHARTER COMMUNICATIONS	05/05/2021	02	PHONE INTERNET	514.90
94188	PO BOX 94188	05/05/2021	N		0.00
	PALATINE	05/05/2021	N	N	0.00
	IL 60094-4188	05/05/2021	0.00	0	514.90
	<Emailing Stub Disabled>	05/05/2021			

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-818.000	CONTRACT SERVICES	84.99	0.00
271-790-853.000	TELEPHONE EXPENSES	29.99	0.00
271-790-977.201	INTERNET ACCESS - CHARTER	109.99	0.00
101-265-853.000	TELEPHONE EXPENSES	139.96	0.00
101-265-818.000	CONTRACT SERVICES	149.97	0.00
Distribution Total		514.90	0.00

Vendor Total: 514.90

25649	CHEMICAL BANK	05/04/2021	02	HEALTH SAVING ACCOUNT	2,350.00
245A	P.O. BOX 245	05/04/2021	N		0.00
	SUTTONS BAY	05/04/2021	N	N	0.00
	MI 49682	05/04/2021	0.00	0	2,350.00
	<Emailing Stub Disabled>	05/04/2021			

GL Number	Account Name	Pay Amount	Relieve Amount
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Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	206-336-720.000	GROUP HEALTH INSURANCE		1,750.00	0.00
	101-253-720.000	GROUP HEALTH INSURANCE		100.00	0.00
	101-215-720.000	GROUP HEALTH INSURANCE		200.00	0.00
	271-790-720.000	GROUP HEALTH INSURANCE		300.00	0.00
	Distribution Total			2,350.00	0.00

Vendor Total: 2,350.00

25650	CHERRYLAND ELECTRIC COOP.	05/04/2021	02	ELECTRIC	
5930	5930 U.S 31 SOUTH	05/04/2021	N		98.77
	GRAWN	05/04/2021	N	N	0.00
	MI 49637	05/04/2021	N	0	0.00
	<Emailing Stub Disabled>	05/04/2021			98.77

GL Number	Account Name	Pay Amount	Relieve Amount
101-777-921.000	ELECTRICITY	98.77	0.00
Distribution Total		98.77	0.00

Vendor Total: 98.77

25645	DEMCO INC	05/04/2021	02	SUPPLIES	
8048	P.O. BOX 8048	05/04/2021	N		170.29
	MADISON	05/04/2021	N	N	0.00
	WI 53708-8048	05/04/2021	N	0	0.00
	<Emailing Stub Disabled>	05/04/2021			170.29

GL Number	Account Name	Pay Amount	Relieve Amount
271-790-740.000	OPERATING SUPPLIES	170.29	0.00
Distribution Total		170.29	0.00

Vendor Total: 170.29

25644	GALE CENGAGE LEARNING	05/04/2021	02	BOOKS	
95501B	P.O. BOX 936754	05/04/2021	N		120.76
	ATLANTA	05/04/2021	N	N	0.00
	GA 31193	05/04/2021	N	0	0.00
	<Emailing Stub Disabled>	05/04/2021			120.76

GL Number	Account Name	Pay Amount	Relieve Amount
271-790-978.000	BOOKS	120.76	0.00
Distribution Total		120.76	0.00

Vendor Total: 120.76

25638	INDEPENDENT BANK	05/04/2021	02	CREDIT CARD	
790408	PO BOX 790408	05/04/2021	N		1,262.36
	ST. LOUIS	05/04/2021	N	N	0.00
	MO 63179	05/04/2021	N	0	0.00
	<Emailing Stub Disabled>	05/04/2021			1,262.36

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-740.000	OPERATING SUPPLIES	1,025.93	0.00
206-336-900.000	PRINTING AND PUBLISHING	180.00	0.00
271-790-818.000	CONTRACT SERVICES	56.43	0.00
Distribution Total		1,262.36	0.00

Vendor Total: 1,262.36

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Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
25652	LEELANAU COUNTY CLERK	05/05/2021	02	POLICE JAN-MAR 21	20,434.67
8527	8527 E. GOVERNMENT CENTER I	05/05/2021	N		0.00
	SUTTONS BAY	05/05/2021	N	N	0.00
	MI 49682	05/05/2021	0.00	0	20,434.67
	<Emailing Stub Disabled>	05/05/2021			

GL Number	Account Name	Pay Amount	Relieve Amount
207-567-818.000	CONTRACT SERVICES	20,434.67	0.00
Distribution Total		20,434.67	0.00

Vendor Total: 20,434.67

25642	MICHIGAN ASSESSING SERVICE	05/04/2021	02	ASSESSING	4,188.50
1244	10655 RIVERSIDE DRIVE	05/04/2021	N		0.00
	HONOR	05/04/2021	N	N	0.00
	MI 49640	05/04/2021	0.00	0	4,188.50
	<Emailing Stub Disabled>	05/04/2021			

GL Number	Account Name	Pay Amount	Relieve Amount
101-209-818.000	CONTRACT SERVICES	4,188.50	0.00
Distribution Total		4,188.50	0.00

Vendor Total: 4,188.50

25641	MUNICIPAL UNDERWRITERS MIC	05/04/2021	02	INSURANCE	1,833.00
935	4171 WOLVERINE DR	05/04/2021	N		0.00
	WILLIAMSBURG	05/04/2021	N	N	0.00
	MI 49690	05/04/2021	0.00	0	1,833.00
	<Emailing Stub Disabled>	05/04/2021			

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-910.000	INSURANCE AND BONDS	1,833.00	0.00
Distribution Total		1,833.00	0.00

Vendor Total: 1,833.00

25639	NICHOLS PAPER & SUPPLY CO	05/04/2021	02	SUPPLIES	955.68
64335	2647 MOMENTUM PLACE	05/04/2021	N		0.00
	CHICAGO	05/04/2021	N	N	0.00
	IL 60689-5326	05/04/2021	0.00	0	955.68
	<Emailing Stub Disabled>	05/04/2021			

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-740.000	OPERATING SUPPLIES	955.68	0.00
Distribution Total		955.68	0.00

Vendor Total: 955.68

25640	PACIFIC TELEMAGEMENT SEF	05/04/2021	02	PAY PHONE	103.00
2001	2001 CROW CANYON RD., STE 20	05/04/2021	N		0.00
	SAN RAMON	05/04/2021	N	N	0.00
	CA 94583	05/04/2021	0.00	0	103.00
	<Emailing Stub Disabled>	05/04/2021			

GL Number	Account Name	Pay Amount	Relieve Amount
101-748-853.000	TELEPHONE EXPENSES	51.50	0.00
101-777-853.000	TELEPHONE EXPENSES	51.50	0.00
Distribution Total		103.00	0.00

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Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		

Vendor Total: 103.00

25654	PRIORITY HEALTH	05/05/2021	02	HEALTH INSURANCE	
1231	3915 MOMENTUM PLACE	05/05/2021	N		9,872.55
	CHICAGO	05/05/2021	N	N	0.00
	IL 60689-5339	05/05/2021	0.00	N	0
	<Emailing Stub Disabled>	05/05/2021			9,872.55

GL Number	Account Name	Pay Amount	Relieve Amount
101-253-720.000	GROUP HEALTH INSURANCE	766.50	0.00
101-215-720.000	GROUP HEALTH INSURANCE	578.97	0.00
206-336-720.000	GROUP HEALTH INSURANCE	7,304.26	0.00
271-790-720.000	GROUP HEALTH INSURANCE	1,222.82	0.00
Distribution Total		9,872.55	0.00

Vendor Total: 9,872.55

25648	SYNCB AMAZON	05/04/2021	02	LIBRARY SUPPLIES	
530	P.O. BOX 530958	05/04/2021	N		581.61
	ATLANTA	05/04/2021	N	N	0.00
	GA 30353-0958	05/04/2021	0.00	N	0
	<Emailing Stub Disabled>	05/04/2021			581.61

GL Number	Account Name	Pay Amount	Relieve Amount
271-790-978.000	BOOKS	350.76	0.00
271-790-978.002	VIDEO TAPES - DVD	158.17	0.00
271-790-740.000	OPERATING SUPPLIES	17.53	0.00
271-790-977.000	EQUIPMENT	29.96	0.00
271-790-956.000	MISCELLANEOUS	25.19	0.00
Distribution Total		581.61	0.00

Vendor Total: 581.61

25643	VISION SERVICE PLAN	05/04/2021	02	VISION	
7427	P.O. BOX 742788	05/04/2021	N		206.25
	LOS ANGELES	05/04/2021	N	N	0.00
	CA 90074-2788	05/04/2021	0.00	N	0
	<Emailing Stub Disabled>	05/04/2021			206.25

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-720.002	VISION INSURANCE - UNION	150.79	0.00
101-253-720.003	TWP VISION	27.73	0.00
271-790-720.003	TWP VISION	27.73	0.00
Distribution Total		206.25	0.00

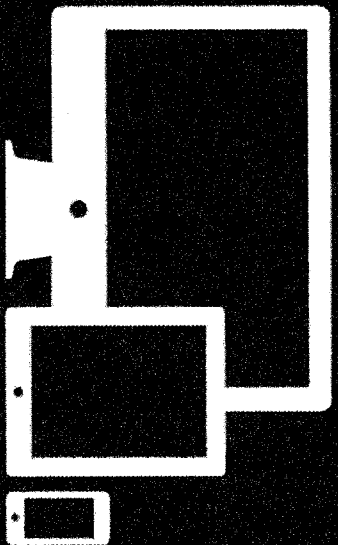
Vendor Total: 206.25

Total Invoices: 17

Grand Total: 43,871.16
Less Credit Memos: 0.00
Net Total: 43,871.16
Less Hand Check Total: 0.00
Outstanding Invoice Total: 43,871.16

PROPOSAL

Website Development



STG

SCOPE OF WORK

The Shumaker Technology Group (STG) will work with Leelanau Township to develop a custom Website that reflects the factors that makes Leelanau unique.

The Website will be developed in the client's choice of STG EasyWeb (a content management system we have developed for our clients) or the widely popular WordPress Content Management System (CRM).

During the initial site setup, STG will create the various pages and populate them with content according to the chosen package. Website content will be provided by Leelanau Township. After the initial setup, more pages may be added using the CRM.

The Website will be developed using responsive (mobile-friendly) techniques.

While the Americas with Disabilities Act (ADA) doesn't specifically reference Website accessibility, numerous recent court cases overwhelmingly suggest that Website accessibility is required under the law. At Shumaker Group, we strive to abide by these guidelines without sacrificing Website quality.

Regardless of which option you choose, all STG Websites come with an initial training session to make sure you are comfortable with your new Website. This is usually conducted via Webinar which offers a number of advantages including the fact that not all participants have to be in the same location and both the screen and the audio can easily be recorded either to share with someone who couldn't make the training, or to have to refer back to in the future. Our clients who learn better in person are welcome to come to our office for training. Or, for a modest fee, we can come to your location and train you.

Even with the initial training, we understand that questions are likely to arise after you start working on the site. We also include 2-hours of remote support with all STG Websites. If you encounter any issues, a qualified Web Developer will connect to your computer via a remote meeting tool and guide you through the process.

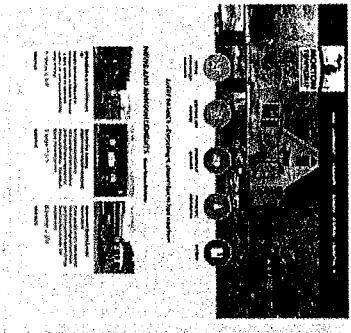
DELIVERABLES

Upon acceptance of our proposal, STG's graphic design team will consult with Leelanau on township branding guidelines and design preferences. We will be happy to revise the design to ensure that you are perfectly happy with your new Website.

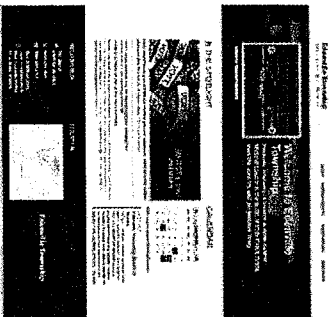
Once a design has been approved by the township, STG will begin programming the Website and migrating/adding content to it.

Depending on how quickly we receive the information and approvals needed from the township, it generally takes anywhere from 6-12 weeks to complete a typical township Website.

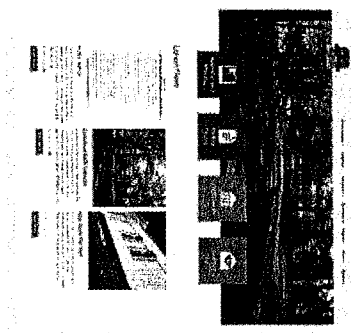
WEBSITE PORTFOLIO SAMPLE



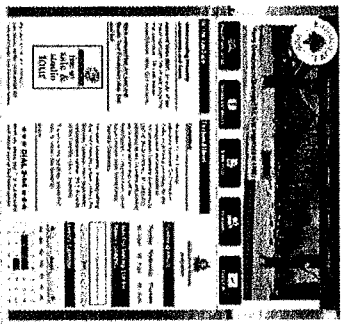
Morton Township
www.mortontownship.org



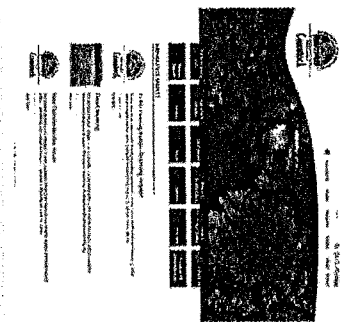
Edenville Township
www.edenvilletwp.org



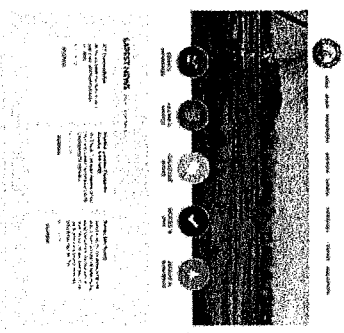
City of Laingsburg
www.laingsburg.us



Williamstown Township
www.williamstowntownship.com

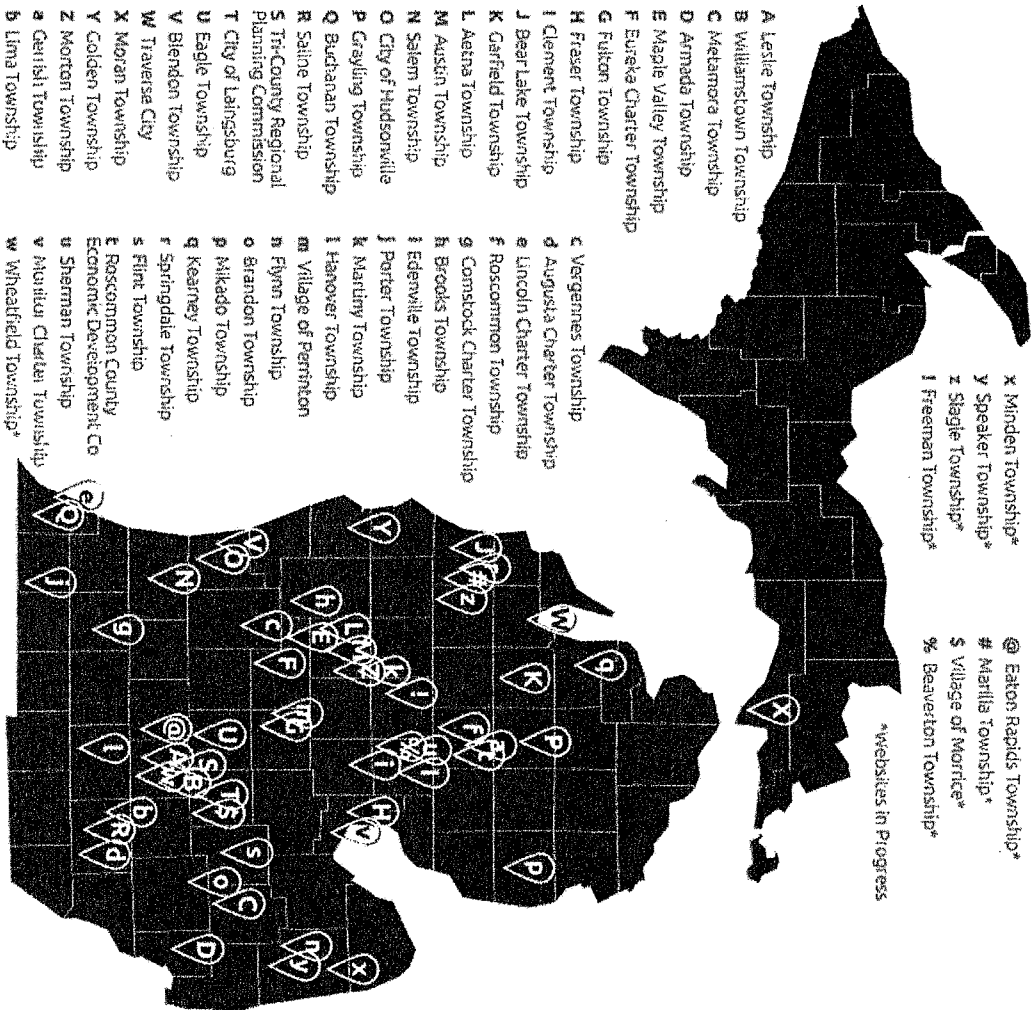


Comstock Charter Township
www.comstockmi.gov



Lincoln Charter Township
www.lcberrien.org

MUNICIPAL CLIENTS MAP



TESTIMONIALS



I personally wanted to thank you for a WONDERFUL job on the Morton Township Website. It looks terrific, and I have heard many rave reviews of how nice looking it is and its ease of navigation. We are all proud of the work that you have done for us. Great job.

It has been a real pleasure working with your team. Thank you so much for making us stress free and successful!

Ann McFeggan, PMP *Morton Township*

www.mortontownship.org



I really appreciate all your help. Thank you for adding all the dates to the calendar also. You make my job much easier and go beyond what we expected. We are so happy we have your company and you supporting the Website.

Karon Hoffman, Supervisor *Clement Township*

www.clementtwp.org

It is folks like you who make being in business for the past 40 years such a pleasure! You have enabled us to grow and encouraged us to be the best printer in town and for that we are deeply grateful.

Missey Trudell *Paper Image*

www.paperimage.com



PRICING

SETUP & DESIGN ONE-TIME COST

TOWNSHIP BASIC PACKAGE \$1,750

- Basic, mobile-friendly Website with content management system
- Pre-development and post-development meetings and training sessions
- Up to 15 pages and 50 linked documents (PDF, DOC, etc.) of migrated or inserted content
- Enhanced security including SSL encryption and CAPTCHA anti-spam feature
- Examples: Moran Township (www.morantownship.com), Eureka Charter Township (www.eurekatownship.org), Golden Township (www.goldentownship.org)

TOWNSHIP PLATINUM PACKAGE \$2,995

- Fully custom, mobile-friendly Website with content management system
- Pre-development and post-development meetings and training sessions
- Up to 60 pages and 300 linked documents (PDF, DOC, etc.) of migrated or inserted content
- Enhanced security including SSL encryption and CAPTCHA anti-spam feature
- Google Analytics and Google Search Console integration
- Fillable PDFs and digitally-submittable electronic forms
- Search feature
- Website designed with attention to ADA compliance guidelines
- Drone video tour of up to 10 township locations (Premium Drone Photo & Video Package)
- Email newsletter template setup
- Design refresh/modernization any time after the Website reaches 3 years old
- Examples: Morton Township (www.mortontownship.org), Comstock Charter Township (www.comstockmi.gov/)

PRICING

HOSTING & MAINTENANCE OPTIONS YEARLY COST

OPTION A: SELF-MANAGED \$ 175

STG will host and back up the site, and it will be your responsibility to update/maintain it.

OPTION B: SUPPORTED..... \$ 275

STG will host and back up the site as well as provide ongoing technical support and training.

OPTION C: FULLY MANAGED \$ 575

http://shumakergroup.com/training_videos/

OPTIONAL ADD-ONS

BASIC DRONE PHOTO & VIDEO PACKAGE. \$ 600

Shooting at up to four (4) locations around the township. Deliverable of several photos of each location and one (1) compilation video of all locations to be used on the township Website, shared on social media, or displayed through any other outlet the township desires.

PREMIUM DRONE PHOTO & VIDEO PACKAGE. \$ 1 000

Shooting at up to ten (10) locations around the township. Deliverable of several photos of each location and up to three (3) distinct videos to be used on different township Website pages, shared on social media, or displayed through any other outlet the township desires.

The 3 videos would be produced according to the township's wishes. For example, one main video could feature clips from each location and be displayed on the Website homepage, while the other two videos could focus on specific areas, such as a parks video and a cemetery tour video.

Note: This package is INCLUDED in the Platinum Website Package.

PROJECT TIMELINE



PROJECT TIMELINE

Generally 6–12 weeks depending on client responsiveness and input

STEP 1: INITIAL MEETING

- Project Goals
- Project Timeline/Deadlines
- Design Preferences

STEP 2: MARKETING/DESIGN MOCKUP

- STG Marketing and Design team crafts a personalized vision of the site for your approval

STEP 3: BUILDING THE SITE/CONTENT MIGRATION

- STG development team begins to program custom Website tailored to your goals and design preferences

STEP 4: FINAL MEETING

- STG meets with you to preview and test the custom Website prior to launch

STEP 5: SITE LAUNCH

- New site becomes available to the general public
- Post-launch testing done by you and STG