



Leelanau County Boards, Authorities, and Commissions

Area Agency on Aging of Northwest Michigan (AAANM) ♦

Last Name/First Name	Position/Category	Term Expires
Elizabeth A. Wagner	At large – citizen	December 31, 2022

Bay Area Transportation Authority (BATA) ●

Last Name/First Name	Position/Category	Term Expires
John Sommavilla	At large – citizen	December 31, 2023
Gwenne Allgaier	Commissioner appointee	Annually

Benzie/Leelanau District Board of Health (BOH)

Last Name/First Name	Position/Category	Term Expires
Barbara Conley	At large – citizen	December 31, 2022
Patricia Soutas-Little	Commissioner appointee	Annually
Ty Wessell	Commissioner appointee	Annually

Benzie/Leelanau District Environmental Health Board of Appeals

Last Name/First Name	Position/Category	Term Expires
Gwenne Allgaier	Commissioner appointee	Annually
Don Barrows	At large – citizen	December 31, 2022
Charles Godbout	At large – citizen	December 31, 2023

Brownfield Redevelopment Authority (BRA) ●

Last Name/First Name	Position/Category	Term Expires
John Arens	At large – citizen	December 31, 2023
Dan Heinz	At large – citizen	December 31, 2024
Dan King	At large – citizen	December 31, 2024
Richard Foster	At large – citizen	December 31, 2023
Thrasos Eftaxiadis	At large – citizen	December 31, 2023
Chet Janik	County Administrator	Annually
Lois Bahle	Commissioner appointee	Annually



Leelanau County Boards, Authorities, and Commissions

Construction Board of Appeals (CBOA) ♦♦

Last Name/First Name	Position/Category	Term Expires
George Paolacci	Electrical category	December 31, 2024
Clint Cook	Plumbing/Mechanical category	December 31, 2023
Nathan Griswold	Building category	December 31, 2026
Robert Miller	Architect category	December 31, 2025
F. Jon Walter	Architect category	December 31, 2022

Department of Health and Human Services (DHHS) ♦

Last Name/First Name	Position/Category	Term Expires
Greg McMorrow	At large – citizen	December 31, 2022
Susan Chapman*	At large – citizen	December 31, 2023

*Partial term – replaces M. Smith

Land Bank Fast Track Authority (LBA) ♦

Last Name/First Name	Position/Category	Term Expires
John A. Gallagher III	County Treasurer	Annually
Trudy Galla	Planning Director	Annually
Richard Isphording	At large – citizen	December 31, 2023
Chet Janik	County Administrator	Annually
Lois Bahle	Commissioner appointee	Annually
Dan Heinz	At large – citizen	December 31, 2022
Richard K. Foster	At large – citizen	December 31, 2024

Northern Lakes Community Mental Health Authority (NLCMH) ♦

Last Name/First Name	Position/Category	Term Expires
Greg McMorrow	At large – citizen	March 31, 2024
Ty Wessell	Commissioner appointee	Annually

Northern Michigan Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board ♦

Last Name/First Name	Position/Category	Term Expires
Greg McMorrow	At large – citizen	December 31, 2023



Leelanau County Boards, Authorities, and Commissions

Northwest Regional Airport Authority (NRAA) ♦♦

Last Name/First Name	Position/Category	Term Expires
Steven Plamondon	At large – citizen	December 31, 2023
Debra Rushton	Commissioner appointee	December 31, 2022
William J. Bunek	Commissioner appointee*	December 31, 2022

Board Appointees selected each January during Organizational Session

**became citizen appointee in May, 2022*

Parks and Recreation Commission ♦♦

Last Name/First Name	Position/Category	Term Expires
F. Jon Walter	At large – citizen	December 31, 2022
Dave Barrons	At large – citizen	December 31, 2024
Steve Christensen	Drain Commissioner	<i>Annually</i>
Don Frerichs	At large – citizen	December 31, 2024
Melinda Lautner	Commissioner appointee	<i>Annually</i>
Casey Noonan	Planning Representative	<i>Annually</i>
John Popa	Road Commission Representative	<i>Annually</i>
John C. Arens*	At large – citizen	December 31, 2023
Rick Robbins	Commissioner appointee	<i>Annually</i>
Charles Godbout	At large – citizen	December 31, 2024

**Partial term – replaces M. Smith*

Planning Commission ♦♦

Last Name/First Name	Position/Category	Term Expires
Amy Trumbull	Education category	December 31, 2023
Dan Hubbell	Agriculture category	December 31, 2022
Melinda Lautner	Commissioner appointee	<i>Annually</i>
Gail Carlson	Tourism category	December 31, 2022
Nathan Griswold	Business category	December 31, 2023
Robert Miller	Economic Development category	December 31, 2023
Tom Nixon	Municipal Government category	December 31, 2022
Casey Noonan	Recreation category	December 31, 2024
Mel Black	Legal/Real Estate category	December 31, 2024
Kim Todd	Transportation category	December 31, 2023
Steve Yoder	Finance category	December 31, 2024



Leelanau County Boards, Authorities, and Commissions

Soil Erosion, Sedimentation, and Stormwater Runoff Control Ordinance BOA ◆

Last Name/First Name	Position/Category	Term Expires
Forrest "Bud" Welch	At large – citizen	December 31, 2022
Tricia Denton	At large – citizen	December 31, 2023
Victor Goldschmidt	At large – citizen	December 31, 2024
Eric Lind	At large – citizen	December 31, 2024
Jack Messer	At large – citizen	December 31, 2022

Solid Waste Council (SWC) ◆◆

Last Name/First Name	Position/Category	Term Expires
Lois Bahle	At large – citizen	December 31, 2022
Mark Bevelhymmer*	At large – citizen	December 31, 2023
Tim Bolin	At large – citizen	December 31, 2022
Pat Deering	At large – citizen	December 31, 2023
Andrew Gale	At large – citizen	December 31, 2022
Marcia Harris	At large – citizen	December 31, 2022
Melinda Lautner	Commissioner appointee	<i>Annually</i>
John Fletcher	At large – citizen	December 31, 2023
Tom MacDonald	At large – citizen	December 31, 2023
James Palmer*	At large – citizen	December 31, 2023
Carrie Sharp	At large – citizen	December 31, 2022

*Please Note: Membership reduction approved from 14 to 9, per county board vote on 11/16/2021; *Ex-Officio, Non-voting Member*

Veterans Affairs Administrative Committee (VAAC) ●

Last Name/First Name	Position/Category	Term Expires
Robert Grabowski	At large – citizen	December 31, 2022

Workforce Development Board ●

Last Name/First Name	Position/Category	Term Expires
Diane Allington	At large	December 31, 2021
Kelli Stepka	At large	December 31, 2022

◆ Per diem/mileage paid by Agency ◆◆ Per diem/mileage paid by County ● No compensation

Vacancy

Term is expiring

Seeks reappointment

Does **not** seek reappointment

LEELANAU COUNTY **2022** APPOINTMENTS TO BOARDS/COMMISSIONS/COMMITTEES/AUTHORITIES

AREA AGENCY ON AGING OF NORTHWEST MICHIGAN (AAA)

ONE SEAT OPEN / ONE COUNTY CITIZEN MEMBER / TWO-YEAR TERM

Contact: Heidi Gustine / [Darcia Brewer](#) Area Agency on Aging of Northwest Michigan
1609 Park Drive/POB 5946, Traverse City, MI 49696 231-947-8920

Meets on the first Thursday of every other month at 9:30 a.m. at the above location.

The Area Agency on Aging of Northwest Michigan is a federally designated Area Agency on Aging. It is tasked with the responsibility to develop and maintain a comprehensive and coordinated system of services to area residents, age sixty (60) and over with priority given to serving the needs of older persons who are identified as having the highest economic and/or social needs. The Board is comprised of fifteen members from Northwest Michigan, one of whom is appointed by the Leelanau County Board of Commissioners.

BAY AREA TRANSPORTATION AUTHORITY (BATA)

ONE COUNTY CITIZEN MEMBER / THREE-YEAR TERM

Contact: Kelly Dunham / [Mary Meredith](#) Bay Area Transportation Authority
3233 Cass St., Traverse City, MI 49684 231-941-2355

Meets on the last Wednesday of every month at 9:00 a.m. at the Cass St. location and other others.

This is a seven-member body responsible for governing the Bay Area Transportation System through its appointed transportation director. The Leelanau County Board of Commissioners appoints a commissioner annually and one, at-large citizen to a three-year term.

BENZIE/LEELANAU DISTRICT BOARD OF HEALTH

ONE SEAT OPEN / ONE COUNTY CITIZEN MEMBER / TWO-YEAR TERM

Contact: Dan Thorell / [Dodie Putney](#) Benzie/Leelanau District Health Department
7401 E. Duck Lake Rd., Suite 100, Lake Leelanau, MI 49653 231-256-0200

Meets on the fourth Thursday of every other month at 4:00 p.m. at either the Benzie or Leelanau Health Department location. The November meeting will be held on the third Thursday.

This Board consists of six members, two county commissioners and one at-large member from each of the two counties. This Board is responsible for the policies, programs and operations of the Health Department in Leelanau and Benzie counties.

BENZIE/LEELANAU ENVIRONMENTAL HEALTH BOARD OF APPEALS

ONE SEAT OPEN / TWO COUNTY CITIZEN MEMBERS / TWO-YEAR TERMS

Contact: Dan Thorell / [Dodie Putney](#) Benzie/Leelanau District Health Department
7401 E. Duck Lake Rd., Suite 100, Lake Leelanau, MI 49653 231-256-0200

Meets on an as-needed basis, alternating meeting sites between Benzie and Leelanau counties.

The purpose of this Board is to review appeals of Health Department decisions on sewage disposal and water supply issues. The committee has the authority to affirm, reverse or modify the Health Department decision and shall, in writing, state the basis for their determination. Hearing times shall be determined by the committee, which will be comprised of three members (1 Commissioner and 2 at-large citizens) from both Leelanau and Benzie Counties.

BROWNFIELD REDEVELOPMENT AUTHORITY (BRA)

FIVE CITIZEN MEMBERS / THREE-YEAR TERMS

Contact: [Trudy Galla](#), Director, Leelanau County Planning & Community Development
8527 E. Government Center Drive, Suttons Bay, MI 49682 231-256-9812

Meets on the third Tuesday of every month at 9:30 a.m. at the Government Center.

This Authority will facilitate the implementation of Brownfield plans; promote the revitalization, redevelopment and reuse of certain property including, but not limited to, tax reverted, blighted, or functionally obsolete property; and authorize and permit the use of certain tax increment financing. The Leelanau County Board of Commissioners appoints five at-large citizens.

CONSTRUCTION BOARD OF APPEALS

ONE SEAT OPEN / Any Category (*Architect, Electrical, Plumbing/Mechanical, Building*) / FIVE CITIZEN MEMBERS / FIVE-YEAR TERMS

Contact: [Amber Weber](#), Building Official, Leelanau County Building Safety Department
8527 E. Government Center Drive, Suttons Bay, MI 49682 231-256-9806

Meets on an as-needed basis.

This five-member board hears appeals for decisions made by the County Construction Codes and may allow construction variances in certain situations. Categories include Architectural, Building, Electrical, and Plumbing/Mechanical.

DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)

ONE SEAT OPEN / TWO CITIZEN MEMBERS / THREE-YEAR TERMS

Contact: Barb LaRue/[Jaimie Dent](#) Department of Health and Human Services
701 S. Elmwood-Suite 19, Traverse City, MI 49684 231-941-3900

Meets on the third Tuesday of every month at 10:00 a.m., generally at the above location.

This agency provides policy guidance for the operations of the Leelanau County Department of Human Services. Leelanau County appoints two at-large citizens.

LAND BANK FAST TRACK AUTHORITY (LBA)

ONE SEAT OPEN / THREE CITIZEN MEMBERS / THREE-YEAR TERMS

Contact: [John A. Gallagher III](#), Leelanau County Treasurer
8527 E. Government Center Drive, Suttons Bay, MI 49682 231-256-9838

Meets on the third Tuesday of every month at 9:00 a.m. at the above location.

A Land Bank Authority is a public authority created to efficiently acquire, hold, manage, and develop tax-foreclosed property, as well as other vacant, blighted, obsolete and abandoned properties. Among its functions, a Land Bank can help facilitate use and development of property, establish "clear title" on properties it acquires, borrow money, and issue tax-exempt financing.

NORTHERN LAKES COMMUNITY MENTAL HEALTH AUTHORITY (CMH)

ONE COUNTY CITIZEN MEMBER / THREE-YEAR TERM ([Term expires March 31.](#))

Contact: ____/[Deb Lavender](#)
105 Hall St., Traverse City, MI 49684 231-922-4850

Meets on the third Thursday of every month at 3:30 p.m. at various locations throughout the region.

This Authority provides a comprehensive array of mental health services appropriate to the conditions of individuals within the geographic service area (Crawford, Grand Traverse, Leelanau, Missaukee, Roscommon and Wexford Counties). One Commissioner and one at-large citizen from Leelanau County will serve on this board.

NORTHERN MI REGIONAL ENTITY (NMRE) SUBSTANCE USE DISORDER SERVICES POLICY OVERSIGHT BOARD

ONE COUNTY CITIZEN MEMBER /THREE-YEAR TERM

Contact: Eric Kurtz/[Carol Balousek](#), Northern Michigan Regional Entity
1420 Plaza Drive, Petoskey, MI 49770 231-487-9144

Meets on the first Monday of odd numbered months at 10 a.m. at 1068 Cross St., Gaylord, Michigan, unless otherwise posted.

The Oversight Board is comprised of one appointee from each of the twenty-one (21) counties served by the Northern Michigan Regional Entity. The Leelanau County appointee shall have experience, expertise, knowledge and/or interest in substance use disorder issues.

NORTHWEST REGIONAL AIRPORT AUTHORITY (NRAA)

ONE COUNTY CITIZEN MEMBER / THREE-YEAR TERM

Contact: Kevin Klein/[Luanne Zak](#), Cherry Capital Airport
727 Fly Don't Drive, Traverse City, MI 49686 231-947-2250

Meets on the last Tuesday of every month at 3:00 p.m. at the above location.

This Commission is the governing body for the Cherry Capital Airport in Traverse City. The airport is jointly owned and operated by Leelanau and Grand Traverse Counties. This is a seven-member board, (5 from Grand Traverse County and 2 from Leelanau County) one member shall be a commissioner appointment, and the other member shall be a citizen-at-large.

PARKS AND RECREATION COMMISSION (P & R)

ONE SEAT OPEN / FIVE CITIZEN MEMBERS / THREE-YEAR TERMS

Contact: [Casey Noonan](#), Chairman
8527 E. Government Center Drive, Suttons Bay, MI 49682 231-256-9711

Meets on the third Wednesday every month at 3:00 p.m., with the exception of July and November, at the above location; committee meetings are scheduled as needed.

The Parks and Recreation Commission consists of ten (10) persons, including the Chair of the Road Commission or another road commissioner designated by the Board of County Road Commissioners; the County Drain Commissioner; the Planning Commission Chairman or his/her designee; and seven (7) other members appointed by the County Board of Commissioners. The seven appointed members may include no less than one (1) and not more than three (3) County Commissioners. This Commission oversees three County parks – Old Settler's Picnic Grounds, Myles Kimmerly Park, including the 4-H Arena, and the Veronica Valley County Park, as well as propose park rules and regulations to the County Board of Commissioners.

PLANNING COMMISSION (PC)

THREE SEATS OPEN* / TEN CITIZEN MEMBERS / THREE-YEAR TERMS

Contact: [Trudy Galla](#), Leelanau County Planning & Community Development
8527 E. Government Center Drive, Suttons Bay, MI 49682 231-256-9812

**Open categories include – Agriculture; Municipal Government; Tourism*

Meets on the fourth Tuesday of every month at 5:30 p.m. at the above location.

The Leelanau County Planning Commission is an 11-member commission whose primary duty is to oversee preparation and implementation of the County Plan. This includes solid waste management, economic development, growth management, and transportation issues.

SOIL EROSION, SEDIMENTATION AND STORMWATER RUNOFF CONTROL ORDINANCE BOARD OF APPEALS (SESSRC)

TWO SEATS OPEN / FIVE CITIZEN MEMBERS / THREE-YEAR TERMS

Contact: [Buzz Long](#), Leelanau Conservation District
8527 E. Government Center Drive, Suite 205, Suttons Bay, MI 49682 231-256-9783

Meets on an as-needed basis.

This Appeals Board shall consist of five members appointed by the Leelanau County Board of Commissioners. The Appeals Board may affirm, reverse, or modify the Code Enforcement Agency's action, or remand the matter to the Code Enforcement Agency for more information. The Appeals Board may not grant variances from the requirements of the Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance.

SOLID WASTE COUNCIL (SWC)

FIVE SEATS OPEN / NINE CITIZEN MEMBERS and TWO, EX-OFFICIO MEMBERS / TWO-YEAR TERMS

Contact: [Trudy Galla](#), Leelanau County Planning & Community Development
8527 E. Government Center Drive, Suttons Bay, MI 49682 231-256-9812

Meets on the first Tuesday of every other month at 1:00 p.m. at the above location.

The Solid Waste Council is a 14-member council charged with the responsibility of updating and carrying out the requirements of the Solid Waste Management Plan.

VETERANS AFFAIRS ADMINISTRATIVE COMMITTEE (VAAC)

ONE SEAT OPEN* / ONE COUNTY CITIZEN MEMBER / TWO-YEAR TERM

Contact: [Michael Roof](#), Director, Grand Traverse County Veterans Affairs
2650 LaFranier, Traverse City, MI 49686 231-995-6070

Meets on the fourth Thursday of every month at 8:30 a.m. at the Grand Traverse County Public Service Building.

This committee meets monthly to oversee the operations of the Veterans Affairs Department. The Leelanau County Board of Commissioners appoints one at-large citizen to serve on this committee to oversee the operations of our contract for Veteran Affairs services. The appointee must have served honorably in active duty in the armed forces, volunteers, or regulars.

WORKFORCE DEVELOPMENT BOARD *(Leelanau Peninsula Chamber of Commerce nominates the applicant)*

ONE SEAT OPEN / TWO COUNTY APPOINTEES / THREE-YEAR TERMS

Contact: Matt McCauley / _____, Networks Northwest
600 E. Front Street, Suite 104, Traverse City, MI 49686 231-929-5000, fax 231-929-5012

Meets on the second Monday of every other month starting in February at 6:00 p.m. at MI Public Works. No meetings scheduled in January, March, May, July, September, and November.

This body is a group of individuals who are or represent employers and acts as the governing body on programs related to the Workforce Innovation and Opportunity Act. Board members are individuals employed as chief operating officers of businesses or business owners in a ten-county area of Northwest Lower Michigan. Two members represent Leelanau County; appointees are chosen by this Board. **Interested applicants must apply directly to Networks Northwest.**

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:	Date:
Address:	
Occupation:	
Daytime Telephone:	
Email Address:	

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

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

Township or Village: _____

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

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

5. What are your qualifications for appointment?

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

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

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

Reference #1

Reference #2

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: _____

Attachment #1:

**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT: Administrative/Governance Policies
Administrator

Policy No. **1.06**

SPECIFIC SUBJECT: Boards/Commissions/Committees/Authorities Appointment Policy

Adopted: 02/22/1990
Revised: 02/15/1994
Revised: 01/03/2007
Revised: 11/17/2009
Revised: 09/16/2014
Revised: 09/18/2018

APPLIES TO: County citizens appointed to various Boards, Commissions, Committees, and Authorities

PURPOSE: To provide a written policy on the process or steps for standardizing appointments to County Advisory Boards, Commissions, Committees, and Authorities.

Boards, Commissions, Committees, and Authorities are created, either through mandate or the will of the Leelanau County Board of Commissioners, to aid them in the policy development and decision-making process.

The County Board seeks well-qualified residents who can add expertise and show commitment to the challenges that these Boards, Commissions, Committees, and Authorities face.

This policy outlines the scope of the on-going Boards, Commissions, Committees, and Authorities and establishes a standardized appointment process.

1. Appointments – The term of office for all appointments to County Boards, Commissions, Committees, and Authorities shall begin on January 1, except as otherwise required by law.

A listing of openings and vacancies, including expiring terms of the various County Boards, Commissions, Committees, and Authorities members is posted on the County’s website and will contain a statement of the Board of Commissioners’ commitment to secure qualified and interested citizens to participate in public service through appointment to these various Boards, Commissions, Committees, and Authorities.

A brief narrative description will also be included for each Board, Commission, Committee and Authority, the location(s) where the applications are available, and the appointment policy/procedures utilized by the County Board. Applications and the listed information will be made available to the public at the offices of the Leelanau County Administrator and the County Clerk, or on the County's website. The information will also be made available to the public through township and village clerks.

In addition, during August of each year, the County Board of Commissioners will notify citizens of all openings on Boards, Commissions, Committees, and Authorities for terms commencing in January of the upcoming year using some or all of the following methods:

- a. News releases to newspaper, radio, television;
- b. Notice of vacancies during County Board meetings/recorded in minutes;
- c. Notice sent to township and village governing bodies, with a notice detailing the desire of the County Board for citizen participation in County Government; or
- d. Notices of vacancies posted on the Leelanau Community Center website.

The Board of Commissioners shall meet as a Committee of the Whole to interview and recommend candidates for appointment to County Boards, Commissions, Committees, and Authorities. The Committee of the Whole may also have a liaison from the appropriate Board, Commission, Committee or Authority present as an ex-officio member to assist in the interview process. Appropriate staff members may also attend interview sessions as ex-officio members to provide technical assistance.

2. Eligibility Requirements – To be considered for nomination/appointment, a citizen must be:
 - a. A resident of Leelanau County.
 - b. A registered voter within Leelanau County.
 - c. Have an application on file with the Leelanau County Administrator's office.

Citizens must meet all qualifications required by County ordinance, resolution, state law, and/or the by-laws of the Board, Commission, Committee, and/or Authority to which they are to be appointed.

All applications will be received in the Administrator's office and forwarded to the appropriate Board, Commission, Committee, and/or Authority for internal review and comment.

Citizen participation on Boards, Commissions, Committees, and Authorities is the preferred method for eliciting constructive citizen input and putting to use the talents of individual citizens as volunteers. However, County Commissioners may be appointed to serve on Boards, Commissions, Committees, and Authorities where such service is not prohibited by law or is mandated by law. Commissioners appointed to serve on Boards, Commissions, Committees, and Authorities shall be appointed annually and shall be deemed to serve by virtue of their position as a County Commissioner. For such Commissioners, said appointment shall continue only so long as the Commissioner continues in office. At the point a Commissioner so appointed vacates the office of County Commissioner, all appointments enjoyed by virtue of that office shall also terminate.

To maximize opportunities for citizen participation, a citizen may normally serve on only one (1) Board, Commission, Committee, and/or Authority at any given time. Further, a citizen can serve only three (3) consecutive full terms on a particular Board, Commission, Committee, and/or Authority. For purposes of applying this policy, partial terms shall not be considered as part of the three full term limit; i.e., a citizen appointed to a partial term may serve three (3) consecutive full terms subsequently.

A citizen retiring after three full terms may be reappointed to that same Board, Commission, Committee, and/or Authority after a one-term abstention.

The terms of office and attendance patterns will be monitored so that a broader selection of citizens is represented and those appointed are “active” board members.

3. Appointment Procedure for Full Term Vacancies – Appointments to each Board, Commission, Committee, and/or Authority shall be made with regard to the diversity of Leelanau County citizens, their variety of interests, and the experience and expertise that each can contribute to the common good of the County. The term of appointment shall depend on the type of appointment made.

The application form is standard for all Boards, Commissions, Committees, and Authorities (with the exception of the DHHS and Workforce Development Boards) and the deadline for submission to the County Administrator is the last Friday in October. No such appointment shall be effective until it has been approved by the Board of Commissioners.

The public process for receiving applications and making recommendations for membership on County Boards, Commissions, Committees, and Authorities shall be as follows:

- a. At its August meeting each year, the County Board of Commissioners will notify citizens of all openings on Boards, Commissions, Committees, and Authorities for terms commencing in January of the upcoming year.

- b. Applications for appointment are due in the County Administrator's office by the last Friday in October. Applications for appointments will be forwarded to the appropriate Board, Commission, Committee, or Authority for their internal review and comment. Applications received after this deadline, shall be kept on file until the next annual appointment process. In a case where no applications are on file, the appointment process may be delayed until the public is notified and new applications are received.

All applications will be retained on file for four (4) years, after which time they will expire; any current committee members/applicants will need to fill out and resubmit a new application for future consideration.

- c. Application material and internal recommendations shall be forwarded to the Committee of the Whole, which may interview each candidate being considered for appointment and make a recommendation for appointment to the County Board of Commissioners.
 - d. The County Board of Commissioners, at its December meeting shall review and may appoint or reject any candidate recommended for appointment. Commissioners appointed to Boards, Commissions, Committees, or Authorities will be appointed/re-appointed at the Board's Organizational Meeting in January.
4. Appointment Procedure for Partial Term Vacancies – Appointments to fill vacancies shall be made upon the occurrence of the vacancy, and each person so appointed shall take office immediately upon the approval by the Board of Commissioners to serve for the remainder of the unexpired term.

The process for filling partial term vacancies shall follow the same procedures as for filling full term vacancies except that the time line constraints shall not apply, as the process shall begin upon occurrence. In the event the official list contains no qualified applicants for the current partial term openings, a special limited purpose advertisement may be issued.

5. Notice of Appointments – Successful applicants are notified of their appointment in a letter from the County Administrator and of the necessity to file an oath of office with the County Clerk within a required time period. Unsuccessful applicants are also notified and asked if their credentials should be kept of file should a vacancy occur. The roster of applicants is kept by the County Administrator and is available for review.
6. Conflict of Interest – If any provision of this policy is in conflict with state law, with respect to terms, qualifications, method of appointment, or any other factor relative to the appointment, said provisions shall be deemed repealed, and the remainder of the policy shall continue in force.

7. Freedom of Information Act Training Session – To familiarize appointed citizens with the Freedom of Information Act, a training session will be conducted. Appointees will be encouraged to attend this session during the first year of service.
8. Open Meetings Act Training Session – To familiarize appointed citizens with the Open Meetings Act, a training session will be conducted. Appointees will be encouraged to attend this session during the first year of service.
9. Recognition of Service – At the conclusion of a term of service, the County Administrator shall recognize the retiring citizen by sending a letter expressing the appreciation of the Board of Commissioners for their public service.
10. Current Boards, Commissions, Committees, and Authorities:

			Membership	Term
1	Area Agency on Aging of Northwest Michigan	AAA	1	2 yr.
2	Bay Area Transportation Authority	BATA	2	3 yr.
3	Benzie-Leelanau Health Department Board of Health		3	2 yr.
4	Benzie-Leelanau Environ. Health Board of Appeals		3	2 yr.
5	Brownfield Redevelopment Authority	BRA	7	3 yr.
6	Construction Board of Appeals	CCBOA	5	5 yr.
7	Department of Health and Human Services	DHHS	2	3 yr.
8	Land Bank Fast Track Authority	LBA	7	3 yr.
9	Northern Lakes Community Mental Health Authority	CMH	2	3 yr.
10	Northern Michigan Regional Entity Substance Use Disorder Services Policy Oversight Board	NMRE	1	3 yr.
11	Northwest Regional Airport Authority	NRAA	2	3 yr.
12	Parks and Recreation Commission	P & R	10	3 yr.
13	Planning Commission	PC	11	3 yr.
14	Soil Erosion, Sedimentation and Stormwater Runoff Control Board of Appeals	SESSRC	5	3 yr.
15	Solid Waste Council	SWC	14	2 yr.
16	Veterans Affairs Administrative Committee	VA	1	2 yr.
17	Workforce Development Board	WDB	2	3 yr.