

LEELANAU TOWNSHIP REGULAR BOARD MEETING AGENDA  
TUESDAY, JUNE 8, 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 27, 2021 SPECIAL MEETING
    - B. APPROVAL OF MINUTES OF MAY 11, 2021 REGULAR MEETING
    - C. APPROVAL OF JUNE 1, 2021 SPECIAL MTG W/ TIM MALONE
    - D. APPROVAL OF BILLS FOR JUNE
  - 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. LIBRARY DIRECTOR- CORA SCHAEFF
    - F. PLANNING COMMISSION & RECOMMENDATION FOR PLANNING FIRM – GINA HARDER
  - VII. ACTION ITEM(S)
    - A. AIRPORT TERMINAL BUILDING STABILIZATION- SANDERS
    - B. CORA PAY RAISE ADJUSTMENT - HARDER
  - VIII. DISCUSSION ITEM(S)
    - A. NEW TOWNSHIP WEBSITE PROPOSAL – HARDER
    - B. EMS RESERVE POOL PAY INCREASE – COOK
    - C. STATE OF EMERGENCY STATUS – SANDERS
- PUBLIC COMMENT – SECOND – LIMITED TO 3 MINUTES MAXIMUM
- IX. CORRESPONDENCE AND ANNOUNCEMENTS

ADJOURN

**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.

**LEELANAU TOWNSHIP BOARD MEETING MINUTES  
TUESDAY, MAY 11, 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

**SET AGENDA:**

John Sanders asked for agenda changes: Sanders asked amend Item 8 to also read Cook and Schaeff raises to be retroactive to April 1, 2021, as well as the hourly employees. Harder asked to add an Item B to ACTION ITEMS for Post-Audit Resolution item for a designated typed of regularly paid bills.

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

**PUBLIC COMMENT #1:**

None

**GENERAL BUSINESS:**

A. Approval of minutes 4/13/21, Regular Board meeting

Denise Dunn moved to approve 4/13/21 Regular Board meeting minutes as presented. Gina Harder seconded the motion. Motion carried unanimously.

B. Approval of minutes 4/27/21, Special Closed Session meeting

Denise Dunn expressed concern regarding the minutes regarding the \$4,000 raise for Schaeff that actually took that salary to above the budget. As well as F3 on Page 4 regarding salary increases for trustees. Sanders confirmed that the trustees are not getting raises. The librarian's pay increase was based on incorrect numbers. Discussion. Monica Diaz recommended to go with the \$44,060 salary as approved.

Denise Dunn moved to table the 4/27/21 minutes until the June 2021 meeting. Monica Diaz seconded the motion. Motion carried unanimously.

C. Approval of Bills for April 2021.

Monica Diaz presented the process of the bills resulting in the grand total of \$46,302.95 for April 2021.

Denise Dunn moved to approve the bills as presented for April 2021. Gina Harder seconded the motion. Motion carried unanimously.

**REPORTS:**

A. Leelanau County Commission: Ty Wessell

Today's meeting of recommendations was lengthy, next week's meeting they will be voting on the recommendations. Some topics under recommendation are the creating of a Lake Leelanau Board, prayer as County Board meetings, 4.2 mil federal funds and how to use the dollars, County Clerk's office reorganization and best ways to help struggling county residents (ALICE households) with the Federal Funds.

B. Emergency Services: Hugh Cook

A brief update on activities of the Emergency Services included a structure fire as well as assisting a resident in changing out batteries in home smoke detectors.

C. Leelanau County Sheriff – Brian Dion

No Report

D. Facilities Manager – Ben Purdy

Youth Corps finished up repairs at Peterson Park last week. Purdy wants to hire a part-time assistant for the Grounds Keeper, Mike Mahney. Asked to put together a job posting and place in Leelanau Enterprise. This position would graduate to full time when Mr. Mahney retires next year. See Action Item C. for motion on this request.

E. Planning Commission – Gina Harder

Harder reported they had not held a meeting since the last update. Next meeting is scheduled for May 13, 2021.

**ACTION ITEMS:**

A. Retroactive Pay increase to 4-1-2021 for Cook, Schaeff and 2% for hourly employees.

Georgie Murray moved to approve the retroactive pay increases to 4/1/2021. Denise Dunn seconded the motion and clarified the pay rate for Schaeff is \$44,060. Yea: Diaz, Dunn, Harder, Murray, Sanders. Nay: None. Motion carried unanimously.

B. Post-Audit Resolution regarding Bill Paying.

The board discussed the need for Resolution No. 2021-02 Procedure to Post-Audit Certain Township Bills involving bills such as payroll, utility bills, emergency service bills, training seminars, invoices with penalties or discounts, contractual obligations and authorized emergency expenditures up to \$1,000.00 by Supervisor when deemed essential.



Monica Diaz moved to adopt moved to adopt Resolution No. 2021-02, Procedure to Post-Audit Certain Township Bills. Whereas, the Leelanau Township Board recognizes that all payments (with the exception of the current-year tax collection disbursement account) must be approved by the township board prior to payment; and Whereas, certain claims may be due prior to the next board meeting, such as: 1. Payroll (election workers, BOR, ZBA, PC, regular wages, and payroll taxes, etc.); 2. Utility bills (phone, internet, electric, gas, etc.); 3. Emergency services bills; 4. Training Seminars (that may become due prior to the next meeting); 5. Invoices with penalties or discounts that would be incurred if payment is not received prior to the board meeting where claims will be approved; 6. Contractual Obligations; and 7. The Supervisor may authorize emergency expenditures up to \$1,000.00 when deemed essential due to the imminent threat to health, safety and welfare of the township. Now, therefore be it resolved, that the Leelanau Township Board hereby authorizes the Clerk and Treasurer to disburse funds for claims as detailed above, and that claims paid under order of this resolution shall be post-audited at the next board meeting following their issuance. Denise Dunn seconded the motion. Yea: Diaz, Dunn, Harder, Murray, Sanders. Nay: None. Motion carried unanimously.

C. Part-time Grounds Keeper Job and Posting.

Denise Dunn moved to support the hiring of a part-time grounds keeper employee and placing ads in the Leelanau Enterprise as requested by Mr. Purdy. Gina Harder seconded the motion. Yea: Diaz, Dunn, Harder, Murray, Sanders. Nay: None. Motion carried unanimously.

**DISCUSSION ITEMS:**

A. New Township Website Proposal: Gina Harder

Harder presented the Shumaker Technology Group (STG) company's user-friendly website which is user friendly on all aspects including updates to site. Also reasonably priced. Harder will also look into a couple more companies for like features and prices. Action at next meeting.

B. Holding Tank/Sewage Issues in Omena led Supervisor Sanders, Gina Harder, Ty Wessell and Mary Tonneberger with others are looking into ways to assist with financing to get septic systems for these Omena business/homes rather than holding tanks.

**PUBLIC COMMENT:**

Township residents, attending the meeting, commented on several topics from impressed with website work thus far, but a need should be considered regarding long-term storage of historical records; concern regarding outdated political signs still being displayed on roadside; Northport-Omena Calendar lists all township meetings – web address is: [NorthportOmenaCalendar.com](http://NorthportOmenaCalendar.com); excited about a new website and concern regarding township minutes, draft and/or final are not being posted in a timely manner.

**CORRESPONDENCE & ANNOUNCEMENTS:**

Harder announced a June 1, 5:30pm educational meeting: CEO of Cherry Capital Communications, high-speed fiber optics and broadband connections throughout township. Meeting is a Zoom and phone call to conference at Township Hall.

Harder and Murray are hosting a resident/trustee discussion meeting on the third Tuesday of the month at 2pm. It will be open format. Next week's will be Zoom; but hoping in future to be face to face at various business locals in the township.

Diaz announced the "Rolling Taps" band will be performed again this year on Memorial Day in Northport. To begin at 11:00am in Northport at the M-22 Sign and end up at Cemetery.

**ADJOURN:**

Denise Dunn moved to adjourn the meeting. Georgie Murray seconded the motion. Meeting adjourned at 6:42pm.

**NEXT REGULAR MEETING OF THE LEELANAU TOWNSHIP BOARD:**

June 8, 2021, 5:30pm, via ZOOM.

Leelanau Township Special Board Meeting Minutes  
June 1, 2021 at 5:30 PM

Meeting was called to order at 5:30 PM by Supervisor John Sanders.

Board members present: John Sanders, Denise Dunn, Georgie Murray, and Gina Harder

Board members absent: Monica Diaz

Supervisor Sanders reminded the public that the purpose of this meeting was to help educate the community on some of the options available for high-speed internet access. The guest speaker is Tim Malone, CEO of Cherry Capital Connection. Mr. Malone will also discuss the current fiber-optic projects underway and planned in Leelanau Township.

Public comment #1: There was no public comment.

Trustee Gina Harder introduced Mr. Malone and encouraged the participants to ask questions both during the presentation (the speaker will take pauses and ask for questions) and following the presentation.

Mr. Malone shared a PowerPoint presentation that described his company and many of the aspects and benefits of "Gig Access" internet. (Internet service with download speeds of at least 1000 megabits per second). Fiber optic service to the home is the technology that provides the greatest reliability and highest download and upload speeds available.

The presentation:

- 1) Discussed some of the costs to bring fiber to the home.
- 2) The 5-step planning process CCC uses for fiber projects
- 3) Current CCC projects in Leelanau Twp. and in the area
- 4) Federal Grant funding (RDOF) supported projects in Leelanau County
- 5) The CCC model for building and financing fiberoptic infrastructure
- 6) Reviewed the Gills Pier and Omena projects
- 7) Discussed some of the current and future Federal Grant programs that support broadband infrastructure. Some Federal Grants have a timeline where funds must be committed to infrastructure projects or forfeited.
- 8) Asked Leelanau Township to consider partnering with CCC who has a plan to provide "Gig" level service to the Township as well as high speed interim solutions during the infrastructure build.

The public asked questions that Mr. Malone answered during and following the presentation.

Public comment : none

Motion to adjourn made by Denise Dunn, seconded by Gina Harder. Meeting was adjourned.

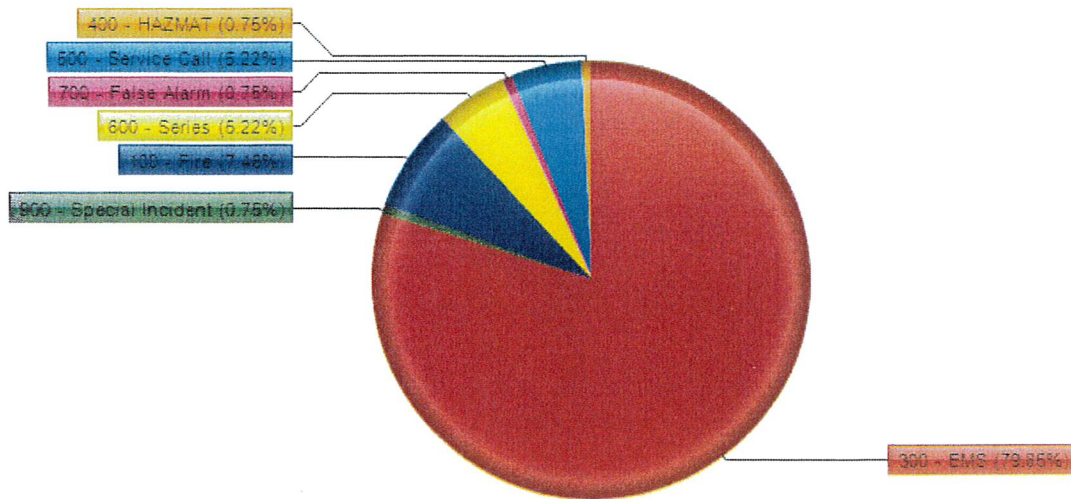


Incidents monthly and annual (22) of Fire - Incident Types with Monthly and Annual Breakdown

Date: Tuesday, June 1, 2021  
Time: 5:43:35 AM

Incident Type Group	2021	Total
300 - EMS	107	107
900 - Special Incident	1	1
100 - Fire	10	10
600 - Series	7	7
700 - False Alarm	1	1
500 - Service Call	7	7
400 - HAZMAT	1	1
<b>Annual Total</b>	<b>134</b>	<b>134</b>

Incident Type Group	2021-01-01	2021-02-01	2021-03-01	2021-04-01	2021-05-01	Total
300 - EMS	25	17	23	19	23	107
900 - Special Incident	1	0	0	0	0	1
100 - Fire	3	3	2	1	1	10
600 - Series	1	0	3	1	2	7
700 - False Alarm	0	1	0	0	0	1
500 - Service Call	0	2	0	2	3	7
400 - HAZMAT	0	0	0	1	0	1
<b>Monthly Total</b>	<b>30</b>	<b>23</b>	<b>28</b>	<b>24</b>	<b>29</b>	<b>134</b>



<b>Incident Type Details</b>	<b>2021-01-01</b>	<b>2021-02-01</b>	<b>2021-03-01</b>	<b>2021-04-01</b>	<b>2021-05-01</b>	<b>Total</b>
311 - Medical assist, assist EMS crew	1	0	0	0	0	<b>1</b>
321 - EMS call, excluding vehicle accident with injury	20	15	21	19	22	<b>97</b>
911 - Citizen complaint	1	0	0	0	0	<b>1</b>
320 - Emergency medical service incident, other	4	1	2	0	0	<b>7</b>
111 - Building fire	2	1	0	1	0	<b>4</b>
631 - Authorized controlled burning	1	0	0	0	0	<b>1</b>
138 - Off-road vehicle or heavy equipment fire	1	0	0	0	0	<b>1</b>
745 - Alarm system activation, no fire - unintentional	0	1	0	0	0	<b>1</b>
531 - Smoke or odor removal	0	1	0	0	0	<b>1</b>
341 - Search for person on land	0	1	0	0	0	<b>1</b>
114 - Chimney or flue fire, confined to chimney or flue	0	1	0	0	0	<b>1</b>
112 - Fires in structure other than in a building	0	1	0	0	0	<b>1</b>
553 - Public service	0	1	0	0	0	<b>1</b>
611 - Dispatched & canceled en route	0	0	3	1	2	<b>6</b>
141 - Forest, woods or wildland fire	0	0	1	0	0	<b>1</b>
143 - Grass fire	0	0	1	0	0	<b>1</b>
444 - Power line down	0	0	0	1	0	<b>1</b>
551 - Assist police or other governmental agency	0	0	0	2	3	<b>5</b>
324 - Motor vehicle accident with no injuries.	0	0	0	0	1	<b>1</b>
123 - Fire in portable building, fixed location	0	0	0	0	1	<b>1</b>
<b>Total</b>	<b>30</b>	<b>23</b>	<b>28</b>	<b>24</b>	<b>29</b>	<b>134</b>

**VIII Approval of Accounts Payable and Transfer of Funds**

*Sandra Grant/moved, Mike Hill/supported, to transfer \$2,722.21 out of 245 into general checking to cover the Bridgeway Bill, and transfer \$1,907.21 out of 245 into general checking to cover the Kiss Carpet Bill, PASSED.*

*Rich Bahle/moved, Sandra Grant/supported, to approve payment of the bills in the amount of \$38,419.10, PASSED.*

**IX. Correspondence**

None.

**X. New Business**

**1. Approve 2021 Board of Directors Meeting Schedule**

*Rich Bahle/moved, Mike Hill/supported, to approve the 2021 Board of Directors Meeting Schedule, PASSED.*

\*

**2. Reserve Pool Wages**

Chief Porter submitted the wage scale for review and requests that the Board approve an increase in the reserve pool wages for EMT at \$18.00, and Paramedic at \$20.00. The reserve pool are not union members. Overtime would not be paid.

*Rich Bahle/moved, Mike Hill/supported, to adjust the reserve pool wages – \$18.00 for EMT and \$20.00 for Paramedic, PASSED.*

**XI. Old Business**

None.

**XII. Authority Board of Director Member Comments**

Rich Bahle – Fire Board Meetings for January, February and March 2021 will be zoom meetings.

**XIII. Adjournment**

Rich Bahle adjourned the Fire Board Meeting at 6:45 p.m.

**Minutes by Marge Johnson, Recording Secretary  
Mike Hill, Secretary**



**Leelanau Township Master Plan Project, 2021  
Consultant Selection Process and Recommendation  
Leelanau Township Planning Commission**

- Four proposals were received
- Two were selected for interviews
- Williams & Works and Beckett & Raeder presented to the Planning Commission on May 21
- Based upon review of the proposals and presentations, the Planning Commission unanimously supports the selection of Beckett & Raeder for the project.
- Points in support of the recommendation:
  - Experience. The firm has won more awards for Master Plans from the Michigan Association of Planning than all other winning firms combined. This was the firm hired by the Leelanau Township Community Foundation for the Designing Our Future project, which is highly thought of. They have done extensive work in northwest Michigan and with rural townships. They have worked with EGLE on coastal resiliency issues.
  - Project Staff. The senior person on the project has 35 years experience and is highly credentialed. The key project manager has nearly twenty years experience and worked as Planning/Zoning Administrator for Elmwood Township.
  - Location. B&R has an office in Traverse City. Two of the key people on our project live in Leelanau County.
  - Proposal key points:
    - Create and prioritize limited number of **actionable** recommendations
    - Emphasis on public engagement
    - Includes zoning code audit to identify potential deficiencies
    - Only firm to address coastal resiliency in their proposal
    - Will build and maintain a project website to keep interested parties informed all through the process
  - Pricing
    - Both of the two finalists were also the two lowest bidders, but that is not why they were selected
    - B&R is the lowest cost bidder, with a total project price of approximately \$25,000, which includes a mail survey of every parcel in the township.

**Edit List of Invoices - Detail w/GL**

Date: 06/07/2021

Time: 2:06 pm

Page: 1

leelanau twp

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	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	ACCUMED GROUP	06/02/2021	02	CONTRACT SERVICES	
	PO BOX 2122	06/02/2021	N		809.96
25709	RIVERVIEW	06/02/2021	N	N	0.00
2122	MI 48193-2122	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021			<u>0.00</u>
					809.96

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-818.000	CONTRACT SERVICES	809.96	0.00
Distribution Total		809.96	0.00

Vendor Total: 809.96

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	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	AIRGAS USA, LLC	06/07/2021	02	oxygen	
	PO BOX 734445	06/02/2021	N		156.19
25746	CHICAGO	06/07/2021	N	N	0.00
378	IL 60673-4445	06/07/2021	0.00	N	0
	<Emailing Stub Disabled>	06/07/2021			<u>0.00</u>
					156.19

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-740.000	OPERATING SUPPLIES	156.19	0.00
Distribution Total		156.19	0.00

Vendor Total: 156.19

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	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	AT&T	06/07/2021	02	Phone	
	P.O. BOX 105068	06/07/2021	N		383.81
25740	ATLANTA	06/07/2021	N	N	0.00
90014	GA 30348-5068	06/07/2021	0.00	N	0
	<Emailing Stub Disabled>	06/07/2021			<u>0.00</u>
					383.81

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-853.000	TELEPHONE EXPENSES	383.81	0.00
Distribution Total		383.81	0.00

Vendor Total: 383.81

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	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	BAKER & TAYLOR BOOKS	06/02/2021	02	BOOKS	
	P. O. BOX 277930	06/02/2021	N		442.31
25725	ATLANTA	06/02/2021	N	N	0.00
135S	GA 30384-7930	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021			<u>0.00</u>
					442.31

GL Number	Account Name	Pay Amount	Relieve Amount
271-790-978.000	BOOKS	442.31	0.00
Distribution Total		442.31	0.00

Vendor Total: 442.31

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	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	BOUND TREE MEDICAL LLC	06/07/2021	02	Supplies	
	23537 NETWORK PLACE	06/02/2021	N		296.00
25748	CHICAGO	06/07/2021	N	N	0.00
23537	IL 60673-1235	06/07/2021	0.00	N	0
	<Emailing Stub Disabled>	06/07/2021			<u>0.00</u>
					296.00

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-740.000	OPERATING SUPPLIES	296.00	0.00
Distribution Total		296.00	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	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	inv. Date	Invoice No.		

Vendor Total: 296.00

25743	BRAMER AUTO SUPPLY	06/07/2021	02		17.98
	3234 CASS ROAD	06/02/2021	N		0.00
3234	TRAVERSE CITY	06/07/2021	N	N	0.00
	MI 49684	06/07/2021	0.00	N	0
	<Emailing Stub Disabled>	06/07/2021			17.98

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-740.000	OPERATING SUPPLIES	17.98	0.00
Distribution Total		17.98	0.00

Vendor Total: 17.98

25724	CARL BAUMBERGER	06/02/2021	02	REPAIRS	210.00
	11501 E. PETERSON PK. RD.	06/02/2021	N		0.00
11501	NORTHPORT	06/02/2021	N	N	0.00
	MI 49670	06/02/2021	0.00	Y	0
	<Emailing Stub Disabled>	06/02/2021			210.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-747-930.000	REPAIR AND MAINTENANCE	105.00	0.00
101-276-930.000	REPAIR AND MAINTENANCE	105.00	0.00
Distribution Total		210.00	0.00

Vendor Total: 210.00

25720	CHARTER COMMUNICATIONS	06/02/2021	02	WIFI	89.99
	PO BOX 94188	06/02/2021	N		0.00
94188	PALATINE	06/02/2021	N	N	0.00
	IL 60094-4188	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021			89.99

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-818.000	CONTRACT SERVICES	89.99	0.00
Distribution Total		89.99	0.00

Vendor Total: 89.99

25733	CHEMICAL BANK	06/02/2021	02	HSA	2,950.00
	P.O. BOX 245	06/02/2021	N		0.00
245A	SUTTONS BAY	06/02/2021	N	N	0.00
	MI 49682	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021			2,950.00

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-720.000	GROUP HEALTH INSURANCE	2,350.00	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		2,950.00	0.00

Vendor Total: 2,950.00

25727	CHERRYLAND ELECTRIC COOP.	06/02/2021	02	HANGERS	99.30
	5930 U.S 31 SOUTH	06/02/2021	N		0.00
5930	GRAWN	06/02/2021	N	N	0.00
	MI 49637	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021			99.30



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Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		

GL Number	Account Name	Pay Amount	Relieve Amount
101-777-921.000	ELECTRICITY	99.30	0.00
<b>Distribution Total</b>		<b>99.30</b>	<b>0.00</b>

Vendor Total: 99.30

25716	CHILD & FAMILY SERVICES NW M	06/02/2021	02	PP, LIB & CEMETERY	12,000.00
	3785 VETERANS DRIVE	06/02/2021	N		0.00
3785	TRAVERSE CITY	06/02/2021	N	N	0.00
	MI 49684	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021	1		<b>12,000.00</b>

GL Number	Account Name	Pay Amount	Relieve Amount
101-747-940.300	GTB 2% FUNDING EXPENDITURE	12,000.00	0.00
<b>Distribution Total</b>		<b>12,000.00</b>	<b>0.00</b>

Vendor Total: 12,000.00

25708	CONSUMERS ENERGY	06/02/2021	02	ELECTRIC	1,396.68
	P.O. BOX 740309	06/02/2021	N		0.00
0001	CINCINNATI	06/02/2021	N	N	0.00
	OH 45274-0309	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021			<b>1,396.68</b>

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-921.000	ELECTRICITY	283.12	0.00
271-790-921.000	ELECTRICITY	376.88	0.00
101-747-921.000	ELECTRICITY	41.96	0.00
206-336-921.000	ELECTRICITY	527.92	0.00
101-299-921.100	OMENA STREET LIGHTS	79.97	0.00
101-748-921.000	ELECTRICITY	86.83	0.00
<b>Distribution Total</b>		<b>1,396.68</b>	<b>0.00</b>

Vendor Total: 1,396.68

25722	D & D SIGNS INC.	06/02/2021	02	SUPPLIES	300.00
	2694 GARFIELD RD N.	06/02/2021	N		0.00
2694	TRAVERSE CITY	06/02/2021	N	N	0.00
	MI 49686	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021			<b>300.00</b>

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-740.000	OPERATING SUPPLIES	300.00	0.00
<b>Distribution Total</b>		<b>300.00</b>	<b>0.00</b>

Vendor Total: 300.00

25718	DOLLS & MORE	06/02/2021	02	PATCHES	20.00
	P.O. BOX 286	06/02/2021	N		0.00
286	NORTHPORT	06/02/2021	N	N	0.00
	MI 49670	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021			<b>20.00</b>

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-740.000	OPERATING SUPPLIES	20.00	0.00
<b>Distribution Total</b>		<b>20.00</b>	<b>0.00</b>

Vendor Total: 20.00

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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.		
	ED KOLARIK	06/07/2021	02	Custodial	
	9041 E. KOVARIK RD.	06/02/2021	N		1,445.00
25747	NORTHPORT	06/07/2021	N	N	0.00
9041	MI 49670	06/07/2021	0.00	Y	0
	<Emailing Stub Disabled>	06/07/2021			<u>1,445.00</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-818.000	CONTRACT SERVICES	320.00	0.00
271-790-818.000	CONTRACT SERVICES	320.00	0.00
206-336-818.000	CONTRACT SERVICES	679.00	0.00
101-299-818.000	CONTRACT SERVICES	126.00	0.00
<b>Distribution Total</b>		<b>1,445.00</b>	<b>0.00</b>

Vendor Total: 1,445.00

	GEORGIENNE HAMMER	06/02/2021	02	MINUTES	
	P O BOX 135	05/20/2021	N		100.00
25732	OMENA	06/02/2021	N	N	0.00
135H	MI 49674	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021			<u>100.00</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-702.013	RECORDING SECRETARY	100.00	0.00
<b>Distribution Total</b>		<b>100.00</b>	<b>0.00</b>

Vendor Total: 100.00

	HOGARTH'S PEST CONTROL	06/07/2021	02	Pest Control	
	10283 ELK LAKE ROAD	06/07/2021	N		700.00
25736	WILLIAMSBURG	06/07/2021	N	N	0.00
10283	MI 49690	06/07/2021	0.00	N	0
	<Emailing Stub Disabled>	06/07/2021			<u>700.00</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-818.000	CONTRACT SERVICES	112.50	0.00
101-748-818.000	CONTRACT SERVICES	250.00	0.00
271-790-818.000	CONTRACT SERVICES	112.50	0.00
206-336-818.000	CONTRACT SERVICES	225.00	0.00
<b>Distribution Total</b>		<b>700.00</b>	<b>0.00</b>

Vendor Total: 700.00

	INDEPENDENT BANK	06/02/2021	02	CREDIT CARD	
	PO BOX 790408	06/02/2021	N		1,229.93
25711	ST. LOUIS	06/02/2021	N	N	0.00
790408	MO 63179	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021			<u>1,229.93</u>

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-740.000	OPERATING SUPPLIES	1,098.06	0.00
271-790-818.000	CONTRACT SERVICES	131.87	0.00
<b>Distribution Total</b>		<b>1,229.93</b>	<b>0.00</b>

Vendor Total: 1,229.93

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Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	INTEGRITY BUSINESS SOLUTION	06/02/2021	02	SUPPLIES	
	1302 INDUSTRY DR. STE. B	06/02/2021	N		429.34
25715	TRAVERSE CITY	06/02/2021	N	N	0.00
1580	MI 49696	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021			<u>429.34</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-747-740.000	OPERATING SUPPLIES	352.39	0.00
101-265-740.000	OPERATING SUPPLIES	76.95	0.00
<b>Distribution Total</b>		<u>429.34</u>	<u>0.00</u>

Vendor Total: 429.34

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
	LEELANAU COUNTY TREASURER	06/07/2021	02	Prior Yr Tax Adjus	
	8527 E GOVERNMENT CENTER D	06/07/2021	N		1,079.54
25737	SUTTONS BAY	06/07/2021	N	N	0.00
468	MI 49682	06/07/2021	0.00	N	0
	<Emailing Stub Disabled>	06/07/2021			<u>1,079.54</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-956.000	MISCELLANEOUS	1,079.54	0.00
<b>Distribution Total</b>		<u>1,079.54</u>	<u>0.00</u>

Vendor Total: 1,079.54

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
	LEELANAU ENTERPRISE	06/07/2021	02	Notices	
	7200 E DUCK LAKE RD	06/02/2021	N		232.45
25744	LAKE LEELANAU	06/07/2021	N	N	0.00
527	MI 49653	06/07/2021	0.00	N	0
	<Emailing Stub Disabled>	06/07/2021			<u>232.45</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-411-900.000	PRINTING AND PUBLISHING	232.45	0.00
<b>Distribution Total</b>		<u>232.45</u>	<u>0.00</u>

Vendor Total: 232.45

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
	MEDICAL MUTUAL LIFE INSURAN	06/02/2021	02	LIFE INS	
	MEDMUTUAL LIFE	06/02/2021	N		507.85
25712	COLUMBUS	06/02/2021	N	N	0.00
951	OH 43260-3960	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021			<u>507.85</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-299-717.000	GROUP LIFE INSURANCE	393.40	0.00
206-336-717.000	GROUP LIFE INSURANCE	114.45	0.00
<b>Distribution Total</b>		<u>507.85</u>	<u>0.00</u>

Vendor Total: 507.85

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
	MICHIGAN ASSESSING SERVICE	06/02/2021	02		
	10655 RIVERSIDE DRIVE	06/02/2021	N		4,038.50
25714	HONOR	06/02/2021	N	N	0.00
1244	MI 49640	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021			<u>4,038.50</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-209-818.000	CONTRACT SERVICES	4,038.50	0.00

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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.		

Distribution Total	4,038.50	0.00
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Vendor Total: 4,038.50

25713	MICHIGAN STATE UNIVERSITY	06/02/2021		02	CLASS	
117A	JUSTIN S. MORRILL HALL OF AGF	06/02/2021		N		25.00
	EAST LANSING	06/02/2021		N	N	0.00
	MI 48824	06/02/2021	0.00	N	0	0.00
	<Emailing Stub Disabled>	06/02/2021				25.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-960.000	EDUCATION AND TRAINING	25.00	0.00
Distribution Total		25.00	0.00

25738	MICHIGAN STATE UNIVERSITY	06/07/2021		02	PC Training	
117A	JUSTIN S. MORRILL HALL OF AGF	06/07/2021		N		225.00
	EAST LANSING	06/07/2021		N	N	0.00
	MI 48824	06/07/2021	0.00	N	0	0.00
	<Emailing Stub Disabled>	06/07/2021				225.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-411-960.000	EDUCATION AND TRAINING	225.00	0.00
Distribution Total		225.00	0.00

Vendor Total: 250.00

25719	MICHIGAN TOWNSHIPS ASSOCIA	06/02/2021		02	BOOK	
78	P.O. BOX 80078	06/02/2021		N		54.50
	LANSING	06/02/2021		N	N	0.00
	MI 48908-0078	06/02/2021	0.00	N	0	0.00
	<Emailing Stub Disabled>	06/02/2021				54.50

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-740.000	OPERATING SUPPLIES	54.50	0.00
Distribution Total		54.50	0.00

25723	MICHIGAN TOWNSHIPS ASSOCIA	06/02/2021		02	MTA DUES	
78	P.O. BOX 80078	06/02/2021		N		6,229.65
	LANSING	06/02/2021		N	N	0.00
	MI 48908-0078	06/02/2021	0.00	N	0	0.00
	<Emailing Stub Disabled>	06/02/2021				6,229.65

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-958.000	MEMBERSHIP AND DUES	6,229.65	0.00
Distribution Total		6,229.65	0.00

Vendor Total: 6,284.15

25750	MIKE BERENDSOHN	06/07/2021		02	Training	
5107	5107 HIGHLAND DR.	06/02/2021		N		1,085.00
	TRAVERSE CITY	06/07/2021		N	N	0.00
	MI 49685	06/07/2021	0.00	Y	0	0.00
	<Emailing Stub Disabled>	06/07/2021				1,085.00

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-960.000	EDUCATION AND TRAINING	1,085.00	0.00
Distribution Total		1,085.00	0.00

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Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		

Vendor Total: 1,085.00

25731	MONICA DIAZ	06/02/2021	02	CEM MGR	1,500.00 H
	P.O. BOX 115	05/20/2021	N		0.00
2119	NORTHPORT	06/02/2021	N	N	0.00
	MI 49670	06/02/2021	0.00	Y 43844	05/20/2021 0.00
	<Emailing Stub Disabled>	06/02/2021			1,500.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-276-702.003	CEMETERY SEXTON/MGR	1,500.00	0.00
Distribution Total		1,500.00	0.00

Vendor Total: 1,500.00

25749	NATIONAL HOSE TESTING SPECI	06/07/2021	02	Hose Testing	3,457.60
	P.O. BOX 1024	06/02/2021	N		0.00
1572	DALLAS	06/07/2021	N	N	0.00
	OR 97338	06/07/2021	0.00	N 0	0.00
	<Emailing Stub Disabled>	06/07/2021			3,457.60

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-818.000	CONTRACT SERVICES	3,457.60	0.00
Distribution Total		3,457.60	0.00

Vendor Total: 3,457.60

25735	NETLINK BUSINESS SOLUTIONS	06/07/2021	02	battery & tech support	300.00
	6005 E. TRAVERSE HWY.	06/07/2021	N		0.00
6005	TRAVERSE CITY	06/07/2021	N	N	0.00
	MI 49684	06/07/2021	0.00	N 0	0.00
	<Emailing Stub Disabled>	06/07/2021			300.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-977.000	EQUIPMENT	120.00	0.00
101-265-818.000	CONTRACT SERVICES	180.00	0.00
Distribution Total		300.00	0.00

Vendor Total: 300.00

25717	NORTHERN BUILDING SUPPLY, L	06/02/2021	02	SUPPLIES	104.29
	1701 W. SOUTH AIRPORT RD.	06/02/2021	N		0.00
1480	TRAVERSE CITY	06/02/2021	N	N	0.00
	MI 49686	06/02/2021	0.00	N 0	0.00
	<Emailing Stub Disabled>	06/02/2021			104.29

GL Number	Account Name	Pay Amount	Relieve Amount
271-790-740.000	OPERATING SUPPLIES	29.99	0.00
101-747-740.000	OPERATING SUPPLIES	74.30	0.00
Distribution Total		104.29	0.00

Vendor Total: 104.29

25739	NORTHPORT BUILDING SUPPLY	06/07/2021	02	supplies	1,103.97
	P.O. BOX 306	06/07/2021	N		0.00
5	NORTHPORT	06/07/2021	N	N	0.00
	MI 49670	06/07/2021	0.00	N 0	0.00
	<Emailing Stub Disabled>	06/07/2021			1,103.97

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Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	206-336-740.000	OPERATING SUPPLIES		275.80	0.00
	101-747-740.000	OPERATING SUPPLIES		773.03	0.00
	101-276-740.000	OPERATING SUPPLIES		55.14	0.00
	<b>Distribution Total</b>			<b>1,103.97</b>	<b>0.00</b>

Vendor Total: 1,103.97

	PACIFIC TELEMAGEMENT SEF	06/07/2021	02	Pay Phone	
	2001 CROW CANYON RD., STE 20	06/02/2021	N		103.00
25741	SAN RAMON	06/07/2021	N	N	0.00
2001	CA 94583	06/07/2021	0.00	N	0.00
	<Emailing Stub Disabled>	06/07/2021			103.00

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
<b>Distribution Total</b>		<b>103.00</b>	<b>0.00</b>

Vendor Total: 103.00

	PAUL REBORI	06/02/2021	02	TRAINING REIMB	
	10800 E JOHNSON RD	06/02/2021	N		64.50
25721	NORTHPORT	06/02/2021	N	N	0.00
10800E	MI 49670	06/02/2021	0.00	N	0.00
	<Emailing Stub Disabled>	06/02/2021			64.50

GL Number	Account Name	Pay Amount	Relieve Amount
101-209-960.000	EDUCATION AND TRAINING	64.50	0.00
<b>Distribution Total</b>		<b>64.50</b>	<b>0.00</b>

Vendor Total: 64.50

	PHYLLIS REBORI	06/07/2021	02	PC Mtgs Per Diem	
	10800 E. JOHNSON RD.	06/07/2021	N		360.00
25734	NORTHPORT	06/07/2021	N	N	0.00
10800	MI 49670	06/07/2021	0.00	Y	0.00
	<Emailing Stub Disabled>	06/07/2021			360.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-411-703.000	PER DIEM	360.00	0.00
<b>Distribution Total</b>		<b>360.00</b>	<b>0.00</b>

Vendor Total: 360.00

	PRIORITY HEALTH	06/02/2021	02	HEALTH INS	
	3915 MOMENTUM PLACE	06/02/2021	N		9,872.55
25728	CHICAGO	06/02/2021	N	N	0.00
1231	IL 60689-5339	06/02/2021	0.00	N	0.00
	<Emailing Stub Disabled>	06/02/2021			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
<b>Distribution Total</b>		<b>9,872.55</b>	<b>0.00</b>

Vendor Total: 9,872.55

**Edit List of Invoices - Detail w/GL**

Date: 06/07/2021

Time: 2:06 pm

Page: 9

leelanau twp

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	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	S & J LAWN & LANDSCAPING, LLC	06/07/2021	02	Flowers	
	P. O. BOX 394	06/02/2021	N		223.51
25742	NORTHPORT, MI 49670	06/07/2021	N	N	0.00
394		06/07/2021	0.00	N	0
	<Emailing Stub Disabled>	06/07/2021			<u>0.00</u>
					223.51

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-740.000	OPERATING SUPPLIES	223.51	0.00
Distribution Total		223.51	0.00

Vendor Total: 223.51

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	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	TRAVERSE CITY RECORD EAGLE	06/07/2021	02	Notice	
	120 WEST FRONT STREET	06/02/2021	N		169.25
25745	TRAVERSE CITY	06/07/2021	N	N	0.00
632	MI 49684	06/07/2021	0.00	N	0
	<Emailing Stub Disabled>	06/07/2021			<u>0.00</u>
					169.25

GL Number	Account Name	Pay Amount	Relieve Amount
101-411-900.000	PRINTING AND PUBLISHING	169.25	0.00
Distribution Total		169.25	0.00

Vendor Total: 169.25

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	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	VFIS	06/02/2021	02	ACCIDENT & SICK INS.	
	C/O M&T BANK	06/02/2021	N		4,203.25
25710	BALTIMORE	06/02/2021	N	N	0.00
183	MD 21264-4904	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021			<u>0.00</u>
					4,203.25

GL Number	Account Name	Pay Amount	Relieve Amount
206-336-910.000	INSURANCE AND BONDS	4,203.25	0.00
Distribution Total		4,203.25	0.00

Vendor Total: 4,203.25

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	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	VISION SERVICE PLAN	06/02/2021	02	VISION INS	
	P.O. BOX 742788	06/02/2021	N		206.25
25729	LOS ANGELES	06/02/2021	N	N	0.00
7427	CA 90074-2788	06/02/2021	0.00	N	0
	<Emailing Stub Disabled>	06/02/2021			<u>0.00</u>
					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	10.98	0.00
101-215-720.003	TWP VISION	16.75	0.00
271-790-720.003	TWP VISION	27.73	0.00
Distribution Total		206.25	0.00

Vendor Total: 206.25

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	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	VOYA INSTITUTIONAL TRUST CO.	06/02/2021	02	CONTRIBUTIONS	
	RETIREMENT INS & ANNUITY CO	05/20/2021	N		4,208.34
25730	NEW YORK	06/02/2021	N	N	0.00
4774	NY 10116	06/02/2021	0.00	N	43845
	<Emailing Stub Disabled>	06/02/2021		05/20/2021	<u>0.00</u>
					4,208.34

GL Number	Account Name	Pay Amount	Relieve Amount
101-299-719.000	HEALTH INSUR DEFERED COMP ALT.	413.00	0.00

H - Hand Check

**Edit List of Invoices - Detail w/GL**

Date: 06/07/2021

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leelanau twp

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.		
	101-171-719.000	HEALTH INSUR DEFERED COMP ALT.		588.00	0.00
	750-000-205.200	DCOMP 457		2,066.30	0.00
	750-000-205.100	Roth 457 plan		1,141.04	0.00
	<b>Distribution Total</b>			<b>4,208.34</b>	<b>0.00</b>

Vendor Total: 4,208.34

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
25726	WILLIAMS & WORKS	06/02/2021	02	MASTER PLAN	450.00
	549 OTTAWA AVENUE NW	06/02/2021	N		0.00
549	GRAND RAPIDS	06/02/2021	N	N	0.00
	MI 49503	06/02/2021	N	0	450.00
	<Emailing Stub Disabled>	06/02/2021			

GL Number	Account Name	Pay Amount	Relieve Amount
101-000-207.000	TIMBER SHORES ESCROW	450.00	0.00
<b>Distribution Total</b>		<b>450.00</b>	<b>0.00</b>

Vendor Total: 450.00

Grand Total: 62,880.49  
 Less Credit Memos: 0.00  
 Net Total: 62,880.49  
 Less Hand Check Total: 5,708.34  
 Outstanding Invoice Total: 57,172.15

Total Invoices: 43

From: Ryan Doom ryan.doom@webascender.com  
Subject: Leelanau Township Website  
Date: May 28, 2021 at 12:50:49 PM  
To: Gina.harder1@gmail.com

---

Hi Gina,

Thanks for reaching out to Web Ascender a couple weeks ago about the township website.

Unfortunately our 2021 is pretty booked up and it's not looking like we would have the availability to work with Leelanau Township. It's a bummer, it would have been a really fun project.

I wish you the best and hope you can find a suitable partner.

--

**Ryan Doom**  
Web Ascender

=====  
Office: [517.455.7837](tel:517.455.7837)

Mobile: [517.507.9274](tel:517.507.9274)

=====  
Digital Marketing, Web Development and Mobile Apps  
[www.webascender.com](http://www.webascender.com)

website proposal



20 of many < >

CONTACTS  
In this thread ▾

- Gina Harder  
gina.harder1@gmail.com
- jon stoops  
jonathanstoops1979@yaf

This is Jon. I am the one who spoke to you and the one who develops the websites. Please confirm you received this email.

Thank you for the opportunity to propose development of the Leelanau Township website.

I provide a package that covers all of your web development needs.

For Development and Ongoing Maintenance of the Site the proposal is below.

Web Development - \$500 (ONE TIME)

Ongoing Hosting/Maint - \$45 per month ongoing

Unlimited changes/updates - Included

Emails - \$2 per email address per month

\*These fees cover me doing all of the updates including making ongoing changes, uploading minutes etc. I can also train you do maintain as much as you like.

Every website requires both a domain name and hosting. For development of a new site Godaddy offers a competitive product. I would recommend purchasing the domain name and hosting from godaddy. Once you decide on the domain name I purchase these on your behalf and submit the invoice at cost. There is no markup on this service.

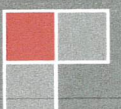




# PAYGOV.US

## Website Design Planning Worksheet

This questionnaire is designed to enhance communications between PayGOV.US Web Development and our clients. We suggest that you print it on your printer, and have it handy when you discuss your project . Please FAX a signed copy to FAX (317) 807-4333.







## Website Design Planning Worksheet

Before PayGOV.US, LLC, (PGV) can “construct” or “build” your website, we need to have certain information from you. All the information is pertinent so if you have any questions, please contact us and we’ll be happy to discuss your answers and help guide you through this worksheet.

This planning worksheet is provided to assist you in thinking out the elements of your website. The more you know before you begin, the smoother the design process.

We ask that you take the time to look for 2-3 websites that you generally like, then tell us what you like about them and also what you don’t like. This enables us to get a better idea of what you’re looking for, and if you see features you’d really like to have, you’ll be able to show us a sample of it to clarify.



Your Name: \_\_\_\_\_

Your Company/Organization/Business Name: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### We are hiring PayGOV.US, LLC, to:

\_\_\_\_\_ Design a new website

\_\_\_\_\_ Re-design an existing website

The web hosting service for our existing website is \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Website: \_\_\_\_\_

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Name and Email for tech support or help:

User ID \_\_\_\_\_ Password \_\_\_\_\_  
FTP Host \_\_\_\_\_  
Host Directory \_\_\_\_\_  
Login \_\_\_\_\_  
Password \_\_\_\_\_

**DOMAIN NAME**

\_\_\_\_ We already have a domain name registered.

The domain name is www. \_\_\_\_\_ (Please print)

This domain name was registered through

\_\_\_\_\_  
\_\_\_\_\_

If your domain name registrar is different than your hosting company, please fill out the following information.

Phone: (\_\_\_\_) \_\_\_\_\_

Website: \_\_\_\_\_

User ID \_\_\_\_\_

Password \_\_\_\_\_

\_\_\_\_ We do not have a domain name registered at this time.

(Domain desired) - \_\_\_\_\_

**LAUNCH DATE**

What is the desired launch date for your website?

\_\_\_\_\_

Once you've registered your domain name, arranged for web hosting and delivered all your content, graphic files, etc., to PGV, we can usually launch your site within 4 to 6 weeks.

**WHO IS YOUR TARGET AUDIENCE?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## PURPOSE

What is the Purpose of Your Website?

\_\_\_\_\_ Promote and advertise company/organization along with other methods of Advertising.

\_\_\_\_\_ Encourage potential customers/clients to contact you by phone, mail, or email for services/products

\_\_\_\_\_ Make available product information and price lists to distributors/customers

\_\_\_\_\_ Provide entertainment to the public

\_\_\_\_\_ Provide information/education to the public

\_\_\_\_\_ Sell products directly, taking credit card information over the internet

\_\_\_\_\_ Other - Please explain

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## DESCRIPTION OF YOUR WEBSITE\*\*\*

Write a description of your website in one complete sentence – you should repeat the words that you used in the keyword phrase of your website. This description often times appears as the second line in a search engine listing, so put the most important words at the beginning of the sentence. This sentence should be completely factual and void of boastful claims and marketing hyperbole. **You are limited to 150 characters.**

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## WEBSITE ORGANIZATION

Listed below are some possible page title ideas for your website. A great way to organize a website is with sticky notes and one or two pieces of poster board. Use the sticky notes to write down your page titles/main categories, names of graphics/photographs, subcategories, downloadable files etc. and start arranging them on your poster board. The pages marked with an asterisk are recommended for all websites.

### PAGES:

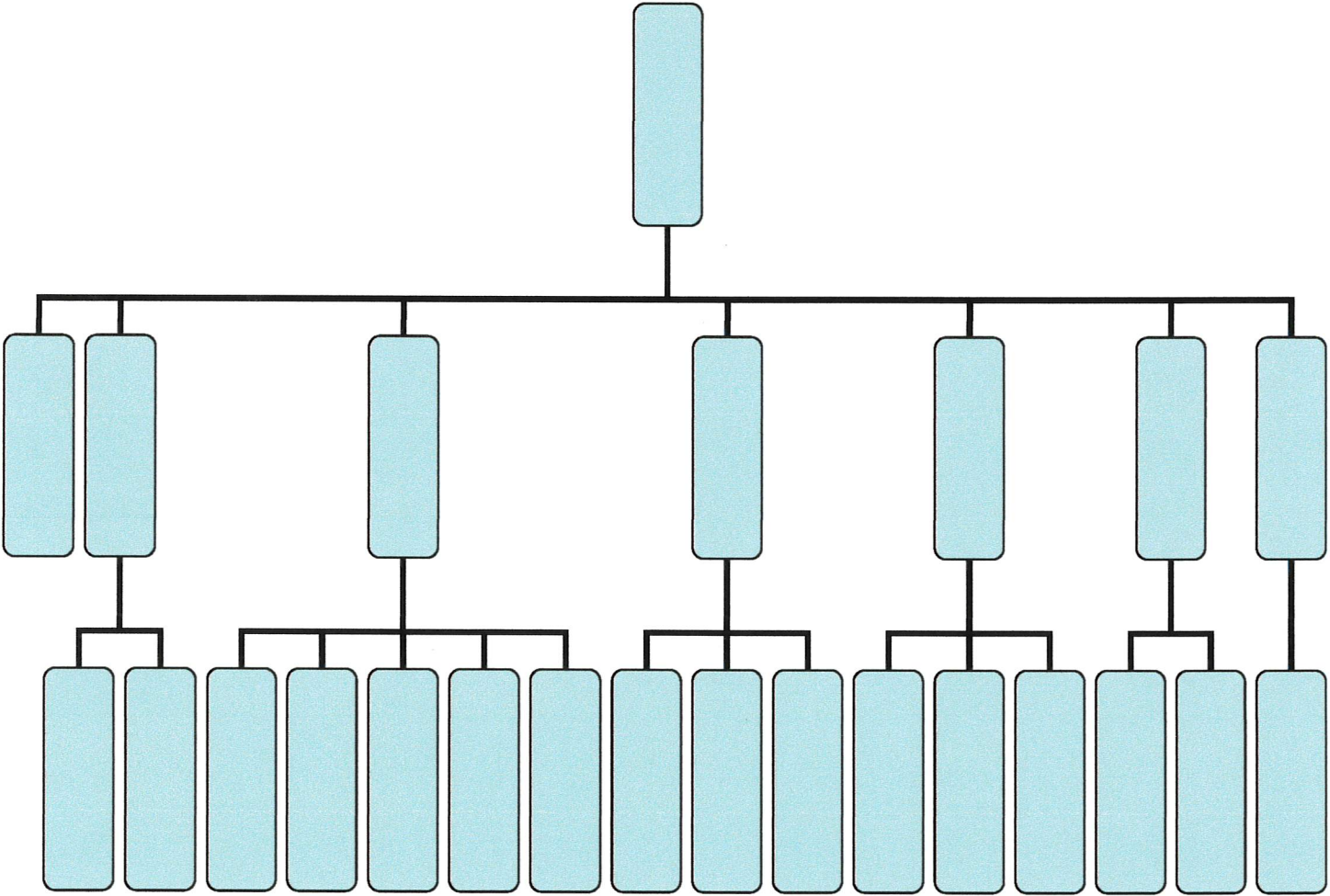
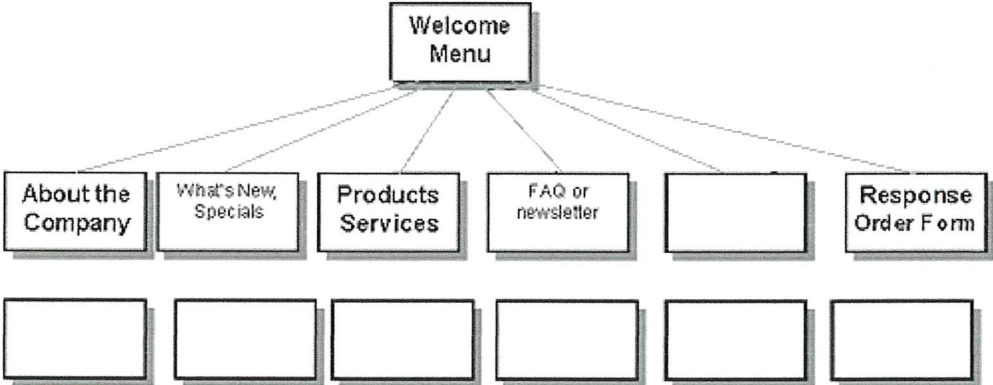
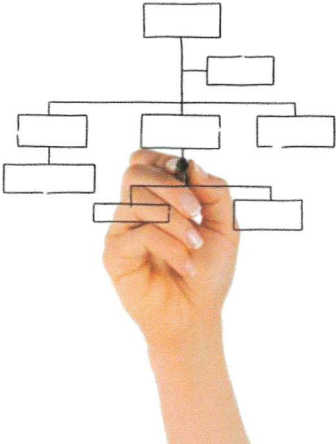
- \_\_\_\_\_ Home/Index Page (required)
- \_\_\_\_\_ About Us/About the Company\*
- \_\_\_\_\_ Contact Us\*
- \_\_\_\_\_ Helpful Links/Resources\*
- \_\_\_\_\_ Products & Services
- \_\_\_\_\_ Frequently Asked Questions (FAQ)
- \_\_\_\_\_ Photos of yourself/staff
- \_\_\_\_\_ History
- \_\_\_\_\_ Location/Map & Directions
- \_\_\_\_\_ Interactive Forum (chat room, discussion forum, etc.)
- \_\_\_\_\_ Polls, Testing, Quizzes
- \_\_\_\_\_ Members Only Area (password protected)
- \_\_\_\_\_ Calendar of Events
- \_\_\_\_\_ Photo Gallery
- \_\_\_\_\_ Associations/Partners/Alliances
- \_\_\_\_\_ Professional Memberships
- \_\_\_\_\_ Industry Recognition
- \_\_\_\_\_ Press Releases
- \_\_\_\_\_ Customer Service
- \_\_\_\_\_ Hours of Operation
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

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# Website Organization Form



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Once you've filled out the **Website Organization Form**, you're ready to begin thinking about the **VISUAL LOOK & FEEL** of your website. The following questions will help clarify the direction of the design of your site.

You may already have several websites in mind that you particularly admire. There may be particular qualities or features from them you'd like to incorporate in your own design.

Please list the URL of some of the sites you especially like along with brief explanations of what you particularly like about each one. (Example: "like this color scheme", "like the way this one navigates" etc.)

URLs that you like and why you like them.

http://www \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

http://www \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

http://www \_\_\_\_\_  
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http://www \_\_\_\_\_  
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## TEXT/CONTENT

Search engines compare the number of times that your keyword phrase appears in the page titles and the text of the page to determine your page ranking. Creating your content/text will be the single biggest obstacle in getting your website up and running, so don't let your enthusiasm for having a website get squashed by the task of writing content for it. The beauty of the web is that your site content can be quickly and easily changed to reflect changes in your business, profession or organization.

While you shouldn't minimize the importance of your content, remember to be flexible and willing to change your text if you discover that it doesn't quite measure up a few months after your site is launched. (We will make minor changes and additions to your content at no additional cost after your site are launched.) Look at competitor's websites, see what you like and dislike and remember **that you only have about 3 seconds to grab a web user's attention. If you're not writing concise, completely FACTUAL content, you'll lose a visitor in a hurry.** The term "less is more" has great significance here.

# content

Create a MS Word file or text file for each page in your site. Be sure to name the file according to its corresponding web page name. Please do not send us a draft of your text. Make sure that you use a spell checker on your text. **Email us your final copy.** PGV reserves the right to make grammatical and/or punctuation changes to your text.

## KEYWORDS\*\*\*

### YOUR KEYWORD PHRASE OR SEARCH TERM\*\*\*

**THE SINGLE MOST IMPORTANT THING TO REMEMBER IN CREATING CONTENT/TEXT FOR YOUR WEBSITE IS THAT YOU MUST REPEAT YOUR KEYWORD PHRASE AT LEAST 3 TIMES ON EACH PAGE.**

**Search engines compare the number of times that your keyword phrase appears in the page titles and the text of the page to determine your page ranking.**

Create a keyword phrase or search term for your website. **The importance of your keyword phrase cannot be overstated!** This is the basis of your entire site, since this is how visitors will find you in a search engine (Google, Yahoo, Bing etc.) If your products/services are geographically specific, then that would be part of your keyword phrase. Most keyword phrases are 2 to 4 words, not including your geographic location. Test out your keyword phrase in search engines to see if your competitors are showing up on page one. There are keyword popularity tools available on the web that will assist you in determining which words are most frequently searched for. Your keyword phrase needs to be specific, rather than general.

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List a series of keywords that describe your business/products/services. Are there certain terms or "buzzwords" that are specific to your organization? If so, you'll want to use them here.

**Repeat the words from your keyword phrase and your description in the order of their importance.** While you are allowed over 800 characters for keywords, we recommend that you come up with **20 words** and list them in the order of importance.

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### Important information about search engines.

PGV will code your pages to be easily found by search engines. Our web design service includes submission to the free search engines upon final payment. After submission, it could take from 60 to 120 days for your site to begin showing up in search engines, although most sites usually show up sooner.

### GRAPHICS

Graphics and photographs will add interest and variety to your website.

- The quality appearance of your Web site is based on the photos or graphics you choose for your Web pages. Photos are recommended.
- You may **send us digital graphics on CD or via email**
- Prepare **captions** for each photo if desired.



You can email us digital photos if they are large enough for our purposes.

### Response Forms

What is the purpose of your response form?

- Guestbook* for visitors to record comments
- Request for information*
- Survey* of customer preferences

### To make your website successful, here are some tips to consider:

- Registering your Website with the major search engines that index the Web. When we design your site, we register your website with the major search engines for free.
- Giving customers a good reason to come by offering them something—FREE is the most powerful word on the Web. Offering a free information or tips are good draws, for example.



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- Finding industry-wide linking pages and negotiating reciprocal links to and from their webpages
- Purchasing Web advertising
- Making your website part of one or more of the many free (quality) directories on the web
- Getting your website listed on a "portal site", where many users can find it
- Including your e-mail and Web addresses on all print literature, stationery, and display advertising
- E-mail newsletters

### LINKS TO YOUR SITE\*\*\*

Having "backlinks" to your website from other legitimate websites (not link farms) will increase your page ranking in search engines. Back links are "one way links" **TO** your site.



In other words your site does not provide a reciprocal link to the website linking **TO** your site. Please list any websites that have a backlink to your site.

Other sources for backlinks include social network marketing opportunities like Facebook, Twitter, Blogs, etc. If you don't already have a Facebook "page" (as opposed to a "profile"), for your organization you should create one. Each time you post anything on a blog, you should include your website url. Please check all that apply.

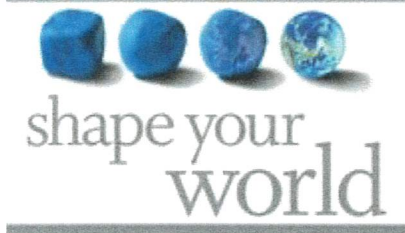
- \_\_\_\_\_ I have a Facebook page for my organization
- \_\_\_\_\_ I have a Twitter account for my organization
- \_\_\_\_\_ I have a blog for my organization. List url \_\_\_\_\_
- \_\_\_\_\_ I regularly comment on other blogs related to my organization and include my organization website address in my signature.

You should contact any legitimate websites of friends, family and other businesses to see if they will give you a backlink. These sites don't have to be related to your business. Time consuming? Yes, but the payoff is higher page ranking in search engines.



### LINKS FROM YOUR SITE

You'll want to have a page on **your website** titled "Links" that provides links to other legitimate websites **FROM** your website. These links can be related to your business, profession or organization or they could be sites that reflect your own hobbies, interests.



These links could also be other types of businesses or organizations that you have personal experience with and have proven to provide superior products and services.

This document is used by PayGOV.US, LLC to create your website.

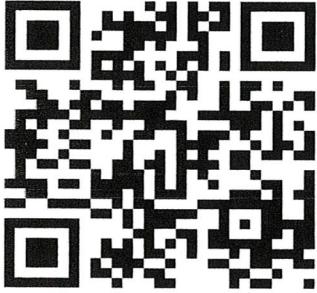
PayGOV.US | 5144 E. Stop 11 Suite 17 | info@paygov.us | Toll Free 866-480-8552

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## QR Codes 101

If you're not yet familiar with QR codes, they're similar to the barcodes used by retailers to track inventory and price products at the point of sale. The key difference between the two is the amount of data they can hold or share.

### QR code to PayGOV ABOUT US



Bar codes are linear one-dimensional codes and can only hold up to 20 numerical digits, whereas QR codes are two-dimensional (2D) matrix barcodes that can hold thousands of alphanumeric characters of information. Their ability to **hold more information** and their ease of use makes them practical for small businesses.

When you scan or read a QR code with your iPhone, Android or other camera-enabled Smartphone, you can **link to digital content on the web; activate a number of phone functions including email, IM and SMS; and connect the mobile device to a web browser.**

Any of these desired functions are easily achieved by properly creating your QR code.

The ability of QR codes to **connect people with each other and to multimedia digital content** is very useful for businesses and consumers alike.

### SITE MAINTENANCE

\_\_\_\_\_ We would like for PGV to maintain our website.

PGV charges \$\_\_\_\_ (Schedule A)\_\_\_\_\_ per month to maintain your website. Maintenance includes changes or additions to your website after the site is launched.

Reviewed and Approved By:

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**PRINT**

**SIGNATURE**

**DATE**



This document is used by PayGOV.US, LLC to create your website.

PayGOV.US | 5144 E. Stop 11 Suite 17 | info@paygov.us | Toll Free 866-480-8552





# Website Best Pricing Plan //

## // Prepared by

Raquel Jackson, Rockwell Art & Design in coordination with Julie White, Business Development Director, Atlys Management & Consulting, LLC

## Value, Time & Cost

*Note: Please see the revised Website Proposal in a separate document, updated June 4th.*

Our goal is to create a new website that showcases the unique features of Leelanau Township, one that is divergent from the standard template designs, and considers user intent as the core functionality of the website.

Unlike a quick transfer of moving content around from the current site to the new one, the value we provide is through our technical expertise in custom-built websites, where we place a high level of importance on an improved user-experience. With our extreme attention to detail, we thoughtfully map all the website content, and layout of each page strategically based on content that's organized in both a logical and visually appealing way.

Rather than going with a less-expensive, templated, off-the-shelf website, we build-out a customized website using authentically creative graphics and custom coding. Our value offering in original graphic design and image branding is a part of our website services. This further customizes the user experience and highlights unique aspects of Leelanau Township.

Our website design package includes the services of Julie White, our content and marketing director; Graphic design, website design, client management and photography by Raquel Jackson and the technical buildout of a professional website developer.

Additionally, once the site is completed, we offer training, to help ensure your use of the website dashboard is an easy, on-going process for you to manage internally. There is both built-in website security and SEO included in a WordPress website, while added plugins will enhance security, uptime, SEO and other useful features.

To help remain competitive in this market, we offered a slight discount in our pricing, which will not diminish our service offering. The current cost of our proposal is slightly below other projects we've completed in the recent year. Our pricing is based on the value of the quality of our work and service offering for authentic, creative graphic design, plus content mapping for improved user experience, along with a custom-built website from a technical web developer. We efficiently work to do the job right the first time around, working collaboratively and transparently with you keeping you informed at all stages, helping you to achieve *your* goals!

# WEBSITE PROPOSAL //

## PREPARED FOR LEELANAU TOWNSHIP



### PREPARED BY //

Raquel Jackson, Rockwell Art & Design

In coordination with Julie White, Business Development Director

Atlys Management & Consulting, LLC

Submitted May 2021, Updated June 4th, 2021

We appreciate the opportunity to provide this website quote to Leelanau Township! The intent of this project is to: develop a new standalone website for Leelanau Township that is both distinct and separate from Leelanau County's website; our services not only build out a new custom wordpress website for you but we focus on improving and simplifying user pathways to content; while creating an aesthetic that represents the best of Leelanau Township through showcasing the beauty of the region, and complementing those who live, work and enjoy the community through the service offerings provided by the Township.

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## Project Overview

To further highlight the beauty and amenities available in the Township, we start by building an Image Brand package that includes creating a new logo, selecting key imagery and redefining the brand presence through visualization of colors, font styles and graphical design that uses elements specific to Leelanau Township.

As important as the look-and-feel of a website is, we recognize ultimately that the users of the website appreciate being able to quickly resource key content and obtain needed documentation and resources. Identifying key content and user pathways is a priority of the build-out of this website, that when combined with graphical elements of the Leelanau Township, ultimately creates a simplified, user-friendly website that inspires and provides key content, tools and resources important to the users.

Additionally, this site is to be built upon a Word-Press platform, which provides: a framework for easy, ongoing maintenance; quick-action security updates; fast, secure and reliable web hosting; and the ability to add-in pages or make adjustments and upgrades as needed. WordPress sites are mobile-ready and fully responsive to all screen sizes, and includes built-in optimization for performance and search engine optimization. WordPress is known for its adaptability, so as your ideas grow, the site can be customized to your and your users' growing demands.

## Process

Our process starts with identifying your core concerns, ideas and vision. We review your content and content objectives, imagery and design objectives, along with the technology objectives and requirements based on your needs. We operate in 3 key phases of development that include Discovery, Decisioning and Implementation.

## Discovery

The initial "Discovery" meeting is a highly focused meeting to obtain key background information of core users of the website; how this site will interact with other Township objectives such as newsletters and email campaigns; and identifies interactions needed for the user groups, such as PDF forms. During this meeting we focus on content collection, identifying user pathways for site mapping, and image brand concepting.

### Content Collection

Identifying necessary documentation for user pathways. This includes identifying priority users and available content for those users, such as meeting minutes, planning commission communications, elections, treasury, ordinances, etc.

### Site Mapping



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Explore digital connection points that are most important to user groups. Identify how information should flow through the site, and what points of contact are most needed for getting interested users the information they need. This includes important forms fills and click-thrus.

### Image Branding \*

Identify important aspects of how the look-and-feel of the site should connect to the users. Create a style guide, concepting board, any and all original and unique graphic design needed, and select/share/capture any and all pictures and videos needed.

- We will include the cost of a logo design for the Township and Style Guide for the Township’s “brand” to establish a cohesive look. (see [Glen Arbor Township](#), [Glen Lake Chamber](#) for local examples of Image Branding/Logo Design, Website Design and Photography.)

## Decisioning

### Client Approvals

Once all information is collected and analyzed, a site map is created to show how information is intended to flow through your site and connect to intended users. We also create a style board that represents the look-and-feel of the site, with color choices and recommended graphics. Client approvals, changes or omissions are considered in this part of the process and incorporated with full client decisioning before the implementation phase.\*

## Implementation

### Site Build

The site build consists of developing a custom layout for the existing website. This includes both front-end (client-side) and back-end (server-side) digital infrastructure with cybersecurity that is mobile-ready. This structural build also incorporates internal and external page links, using SEO tactics in site build, and connecting each page to Google Analytics for tracking and reporting.

## Suggested Timeline

### Discovery (2-3 Weeks)

**Phase 1 Part A:** Content Collection + Identify User Groups + Brand Image Goals

**Phase 1 Part B:** Site Mapping + Draft Mock-ups ready for review

### Decisioning (3-4 Weeks)

**Phase 2 :** Client Site Mapping + Style Board final draft determined with client approval

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## Implementation (4-12 Weeks)

**Phase 3** : Site Build Out, Review + Approval prior to launch

## Billing

**Deposit Due for Phase 1:** \$3,000

**Phase 2, Invoice Due:** \$3,000

**Phase 3, Final Payment:** \$3,000 (Due upon launch of website)

**Total Amount:** ~~\$12,000~~\* **\$9,000**

**Note:** At the point of decisioning, site changes should not vary in scope or scale from what is outlined in the Discovery Phase. If changes are not revealed or agreed upon in Discovery, then the site development could be subject to additional charges and/or timeline adjustments.

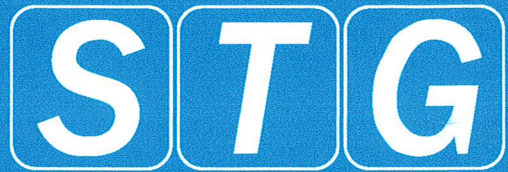
### \*Add-On Services:

The site design incorporates a home page with up to 20 additional landing pages and subpages, plus the editing or creation of up to 5-fillable PDF forms. Additional plugins are generally free on the WordPress platform, however, some services may include additional charges for Wordpress, and other costs associated with security, hosting, and other marketing services. These are costs of either Optional Services or Services separate from this Estimated Proposal, but related to the website. Services related to the website and/or suggested options at additional set-up fees include, but not limited to:

- Hosting Fees to new website provider (usually a monthly/annual subscription)
- Paid Third-Party website plugins or subscriptions (such as The Event Calendar)
- Ongoing website Backup solution
- Ongoing website maintenance or retainers
- Any email account tech support needed for migration, updates or changes related to the domain name or emails hosted with the County
- Photography and or sub-contracting any desired video
- The site does not include e-commerce applications or data integration (I.e. CRM systems)

**Thank you for the opportunity to provide this quote to Leelanau Township. We hope to serve you in your endeavors for making a visually stunning website that offers ease-of-use on the backend for your management team helping you to share timely news, insights and information with an adjustable website that you can control, and provides convenience to your community members for finding the information important to them. We aim to serve you by serving your community.**





## PROJECT SUMMARY

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the training to successfully maintain your Website. For some of our clients, that may mean a full maintenance package so that we can worry about the Website while you do what you do best. For others, it may mean an ongoing support package so that you can do the majority of the maintenance but also ensure help is available if and when you need it. And, last but not least, for some of our most tech savvy clients, that may just mean hosting, backing up, and securing the site.

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.

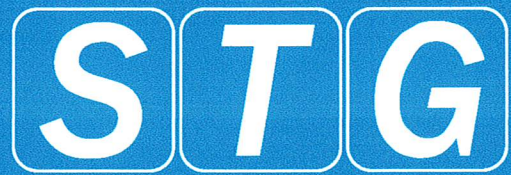
### DELIVERABLES

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.





## PROJECT SUMMARY

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On behalf of everyone at the Shumaker Technology Group, we thank you for considering us in your Website redesign efforts. We are pleased to submit a proposal for Leelanau Township's new Website.

A Website serves as the face of your township. It is our goal to design a new Website that is as unique as your community and engages residents as well as directs them with ease to the information they seek. This project proposal will highlight our vision for how to build the Leelanau Township Website from the ground up.

### 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 Americans 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.

### MEETINGS AND TRAINING

STG offers clients a pre-development meeting to make sure we fully understand your needs and desires, as well as a post-development meeting to make sure we have accomplished your goals. These meetings will either take place on-site or via webinar conference, depending on your chosen package and current safety guidelines.

We understand that building an amazing Website is really just the first step on your successful Website journey. What's more important is to make sure that the Website stays up-to-date, relevant, and useful. In order to do that, it's our job to make sure you have the tools, the knowledge, and



## MUNICIPAL CLIENTS MAP







## MUNICIPAL FOCUS

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The Shumaker Technology Group has extensive experience helping municipalities with their Website Development and Document Management needs. We are a Business Partner of the Michigan Association of Township Supervisors (MATS). We are a vendor/attendee at most Michigan Township Association (MTA) and Michigan Association of Municipal Clerks (MAMC) events.

We also believe in being active in our community. We are a Lansing, Michigan based company and are members of the Lansing Regional Chamber of Commerce, Mason Chamber of Commerce, Holt Business Alliance, and more. STG President Kyle Shumaker currently serves as the Vice President of Local First Mid-Michigan and is on the leadership team for the Business Networking International Okemos Networkers Chapter.



We pride ourselves on our diversity of in-house talent, with back-end programmers and database engineers, front-end web designers, graphic designers, and marketing professionals. For over half of our 10+ years in business we have been serving municipalities, and we look forward to the opportunity to serve yours!

## REFERENCES

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**Charter Township of Comstock**  
Scott Hess, Superintendent  
[superintendent@comstockmi.gov](mailto:superintendent@comstockmi.gov)

**Williamstown Township**  
Wanda Bloomquist, Supervisor  
[bloomquistw@williamstowntownship.com](mailto:bloomquistw@williamstowntownship.com)

**Leslie Township**  
Sherry Feazel, Clerk  
[SFeazel@leslietownship.org](mailto:SFeazel@leslietownship.org)

**Morton Township**  
Yulanda "Yo" Bellingar, Trustee  
[trustee3@mortontownship.org](mailto:trustee3@mortontownship.org)

**Lincoln Charter Township**  
Stacy Loar-Porter, Clerk  
[sloar-porter@lctberrien.org](mailto:sloar-porter@lctberrien.org)

**Eureka Charter Township**  
Linda Ruwersma, Clerk  
[eureka.clerk@yahoo.com](mailto:eureka.clerk@yahoo.com)



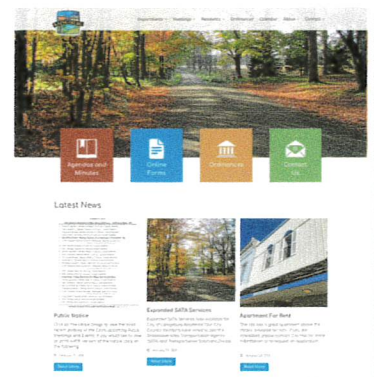
## WEBSITE PORTFOLIO SAMPLE



Morton Township  
[www.mortontownship.org](http://www.mortontownship.org)



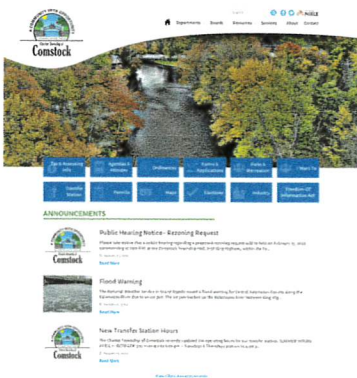
Edenville Township  
[www.edenvilletwp.org](http://www.edenvilletwp.org)



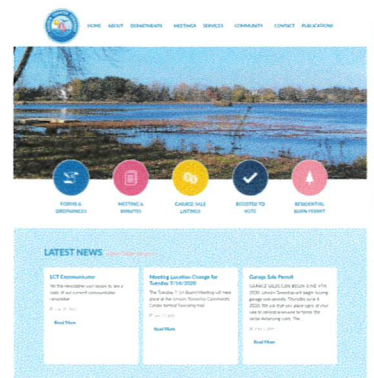
City of Laingsburg  
[www.laingsburg.us](http://www.laingsburg.us)



Williamstown Township  
[www.williamstowntownship.com](http://www.williamstowntownship.com)



Comstock Charter Township  
[www.comstockmi.gov](http://www.comstockmi.gov)



Lincoln Charter Township  
[www.lctberrien.org](http://www.lctberrien.org)





## 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](http://www.morantownship.com)), Eureka Charter Township ([www.eurekatownship.org](http://www.eurekatownship.org)), Golden Township ([www.goldentownship.org](http://www.goldentownship.org))

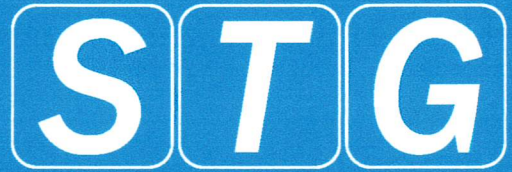
#### TOWNSHIP PLATINUM PACKAGE .....\$2,995

- 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 *do this or input*
- Search feature

- Web
- Dror *TAX sewer EMS - permit fees* *meijer* *specialty pharmacy* *866-480-8552* *pay gov. us* *BSA* finance guidelines
- Email *meijer* *specialty pharmacy* *866-480-8552* *pay gov. us* *BSA* ; (Premium Drone Photo & Video Package)
- Design *meijer* *specialty pharmacy* *866-480-8552* *pay gov. us* *BSA* ; Website reaches 3 years old
- Exam *meijer* *specialty pharmacy* *866-480-8552* *pay gov. us* *BSA* [ship.org](http://www.ship.org)), Comstock Charter Township ([www.ship.org](http://www.ship.org))

https





## PRICING

### HOSTING & MAINTENANCE OPTIONS YEARLY COST

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OPTION A: SELF-MANAGED .....\$ 1 7 5

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

OPTION B: SUPPORTED.....\$ 2 7 5

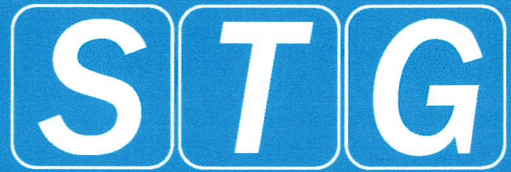
STG will host and back up the site as well as provide ongoing technical support and training.

OPTION C: FULLY MANAGED .....\$ 5 7 5

When you go with a Fully Managed Website from STG, we'll handle all the day-to-day upkeep of your Website for a fixed annual rate, so you don't have to worry about doing it yourself or having varying costs for updates and support.

With the Fully Managed plan, STG will be responsible for:

- Adding, updating, or removing content from your site based on your requests. For example, adding meeting minutes or updating the calendar of events.
- Creating new pages with content that you provide
- Installing updates to the Website platform / content management system
- Restoring site backups should anything go wrong
- Providing you with on-going support and training in case you wish to make any changes yourself



## PRICING

In order to keep our prices reasonable, there are a few items that are not included in the cost of a Fully Managed Website plan. These include, but are not limited to:

- Full or major site redesigns
- Implementation of major new features (for example, if your site wasn't designed to take online payments and you want to add that functionality)
- Recreating or retyping documents not provided in editable format

## OPTIONAL ADD-ONS

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**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.

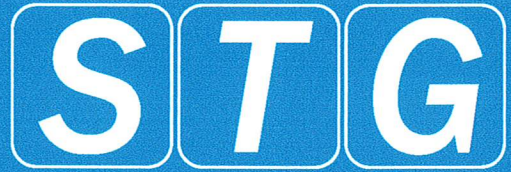
**PREMIUM DRONE PHOTO & VIDEO PACKAGE.....\$ 1000**

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.**





## PAYMENT STRUCTURE

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### YEAR 1

- Upon signing contract ..... N/A
- Upon site launch ..... N/A
- Within 30 days of site launch..... FULL AMOUNT

### YEAR 2 AND BEYOND

- Within 30 days of anniversary of site launch..... FULL YEARLY AMOUNT

## CHANGE VS. CORRECTION

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At STG we do our best to be completely transparent about pricing, because you, the client, come first. However, there is an instance where a change in pricing will occur, and for the sake of transparency, we would like to highlight this instance. We refer to it as the principle of change vs. correction; a correction meaning when we fix something that STG got wrong, versus a change which encompasses a client changing their mind in a major way. For example, if a client approves a mockup, layout, and design of a site, and then changes their mind halfway through the process, this would be considered a change. If STG miscodes the Website, or uses the wrong content, this would be considered a correction. A change is not minor design and presentation issues; it is a significant change post-final approval on an aspect of the site.

STG would charge extra for a change, and here is why: when the initial decision is made by the client on approval for a design, our developers jump into the project feet first. There are numerous hours spent on labor and intricacies of the project that cannot be recouped, and in essence, that time is wasted. This is not to say minor changes will not occur; this is not meant to nickel and dime our clients, but rather as a protection for us as a company if a major design overhaul has to occur within the middle of a project. Minor changes and corrections will of course be made at no extra charge to the client during the design phase or while your site is under a maintenance agreement. In the unlikely event that an increase in cost occurs, it will be brought to you for approval in advance.

## PROJECT TIMELINE: OVERVIEW

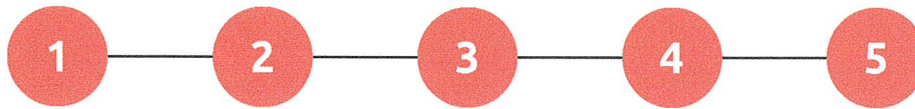
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## PROJECT TIMELINE

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### 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



## TERMS AND CONDITIONS

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- Payment in full is expected within 30 days of the final site launch. Depending on the size of the project and credit-worthiness of the client, a down payment may be required.
- We guarantee your complete satisfaction. If at any point (prior to 30 days after the launch of the site) you aren't happy with our work, you can cancel and owe nothing.
- In order to meet our delivery milestones, it is important that the client be engaged in the process and provide timely feedback when requested. While we understand that everyone gets busy, if significant delays occur while waiting for client feedback, the delivery dates may be pushed back.