BOARD OF COMMISSIONERS MEETING
Steve Yoder, Chairman

NOTICE OF MEETING

The Executive Board Session of the Leelanau County Board of Commissioners will be held on Tuesday, June 10, 2025, at 9:30 a.m., in the Commissioner Meeting Room, Leelanau County Government Center, Suttons Bay, Michigan

A live streaming of this meeting will be available for viewing via the following link –
https://www.youtube.com/channel/UCNQTgIgcTedF2qB8floC1GQ?view_as=subscriber
There are two ways to provide public comment during the meeting – you can attend in-person, or email your comments prior to the meeting to clerk@leelanau.gov

(Please silence any unnecessary cellular/electronic devices)
(Proceedings of the meeting are being recorded and are not the official record of the meeting; the formally approved/accepted written copy of the minutes will be the official record of the meeting.)

AGENDA

CALL TO ORDER — **PAGE #**
PLEDGE OF ALLEGIANCE
MOMENT OF SILENCE/PRIVATE PRAYER
ROLL CALL
APPROVAL OF AGENDA / LATE ADDITIONS OR DELETIONS
COMMUNICATIONS, PROCLAMATIONS, PRESENTATIONS :

- Administrator Update –
- Northern Lakes Community Mental Health (NLCMH) Financial Update – *Greg McMorrow, Chair*
- Lydia Gulow, *Resource Recovery Director, Grand Traverse County* — 2-12

PUBLIC COMMENT *(3 Minutes-Agenda Specific)*
COMMISSIONER COMMENTS
ACTION ITEMS

1. Workers' Compensation Renewal – Dennis Muth, Highstreet Insurance — 13-17
2. Sheriff's Office –
    a. Animal Control Contract with Grand Traverse Band — 18-21
    b. MCOLES Employed Recruit — 22-29
3. Emergency Management – Dispatch Consoles RFP Proposal Acceptance — 30-42
4. Probate and Family Court – FY2025-2026 Child Care Fund Budget *(Under Separate Cover)* — 43
5. Planning – EGLE Scrap Tire Grant — 44
6. Finance – MMP Grant Application and Acceptance — 45-70
7. Clerk – MERS Service Credit Purchase — 71-73
8. Human Resources –
    a. Customer Service Training Purchase — 74-75
    b. Job Description Updates — 76-103
        i. Planning Director
        ii. Finance Director
        iii. HR Manager
        iv. Director of Emergency Management
        v. Maintenance Technician
    c. Amend Blue Cross Blue Shield Plan to Add PillarRx Plan — 106-110
9. Administration –
    a. Government Center Façade – Contract Extension with Cusack's Masonry — 111-122
    b. Printer Replacement – Treasurer and Planning — 123-136
    c. United We Smile *(Discussion Only)* — 137-138

REVIEW OF FINANCIALS
SPECIAL REPORTS BY STAFF, COMMISSIONERS, AND AFFILIATED AGENCIES
PUBLIC COMMENT *(5 Minutes)*
COMMISSIONER COMMENTS
APPROVAL OF FINANCIALS

- Amendments & Transfers
- Miscellaneous Fund Transfers and Amendments
- Claims and Accounts
- Post Audit

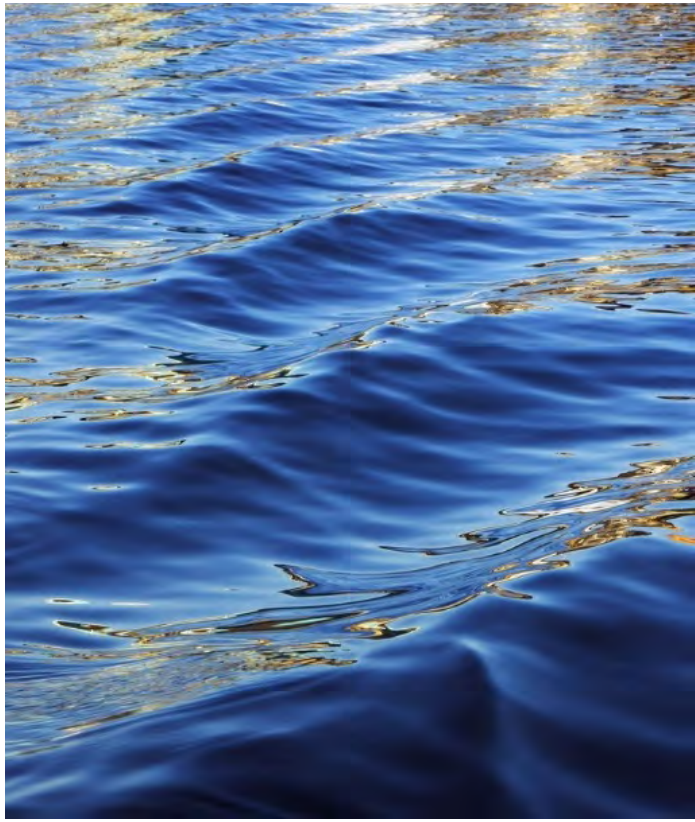
ADJOURNMENT



Tri-County Materials Management Planning

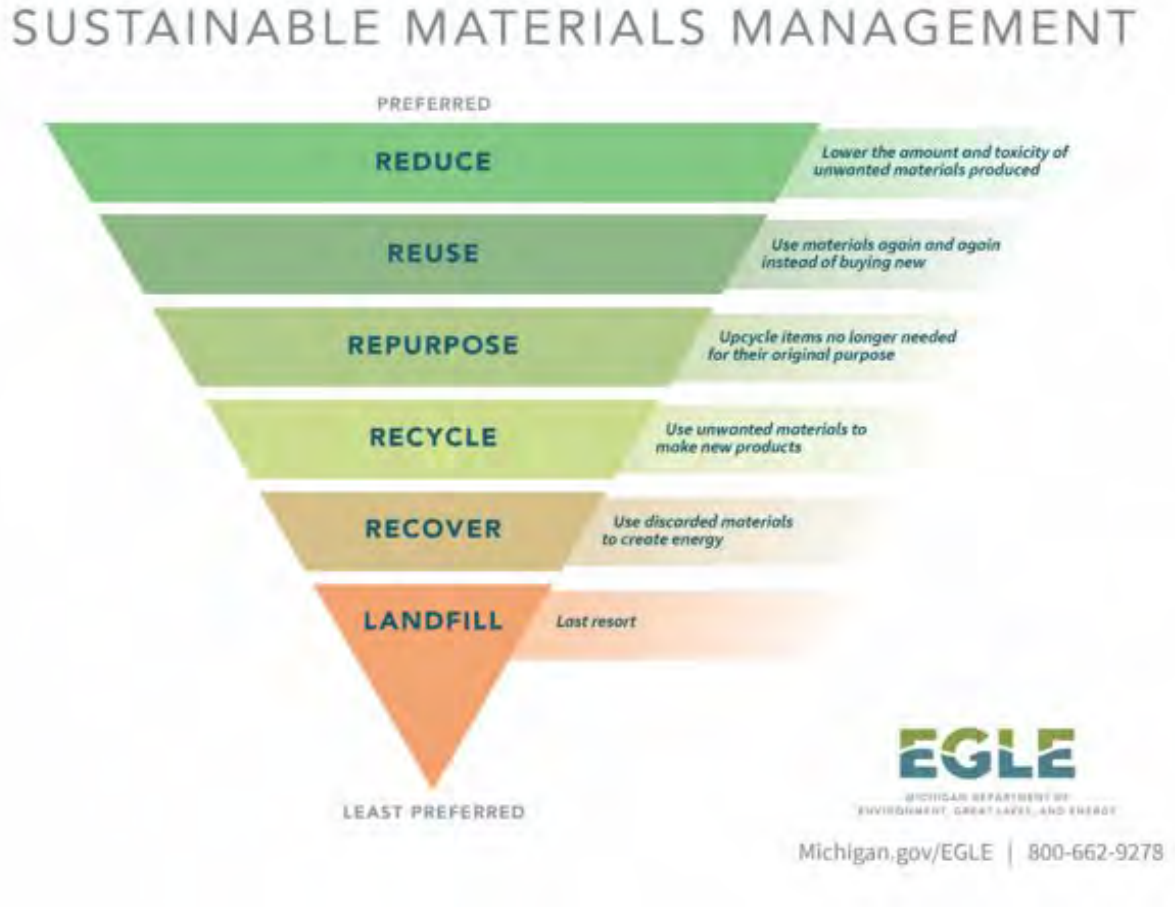
June 2025 Update





Materials Management Planning & Part 115

- Materials Management Plans (MMP) are required by amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Part 115), specifically Subpart 11, Materials Management Plans.
- These changes focus on sustainable materials management approaches, such as recycling and composting, instead of primarily disposal. MMPs, once approved, will replace existing solid waste management plans.
- Focuses on reducing the impacts of material choices on our natural resources, the environment, and climate by establishing convenient, inclusive access to recycling, organics management, waste reduction activities, and adequate disposal options.



Purpose Continued…

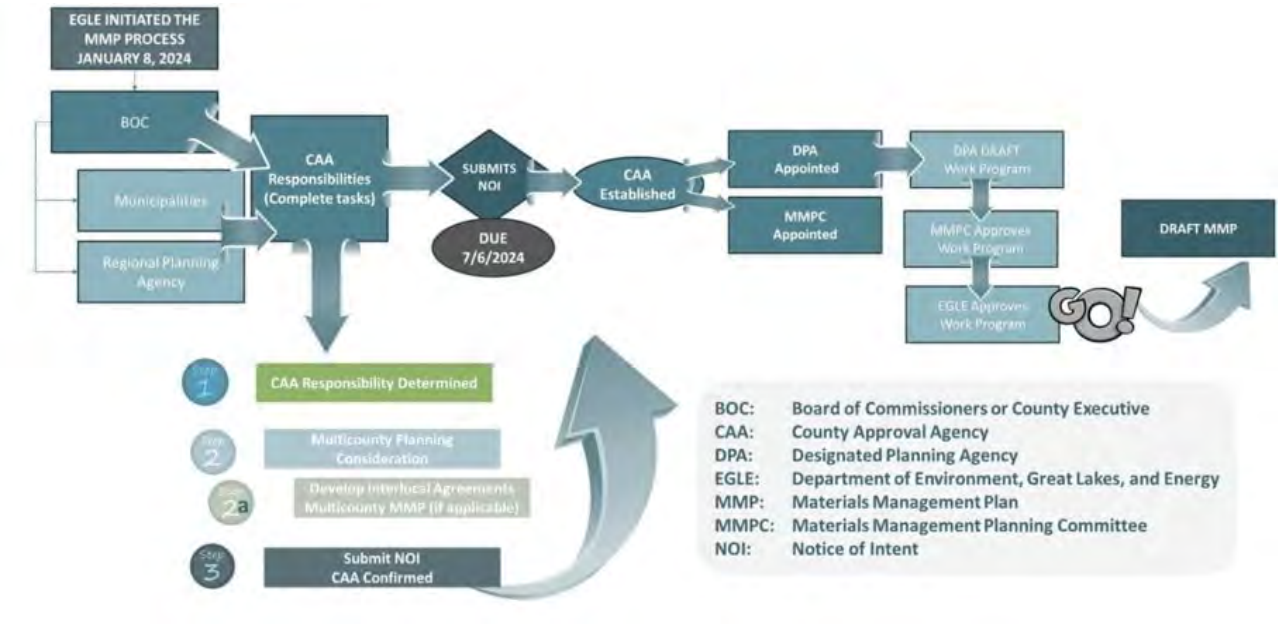
- Gives Counties a tool in its authority in management of:
  - Solid Waste
  - Recyclables
  - Organics
  - Other related activities that generate waste in Counties (ag, industrial etc.)
- Provides funding to support initiatives that could be difficult for communities to get started
  - Recycling
  - Diversion
- Documents current materials management infrastructure (i.e. reuse, other diversion measures)
- Identifies needs and current capacity for materials management
- Encourages collaboration (other Counties and private industries)
- Estimates current baseline waste generation rates and potential opportunities for materials management
- The focus of the MMP is on "materials management" not disposal

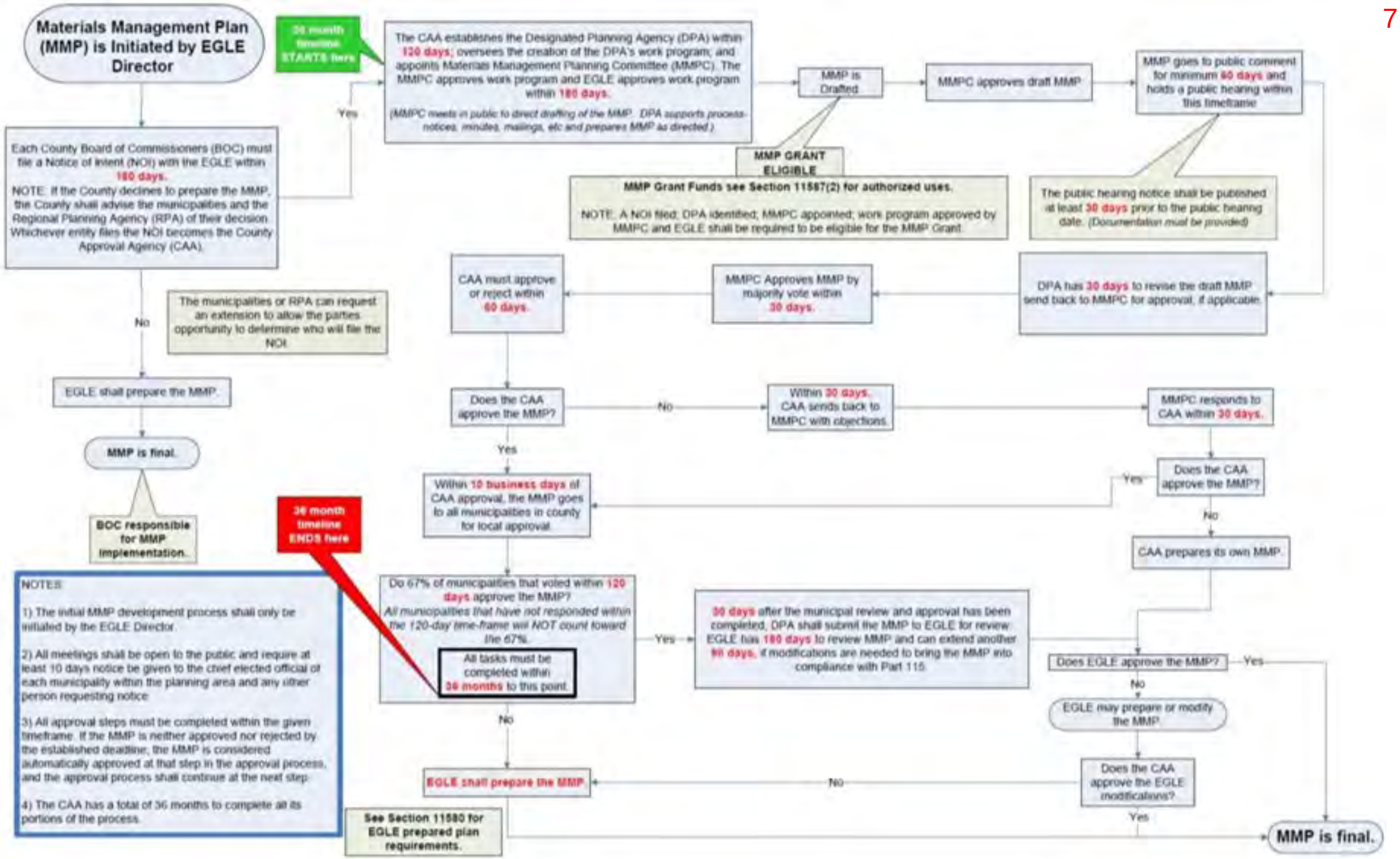
Legal Requirements

- Benzie, Leelanau & Grand Traverse Counties decided to prepare a multi-county plan & signed an interlocal governmental agreement that results in additional funding
- Counties have 3 years to complete the planning process, including the MMP development and local approvals
- Funding will be provided for each County through EGLE grants
- Additional federal or EGLE grants will be available
- Counties had to submit a NOI to EGLE by 7/6/2024
- We submitted our NOI on 7/3/24
- The Work Program was due within 180 days of NOI submittal
- We asked for an extension and received approval on 4/14/2025
- 67% of the municipalities in the Counties must approve of the draft MMP
- Ongoing reporting requirements set by EGLE

Who is Involved in MMP Planning?

- County Approval Agency (CAA)
  - They will assume responsibility and are authorized to approve the MMP
  - We have been working with all 3 county board of commissioners for steps requiring CAA approval
- Designated Planning Agency (DPA)
  - Is the agency and a specific individual of the agency designated by the CAA that shall serve as the primary government resource in the planning area for the administering and developing the MMP.
  - Lydia Gulow, Grand Traverse County's Resource Recovery Director is the DPA
- Materials Management Planning Committee (MMPC)
  - Is a permanent body that is appointed by the CAA to direct the DPA in the preparation, coordination and ensures fulfillment of the MMP.
  - We have a 13-member committee consisting of one county commissioner from each county
  - Leelanau County has numerous members of their Solid Waste Advisory Council on the committee as well and a Village of Suttons Bay Trustee




Materials Management Plan (MMP) is Initiated by EGLE Director
36 month timeline STARTS here
The CAA establishes the Designated Planning Agency (DPA) within 120 days; oversees the creation of the DPA's work program; and appoints Materials Management Planning Committee (MMPC). The MMPC approves work program and EGLE approves work program within 180 days.
(MMPC meets in public to direct drafting of the MMP. DPA supports process-notices, minutes, mailings, etc and prepares MMP as directed.)
Yes
Each County Board of Commissioners (BOC) must file a Notice of Intent (NOI) with the EGLE within 180 days.
NOTE: If the County declines to prepare the MMP, the County shall advise the municipalities and the Regional Planning Agency (RPA) of their decision. Whichever entity files the NOI becomes the County Approval Agency (CAA).
No
The municipalities or RPA can request an extension to allow the parties opportunity to determine who will file the NOI.
EGLE shall prepare the MMP.
MMP is final.
BOC responsible for MMP implementation.
MMP is Drafted
MMPC approves draft MMP
MMP goes to public comment for minimum 60 days and holds a public hearing within this timeframe
MMP GRANT ELIGIBLE
MMP Grant Funds see Section 11587(2) for authorized uses.
NOTE: A NOI filed; DPA identified; MMPC appointed; work program approved by MMPC and EGLE shall be required to be eligible for the MMP Grant.
The public hearing notice shall be published at least 30 days prior to the public hearing date. (Documentation must be provided)
DPA has 30 days to revise the draft MMP send back to MMPC for approval, if applicable.
MMPC Approves MMP by majority vote within 30 days.
CAA must approve or reject within 60 days.
Does the CAA approve the MMP?
No
Within 30 days, CAA sends back to MMPC with objections.
MMPC responds to CAA within 30 days.
Does the CAA approve the MMP?
Yes
No
CAA prepares its own MMP.
Yes
Within 10 business days of CAA approval, the MMP goes to all municipalities in county for local approval.
36 month timeline ENDS here
Do 67% of municipalities that voted within 120 days approve the MMP?
All municipalities that have not responded within the 120-day time-frame will NOT count toward the 67%.
All tasks must be completed within 36 months to this point.
Yes
30 days after the municipal review and approval has been completed, DPA shall submit the MMP to EGLE for review. EGLE has 180 days to review MMP and can extend another 90 days, if modifications are needed to bring the MMP into compliance with Part 115.
Does EGLE approve the MMP?
Yes
No
EGLE may prepare or modify the MMP.
Does the CAA approve the EGLE modifications?
Yes
No
EGLE shall prepare the MMP.
See Section 11580 for EGLE prepared plan requirements.
MMP is final.
NOTES:
1) The initial MMP development process shall only be initiated by the EGLE Director.
2) All meetings shall be open to the public and require at least 10 days notice be given to the chief elected official of each municipality within the planning area and any other person requesting notice.
3) All approval steps must be completed within the given timeframe. If the MMP is neither approved nor rejected by the established deadline, the MMP is considered automatically approved at that step in the approval process, and the approval process shall continue at the next step.
4) The CAA has a total of 36 months to complete all its portions of the process.

Potential Content of an MMP

- Mechanisms for enforcement to incentivize waste diversion and materials use.
  - County policies or ordinances that could be implemented
  - Infrastructure needs
- Education and outreach
- Roles and responsibilities
- Program funding mechanisms to achieve goals
- MSW Recycling Rates/Goals
- Material utilization and reduction rates/goals
- Disposal/Incineration/WTE rates/goals

Utilization of a Consultant

TASK 1: DATA COLLECTION:

- Collect data related to work program and work plan development.
- Conduct facility inventory, data collection, and data development.
- Conduct a comprehensive assessment of current materials management practices.
- Perform gap analysis.
- Complete system needs assessment.

TASK 2: POLICY DEVELOPMENT AND FUNDING PLAN:

- Develop a policy and funding plan that includes mechanisms to achieve all steps outlined in Part 115 laws and further strengthens regional recycling programs with input from the MMPC.
- Identify best practices and make recommendations.
- Identify performance indicators and benchmarks.

TASK 3: STRATEGIC PLAN:

- Facilitate discussions related to the development of committee objectives, goals, and priority projects.
- Develop an actionable implementation plan with timelines.
- Propose monitoring and evaluation methods to track progress.
- Develop a funding action plan.
- Develop a marketing, education, and outreach action plan.
- Develop data collection, updates, and maintenance action plan.
- Develop partnerships, collaborations, and a new program development action plan.
- Develop a siting process.
- Prepare enforcement information.
- Develop a plan amendment process.

Utilization of a Consultant

TASK 4: COMMUNITY ENGAGEMENT:

- Lead community engagement activities to ensure effective public input opportunities such as surveys, presentations, and hearings.
- Develop a community engagement plan (CEP).
- Develop an online survey.
- Conduct a SOAR analysis to identify strengths, opportunities, aspirations, and desired results.
- Conduct public input meetings.

TASK 5: MEETING PREPARATION AND PARTICIPATION:

Assist in preparing and participating in planning committee meetings, Board of Commissioners meetings, public hearings, and other meetings as requested.

TASK 6: MMP DEVELOPMENT:

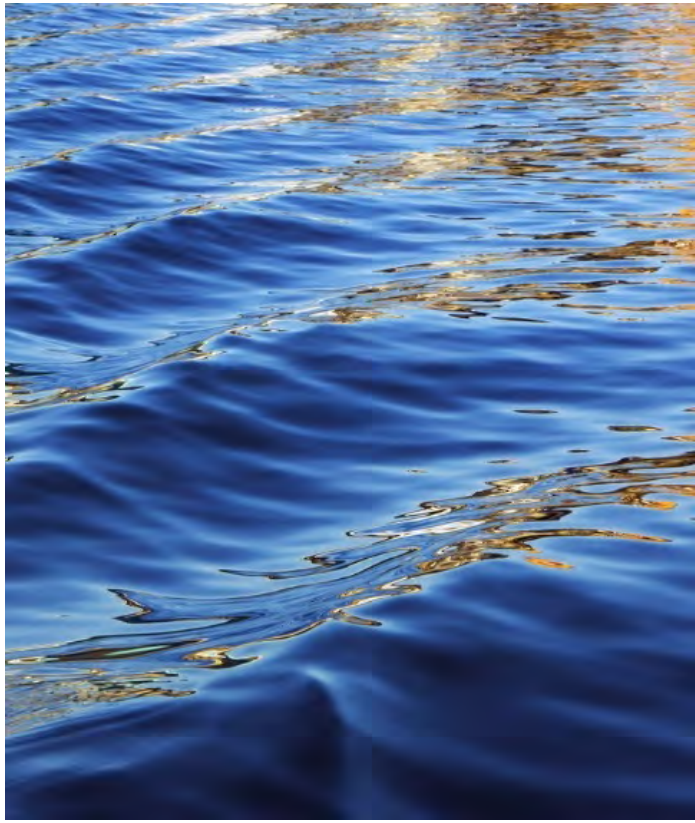
- Assist the DPA in creating the MMP final planning documents, including finalizing all work plan forms and templates.
- Prepare the draft MMP.
- Utilize graphic design for mapping and data display.
- Finalize project files.
- Complete data collection as needed to complete the plan.
- Assist the County with plan adoption and approvals.

Consultant Evaluation Committee Updates

- Grand Traverse County put out an RFP regarding MMP consulting services
- A voluntary evaluation committee was assembled by members of the MMPC
- The evaluation committee evaluated a handful of proposals using a proposal evaluation matrix, narrowing the search down to 4 consultants
- The evaluation committee interviewed these 4 finalists
- The evaluation committee agreed to make the recommendation to the MMPC to select Fishbeck to perform necessary services outside of staff's capacities
- Fishbeck was found to be highly qualified, offering comprehensive services, all at an affordable price
- Former Leelanau County Planning Director, Trudy Galla, works at Fishbeck and would be assigned to this planning project which we found to be a strength based on her experience with local government
- Benzie County Commissioners authorized the Grand Traverse Board of Commissioners to approve the recommended consultant
- On July 9th, the recommendation to award a consultant the MMP contract will be made to Grand Traverse County Commissioners, then we get to work!



Questions or comments?



EXECUTIVE DOCUMENT SUMMARY

Department: Human Resources

Contact Person: Jennifer Kain

Telephone Number: 231-256-8114

Submittal Dates

☐ Select Meeting Type: Executive Board

Date of Meeting: 06/10/2025

Financial/Source Selection Method

☐ Select One: Quotation

☐ Other: _____

☐ *Account No.:* _____

☐ *CIP Project?*

☐ *If Grant, Match Account No.:* _____

Vendor: Highstreet Insurance

Address/ Phone: 305 West Front St, Suite 201 Traverse City, MI 49684

Description: Select One

Budgeted Amount: $ 65,000.00

Contracted Amount: $ 46,763.00

Document Description

☐ Request to Waive Board Policy on Bid Requirements ☑ Financial Review Completed ☑ Department Head/Elected Official Authorization

Proposal to renew the Workers' Compensation Policy for Leelanau County through Accident Fund National Insurance Company under the direction of Highstreet Insurance and Financial Services. The County has a long standing relationship with both entities, and has been insured in this manor for over the last decade. The quoted coverage is $4,415.00 less than the previous year. The new policy term would be from 07/01/2025 to 07/01/2026.

Mr. Dennis Muth from Highstreet Insurance will attend the Executive Session to answer any questions.

Suggested Recommendation:

I move to recommend that the County Board of Commissioners approve the proposal for Renewal of the Workers' Compensation Insurance coverage through Accident Fund National and Highstreet Insurance as presented.

Department Approval: _____ Date: 6/5/2025

Leelanau County

Insurance Term: 7/1/2025 - 26
Presented by: Dennis Muth

HIGHSTREET
Insurance & Financial Services

305 West Front Street, Suite 201
Traverse City, MI 49684

THIS DOCUMENT SUMMARIZES THE PROPOSAL FOR YOUR INSURANCE. THIS IS NOT A CONTRACT. THE TERMS OF THE POLICY FORMS WILL CONTROL THE INSURANCE CONTRACT WITHOUT REGARD TO ANY STATEMENT MADE IN THIS PROPOSAL.

Workers Compensation

Issuing Company	**Accident Fund National Ins Co**
Policy Number	**100040812**
Policy Term	**7/1/2025 to 7/1/2026**

Named Insureds

Insured	Interest
Leelanau County	First Named Insured

Coverages

Description	Limit
Employers Liability: Each Accident	$1,000,000
Employers Liability: Disease – Policy Limit	$1,000,000
Employers Liability: Disease – Each Employee	$1,000,000
Workers Compensation: Statutory Benefit	Included

Locations & Class Codes

Loc	St	Code	Description	Current Annual Payroll	Renewal Annual Payroll	Rate per $100
1	**8525 E Government Center Dr, Suttons Bay, MI 49682**					
	MI	7720	Police Officers	$3,060,447	$2,717,355	$1.46
	MI	8820	Attorney	$398,442	$272,847	$0.03
	MI	9015	Janitorial Operations	$164,531	$193,719	$1.05
	MI	9410	Municipal Employees	$1,018,629	$860,026	$0.40
	MI	9102	Lawn Maintenance	$30,150	$43,460	$0.90
	MI	8810	Clerical Office	$3,507,717	$3,446,891	$0.04
2	**8527 E Government Center Dr, Suttons Bay, MI 49682**					
3	**1397 W Burdickville Rd, (Myles Kimmerly Park), Maple City, MI 49664**					
4	**8854 S Dunns Farm Rd, (Old Settlers' Park), Maple City, MI 49664**					
5	**3990 S Maple Valley Rd, (Veronica Valley Park), Suttons Bay, MI 49682**					

Premium Calculations

Description	Current	Renewal
Experience or Merit Modification	0.66	0.67

A Final Audit May Be Conducted At The Expiration Date Of The Insurance Policy And Premium Will Be Adjusted According To The Actual Exposure/Risk

Marketing Summary

Coverage	Expiring Premium	Renewal Premium
Workers Compensation	$51,178	$46,763

2024 Dividend - $8,400

REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund
Department 830871 Workers Comp. Ins.

County of Leelanau
Period Ending Date: December 31, 2025

Account Number / Account Name	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Fund 101 General Fund				
Fiscal Year 2025				
Expenses				
830871-954.000 Insurance (Workers Comp)	0.00	25,589.00	65,000.00	39.37%
Expenses Total	**0.00**	**25,589.00**	**65,000.00**	
Expenses Fund Total	**0.00**	**25,589.00**	**65,000.00**	
Net (Rev/Exp)	**0.00**	**25,589.00**	**65,000.00**	

Beginning/Adjusted Balance		YTD Revenues		YTD Expenses		Current Fund Balance
7,930,030.14	+	2,980,683.58	-	8,026,175.11	=	2,884,538.61

Grand Total for Expenses	**0.00**	**25,589.00**	**65,000.00**
Grand Total Net Rev/Exp	**0.00**	**25,589.00**	**65,000.00**

Parameters:
Operator: CLH *Period Ending Date: December 31, 2025* *Fund Range: 101 - 101*

EXECUTIVE DOCUMENT SUMMARY

Department: Sheriff's Office

Contact Person: Undersheriff J. Kiessel

Telephone Number: 231-256-8602

Submittal Dates

☑ Select Meeting Type: Executive Board

Date of Meeting: 06/10/2025

Financial/Source Selection Method

☐ Select One: Negotiated

☐ Other: _____

☐ *Account No.:* _____

☐ *CIP Project?*

☐ *If Grant, Match Account No.:* _____

Vendor: _____

Address/
Phone:

_____

Description: Select One

Budgeted Amount: _____ Contracted Amount: _____

Document Description

☐ **Request to Waive Board Policy on Bid Requirements** ☐ **Financial Review Completed** ☑ **Department Head/Elected Official Authorization**

The Sheriff's Office kindly requests the the Board of Commissioners approve the contract extension with the Grand Traverse Band of Ottawa and Chippewa Indians for Animal Control Services for a period Starting October 1, 2025 - September 30, 2026. This one-year extension coincides with the current agreement that the Sheriff's Office has with the Cherryland Humane Society. This contract has been reviewed and approved by Corporate Counsel and also approved and signed by the proper authorities with the Tribe.

Suggested Recommendation:

I move to recommend that the County Board of Commissioners approve the one-year contract extension with the Grand Traverse Band of Ottawa and Chippewa Indian Tribe to provide Animal Control Services for a period of October 1, 2025 - September 30, 2026. We also authorize the Board Chair to sign the agreement if approved.

Department Approval: Undersheriff James C. Kiessel Digitally signed by Undersheriff James C. Kiessel Date: 2025.05.12 08:25:45 -04'00' Date: 05/12/2025

AGREEMENT FOR ANIMAL CONTROL SERVICES

THIS AGREEMENT made and entered into this 1st day of October, 2025, by and between the COUNTY OF LEELANAU, Michigan (hereinafter referred to as the "County") and the GRAND TRAVERSE BAND OF OTTAWA AND CHIPPEWA INDIANS (hereinafter referred to as the "GTB or "Tribe").

WITNESSETH:

WHEREAS, the Tribe desires to secure certain animal control services on Tribal land in Leelanau County; and

WHEREAS, the County agrees that the Animal Control Deputy (ACD) shall provide those services to the Tribe as outlined below and as permitted by law.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

FIRST: **Services to be Performed by the Animal Control Deputy.** The ACD shall provide the Tribe with animal control services on Tribal Land in Leelanau County as follows:

A. Apprehending and subduing aggressive animals.

B. Accepting passive animals detained for pick-up by Tribal Police.

C. Transporting passive and aggressive animals to Cherryland Humane Society for lodging.

D. GTB will be responsible for any additional charges by Cherryland Humane Society, incurred due to animal boarding or lodging.

E. The Animal Control Deputy shall not issue "tickets" or citations on Tribal land.

F. In the event the Animal Control Deputy is unavailable due to vacation, illness or outside training, neither the Sheriff nor the County shall be obligated to provide animal control services.

SECOND: **Equipment to be Provided by the County.** The County shall provide and maintain at its expense the motor vehicles to be used for animal control services and any and all uniforms, weapons, insignia and general equipment to be used by an Animal Control Deputy on Tribal land.

THIRD: **Insurance.** The County shall provide insurance for the motor vehicle(s) used in the performance of the services described in this Agreement as well as the liability and workers compensation insurance coverage for any Animal Control Deputy on Tribal Land. Evidence of the above-mentioned insurance policies must be provided by certificate to the Tribe indicating limits of insurance and effective dates of said coverage.

FOURTH: Compensation. It is expressly understood and agreed that the Tribe shall pay the County for the services which it receives under this Agreement as follows:

A. The sum of Five Thousand and no/100 Dollars ($5,000.00) for the period covering each fiscal year of the contract.

B. The sum due the County during each twelve (12) month period covered by this Agreement shall be paid in equal quarterly installments due at the end of each quarter, with payments to be made no later than the 15th day of the month following the end of a quarter. All payments shall be made payable to the County of Leelanau and submitted to the Leelanau County Treasurer's Office, 8527 E. Government Center Drive, Suttons Bay, MI 49682.

FIFTH: Status of Animal Control Deputy and Sheriff's Responsibility for Management. The Animal Control Deputy on Tribal land under this agreement shall remain an employee of the Sheriff and under his supervision, direction, management and control. All rights in the management of the Sheriff's Department shall remain with the Sheriff.

SIXTH: Waivers. No failure or delay on the part of any of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege.

SEVENTH: Modification of Agreement. Modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

EIGHTH: Assignment or Subcontracting. The parties to the Agreement may not assign, subcontract or otherwise transfer their duties and/or obligations under this Agreement.

NINTH: Disregarding Titles. The titles of the sections set for this Agreement are inserted for the convenience of reference only and shall not be disregarded when construing or interpreting any of the provisions of this Agreement.

TENTH: Completeness of this Agreement. This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof, shall have any validity or binding any of the parties hereto.

ELEVENTH: Agreement Period and Termination. This Agreement shall commence on the 1st day of October, 2025, and shall continue through the 30th day of September, 2026, at which time it shall terminate.

Notwithstanding any other provision in this Agreement to the contrary, either the County or the Tribe may terminate this Agreement at any time upon sixty (60) days prior written notice to the other party. In the event this Agreement is prematurely terminated under this section, the Tribe shall pay the County, as set forth in the Fourth section, the pro-rated amount (based on days) for services performed in the last quarter of performance up to the effective date of termination.

TWELFTH: Invalid Provisions. If any provision of the Agreement is held to be invalid, it shall be considered to be deleted and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of the Agreement, this Agreement shall be considered to have terminated as of the date on which the provision was declared invalid.

THIRTEENTH: Certification of Authority to Sign Agreement. The persons signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that said parties have authorized this Agreement.

IN WITNESS THEREOF, the authorized representatives of the parties hereto have fully signed this Agreement on the day and year first above written.

COUNTY OF LEELANAU
BOARD OF COMMISSIONERS

_____ _____
Steve Yoder, Chair Date

GRAND TRAVERSE BAND OF OTTAWA AND CHIPPEWA INDIANS

Russ Cavanaugh 5-8-25
Sergeant Russ Cavanaugh Date

Jolanda Murphy 5/8/2025
Jolanda Murphy, Department Manager Date

EXECUTIVE DOCUMENT SUMMARY

Department: Sheriff's Office

Contact Person: Undersheriff J. Kiessel

Telephone Number: 231-256-8602

Submittal Dates

☑ Select Meeting Type: Executive Board

Date of Meeting: 06/10/2025

Financial/Source Selection Method

☐ Select One: Grant

☐ Other: _____

☐ *Account No.:* _____

☐ *CIP Project?*

☐ *If Grant, Match Account No.:* _____

Vendor: _____

Address/
Phone:

_____

Description: Grant Application

Budgeted Amount: _____ Contracted Amount: _____

Document Description

☐ Request to Waive Board Policy on Bid Requirements ☐ Financial Review Completed ☑ Department Head/Elected Official Authorization

The Sheriff's Office currently has 3 open positions with one recent notification of an imminent departure/resignation within he next 30-60 days. The Sheriff's Office has already received BOC approval to employ and send two candidates to the NMC Police Academy that starts in August of 2025, filling 2 of the 4 mentioned openings (December 2024 and February 2025 BOC approvals).Due to these staffing short falls and a severe lack of already licensed candidates applying for the vacancies, the Sheriff's Office requests permission to hire a third employed recruit and enter into the Public Safety Academy program/grant process with the Michigan Commission on Law Enforcement Standards (MCOLES) and Northwestern Michigan College (NMC). If approved this would allow the Sheriff's Office to hire and send an additional employed recruit to the basic Police Academy that starts in August of 2025. The Public Safety Assistance grant is for $20,000.00 and helps offset the costs of tuition as well as the wages associated with the recruits time in school. Although the $20,000.00 does not cover the entire cost it does included almost 80% of all expenditures. This process has been approved by the Board of Commissioners on three prior occasions but unfortunately only one candidate has successfully completed the rigorous vetting process and actually completed the academy as an employed recruit. This time, the Sheriff's Office has had more time for the vetting process and has located a candidate that should be able to meet or exceed the required criteria.

If approved, the selected candidate would then enter the Police Academy in August earning a flat wage, with no overtime, for their time spent in the academy process. The overall cost of the employed recruit for wages, minimally required benefits and the academy would exceed the $20,000.00 limit. Unfortunately, those extra costs are unavoidable given the current economic state and the wages needed to attract candidates. When the candidate has successfully passed the Academy they will then join the Sheriff's Office as a full time probationary employee in the Field Training process. If that employee, for some reason, leaves the agency within a 4-year period, to take another law enforcement related, job they would be on the hook to reimburse the agency for the associated costs. Unfortunately, filling jobs with the Law Enforcement filed and especially Leelanau County has become more difficult due to several reasons. Therefore, this request is due to a lack of qualified and licensed candidates applying for the current open positions. Additional documents attached for clarification.

Suggested Recommendation:

I move to recommend that the County Board of Commissioners allow the Sheriff's Office to hire a third employed recruit and to also allow the Sheriffs Office to enter the Public Safety Assistance Program/grant process with the Michigan Commission on Law Enforcement Standards and Northwestern Michigan College for the Police Academy that starts in August of 2025.

Department Approval: Undersheriff James C. Kiessel Digitally signed by Undersheriff James C. Kiessel Date: 2025.06.03 08:29:04 -04'00' Date: 06/03/2025

LEELANAU COUNTY SHERIFF'S OFFICE

MIKE BORKOVICH
Sheriff
JAMES KIESSEL
Undersheriff

8525 E. Government Center Drive
Suttons Bay, Michigan 49682
Office (231) 256-8800 Fax (231) 256-8611
Toll Free 1-877-256-6911

LT. TODD ROUSH
Corrections
LT. DUANE WRIGHT
Law Enforcement

2025 Sponsored Recruit Academy and anticipated costs

Sponsored Recruit @ $22.28 an hour

Academy – 16 weeks @ 40 hours per week = 640 Hours

Total Anticipated costs of Wages / Fringes for Academy = $14,668.20

NMC Tuition and Costs - $9641.00 (2025 Rate)

(Costs of Wages and Fringes as figured by the Finance Director for 2025)

Total Cost - $24,309.20

Grant covers - $20,000.00

County Responsibility – $4,309.20 (based on 2025 pay rate and fringe costs.)

Employed Recruit / Employee Timeline under MCOLES Grant



Flowchart is not encompassing of all possible circumstances

MCOLES POLICE ACADEMY SPONSORSHIP
REIMBURSEMENT AGREEMENT

Authority MCL 408.478

Name of Sponsored Recruit Employee	Date of Agreement

This MCOLES POLICE ACADEMY SPONSORSHIP REIMBURSEMENT AGREEMENT ("Agreement"), made this _____ day of _____, 202__, by and between Leelanau County and the Leelanau County Sheriff's Office, a Michigan municipal corporation (hereinafter collectively referred to as the "Sheriff") and the above listed Sponsored Recruit Employee.

WHEREAS, the Sheriff has made a conditional offer of employment to _____ (the "Sponsored Recruit Employee"). One of the conditions of the conditional offer of employment is that the Sponsored Recruit Employee attend and successfully complete an approved Michigan Commission on Law Enforcement Standards ("MCOLES") Basic Police Academy ("Police Academy"). The Sponsored Recruit Employee has accepted the conditional offer of employ; and

WHEREAS, the Leelanau County Sheriff and the Leelanau County Board of Commissioners authorized a program to sponsor voluntary attendance at an approved MCOLES Police Academy for otherwise eligible applicants. Under this program, the selection of which applicants (if any) to sponsor by payment of Police Academy tuition cost shall be within the sole discretion of the Sheriff. The Sheriff's decision shall be final and binding and not subject to review or challenge through any Leelanau County Collective Bargaining Agreement Grievance Procedure, or Personnel Policy Grievance, or otherwise; and

WHEREAS, the Sheriff has offered the Sponsored Recruit Employee the voluntary opportunity to participate in this Program, including the advance payment of costs of the MCOLES Police Academy tuition, and payment of a stipend under the terms and conditions of this Agreement. In addition to the tuition and stipend, the Sheriff will incur substantial expenses in the process of field training the Sponsored Recruit Employee; and

WHEREAS, in addition to tuition and subject to provisions of the Fair Labor Standards Act, the Sponsored Recruit Employee shall also be eligible to a gross stipend equal to regular base wages in the gross amount of $22.28 per hour for an 80 hour two-week pay period while attending the Police Academy. Such time is not considered hours worked under the FLSA and, as such, no overtime shall be owed or paid for hours attending the Police Academy; and

WHEREAS, the tuition costs for the Police Academy required for the Sponsored Recruit Employee to obtain a license under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615 funded pursuant to the terms of this Agreement are made in anticipation of the Sponsored

Recruit Employee continuing to work for the Sheriff for at least four (4) years from the completion date of the training; and

WHEREAS, Michigan Public Act 390 of 1978 (MCL 408.478) was amended with immediate effect on June 13, 2023 to allow Michigan Law Enforcement Agencies to enter into agreements with Sponsored Recruit Employees for repayment of costs incurred for sponsorships should the Sponsored Recruit Employee fail to remain in the employment of the law enforcement agency for a specific time (4 Years); and

WHEREAS, the Leelanau County Sheriff's Office agrees to provide sponsorship to the above named "Sponsored Recruit Employee" under the following terms and conditions that must be agreed upon by the "Sponsored Recruit Employee."

NOW THEREFORE, the parties agree to the following terms and conditions for this Sponsorship Reimbursement Agreement:

TERMS AND CONDITIONS:

1. The Sheriff will directly pay the tuition costs attributable to the Sponsored Recruit Employee for the Police Academy program required for the Sponsored Recruit Employee to obtain a license under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615 at an approved Police Academy. The Sheriff shall also pay the Sponsored Recruit Employee a Stipend as described herein while the Sponsored Recruit Employee is attending and in good faith seeking to successfully undertake the Police Academy program offered by MCOLES. If grant funding is available, the Sponsored Recruit Employee will cooperate in any measures necessary to obtain such funding.
2. The Parties stipulate that entry into both the program and this Agreement is voluntary. The Sponsored Recruit Employee could forego the tuition, stipend and requirements of this agreement and elect instead to personally bear the time and costs associated with attendance at the Police Academy.
3. Upon completion of the Police Academy and upon certification from the MCOLES, the Sponsored Recruit Employee agrees to commence and continue to be employed by the Sheriff's Office for not less than four (4) consecutive calendar years following MCOLES certification. In the event the Sponsored Recruit Employee does not timely commence employment with the Sheriff or fails to fully and successfully satisfy the remaining conditions of the conditional offer of employment the Sponsored Recruit Employee agrees to reimburse the Sheriff's Office for the full or partial tuition costs incurred by the Sheriff's Office and, if the tuition costs are partially or fully grant funded, any portion of tuition or partial tuition costs which may be deemed reimbursable to the grant funding unit. This reimbursement is up to and not exceeding the salary for the first year of employment with the Sheriff. Payment shall be due within ninety (90) days of separation from employment with the Sheriff's Office.
4. The Sponsored Recruit Employee agrees to the following terms for repayment of costs incurred by the Sheriff's Office should the employee voluntarily leave employment and take a position with another Michigan Law Enforcement agency in which they would remain licensed under MCOLES. Costs may be collected under the following terms set under MCL 408.478:

Less than 1 year	If the employee voluntarily leaves employment with the Sheriff's Office not more than 1 year after the date of the employee's law enforcement training academy ended, 100% of the cost of the law enforcement training academy up to and not exceeding the employee's salary for the first year of employment with the law enforcement agency,	100%

More than 1 year, but less than 2 years	If the employee voluntarily leaves employment with the Sheriff's Office more than 1 year but less than 2 years after the date the employee's law enforcement training academy ended, 75% of the cost of the law enforcement training academy up to and not exceeding the employee's salary for the first year of employment with the law enforcement agency.	75%
2 years or more, but less than 3 years	If the employee voluntarily leaves employment with the Sheriff's Office 2 years or more but less than 3 years after the date the employee's law enforcement training academy ended, 50% of the cost of the law enforcement training academy up to and not exceeding the employee's salary for the first year of employment with the law enforcement agency,	50%
3 years or more, but less than 4 years	If the employee voluntarily leaves employment with the Sheriff's Office 3 years or more but less than 4 years after the date the employee's law enforcement training academy ended, 25% of the cost of the law enforcement training academy up to and not exceeding the employee's salary for the first year of employment with the law enforcement agency.	25%

5. To the extent permitted by Wage and Hour laws, the Sponsored Recruit Employee expressly authorizes Leelanau County to deduct any reimbursement amount owed under the terms of this Agreement from future pay checks at the time of or following voluntary termination of employment by the Sponsored Recruit Employee including, but not limited to as accrued vacation, comp time, sick time, annual leave or personal leave or wages due. The Sponsored Recruit Employee shall promptly pay Leelanau County the full balance of any amount owed that is not deducted from their paycheck(s).

6. In the event that the Sponsored Recruit Employee voluntarily terminates his or her Police Academy training or is removed from the Police Academy for any reason, the Sponsored Recruit Employee will reimburse the Sheriff's Office for the full or partial tuition costs paid by the Sheriff's Office, and, if the tuition costs are partially or fully grant funded, any portion of Police Academy tuition or partial tuition which may be deemed reimbursable to the grant funding unit.

7. This Agreement is subject to 2023 PA 44, the interpretations thereto, and any amendments thereto which may be given retroactive effect, including but not limited to the current statutory requirement that "remuneration or consideration from the employee will be waived by the law enforcement agency if the employee is not required to be licensed as a law enforcement officer under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615, within any of the following:

   (i) One year after leaving employment with the law enforcement agency. This subparagraph applies if the employee voluntarily leaves employment with the law enforcement agency not more than 1 year after the date the employee's law enforcement training academy ended.

   (ii) Two years after leaving employment with the law enforcement agency. This subparagraph applies if the employee voluntarily leaves employment with the law enforcement agency more than 1 year and less than 4 years after the date the employee's law enforcement training academy ended."

   Pursuant to the current interpretation of the law, the Sheriff's Office will waive repayment for allowable costs should the employee voluntarily leave their employment for a position which would not require them to be a licensed police officer as set forth by MCOLES within any of the following:

A. One year after leaving employment with the law enforcement agency. This subparagraph applies if the employee voluntarily leaves employment with the law enforcement agency not more than 1 year after the date the employee's law enforcement training academy ended.

B. Two years after leaving employment with the law enforcement agency. This subparagraph applies if the employee voluntarily leaves employment with the law enforcement agency more than 1 year and less than 4 years after the date the employee's law enforcement training academy ended.

C. Should the employee again regain employment as a licensed police officer within the State of Michigan after the approval of a waiver, the former employee shall be responsible for repayment as allowed by law.

8. The Sponsored Recruit Employee will be paid a stipend based on a straight 80 hours per pay period while attending the MCOLES Police Academy. The rate for 2025 will be **$22.28** per hour. This is consistent with the current collective bargaining agreement for this classification. Such time is not considered hours worked under the FLSA and, as such, no overtime shall be owed or paid for hours attending the Police Academy.

9. The Sponsored Recruit Employee will not be compensated for any travel time to and from the MCOLES Police Academy.

10. The employer will not provide any funding for accommodations such as lodging for any portion of the training, unless it has been provided for through an approved MCOLES Grant.

11. The Sponsored Recruit Employee will be responsible for their own meal expenses.

12. The employer will provide a vehicle or mileage for travel to and from the MCOLES Police Academy. If a vehicle is provided a fuel card will also be furnished.

13. The intent of this Agreement is to provide for the training of the Sponsored Recruit Employee as a certified Sheriff's Deputy and to specify the consideration that the Sponsored Recruit Employee provides the Sheriff's Office in return for the training. This Agreement shall not be construed in any way as an employment agreement that would proffer a right or interest to the Sponsored Recruit Employee or otherwise alter the at-will nature of the employment relationship or alter any applicable collective bargaining agreement.

14. Any action brought on or with respect to this Agreement or any other document executed in connection herewith or therewith by a party to this Agreement against another party to this Agreement shall be brought only in a court of competent jurisdiction in Leelanau County, Michigan or the Federal District Court for the Western Division of Michigan. Each party to this Agreement (a) consents to jurisdiction in these stipulated courts; (b) waives any objection to venue in any of these stipulated courts; and (c) waives any objection that any of these stipulated courts is an inconvenient forum. In any action commenced by a party hereto against another party to the Agreement, there shall be no right to a jury trial. THE RIGHT TO A TRIAL BY JURY IS EXPRESSLY WAIVED TO THE FULLEST EXTENT PERMITTED BY LAW.

15. This Agreement shall be construed under the laws of the State of Michigan. If any provision or part of a provision of this Agreement is determined to be invalid by any tribunal of competent jurisdiction, such part shall be deemed automatically adjusted, if possible, and if not possible, it shall be deemed deleted from this Agreement as though it had never been included herein. In either case, the balance of any such provision and of the Agreement shall remain in full force and effect.

ACKNOWLEDGEMENT:

I, the above-named Sponsored Recruit Employee, hereby acknowledge that I have read, understand and agree to the terms and conditions set forth in this MCOLES Police Academy Sponsorship Employment Agreement.

_____ _____

Sponsored Recruit Employee Signature Date

APPROVED BY: _____ _____

Sheriff or Undersheriff Date

STATE OF MICHIGAN)

) ss.

COUNTY OF LEELANAU)

The foregoing employment agreement was acknowledged before me on this _____, by _____ who is personally known to me or who has produced a Michigan Driver's License as identification and who did (did not) take an oath.

Signature of Notary: _____

Commission in Leelanau County
Acting in Leelanau County Commission
Expires:

EXECUTIVE DOCUMENT SUMMARY

Department: Emergency Mgt/911

Contact Person: Matt Ansorge

Telephone Number: (231) 256-8775

Submittal Dates

☑ Select Meeting Type: Executive Board

Date of Meeting: 06/10/2025

Financial/Source Selection Method

☑ Select One: Bid/RFP

☐ Other: _____

☐ *Account No.:* _____

☐ *CIP Project?*

☐ *If Grant, Match Account No.:* _____

Vendor: Xybix Systems, Inc.

Address/ Phone: 8207 South Park Circle
Littleton, CO 80120
(303) 683-5656

Description: FYI/Review/Recommend./Update

Budgeted Amount: $ 145,000.00

Contracted Amount: $ 120,796.93

Document Description

☐ **Request to Waive Board Policy on Bid Requirements** ☐ **Financial Review Completed** ☐ **Department Head/Elected Official Authorization**

The Leelanau County Board of Commissioners approved up to $145,000 from the Capital Projects Building Fund contingency (470.000.000-891), for the 9-1-1 Dispatch remodel project (new consoles and flooring), as part of the Capital Improvement Plan of the approved 2025 Budget.

In January 2025, we were also successful in our application for GTB 2% funding for this project. The Grand Traverse Band of Ottawa and Chippewa Indians awarded $59,545.19, earmarked toward use on this project.

The RFP process has been completed and Leelanau County received five (5) proposals from four vendors. The proposals have been reviewed by the selection committee and one vendor is being recommended to the Board of Commissioners based on the results of the selection process and feedback received from 9-1-1 Dispatchers.

There were excellent proposals provided by all vendors. The proposal from Xybix Systems, Inc. addressed all the essential standards of the RFP, contained design elements that were reviewed favorably by 9-1-1 Dispatchers, and tied for the highest overall score in the RFP review process. With everything being equal, the design proposed by Xybix Systems, Inc. is the most ergonomic and conducive for the operational needs of the Dispatch Center. The flexibility of the design elements and the affordability of the proposal strengthens the overall appeal.

Once a vendor is awarded the project, the proposed design will be finalized through collaboration with 9-1-1 Administration. Design elements will be removed and some elements may be added. The proposal provided by Xybix Systems, Inc. ensures that the end result of the project will provide the most ergonomic solution for our current and future operational needs in the 9-1-1 Center while adhering to budgetary constraints.

Suggested Recommendation:

I move that the County Board of Commissioners award the 911 Dispatch Remodeling Project to Xybix Systems, Inc. in an amount no to exceed $145,000.00, funds to come from Capital Projects Building Fund Contingency (470.000.000.891), and allow the Board Chairman to sign the necessary contract paperwork, pending approval from legal counsel.

Department Approval: Matt Ansorge Matt Ansorge 2025.06.03 21:34:04 -04'00' Date: 06/03/2025

	Radio North		JEM Tech	Xybix Systems, Inc.	Watson Furniture Group, Inc.
	Proposal #1	Proposal #2			
COSTS					
Permits	N/A	N/A	N/A	$0.00	N/A
Removal & Disposal Carpeting	N/A	N/A	Included Item 4	$1,163.00	Included Item 4
Removal & Disposal Consoles	N/A	N/A	Included Item 5	$2,475.00	Included Item 5
Installation Labor - Carpet	N/A	N/A	$11,722.00	$14,086.75	$7,742.00
Installation Labor - Consoles	N/A	N/A	$135,166.00	$97,343.38	$100,129.88
Delivery	N/A	N/A	Included Item 5	$5,728.80	$7,000.00
Licensed Electrical Services	$10,000.00	$10,000.00			
Labor	$30,000.00	$30,000.00			
Project Management	$8,000.00	$8,000.00			
Installation Hardware Kit	$2,500.00	$2,500.00			
Removal & Disposal of Equipment	$2,475.00	$2,475.00			
Static-Rated Carpet & Base Trim	$10,278.67	$12,092.55			
Console Equipment	$101,430.58	$119,330.09			
Total	**$164,684.25**	**$184,397.64**	**$146,888.00**	**$120,796.93**	**$114,871.88**
SCORING INDEX	$130K-$139,999 = -10pts	$140K-$149,999 = -20pts	$150K-$159,999 = -30pts	≥$160K = -35pts	
COSTS SCORE (35pts):	**0**	**0**	**15**	**35**	**35**
PROPOSAL / CONSOLE SPECS					
Configuration Diagram (Y/N)	Y	Y	N	Y	Y
Console Vendor	Xybix	Xybix	Russ Bassett	Xybix	Watson
Stability & Function of consoles	Dual Surface Corner Console	Dual Surface Corner Console	Single Surface Corner Console	Dual Surface Corner Console	Single Surface Straight Console
Keyboard Working Surface Area (approx)	1,656sq.in.	1,656sq.in.	1,512sq.in.	1,656sq.in.	1,152sq.in.
Personal Controls	Dashboard Controls	Dashboard Controls	Dashboard Controls, Phone App Interface	Dashboard Interface, PC/Tablet Interface	Dashboard Controls
Keyboard ergonomics	Separate Surface	Separate Surface	Optional KVM Interface	Separate Surface	Single Work Surface
Monitor ergonomics	Curved Mounting Array	Curved Mounting Array	Curved Mounting Array	Curved Mounting Array	Curved Mounting Array
Console Surface	High-Pressure Laminate, T-molding Front Edges	High-Pressure Laminate, T-molding Front Edges	1-1/8" High-Pressure Laminate, Waterfall Front Edge	High-Pressure Laminate, T-molding Front Edges	High-Pressure Laminate, T-molding Front Edges
Cabinet Ventilation	Vented Laminate Doors	Vented Laminate Doors	Vented Steel Cases & Vented Laminate Doors	Vented Laminate Doors	Vented Laminate Doors

Cable Management	Energy Chains	Energy Chains	Cable Baskets, Energy Chains, Shrouded Components	Energy Chains	Tech Bridge, Energy Chains, Wire Channel
Keyboard Surface Data Connection Center (KSDCC)	Customizable	Customizable	Customizable for permanent & temporary connections	Customizable	Customizable
HVAC & Lighting Options	Axys Control System (Fan, Heat, Task Lights, Footwell Lighting, Down Bias Lighting, Arc	Axys Control System (Fan, Heat, Task Lights, Footwell Lighting, Down Bias Lighting, Arc	Dual desktop fans, Dual underneath forced-air heaters, Blue Ambient lighting above & below	Axys Control System (Fan, Heat, Task Lights, Footwell Lighting, Down Bias Lighting, Arc	Forced Air Cooling/Heat Fans, LED Ambient Lighting, Dimmable LED Task Lighting
Rotating Resource (Y/N)	Optional	Optional	Optional	Optional	Y
Green Compliant Materials (Y/N)	Y (Xybix)	Y (Xybix)	Y	Y	Y
Anti-Static Elements	Carpet Tile Conductive Release Adhesive, Copper Grounding Strips for carpet	Carpet Tile Conductive Release Adhesive, Copper Grounding Strips for carpet	VPI Anti-Static flooring, R56 grounding	Carpet Tile Conductive Release Adhesive, Copper Grounding Strips for carpet	Unknown
Warranty	10yrs	10yrs	10yrs - Everything	Lifetime (Cabinet material, Framing, Work Surfaces, Monitor Mounts) or 10yrs (HVAC controls, Lift motors)	Lifetime (Watson) or 10yrs (partner elements)
Manufacturer Lead Time	3-4 months	3-4 months	5-6 months	3-4 months	2-3 months
On-Site Construction Completion	6 weeks	6 weeks	3 days	2 weeks	4 days
SCORING INDEX	Keyboard Working Space < 1,500sq.in. = -5pts Project Timeline > 6 months = -5pts On-site Construction Time > 2 weeks = -5pts Warranty < 10yrs = -10pts Missing Elements in Proposal = -20pts				
PROPOSAL SCORE (40pts):	**35**	**35**	**35**	**40**	**35**
Using Local Subcontractor (Y/N)	Y (Bay View Flooring)	Y (Bay View Flooring)	Y (Flooring)	N	Y (Flooring)
Additional/Optional Items in Proposal	36" Rotation Resource Guide $1,995.24	36" Rotation Resource Guide $1,995.24	(1) 34"x18"x12" 15-slot Mail Sorter	Premium Acoustical Panels $3,602.56	41" Rotation Resource Guide Unknown

Additional/Optional Items in Proposal	4-door wall cabinet (84"x24"x 13")	$1,886.56	4-door wall cabinet (84"x24"x 13")	$1,886.56	(4) 36"x42"x24" Shelving Cabinet	$6,120.00	36" Rotation Resource Guide	$1,995.24	4-door wall Cabinet (72"x14.5" x15")	$0 (Included)
Additional/Optional Items in Proposal	4-door base cabinet (84" x 36" x ??")	$2,262.00	4-door base cabinet (84" x 36" x ??")	$2,262.00	(2) 72"w x 24"d Wall Cabinet		4-door wall cabinet (84" x 24" x 13")	$1,886.56	4-door bas cabinet (72"x 42"x20")	$0 (Included)
Additional/Optional Items in Proposal	24" Touch-screen Monitor	$1,950.00	24" Touch-screen Monitor	$1,950.00	R56 Grounding Kit	$2,554.00	4-door base cabinet (84" x 36" x ??")	$2,262.00		
Additional/Optional Items in Proposal	(2) 18" L Bracket	$62.40	(2) 18" L Bracket	$62.40	(4) KVM Console Interface	$8,166.00	(2) 18" L Bracket	$62.40		
Additional/Optional Items in Proposal	(2) Wall Screw Anchor Kits	$18.72	(2) Wall Screw Anchor Kits	$18.72			(2) Wall Screw Anchor Kits	$18.72		
Total Additional:	$8,174.92		$8,174.92		$16,840.00		$9,827.48		$0.00	
VENDOR REFERENCES										
Total References	5		5		10		5		11	
911 Center References	5		5		10		4		11	
MI Agencies as References	3		3		3		1		11	
SCORING INDEX	<50% Refs 911 = -5pts <25% Refs 911 = -10pts <50% Refs MI = -5pts <25% Refs MI = -10pts 0 Refs = -15pts									
REFERENCE SCORE (15pts):	**15**		**15**		**10**		**10**		**15**	
CONTRACT TERMS										
Contract Items	None		None		None		Payment: 50% on award, 40% at install, 10% completion		Omission of Professional Liability Insurance (#3 of BOC Policy)	
SCORING INDEX	Reasonable Contract Inclusion = -0pts Unreasonable Contract Inclusion = -10pts									
CONTRACT SCORE (10pts):	**10**		**10**		**10**		**10**		**10**	
TOTAL COMPLIANCE SCORE:	**60**		**60**		**70**		**95**		**95**	

DISPATCH CONSOLE REPLACEMENT PROJECT

	JEM Tech
COSTS	
Permits	N/A
Removal & Disposal Carpeting	Included Item 4
Removal & Disposal Consoles	Included Item 5
Installation Labor - Carpet	$11,722.00
Installation Labor - Consoles	$135,166.00
Delivery	Included Item 5
Total	**$146,888.00**
SCORING INDEX	$130K-$139,999 = -10pts $140K-$149,999 = -20pts $150K-$159,999 = -30pts ≥$160K = -35pts
COSTS SCORE (35pts):	**15**
PROPOSAL/CONSOLE SPECS	
Console Layout	Single Surface Corner Console
Keyboard Working Surface Area (approx)	1,512sq.in.
Dispatcher Personal Controls	Dashboard Controls, Phone App
Keyboard Surface Data Connection Center (KSDCC)	Customizable for permanent & temporary connections
HVAC	Dual Desktop Cooling Fans, Dual Underneath Heating Fans
Console Lighting	Blue Ambient lighting above & below, Red/Green options extra
Anti-Static Elements	VPI Anti-Static flooring, R56 grounding
Warranty	10yrs - Everything
Manufacturer Lead Time	5-6 months
On-Site Construction Completion Time	3 days
SCORING INDEX	Keyboard Working Space <1,500 sq.in. = -5pts Project Timeline > 6 months = -5pts On-Site Construction Time > 2 weeks = -5pts Warranty < 10 years = -10pts Missing Elements from Proposal = -20pts
PROPOSAL SCORE (40pts):	**35**
Optional Items Additional Cost:	$16,840.00
REFERENCES	
Total References	10
911 Center References	10
MI Agencies as References	3
SCORING INDEX	<50% References 911 = -5pts <25% References 911 = -10pts <25% References 911 = -10pts <50% References MI = -5pts <25% References MI = -10pts 0 References = -15pts
REFERENCE SCORE (15pts):	10
CONTRACT ITEMS	
Contract Items	None
SCORING INDEX	Reasonable Inclusion = -0pts Unreasonable Inclusion = -10pts
CONTRACT SCORE (10pts):	**10**
TOTAL COMPLIANCE SCORE:	**70**

DISPATCH CONSOLE REPLACEMENT PROJECT

JEM Tech

Proposal Strengths:	Michigan-based company
	Russ Bassett consoles are made-to-order in their factory
	JEM Tech specializes in Mission Critical Infrastructure - 24/7/365 Command and Control Centers
	Console Dashboard Interface controls are customizable for agency-specific needs
	Console HVAC includes dual above worksurface fans for cooling and dual below surface forced-air heaters for warmth
	Approximately 1,512sq.in. of workable keyboard space
	Console HVAC components are easily accessible and require no tools to replace
	Dashboard Controls have "Occupancy Sensor" to shut off after console has been vacant for 20min
	Dashboard Controls accessible through downloadable app for dispatchers to utilize and save their personal settings
	Blue ambient (bias) lighting above and below the consoles
	VPI Anti-Static Flooring (not carpet) with copper grounding strips Carpet option available at $2,833.00 savings
	VPI Flooring typically 25yr warranty, low VOC emissions, seamless appearance, highly durable, effectively prevents static discharge

Proposal Weaknesses:	Power/Data supply will require coming from ceiling or through floor
	Proposal comes in 13% over budget
	Single Surface Dual Lift System - Monitors do not elevtate indpendently from work surface. Monitor mounts move up/down (11") & forward/back (8") for personal preference - just different than how current consoles operate
	KVM (unit to consolidate keyboards & mice instead of using multiple at a time) is an additional option, not included in base quote
	Mailbox unit for dispatchers is an additional option, not included in base quote
	R56 Compliant electrical grounding option is an additional cost, not included in base quote
	Carpet install planned for 5 days (M-F). Additional time will be billed at $2,350/day
	Recommend installing UPS unit per console, at an additional cost
	Quote good for 30 days (4/17 - 5/17/2025) - RFP specifies 120 days

DISPATCH CONSOLE REPLACEMENT PROJECT

	Radio North Proposal #1	Radio North Proposal #2
COSTS		
Licensed Electrial Services	$10,000.00	$10,000.00
Labor	$30,000.00	$30,000.00
Project Management	$8,000.00	$8,000.00
Installation Hardware Kit	$2,500.00	$2,500.00
Removal & Disposal of Equipment	$2,475.00	$2,475.00
Static-Rated Carpet & Base Trim	$10,278.67	$12,092.55
Console Equipment	$101,430.58	$119,330.09
Total	**$164,684.25**	**$184,397.64**
SCORING INDEX	$130K-$139,999 = -10pts $140K-$149,999 = -20pts $150K-$159,999 = -30pts ≥$160K = -35pts	
COSTS SCORE (35pts):	**0**	**0**
PROPOSAL/CONSOLE SPECS		
Console Layout	Dual Surface Corner Console	Dual Surface Corner Console
Dispatcher Personal Controls	Dashboard Controls	Dashboard Controls
Keyboard Surface Data Connection Center (KSDCC)	Customizable	Customizable
HVAC	Forced Air Heat/Fan	Forced Air Heat/Fan
Console Lighting	Task Lights, Footwell Lightning, Down Bias Lighting, Arc Lighting	Task Lights, Footwell Lightning, Down Bias Lighting, Arc Lighting
Anti-Static Elements	Carpet Tile Conductive Release Adhesive, Copper Grounding for carpet	Carpet Tile Conductive Release Adhesive, Copper Grounding for carpet
Warranty	10yrs	10yrs
Manufacturer Lead Time	3-4 months	3-4 months
On-Site Construction Completion Time	6 weeks	6 weeks
SCORING INDEX	Keyboard working space < 1,500 sq.in. = -5pts Project Timeline > 6 months = -5pts On-Site Construction Time > 2 weeks = -5pts Warranty < 10 years = -10pts Missing Elements in Proposal = -20pts	
PROPOSAL SCORE (40pts):	**35**	**35**
Optional Items Additional Cost:	$8,174.92	$8,174.92
REFERENCES		
Total References	5	5
911 Center References	5	5
MI Agencies as References	3	3
SCORING INDEX	<50% References 911 = -5pts <25% References 911 = -10pts <25% References 911 = -10pts <50% References MI = -5pts <25% References MI = -10pts 0 References = -15pts	
REFERENCE SCORE (15pts):	**15**	**15**
CONTRACT ITEMS		
Contract Items	None	None
SCORING INDEX	Reasonable Inclusion = -0pts	Unreasonable Inclusion = -10pts
CONTRACT SCORE (10pts):	**10**	**10**
TOTAL COMPLIANCE SCORE:	**60**	**60**

DISPATCH CONSOLE REPLACEMENT PROJECT

Radio North

	Proposal #1	Proposal #2
Proposal Strengths:	Same console design and manufacturing as Xybix proposal	Same console design and manufacturing as Xybix proposal
	Local Vendor that already does business with the County	Local Vendor that already does business with the County
	Utilizing Local (TC) based flooring company (Bay View Flooring)	Utilizing Local (TC) based flooring company (Bay View Flooring)
	Flooring design has grounding elements included in materials list	Flooring design has grounding elements included in materials list
Proposal Weaknesses:	Same console design and manufacturing as Xybix proposal, just more expensive.	Same console design and manufacturing as Xybix proposal, just more expensive.
	Proposal comes in >25% over budget	Proposal comes in >40% over budget
		Proposal includes mark-up for ordering materials through Radio North, even though BOTH proposals have "Project Management"

DISPATCH CONSOLE REPLACEMENT PROJECT

	Watson Furniture Group, Inc.
COSTS	
Permits	N/A
Removal & Disposal Carpeting	Included Item 4
Removal & Disposal Consoles	Included Item 5
Installation Labor - Carpet	$7,742.00
Installation Labor - Consoles	$100,129.88
Delivery	$7,000.00
Total	**$114,871.88**
SCORING INDEX	$130K-$139,999 = -10pts $140K-$149,999 = -20pts $150K-$159,999 = -30pts ≥$160K = -35pts
COSTS SCORE (35pts):	**35**
PROPOSAL/CONSOLE SPECS	
Console Layout	Single Surface Striaght Console
Keyboard Working Surface Area (approx)	1,152sq.in.
Dispatcher Personal Controls	Dashboard Controls
Keyboard Surface Data Connection Center (KSDCC)	Customizable
HVAC	Forced Air Heat/Cooling Fans
Console Lighting	LED Ambient Lighting, Dimmable LED Task Lighting
Anti-Static Elements	Unknown
Warranty	Lifetime (Watson) or 10yrs (partner elements)
Manufacturer Lead Time	2-3 months
On-Site Construction Completion Time	4 days
SCORING INDEX	Keyboard Working Space <1,500 sq.in. = -5pts Project Timeline > 6 months = -5pts On-Site Construction Time > 2 weeks = -5pts Warranty < 10 years = -10pts Missing Elements from Proposal = -20pts
PROPOSAL SCORE (40pts):	**35**
Optional Items Additional Cost:	$0.00
REFERENCES	
Total References	11
911 Center References	11
MI Agencies as References	11
SCORING INDEX	<50% References 911 = -5pts <25% References 911 = -10pts <25% References 911 = -10pts <50% References MI = -5pts <25% References MI = -10pts 0 References = -15pts
REFERENCE SCORE (15pts):	**15**
CONTRACT ITEMS	
Contract Items	Omission of Professional Liability Insurance (#3 of BOC Policy)
SCORING INDEX	Reasonable Inclusion = -0pts Unreasonable Inclusion = -10pts
CONTRACT SCORE (10pts):	**10**
TOTAL COMPLIANCE SCORE:	**95**

DISPATCH CONSOLE REPLACEMENT PROJECT

Watson Furntiure Group, Inc.

Proposal Strengths:	Project comes in under budget threshold
	Project includes items other vendors included as additional options
	Color options for laminate & cabinetry provided in proposal - unknown if options come at an additional cost
	Project price point allows for further customization

Proposal Weaknesses:	Console layout is linear with single work surfaces for keyboards and monitors
	Smallest POD layout, limited space & storage options
	Unknown whether flooring option has anti-static components
	Approximately 1,152sq.in. of workable keyboard space

DISPATCH CONSOLE REPLACEMENT PROJECT

	Xybix Systems, Inc.
COSTS	
Permits	$0.00
Removal & Disposal Carpeting	$1,163.00
Removal & Disposal Consoles	$2,475.00
Installation Labor - Carpet	$14,086.75
Installation Labor - Consoles	$97,343.38
Delivery	$5,728.80
Total	**$120,796.93**
SCORING INDEX	$130K-$139,999 = -10pts $140K-$149,999 = -20pts $150K-$159,999 = -30pts ≥$160K = -35pts
COSTS SCORE (35pts):	**35**
PROPOSAL/CONSOLE SPECS	
Console Layout	Dual Surface Corner Console
Keyboard Working Surface Area (approx)	1,656sq.in.
Dispatcher Personal Controls	Dashboard Controls, PC/Tablet Interface w/preference settings
Keyboard Surface Data Connection Center (KSDCC)	Customizable
HVAC	Forced Air Heat/Fan
Console Lighting	Task Lights, Footwell Lightning, Down Bias Lighting, Arc Lighting
Anti-Static Elements	Carpet Tile Conductive Release Adhesive, Copper Grounding Strips for carpet
Warranty	Lifetime or 10yrs (HVAC, Acoustic Panels, Cabinet doors, Work Surfaces, Monitor Mounts)
Manufacturer Lead Time	3-4 months
On-Site Construction Completion Time	2 weeks
SCORING INDEX	Keyboard Working Space <1,500 sq.in. = -5pts Project Timeline > 6 months = -5pts On-Site Construction Time > 2 weeks = -5pts Warranty < 10 years = -10pts Missing Elements from Proposal = -20pts
PROPOSAL SCORE (40pts):	**40**
Optional Items Additional Cost:	$9,827.48
REFERENCES	
Total References	5
911 Center References	4
MI Agencies as References	1
SCORING INDEX	<50% References 911 = -5pts <25% References 911 = -10pts <25% References 911 = -10pts <50% References MI = -5pts <25% References MI = -10pts 0 References = -15pts
REFERENCE SCORE (15pts):	**10**
CONTRACT ITEMS	
Contract Items	Payment: 50% on award, 40% at install, 10% completion
SCORING INDEX	Reasonable Inclusion = -0pts Unreasonable Inclusion = -10pts
CONTRACT SCORE (10pts):	**10**
TOTAL COMPLIANCE SCORE:	**95**

DISPATCH CONSOLE REPLACEMENT PROJECT

Xybix Systems, Inc.

Proposal Strengths:
Forced-air cooling fan and two (250w) heat fans per console
Dimmable Task Lighting on flexible mounting arm to keyboard surface
Footwell Lighting, Down Bias Lighting, Arc Lighting per console, multiple color options
Copper Grounding Strips and Conductive Release Adhesive in flooring plans
Axys Control System controlled by PC or tablet - unlimited number of users for personal programming memory
Console component stress testing specs provided with proposal
Project comes in at budget threshold with many customizable options to consider
Approximately 1,656sq.in. of workable keyboard space

Proposal Weaknesses:
Power/Data supply will require coming from ceiling or through floor
Rotating Resource Guide not included in proposal, incur additional cost
Perimeter cabinetry not included in proposal, incur additional cost

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

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

2025 Dispatch Console Replacement Project
Dispatcher Feedback from RFP Process

Five (5) proposals were received as the result of the RFP process for the Dispatch Console Replacement project. Copies of the proposals were provided to the dispatchers for review and comment. The following feedback was obtained through dispatcher review.

The ability for the new consoles to raise and lower, as well as possess personal heating and cooling measures, were the most important aspects to be contained within the project. The dispatchers also prefer to have a dual platform console where the monitors are mounted on a surface independent from the keyboard working area.

Proposal elements that were not reviewed favorably include task lighting for keyboard operation. Dispatchers believed these adjustable lights would be a hinderance to their operation. Consoles with a linear design were not reviewed favorably either. The dispatchers greatly prefer the corner design consoles. Console controls through a phone app were also not reviewed favorably because dispatchers do not want to use their personal devices to control equipment at the workplace.

Feedback received on additional items outlined in the proposals focused on the roundtable. There are strong feelings to retain this item within the design of the new consoles.

The proposal from Xybix was favored most by dispatchers. The proposal from JEM Tech was the second most favored.

Feedback received from dispatchers that was outside the scope of the project included their desire to have new keyboards, retain personal control over the overhead lighting, and recommend a structural change to the entrance of the Dispatch Center to move the main door and eliminate the hallway windows.

County Child Care Budget Summary (DHS-2091)

Michigan Department of Health and Human Services (MDHHS)
Children's Services Agency
Leelanau County for October 1, 2025 through September 30, 2026

Organization	Court Contact Person	Telephone Number	Email Address
Leelanau County	Cameron Clark - CCF Organization Management	(616) 540-5465	cclark@leelanau.gov
Fiscal Year	**MDHHS Contact Person**	**Telephone Number**	**Email Address**
October 1, 2025 through September 30, 2026	Lori M. Strong - CCF Organization Fiscal Staff	(248) 858-1317	strongl@oakgov.com

Cost Sharing Ratios		Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Court or Tribal Supervised	County 50% / State 50%	$0.00	$150,500.00	$150,500.00
B. In-Home Care	County 25% / State 75%	$0.00	$648,860.00	$648,860.00
C. County/Court-Operated Facilities	County 50% / State 50%	$0.00	$0.00	$0.00
D. Subtotals (A+B+C)		$0.00	$799,360.00	$799,360.00
E. Revenue		$0.00	$0.00	$0.00
F. Net Expenditure		$0.00	$799,360.00	$799,360.00

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Neglect Abuse		$0.00	$80,000.00	$80,000.00

Please Note: The *Neglect/Abuse Out-of-Home Care* amount reflects ONLY the county court's share of these expenditures. Effective October 2019 the State of Michigan pays 100% of Neglect/Abuse Out-of-Home placements and the county then reimburses the state 50%.

Cost Sharing Ratios	County 0% / State 100% $56,520.00 Maximum	MDHHS	Court	Combined
Basic Grant		$0.00	$56,520.00	$56,520.00

Total Expenditure	$855,880.00

BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2025 through September 30, 2026; and any requests for reimbursement shall adhere to all state law, administrative rules and child care fund handbook authority.

Presiding Judge	Date
County Director of MDHHS Signature	Date
Chairperson, Board of Commissioner's Signature	Date
And/or County Executive Signature	Date

Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

AUTHORITY: Act 87, Publication of of 1978, as amended.
COMPLETION: Required.
PENALTY: State reimbursement will be withheld from local government.

EXECUTIVE DOCUMENT SUMMARY

Department: Planning/Community Development
Contact Person: Gail Myer
Telephone Number: 256-9812

Submittal Dates

☑ Select Meeting Type: Executive Board
Date of Meeting: 06/10/2025

Financial/Source Selection Method

☑ Select One: Grant
☐ Other:
☐ *Account No.:*
☐ *CIP Project?*
☐ *If Grant, Match Account No.:*

Vendor:
Address/
Phone:

Description: Grant Acceptance

Budgeted Amount: $ 6,000.00 Contracted Amount: $ 6,000.00

Document Description

☐ Request to Waive Board Policy on Bid Requirements ☑ Financial Review Completed ☐ Department Head/Elected Official Authorization

Attached is the 2025 EGLE Scrap Tire Cleanup Grant Agreement in the amount of $6,000.00. Leelanau County has received several of these grants over the years and the funds are used to pay for scrap tire collections, along with a per tire charge of $2.00. The balance of the cost is taken from the Recycling Fund, Fund #230.

Suggested Recommendation:

I move to recommend that the County Board of Commissioners accept the 2025 Scrap Tire Cleanup Grant Agreement between Leelanau County and the MI Department of Environment, Great Lakes, and Energy (EGLE).

Department Approval: Gail Myer Date: 6-2-25

EXECUTIVE DOCUMENT SUMMARY

Department: Finance

Contact Person: Catherine Hartesvelt

Telephone Number: 231-256-8106

Submittal Dates

☑ Select Meeting Type: Executive Board

Date of Meeting: 06/10/2025

Financial/Source Selection Method

☑ Select One: Grant

☐ Other:

☑ *Account No.:* 572.000.000.563.000

☐ *CIP Project?*

☐ *If Grant, Match Account No.:*

Vendor: Michigan Department EGLE

Address/
Phone:

Description: Grant Acceptance

Budgeted Amount: $ 60,000.00

Contracted Amount: $ 81,150.00

Document Description

☐ **Request to Waive Board Policy on Bid Requirements** ☑ **Financial Review Completed** ☐ **Department Head/Elected Official Authorization**

Please see attached the proposed Grant Agreement between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Material Management Division and Leelanau County.

In July of 2024, the former BOC passed a motion to enter into an Interlocal Agreement with Grand Traverse County and Benzie County and approved intent to submit a Materials Management Program Interlocal Agreement to EGLE.

EGLE approved the multi-county agreement and approved that the multi-county entity would be allowed to apply for Grant funding, with each County submitting a Grant Budget applicable to their share, to pay for administrative costs for preparing, implementing, and maintaining a material management plan (MMP)

The Grant Agreement attached is BOTH application and acceptance of award due to EGLE by 9/15/25. Grand Traverse County and Benzie County will also be executing similar documents representing their applicable share of the total grant request.

The Leelanau County share of the total request and award is $81,150.50 with breakdown as follows:

$60,000.00 Base Amount
$10,000.00 Multi-County Planning Bonus
$11,150.50 Per Capita Multiplier (applicable for first three years) (22,301x$.50)

No match is required.

The subsequent expenditure of these funds is through invoice from Grand Traverse County for contractual services rendered.

Suggested Recommendation:

I move to recommend that the Leelanau County Board of Commissioners approve the submission of EGLE Grant Agreement as presented for Project MMP-Leelanau-NNW2, Project #PLA-25-026 in the amount of $81,150.50 which requires no matching funds and accept the award of $81,150.50 authorizing the Board Chairman to sign same with grant funds appropriated to Fund 572 to pay Grand Traverse County for contractual services rendered per MMP Interlocal Agreement.

Department Approval: _____ Date: _____

EGLE

MATERIALS MANAGEMENT PLANNING PROGRAM GRANT AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY AND LEELANAU COUNTY

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), **Materials Management Division** ("State"), and **Leelanau County** ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. Legislative appropriation of Funds for grant assistance is set forth in **Public Act No. 0166 of 2020.** This Agreement is subject to the terms and conditions specified herein.

PROJECT INFORMATION:

Project Name: MMP-Leelanau-NNW2

Project #: PLA-25-026

Amount of grant: $81,150.50

100% of grant state / 0% of grant federal

PROJECT TOTAL: $81,150.50 (grant plus match)

Start Date (executed by EGLE):

End Date: 12/7/2026

GRANTEE CONTACT INFORMATION:

Name/Title: Catherine Hartesvelt/Finance Director

Organization: Leelanau County

Address: 8527 E. Government Center Dr. Ste 101

City, State, ZIP: Suttons Bay, MI 49682

Phone Number: chartesvelt@leelanau.gov

Fax Number: NA

E-Mail Address: 231-256-8106

Federal ID Number (Required for Federal Funding): NA

Grantee DUNs/UEI Number (Required for Federal Funding): NA

SIGMA Vendor Number: CV0053862

STATE'S CONTACT INFORMATION:

Name/Title: Christina Miller/Materials Management Planning Specialist

Division/Bureau/Office: Materials Management Division (MMD)

Address: 525 W. Allegan

City, State, ZIP: Lansing, MI 48909

Phone Number: 517-614-7426

Fax Number: N/A

E-Mail Address: EGLE-MMP@Michigan.gov

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

FOR THE GRANTEE:

Signature	Name/Title	Date

FOR THE STATE:

Signature	Name/Title	Date
JM	Tracy Kecskemeti, Acting Division Director MMD	

I. PROJECT SCOPE

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

III. CHANGES

Any changes to this Agreement other than budget line-item revisions less than 10% percent of the budget line item shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit quarterly financial and progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

Reporting Period	Due Date
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	Before October 15*
October 1 – December 31	January 31

*Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October

for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State's contact at the address on page 1. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.

(B) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee shall submit the final status report, including all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days from the End Date of the Agreement.

(C) The Grantee must provide electronic copies of all products and deliverables in accordance with Appendix A.

(D) All products shall acknowledge that the project was supported in whole or in part by Materials Management Grant, EGLE, per the guidelines provided by the program.

V. GRANTEE RESPONSIBILITIES

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

VI. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

VII. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VIII. SUBCONTRACTS

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

IX. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

X. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

XI. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

XII. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XIII. ANTI-LOBBYING

If all or a portion of this Agreement is funded with federal funds, then in accordance with 2 CFR 200, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "'Lobbying' means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XIV. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at www.SAM.gov to verify that its agents, and its subcontractors:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.

(2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).

(4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

(5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

XV. AUDIT AND ACCESS TO RECORDS

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of seven years after the final payment has been issued to the Grantee by the State.

XVI. INSURANCE

(A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.

(B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

XVII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

XVIII. COMPENSATION

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement, unless otherwise specified in Appendix A.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self Service web site (https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService).

XIX. CLOSEOUT

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

XX. CANCELLATION

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the grantee for any further charges to the grant.

XXI. TERMINATION

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.

d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
c. Convicted under State or federal antitrust statutes; or
d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XXII. IRAN SANCTIONS ACT

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

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PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

GRANT PROJECT SCOPE

The scope of this project is to ultimately develop and implement a Materials Management Plan (MMP). The detailed scope of work and proposed timeline for the project is included in this Agreement in Attachment C – Work Program. The detailed budget in Attachment C is for reference only. The executed budget for this project can be found in Attachment A – Grant Budget.

Grants shall be used for administrative costs for preparing, implementing, and maintaining a materials management plan (MMP), including, but not limited to, the following

a. Development of a work program as described in subsection (4)(b) and R 299.4704 and R 299.4705 of the Michigan Administrative Code, including a prior work program.
b. Developing an initial MMP and amending the MMP.
c. Ensuring public participation.
d. Determining whether new materials management facilities are consistent with the MMP.
e. Collecting and submitting data for the database utilized by the department for materials management facility reporting purposes and evaluating data in the database for the planning area.
f. Recycling education and outreach.
g. Recycling and materials utilization programs.
h. Preparation of required reports to the department
i. MMP implementation.
j. Efforts to obtain support for the MMP and planning process from local units of government.

NOTE: Grantee shall keep records documenting specific use of the MMP Grant funds.

COMPENSATION

Expenses related to the development of the Notice of Intent and Work Program are eligible for reimbursement from January 8, 2024, until the grant end date. Any other expenses outside of the grant period will not be reimbursable.

GRANT REIMBURSEMENT PROCESS

The Grantee is responsible for the payment of all eligible costs necessary to complete the project. The Grantee shall submit reimbursement requests to the State which specify the time period covered by the reimbursement request and the payments made by the Grantee during the time period. Grant reimbursements will be for the documented purchase expenditures, not to exceed the awarded grant amount. Grantees must agree to supply data related to the development and implementation of the MMP as requested by Michigan Department of Environment, Great Lakes, and Energy (EGLE)

All grants are paid through a reimbursement process. All grantees will submit proof of payment (i.e., canceled checks, ACH, wire transfer confirmations, bank statements, etc.) and proof of receipt of goods to EGLE proving that the vendor has been paid prior to receiving reimbursement from the grant program. Reimbursement must be requested in conjunction with required, quarterly progress

reports. Total payment made to the Grantee by the State shall not exceed the amount identified in this grant agreement. Any costs associated with the project that exceed the awarded grant amount shall be the responsibility of the Grantee.

The Grantee is responsible for ensuring that all partner entities fulfill their commitments under the grant proposal.

TRAVEL EXPENSES

If travel expenses are included in the Budget, the Grantee must follow the State of Michigan Travel Rates found in Attachment B of this Agreement. The most recent State of Michigan Travel Rates can be found at DTMB - Travel (michigan.gov).

PURCHASE OF EQUIPMENT

The purchase of equipment not specifically listed in the Budget must have prior written approval of the Grant Administrator. Equipment is defined as non-expendable personal property having a useful life of more than one year and a true value of $10,000 or more. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

Equipment purchases of $10,000 or more will require the EGLE be listed on a Lien or Uniform Commercial Code (UCC) for 5 years, or until the equipment depreciates to less than $10,000.

To the greatest extent practicable, all equipment and products purchased with funds made available under this award should be Michigan-made as a first choice, or American-made.

RECAPTURE: The Grantee is hereby notified and hereby acknowledges that the Grant is subject to recapture and that the Grantee will incur an obligation to repay the Grant (the "Recapture Obligation") immediately, in full, if:

- **a.** it fails to comply with the entirety of the grantee's grant application attached, including all budget, tasks and timeline.
- **b.** it sells, exchanges, or disposes of any equipment described in this Agreement without the Grantor's written approval; or
- **c.** the State of Michigan determines that there has been a default under the Agreement and seeks reimbursement.

In the event that the Grantee becomes liable for a Recapture Obligation, it shall satisfy the Recapture Obligation within the time specified in the written notice thereof to the Grantee by the Grantor.

REPORTING REQUIREMENTS

The Grantee shall submit progress reports quarterly using a reporting form provided by the Grant Manager. These reports shall be due according to the table in **Part IV** of this Agreement.

QUARTERLY REPORTS

The Grantee shall submit the final quarterly status and financial report, including all supporting documentation for expenses, by January 31, 2027.

Quarterly progress and must be submitted at least every three months during the Agreement Period, even if no funds were expended. Provide the following narrative using the numbers and headings listed below for all tasks and funds expended during the time reporting period:

Submit the quarterly project reports using the following survey: Materials Management Planning Grants Quarterly Report Submittals Survey.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.

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ATTACHMENT A – GRANT BUDGET

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
MATERIALS MANAGEMENT DIVISION
MATERIALS MANAGEMENT PLANNING PROGRAM
FINANCIAL STATUS REPORT

Grantee / Vendor Name: Leelanau County
Vendor Number: CV0053862
Project Name: MMP - NNW2 - Leelanau
Grant Given Number:
Contract Date From: To: 12/7/2026
Contact Name: Catherine Hartesvelt Contact Number: 231-256-8106
Contact Email: chartesvelt@leelanau.gov

Category	Category Number	Amount
Salary and Benefits	1	
Contractual	2	$ 81,150.50
Equipment	3	
Supplies	4	
Travel	5	
Other Direct Costs	6	
Category Subtotal		**$ 81,150.50**

INDIRECT BUDGET	Percentage	
		$ -
PROJECT BUDGET		
Total		**$ 81,150.50**
MATCH BUDGET	**Percentage**	
Total		$ -
GRANT BUDGET		
Total		**$ 81,150.50**

Retention Rate: 0%

ATTACHMENT B – STATE OF MICHIGAN TRAVEL RATES

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,
VEHICLE AND TRAVEL SERVICES
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
FY 2025 – Effective January 1, 2025

MICHIGAN SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	$98.00	
Breakfast	$11.75	$14.75
Lunch	$11.75	$14.75
Dinner	$28.00	$31.00

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	$98.00	
Breakfast	$9.75	$12.75
Lunch	$9.75	$12.75
Dinner	$22.00	$25.00
Lodging	$66.00	
Breakfast	$9.75	
Lunch	$9.75	
Dinner	$22.00	
Per Diem Total	**$107.50**	

OUT-OF-STATE SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	$15.00	$18.00
Lunch	$15.00	$18.00
Dinner	$29.00	$32.00

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	$11.75	$14.75
Lunch	$11.75	$14.75
Dinner	$27.00	$30.00
Lodging	$66.00	
Breakfast	$11.75	
Lunch	$11.75	
Dinner	$27.00	
Per Diem Total	**$104.75**	

Incidental Costs Per Day (with overnight stay) $5.00

Mileage Rates	**Current**
Premium Rate	$0.70 per mile
Standard Rate	$0.440 per mile

* See Select Cities Listing
** Lodging available at State rate, or call Conlin Travel at 877-654-2179 or www.concursolutions.com

SELECT CITY LIST

SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES

Effective October 1, 2024

Michigan Select Cities/Counties		
	CITIES	**COUNTIES**
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Midland, Muskegon, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse, Oakland, Wayne
Out of State Select Cities/Counties		
STATE	**CITIES**	**COUNTIES**
Alaska	All locations	
Arizona	Phoenix, Scottsdale, Sedona	
California	Arcata, Edwards AFB, Eureka, Los Angeles, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Novato, Palm Springs, San Diego, San Francisco, San Rafael, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Los Angeles, Mendocino, Orange, Ventura
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	
Connecticut	Bridgeport, Danbury	
District of Columbia	Washington DC (See also Maryland & Virginia)	
Florida	Boca Raton, Delray Beach, Ft Lauderdale, Jupiter, Key West, Miami	
Georgia	Brunswick, Jekyll Island	
Hawaii	All locations	
Idaho	Ketchum, Sun Valley	
Illinois	Chicago	Cook, Lake
Kentucky	Kenton	
Louisiana	New Orleans	
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
Maryland	Baltimore City, Ocean City	Montgomery, Prince George
Massachusetts	Boston, Burlington, Cambridge, Martha's Vineyard, Woburn	Suffolk
Minnesota	Duluth, Minneapolis, St. Paul	Hennepin, Ramsey
Nevada	Las Vegas	
New Mexico	Santa Fe	
New York	Bronx, Brooklyn, Lake Placid, Manhattan, Melville, New Rochelle, Queens, Riverhead, Ronkonkoma, Staten Island, Tarrytown, White Plaines	Suffolk
Ohio	Cincinnati	
Pennsylvania	Pittsburgh	Bucks
Puerto Rico	All locations	
Rhode Island	Bristol, Jamestown, Middletown, Newport, Providence	Newport
Texas	Austin, Dallas, Houston, L.B. Johnson Space Center	
Utah	Park City	Summit
Vermont	Manchester, Montpelier, Stowe	Lamoille
Virginia	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
Washington	Port Angeles, Port Townsend, Seattle	
Wyoming	Jackson, Pinedale	

ATTACHMENT C – WORK PROGRAM

EGLE MMP Work Program Template

Note: Use of this template is not mandatory for submittal to this Request for Work Programs. Work programs submitted prior to the release of this document are not required to re-submit, unless requested by EGLE Recycling Unit.

Grants shall be used for administrative costs for preparing, implementing, and maintaining a materials management plan (MMP), including, but not limited to, the following:

(a) Development of a work program as described in subsection (4)(b) and R 299.4704 and R 299.4705 of the Michigan Administrative Code, including a prior work program.
(b) Developing an initial MMP and amending the MMP.
(c) Ensuring public participation.
(d) Determining whether new materials management facilities are consistent with the MMP.
(e) Collecting and submitting data for the database utilized by the department for materials management facility reporting purposes and evaluating data in the database for the planning area.
(f) Recycling education and outreach.
(g) Recycling and materials utilization programs.
(h) Preparation of required reports to the department.
(i) MMP implementation.
(j) Efforts to obtain support for the MMP and planning process from local units of government.

County Information

County Name: Benzie, Grand Traverse County, & Leelanau
County Approval Agency Name: Benzie, Grand Traverse, and Leelanau County Board of Commissioners
County Approval Agency Contact: Art Jeannot, Scott Sieffert, and Steve Yoder.
County Approval Agency Email: ssieffert@gtcountymi.gov, ajeannot@benzieco.gov, syoder@leelanau.gov
Single or Multicounty: Multicounty

Please include a CAA for each county if a multicounty group.

EGLE ONLY FIELD			
EGLE Work Program Approval Date:	4/14/25		
Single or Multicounty Effort:	MULTICOUNTY		
Standard Grant Amount:	$70,000/County		
Per Capita Population:	Benzie	Grand Traverse	Leelanau
Total Grant Amount Allowed:	17,970	95,238	22,301
Grant Amount Requested:	$79,985	$117,619	$81,150.50
Grant Amount Remaining Balance:	$79,985	$117,169	$81,150.50
	$0	$0	$0

Contact Information for Benzie MMP Grant Manager:
Contact Name: Katie Zeits
Contact Title: Benzie County Administrator
Email Address: kzeits@benzieco.gov
Phone Number: (231) 882-0035

Contact Information for Grand Traverse MMP Grant Manager:
Contact Name: Dean Bott
Contact Title: Finance Director
Email Address: dbott@gtcountymi.gov
Phone Number: 231-922-4680

Contact Information for Leelanau MMP Grant Manager:
Contact Name: Catherine Hartesvelt
Contact Title: Finance Director
Email Address: chartesvelt@leelanau.gov
Phone Number: 231-256-8106

Designated Planning Agency
Contact Name: Lydia Gulow
Contact Title: GTC Resource Recovery Director
Email Address: lgulow@gtcountymi.gov
Phone Number: 231-995-6075

Work Program was approved by the County Materials Management Planning Committee on 3/14/2025

County Materials Management Planning Committee Members

Regional Planning Agency	**Material Recovery Facility**
Name: Mathew Cook	Name: Mark Bevelhymer
Title: Community Planner, Networks Northwest	Title: Regional VP, Green for Life
County Elected Official	**Compost Facility/Anaerobic Digester**
Name: TJ Andrews	Name: Frank Dituri
Title: Grand Traverse County Commissioner	Title: Public Services/Streets Dept. Director, City of Traverse City
Township Elected Official	**Business Generating Managed Materials**
Name: Mary Pitcher	Name: Kris Wood
Title: Supervisor, Lake Township (Benzie)	Title: Owner, Bay Area Demolition
City or Village Elected Official	**Waste Diversion or Reduction**
Name: Bill Perkins	Name: Andy Gale
Title: Trustee, Village of Suttons Bay (Leelanau)	Title: Executive Director, Bay Area Recycling for Community
Environmental Interest Group	**Managed Materials Hauler**
Name: Sarna Salzman	Name: Cory Brown
Title: Executive Director, SEEDS Ecology & Education Centers	Title: Owner, Northern Disposal
Solid Waste Disposal Facility	**Adjacent Community Business Outside the Planning Area** (optional)
Name: Jim Palmer	Name: N/A
Title: Sr District Manager, Waste Management	Title: N/A
Additional Optional Members for Multicounty Groups (Per County)	
Elected Official of County or Municipality	**Elected Official of County or Municipality**
Name: Christy Trigg	Name: Ty Wessell
Title: Benzie County Commissioner	Title: Leelanau County Commissioner

Section: Timetable

Please provide a timetable for the accomplishment of tasks in Year 1.

Proposed Milestone Schedule

	2024				2025				2026
Task	Q1 (Jan-March)	Q2 (April-June)	Q3 (July-Sep)	Q4 (Oct-December)	Q1 (Jan-March)	Q2(April-June)	Q3 (July-Sep)	Q4 (Oct-December)	Q1 (Jan-March)
Task 1: Planning Initiation	X	X	X	X					
Task 2: Materials Management Planning Committee			X	X	X				
Task 3: Project Administration			X	X	X	X	X	X	X
Task 4: Materials Management Planning Grant					X	X	X	X	X
Task 5: MMP Contract & Project Management					X	X	X	X	X
Task 6: Data Collection & Discovery Phase						X	X	X	X
Task 7: Stakeholder Engagement						X	X	X	X
Task 8: Analysis & Opportunities Phase								X	X

Section: Tasks

Please provide a detailed description of tasks to be performed as needed in Year 1 to prepare and implement the plan.

Work Program Tasks

Task	Notes	Responsible Party	Status
1. Planning Initiation			
Plan Updates Initiated by EGLE	*Official planning process began on January 8th, 2024 via letter*		Completed
Establish County Approval Agency	*At their June 26th, 2024 meeting, the Grand Traverse County Board of Commissioners accepted the responsibility of the CAA*	BOCs	Completed
Appoint Designated Planning Agency	*At their October 2nd, 2024 meeting, the Grand Traverse Board of Commissioners appointed the GTC Resource Recovery Director as the DPA.*	BOCs	Completed
Submit Notice of Intent	*County staff submitted prior to July 6th deadline and was accepted by EGLE on July 13th.*	County staff/DPA	Completed
2. Materials Management Planning Committee			
MMPC Recruitment	*Successfully recruited the 11 required members plus an additional two county commissioners for a total of 13 members.*	County staff/DPA	Completed
MMPC Administrative Support	*Agenda setting, document prep, scheduling, etc.*	County staff/DPA	Ongoing
MMPC Bylaws Approved by BOCs	*In December 2024 the Grand Traverse BOC approved the MMPC Bylaws, Bylaws amended February 2025*	BOCs/County staff	Completed
MMP Work Program	*Filed for an extension with a new deadline of March 14th, 2025. Staff completed the Work Program on 3/7/25*	County staff/ MMPC/DPA	Completed
MMPC Approval of Work Program	*On March 14th, 2025 the MMPC approved the Work Program*	MMPC & DPA	Completed
Submit Work Program for EGLE Approval	*Submitted to EGLE on March 14th, 2025 & accepted on ,2025*	DPA	Future
3. Project Administration			
Develop MMP Webpage	*All three counties have pages on their websites dedicated to Materials Management Planning.*	County staff	Completed

County Staff Contact	*Contact information for the DPA and each counties' responsible department head are listed on the website*	County staff	Completed
Plan Development Management	*Ensuring MMP development is on-task and following project timeline in accordance with Part 115.*	DPA	Ongoing
Public Engagement Management	*Ensuring planning process is being relayed to residents and units of government through meetings, events and presentations.*	County staff, DPA, MMPC, & Consultant	Ongoing
4. Materials Management Planning Grant			
Submit Grant Application	*Per the law each county must submit the Work Program through Survey Monkey with their own unique SIGMA #*	DPA/County staff	Future
Grant Administration	*Funds will be distributed to each county then per the interlocal agreement, funds will be moved to Grand Traverse County, the fiduciary, via billing.*	County staff & DPA	Future
5. MMP Contract & Project Management			
Prepare and Issue an MMP Request for Proposal	*A MMP RFP has been prepared by staff with recommendations from the MMPC. Release date Friday, April 4th*	County staff/DPA/MMPC	In Progress
Review RFP's and Select Consultant	*RFP Proposals tentatively due TBD*	County staff, MMPC & DPA	Future
Progress Updates	*Regular progress meetings with consultant; frequency to be determined.*	DPA/Consultant	Future
6. Data Collection & Discovery Phase			
Previous Planning and Studies Review	*Collection and consolidation of existing reports, studies, & previous county plans.*	DPA/County staff/ Consultant	In progress/ Future
Public Engagement and Awareness	*Meetings, events, and presentations.*	DPA/Consultant	In progress/ Future
Existing Conditions Analysis	*Evaluating existing waste diversion infrastructure. Ex: facility capacities. Conducted by the consultant and facilitated by the DPA.*	Consultant/DPA	Future
Summary of Findings	*Report on existing data and waste diversion infrastructure, specifically what our current facilities capacities.*	Consultant	Future
7. Stakeholder Engagement	*Survey, elected officials, BOCs, waste haulers, facility operators, metals, electronics, HHW, yard waste, food waste, packaging, businesses/brokers, residents*	Consultant/DPA	Future
8. Analysis & Opportunities Phase	**Analysis & Opportunities Phase**	Consultant	Future

Gap Analysis & System Needs Assessment		Consultant	Future
Best Management Practices Evaluation & Recommendations		Consultant	Future
Supporting Policy & Funding Mechanisms Evaluation		Consultant/DPA	Future

Section: Public Participation

Please describe public participation efforts in Year 1, including a general schedule of public meetings, hearings, and other activities. Please refer to R 299.4706 for details.

The materials management planning committee (MMPC) is scheduled to meet on the 2nd Friday of every month unless otherwise notified; rotating the meeting location between each county government involved in the regional plan. These meetings allow for two public comment periods. In June an informational presentation will be given by the DPA to the Leelanau County Board of Commissioners. The same presentation will be given to the two remaining boards of commissioners on dates TBD. There is also a plan to do public outreach at county sponsored events such as Grand Traverse County's "Coffee with the County" for each county to bring awareness to MMP. Furthermore, our RFP for contractual services asks for a detailed plan of public participation efforts.

Section: Costs

Please provide costs of the individual elements and the total cost of plan preparation in Year 1. Use of the Approved Budget Form with Narrative is recommended. Please use "N/A" or "None" to indicate there are no costs associated with a given budget category

Materials Management Plan 1-Year Projected Budget

Projected Materials Management Planning Grant Revenues Received by Benzie, Grand Traverse, and Leelanau counties for MMP Planning and Implementation		
Per County	**Amount**	**Multicounty**
Base Amount	$ 60,000 per County	$ 180,000.00
Multi-County Planning Bonus	$ 10,000 per County	$ 30,000.00
Per Capita Multiplier (applicable for first three years)	$ .50 per resident	$ 67,754.50
2020 Census Populations Benzie –17,970 Grand Traverse – 95,238, Leelanau – 22,301 Total – 135,509		
MMP 1 Year Total		**$ 277,754.50**

Materials Management Plan 1-Year Projected Expenditure Budget

Materials Management Planning Grant *TOTAL Expenditure Budget for MMP Planning and Implementation*	
Task	**Amount**
Contractual Services (90%)	$ 249,979.50
Contingency (10%)	$ 27,775.50
Total Expenses	**$ 277,755**

Benzie County Materials Management Planning Grant *Projected Expenditure Budget*	
Task	**Amount**
Contractual Services	$ 71,086.50
Contingency	$ 7,898.50
Total Expenses	**$ 78,985**

Grand Traverse County Materials Management Planning Grant *Projected Expenditure Budget*	
Task	**Amount**
Contractual Services	$ 105,857.10
Contingency	$ 11,761.90
Total Expenses	**$ 117,619**

Leelanau County Materials Management Planning Grant *Projected Expenditure Budget*	
Task	**Amount**
Contractual Services	$ 73,035.45
Contingency	$ 8,115.05
Total Expenses	**$ 81,150.50**

Section Five: Staffing

Please describe staffing needs and responsibilities for plan preparation in Year 1. Full-time equivalent is abbreviated below to "FTE."

Position	FTE	Responsibilities
Grand Traverse County Resource Director (DPA)		Listed in Work Program Tasks section
Consultant Name/Title		Listed in Work Program Tasks/TBD

EXECUTIVE DOCUMENT SUMMARY

Department: County Clerk

Contact Person: Michelle L. Crocker

Telephone Number: 231-256-9824

Submittal Dates

☑ Select Meeting Type: Executive Board

Date of Meeting: 06/10/2025

Financial/Source Selection Method

☐ Select One: Select One

☑ Other: n/a

☐ *Account No.:* _____

☐ *CIP Project?*

☐ *If Grant, Match Account No.:* _____

Vendor: _____

Address/
Phone:

_____

Description: Select One

Budgeted Amount: _____ Contracted Amount: _____

Document Description

☐ **Request to Waive Board Policy on Bid Requirements** ☐ **Financial Review Completed** ☑ **Department Head/Elected Official Authorization**

Attached please find the application for Additional MERS Service Credit Purchase.

Employee Jennifer L. Zywicki is requesting to be approved to purchase one year Generic Service Credit from MERS (Municipal Employees Retirement System) at an estimated cost of $27,437.00 with the cost of the Service Credit Purchase to be paid for by said employee.

Suggested Recommendation:

I recommend that the Leelanau County Board of Commissioners approve by resolution that Jennifer L. Zywicki be authorized to purchase one year of General Service Credit from MERS, as described in the Application for Additional Service Credit Purchase, at a cost of approximately $27,437.00, to be paid by said employee.

Department Approval: Michelle L. Crocker Digitally signed by Michelle Crocker Date: 2025.06.04 13:20:45 -04'00' Date: _____

Application for Additional Service Credit Purchase

Section 1: Service Credit Purchase Cost Estimate

With the approval of the employer and the local governing body, participants can purchase additional service credit to help meet an early retirement eligibility provision or to increase their pension benefit. Unlike MERS-to-MERS or Act 88 time, purchased service credit generally cannot be used to reach vesting.

This estimate is only valid for two months after June 1, 2025, the effective date of this calculation.

The cost to purchase service credit for each individual is based on many factors. Below is the information that MERS used to prepare this estimate. Please review the following information for accuracy. If any is incorrect, this estimate may not be correct.

Participant Information

Jennifer L.
Zywicki

Date of Birth: XX/XX/XXXX
Age: XX years, X month
FAC as of calculation date: $76,626.24

Employer Information

Leelanau Co
4501 / 11

Benefit Program

2.50% Multiplier (Capped at 80% of FAC)
Benefit F50 (With 25 Years of Service)
Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years
Benefit FAC-5 (5 Year Final Average Compensation)
10 Year Vesting
Defined Benefit Normal Retirement Age - 60

Service Credit

Earned service credit as of calculation date: 23 years, 6 months
Vesting Only Service:
Other Governmental Service used for Eligibility (MERS or Act 88):
Type of Credited Service to be Purchased: Generic
Amount of additional service requested: 1 year, 0 months

Benefit Impact

	Earliest Eligibility Retirement Date	Retirement Age	Projected FAC	X	Service Credit	X	Benefit Multiplier	=	Annual Benefit
Before Proposed Purchase	12/1/2026	53 years 3 months	$80,100.15		25 years 0 months		2.50%		$50,062.56
After Proposed Purchase	12/1/2025	52 years 3 months	$77,767.14		25 years 0 months		2.50%		$48,604.44

Amount Due for this Service Credit Purchase if Paid on or before August 1, 2025: $27,437.00

The total cost is due in full at the time of purchase and may be paid by either the participant or employer. You may be eligible to transfer assets from other accounts to make a payment for the purchase, such as: 457 Deferred Compensation Plans; 401 plans; 403(b) plans; and some IRAs (traditional and SIMPLE). To initiate this transfer complete the form *Certification of Qualified Fund Rollover to MERS* (form number F-38). Send signed, approved Application for Additional Service Credit to MERS prior to sending any payment.

Section 2: Calculation Assumptions

1. Projected Earliest Eligible Retirement Date

This date is calculated using the participant's date of birth, the amount of service credit reported by the employer, and other service credit that we have on record (such as MERS-to-MERS or Act 88 time). If any of this data is incomplete or inaccurate this can affect the cost estimate. If the participant chooses to retire on a different date, it may increase/decrease the actual cost.

2. Projected Final Average Compensation (FAC)

Future increases in the FAC are assumed to be a 3.00% annual increase. This calculation is dependent on the wages reported by the employer to MERS. If the actual increases end up being different than the assumption, it may increase/decrease the actual cost.

3. Projected Service Credit

It is assumed the participant will continue to work until the earliest date for unreduced retirement benefits unless a specific termination date is shown. Any deviation from the earliest eligibility date may increase/decrease the actual cost.

4. Benefit Program

The current benefit plan provisions are used to calculate the cost of purchasing service credit. If the participant transfers into a different division and is eligible for a benefit plan with different provisions, then the cost may differ from the initial calculation. Likewise costs may differ if the municipality adopts different benefits in the future for any participant that has purchased service credit. These changes will be reflected in the actuarial valuation required to adopt any benefit increase.

5. Investment Assumption

The current investment return assumption for service credit purchase is 5.93%.

6. Mortality Rate

Assumptions are made on the life expectancies of the participant and their surviving spouse, using tables generated by actuarial professionals.

Section 3: Certification and Authorization

PARTICIPANT CERTIFICATION

I certify the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify the service has not and will not be recognized for the purposes of obtaining or increasing a pension under another defined benefit retirement plan.

_____ _____

Participant Signature Date

GOVERNING BODY RESOLUTION

By Resolution of its Governing Body, at its meeting on_____, as provided by the MERS Plan Document, and in accordance with the employer's policy, the employer hereby authorizes the participant named above to make a service credit purchase from MERS as described above. The employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actuarial experience will affect the true cost of the additional service to the employer. The calculation assumptions are outlined above and the employer understands and agrees it is accountable for any difference between estimated and actual costs.

_____ _____

Signature of Authorized Official Date

_____

Title

MERS Use Only

Payment Received:	Participant Payment:
Service Credit:	ER Payment:
Signed:	

EXECUTIVE DOCUMENT SUMMARY

Department: Human Resources

Contact Person: Jennifer Kain

Telephone Number: 231-256-8114

Submittal Dates

☐ Select Meeting Type: Executive Board

Date of Meeting: 06/10/2025

Financial/Source Selection Method

☐ Select One: Quotation

☐ Other: BOC Education budget

☐ *Account No.:* 101.100.101.960.000

☐ *CIP Project?*

☐ *If Grant, Match Account No.:*

Vendor: Northern Michigan College

Address/ Phone: 231-995-1705

Description: Professional Services

Budgeted Amount: $ 5,000.00

Contracted Amount: $ 2,400.00

Document Description

☐ Request to Waive Board Policy on Bid Requirements ☑ Financial Review Completed ☑ Department Head/Elected Official Authorization

Continuing education through in-person training by Northern Michigan College for our staff in Customer Service can benefit our employees by learning best practices for engaging customers in a professional manner, job satisfaction, employee retention, and potential improved relationships with our co-workers. This is in addition to free on-line training that was offered for communication skills and conflict resolution for employees.

The quoted cost is $300 per hour for a minimum of 4 hour sessions with up to 12 employees. If we hosted two separate session, the cost would be $2,400 for all front office staff to be allowed the opportunity to receive the in-person Customer Service Training.

Suggested Recommendation:

I move to recommend that the County Board of Commissioners authorize the Customer Service training as suggested and approving budget modifications as presented.

Department Approval: _____ Date: 6/3/2025

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PROJECT MANAGEMENT: Ethics for Project Management; Quality Management Basics; Project Management Team Leadership; Introduction to AGILE; Principles of SCRUM

TECHNICAL SKILLS: Google Workspace; Microsoft Office; Quickbooks; Microsoft Project; Power BI; Data Analytics



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Elizabeth Sonnabend
Program Manager
231-995-1705
esonnabend@nmc.edu

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EXECUTIVE DOCUMENT SUMMARY

Department: Human Resources

Contact Person: Jen Kain

Telephone Number: 231-256-8114

Submittal Dates

☐ Select Meeting Type: Executive Board

Date of Meeting: 06/10/2025

Financial/Source Selection Method

☐ Select One: Select One

☐ Other: _____

☐ *Account No.:* _____

☐ *CIP Project?*

☐ *If Grant, Match Account No.:* _____

Vendor: _____

Address/
Phone:

_____

Description: Select One

Budgeted Amount: _____ Contracted Amount: _____

Document Description

☐ **Request to Waive Board Policy on Bid Requirements** ☐ **Financial Review Completed** ☐ **Department Head/Elected Official Authorization**

There are several job descriptions that should to be addressed due to a wage structure change or job duties.

Planning Director change to an exempt position.
Finance Director change to an exempt position.
Human Resources Manager change to an exempt position.
Director of Emergency Management to remove volunteer language.

Maintenance Worker amended to Maintenance Technician with job duties drafted to reflect current work load. This has been reviewed by legal counsel.

Suggested Recommendation:

I move to recommend that the County Board of Commissioners update the job descriptions as presented.

Department Approval: _____ Date: _____

COUNTY OF LEELANAU
JOB DESCRIPTION

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Supervised by: County Administrator
Supervises: Planning & Community Development Employees
FLSA: Exempt

Deleted: Non-

General Summary:
Under the direction of the County Administrator, serves as Director of the Planning and Community Development Department, organizing and directing the development of programs and plans to guide future utilization of land, physical facilities, and resources. Assists the various boards and commissions and community residents with questions concerning planning, zoning, and county programs. In addition, supervises assigned staff involved in Planning and Community Development Department activities.

Essential Job Functions:
An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to satisfactorily perform.

1. Supervises department personnel, organizes and directs general administration of the Planning and Community Development Department, and coordinates and implements various planning programs.

2. Represents the department as the professional advisor at Planning Commission meetings and other subcommittee meetings. Prepares staff reports, agendas, meeting materials and proper public notices, and advises the Commission of regional and state activities.

3. Administers the Leelanau County Housing Program, overseeing and coordinating all activities of the Housing Manager, contractors and homeowners.

4. Represents the department as the professional advisor at Solid Waste Council meetings. Oversees the County's contract for recycling services, household hazardous waste program and other solid waste issues.

5. Works with the appropriate committees to prepare, revise, and administer various documents and plans such as: The County's General Plan, Solid Waste Management Plan, Address Ordinance, and Capital Improvement Program (CIP).

6. Prepares the annual department budget as well as ~~a~~ proposed annual budgets for the Planning Commission, Solid Waste Council, Housing Programs, General Plan and special projects. Administers current budgets, monitors expenditures, revenues and revisions.

7. Conducts planning studies of County resources and physical surroundings, identifying trends, producing courses of action and developing priorities. Makes authoritative recommendations based on available facts, and may prepare various documents and plans.

8. Frequently responds to requests for information by phone, through written correspondence or in meetings with community residents. Assists County agencies, Townships, and Villages with zoning and planning issues.

9. Utilizes the Geographic Information System (GIS) and aerial photography for the development of municipal plans and programs.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's degree, or equivalent, in urban planning, public administration, economic development, or a related field.
- Three years' experience in land use planning or a related field.
- A Michigan vehicle operator's license.
- Knowledge of the principles, practices and techniques of modern land use planning.
- Knowledge of professional public management techniques involved in budgeting, personnel administration, labor relations, and operations management.
- Knowledge of State and Federal laws and other regulations governing land use.
- Knowledge of the practices of plan review and site inspection.
- Skills to effectively communicate ideas and make presentations in a public forum.
- Skill in compiling and evaluating planning, land-use, and zoning code guidelines and formulating policy, standards and recommendations.

- Ability to establish and maintain effective working relationships with the media, the public, other employees, and government units.
- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in public situations.
- Ability to travel to other locations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee will regularly be required to communicate with others in person and on the telephone. The employee will need to compose and read written and computerized documents, plans and maps. Employee will be required to travel to locations within and outside of the County. The employee frequently will need to lift and/or move objects of light to moderate weight.

While performing the duties of this job, the employee regularly works in a business office setting. The employee is occasionally exposed to outside weather conditions during travel and inspecting of homes and/or development sites. The noise level in the work environment is usually quiet; however, may become loud outside of the work environment.

COUNTY OF LEELANAU
JOB DESCRIPTION

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Supervised by: County Administrator
Supervises: Planning & Community Development Employees
FLSA: Non-Exempt

General Summary:
Under the direction of the County Administrator, serves as Director of the Planning and Community Development Department, organizing and directing the development of programs and plans to guide future utilization of land, physical facilities, and resources. Assists the various boards and commissions and community residents with questions concerning planning, zoning, and county programs. In addition, supervises assigned staff involved in Planning and Community Development Department activities.

Essential Job Functions:
An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to satisfactorily perform.

1. Supervises department personnel, organizes and directs general administration of the Planning and Community Development Department, and coordinates and implements various planning programs.

2. Represents the department as the professional advisor at Planning Commission meetings and other subcommittee meetings. Prepares staff reports, agendas, meeting materials and proper public notices, and advises the Commission of regional and state activities.

3. Administers the Leelanau County Housing Program, overseeing and coordinating all activities of the Housing Manager, contractors and homeowners.

~~4.~~ Represents the department as the professional advisor at Solid Waste Council meetings. Oversees the County's contract for recycling services, household hazardous waste program and other solid waste issues.

~~5.~~ Works with the appropriate committees to prepare, revise, and administer various documents and plans such as: The County's General Plan, Solid Waste Management Plan, Address Ordinance, and Capital Improvement Program (CIP).

6. Prepares the annual department budget as well as ~~a~~ proposed annual budgets for the Planning Commission, Solid Waste Council, Housing Programs, General Plan and special projects. Administers current budgets, monitors expenditures, revenues and revisions.

7. Conducts planning studies of County resources and physical surroundings, identifying trends, producing courses of action and developing priorities. Makes authoritative recommendations based on available facts, and may prepare various documents and plans.

8. Frequently responds to requests for information by phone, through written correspondence or in meetings with community residents. Assists County agencies, Townships, and Villages with zoning and planning issues.

9. Utilizes the Geographic Information System (GIS) and aerial photography for the development of municipal plans and programs.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's degree, or equivalent, in urban planning, public administration, economic development, or a related field.

- Three years' experience in land use planning or a related field.

- A Michigan vehicle operator's license.

- Knowledge of the principles, practices and techniques of modern land use planning.

- Knowledge of professional public management techniques involved in budgeting, personnel administration, labor relations, and operations management.

- Knowledge of State and Federal laws and other regulations governing land use.

- Knowledge of the practices of plan review and site inspection.

- Skills to effectively communicate ideas and make presentations in a public forum.

- Skill in compiling and evaluating planning, land-use, and zoning code guidelines and formulating policy, standards and recommendations.

- Ability to establish and maintain effective working relationships with the media, the public, other employees, and government units.

- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in public situations.

- Ability to travel to other locations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee will regularly be required to communicate with others in person and on the telephone. The employee will need to compose and read written and computerized documents, plans and maps. Employee will be required to travel to locations within and outside of the County. The employee frequently will need to lift and/or move objects of light to moderate weight.

While performing the duties of this job, the employee regularly works in a business office setting. The employee is occasionally exposed to outside weather conditions during travel and inspecting of homes and/or development sites. The noise level in the work environment is usually quiet; however, may become loud outside of the work environment.

COUNTY OF LEELANAU
JOB DESCRIPTION

FINANCE DIRECTOR

Supervised By: Administrator
Supervises: Assistant Finance Director and Account Clerks

FLSA: Exempt

Deleted: Accounting/Payroll Staff

Deleted: Non-

General Summary:
The Finance Director is responsible for maintaining the integrity and accuracy of the financial accounting system used by the County in a manner consistent with established and accepted governmental principles and practices. Works in close collaboration with the County Administrator, County Clerk, and the County Treasurer, as well as in support of other County departments. Responsibilities include budgeting, accounting, monitoring expenditures and revenues, grant accounting, payroll reports, financial reports, purchasing and fixed assets inventory, and any other accounting and support functions.

Essential Duties and Responsibilities:

- Responsible for the maintenance of an established state mandated accounting system for all County funds and ensures the integrity of the system. Identifies possible problem areas in accounting procedures, evaluates proposed changes, and makes recommendations for adjustments.

- Maintains financial systems in sufficient detail to produce adequate cost, financial, and statistical data for management purposes, and to meet statutory requirements. Analyzes and interprets fiscal records and prepares financial statements that reflect the accurate financial condition of the County.

- Under the direction of the County Administrator and in cooperation with the County Treasurer, coordinates the preparation of the annual County budget, including collecting financial information, working with all County departments on the preparation of revenue and expenditure estimates, and coordinating preparation of the final approved budget. Monitors and recommends budget adjustments as outlined in Public Act 2 of 1968, as amended.

- Prepares yearly financial report and coordinates with the County auditor. Conducts all year-end balancing and prepares adjusting entries for audit. Serves as a resource and liaison with the County auditor, and coordinates the implementation of systems to correct problems identified by the auditors.

- Utilizes only approved county software computer systems.

- Oversees the purchasing of County supplies, equipment, and vehicles utilizing the County purchasing policies and procedures. Oversees and reconciles accounts for all county credit cards.

- With input from the County Treasurer and County Clerk, is responsible for the establishment of internal controls and procedures to ensure security of transactions.

- Responsible for assuring the general ledger chart of accounts are correctly identified to meet all Federal and State guidelines.

- Develops financial information for use in the decision-making process and ensures the accuracy of monthly and other financial reports. Analyzes cost effectiveness for pending decisions.

- Works with the County Administrator to review and monitor all insurance matters, including liability and property claims and incident reports.

- In coordination with the Administrator and the Treasurer, responsible for the monitoring, payment schedules, and recommending options to the Commissioners of the MERS Benefit program.

- All grant proposals will be reviewed by the Finance Director, regardless of preparer. Responsible for compliance with grant financial requirements, preparation of all grant financial reports and requests for funds.

- Supervises the accounting/payroll staff, and with their assistance, will prepare and submit all payroll reports, including state and federal taxes, FICA, MERS, Union dues, required/miscellaneous employee deductions, ect., and to reconcile each by employee.

- Prepares and balances monthly and yearly reports including but not limited to County cost allocation report, F-65 report, transportation report, payroll deductions report, as well as deficit elimination plans after audit (if necessary), Form 941 Federal tax return, yearly qualifying statement, and housing records.

- Maintains County fixed assets records, including but not limited to properties, lands, and buildings, as well as County-owned vehicles (depreciation, mileage, and maintenance).

- May review the reconciled bank accounts.

- Any other duties as assigned by the County Administrator.

The above statements are intended to determine the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties by personnel so classified.

Employment Qualifications:

Education: Bachelor's Degree in Accounting or related field preferred.

Experience:

- Minimum of three (3) years of experience in government accounting.
- Excellent written and verbal communication skills.
- Skilled in the use of office equipment and technology, including substantial experience in Microsoft Office Suite and the ability to master new technologies relevant to the position. Experience with BS&A software is preferred.
- Ability to establish effective working relationships and to interact professionally, constructively, and diplomatically with top level administrators, other employees (both union and non-union), elected officials, and any other representatives of the business.

Other Requirements: Valid Michigan Driver's License; computer knowledge and experience working in computerized systems such as Microsoft Office Suite applications, including Outlook, Word, and Excel.

Physical Demands and Work Environment:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and over the telephone. The employee frequently is required to review written documents and drawings, and produce written documents. The employee must regularly lift and/or move items of light weight, and may occasionally lift and/or move items of moderate weight. The employee is frequently required to travel to other locations within and outside the County.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet to moderate.

COUNTY OF LEELANAU
JOB DESCRIPTION

FINANCE DIRECTOR

Supervised By: Administrator
Supervises: Accounting/Payroll Staff

FLSA: Non-Exempt

General Summary:
The Finance Director is responsible for maintaining the integrity and accuracy of the financial accounting system used by the County in a manner consistent with established and accepted governmental principles and practices. Works in close collaboration with the County Administrator, County Clerk, and the County Treasurer, as well as in support of other County departments. Responsibilities include budgeting, accounting, monitoring expenditures and revenues, grant accounting, payroll reports, financial reports, purchasing and fixed assets inventory, and any other accounting and support functions.

Essential Duties and Responsibilities:

- Responsible for the maintenance of an established state mandated accounting system for all County funds and ensures the integrity of the system. Identifies possible problem areas in accounting procedures, evaluates proposed changes, and makes recommendations for adjustments.

- Maintains financial systems in sufficient detail to produce adequate cost, financial, and statistical data for management purposes, and to meet statutory requirements. Analyzes and interprets fiscal records and prepares financial statements that reflect the accurate financial condition of the County.

- Under the direction of the County Administrator and in cooperation with the County Treasurer, coordinates the preparation of the annual County budget, including collecting financial information, working with all County departments on the preparation of revenue and expenditure estimates, and coordinating preparation of the final approved budget. Monitors and recommends budget adjustments as outlined in Public Act 2 of 1968, as amended.

- Prepares yearly financial report and coordinates with the County auditor. Conducts all year-end balancing and prepares adjusting entries for audit. Serves as a resource and liaison with the County auditor, and coordinates the implementation of systems to correct problems identified by the auditors.

- Utilizes only approved county software computer systems.

- Oversees the purchasing of County supplies, equipment, and vehicles utilizing the County purchasing policies and procedures. Oversees and reconciles accounts for all county credit cards.

- With input from the County Treasurer and County Clerk, is responsible for the establishment of internal controls and procedures to ensure security of transactions.

- Responsible for assuring the general ledger chart of accounts are correctly identified to meet all Federal and State guidelines.

- Develops financial information for use in the decision-making process and ensures the accuracy of monthly and other financial reports. Analyzes cost effectiveness for pending decisions.

- Works with the County Administrator to review and monitor all insurance matters, including liability and property claims and incident reports.

- In coordination with the Administrator and the Treasurer, responsible for the monitoring, payment schedules, and recommending options to the Commissioners of the MERS Benefit program.

- All grant proposals will be reviewed by the Finance Director, regardless of preparer. Responsible for compliance with grant financial requirements, preparation of all grant financial reports and requests for funds.

- Supervises the accounting/payroll staff, and with their assistance, will prepare and submit all payroll reports, including state and federal taxes, FICA, MERS, Union dues, required/ miscellaneous employee deductions, etc., and to reconcile each by employee.

- Prepares and balances monthly and yearly reports including but not limited to County cost allocation report, F-65 report, transportation report, payroll deductions report, as well as deficit elimination plans after audit (if necessary), Form 941 Federal tax return, yearly qualifying statement, and housing records.

- Maintains County fixed assets records, including but not limited to properties, lands, and buildings, as well as County-owned vehicles (depreciation, mileage, and maintenance).

- May review the reconciled bank accounts.

- Any other duties as assigned by the County Administrator.

The above statements are intended to determine the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties by personnel so classified.

Employment Qualifications:

Education: Bachelor's Degree in Accounting or related field preferred.

Experience:

- Minimum of three (3) years of experience in government accounting.
- Excellent written and verbal communication skills.
- Skilled in the use of office equipment and technology, including substantial experience in Microsoft Office Suite and the ability to master new technologies relevant to the position. Experience with BS&A software is preferred.
- Ability to establish effective working relationships and to interact professionally, constructively, and diplomatically with top level administrators, other employees (both union and non-union), elected officials, and any other representatives of the business.

Other Requirements: Valid Michigan Driver's License; computer knowledge and experience working in computerized systems such as Microsoft Office Suite applications, including Outlook, Word, and Excel.

COUNTY OF LEELANAU
JOB DESCRIPTION

HUMAN RESOURCES MANAGER

Supervised By: County Administrator
FLSA: ~~Non-~~Exempt

General Summary:
The Human Resources Manager is responsible for the planning, directing, coordination, and implementation of human resources functions within the County. This is a diversified and extremely confidential position that will offer essential support and direction in the Administrator's Office. Self-motivation with a willingness to perform duties as delegated. A positive attitude with excellent interpersonal skills for working with individuals, the public, employees, and Elected Officials. Competency in organizational development, employee engagement and respect for diversity is paramount and the practice of confidentially dealing with sensitive documentation and issues is of vital importance.

Essential Duties and Responsibilities:

- Responsible for the maintenance of County personnel files and the administration of human resources information in accordance with all federal and state legal restrictions and requirements.

- Prepares job postings as requested by Department Heads and Elected Officials. Schedules interviews and is a part of the selection committee to hire new personnel for approved vacant positions.

- Develops an orientation program for new employees, which includes providing an overview of benefit options and administer the County's wage and salary scale.

- With coordination from the Administrator, represents the County in various dispute resolutions related to employee relations, including grievances, disciplinary issues, sexual harassment investigations, and other employee-related issues, at times with assistance of legal counsel.

- Coordinates open enrollment of insurance and other benefits throughout the year.

- Responsible for the coordination of the "Family Medical Leave Act" (FMLA), short-term and long-term disability claims, risk management, and worker's compensation programs and requests.

- Prepares and files all federal- and state-mandated employment and labor reports.

- Assists the County Administrator, Finance Director and the County Treasurer, in monitoring payment schedules and recommending options to the County Board of Commissioners for the MERS (Municipal Employees' Retirement System) Benefit program.

- Assists the County Administrator with union bargaining and negotiations of all labor contracts.

- Any other duties as assigned by the County Administrator.

The above statements are intended to determine the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties by personnel so classified.

Employment Qualifications:

Education: Bachelor's Degree in Human Resources or other related field, such as Management or Business, is preferred.

Experience:

- Minimum of three (3) years of experience in human resources responsibilities.
- Excellent written and verbal communication skills.
- Skilled in the use of office equipment and technology, including substantial experience in Microsoft Office Suite and the ability to master new technologies relevant to the position. Experience with BS&A preferred.
- Ability to establish effective working relationships and to interact professionally, constructively, and diplomatically with top level administrators, other employees (both union and non-union), elected officials, and representatives of the business.

Other Requirements: Valid Michigan Driver's License; computer knowledge and experience working in computerized systems, such as Microsoft Office Suite applications, including Outlook, Word, and Excel.

COUNTY OF LEELANAU
JOB DESCRIPTION

HUMAN RESOURCES MANAGER

Supervised By: County Administrator
FLSA: Non-Exempt

General Summary:
The Human Resources Manager is responsible for the planning, directing, coordination, and implementation of human resources functions within the County. This is a diversified and extremely confidential position that will offer essential support and direction in the Administrator's Office. Self-motivation with a willingness to perform duties as delegated. A positive attitude with excellent interpersonal skills for working with individuals, the public, employees, and Elected Officials. Competency in organizational development, employee engagement and respect for diversity is paramount and the practice of confidentially dealing with sensitive documentation and issues is of vital importance.

Essential Duties and Responsibilities:

- Responsible for the maintenance of County personnel files and the administration of human resources information in accordance with all federal and state legal restrictions and requirements.

- Prepares job postings as requested by Department Heads and Elected Officials. Schedules interviews and is a part of the selection committee to hire new personnel for approved vacant positions.

- Develops an orientation program for new employees, which includes providing an overview of benefit options and administer the County's wage and salary scale.

- With coordination from the Administrator, represents the County in various dispute resolutions related to employee relations, including grievances, disciplinary issues, sexual harassment investigations, and other employee-related issues, at times with assistance of legal counsel.

- Coordinates open enrollment of insurance and other benefits throughout the year.

- Responsible for the coordination of the "Family Medical Leave Act" (FMLA), short-term and long-term disability claims, risk management, and worker's compensation programs and requests.

- Prepares and files all federal- and state-mandated employment and labor reports.

- Assists the County Administrator, Finance Director and the County Treasurer, in monitoring payment schedules and recommending options to the County Board of Commissioners for the MERS (Municipal Employees' Retirement System) Benefit program.

- Assists the County Administrator with union bargaining and negotiations of all labor contracts.

- Any other duties as assigned by the County Administrator.

The above statements are intended to determine the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties by personnel so classified.

Employment Qualifications:

Education: Bachelor's Degree in Human Resources or other related field, such as Management or Business, is preferred.

Experience:

- Minimum of three (3) years of experience in human resources responsibilities.
- Excellent written and verbal communication skills.
- Skilled in the use of office equipment and technology, including substantial experience in Microsoft Office Suite and the ability to master new technologies relevant to the position. Experience with BS&A preferred.
- Ability to establish effective working relationships and to interact professionally, constructively, and diplomatically with top level administrators, other employees (both union and non-union), elected officials, and representatives of the business.

Other Requirements: Valid Michigan Driver's License; computer knowledge and experience working in computerized systems, such as Microsoft Office Suite applications, including Outlook, Word, and Excel.

COUNTY OF LEELANAU
JOB DESCRIPTION

DIRECTOR OF EMERGENCY MANAGEMENT / 911

Supervises: 911 Center Staff / Emergency Management Staff
Supervised by: County Administrator, with 911 Center Operation Policy input by 911 Advisory Board
FLSA: Exempt

General Summary:

Under the supervision of the County Administrator, with 911 Center policy developed by the 911 Advisory Board, this position is responsible for the administration, planning, coordination and operation of the Leelanau County 911 Dispatch Center and Emergency Operations Center. The following essential duties, responsibilities and qualifications include, but are not limited to those stated and may include additional responsibilities as assigned by the County.

Essential Duties and Responsibilities:

1. Develops and maintains policies in compliance with State and Federal regulations to ensure proper and timely response to calls from the public for assistance from emergency service providers.

2. Develops and maintains a current Emergency Operation Plan in compliance with the State and Federal regulations currently in force; maintains other disaster plans, facilities, equipment, manpower, and resources within the County. Complies with the requirements of Public Act 390 of 1976, as amended, and Leelanau County Resolution 93-19.

3. Coordinates the recruitment and training; conducts annual training for tornado response; tests all emergency equipment annually; conducts exercises to ensure the efficient operation of the County's Emergency Operation Plan and organization response as required by Federal and State regulations.

4. Coordinates the recruitment, training of volunteer personnel, evaluation and discipline of personnel with input from the County Administrator and 911 Advisory Board, and in compliance with any collective bargaining agreement in effect.

5. Prepares and oversees the budget and capital expenditures for 911 Dispatch and Emergency Management Operations. Prepares mandated reports and statistical summaries. Maintains an inventory of all equipment assigned to the Emergency Management/911 Dispatch Department.

Deleted: of volunteer personnel

Deleted: 2/26/

6. Meets on a regular basis with emergency service providers; including, but not limited to, fire, medical, city, county, tribal and state law enforcement to facilitate coordination and communication with service providers. Directly involved with the 911 Advisory Board, the Local Emergency Planning Committee, and Local Planning Team.

7. Seeks out, applies for, and administers grants, and state/federal disaster assistance and aid.

8. Responsible for the proper maintenance and planning to ensure the communications system is up-to-date and operating properly.

9. Maintains compliance with all applicable federal, state and local government laws, ordinances, policies and procedures as they apply to Emergency Management and 911 Dispatch.

10. Attends training schools as required by the State of Michigan and Federal Government relating to Emergency Management and 911 Dispatch. Overnight travel will be required both intra and inter-state.

11. Develops and presents public information programs to the general public and others in regards to protection of people and property in an emergency situation.

12. Acts as a liaison for responding agencies, citizens, government agencies, and the 911 Advisory Board to resolve disputes and/or address system errors and problems.

13. Performs related work as required.

14. Work with school administrators in maintaining Safe School Plans and assist in conducting training and exercise programs designed to evaluate the safety plans in place.

15. Prepare Pre-Event Emergency Response Plans for special events when requested by event coordinators or first responders.

16. Prepare Off-Site Emergency Response Plans for 302 sites and for farmers requesting plans.

17. Promote and process Medical Awareness Forms.

18. Prepare and distribute Daily Media Reports.

19. Provide potentially important safety information/warnings to county staff and first responders (road closings, severe weather, etc.)

Deleted: s

Deleted: 2/26/

20. Provide county commissioners, first responders, and other key officials information on upcoming events that have a great impact on the County.

21. Attend and actively participate with the Region 7 Homeland Security Planning Board including participation on various subcommittees as assigned by the Board.

22. Attend and actively participate with the District 7 Emergency Management meetings and perform assigned duties as may be directed by the Board.

23. Ensure all 9-1-1 Dispatchers are certified and maintain their certification as outlined by State laws.

24. Attend and actively participate with the Region 7 911 Directors Association including participation on various subcommittees as assigned by the Association.

25. Attend and actively participate with the Michigan Communication Directors Association including participation on various subcommittees as assigned by the Association.

Qualifications:

1. Minimum education and experience equivalent to a Bachelor's Degree in a related field, such as Emergency Fire Science; Emergency Medical Services, Public or Police Administration and /or Communications.

2. Five (5) years of directly related experience including operations management, personnel management, State/Federal emergency management, budgeting and fiscal management, and 911 Dispatch management.

3. Possession of or ability to obtain required Emergency Management and 911 Emergency Dispatch Certifications.

4. Working knowledge of Michigan E-911 Communication Systems; such as public safety/fire dispatch and law enforcement procedures, as well as emergency preparedness procedures and planning techniques.

5. History of successfully working with multiple project participants having a variety of objectives and levels of resources.

6. Ability to effectively communicate in written and verbal form.

7. Ability to establish and maintain satisfactory working relationships with the public, staff and supervisors.

8. Possess the computer skills necessary to effectively utilize databases, spreadsheets and basic word processing.

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9. Ability to operate a motor vehicle and possession of a license to do so.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weights.

While performing the duties of this job, the employee regularly works in a business office setting. The employee is occasionally exposed to outside weather conditions.

Pre-Employment Screening Requirements:

The employee must submit to, and pass a medical, psychological, criminal history and background investigation.

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COUNTY OF LEELANAU
JOB DESCRIPTION

DIRECTOR OF EMERGENCY MANAGEMENT/ 911

Supervises: 911 Center Staff / Emergency Management Staff
Supervised by: County Administrator, with 911 Center Operation Policy input by 911 Advisory Board
FLSA: Exempt

General Summary:
Under the supervision of the County Administrator, with 911 Center policy developed by the 911 Advisory Board, this position is responsible for the administration, planning, coordination and operation of the Leelanau County 911 Dispatch Center and Emergency Operations Center. The following essential duties, responsibilities and qualifications include, but are not limited to those stated and may include additional responsibilities as assigned by the County.

Essential Duties and Responsibilities:

1. Develops and maintains policies in compliance with State and Federal regulations to ensure proper and timely response to calls from the public for assistance from emergency service providers.

2. Develops and maintains a current Emergency Operation Plan in compliance with the State and Federal regulations currently in force; maintains other disaster plans, facilities, equipment, manpower, and resources within the County. Complies with the requirements of Public Act 390 of 1976, as amended, and Leelanau County Resolution 93-19.

3. Coordinates the recruitment and training of volunteer personnel; conducts annual training for tornado response; tests all emergency equipment annually; conducts exercises to ensure the efficient operation of the County's Emergency Operation Plan and organization response as required by Federal and State regulations.

4. Coordinates the recruitment, training, evaluation and discipline of personnel with input from the County Administrator and 911 Advisory Board, and in compliance with any collective bargaining agreement in effect.

5. Prepares and oversees the budget and capital expenditures for 911 Dispatch and Emergency Management Operations. Prepares mandated reports and statistical summaries. Maintains an inventory of all equipment assigned to the Emergency Management/911 Dispatch Department.

6. Meets on a regular basis with emergency service providers; including, but not limited to, fire, medical, city, county, tribal and state law enforcement to facilitate coordination and communication with service providers. Directly involved with the 911 Advisory Board, the Local Emergency Planning Committee, and Local Planning Team.

7. Seeks out, applies for, and administers grants, and state/federal disaster assistance and aid.

8. Responsible for the proper maintenance and planning to ensure the communications system is up-to-date and operating properly.

9. Maintains compliance with all applicable federal, state and local government laws, ordinances, policies and procedures as they apply to Emergency Management and 911 Dispatch.

10. Attends training schools as required by the State of Michigan and Federal Government relating to Emergency Management and 911 Dispatch. Overnight travel will be required both intra and inter-state.

11. Develops and presents public information programs to the general public and others in regards to protection of people and property in an emergency situation.

12. Acts as a liaison for responding agencies, citizens, government agencies, and the 911 Advisory Board to resolve disputes and/or address system errors and problems.

13. Performs related work as required.

14. Works with school administrators in maintaining Safe School Plans and assist in conducting training and exercise programs designed to evaluate the safety plans in place.

15. Prepares Pre-Event Emergency Response Plans for special events when requested by event coordinators or first responders.

16. Prepares Off-Site Emergency Response Plans for 302 sites and for farmers requesting plans.

17. Promotes and process Medical Awareness Forms.

18. Prepares and distribute Daily Media Reports.

19. Provides potentially important safety information/warnings to county staff and first responders (road closings, severe weather, etc.)

20. Provides county commissioners, first responders, and other key officials information on upcoming events (Friday Media Reports.)

21. Attends and actively participate with the Region 7 Homeland Security Planning Board including participation on various subcommittees as assigned by the Board.

22. Attends and actively participate with the District 7 Emergency Management meetings and perform assigned duties as may be directed by the Board.

23. Ensures all 9-1-1 Dispatchers are certified and maintain their certification as outlined by State laws.

24. Attends and actively participate with the Region 7 911 Directors Association including participation on various subcommittees as assigned by the Association.

25. Attends and actively participate with the Michigan Communication Directors Association including participation on various subcommittees as assigned by the Association.

Qualifications:

1. Minimum education and experience equivalent to a Bachelor's Degree in a related field, such as Emergency Fire Science; Emergency Medical Services, Public or Police Administration and /or Communications.

2. Five (5) years of directly related experience including operations management, personnel management, State/Federal emergency management, budgeting and fiscal management, and 911 Dispatch management.

3. Possession of or ability to obtain required Emergency Management and 911 Emergency Dispatch Certifications.

4. Working knowledge of Michigan E-911 Communication Systems; such as public safety/fire dispatch and law enforcement procedures, as well as emergency preparedness procedures and planning techniques.

5. History of successfully working with multiple project participants having a variety of objectives and levels of resources.

6. Ability to effectively communicate in written and verbal form.

7. Ability to establish and maintain satisfactory working relationships with the public, staff and supervisors.

8. Possess the computer skills necessary to effectively utilize databases, spreadsheets and basic word processing.

9. Ability to operate a motor vehicle and possession of a license to do so.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weights.

While performing the duties of this job, the employee regularly works in a business office setting. The employee is occasionally exposed to outside weather conditions.

Pre-Employment Screening Requirements:

The employee must submit to, and pass a medical, psychological, criminal history and background investigation.

COUNTY OF
LEELANAU JOB
DESCRIPTION

MAINTENANCE TECHNICIAN

Supervised by: Maintenance Supervisor FLSA: Non-Exempt

General Summary:
Under the general supervision of the Maintenance Supervisor or Facilities Director, performs preventative maintenance duties, conducts routine repairs of the buildings and equipment, and maintains grounds and county parks. This is a non-supervisory position.

Essential Job Functions:
An employee in this position may be called upon to perform any or all of the following essential functions. These examples **do not** include all of the duties, which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

-
-
-
- Maintains security of buildings and entrances on a regular schedule with attention to detail for safety and compliance.
- Demonstrates strong character, professionalism and trustworthiness in all activities and especially while accessing sensitive Government areas.
- Continually exhibits team-oriented attitude along with proactive problem-solving.
- Performs maintenance tasks and inspections on electrical, lighting, plumbing and heating systems, boilers, compressors, fire suppression systems, public address equipment, campus/parks irrigation systems and controls and other building equipment, replacing pipes, belts, bulbs, etc. and some carpentry tasks with independent task prioritization and minimum guidance.
- Notifies Maintenance Supervisor of safety hazards or major repairs when they are necessary.
- Uses Microsoft Office (Outlook, Word), Adobe Acrobat and the "Limble" Computerized Maintenance Management System (CMMS) to document work requests, track maintenance, and maintain records.

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Deleted: a variety of cleaning and custodial maintenance tasks to keep assigned County facilities and related areas in a clean and orderly condition. Also performs
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Deleted: <#>Dust mops and wet mops floors and stairways and operates vacuum to clean carpet areas. Spot cleans carpeted areas where necessary.¶
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Deleted: <#>Periodically strips floors of old wax, applies fresh wax, and operates power buffer to polish floors.¶
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Deleted: <#>Performs general custodial duties as assigned by the Maintenance Director.¶
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- Sets up rooms for meetings in County facilities after regular work hours.

- Removes ice and snow, mows and grooms trails, mows lawns and trims shrubbery, as conditions dictate, for all County grounds including County Parks.

- May assist in maintenance of the Wastewater Treatment Plan and wellhouse, including irrigation systems, at the Government Center Complex.

- May maintain and control the Leland Dam at Fishtown, as directed by the Maintenance Supervisor or Facilities Director, ensuring that the lake level is maintained in accordance with court order.

- May be on 24 hour call, as directed by the County Administrator or Facilities Director, ensuring that County buildings and grounds are secured and safe for all foreseeable users. Collaborate with the Facilities Director and Maintenance Supervisor to plan maintenance schedules to minimize operational disruptions.

-

Support compliance with environmental and safety regulations and hazard assessment.

- Assist county departments with supply delivery, equipment transport, and technical support.

- Research and implement maintenance solutions under supervision.

- Performs related work as assigned or directed.

Employment Qualifications:
In addition to possession of a valid Michigan Operator's license, the following is required:

Education: Work requires a level of knowledge of reading, writing and arithmetic ~~below~~ that is at or above the level normally attained upon High School graduation. Some College or formal technical training is highly preferred.

Experience: This is an entry-level classification. One year of ~~building~~ maintenance specific prior experience or maintenance training is required. One to three month orientation period.

Physical Demands and Work Environment:
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to do the following:

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- Stand; walk; use hand to finger, handle, or feel; reach with hands and arms; and talk or hear.

- Stoop, kneel, crouch, or crawl Must frequently lift and/or move objects of moderate to heavy weight.

- While performing the duties of this job, the employee frequently works near moving mechanical parts and/or heavy equipment. The employee is occasionally exposed to wet and/or humid conditions; high precarious places, fumes or airborne particles, toxic or caustic chemicals; bloodborne pathogens; outside weather conditions that may include severe cold temperatures, and/or severe snow and rain; risk of electrical shock and vibration. The noise level in the work environment ranges from quiet to loud during certain assignments.

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EXECUTIVE DOCUMENT SUMMARY

Department: Human Resources

Contact Person: Jen Kain

Telephone Number: 231-256-8114

Submittal Dates

☐ Select Meeting Type: Executive Board

Date of Meeting: 06/10/2025

Financial/Source Selection Method

☐ Select One: Select One

☐ Other: _____

☐ *Account No.:* _____

☐ *CIP Project?*

☐ *If Grant, Match Account No.:* _____

Vendor: BCBS

Address/
Phone:

Description: Professional Services

Budgeted Amount: $ 0.00

Contracted Amount: $ 0.00

Document Description

☐ Request to Waive Board Policy on Bid Requirements ☑ Financial Review Completed ☑ Department Head/Elected Official Authorization

There is a prescription drug saving plan through Blue Cross Blue Shield (BCBS) that could be adopted to help with the increasing costs to the benefit plan. The program PillarRx is designed to target Specialty and other high-cost drugs to reduce costs through manufacturer copayment assistance programs. The program identifies specialty prescription drugs being utilized, and works with the employee to lower out of pocket costs for the employer and potentially the employee.

There is no cost to add this to the current plan, the group customer program fee is 25% of the amount saved on medications (no savings, no fee). The benefit contract would need to be amended if approved.

Suggested Recommendation:

I move to recommend that the Leelanau County Board of Commissioners adopt the PillarRx program and that our Blue Cross Blue Shield of Michigan ASC plan be amended.

Department Approval: _____ Date: 6/3/2025



Save money on specialty and other high-cost drugs with our High-Cost Drug Discount Optimization Program

Blue Cross Blue Shield Blue Care Network of Michigan

Confidence comes with every card.®

Specialty and other high-cost drugs have made headlines in recent years for the rising costs seen nationwide. While these drugs amount to 2% of total prescriptions, they add up to 48% of the total cost. It's a challenge every employer faces in managing health care benefit costs for their employees. Blue Cross Blue Shield of Michigan and Blue Care Network have a new way to help you meet that challenge.

OUR SOLUTION

The High-Cost Drug Discount Optimization Program, powered by PillarRx, helps your members find and take advantage of manufacturer copayment assistance programs that significantly lower their out-of-pocket costs for these expensive medications. The savings may make the difference in helping your members afford their medicine, increasing their adherence with their medication therapy and improving their health.

Members will save on approximately 300 specialty and high-cost drugs.

Program discounts will save self-funded group customers even more by slashing the costs they pay for their members' eligible specialty and other high-cost medications. Self-funded group customers will also save on plan costs as members' true out-of-pocket costs after discounts will be reflected in their benefit accumulator totals.

Blue Cross has offered the program to self-funded customers since July 1, 2020.

GETTING RESULTS

Self-funded groups **save an estimated 25%** on the cost of the specialty and other high-cost drugs included in the program, with no change to current rebate payments. **That amounts to saving self-funded group customers an average of about 10% of their total prescription drug costs per year, depending on their members' drug utilization.**

WHAT MEMBERS ARE SAYING

"My doctor told me how much this medicine is, and I had no idea how I was going to pay for it. I am so thankful that you are involved. This is easy."

"Thank you so much for your help. You have a great way of explaining everything in a way I understand."

"I usually do not answer calls to my home phone, but I am so glad I took this call. You have been so helpful. I will hang onto your number and let you know if I have any problems. Thank you so much."

"This is a great program."





HOW IT WORKS

You just sign a letter of understanding with your Blue Cross sales representative to get started. The program will be available to your members within 90 days.

Blue Cross and BCN identify eligible members based on their claims history for drugs included in the program. After enrolling, members can save significantly. They may even pay nothing for their medication refills. With the High-Cost Drug Discount Optimization Program, members will never pay more than their usual copayments.

PillarRx sends introductory information to eligible members and then calls to enroll them and explain how the program works, what to expect at the pharmacy and answer questions. PillarRx communicates with pharmacies to send members' discount information. After they're enrolled, there are no other steps members need to take to save on their specialty and other high-cost medications in the program. They can call consultants at PillarRx at any time at **636-614-3126** with questions about their copay assistance.

Similar pharmacy benefit manager programs use manufacturer copay assistance to cover members' usual cost for drugs. The Blue Cross program maximizes the value of discounts available from drug manufacturers so we can provide substantial savings to our group customers without reducing the benefits for members. Only the amounts members pay for their prescriptions will apply toward their annual out-of-pocket maximums.

The group customer program fee is 25% of the amount saved on medications, which groups will see reflected on their monthly invoices. Group reports are available that show the amount of manufacturer copay assistance for each covered prescription, total member savings, the 25% fee and the group's net savings. If there are no savings, there's no fee.



The High-Cost Drug Discount Optimization Program, powered by PillarRx, is one of the solutions Blue Cross offers pharmacy plan customers to improve member health and lower costs. **Talk to your Blue Cross sales representative or contracted agent to find out more and request a customized savings estimate for your group.**

PillarRx is an independent company providing Blue Cross Blue Shield of Michigan and Blue Care Network with a high-cost drug discount program.

bcbsmpharmacy.com

Blue Cross Blue Shield of Michigan and Blue Care Network are nonprofit corporations and independent licensees of the Blue Cross and Blue Shield Association.

CF 18476 SEP 20

W002232

PillarRx Copay Assistance Savings Estimate
Client: County of Leelanau
Date Range: 03/27/2024 - 03/26/2025
Preparation Date: 05/23/2025

				30% Coinsurance				
Drug Name	Total Patient Count	Nbr Claims	Total Cost	Plan Pay Amount	Assumed Plan Design	Manufacturer Member OOP Amount	Manufacturer Pay Amount	Plan Savings
CIMZIA	1	12	$66,248	$57,148	$480	$0	$9,100	$8,860
ENBREL	2	21	$152,540	$137,540	$840	$0	$15,000	$14,680
FARXIGA	5	19	$22,382	$19,057	$3,325	$0	$3,325	$3,325
HUMIRA	1	10	$64,987	$64,987	$0	$0	$0	$0
RINVOQ	2	10	$64,375	$64,375	$0	$0	$0	$0
SIMLANDI	1	3	$1,998	$1,398	$120	$0	$599	$479
SIMPONI	1	3	$18,090	$12,663	$120	$15	$5,412	$5,292
TALTZ	1	10	$67,329	$58,179	$400	$50	$9,100	$8,900
TIVICAY	1	1	$2,261	$1,582	$40	$0	$678	$638
TRULICITY	2	7	$6,695	$5,645	$1,050	$175	$1,050	$875
UBRELVY	1	3	$7,037	$6,437	$600	$0	$600	$600
	18	**99**	**$473,942**	**$429,011**	**$6,975**		**$44,864**	**$43,649**

Estimated Savings	30% Coinsuranc
Total Drug Count	11
Total Patient Count	18
Total Claim Count	99
Total Cost	$473,942
Plan Cost	$429,011
Assumed Plan Design	$6,975
Manufacturer Share	$44,864
Plan Savings	$43,649
PillarRx Services	$10,912
Estimated Net Savings	**$32,737**

600 E. Lafayette Blvd.
Detroit, MI 48226-2998
bcbsm.com

Blue Cross Blue Shield Blue Care Network of Michigan

June 3, 2025

COUNTY OF LEELANAU
8527 E GOVERNMENT CENTER DRIVE SUITE 103
SUTTONS BAY, MI 49682

▶ *Please Sign and Return*

Re: Pharmacy Services & Programs

Dear Group Decision Maker:

Pursuant to our discussions, Blue Cross Blue Shield of Michigan and Blue Care Network of Michigan (as applicable) (collectively "BCBSM") will implement the following Program(s) for **COUNTY OF LEELANAU, CID 189745**, effective **08/01/2025**.

Please sign and return this letter to me by 06/20/2025 so we can meet the requested effective date and proceed with implementation efforts. If you have any questions, please feel free to call me.

- The **High-Cost Drug Discount Optimization Program** uses coupons available from pharmaceutical manufacturers to reduce the cost of certain prescription drugs for Enrollees and the Group.

  Group will pay BCBSM a fee ("Program Fee"), as detailed below based on benefit design:

  - For benefit designs without an integrated or Rx deductible, the Program Fee will be 25% of the difference between the amount Group would have paid for the prescription drug and the amount Group actually paid after the coupon is applied to reduce the cost of the drug.
  - For benefit designs with an integrated or Rx deductible, the Program Fee will be **$90.00** per Claim for which a coupon is applied.

  The Program Fee will be billed to Group as a combined line item on its invoice.

  This program takes up to 60 days to initially implement.

Sincerely,

Jennifer Lutz

Jennifer Lutz
Client Engagement Manager
jlutz@bcbsm.com

Blue Cross Blue Shield Blue Care Network of Michigan Nonprofit corporations and independent licensees of the Blue Cross and Blue Shield Association	**Letter of Understanding (LOU) – Signature Page(s)** **Effective 08/01/2025**
COUNTY OF LEELANAU (CID - 189745)	

By providing the Signature(s) below, the parties are legally bound by the terms and conditions in this Letter of Understanding.

LOU must be signed by Group by 06/20/2025 in order to meet the requested effective date and proceed with implementation efforts.

Signatures apply to the following:

- Pharmacy Services & Programs

AGREED AND ACCEPTED.

GROUP CUSTOMER:

By: (Signature)
Name: (Print)
Title:
Date:

EXECUTIVE DOCUMENT SUMMARY

Department: Administration

Contact Person: James L. Dyer

Telephone Number: 231-256-9711

Submittal Dates

☑ Select Meeting Type: Executive Board

Date of Meeting: 06/10/2025

Financial/Source Selection Method

☑ Select One: Select One

☐ Other: _____

☐ *Account No.:* _____

☐ *CIP Project?*

☐ *If Grant, Match Account No.:* _____

Vendor: Cusack's Masonry

Address/ Phone: 15570 Cook Road
Hubbardston, MI 48845

Description: Professional Services

Budgeted Amount: $ 0.00

Contracted Amount: $ 0.00

Document Description

☐ **Request to Waive Board Policy on Bid Requirements** ☐ **Financial Review Completed** ☑ **Department Head/Elected Official Authorization**

Leelanau County engaged Cusack's Masonry to repair the facade at the Leelanau County Government Center. Cusack's has requested their contract with Leelanau County be extended through July 31, 2025 to ensure enough time to fully complete the repair of the facade at the Government Center. The original contract executed by the County on October 25, 2024 lists the end of the contract term on June 30, 2025.

There is no change to the project budget.

County Administration supports this request. We are waiting for an extension agreement from outside counsel.

Suggested Recommendation:

Move to recommend approval of a contract extension with Cusack's Masonry for the repair of the facade at the Leelanau County Government Center as prepared and approved as to form by legal counsel with the term of the amended contract to end July 31, 2025.

Department Approval: _____ Date: _____

AGREEMENT

THIS AGREEMENT, is made and entered into this 25th day of October, 2024, by and between the **COUNTY OF LEELANAU**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County") and Cusack's Masonry Restoration, Inc., whose business address is 15570 Cook Road, Hubbardston MI, 48845 (hereinafter referred to as the "Contractor").

RECITALS:

WHEREAS, the County requested proposals for Demolition and Repair of the Rear Façade at the Leelanau County Government Center Campus located at 8527 E. Government Center Drive, Suttons Bay, MI 49682 (hereinafter referred to as the "Project"); and

WHEREAS, the Contractor has submitted a proposal to the County to provide services relating to the project; and

WHEREAS, the County accepts the Contractor's proposal subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

I. SERVICES TO BE PERFORMED BY THE CONTRACTOR. The Contractor shall provide services consistent with the Contractor's Proposal which includes all work described in Bid Package #1 – General Trades and Bid Package #2 – Masonry. A copy of said Proposal and a signed Post Bid Meeting form is attached to this Agreement labeled Attachment A. The attached Attachment A is incorporated by reference into this Agreement and is made a part thereof.

The primary interface between the Contractor and the County shall be Apex Engineering & Management, Inc. Apex shall be responsible for the coordination of the Contractor's work, however, any changes, change orders, or alterations to the agreement will be brought to The County for approval.

II. COMPENSATION. The County shall pay the Contractor as set forth in the fee schedule provided in the Proposal attached as Attachment A. The compensation authorized in this section may be billed by the Contractor after the completion of each of the tasks identified in the Proposal. The Contractor's bills shall set forth a brief description of the services performed and products produced by it, the total sum due and such additional information as the County may require. It is understood and agreed that the Contractor shall not bill and the County shall not pay for the Project until after the Project has been completed, including all items on the Project's final punch list.

The County shall process and pay the Contractor's bills, pursuant to the County's procedure for payment of Accounts Payable. It is expressly understood and agreed that the total sum which the County shall pay for the project under this Agreement shall not exceed the sum of thirty-eight thousand six hundred dollars and zero cents ($38,600.00).

III. COUNTY'S RESPONSIBILITIES. The County shall provide the following to assist the Contractor with the Project and its completion:

A. Setup space and storage space if needed.

B. The work area will be accessible.

IV. RECORD DOCUMENTS. Upon completion of the work, the Contractor shall compile for and deliver to the County a reproducible set of Record Drawings based upon the marked-up record drawings, addenda, change orders and other data.

V. ADDITIONAL SERVICES. Additional services, not specifically identified in Section I. Scope of Services and the attached Exhibit A shall be paid for by the County in addition to the fees set forth in Section II of this Agreement provided the County and Contractor set forth their agreement with respect to such additional services, the costs therefore and the method for payment of such costs in a written amendment to this Agreement signed by the authorized representatives of both parties.

VI. ABANDONMENT OF WORK. If any work is abandoned or suspended, the Contractor shall be paid for services performed prior to receipt of written notice from the County of abandonment or suspension.

VII. STANDARD OF CARE. In providing services under this Agreement, the Contractor shall perform its services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Failure to meet such standards shall be a material breach of this Agreement.

VIII. APPLICABLE LAW AND VENUE. This Agreement shall be subject to, governed by, and construed according to the laws of the State of Michigan. It is expressly understood and agreed that any legal or equitable action that arises out of or regarding this Agreement shall be in Michigan Courts whose jurisdiction and venue shall be established in accordance with the statutes of the State of Michigan and Michigan Court Rules. In the event any action is brought in or moved to Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

IX. NONDISCRIMINATION. The Contractor, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, gender identification, gender expression, height, disability or genetic information which is unrelated to the individual's ability to perform the duties of a particular job or position, weight, marital status or political affiliation.

The Contractor shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to the following: (i) the Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended; (ii) the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended; (iii) Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, as amended, and regulations adopted thereunder; and (iv) the Americans with Disabilities Act of 1990, P.L.

101-336, 104 Stat 327 (42 USC §12101 *et seq.*), as amended, and regulations promulgated thereunder. Breach of this Section shall be regarded as a material breach of this Agreement.

X. INDEPENDENT CONTRACTOR.

A. It is expressly understood and agreed that the Contractor, its subcontractors and sub-subcontractors, are independent contractors. The employees, servants, agents and assigns of the Contractor, its subcontractors or sub-subcontractors shall in no way be deemed to be and shall not hold themselves out as employees, servants or agents of the County and shall not be entitled to any fringe benefits of the County, such as, but not limited to, health and accident insurance, life insurance, paid vacation or sick leave, or longevity. The Contractor, its subcontractors and sub-subcontractors shall be responsible for paying all salaries, wages and other compensation which may be due their employees or agents for performing work under this Agreement and for the withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes, to the proper Federal, State and local governments.

B. The direction and supervision of the working forces, including subcontractors, rests exclusively with the Contractor. The County shall not issue any instructions to, or otherwise interfere with the same.

XI. INDEMNIFICATION AND HOLD HARMLESS. The Contractor shall, at its own expense, protect, defend, indemnify and hold harmless the County, and its elected and appointed officers, employees and agents from all claims, damages, costs, law suits and expenses, including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that they may incur as a result of any acts, omissions or negligence of the Contractor or any of its officers, employees, agents or subcontractors which may arise out of this Agreement.

The Contractor's indemnification responsibilities under this section shall include the sum of damages, costs and expenses which are in excess of the sum paid out on behalf of or reimbursed to the County, its officers, employees and agents by the insurance coverage obtained and/or maintained by the Contractor pursuant to the requirements of this Agreement.

XII. LIABILITY INSURANCE. The Contractor at all times during the term of this Agreement shall maintain insurance that meets the requirements of Leelanau County's Board of Commissioners Policy on "Insurance Requirements." A copy of said Board Policy is attached to this Agreement labeled Attachment B. The attached Attachment B is incorporated by reference into this Agreement and is made a part thereof.

XIII. WAIVERS. No failure or delay on the part of either the County or the Contractor in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege. No modification, amendment, or waiver of any provision of this Agreement, nor consent to any departure from any provision of the Agreement by either party hereto, shall in any event be effective unless the same is in writing and signed by the other party, and then such waiver or consent shall be effective only in the specific instance and for the purpose for which given.

In no event shall the making by the County of any payment due to the Contractor constitute or be construed as a waiver by the County of any breach of a provision of this Agreement, or any default which may then exist, on the part of the Contractor. The making of any such payment by the County while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the County in respect to such breach or default.

XIV. MODIFICATION OF AGREEMENT. Modifications, amendments or waivers of any provisions of this Agreement may be made only by the written mutual consent of the parties hereto.

XV. ASSIGNMENT OR SUBCONTRACTING. The parties to this Agreement may not assign, subcontract or otherwise transfer their duties and/or obligations under this Agreement.

XVI. PURPOSE OF SECTION TITLES. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

XVII. COMPLETE AGREEMENT. This Agreement, Attachment A and Attachment B contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

XVIII. AGREEMENT PERIOD. This Agreement shall become effective on the date in which it has been fully signed by the authorized representatives of both parties (hereinafter referred to as the "Effective Date"). All work on the Project including all items on the final punch list and Work Site clean-up shall be completed by no later than the 1st day of June, 2025 (hereinafter referred to as the "Completion Date").

It is also understood and agreed by the parties hereto that all obligations of the Contractor set forth in this Agreement which extend to beyond the Completion Date of the work shall survive said completion and remain in full force and effect for the time set for the performance of said obligations.

Notwithstanding any other provision in this Agreement to the contrary, the County may terminate this Agreement, with or without cause, upon five (5) days prior written notice to the Contractor. In the event this Agreement is prematurely terminated without cause (i.e. for reasons other than Contractor's breach of the terms of this Agreement) as set forth herein, the Contractor shall be compensated for services completed as of the effective date of termination in accordance with Section II of this Agreement.

XIX. IRAN LINKED BUSINESS. The Contractor has certified to the County that neither it nor any of its successors, parent companies, subsidiaries, or companies under common ownership or control of the Contractor, are an "Iran Linked Business" engaged in investment activities of $20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. It is expressly understood and agreed that the Contractor shall not become an "Iran linked business" during the term of this Agreement.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN $250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS OF INVESTIGATION AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

XX. SEVERABILITY OF INVALID PROVISIONS. If any part of this Agreement is declared by any Court having jurisdiction to be invalid, unconstitutional, or beyond the authority of either party to enter into or carry out, such part shall be deemed deleted and shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect. If the removal of such provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found invalid, unconstitutional or beyond the authority of the parties and the Contractor shall be reimbursed for all services which it has provided under this Agreement up to the date of termination.

XXI. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT. The people signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO HAVE FULLY EXECUTED THIS AGREEMENT FOR THE DEMOLITION AND REPAIR OF THE REAR FAÇADE OF THE LEELANAU COUNTY GOVERNMENT CENTER BUILDING.

COUNTY OF LEELANAU

By: Ty Wessell
Ty Wessell, Chairman

County Board of Commissioners

Date: 10/28/2024

CUSACK'S MASONRY RESTORATION, INC.

By: Doug Cusack
(Signature)

Print Name: Doug Cusack

Title: President

Date: 10/25/2024

ATTACHMENT A

CONTRACTOR'S PROPOSAL

Project: Leelanau County Government Center
Façade Repair

Submitted By: Cusack's Masonry Restoration, Inc
(Bidder's Company Name)

Address: 15570 Cook Road

City / State / Zip: Hubbardston, MI 48845

Phone: (989) 981-6625

Bid Proposal Deadline: Prior to October 3 at 2:00 PM (local time) to:

Leelanau County - Administration Desk

BASE BID - (BP-01 & BP-02) (Masonry) for Façade Repair:

Thirty eight thousand six hundred dollars Dollars and 00/100ths

$ 38,600.00

ALTERNATES

Alternate #1 - DEFS Option (BP-03) $ N/A

Alternate #2 - Metal Siding Option (BP-03) $ N/A

ADDENDA

We (the Bidder) acknowledge receipt of the following Addenda:

Addendum No. N/A Dated:

Addendum No. N/A Dated:

VOLUNTARY ALTERNATES

Summary of Suggested Alternate	Amount
N/A	Add/Deduct
N/A	Add/Deduct

Anticipated Date of Shop Drawing Submittal at Post Bid Interview: TBD

Anticipated Number of Consecutive Calendar Days to Begin: TBD

Anticipated Number of On-site Staff: 2

Anticipated Number of Consecutive Calendar Days to Complete: 10

Anticipated Number of Consecutive Calendar Days for Delivery of Needed Items: TBD

Proposed Manufacturers, Suppliers, and/or Subcontractors:

Item(s)	Manufacturer/Subcontractor/Supplier
All Work Self - Performed	

SCHEDULE

The Owner desires to have this work done as soon as possible. Please review Project Timeline in Scopes of Bids form and fill out anticipated schedules as requested above.

EXCEPTIONS AND/OR SUBSTITUTIONS

We have submitted our Proposal, as specified, complete and in accordance with the Bidding Documents, including Addenda and the Contract Documents, without exceptions or substitutions, unless otherwise noted in the "Voluntary Alternate" portion of this Proposal Form.

EXECUTION

Name of Bidder: Cusack's Masonry Restoration, Inc

Bidder's Status:

X *Corporation;* __ *Partnership;* ___ *Sole Proprietor;* ___ *Other:(Please Specify:_____)*

By/Signature: Doug Cusack

Name: Doug Cusack

Title: President

Date: 10/03/2024

Phone: (989) 981-6625 *Fax:* (989) 981-6570

MINUTES OF SPECIAL MEETING

DOUG CUSACK, President of Cusack's Masonry Restoration, Inc., called a special Meeting of the Board of Directors for October 3, 2024, at the office of the Corporation, located at 15570 Cook Rd., Hubbardston, Michigan, at which all Directors were present.

A resolution was presented that DOUG CUSACK, President of CUSACK'S MASONRY RESTORATION, INC. be authorized to execute all contracts on behalf of the Corporation with Leelanau County.

Resolution passed.

There being no further business, the meeting was adjourned.

October 3, 2024

Nancy Cusack
NANCY A. CUSACK, Secretary

JOHN E. WEIBER, PC
ATTORNEY AT LAW
201 E. STATE STREET
P.O. BOX 436
ST. JOHNS, MI 48879

CERTIFICATION OF MINUTES

I, NANCY A. CUSACK, Secretary of CUSACK'S MASONRY RESTORATION, INC., hereby certify the following is a valid resolution adopted by the Board of Directors at a valid special meeting called for October 3, 2024.

The Resolution was made that DOUG CUSACK, President of the Corporation, be authorized to execute all contracts on behalf of the Corporation with the County of Clinton.

Resolution Passed.

Executed this 3rd day of October 2024.

Signed in the presence of:

Amy McMillan

Signed by:

Nancy Cusack

NANCY A. CUSACK, Secretary

STATE OF MICHIGAN)
) ss.
COUNTY OF CLINTON)

The foregoing instrument was acknowledged before me this 3rd day of October, 2024 by NANCY A. CUSACK, Secretary.

Amy McMillan

Amy McMillan, Notary Public,
Clinton County, Michigan.
My Commission expires:
12/10/2025.

AMY MCMILLAN
Notary Public - State of Michigan
County of Clinton
My Commission Expires Dec 10, 2025
Acting in the County of Clinton

By: JOHN E. WEIBER, PC
ATTORNEY AT LAW
201 E. STATE STREET
P.O. BOX 436
ST. JOHNS, MI 48879

EXECUTIVE DOCUMENT SUMMARY

Department: Administration

Contact Person: James L. Dyer

Telephone Number: 231-256-9711

Submittal Dates

☑ Select Meeting Type: Executive Board

Date of Meeting: 06/10/2025

Financial/Source Selection Method

☑ Select One: Quotation

☐ Other: _____

☑ *Account No.:* 645-000000-970.000

☐ *CIP Project?*

☐ *If Grant, Match Account No.:* _____

Vendor: Netlink Business Solutions

Address/ Phone: 6005 E. Traverse Hwy
Traverse City, MI 49684
(231) 946-8808

Description: Capital Purchase

Budgeted Amount: _____ Contracted Amount: $ 11,466.00

Document Description

☑ **Request to Waive Board Policy on Bid Requirements** ☐ **Financial Review Completed** ☑ **Department Head/Elected Official Authorization**

Administration periodically reviews all printer/copiers in the building and identifies those in need of replacement, with the purchase coming from the Duplicating Machine Fund.

The purchase would be made from our primary copier vendor who holds our maintenance agreements for our other departmental copiers, Netlink Business Solutions.

Planning/Community Development and the Treasurer's Office have been identified to be in need of printer/copier replacements. The machines in both offices are out of date and in consistent need of repair. A new color printer would be purchased for the Treasurer's Office and Planning Department, with detailed estimates included in your packet.

There were no new purchases made in 2024. The Duplicating Machine Fund budget would need to be amended to accommodate these capital purchases.

Based on the unique needs of the respective office and department, the copiers below have been identified as the most appropriate and functional machines for each:

The Treasurer's Office would purchase a Sharp BP-50C31 Color MFP (4 Paper Drawer + Bypass Tray) with the cost not to exceed $6,399.00

Planning/Community Development would purchase a Sharp BP50C26 Color MFP (2 Paper Drawer) with the cost not to exceed $5,067.00

Lease alternatives were received and considered, but found not competitive at this time.

Suggested Recommendation:

Move to recommend the Leelanau County Board of Commissioners waive bid policy and purchase the two proposed copier/printers for Treasurer and Planning from the County's current provider Netlink Business Solutions in an amount not to exceed $11,466.00 with funds to come from the Duplicating Machine Fund 645-000000-970.000

Department Approval: _____ Date: _____

Leelanau Government 2025 Master List: Exhibit A

#	Department	ID #	Model #	Starting Date	Ending Date	Serial Number	Year	2025 Est. costs	2025 Est. yearly copies	2025 Rate
								2025		
1	County Administration (Black)	3628	MX 4051	1/1/2025	12/31/2025	15079824	2021	$456.00	48,000	$0.00950
	County Administration (Color)	3628	MX-4051	1/1/2025	12/31/2025	15079824		$2,700.00	50,000	$0.05400
2	County Clerk (Black)	3637	MX-4051	1/1/2025	12/31/2025	15112685	2021	$551.00	58,000	$0.00950
	County Clerk (Color)	3637	MX-4051	1/1/2025	12/31/2025	15112685		$6,441.00	113,000	$0.05700
3	Senior Services (Black)	3473	MX-3051	1/1/2025	12/31/2025	85089880	2018	$395.20	26,000	$0.01520
	Senior Services (Color)	3473	MX-3051	1/1/2025	12/31/2025	85089880		$1,008.00	16,000	$0.06300
4	District Court (Black)	3749	BP-50C26	1/1/2025	12/31/2025	2502653Y	2022	$152.00	16,000	$0.00950
	District Court (Color)	3749	BP-50C26	1/1/2025	12/31/2025	2502653Y		$684.00	12,000	$0.05700
5	County Equalization (Black)	3636	MX-3051	1/1/2025	12/31/2025	15048346	2021	$171.00	18,000	$0.00950
	County Equalization (Color)	3636	MX-3051	1/1/2025	12/31/2025	15048346		$741.00	13,000	$0.05700
	Building Safety *(Co.-owned)* REMOVED	2871	MX-M260	1/1/2025	12/31/2025	15024706	2010	N/A	N/A	N/A
6	Building Safety *(Co.-owned)* NEW (Black)	3483	MX-M2630	1/1/2025	12/31/2025	85003267	2018	$240.00	20,000	$0.01200
7	Building Safety - Office (Black)	3480	MX-4051	1/1/2025	12/31/2025	95096212	2019	$152.00	16,000	$0.00950
	Building Safety / Office (Color)	3480	MX-4051	1/1/2025	12/31/2025	95096212		$684.00	12,000	$0.05700
8	County MSU Extension (Black)	3731	BP-50C26	1/1/2025	12/31/2025	25040979	2022	$190.00	20,000	$0.00950
	County MSU Extension (Color)	3731	BP-50C26	1/1/2025	12/31/2025	25040979		$742.00	14,000	$0.05300
9	County Planning (Black)	3348	MX-2616N	1/1/2025	12/31/2025	75095514	2017	$136.00	8,000	$0.01700
	County Planning (Color)	3348	MX-2616N	1/1/2025	12/31/2025	75095514		$1,998.00	27,000	$0.07400
10	County Probate Court (Black)	3750	BP-70M45	1/1/2025	12/31/2025	2500211X	2022	$380.00	40,000	$0.00950
11	County Prosecutor (Black)	2979	MX-2615N	1/1/2025	12/31/2025	2510745Y	2012	$275.40	18,000	$0.01530
	County Prosecutor (Color)	2979	MX-2615N	1/1/2025	12/31/2025	2510745Y		$395.00	5,000	$0.07900
12	County Register of Deeds (Black)	3426	MX-M2630	1/1/2025	12/31/2025	85040144	2018	$76.80	6,000	$0.01280
13	County Sheriff Administration (Black)	3606	MX-2651	1/1/2025	12/31/2025	0301194X	2020	$212.40	18,000	$0.01180
	County Sheriff Administration (Color)	3606	MX-2651	1/1/2025	12/31/2025	0301194X		$464.00	8,000	$0.05800
14	County Sheriff Dispatch / 911 (Black)	3312	MX-2616N	1/1/2025	12/31/2025	6503936X	2016	$102.00	6,000	$0.01700
	County Sheriff Dispatch / 911 (Color)	3312	MX-2616N	1/1/2025	12/31/2025	6503936X		$296.00	4,000	$0.07400
15	County Sheriff Jail	3427	MX-M2630	1/1/2025	12/31/2025	85040154	2018	$318.60	27,000	$0.01180
16	County Treasurer	2715	MX-M363U	1/1/2025	12/31/2025	05029361	2010	$252.00	18,000	$0.01400
	Main Lobby REMOVED	3025	MX-M264N	1/1/2025	12/31/2025	35006747	2013	N/A	N/A	N/A

Purchase Proposal

Prepared For

Leelanau County Planning

Pricing quote valid through the end of June 2025

Sharp BP-50C26 Color MFP	Purchase Price
26 Image per Minute	**$5,067.00**
10.1" Enhanced Touchscreen Display	
Copier, Printer, Scanner, Fax	
Internal Staple Finisher	
Network Scanning	
Scanning: 100-sheet RSPF, 80 Images per minute	
550 x 550 x 100 Paper Capacity (2 Paper Drawer)	
DATA SECURITY KIT	

Includes Recycle fee and Used MFP Credit of $450

Maintenance Agreement 1 year

Maintenance Agreement: Includes all toner, developer, drums, parts & Labor
"Everything but paper"

Estimated Yearly Volume		Per Page	Cost Per Year
8,000	Black & White images	$ 0.0090	$ 72.00
27,000	Color	$ 0.0490	$ 1,323.00
	Approximate Yearly Cost		**$ 1,395.00**

Yearly MA Savings	**$739.00**

Leelanau County Planning

Sharp BP-50C26



Purchase Proposal
Prepared For

Leelanau County Treasurer

Pricing quote valid through the end of June 2025

Sharp BP-50C31 Color MFP	Purchase Price
31 Image per Minute	**$6,399.00**

10.1" Enhanced Touchscreen Display
Copier, Printer, Scanner, Fax
Internal Staple Finisher
Network Scanning
Scanning: 100-sheet RSPF, 80 Images per minute
550 x 550 x 1050 x 1050 x 100 Paper Capacity (4 Paper Drawer + Bypass Tray)
DATA SECURITY KIT

Includes Recycle fee and Used MFP Credit of $450

Maintenance Agreement 1 year

Maintenance Agreement: Includes all toner, developer, drums, parts & Labor
"Everything but paper"

Estimated Yearly Volume		Per Page	Cost Per Year
16,000	Black & White images	$ 0.0090	$ 144.00
3,000	Color	$ 0.0490	$ 147.00
	Approximate Yearly Cost		**$ 291.00**

Leelanau County Treasurer

Sharp BP-50C31



SHARP®

ESSENTIALS SERIES COLOR DOCUMENT SYSTEMS

simply smarter



BP-50C26
BP-50C31
BP-50C36
BP-50C45

The New Color Essentials Series from Sharp.

Taking organizations to the future of business communication by helping them work simply smarter.

Designed to fit today's diverse workstyles, the new Essentials Series color document systems enable workers to collaborate and share information seamlessly and securely throughout their office environment. Available enhanced cloud services such as Microsoft Teams makes it easy to streamline communication and boost productivity with hybrid workers.





Easy-to-use Touchscreen

The easy-to-use Sharp touchscreen display is built on an award-winning design and delivers an accurate, responsive user experience, imperative for today's sophisticated workflows.

Technology Focused on Efficiency

The Essentials Series leverages the latest technology to help users get their work done with ease and efficiency. Innovative features like enhanced auto skew correction ensure jobs come out right the first time, every time.

Versatile Application Integration

Maximize productivity and collaboration with easy access to expanded cloud services, quickly connect with mobile devices to print and scan files, even utilize touchless operation with the Sharp Synappx Go app.

Leading Security

In today's hybrid working environments its vital to protect endpoint devices from security threats, that is why the Essentials Series uses the latest security technology to help ensure your data remains safe.

Flexible Sleek Design

Elegant cabinet design with easy-roll casters, soft-close paper drawers and contemporary color scheme make the Essentials Series a perfect fit for any office environment.

Smart features that enhance productivity and efficiency.

Streamlined workflows that are safe, secure and fit today's diverse work styles.

Work more efficiently

Collaborate better with colleagues

Secure your document workflows



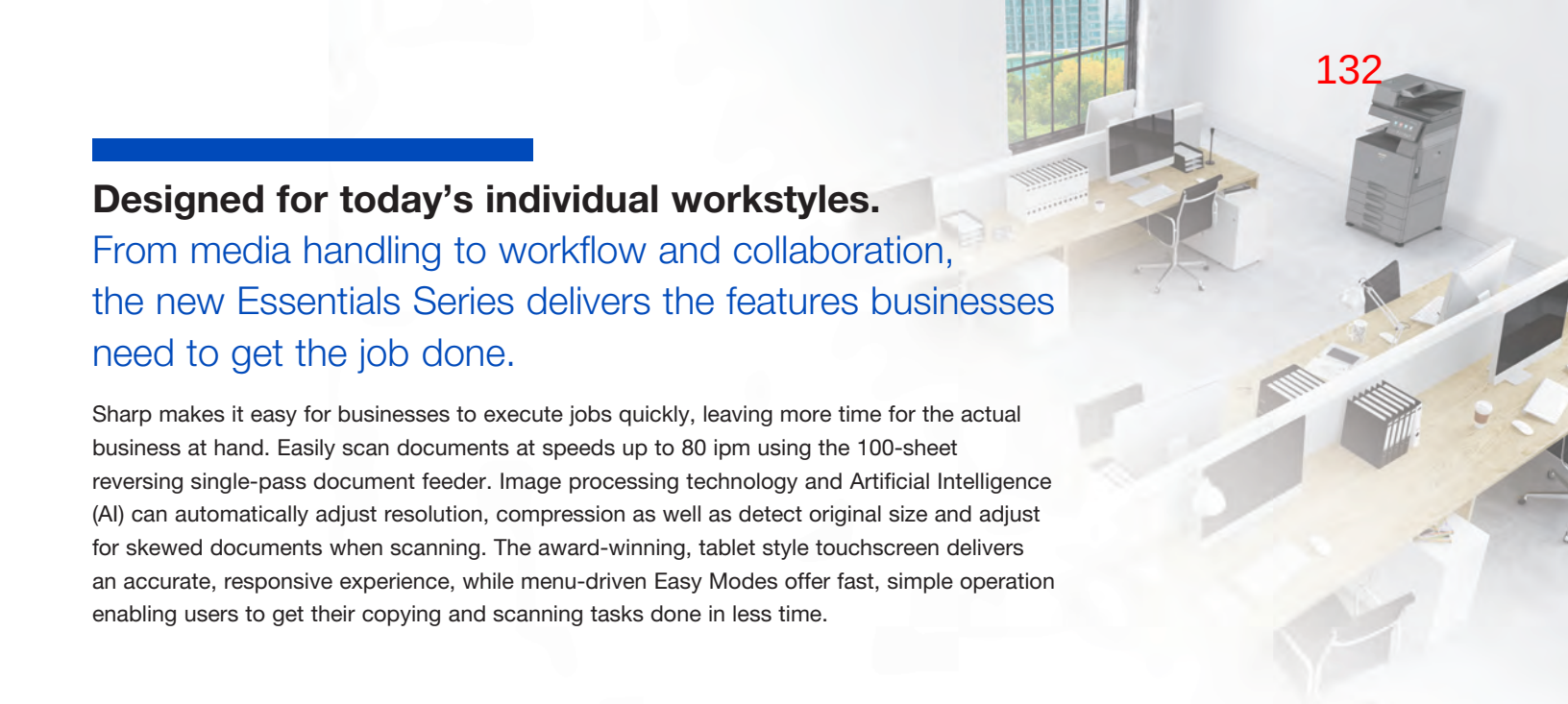
BP-50C45 shown with Inner Folding Unit, Right Side Exit Tray, and 2-drawer Paper Deck.



10.1" (diagonally measured) customizable touchscreen display. BP-50C45 shown with Inner Folding

- **100-sheet reversing** single-pass feeder scans originals at speeds of up to 80 images per minute.
- Flexible paper handling supports **media up to 300 gsm**, allowing users to print on a wide variety of paper stock or media.
- New Inner Folding Unit option offers a **variety of fold patterns**, including tri-fold, z-fold and others.
- **Smart controller design** ensures MFP firmware is up to date by periodically checking for updates.
- **ENERGY STAR® 3.0 certified** and offers among the lowest standby power consumption in the category.
- **Enhanced touchscreen** delivers an accurate, responsive user experience and provides easy access to features.
- Easily collaborate with hybrid workers with optional **cloud services**, such as Microsoft Teams, Google Drive™, Dropbox and others.
- Strong, **multi-layered security** such as system integrity check at startup, firmware attack prevention and optional Bitdefender antivirus to help protect your data.*
- Supports native **Universal Print from Microsoft** with optional PostScript Kit enabling businesses to easily adapt to this popular cloud service.
- Optional wireless LAN supports 5 GHz Wi-Fi for stable, **high-speed network communication**
- **Sharp OSA® Technology** provides a secure and intuitive user experience for integrated workflows (optional).

**Bitdefender antivirus option available summer 2022.*



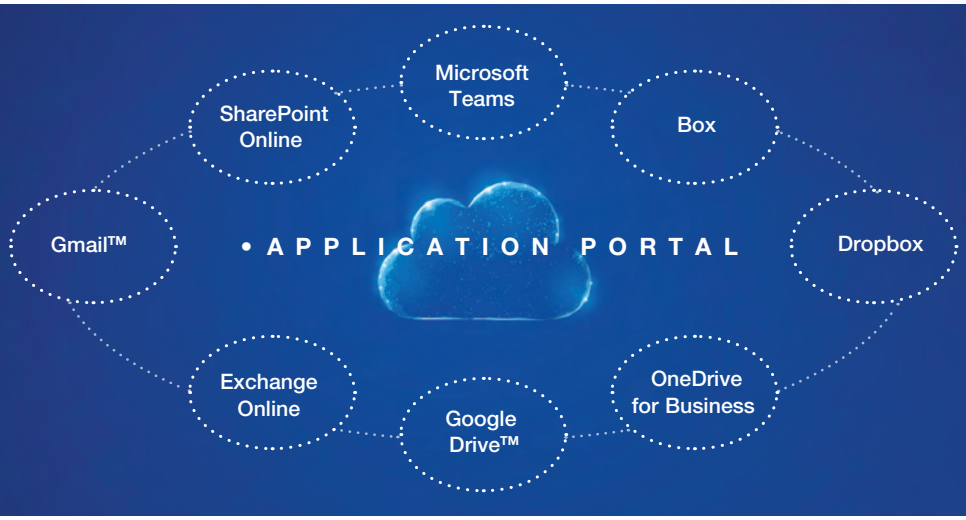
Designed for today's individual workstyles.

From media handling to workflow and collaboration, the new Essentials Series delivers the features businesses need to get the job done.

Sharp makes it easy for businesses to execute jobs quickly, leaving more time for the actual business at hand. Easily scan documents at speeds up to 80 ipm using the 100-sheet reversing single-pass document feeder. Image processing technology and Artificial Intelligence (AI) can automatically adjust resolution, compression as well as detect original size and adjust for skewed documents when scanning. The award-winning, tablet style touchscreen delivers an accurate, responsive experience, while menu-driven Easy Modes offer fast, simple operation enabling users to get their copying and scanning tasks done in less time.

Print and Share Documents Easily[1]

Seamlessly collaborate with colleagues even when they are working remotely. With **Cloud Connect**, businesses gain access to popular cloud services including Microsoft Teams, Google Drive, and others. The Sharp Application Portal, makes it easy for administrators to add new apps and update existing apps right from the MFP touchscreen.



Integrate with Email Applications

In addition to native capability, the available **Email Connect** feature enables seamless scan-to-email integration with Microsoft Exchange/365 and Gmail™ user accounts, making it easy to identify the sender of scanned files.

Intelligent Image Processing Options

Scan documents to popular file formats including Microsoft Word, PowerPoint and Excel, as well as Searchable PDF, Encrypted PDF and others. Direct Print the same file types from thumb drives, cloud applications and mobile devices.[2] **Adobe Embedded Print Engine** direct prints PDF files with greater speed and rendering accuracy.

Flexible Printing Solutions

PCL 6 and available Adobe PostScript3 printing helps users speed through their work. The 128 GB solid state drive processes jobs quickly. **Serverless Print Release** enables users to print a job and release it from up to eight supported models. Native Universal Print from Microsoft with optional PostScript kit eliminates the need for on-premises infrastructure, and enables IT to manage printers directly through a centralized portal.



[1] *Some features require optional equipment and/or software.*
[2] *This function is enabled via Qualcomm DirectOffice technology.*

Smart·Connected·Secure

Integrating technology and functionality.

The New Color Essentials Series document systems provide unsurpassed performance that simply adapts to your business needs.

Reversing Single-Pass Feeder
100-sheet document feeder scans originals at speeds of up to 80 images per minute.

Smart Scan
Image processing technology and AI can automatically adjust resolution, compression, as well as detect original size and adjust for skew.

Smart Touchscreen
Enhanced touchscreen is easy to use and delivers the responsiveness and accuracy users expect.

Advanced Multi-layer Security
Leading security features plus optional Bitdefender antivirus provide enhanced protection against network intrusions.[1]

Exceptional Image Quality
1,200 x 1,200 dpi resolution delivers razor-sharp text and graphics.

Touchless Operation
Scan, Copy and Print Release with award-winning Synappx Go app.

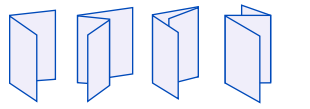


Access to Cloud Services
With the optional Cloud Connect feature, easily print and scan documents to popular cloud applications.

Microsoft Friendly
Simplify workflow and enhance collaboration with Universal Print native integration and the optional Microsoft Teams connector.

Optional Wireless Networking
5 GHz Wi-Fi technology and WPA3™ encryption deliver fast, reliable data that helps provide strong protection from hackers.

Advanced Finishing
Sharp gives you a variety of high-performance finishers to choose from to help complete the job on time. New inner folding unit option offers four popular folding patterns.



Sharp Color Consistency System
Advanced auto-calibration helps ensure color output is always at peak performance.



Flexible Paper Handling
Feed up to 300 gsm media through the paper drawers and supports up to 12" x 18" output size.

Large Capacity Cassette
Available large capacity cassette offers an additional 3,000-sheet capacity for a maximum on-line paper capacity of 6,300 sheets.

**Bitdefender antivirus option available summer 2022.*

Collaborate on-the-go with quick access to mobile devices.

The Essentials Series makes it easy to share data with tablets and smartphones even in busy office environments



Print with Popular Mobile Technologies

With the optional PostScript kit, the Essentials Series supports printing using popular mobile technologies such as Apple AirPrint, and Android printing with the Sharp Print Service plug-in.

Optional Wireless Networking

Print directly to the MFP from mobile devices without interfering with the corporate network! 5 GHz technology and WPA3™ Encryption deliver fast, reliable data that is well protected from malicious intruders.

Touchless Operation with Synappx Go

With the Synappx Go app, it's easy to email or copy documents remotely. Simply tap the touchscreen with your smartphone. Get extended remote features such as print release, scan/print from cloud services, and display collaboration by upgrading to a subscription version.

Scan and Print with Sharpdesk Mobile

With Sharpdesk Mobile, a free downloadable app for most mobile devices, users can quickly scan and print files from tablets and smartphones.[1]



Centralized device management helps ensure optimal uptime.

Seamlessly connect technology and drive collaboration with easy access solutions.

Seamless Device Management

On premises, Sharp Remote Device Manager (SRDM) simplifies device monitoring and management. Event-driven alerts help maximize uptime. SRDM also offers centrally managed security settings, pre-configured driver distribution, energy save settings and more. SRDM is available as a free download.[1]

Unified Cloud-based Monitoring and Management

Synappx Manage cloud service enables IT administrators and service providers to remotely manage Sharp MFPs and displays from a single portal.[2] Proactive monitoring and remediation helps minimize administrator burden, as well as provide insight for optimized investments.

[1] *Go to www.sharpusa.com for a list of supported equipment and operating systems.*

[2] *Synappx Manage available fall 2023.*

Multi-layer security features to help businesses stay a step ahead of hackers.

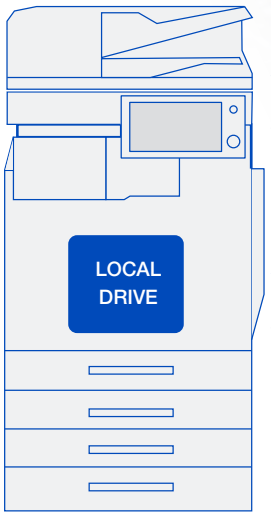
The new Essentials Series utilizes leading security technology to help organizations protect their data and meet regulatory requirements.

BIOS Integrity Check at Startup
Helps protect system files from malware attacks.

Trusted Platform Module (TPM 2.0)
Provides an added layer of protection to safeguard your data.

Firmware Attack Prevention
Checks for abnormal firmware at startup and can restore the original.

End-of-Lease Data Erase
Can protect privacy by deleting all data and personal information at trade-in time.



Application Whitelisting
Prevents unauthorized files and applications from being loaded.

TLS 1.3 Encryption
Prevents eavesdropping while data is in transit.

Real-time Intrusion Detection
Detects abnormal connection requests and denies access.

Optional Bitdefender Antivirus*
Provides comprehensive protection from virus threats.

- **Active Directory (AD) Integration** Enables the MFP to join the network domain as a computer, making it a trusted device.
- **Supports AD Group Policy** Allows administrators to centrally manage select security settings and enforce their own policy.
- **256-bit AES Encryption** Ensures data that resides on the local drive is protected.
- **Protects Access to the Device** IP/MAC address filtering, 802.1x authentication and port control protect access to the device.
- **Protects Data in Transit** IPsec and SMB 3.1.1 protocols, as well as TLS 1.3 use data encryption to protect data.
- **WPA3™ Wi-Fi Encryption** Supports the latest data encryption standard for wireless networking security.
- **Authority Groups** Enables administrators to define various groups for different users, which can limit or restrict access to specific features.
- **Optional Data Security Kit** Offers expanded security functions and restricted access features for highly sensitive environments.



**Bitdefender antivirus option available summer 2022.*

Environmental Commitment

Sharp is committed to environmental sustainability and corporate responsibility.

A Responsible Approach to Design

Sharp MFPs adhere to the Sharp Corporation Green Products Guidelines, which requires designing products that consume less power, use recycled materials and reduce materials used in packaging.

Toner Recycling Program

Sharp offers zero-waste-to-landfill recycling for Sharp consumables at no cost to our customers and encourages them to recycle their Sharp toner cartridges by providing them with a pre-paid recycling kit for return to our facility.

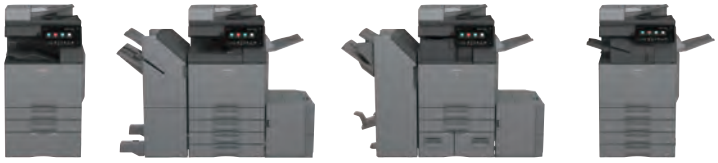
Environmental Commitment

The Sharp Essentials Series models are ENERGY STAR® 3.0 qualified and RoHS compliant. These products also have one of the lowest TEC values in their category as well as one of the lowest stand-by power consumption ratings. Sharp MFPs are EPEAT® registered.

For more information about Sharp environmental leadership including information about energy efficient products, electronics, or toner cartridge recycling, please visit www.sharpusa.com/environment.

The New Color Essentials Series. Simply Smarter.

Designed to fit todays hybrid workstyles, offering intelligent features and connectivity that enable office workers to collaborate with colleagues seamlessly and securely even when they are working remotely. To learn more, visit www.sharpusa.com.



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SHARP ELECTRONICS CORPORATION
100 Paragon Drive, Montvale, NJ 07645
1-800-BE-SHARP • www.sharpusa.com

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EXECUTIVE DOCUMENT SUMMARY

Department: Administration

Contact Person: James Dyer

Telephone Number: (231) 256-8100

Submittal Dates

☑ Select Meeting Type: Executive Board

Date of Meeting: 06/10/2025

Financial/Source Selection Method

☐ Select One: Select One

☐ Other: Funding Request

☐ *Account No.:*

☐ *CIP Project?*

☐ *If Grant, Match Account No.:*

Vendor: United We Smile

Address/ Phone: 4075 Copper Ridge Drive
Traverse City, MI 49684
(231) 844-4601

Description: Boards/Comm. Recommendation

Budgeted Amount: _____ Contracted Amount: _____

Document Description

☐ Request to Waive Board Policy on Bid Requirements ☐ Financial Review Completed ☐ Department Head/Elected Official Authorization

United We Smile is a dental training facility, where local volunteer dentists work together with pre-doctoral dental interns to provide dental services for those who can't find help anywhere else. It is a collaborative effort between United Way of Northern Michigan and the University of Michigan Dental School.

They have created a state of the art, all services dental clinic providing access to dental care with a focus on children, pregnant women, veterans, and those with developmental or cognitive disabilities. Services provided include X-rays, fillings, cleanings, extractions, dentures, partial dentures, crowns, bridges, sealants, periodontal therapy, and more. There services are provided with limited or, in most cases, no out of pocket expenses to the patients.

A significant focus of their program is the treatment of young children who desperately need dental care, but may be unable to remain seated or cooperative during the procedure. Using specialized training and methods they are able to calm and comfort these young patients, establish a good patient relationship, and prepare them for future treatment. In many cases these patients have been unable to receive dental care anywhere else.

Since it opened less than a year ago, and without much publicity, United We Smile has provided over $90,000 in donated dental care to 33 Leelanau County residents. With support from Leelanau County this number could significantly increase. Commissioners Bunek and Yoder have toured the facility, and asked the County Administrator to place this on the agenda and find a possible funding source to assist this program.

United We Smile is requesting the Board of Commissioners to consider $60,000 in funding ($5,000/month) to support their operation. Since a significant focus of their practice involves young children, use of of Early Childhood millage fund balance is a possible budgetary source. The Senior millage fund balance is another possible source

Suggested Recommendation:

Discussion only, with a possible recommendation made for final consideration at the full board meeting next week.

Department Approval: James L. Dyer Digitally signed by James L. Dyer Date: 2025.06.06 13:26:58 -04'00' Date: 06/06/2025

UNITED WAY
Northwest Michigan

United We Smile: Transforming Lives in Leelanau County

Bringing Hope, Healing, and Over $90,000 in Donated Dental Services to Those in Need

What is United We Smile?

United We Smile is a dental care initiative of United Way of Northwest Michigan that connects underserved individuals and families with compassionate, high-quality dental services. We focus on those who face significant barriers to dental care—such as veterans and low-income children. Our mission is simple but powerful: to restore oral health, dignity, and hope, one smile at a time.

Impact in Leelanau County

This year, United We Smile proudly served **33 individuals** in Leelanau County with an additional **5 local veterans**. That means more than **$90,000 worth of dental services** were delivered completely free of charge to the patients.

Services included exams, x-rays, cleanings, fillings, extractions, root canals, dentures, and other essential care. For many, this was their first dental appointment in years—relieving pain, restoring function, and dramatically improving quality of life.

Serving Those Who Served

United We Smile is deeply committed to honoring veterans by ensuring they receive the care they need and deserve. Five Leelanau county Veterans received services alongside over one hundred more from throughout northwest lower Michigan. Each received comprehensive care tailored to their needs—often addressing long-standing issues caused by years of deferred treatment.

Dental care is not guaranteed for most veterans through the VA system, and many fall through the cracks. United We Smile fills that gap with empathy, respect, and professionalism—ensuring no veteran is left behind when it comes to oral health.

A Call for Support

As we look ahead, we hope that Leelanau County would consider supporting United We Smile at $5,000 per month to help sustain and expand this life-changing work. Ongoing support will allow us to serve more residents, respond to urgent needs, and build long-term health outcomes in partnership with local providers.

Your investment would directly fund patient coordination, case management, dental supplies, and provider support—turning need into care, and pain into progress.