

# Allegan County Board of Commissioners



County Services Building  
3283 – 122<sup>nd</sup> Avenue  
Allegan, MI 49010  
269-673-0203 Main Office  
269-686-5331 Main Fax  
<http://www.allegancounty.org>

*Jim Storey, Chairperson  
Dean Kapenga, Vice Chairperson*

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## **BOARD OF COMMISSIONERS MEETING – AGENDA** \*REVISION #1 – 1/10/23

Thursday, January 12, 2023 – 1 PM

County Services Building – Board Room

Virtual Connectivity Options Attached

### **DISTRICT 1**

Jim Storey  
616-848-9767  
jstorey@  
allegancounty.org

1 PM

**CALL TO ORDER:**

**ROLL CALL:**

**OPENING PRAYER:** Commissioner Jim Storey

**PLEDGE OF ALLEGIANCE:**

**PUBLIC HEARING:** None

**COMMUNICATIONS:** Attached

**APPROVAL OF MINUTES:**

December 8, 2022, & January 5, 2023

**PUBLIC PARTICIPATION:**

**ADDITIONAL AGENDA ITEMS:**

**APPROVAL OF AGENDA:**

**PRESENTATIONS:** None

**PROCLAMATIONS:**

**INFORMATIONAL SESSION:** None

**ADMINISTRATIVE REPORTS:**

### **DISTRICT 2**

Mark DeYoung  
616-318-9612  
mdeyoung@  
allegancounty.org

### **DISTRICT 3**

Dean Kapenga  
616-218-2599  
dkapenga@  
allegancounty.org

### **DISTRICT 4**

Scott Beltman  
616-292-1414  
sbeltman@  
allegancounty.org

## **CONSENT ITEMS:**

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (12/16/22 & 12/23/22 & 12/30/22 & 1/6/23 & 1/13/23)

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## **ACTION ITEMS:**

1. None

### **DISTRICT 5**

Gale Dugan  
269-694-5276  
gdugan@  
allegancounty.org

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## **DISCUSSION ITEMS:**

1. Finance—adopt Budget Policy #211
2. \*Palisades Restart (Chairperson Storey)
3. \*Non-Gaming Property – Request for Input (Commissioner Dugan)

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## **NOTICE OF APPOINTMENTS & ELECTIONS:**

### **ELECTIONS:**

1. Economic Development Commission

### **Mission Statement**

“The Allegan County Board of Commissioners shall plan, develop, and evaluate the necessary policies and resources to ensure our county continues to progress and prosper”

- One Mfg./Industry Representative—term expired 12/31/2021
2. Commission on Aging
    - One Senior Representative—term expires 12/31/2023 [Application REC 11/10/22](#)

**APPOINTMENTS:**

1. Boundary Commission (Probate Judge Appoints)
  - One Township Representative—term expired 12/31/2022 [One Judges Appointment REC 1/7/23](#)
2. Jury Board (Circuit Judge recommends)
  - One Representative—term expires 3/31/25
3. Soldiers/Sailors Relief Commission (Probate Judge Appoints)
  - Three Representatives—terms expired 12/31/2022 [One Judges Appointment REC 1/7/23](#)
4. Community Corrections Advisory Board
  - One Commissioner Representative—term expires 12/31/23
5. Brownfield Redevelopment Authority
  - One Representative—term expires 12/31/2021
6. Parks Advisory Board
  - Two Representatives—term expired 12/31/2022 [Application REC 1/7/23](#)
7. Local Emergency Planning Committee
  - EOC Director Representative —term expired 12/31/22
  - Education Representative—term expired 12/31/22
  - Media Representative—term expired 12/31/22
8. Tourist Council
  - One Representative—term expires 12/31/23
9. Lake Board (Minor Lake)
  - One Commissioner Representative—term coterminous
10. Lake Board (Selkirk Lake)
  - One Commissioner Representative—term coterminous
11. Lake Board (Gun Lake)
  - One Commissioner Representative—term coterminous
12. Solid Waste Planning Committee
  - One City Gov. Representative—term expired 12/31/22 [Application REC 1/6/23](#)
  - One Environment Int. Group Representative—term expired 12/31/22 [Application REC 1/6/23](#)
  - One Solid Waste Industry Representative—term expired 12/31/20
  - One Solid Waste Industry Representative—term expired 12/31/19
  - One Township Representative—term expired 12/31/19
  - One General Public Representative—term expired 12/31/22
  - One Industrial Waste Generator Representative—term expired 12/31/20
  - One Regional Solid Waste Planning Rep—term expired 12/31/2022
13. 911 Policy & Procedure Board
  - One Emergency Services Representative—term expires 7/31/23

**PUBLIC PARTICIPATION:**

**FUTURE AGENDA ITEMS:**

1. OPENING PRAYER: Commissioner Mark DeYoung

2. ACTION ITEM: Finance—adopt Budget Policy #211
3. DISCUSSION ITEM: MDOT Annual Application
4. DISCUSSION ITEM: Pictometry Aerial Imagery Acquisition

**REQUEST FOR PER DIEM/MILEAGE:**

**BOARDS AND COMMISSIONS REPORTS:**

**ROUND TABLE:**

**CLOSED SESSION:** None scheduled

**ADJOURNMENT:** Next Meeting – January 26, 2023, 1 PM @ **BOARD ROOM – COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX.**



# Allegan County Board of Commissioners

# STEP 1: Connect to the Meeting

- OPTION 1: Zoom over Telephone

- Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
- Type in Meeting ID: 891 6032 7098, then #, then # again
- Type in Meeting Password: 11223, then #

- To raise your hand to speak, press \*9
- To Mute and Unmute, press \*6

<STOP here>

You do not have to continue reading the rest of the instructions.

- OPTION 2: Youtube

- Open Internet Explorer or Chrome
- Navigate to <https://www.youtube.com/channel/UCQIiZQstN2Pa57QAItAWdKA>
- Click on image of “Live” video

<STOP here>

You do not have to continue reading the rest of the instructions.

- OPTION 3: Zoom over Web browser

- Open Internet Explorer or Chrome
- Navigate to <https://zoom.us/j/89160327098>
- Meeting Password: 11223

<Continue with the rest of the instructions>

# STEP 2: Enter registration information

Webinar Registration - Zoom

zoom.us/webinar/register/WN\_YneHxuk\_SjqfnMwchbtUEg

## Webinar Registration

Topic: BOC Meeting - 4/9/2020

Time: Apr 9, 2020 01:00 PM in Eastern Time (US and Canada)


\* Required information

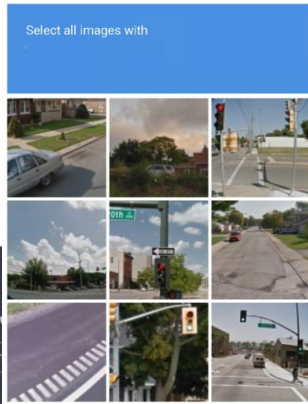
First Name \*

Last Name \*

Email Address \*

Confirm Email Address \*

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About  
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Features  
Careers  
Integrations  
Partners  
Investors

Download  
Meetings Client  
Zoom Rooms Client  
Browser Extension  
Outlook Plug-in  
Lync Plug-in  
iPhone/iPad App  
Android App

Sales  
1.888.799.9666  
Contact Sales  
Plans & Pricing  
Request a Demo  
Webinars and Events

Support  
Test Zoom  
Account  
Support Center  
Live Training  
Feedback  
Contact Us  
Accessibility

1. Enter name and email

2. Click this box

3. Answer challenge question

4. Click when done.

STEP 3: This Window will appear when connected.



# STEP 4: Adjust audio settings (if needed)

The screenshot shows the Zoom application interface. A vertical black bar on the left side of the screen has a blue arrow labeled '1' pointing to the 'Audio' menu item in the left-hand navigation pane. A second blue arrow labeled '2' points from the 'Audio' menu item to the 'Settings' window, which is open to the 'Audio' settings page. The 'Settings' window shows the 'Speaker' section with 'Remote Audio' selected in the dropdown menu. Below this, there are volume sliders for 'Output Level' and 'Volume', and a checked box for 'Automatically adjust volume'. The 'Microphone' section shows 'Test Mic' selected, with 'Input Level' and 'Volume' sliders, and a checked box for 'Automatically adjust volume'. At the bottom of the 'Settings' window, there are several checkboxes: 'Use separate audio device to play ringtone simultaneously', 'Automatically join audio by computer when joining a meeting', 'Mute my microphone when joining a meeting', 'Press and hold SPACE key to temporarily unmute yourself', and 'Sync buttons on headset'. An 'Advanced' button is located at the bottom right of the settings window. In the background, a meeting agenda is visible with items like 'Economic Development - Greg King, Director' and 'ADMINISTRATIVE REPORTS: CONSENT ITEMS:'. A list of consent items includes '1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)'. At the bottom of the screen, there is a meeting toolbar with icons for 'Chat', 'Raise Hand', and 'Q&A'.

Settings

General

Video

**Audio**

Share Screen

Virtual Background

Recording

Statistics

Feedback

Keyboard Shortcuts

Accessibility

Speaker

Test Speaker Remote Audio

Output Level:

Volume:

Microphone

Test Mic

Input Level:

Volume:

Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Advanced

Select a Speaker

- Remote Audio
- Same as System
- Test Speaker & Microphone...
- Leave Computer Audio
- Audio Settings...

Economic Development — Greg King, Director

**ADMINISTRATIVE REPORTS:**

**CONSENT ITEMS:**

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)

Chat Raise Hand Q&A

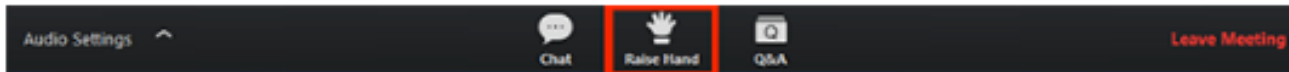


# STEP 5: Raise hand to be recognized to speak.

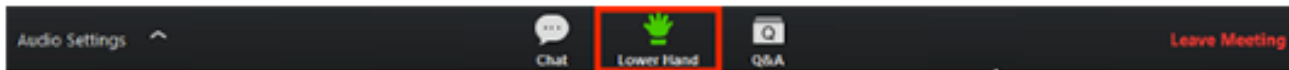
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

On bottom of screen.

1. Click **Raise Hand** in the Webinar Controls.



2. The host will be notified that you've raised your hand.
3. Click **Lower Hand** to lower it if needed.



# STEP 6: To leave the meeting

The screenshot shows a Zoom meeting interface. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. In the top right corner, there is an "Enter Full Screen" button. The main content is a document viewer displaying a Microsoft Word document titled "BOC20200409\_agenda [Compatibility Mode] - Word". The document header includes the "Allegan County Board of Commissioners" logo and contact information for County Services Building, including address, phone, fax, and website. Below the header, the document title is "BOARD OF COMMISSIONERS MEETING – AGENDA". The agenda items are listed by district: DISTRICT 1 (Dean Kasperge), DISTRICT 2 (Jim Storey), DISTRICT 3 (Max R. Thiele), and DISTRICT 4 (Mick DeYoung). The central part of the agenda lists the meeting order: 1PM CALL TO ORDER, ROLL CALL, OPENING PRAYER, PLEDGE OF ALLEGIANCE, COMMUNICATIONS (Attached), APPROVAL OF MINUTES (Attached), PUBLIC PARTICIPATION, ADDITIONAL AGENDA ITEMS, APPROVAL OF AGENDA, PRESENTATIONS, PROCLAMATIONS, INFORMATIONAL SESSION (Attached), and ADMINISTRATIVE REPORTS. At the bottom of the document viewer, it shows "PAGE 1 OF 2" and "251 WORDS". Below the document viewer is a Zoom meeting control bar with icons for "Audio Settings", "Chat", "Raise Hand", and "Q&A". A red "Leave Meeting" button is located in the bottom right corner of the control bar, with a large blue arrow pointing to it.



# Alcona County Board of Commissioners

Alcona County Building  
P.O. Box 308  
Harrisville, MI 48740

Voice: (989) 724-9410  
Facsimile: (989) 724-9419

## ALCONA COUNTY BOARD OF COMMISSIONERS RESOLUTION #2022-18

### SUPPORT FOR ECONOMIC IMPACT STUDY OF CONSUMERS ENERGY DAMS

**WHEREAS**, in a news release dated August 9, 2022, Consumers Energy announced it will gather opinions from the public about the 13 dams they own and operate on five Michigan rivers to help guide their decisions about the future of those electric generation facilities; and

**WHEREAS**, within the news release, Norman Kapala, Vice President of Generation Operations at Consumers Energy explains, "We need to perform due diligence now as the licenses to operate your dams begin to expire in 12 years. We do not want to assume we know how individuals and communities feel about our dams as we develop plans to either continue investing in or remove any of your rivers hydro facilities." and acknowledges, "We are keenly aware dams have great significance for local communities and impact recreation to Michigan residents and visitors statewide. Public input will be an important component in our long-term strategic planning regarding the future of our dams."; and

**WHEREAS**, in October 2022, Consumers Energy held a public meeting in Alcona County regarding the Alcona dam; and

**WHEREAS**, the one dam within Alcona County creates a robust recreational and economic impact within our county; and

**WHEREAS**, decommissioning of this dam would be devastating to the local economy in Alcona County as well as the economy state-wide as thirteen dams are being considered for decommissioning; and

**WHEREAS**, the true economic impact cannot be quantified at this time due to the lack of comprehensive, professional and independent report; and

**WHEREAS**, Consumers Energy benefited from using Michigan's natural resources for more than one hundred years.

**NOW THEREFORE BE IT RESOLVED**, the Alcona County Board of Commissioners believes Consumers Energy has a responsibility to fund state-wide economic and environmental studies by an independent consultant with the expertise in these subjects to obtain an accurate picture of the true economic and environmental impacts to the State of Michigan and Alcona County.

**NOW THEREFORE BE IT FURTHER RESOLVED**, the Alcona County Board of Commissioners further supports the exploration of other funding sources for these studies including but not limited to State and Federal grants.

Moved by Commissioner Small seconded by  
Commissioner Brege to approve the resolution as presented.

Ayes 5  
Nays 0

**MOTION CARRIED**

State of Michigan )  
                                  )  
County of Alcona )

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Alcona County Board of Commissioners at the Regular Meeting held on the 21<sup>st</sup> day of December, 2022 and that notice of such meeting was given as required by law.

Stephany Eller  
Stephany Eller, Alcona County Clerk



## Resolution

### RESOLUTION URGING STATE LEGISLATURE TO AMEND THE MICHIGAN AUTO INSURANCE REFORM ACT TO AMEND THE REIMBURSEMENT CAP FOR AUTO ACCIDENT VICTIMS AND HOME HEALTH CARE

**WHEREAS**, the Michigan No-Fault Auto Insurance Reform Act of 2019 introduced a fee cap, which took final effect on July 1, 2021; this cap set percentage limits on how much residential care facilities, home health care providers, and other persons can be reimbursed for providing treatment/care to auto accident victims; and

**WHEREAS**, these reimbursement caps are 55% of the reimbursement rates that Home Care Providers were collecting in 2019;

**WHEREAS**, 55% of a Home Health Care provider's 2019 collections, is an unsustainable reimbursement cap to continue caring for catastrophically injured individuals following an auto accident;

**NOW THEREFORE BE IT RESOLVED**, that the Barry County Board of Commissioners hereby urges the Michigan Legislature to amend the Michigan No-Fault Auto Insurance Reform Act to address a sustainable fee cap (i.e. Michigan's Workman's Compensation Fee Cap for Ancillary Services) for Home Health Care providers, in order to uphold these benefits that have been paid for by the survivors who are currently receiving and who will receive in-home, long-term care, when purchasing an Unlimited PIP Auto Insurance policy, paid by the Michigan Catastrophic Claims Association.

**BE IT FURTHER RESOLVED**, that the Barry County Clerk is requested to forward copies of the adopted resolution to the Governor of the State of Michigan, the State Senate Majority and Minority leaders, the State House Speaker and Minority Leader, the members of the Barry County delegation to the Michigan Legislature, and the other 82 counties of Michigan as Commissioner Correspondence.

Benjamin D. Geiger, Chair  
Barry County Board of Commissioners

Pamela Palmer  
Barry County Clerk

Adopted 12/13/22

## ALLEGAN COUNTY BOARD OF COMMISSIONERS

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DECEMBER 8, 2022 SESSION

JOURNAL 70

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**MORNING SESSION****DECEMBER 8, 2022 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on December 8, 2022 at 9:00 A.M. in accordance with the motion for adjournment of November 10, 2022, and rules of this board; Chairman Storey presiding.

The Deputy Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

DIST #1	DEAN KAPENGA	DIST #5	TOM JESSUP
DIST #2	JIM STOREY	DIST #6	GALE DUGAN
DIST #3	MAX THIELE	DIST #7	RICK CAIN
DIST #4	MARK DeYOUNG		

**PUBLIC PARTICIPATION - COMMENTS**

2/ Chairman Storey opened the meeting to public participation and the following individuals offered comments:

1. Allegan County Treasurer Sally Brooks thanked the board for the retention payments that were given to employees. Would like to see changes to the plan next year to have the total payments averaged out between all employees.
2. Allegan County Chief Deputy Treasurer Sheila Buckleitner addressed the board regarding the wages for the elected officials and their chief deputies and would like the wage schedule re-adjusted for 2023.

**AGENDA - ADOPTED AS PRESENTED**

3/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to adopt the meeting agenda as presented. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**CLOSED SESSION: TAX REVERSION - GRAINGER V. OTTAWA COUNTY**

4/ Moved by Commissioner Thiele, seconded by Commissioner DeYoung to recess to closed session to discuss tax reversion - Grainger vs. Ottawa County. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**RECONVENE/ROLL CALL**

5/ Upon reconvening at 9:55 A.M., the following Commissioners were present: Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain.

**ADMINISTRATION AND CORPORATE COUNSEL APPROVAL OF SETTLEMENT AGREEMENT**

6/ During closed session there was discussion on approving a settlement agreement. Administrator Sarro noted to the board they received a resolution that was approved by counsel and recommends approval.



**RESOLUTION TO APPROVE SETTLEMENT AGREEMENT: WAYSIDE CHURCH, et al v VAN BUREN COUNTY, et al WESTERN DISTRICT OF MICHIGAN CASE NO. 1:14-CV-01274**

7/ **WHEREAS**, Wayside Church, et al, filed a class action complaint against a number of counties in the United States District Court for the Western District of Michigan in Civil Action No. 1:14-cv-01274 ("Complaint"); and

**WHEREAS**, Parties have been exploring and preparing defenses and participating in settlement negotiations under the oversight of the 6<sup>th</sup> Circuit Court of Appeals Mediation process; and

**WHEREAS**, the parties are desirous of avoiding future litigation and controversy and after extensive negotiations, have agreed to certain terms and conditions set forth in the Settlement and Release Agreement, subject to approval by the Court, and as outlined by counsel; and

**WHEREAS**, the County understands that the Settlement and Release Agreement is a compromise of a disputed claim and that payment(s) made and conditions state therein are not to be construed as an admission of liability on the part of the parties being released by who all liability is expressly denied; and

**WHEREAS**, after consultation with legal counsel, and the County Treasurer and upon the recommendation and endorsement of the Settlement by each, the County believes it is in the best interests of the citizens of ALLEGAN County to resolve the litigation in accordance with the Settlement and Release Agreement, subject to approval by the Court.

**THEREFORE BE IT RESOLVED** that the ALLEGAN County Board of Commissioners approves entering into the Settlement and Release Agreement in connection with Civil Action No. 1:14-cv-01274, subject to approval by the Court; and

**BE IT FURTHER RESOLVED** that the Chairperson of the Board of Commissioners and County Clerk are hereby authorized to sign the Settlement and Release Agreement on behalf of ALLEGAN County, and the County Treasurer is encouraged to execute the Settlement and Release, subject to approval by the Court, after approval as to form by the County Attorney.

Moved by Commissioner Thiele, seconded by Commissioner Kapenga to approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ADMINISTRATIVE REPORTS**

8/ Administrator Sarro noted his written report was submitted to Commissioners. Highlights included the retention payments that were delivered to employees; employment opportunities; facility master planning; courthouse and county services building planning; Outlook email changes; MERS; Covid-19 updates; and public health programs.

**BREAK - 11:05 A.M.**

9/ Upon reconvening at 11:15 A.M., the following Commissioners were present: Commissioner Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain. Absent: None.

**APPOINTMENTS**

9/

**AREA COMMUNITY SERVICES EMPLOYMENT & TRAINING COUNCIL**

Chairman Storey announced the appointment of the following individuals to the Area Community Services Employment & Training Council to fill a 1-year term; term to expire 12/31/2023.

Mark DeYoung, 4169 Hickory St, Dorr MI

Moved by Commissioner Dugan, seconded by Commissioner Cain to approve the appointment as made. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**BROWNFIELD REDEVELOPMENT AUTHORITY**

Chairman Storey announced the appointment of the following individuals to the Brownfield Redevelopment Authority to fill a 3-year term; term to expire 12/31/2025.

Suzanne Dixon, PO Box 442, Douglas MI  
 Nick Breedveld, 1101 Barton St, Otsego MI  
 Gale Dugan, 318 21<sup>st</sup> St, Otsego MI  
 Alexandra Gonzales, 849 Knollcrest Ave, Holland MI

Moved by Commissioner Kapenga, seconded by Commissioner Jessup to approve the appointments as made. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES COMMITTEE**

Chairman Storey announced the appointment of the following individuals to the Community Economic Development Strategies Committee to fill a 1-year term; term to expire 12/31/2023.

Nora Balgoyen-Williams, 2188 36<sup>th</sup> St, Allegan MI

Moved by Commissioner Cain, seconded by Commissioner Dugan to approve the appointment as made. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**PARKS ADVISORY BOARD**

Chairman Storey announced the appointment of the following individuals to the Parks Advisory Board to fill a 3-year term; term to expire 12/31/2025.

Joshua Driscoll, 3081 53<sup>rd</sup> St, Hamilton MI  
 John Clark III, 3420 Bryans Way, Allegan MI  
 Mark DeYoung, 4169 Hickory St, Dorr MI  
 Pamela Brown, 2295 114<sup>th</sup> Ave, Allegan MI  
 Tom Jessup, 6717 108<sup>th</sup> Ave, South Haven MI

Moved by Commissioner Dugan, seconded by Commissioner Cain to approve the appointments as made. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**LOCAL EMERGENCY PLANNING COMMITTEE**

Chairman Storey announced the appointment of the following individuals to the Local Emergency Planning Committee to fill a 3-year term; term to expire 12/31/2025.

Jim Storey, 344 W 35<sup>th</sup> St, Holland MI (Local Government)  
 Whitney Wisner, 3271 122<sup>nd</sup> Ave, Allegan MI (Communications/Dispatch)  
 Brant Mitchell, 2872 Mission Dr, Shelbyville MI (Tribal Government)  
 Randy Rapp, 3255 122<sup>nd</sup> Ave, Allegan MI (Health)  
 Brett Apelgren, 3271 122<sup>nd</sup> Ave, Allegan MI (Information Coordinator)  
 Ryan Cronk, 411 Naomi St, Plainwell MI (EMS)  
 Keith Disselkoen, 544 N. Main St, Wayland MI (Law Enforcement)  
 Mike Larsen, 640 River St, Allegan MI (Law Enforcement)  
 Heather Miller, 5900 Byron Center Ave, Wyoming MI (Training)  
 Brandon Weber, 1727 106<sup>th</sup> Ave, Otsego MI (Firefighter)  
 Jennifer Hamman, 3347 125<sup>th</sup> Ave, Allegan MI (Community Organization)  
 David Goyings, 1451 Timber Ridge Bay Dr, Allegan MI (Organized Labor)  
 John Sharpe, 1308 Lincoln Rd, Allegan MI (Transportation)  
 Mike VanDenBerg, 970 7th St, Plainwell MI (Agriculture)  
 Alexander Yared, 533 Columbia Ave #221, Holland MI (Member At Large)  
 Richard Koch, 303 Park St, Wayland MI (Environmental)  
 Shellie Ritsema, 1 LG Way, Holland MI (Facilities)

Moved by Commissioner DeYoung, seconded by Commissioner Dugan to approve the appointments as made. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**MACATAWA AREA COORDINATING COUNCIL (MACC)**

Chairman Storey announced the appointment of the following individuals to the Macatawa Area Coordinating Council to fill a 1-year term; term to expire 12/31/2023.

Jim Storey, 344 W 35<sup>th</sup> St, Holland MI  
 Dean Kapenga, 5634 136<sup>th</sup> Ave, Hamilton MI

Moved by Commissioner Cain, seconded by Commissioner DeYoung to approve the appointments as made. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**COMMUNITY ACTION OF ALLEGAN COUNTY**

Chairman Storey announced the appointment of the following individuals to the Community Action of Allegan County to fill a 1-year term; term to expire 12/31/2023.

Dean Kapenga, 5634 136<sup>th</sup> Ave, Hamilton MI  
 Jim Storey, 344 W 35<sup>th</sup> St, Holland MI

Moved by Commissioner Cain, seconded by Commissioner DeYoung to approve the appointments as made. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**SOLID WASTE PLANNING COMMITTEE**

Chairman Storey announced the appointment of the following individuals to the Solid Waste Planning Committee to fill a 2-year term; term to expire 12/31/2024.

Denise Webster, 6546 Sanctuary Trail, Saugatuck MI (General Public)  
Gale Dugan, 318 21<sup>st</sup> St, Otsego MI (Commissioner)  
Randy Rapp, 3255 122<sup>nd</sup> Ave, Allegan MI (Environmental Int Group Rep)

Moved by Commissioner Jessup, seconded by Commissioner Thiele to approve the appointments as made. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**TOURIST COUNCIL**

Chairman Storey announced the appointment of the following individuals to the Tourist Council to fill a 3-year term; term to expire 12/31/2025.

Melissa Brower, PO Box 24, Fennville MI  
Richard H. Burn, 1312 St Andrews Dr, Holland MI  
Deborah Laraway, 928 Kandel, Pullman MI

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to approve the appointments as made. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**WEST MICHIGAN REGIONAL AIRPORT AUTHORITY**

Chairman Storey announced the appointment of the following individuals to the West Michigan Regional Airport Authority to fill a 2-year term; term to expire 12/31/2024.

Jim Storey, 344 W 35<sup>th</sup> St, Holland MI  
Dean Kapenga, 5634 136<sup>th</sup> Ave, Hamilton MI (Alternate)

Moved by Commissioner Kapenga, seconded by Commissioner Dugan to approve the appointments as made. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**WEST MICHIGAN REGIONAL PLANNING COMMISSION**

Chairman Storey announced the appointment of the following individuals to the West Michigan Regional Planning Commission to fill a 1-year term; term to expire 12/31/2023.

Tom Jessup, 6717 108<sup>th</sup> Ave, South Haven MI  
Joseph Pierce, 1253 Taylor Ave, Grand Haven MI

Moved by Commissioner Cain, seconded by Commissioner Kapenga to approve the appointments as made. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**MULTI-AGENCY COLLABORATIVE COMMITTEE**

Chairman Storey announced the appointment of the following individual to the Multi-Agency Collaborative Committee to fill a 1-year term; term to expire 12/31/2023.

Jim Storey, 344 W 35<sup>th</sup> St, Holland MI

Moved by Commissioner Cain, seconded by Commissioner Kapenga to approve the appointment as made. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**PER DIEM/MILEAGE REQUEST - WEST MICHIGAN REGIONAL PLANNING COMMISSION**

**11/** Moved by Commissioner Cain, seconded by Commissioner Dugan to approve per diem and mileage reimbursement in the amount of \$50/half day and \$100/full day for non-compensated positions on the West Michigan Regional Planning Commission. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

\*\*Motion was rescinded during regular board session - see item 30, page #439.

**ELECTIONS**

**12/**

**CASINO LOCAL REVENUE SHARING BOARD**

Chairman Storey opened nominations to fill the 2-year term on the Casino Local Revenue Sharing Board; term to expire 12/31/2024.

Commissioner Storey nominated:

Commissioner DeYoung, 4169 Hickory, Dorr MI

Moved by Commissioner Dugan, seconded by Commissioner Cain to close nominations and cast a ballot for those nominated. Motion carried by voice vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

**COMMISSION ON AGING**

Chairman Storey opened nominations to fill the 3-year term on the Commission on Aging; term to expire 12/31/2025.

Commissioner Storey nominated:

Dean Kapenga, 5634 136<sup>th</sup> Ave, Hamilton MI

Larry Ladenburger, 2723 106<sup>th</sup> Ave, Allegan MI (Senior Rep)

Sally Heavener, 111 E 33<sup>rd</sup> St, Holland MI (Member At Large)

Moved by Commissioner Dugan, seconded by Commissioner Cain to close nominations and cast a ballot for those nominated. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**ECONOMIC DEVELOPMENT COMMISSION**

Chairman Storey opened nominations to fill the 3-year term on the Economic Development Commission; term to expire 12/31/2025.

Commissioner Storey nominated:

- Denise Siegel, 211 N Main St, Plainwell MI (Downtown Rep)
- Matt Smith, 3040 122<sup>nd</sup> Ave, Allegan MI (Real Estate/Development Rep)
- Michelle Krcatovich, 696 Lake 16 Dr, Allegan MI (Workforce Development)
- Stephanie Calhoun, 112 Locust St, Allegan MI (Non-Profit)
- Parker Johnson, 228 Trowbridge St, Allegan MI (Recreation/Tourism)

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to close nominations and cast a ballot for those nominated. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - NO COMMENTS**

13 Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

**ADJOURNMENT UNTIL JANUARY 5, 2023 AT 9:00 A.M.**

14/ Moved by Commissioner Cain, seconded by Commissioner Jessup to adjourn until January 5, 2023 at 9:00 A.M. The motion carried by roll call vote and the meeting was adjourned at 11:43 A.M. Yeas: 7 votes. Nays: 0 votes.

**AFTERNOON SESSION**

**DECEMBER 8, 2022 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

15/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on December 8, 2022 at 1:00 P.M. in accordance with the motion for adjournment of November 10, 2022, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #6 Commissioner Dugan.

The Deputy County Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

- |         |              |         |            |
|---------|--------------|---------|------------|
| DIST #1 | DEAN KAPENGA | DIST #5 | TOM JESSUP |
| DIST #2 | JIM STOREY   | DIST #6 | GALE DUGAN |
| DIST #3 | MAX THIELE   | DIST #7 | RICK CAIN  |
| DIST #4 | MARK DeYOUNG |         |            |

**COMMUNICATIONS**

**16/** Deputy Clerk Tien noted to the board that they received the following communications:

1. Resolution from Gogebic County and Ontonagon County to amend the Michigan Auto Insurance Reform Act to amend the reimbursement cap for auto accident victims and home health care
2. Resolution from Clyde Township and Trowbridge Township opposing the relocation of the Allegan County offices
3. Martin Township resolution to the Allegan County 911 Policy and Procedure Board to reconsider their pre-alert trial period

**NOVEMBER 10, 2022 SESSION MINUTES - ADOPTED**

**17/** Moved by Commissioner Thiele, seconded by Commissioner Kapenga to approve the minutes for the November 10, 2022 session as distributed. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - COMMENTS**

**18/** Chairman Storey opened the meeting to public participation and the following individual offered comment:

1. Prosecuting Attorney Myrene Koch thanked the retiring Commissioners for their service; also voiced concerns on the renovation plans for the courthouse

**AGENDA - ADDITIONS**

**19/** Chairman Storey asked if there were any additions or changes to the agenda. Commissioner Storey asked to amend the meeting agenda to have Allegan County Surveyor Kevin Miedema address the board after the approval of the agenda.

Commissioner Dugan requested to add action item #2 - draft letter that was reviewed during the planning session.

Moved by Commissioner Dugan, seconded by Commissioner Cain to adopt the changes to the meeting agenda as requested. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**AGENDA - ADOPTED AS AMENDED**

**20/** Moved by Commissioner Thiele, seconded by Commissioner Dugan to adopt the meeting agenda as amended. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**ALLEGAN COUNTY SURVEYOR - KEVIN MIEDEMA**

**21/** Allegan County Surveyor Kevin Miedema addressed the board with the history of remonumentation.

**FINANCE-APPOINT 2023 SURVEY AND REMONUMENTATION PEER REVIEW GROUP**

**22/ WHEREAS**, the County will apply for the 2023 Survey and Remonumentation grant in accordance with MCL 54.269; and

**WHEREAS**, in accordance with MCL 54.269(b) the Board of Commissioners shall appoint members to the Peer Review Group annually; and

**WHEREAS**, in accordance with MCL 54.269(a) the Board of Commissioners shall appoint a grant administrator.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners approves the recommendation of the County Surveyor to appoint the following individuals to the Peer Review Group for the 2023 Survey and Remonumentation grant term:

- Steve Koerber of Arrow Land Surveys
- Cindy Koster of Pathfinder Engineering
- Ken Vierzen from Exxel Engineering, Inc
- Greg Vaughn of Wightman & Associates, Inc
- Randy Jonker of Jonker Land Surveys, PC
- Kevin Miedema of 42 North Surveying - County Surveyor as Remonumentation Grant Representative
- Ed Morse of Mitchell & Morse Land Surveying
- Luke Hansen of Allegan County Road Commission; and

**BE IT FURTHER RESOLVED**, that the Board of Commissioners hereby appoints the Accounting Manager as the Grant Administrator for the Survey and Remonumentation Grant; and

**BE IT FINALLY RESOLVED** that the Board Chairperson and/or the County Administrator are authorized to sign the necessary documents on behalf of the County and that the Executive Director of Finance is authorized to make any necessary budget adjustment to complete this action.

Moved by Commissioner DeYoung, seconded by Commissioner Thiele to approve the resolution as presented. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS**

**23/ WHEREAS**, Administration has compiled the following claims for November 18, 2022; November 25, 2022; December 2, 2022; December 9, 2022; and

**WHEREAS**, the following claims, which are chargeable against the County, were audited in accordance with Section 46.61 to 46.63, inclusive, M.C.L. 1970 as amended and resolutions of the Board; and

**WHEREAS**, said claims are listed in the 2022 Claims folder of the Commissioners' Record of Claims.

**November 18, 2022**

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	99,242.31	99,242.31	
Parks/Recreation Fund – 208	598.61	598.61	
Friend of the Court – Cooperative Reimb. – 215	803.52	803.52	
Health Department Fund – 221	17,778.11	17,778.11	
Solid Waste/Recycling - 226	57,551.63	57,551.63	
Indigent Defense Fund – 260	24,722.95	24,722.95	
Central Dispatch Fund – 261	449.97	449.97	
Local Corrections Officers Training Fund – 264	124.00	124.00	
Crime Victims Rights Grant – 280	5.25	5.25	
Sheriffs Contract – Wayland Township – 286	1,266.22	1,266.22	
Transportation Fund – 288	616.52	616.52	



DHHS Board - 290	8.50	8.50	
Child Care Fund – 292	14,460.55	14,460.55	
Senior Services Fund – 298	797.51	797.51	
Property Tax Adjustments – 516	18,420.66	18,420.66	
Tax Reversion – 620	700.00	700.00	
Tax Reversion 2018 – 629	4,746.86	4,746.86	
Fleet Management/Motor Pool – 661	58.40	58.40	
Self-Insurance Fund – 677	44,456.23	44,456.23	
Drain Fund – 801	3,607.95	3,607.95	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$290,415.75</b>	<b>\$290,415.75</b>	

November 25, 2022

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	208,505.49	208,505.49	
Parks/Recreation Fund – 208	204.04	204.04	
Health Department Fund – 221	15,160.67	15,160.67	
Solid Waste/Recycling - 226	2,947.15	2,947.15	
Multi-Agency Collab Committee – 245	523.83	523.83	
Animal Shelter – 254	6,631.00	6,631.00	
Indigent Defense Fund – 260	317.37	317.37	
Central Dispatch Fund – 261	19,724.72	19,724.72	
Grants – 279	2,500.00	2,500.00	
Transportation Fund – 288	3,794.73	3,794.73	
Child Care Fund – 292	4,571.23	4,571.23	
Veterans Relief Fund - 293	1,553.60	1,553.60	
Senior Services Fund – 298	90,883.21	90,883.21	
American Rescue Plan Act – ARPA – 299	10,923.20	10,923.20	
Capital Improvement Fund – 401	130,633.80	130,633.80	
Central Dispatch CIP – 496	3,264.00	3,264.00	
Property Tax Adjustments – 516	41.92	41.92	
Tax Reversion 2019 – 619	5,465.10	5,465.10	
Tax Reversion – 620	40.63	40.63	
Revolving Drain Maintenance Fund - 639	187.10	187.10	
Fleet Management/Motor Pool – 661	38.22	38.22	
Self-Insurance Fund – 677	125,565.24	125,565.24	
Drain Fund – 801	4,119.75	4,119.75	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$637,596.00</b>	<b>\$637,596.00</b>	

December 2, 2022

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED

General Fund – 101	70,170.49	70,170.49	
Friend of the Court – Cooperative Reimb. – 215	110.92	110.92	
Friend of the Court – Other – 216	2,205.29	2,205.29	
Indigent Defense Fund – 260	717.56	717.56	
Central Dispatch Fund – 261	617.82	617.82	
Local Corrections Officers Training Fund – 264	1,530.00	1,530.00	
CDBG Program Income Fund – 277	30.00	30.00	
Grants – 279	10,573.71	10,573.71	
Transportation Fund – 288	764.79	764.79	
Child Care Fund – 292	5,597.74	5,597.74	
Veterans Relief Fund - 293	353.53	353.53	
Senior Services Fund – 298	6,077.39	6,077.39	
Capital Improvement Fund – 401	2,604.27	2,604.27	
Property Tax Adjustments – 516	1,613.31	1,613.31	
Drain Fund – 801	60,387.44	60,387.44	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$163,354.26</b>	<b>\$163,354.26</b>	

December 9, 2022

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	282,906.25	282,906.25	
Parks/Recreation Fund – 208	1,436.40	1,436.40	
Friend of the Court – Cooperative Reimb. – 215	569.80	569.80	
Health Department Fund – 221	48,656.99	48,656.99	
Solid Waste/Recycling – 226	10,594.11	10,594.11	
Brownfield Redevelopment Auth. – 243	379,390.00	379,390.00	
Palisades Fund – 257	150.72	150.72	
Indigent Defense Fund – 260	18,059.94	18,059.94	
Central Dispatch Fund – 261	45,009.50	45,009.50	
Law Library Fund – 269	2,324.28	2,324.28	
Grants – 279	1,437.04	1,437.04	
Sheriffs Contract – All Other – 287	3,499.09	3,499.09	
Transportation Fund – 288	108,667.19	108,667.19	
Child Care Fund – 292	10,887.56	10,887.56	
Veterans Relief Fund - 293	954.10	954.10	
Senior Services Fund – 298	81,194.38	81,194.38	
Capital Improvement Fund – 401	27,182.76	27,182.76	
Property Tax Adjustments – 516	6,265.83	6,265.83	
Tax Reversion 2019 – 619	944.42	944.42	
Tax Reversion 2018 – 629	534.75	534.75	
Revolving Drain Maintenance Fund - 639	182.55	182.55	
Fleet Management/Motor Pool – 661	228.88	228.88	
Self-Insurance Fund – 677	381,831.23	381,831.23	

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Drain Fund – 801	10,605.39	10,605.39	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$1,423,513.16</b>	<b>\$1,423,513.16</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for November 18, 2022; November 25, 2022; December 2, 2022; December 9, 2022.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to adopt the report of claims for November 18, 2022; November 25, 2022; December 2, 2022; December 9, 2022. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ACTION ITEMS:**

**BOARD OF COMMISSIONERS – ACCEPT DONATION PROGRAM CHANGES**

**24/ BE IT RESOLVED**, that the Board of Commissioners hereby approves the donation program changes to the Budget policy; as presented; and

**BE IT FURTHER RESOLVED**, that these changes shall be incorporated into the Budget Policy and posted online.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

#### 4.19 Donations and Surplus Programs:

##### 4.19.1 Planning and Approval to Accept Donations

4.19.1.1 Acceptance and use of any donation (money, goods, or services) shall be consistent with the nature of the County's Services and Programs, Strategic Goals, and internal controls and subject to the approval of the Board of Commissioners or CAO pursuant to Appendix 6.D and shall be submitted utilizing the Work Order/(RFA) process.

4.19.1.2 Service Areas, anticipating receipt of donations (or expecting to solicit donations through fundraising efforts) and expecting to use or expend donations (other than receiving monetary donations as a general revenue) on an ongoing basis, shall develop a Donation Plan to be submitted to the CAO.

4.19.1.3 The Plan shall define and establish the estimated useful life of the asset, a funding plan for any ongoing costs and/or replacement costs, use, and disposition of the asset. All donation activity shall be appropriately tracked within the County's financial system.

4.19.1.4 Unless otherwise approved through a Donation Plan, consistent with Appendix 6.D, or permitted within Board of Commissioners approved policy, donations for a restricted purpose shall not be accepted.

4.19.1.5 Donations from service providers currently doing business with the County, having done business with the County in the last 12 months or likely to do business with the County in the next 12 months are specifically prohibited. Infrequent and de minimis items that are generally made available to a broader audience and therefore not an influential factor in decision making processes (e.g. product samples, conference trinkets, holiday greetings) shall not be considered donations.

4.19.1.6 Donations as Recognition/Appreciation – Services Areas (not individuals) may receive donated goods as recognition/appreciation to the extent such is infrequent and de minimis. Example 1, perishable/consumable items such a food in recognition of service or working lunches (e.g. pizza, desserts, *flowers/plants*, etc.) Example 2, token items of appreciation generally valued under \$100 (e.g. service area plaques, photos, inspirational decorations).

4.19.1.7 Monetary Donations - Unless otherwise approved as part of a Donation Plan or approved consistent with the thresholds in Appendix 6.D, monetary donations shall be considered and treated as all other revenue, offsetting existing expenditures, and not be carried over into a subsequent fiscal year.

4.19.1.7.1 All monetary donations must be handled in accordance with the Treasurer's Receipting Policy.

4.19.1.7.2 Service Areas expecting to receive monetary donations as a revenue to offset existing expenditures on a regular basis shall include estimates of donation revenue in the annual budget process.

4.19.1.7.3 Unless otherwise approved through a plan, monetary donations are not eligible for expenditure until received as revenue and approved as an expenditure through an approved budget adjustment in accordance with the budget adjustments portion of this budget policy.

4.19.1.8 Once approved for acceptance the Service Area receiving the donation shall acknowledge and express thanks to the donor(s) on behalf of the County.

4.19.2 Approval to accept goods or services, or purchase goods or services with monetary donations:

4.19.2.1 Goods Acquired through Government Surplus Programs or through Donation: Eligible Service Areas may participate in Government Surplus Property Grants, such as the Federal 1033 Program or may receive donated goods subject to the following requirements:

4.19.2.1.1 All donated goods, or goods to be purchased with monetary donations, which have been pre-approved through the County's Capital Improvement Plan (CIP) and/or Annual Budget/Operational Plan shall be received or purchased with the appropriate review and approval consistent with the value thresholds in Appendix 6.D (operational/capital purchases).

4.19.2.1.2 In determining review/approval levels, only the estimated replacement value (what it would cost the county to replace the donated good with a new good) shall be applicable. Replacement value shall be determined by acquiring a quote(s) for a new equivalent good.

4.19.2.2 Regardless of value, donated goods and services, and goods and services purchased resulting from a monetary donation, in consideration of being acquired shall undergo the appropriate review/approval consistent with county policy and operational support standards, which includes, but is not limited to the following:

4.19.2.2.1 Technology items (e.g. laptops, portable electronic devices, printers, software, etc.) shall be reviewed in advance by Information Services.

4.19.2.2.2 Facility items (e.g. furniture, appliances, etc.) shall be reviewed in advance by Facilities Management.

4.19.2.2.3 Vehicle shall be reviewed in advance by Transportation.

4.19.2.2.4 Personnel/staffing related plans shall be reviewed in advance by Human Resources.

4.19.2.2.5 Services/service agreements shall be reviewed in advance by Project Management.

4.19.3 When submitting a Work Order/RFA for final approval to accept a donation or make a purchase resulting from a monetary donation, evidence of the reviews outlined above shall be provided.

4.19.2.4 In cases where a monetary donation will be utilized to fund a good or service, such good or service shall be acquired by the support area above most closely relating to the nature of the good or service on behalf of the requesting Service Area.

4.19.2.5 Service Areas may acquire surplus or donated goods valued up to \$500 considered to be general operating goods for the nature of work performed by that Service Area.

4.19.2.6 In cases where a good becomes available through a governmental surplus or supplies program (e.g. 1033 DOD program) that has not been approved through an existing plan, exceeds the value of \$500, and is identified as needed, the item shall be reserved for 14 days and submitted for consideration, consistent with the value thresholds in Appendix 6.D (operational/capital purchases).

4.19.13 The Service Area shall maintain and furnish the CAO with access to all agreements, records, and property inventories for all items related to this County donation policy.

DRAFT

**BUILDING - STRATEGIC PLAN FUNDING**

25/ **WHEREAS**, Allegan County has been engaged in long-term strategic planning efforts regarding building use, building renovation, space reallocation; and

**WHEREAS**, Allegan County plans to improve access to justice services and expand accessibility to other county government services; and

**WHEREAS**, in consideration of space already available within County buildings, the Board of Commissioners has determined it would not be a prudent use of funds for new construction; and

**WHEREAS**, on May 23, 2019, the Board of Commissioners extended the timeframe the Allegan County Building, 113 Chestnut Street, shall continue to function as the primary Allegan County Courthouse and that the primary court functions should remain at this location through 2040; and

**WHEREAS**, on April 22, 2021, through the adoption of its Strategic Plan, the Board of Commissioners approved to develop a master plan in conjunction with the approved Courthouse planning to move any non-court related functions to the County Services Building with the intent of developing Courthouse space for court functions, making efficient use of available space, creating easier access to services for customers and, among other benefits, saving significant money over new construction; and

**WHEREAS**, on January 27, 2022, the Board of Commissioners endorsed the request for an additional Circuit Court Judge to authorize the County Administrator to research and develop plans, particularly with respect to personnel and space needs, relative to the addition of a third Circuit Court Judge; and

**WHEREAS**, the Michigan legislature has approved the addition of a third Circuit Court Judge for Allegan County, and the decision is now awaiting the approval of the Governor; and

**WHEREAS**, an architect has been engaged in a planning process to provide an initial assessment and to provide proposed plans for the use, renovation, and reallocation of currently owned County buildings and space.

**THEREFORE BE IT RESOLVED** that as part of the planning process, the County Administrator is authorized to research and develop and build a financial plan to develop a preliminary budget and a financial strategy plan, including up to \$10 million dollars to execute the strategic building and renovation and space reallocation plan; and

**BE IT FURTHER RESOLVED** the County Administrator is authorized to research any available external funding, including but not limited to state capital dollars, for potential strategic building use, renovation, and space reallocation planning; and

**BE IT FINALLY RESOLVED** that the County Administrator is authorized to release the attached communication related to the long-term strategic plan related to building use, renovations, and space reallocation, including the authorization of this resolution.

Moved by Commissioner Cain, seconded by Commissioner Kapenga to approve the resolution as presented. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

**Introduction:**

The County has been very collaborative in its long term planning efforts. Community-wide planning events and surveys have demonstrated the need for increased access to law enforcement and judicial services. In addition to local input, the State has also recognized the needs of the County and is likely to place an additional Circuit Court Judge in Allegan County (based on metrics, the County could qualify for additional judges). It has become imminent that the Courthouse be utilized to its fullest extent for judicial services. While Allegan courts have been innovative in finding new ways for individuals to access justice, there often is not an alternative to the physical presence of jury trials and other processes. However, general county functions can be performed in many different ways. The availability of existing space for county services and the need to utilize the Courthouse for judicial services are root factors to the need to reallocate existing space.

Allegan County plans to improve access to justice services and expand accessibility to other county government services. These changes will require reallocating space from non-judicial services to judicial services within the Allegan County Building in downtown Allegan.

In consideration of space already available within other County buildings, the Board of Commissioners has determined it would not be a prudent use of funds for new construction.

OnPoint (formerly Community Mental Health) is moving from the County Services Building, the County's Dumont Lake location to the former Shopko building located near Acension Borgess Allegan and other professional medical offices. This move will bring approximately 125 employees to the downtown area. This move also provides the County the opportunity to repurpose approximately 22,000 square feet of existing space in the County Services Building and current OnPoint Clinic Building to meet service delivery needs and save taxpayers a significant amount of money as opposed to new construction.

The County also owns 640 River Street within the City of Allegan, which serves as the location of the Sheriff's Office and has undeveloped building space able to be utilized if necessary.

**Important Background Highlights:**

On April 26, 2007, the Board of Commissioners determined that the Allegan County Building, 113 Chestnut Street, shall continue to function as the primary Allegan County Courthouse and that the primary court functions should remain at this location for a period of at least twenty years.

In 2014, after completing the construction of the Sheriff's Office and Corrections Center, the County hosted an open planning process to assist in facility related decisions. During the process the growing needs of the judicial system were emphasized. Several options were reviewed. New construction, at that time, was estimated to be approximately \$40M for a consolidated services building in the City of Allegan. After consideration, priority was given to progress in the demolition of the old Sheriff's Office/Jail and construction of a new parking lot at the Allegan County Building in downtown Allegan,



and relocation of the Department of Corrections/Parole to the new Sheriff's Office and Corrections Center.

In 2017, the County hosted county-wide planning events to specifically discuss needs for law enforcement throughout the county. Most, if not all, local units participated. There was a general consensus around additional needs and the recognition that law enforcement activity and the corrections population have a direct relationship to judicial processes and capacity.

On May 23, 2019, the Board of Commissioners extended the timeframe the Allegan County Building, 113 Chestnut Street, shall continue to function as the primary Allegan County Courthouse and that the primary court functions should remain at this location through 2040.

On April 22, 2021, through the adoption of its Strategic Plan, the Board of Commissioners approved to develop a master plan in conjunction with the approved Courthouse planning to move any non-court related functions to the County Services Building with the intent of developing Courthouse space for court functions, making efficient use of available space, creating easier access to services for customers and, among other benefits, saving significant money over new construction.

On January 27, 2022, the Board of Commissioners endorsed the request for an additional Circuit Court Judge authorized the County Administrator to research and develop plans (particularly with respect to personnel and space needs) relative to the addition of a third Circuit Court Judge.

#### **Questions and Answers:**

##### **How does the county seat factor into the consideration for moving offices?**

From a historical perspective the County has been informed its building locations are within the County seat. Regardless, plans are being developed for consideration that align to providing general County services in the Courthouse and also expand those services to other locations. The County plans will remain in compliance with the law based on legal review. The County also sought a determination from the Attorney General regarding the boundaries of the county seat for Allegan County and it was determined to be a "local matter".

If moving additional services to the County Services Building, the County's Dumont Lake location were to prove challenging due to questions regarding the county seat, the County could utilize the below options:

1. A vote of the people could be sought to affirm the county seat to be inclusive of the County's City of Allegan and Dumont Lake locations.
2. The Board could choose to move non-judicial offices to the 640 River Street location.

In all cases, the non-judicial offices will not remain in the Courthouse, in their entirety, as they are currently.

##### **Which non-judicial resources have been considered for being relocated out of the Allegan County Building, Downtown Allegan?**

The non-judicial resources within the Drain Commission, Register of Deeds, and Vital Records (approximately 18 people) are being considered for relocation. The County Clerk, to the degree it is

currently operating as the Clerk of the Circuit Court's records, is a judicial department and is expected to remain in the Courthouse. All offices have been informed of the need for changes over the past several years and have been invited to participate in planning. Even with moves being considered, we are still evaluating options of service access to remain available at the Courthouse.

**Will clerk/election coordination activities on election days be required to take place at the County Services Complex directly as a result of any office moves?**

No. Where and how elections will be coordinated remains an operational matter that the Clerk can determine as needed. In fact, the plans could provide for more flexibility and consideration for use of either location as needed.

**How will these changes impact access to services?**

In a nearly 900 square mile county, distance is always a consideration. The County is fortunate to have service complexes at Dumont Lake, River Street, and in the Downtown City of Allegan area. These locations are relatively central to the broader county and only a few miles apart. The County is exploring options to not just move services, but rather make them more accessible from different locations. A greater focus is being placed on making government services more accessible in ways that can limit the need for travel all together. For example, the County has invested in electronic records and payment systems for land records and dog licenses so the public can access those records from home, libraries, local units of government or anywhere they can access the internet. The County's hope is that elected offices will continue to expand on the marketing and availability of these services. Even delinquent property taxes can be paid online for a nominal fee if using electronic funds transfer. County offices and local government offices, or other community partners, also have the ability to partner to make services available through township and city offices to the benefit of County residents. Some townships, cities, and veterinarian offices now offer the option to purchase dog licenses, which could create an additional benefit to residents if every similar office eventually participates.

Access to judicial services will continue to utilize innovations for optimal use of space and technology. Access to more private conference spaces, mediation services, and legal services are expected to increase.

**How will these changes impact the City of Allegan?**

In the County's preliminary planning, approximately 125 employees relocating offices to downtown Allegan and the daily OnPoint activities will be an increase of activity to the downtown area. The continued and expanded operation of judicial services will also be an increase in activity to the downtown area. The County has not seen any data to suggest that preliminary plans will be negative in any way to the City of Allegan's downtown area.

As input from the City has suggested, the County is not seeking to acquire additional property within the City of Allegan for governmental purposes. The County is also exploring how to keep access to general government services available in the Courthouse through innovation and less space consumption. Ottawa County has been very successful in accomplishing a similar transition from their Grand Haven location to the West Olive location.

**Who can I contact with questions?**

If you have questions or would like additional information, please contact County Administration at 269-673-0239 or [administration@allegancounty.org](mailto:administration@allegancounty.org).

DRAFT

**DISCUSSION ITEMS:****911 POLICY BOARD-APPROVE AMENDED BY-LAWS**

**26/ WHEREAS**, on November 22, 2022, the 911 Policy & Procedure Board (Policy Board) recommended to the Board of Commissioners a change to the by-laws.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners hereby approves the following addition to Section 3.2 Board Members:

- D) All Allegan County 911 Policy & Procedure Board members are expected to attend all regularly scheduled meetings. If a 911 Policy & Procedure Board member has two regularly scheduled meeting absences without advanced notice during the calendar year, the 911 Policy & Procedure Board shall recommend that member for removal and replacement by the Allegan County Board of Commissioners to the Chairperson, Vice-Chairperson, or the Director of Central Dispatch at least 2 weeks prior.

**BE IT FURTHER RESOLVED**, that these changes shall be incorporated into the Policy Board by-laws and posted online; and

**BE IT FINALLY RESOLVED**, that these attached by-laws supersede any previously established by-laws.

Moved by Commissioner Kapenga, seconded by Commissioner Cain to approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**OPERATIONAL BYLAWS  
ALLEGAN COUNTY CENTRAL DISPATCH  
POLICY AND PROCEDURE BOARD**

## SECTION I

**PURPOSE**

Consistent with the Allegan County 9-1-1 Plan, the Board is established to create policy and operating procedures with a particular concentration on technical operating procedures to be used by the dispatchers and dispatched public and private emergency service providers and agencies. Upon approval of the Board, the policy or dispatch procedure shall be implemented by the director.

## SECTION II

**DEFINITIONS**

As used in this agreement, the following terms / phrases shall have the following meanings:

- 2.1 "Allegan County Central Dispatch" (ACCD) is defined as an operations center designed to communicate with police, fire, E.M.S., and other emergency providers within Allegan County.
- 2.2 "Committee" refers to a subcommittee of the Policy and Procedure Board described in these Bylaws.
- 2.3 "Board" refers to the Allegan County Central Dispatch Policy and Procedure Board.
- 2.4 "Legislative Body" refers to the governing body of a public agency.
- 2.5 "Private Safety Entity" refers to a private entity which provides emergency fire, ambulance, or medical services.
- 2.6 "Public Agency" refers to any tax supported agency of a state, county, and/or local governmental unit.
- 2.7 "Public Safety Agency" refers to a functional division of a public agency that provides law enforcement, fire fighting, and/or emergency medical services response.

**DEFINITIONS-Continued**

- 2.8 "Participating Public Safety Agency" refers to a public safety agency that participates in the Allegan County Central Dispatch system through either the direct dispatch method, or the transfer method.
- 2.9 "Properly convened meeting" refers to guidelines which follow the Open Meetings Act.
- 2.10 "Proper vote" refers to a polling of the members of the Board or Committee which results in an affirmative majority of those members present and voting.
- 2.11 "Public Safety Answering Point" or "PSAP" refers to a communications facility operated on a 24 hour, 7 day a week basis, and assigned responsibility to receive both emergency and non-emergency requests by means of either the direct dispatch method, the relay method, or the transfer method.
- 2.12 "Relay Method" refers to a method of responding to a request for service whereby a PSAP notes pertinent information and, in accordance with established operating standards and policies, relays it by telephone, radio, or private line to the appropriate public safety agency or other provider of emergency services.
- 2.13 "Transfer Method" refers to a method of responding to a request for service whereby a PSAP, in accordance with established operating standards and policies, transfers the call directly to the appropriate public safety agency or other provider of emergency services.
- 2.14 "Direct Dispatch Method" refers to a method of responding to a request for service whereby a PSAP, in accordance with established operating standards and policies, decides on the proper action to be taken and dispatches the appropriate available emergency service unit(s).
- 2.15 "9-1-1 Plan" refers to the plan adopted by the Allegan County Board of Commissioners pursuant to the Emergency Telephone Service Enabling Act.

## SECTION III

**GOVERNANCE**

## 3.1 STATUS:

- A) The Board is a policy making board.

## 3.2 BOARD MEMBERS:

- A) The Board shall be made up of one representative from each of the following:

**GOVERNANCE-Continued****Ex-officio Members**

- Allegan County Board of Commissioners Chairman or his/her designee
- Allegan County Sheriff or his/her designee
- Allegan County Administrator
- Michigan State Police Post Commander or his/her designee
- Gun Lake Tribe Public Safety Director or his/her designee

**Appointed Members**

- Representative of township government within Allegan County
- Representative of city or village government within Allegan County
- Private citizen residing in Allegan County
- (1) East side and (1) West side Fire Officer from within Allegan County (recommended by the Allegan County Fire Chief's Association)
- Representative of E.M.S. providers within Allegan County
- Allegan County Medical Control
- City or Village Police Chief from within Allegan County

- B) The Board may establish additional advisory or Ad-Hoc Committees to serve specific purposes as set forth by the Board.
- C) The Allegan County Board of Commissioners shall make all appointments to the Board. Recommendations to the Allegan County Board of Commissioners for appointment may be provided by groups and shall be attached to application for appointment prior to submission.
- D) All Allegan County 911 Policy & Procedure Board members are expected to attend all regularly scheduled meetings. If a 911 Policy & Procedure Board member has two regularly scheduled meeting absences without advanced notice during the calendar year, the 911 Policy & Procedure Board shall recommend that member for removal and replacement by the Allegan County Board of Commissioners to the Chairperson, Vice-Chairperson, or the Director of Central Dispatch at least 2 weeks prior.

**3.3 DISPATCH POLICY AND PROCEDURE BOARD ELECTIONS:**

- A) The first meeting of the year shall be an organizational meeting. The Board shall elect a Chairperson and a Vice Chairperson.

**3.4 TERMS OF OFFICE:**

- A) The term of office for ex officio members shall be coterminous with the terms of their position; all other members of Board shall be two years. The terms of the membership shall be staggered so no more than six positions expire in any one year.

**GOVERNANCE-Continued**

## 3.5 CHAIRPERSON:

- A) The Chairperson shall preside over meetings and will coordinate activities of the Board.

## 3.6 VICE CHAIRPERSON:

- B) The Vice Chairperson shall act as the Chairperson in the Chairperson's absence.

## 3.7 MINUTES:

- A) Minutes shall be taken at each meeting as directed by the Chairperson.

## 3.8 MEETINGS:

- A) The Board shall meet no less than once a quarter.
- B) All meetings of the Board and its committees shall be in accordance with Robert's Rules of Order.
- C) Public comments offered during the public participation portion of regular meetings shall be limited to no more than five (5) minutes per individual with a total of fifteen (15) minutes overall.

## 3.9 VOTING:

- A) Each member of the Board shall be entitled to equal voice in the operation of the Board. For purposes of voting the "one person - one vote" policy shall apply.
- B) A majority of the members serving shall constitute a quorum and all proceedings of the Board shall require for favorable action a vote of a simple majority of members of the Board.

## 3.10 COMPENSATION:

- A) Members not otherwise compensated shall be paid at a rate established by the County Board of Commissioners.

## 3.11 BOARD RESPONSIBILITIES:

The Board is authorized to:

- A) Review the 9-1-1 service plan, and make recommendations to the County Board of Commissioners as to modifications of the plan.
- B) Review existing policies no less than once annually.



**GOVERNANCE-Continued**

- C) Through the Director and County Administrator, review and recommend an annual Allegan County Central Dispatch budget to the County Board of Commissioners.
- D) Review and recommend purchases in excess of \$50,000 to the County Board of Commissioners.
- E) Notwithstanding the above, the authority of the Policy and Procedure Board shall be limited to Allegan County Central Dispatch and its funds. The Board and Committee, shall not have authority to bind, commit, or encumber the funds of the participating municipalities or the participating agencies. Board shall not possess the power to levy any type of tax or issue any type of bond in its own name.

## SECTION IV

**OPERATIONS**

## 4.1 DIRECTOR:

- A) The Director is responsible to the County Administrator for matters of personnel, budget, general department operations, and adherence to all county policy.
- B) For purpose of policy and procedure the Director is responsible to the Board.
- C) Pursuant to County Employee Selection Policy 301 the Central Dispatch Director shall be hired.
- D) The Director shall keep the Board informed on issues of Central Dispatch as it pertains to the purpose of the Policy and Procedure Board.

## SECTION V

**FISCAL ADMINISTRATION**

## 5.1 BUDGET:

- A) The Director shall report the financial condition of the operation to the Board on a regular basis so all members remain aware of the financial status of the operation.

## SECTION VI

**AMENDMENT**

## 6.1 AMENDMENT:

- A) The operational bylaws of the Board may be amended upon recommendation of the Board and approval of the Allegan County Board of Commissioners.

**MAINTAIN CURRENT BOARD OF COMMISSIONER OFFICERS UNTIL ORGANIZATIONAL MEETING**  
**27/ BE IT RESOLVED** that the Allegan County Board of Commissioners approves to maintain the current Board Officers until the January 5, 2023, Organizational Board Meeting.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the resolution as presented. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - NO COMMENTS**

**28/** Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

**2023-24 BOARDS & COMMISSIONS PER DIEM (SUPERSEDES RESOLUTION FROM 11/10/22)**

**29/ BE IT RESOLVED,** that the Allegan County Board of Commissioners does hereby set the following Boards and Commissions per diem compensation for 2023-24; and

<b>Boards &amp; Commissions</b>	<b>Per Diem Rate</b>
911 Operational Policy & Procedure Committee	\$50.00
Area Agency on Aging of W. Michigan Board of Directors	\$50.00 half day/\$100.00 full day
Board of Canvassers	\$50.00 half day/\$100.00 full day
Boundary Commission	\$50.00 half day/\$100.00 full day
Building Authority	\$50.00 (Non-County Employees)
Commission on Aging	\$50.00
Jury Board	\$50.00 half day/\$100.00 full day
Human Services Board	\$50.00
Board of Public Works	\$50.00
Parks Advisory Board	\$50.00
Local Emergency Planning Committee	\$50.00
Road Commission	\$50.00 half day/\$100.00 full day
Soldiers & Sailors	\$50.00
Water Study Workgroup	\$50.00

Broadband Action Workgroup	\$50.00
West Michigan Regional Planning Commission	\$50.00 half day \$100.00 full day
Mileage shall match current IRS rates.	
The total meeting(s) time in one (1) day more than four (4) hours shall be considered one (1) full day. The total meeting(s) time in one (1) day of four (4) hours or less shall be considered one half (1/2) day. Travel time is included.	

**BE IT FURTHER RESOLVED**, only members not already receiving compensation as part of their regular work duties when attending meetings shall receive compensation; and

**BE IT FURTHER RESOLVED** the Board shall review per diem in accordance with term or compensation review; and

**BE IT FINALLY RESOLVED** that this action shall supersede any previous action setting per diem rates including the action taken on November 10, 2022.

Moved by Commissioner Kapenga, seconded by Commissioner Cain to approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**RESCIND MOTION FROM PLANNING SESSION (ITEM #11, PAGE 417)**

**30/** Moved by Commissioner Thiele, seconded by Commissioner Dugan to rescind the motion during the planning session authorizing per diem and mileage for the West Michigan Regional Planning Commission. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**RECOGNITION TO COMMISSIONERS**

**31/** Commissioner Storey presented certificates of recognition to Commissioner Thiele for his 21 years of service; Commissioner Jessup for his 16 years of service; and Commissioner Cain for his 4 years of service to the Allegan County Board of Commissioners.

**ADJOURNMENT UNTIL JANUARY 5, 2023 AT 1:00 P.M.**

**32/** Moved by Commissioner Cain, seconded by Commissioner Jessup to adjourn until January 5, 2023 at 1:00 P.M. The motion carried by voice vote and the meeting was adjourned at 2:36 P.M. Yeas: 7 votes. Nays: 0 votes.

*Jennifer Dier*

Deputy Clerk

## ALLEGAN COUNTY BOARD OF COMMISSIONERS

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JANUARY 5, 2023 SESSION

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**ORGANIZATIONAL MEETING****JANUARY 5, 2023 SESSION – INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on January 5, 2022 at 9:00 A.M. in accordance with the motion for adjournment of December 8, 2022, and rules of this board; Chief Deputy Clerk Porter presiding.

Chief Circuit Court Judge Roberts Kengis performed the Oath of Office for all the Commissioners for term January 1, 2023 through December 31, 2024.

The invocation was offered by District #3 Commissioner Kapenga.

The Chief Deputy Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

DIST #1	JIM STOREY
DIST #2	MARK DEYOUNG
DIST #3	DEAN KAPENGA
DIST #4	SCOTT BELTMAN
DIST #5	GALE DUGAN

**ELECTION ON TEMPORARY CHAIRPERSON**

2/ Chief Deputy Clerk Porter opened the meeting for nominations for Temporary Chairperson for the 2023 Board of Commissioners.

Commissioner Kapenga nominated Commissioner DeYoung.

Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes. Commissioner DeYoung was elected as Temporary Chairperson of the Board of Commissioners.

**TERM OF OFFICE FOR CHAIRPERSON OF THE BOARD**

3/ Moved by Commissioner Dugan, seconded by Commissioner DeYoung to have the term of office for the Chairperson the Board be 1 year. Motion failed by roll call vote. Yeas: Dugan. Nays: Storey, DeYoung, Kapenga and Beltman.

Moved by Commissioner Kapenga, seconded by Commissioner Beltman to have the term of office for the Chairperson of the Board be 2 years. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

**ELECTION OF CHAIRPERSON OF THE BOARD FOR 2023-2024**

4/ Temporary Chairman DeYoung opened the meeting for nominations for Chairperson of the 2023-2024 Board of Commissioners.

Commissioner Dugan nominated Commissioner Storey

Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes. Commissioner Storey was elected as the Chairperson of the Board of Commissioners.

**ELECTION OF VICE CHAIRPERSON OF THE BOARD FOR 2023**

5/ Temporary Chairman DeYoung opened the meeting for nominations for Vice-Chairperson of the 2023 Board of Commissioners.

Commissioner Storey nominated Commissioner Kapenga

Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.  
Commissioner Kapenga was elected as the Vice-Chairperson of the Board of Commissioners.

**PUBLIC PARTICIPATION - NO COMMENTS**

6/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

**PRESENTATION - RETIREMENT RECOGNITION**

7/ Judge Baillargeon thanked District Court Administrator Linda Lenahan for her 20 years of service to Allegan County and introduced the new District Court Administrator Jessica Winsemius.

Administrator Sarro and Commissioner Storey also recognized Linda Lenahan for her service to Allegan County.

**BOARD POLICIES/PLANNING:****BOARD RULES OF ORGANIZATION**

8/ Moved by Commissioner Dugan, seconded by Commissioner Beltman to have discussion during the January 12, 2023 session regarding per diem/mileage for the county boards and commissions. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to approve the amendments to the Board Rules of Organization as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to approve the Board Rules of Organization as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

**COUNTY OF ALLEGAN**  
State of Michigan

Rules of Organization and Procedure

Of The

Allegan County Board of Commissioners (BOC)

Revised and Adopted: January 4, 1993 [Journal 39.6-15/11]  
[Addendum A RE: Committee of the Whole adopted April, 28, 1994: Journal 41.199-201/58]  
Amended: January 13, 1994 [Journal 41.3-4/6]  
Amended: October 27, 1994 [Journal 41.424/32]  
Amended: January 5, 1995 [Journal 42.7/11]  
Amended: June 22, 1995 [Journal 42.260/35]  
Amended: January 11, 1996 [Journal 43.4-5/10]  
Amended: June 26, 1997 [Journal 44.330/28; 341/33]  
Amended: January 2, 2003 [Journal 52.6-11/5]  
[Revisions adopted January 9, 2003: Journal 52.13-22/29]  
Amended: January 8, 2004 [Journal 53.3-9/7]  
Amended: March 24, 2005 [Journal 54.197-203/36]  
Amended: January 5, 2006 [Journal 55.4/11]  
Amended: July 27, 2006 [Journal 55.492-499/44]  
Amended: January 11, 2007 [Journal 56.26-32/38]  
Amended: February 1, 2007 [Journal 56.85/86]  
Amended: February 15, 2007 [Journal 56.95-96/41]  
Amended: February 22, 2007 [Journal 56.117/57]  
Amended: June 28, 2007 [Journal 56.280-281/51]  
Amended: January 3, 2008 [Journal 57.5/14]  
Amended: January 8, 2009 [Journal 58.3-4/8]  
Amended: January 7, 2010 [Journal 59.3-4/8-12]  
Amended: January 6, 2011 [Journal 60-7/4-12]  
Approved: June 14, 2012 [Journal 61-12]  
Amended: January 24, 2013 [Journal 62-13]  
Amended: January 24, 2014 [Journal 63-14]  
Reaffirmed: December 10, 2015 [Journal 64-15]  
Amended: January 12, 2017 [Journal 65-17]  
Amended: January 25, 2018 [Journal 66-4]  
Amended: December 13, 2018 (Journal 66-13)  
Amended: January 24, 2019 (Journal 67-3)  
Amended: January 9, 2020 (Journal 68-8)  
Amended: December 10, 2020 (Journal 68-24)  
Amended: December 9, 2021 (Journal 69-10)  
Amended: January 13, 2022 (Journal 70-7)  
Amended: January 5, 2023 (Journal 71-8)

1. **AUTHORITY:** These rules are adopted by the BOC of Allegan County pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.
2. **APPLICATION, SUSPENSION, AND AMENDMENT OF BOARD RULES**
  - a. These Rules shall guide and direct the Allegan County BOC's operations.
  - b. Any situation, which may arise and is not covered by these rules, shall be determined on the basis of Robert's Rules of Order. When the rules contained herein conflict with State of Michigan statutes, the statutes shall prevail.
  - c. No rule of the BOC shall be suspended or amended without concurrence of a majority of all BOC members elect.
  - d. Except during the organizational meeting, any proposed amendment(s) to the BOC rules shall be first referred to a BOC meeting for discussion only, with subsequent consideration given for action no later than one month thereafter.
3. **BOARD AND ADMINISTRATIVE OFFICERS**
  - a. **CHAIRPERSON**
    - i. **Statutory Powers and Duties [MSA 5.323]**
      - (1) Presides at all BOC meetings.
      - (2) Administers oaths and issues subpoenas. [MSA 5.323]
      - (3) Signs contracts [MSA 5.323] and Board-approved minutes [MSA 5.352] and certifies the equalized tax rolls. [MSA 7.52]
      - (4) With the advice and consent of the BOC, appoints Directors of an Economic Development Corporation [MSA 5.352 (4)].
      - (5) Upon the disqualification of the County Drain Commissioner (Chapter 16, Sec. 280.381 of the Michigan Drain Code, PA 40 of 1956) appoints Boards of Determination pursuant to Sec.'s 280.72 and 280.441 of that Code.
      - (6) Serves on Intra-county Drainage Boards (Chapter 20, Sec. 280.464) and Augmented Inter-county Drainage Boards (Chapter 21, Sec.280.515) and appoints additional member(s) to either when circumstances so warrant, as defined in the MI Drain Code, PA 40 of 1956.
      - (7) Reviews, with other officials, the Sheriff's determination of jail overcrowding. [MSA 28.1748-2]
      - (8) Carries out Emergency Management and Preparedness responsibilities in accordance with Public Act 390 and appoints BOC members to act in place of the Chairperson in his/her absence.
    - ii. **Other Duties**
      - (1) Serves ex-officio on all committees.
      - (2) Appoints BOC committee members subject to BOC approval.
      - (3) Makes other county appointments subject to BOC approval.
      - (4) Preserves order and decides questions of order subject to approval of the BOC.
      - (5) Votes on all questions taken by roll call vote, except on Commissioners' appeals regarding a decision of the chair.
      - (6) Serves as spokesperson for BOC action or designates a spokesperson in writing.
      - (7) Attends regular meetings with the County Administrator for the purpose of providing assistance and planning in BOC related matters.
      - (8) Duties of the BOC Chairperson may be expanded by the BOC for purposes and durations deemed appropriate and necessary.
  - b. **VICE CHAIRPERSON**
    - i. With the exception of instances when the Chair has initiated specific alternatives, in the absence of the Chair, the Vice-Chair assumes all authorities and performs such duties as enumerated in Section 3.a above.



- c. CLERK-OF-THE-BOARD
  - i. Shall be the County Clerk or, in the Clerk's absence, a Deputy County Clerk.
  - ii. Duties shall be as specified by law, MSA 5.324, MSA 5.330, MSA 5.325, MSA 5.352.
- d. COUNTY ADMINISTRATOR (CAO): The BOC employs a County Administrator who is recognized as the Chief Administrative Officer of the County. The authorities and duties of the CAO are listed in Attachment "A".
- e. FREEDOM OF INFORMATION ACT (FOIA) COORDINATOR: The Chairperson shall designate the CAO (or his/her designee) as the FOIA Coordinator for the County of Allegan [MSA4.18016].

#### 4. BOARD COMMITTEES

- a. COMMITTEE OF THE WHOLE: The BOC shall generally operate as a Committee-of-the-Whole, perform as the County Board of Public Health when necessary, and establish other committees as it deems appropriate.
- b. BOARD OF PUBLIC HEALTH: The BOC shall perform as Local Governing Entity (LGE) of the Local Health Department (LHD) as enunciated in the Michigan Public Health Code. (Code). At least quarterly, the BOC shall schedule a dedicated agenda item during a planning session or regular meeting of the BOC (or schedule a special meeting if necessary) for the Health Officer (and other members of the LHD) to report on the activities of the LHD during the most recently concluded quarter, provide a forecast of activities for the quarter ahead, and any anticipated public health situations in the year ahead. These sessions shall be added to the annual schedule of information sessions. Topics for these sessions may also include items, derived from the Code such as:
  - i. Concurrence or disapproval authorizing LHD to adopt regulations (e.g. water regulations),
  - ii. Receiving the annual report, approval of the Plan of Organization
  - iii. Providing or demonstrating the provision of each required service which the LHD is designated to provide, and
  - iv. Fixing and requiring payment of fees for services authorized to be performed by the LHD.
- c. ESTABLISHMENT OF COMMITTEES
  - i. The BOC may establish committees which shall perform specific functions including but not limited to research, analysis, oversight or forming a recommendation regarding a project, policy, issue, ordinance or plan that authorized by resolution of the BOC.
  - ii. Each committee shall have a Chairperson and Vice-Chairperson elected by its members.
  - iii. Each committee Chairperson shall be responsible for keeping a written record of committee proceedings.
  - iv. The number of BOC members on any committee shall not exceed one (1) less than a majority number of those elected and serving on the full BOC although the committee may contain other members.
- d. PROCEDURES FOR USE OF COMMITTEES
  - i. Committees shall address items only referred by the BOC.
  - ii. Items which have been referred to a committee by the BOC shall be addressed in accordance with these rules.
  - iii. If a committee determines that additional county resources to address its responsibilities or if procedural clarifications are necessary to perform its duties, the committee shall ask for assistance from the CAO.

- iv. When the committee has completed its charge, its written findings shall be forwarded to the BOC via the CAO, and placed on the BOC's next regular business meeting for review and determination subsequent to Section 7.b herein.
  - v. The BOC shall, subsequent to receiving a finding/recommendation from a committee and lending review, give consideration through one of the following:
    - (1) Vote on the finding/recommendation.
    - (2) Table the finding/recommendation.
    - (3) Return the finding/recommendation for further consideration with direction(s) or forward it to another committee with direction(s).
- 5. OTHER BOARDS, COMMISSIONS, and COMMITTEES:** Due to statutory requirements, by invitation, or through the exercise of its discretion, the BOC appoints or elects BOC members, member-alternates, and other persons to boards, commissions, and committees which exist internally and externally to the Allegan County government organization. See Attachment "B" for identified boards, commissions and committees.
- a. Any BOC member so appointed or elected shall make available the minutes or other informations of record of those same boards, commissions or committees to the BOC upon its request in times sufficient to the BOC's considerations and by a manner herein directed.
    - i. **ELECTION/APPOINTMENTS:** All elections and/or appointments shall be conducted in accordance with all applicable state statute and/or by-laws specific to each board, commission, and committee.
      - (1) When an appointment is in order, the BOC Chairperson shall make the appointment subject to BOC confirmation.
      - (2) The BOC shall not elect or appoint individuals to any board, commission, or committee upon receiving first notice of a vacancy.
      - (3) **ANNUAL NOTICE:**
        - (a) The BOC shall publish two notices annually (March & October) in a local newspaper and the County website seeking potential candidates for future elections/appointments as a result of a term expiring or vacancy during an existing term.
        - (b) The CAO shall be responsible for placing on the agenda a month in advance the offices that will be voted upon at a subsequent meeting.
  - b. **BOARDS & COMMISSIONS:** Authorized members of Boards & Commissions shall receive per diem and mileage through BOC resolution (Attachment C).
  - c. **BOARD PLANNING WORKGROUP:** A workgroup of the County Administrator, Chair and Vice-Chair is authorized to meet to review Board Meeting agendas to ensure compliance with Board rules, prepare procedurally for Board meetings including the review of progress on Board Projects established through its formal planning process.
- 6. MEETINGS:** All meetings of the BOC shall be noticed and conducted in accordance with the Michigan Open Meetings Act.
- a. **ORGANIZATIONAL MEETING:** The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the county clerk shall initially preside.
    - i. **OATH OF OFFICE:** The county clerk or other statutorily authorized official shall administer the oath of office to the BOC members-elect, if the oath had not previously been administered.
    - ii. **ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**
      - (1) The Clerk shall call for nominations for the office of temporary chairperson.
      - (2) When nominations are closed by majority vote or no other nominations are forthcoming the clerk shall order the roll to be called
      - (3) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the temporary chairperson and the County Clerk shall retire to his/her position as Clerk-of-the-Board.

- (4) The temporary chairperson shall seek the BOC's determination of the Chairperson's term of office, one year or two years.
  - (5) Upon determination of the Chair's term of office, the temporary chairperson shall call for nominations for the office of Chairperson.
  - (6) The temporary chairperson shall seek the BOC's determination of the use of secret balloting for the Chairperson.
  - (7) When nominations are closed by majority vote or no other nominations are forthcoming the temporary Chairperson shall order the roll to be called or the secret balloting completed.
  - (8) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the chairperson.
- iii. SCHEDULE OF REGULAR MEETINGS: The BOC shall establish a schedule of regular meeting if it has not previously been adopted.
- b. ANNUAL MEETING: Shall be held in the evening between September 14 and October 16; per Act 156 of 1851, 46.1; Sec. 1.1.
  - c. REGULAR MEETINGS: The regular meetings of the BOC shall be scheduled in accordance with its annually approved schedule and shall be held at 1:00PM on the second and fourth Thursdays of each month unless otherwise posted (see Agenda Format A).
    - i. CHANGES/CANCELLATION: The schedule of regular meetings shall not be changed except under the following conditions:
      - (1) Upon the majority decision of the BOC during any noticed meeting.
      - (2) Upon the determination of the Chairperson due to circumstances of imminent danger to the health, safety, and welfare of the public and/or others that may be in attendance.
      - (3) When the Clerk-of-the-Board, upon receipt of written communications from a majority of BOC members, has determined a quorum will not be present. Upon said determination, the Clerk-of-the-Board shall immediately give notice to each BOC members at least 24 hours before scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.
  - d. PLANNING SESSIONS: The BOC tentatively schedules these sessions to conduct planning (strategic or project related), policy review, and other matters it may deem necessary (See Agenda Format B) at 9:00AM, unless otherwise posted, on the morning of the same day as regular scheduled BOC meetings.
    - i. CANCELLATION: The Chairperson in conjunction with the CAO may cancel these sessions by the end of business on Friday prior to the meeting for reason of lack of business to be considered by the Board.
  - e. SPECIAL MEETINGS: Special meetings may be set by one of the following methods:
    - i. By a majority of the BOC members during any noticed meeting.
    - ii. At the "Call of the Chairperson".
    - iii. By the Clerk-of-the-Board upon receipt of a written request signed by one-third (1/3) of the BOC members. Upon receipt of said request, the Clerk-of-the-Board shall immediately give notice to each of the BOC members at least 24 hours before the scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.
  - f. PLACE OF MEETINGS: Unless otherwise noticed, meetings of the BOC shall take place in the County Services Building – Board Room, 3283 122<sup>nd</sup> Avenue, Allegan, MI 49010.
  - g. START OF MEETING: The Chairperson shall take the chair at the time specified in the meeting notice; the BOC shall then be called to order and the roll of BOC members called.
  - h. QUORUM: A majority of the BOC members elected and serving shall constitute a quorum for the transaction of the ordinary business of the county. [MSA 5.323] Excluding procedural votes, the final passage or adoption of any measure or resolution or the allowance of any claim against the

county shall be determined by a majority of all BOC members elected and serving [MSA 5.323].

- i. **BOC MEMBER ATTENDANCE:** Any BOC member who shall be late to a session shall upon his/her arrival report his presence to the Clerk-of-the-Board. Furthermore, a BOC member that will knowingly be late/absent from an official proceeding of the BOC shall notify the Chairperson or the Administrative Office as soon as possible prior to said meeting.
  - i. **REMOTE ATTENDANCE:** BOC members may be connected to a meeting remotely under the following conditions:
    - (1) The request has been submitted to the CAO at least 24 hours in advance of the meeting.
    - (2) The remote connectivity is sufficient and will not interfere with the progress of the meeting.
    - (3) The BOC member's participation shall not be considered attendance for the purpose of establishing a quorum, unless otherwise permitted by the Open Meetings Act.
- j. **PUBLIC PARTICIPATION:** The right of public address is granted by the Michigan Open Meetings Act under rules established by the BOC [MSA 4.1800 (13) & (5)]. The public shall be allowed to address the BOC within the following parameters:
  - i. Public comment shall be permitted during the public participation portion(s) of the agenda subsequent to the SPEAKER'S declaration of
    - (1) Name and address, and
    - (2) The topic which they wish to address
    - (3) In general, a maximum of five (5) minutes shall be granted to each person desiring to make a public comment; however, that time may be modified at the discretion of the Chair.
  - ii. Public comment is permitted during discussion items on an approved agenda, providing a related motion is not in the BOC's possession (a motion having been made, seconded and recognized by the Chair)
  - iii. Public comment shall not be permitted during action items on an approved agenda.
  - iv. Any exception to the rules of public participation shall be at the discretion of the Chairperson
- k. **DISTRIBUTION OF AGENDAS/MINUTES:** A copy of a completed agenda and approved minutes of previous, monthly proceedings shall be available online as soon as possible by the Clerk-of-the-Board. A printed copy of the minutes of the monthly BOC proceedings shall be available at the County Clerk's office.

## 7. AGENDA(S)

- a. **DEVELOPMENT:** BOC agendas shall be managed by the CAO in conjunction with the BOC Chairperson and Clerk-of-the-Board (as needed).
- b. **AGENDA ITEM(S) FOR CONSIDERATION:** With the exception of BOC members (see Section 7.b.i) agenda items must be submitted to County Administration not less than ten (10) **business** days prior to the next scheduled Regular Meeting for placement on the agenda. The submission shall include all necessary supporting documentation/information requisite to the BOC's full consideration.
  - i. A BOC member's intent to add an item or amend/rescind a previous item shall be introduced to the BOC during the "future agenda items" portion of a preceding meeting. The BOC shall not add items to an agenda if said item has been previously acted upon by the BOC unless approved in advance by the BOC and/or the provisions of Section 9.c. have been met. See attached Flow Chart, Attachment "D".
  - ii. All agenda items for consideration shall be submitted with complete documentation (see "Attachment E" Request for Action [RFA] Form) through the County work order system. The work order system will automatically assign a work order number which is transmitted to the requestor so that they may refer to it when communicating with the CAO. The CAO shall review the request and take one of the following actions:

# 10

- (1) Request additional information as needed before making recommendation or taking action.
- (2) Approve or deny items under the authority of the CAO. Items denied may be appealed in writing to the Chairperson of the BOC detailing specific reasons why an item should be considered. Requests for consideration/appeal must be received within 10 business days from the receipt of the denial.
- (3) Report items requiring action to the BOC with recommendation/resolution on disposition of action.

c. AGENDA FORMAT FOR REGULAR MEETINGS (Format A):

- (1) Call to order
- (2) Roll call, Determination of Quorum
- (3) Opening Prayer
- (4) Pledge of Allegiance
- (5) Public/Budget Hearing and related communications (As needed)
- (6) (Other) Communications
- (7) Approval of minutes
- (8) Public participation
- (9) Additional agenda items
- (10) Approval of the agenda
- (11) Presentations
- (12) Proclamations
- (13) Informational Sessions
- (14) Administrative Reports
- (15) Consent Items
- (16) Action Items
- (17) Discussion Items
- (18) Appointments
- (19) Elections
- (20) Public participation
- (21) Future Agenda Items
- (22) Requests for Per Diem/Mileage
- (23) Boards and Commissions Reports
- (24) Round table
- (25) Closed Session
- (26) Adjournment

d. AGENDA FORMAT FOR PLANNING SESSIONS (Format B):

- (1) Call to Order
- (2) Roll Call, Determination of Quorum
- (3) Opening Prayer
- (4) Pledge of Allegiance
- (5) Public Participation
- (6) Additional Agenda Items
- (7) Approval of Agenda
- (8) Discussion Items
- (9) Other Items
- (10) Public Participation
- (11) Closed Session
- (12) Adjournment

e. INFORMATION FLOW TO THE BOC MEMBERS

- i. INFORMATIONAL SESSIONS: Departmental Information Sessions or presentations from public or other agencies shall be given a specific time and duration. All presenters shall be limited to a twenty (20) minute maximum, including a question/answer period. Departments

will be asked to supply their presentation to the BOC prior to their scheduled date to allow the BOC's review and an opportunity to supply questions to departments in advance of their presentation.

- ii. **REGULAR MEETING PACKETS:** In general, on the Friday before each BOC meeting, County Administration shall provide the BOC with a written recommendation and relative background information within the meeting packet for each item to be addressed by the BOC. Any questions or additional information needed by BOC members should be directed to County Administration by the Tuesday prior to the meeting, and that information shall be provided back to all BOC members before the meeting.
- iii. **PLANNING SESSION PACKETS:** Materials will be provided as they become available. However, the intent of the Planning Session is for discussion, feedback, updates, etc., therefore, it should be expected materials may be provided up to the time of the meeting.
- iv. **CHANGES TO THE PUBLISHED AGENDA:** At the discretion of the CAO and/or BOC Chairperson, agenda items (except those added under 7.b.i) may be changed (including but not limited to additions, deletions, and order) prior to the close-of-business on the Tuesday prior to the scheduled BOC meeting. Changes shall be for substantial reasons i.e. urgency, lack of supporting materials, availability of presenter. The BOC shall receive a revised final agenda at the close of business that same day, reflecting any changes to the agenda with appropriate revision number noted. If no changes have been made, the meeting packet previously sent shall be considered the final agenda unless changed by the BOC during the meeting.
  - (1) Any changes to the final agenda by the BOC after noon on Tuesday must be accomplished at the beginning of the meeting by a two-thirds (2/3) majority vote of those elected and serving.
- v. **AGENDA ITEMS:** Commissioners may add agenda items for discussion only to any regularly scheduled meetings of the Board by contacting the Chair or, in the absence of the Chair, the vice chair, up to noon on the Tuesday preceding the scheduled meeting.
- vi. **DISCUSSION ITEMS:** Items may be of a specific nature on which action will be required at a future meeting and/or of a broader nature requiring discussion on subsequent agendas. Following the discussion of each item, the BOC Chairperson should clarify the intent of further action or discussion needed. Generally, items requiring BOC action shall start as discussion items and be moved to a future agenda for action. However, routine and time-sensitive items may be moved for immediate action.
- vii. **CONSENT ITEMS:** The purpose of the consent items portion of the agenda is to expedite business by grouping non-controversial items together to be considered by a single motion without discussion and debate. Any member of the BOC may ask that any consent item be placed elsewhere on the agenda for the item to be considered separately. Such requests will automatically be granted.

## 8. RULES OF FORM

- a. **SPEAKING TO A QUESTION:** Every BOC member, previous to speaking upon a question shall address the chair. When two or more BOC members speak at once, the chair shall designate the BOC member who shall be first to speak.
- b. **CALL TO ORDER:** When a BOC member is speaking on any question before the BOC, the member shall not be interrupted except to be called to order. A member called to order shall immediately be silent unless permitted to explain, and the BOC, if appealed to, shall decide the case. If there is no appeal, the decision of the BOC Chair shall stand.
- c. **SUBMISSION OF MOTION:** No motion shall be debated or put in the minutes unless the same is seconded. It shall be stated by the Chairperson before debate, and any such motion shall be reduced to writing if any members desire it, or at the request of the Chairperson or Clerk-of-the-Board.
- d. **WITHDRAWAL OF MOTION:** After a motion is stated by the Chairperson, it shall be deemed to

be in possession of the BOC, but may be withdrawn by the member who made the motion, with the concurrence of the member seconding the motion, if there is no objection by any other member of the BOC. All BOC decisions shall be entered in the record of BOC proceedings.

- e. MOTIONS DURING DEBATE: When a question is under debate, no motions shall be received but to adjourn, to call the previous question, to table, to postpone indefinitely, to postpone to a day certain, to refer, and/or to amend...
- f. MOTION TO ADJOURN: The motion to adjourn shall always be in order, and the motion to table shall be decided without debate. A motion simply to adjourn shall be understood to mean for the day only.
- g. PREVIOUS QUESTION: When moved, and seconded, a 2/3rds affirmative vote ends all discussion/debate and the BOC shall proceed immediately to any related amendments and then the main motion (as amended).
- h. DIVISION OF QUESTION: If the question being discussed contains two or more points, any BOC member may request to have it divided for separate considerations.
- i. PETITIONS/MEMORIALS: Shall be addressed to the BOC, in writing, and presented to the Chairperson for appropriate action.
- j. RECORDING: In all cases, every written report, resolution, or motion shall bear the name of the originating committee (if applicable), and the names of the BOC member moving and the BOC member seconding shall be entered into the record of the BOC's proceedings.
- k. COMMENTS ENTERED INTO THE RECORD: A BOC member, wishing to have his/her comment(s) entered into the record of the BOC's proceedings, shall submit the comment(s) in writing to the Clerk-of-the-Board.
- l. SPECIAL ORDERS: Any measure or motion having been placed on special orders for some future time shall not be taken up prior to that time except by unanimous consent of the BOC members present.

## 9. VOTING

- a. ROLL CALL:
  - i. The names and votes of BOC members shall be recorded on board actions to adopt final measures as ordinances and the appointment or election of officers, etc [MCLA 46.3a].
  - ii. Conflicts of Interest: BOC members "shall not be interested directly or indirectly in any contract or other business transaction with the county (or other county agency) during the time for which they are elected or appointed nor for one year thereafter unless the contract or transaction has been approved by three fourths of the members of the (BOC) and so shown in the minutes of the board together with a showing that the board is cognizant of the (former) member's interest [MCLA 46.30]" and shall make such declarations of real or perceived conflict of interest at the time appropriately prior to any final, related action by the BOC.
  - iii. A roll call vote will be taken when requested by any BOC member.
  - iv. When a roll call vote is taken, no member present shall abstain from voting "yes" or "no".
  - v. For the voting of the BOC at each session, the Clerk-of-the-Board shall vary the order of calling the roll.
  - vi. During a roll call vote, members of the BOC shall be given one opportunity to vote. Each BOC member's vote shall be presented as follows and so recorded by the Clerk-of-the-Board:
    - (1) "Yes" – representing any response in the affirmative
    - (2) "No" – representing any response in the negative
    - (3) "Abstaining" – only in the instance of a conflict of interest as defined in 9.a.ii above, and

(4) "Absent" – BOC member was not present at the time of the vote.

- b. TIE VOTES: In the event of a tie vote of the BOC upon any matter presented to them for consideration, the motion or proposal does not pass for lack of a majority approval; the matter, however, may be proposed to the BOC for reconsideration in the identical, similar or revised form at any time, to be voted on by the same number of BOC members, or more, present at the time of the tie vote.
- c. RESCIND/AMEND: A motion to rescind or amend any question previously acted upon may be made on any day of any session under the following conditions:
  - i. The action caused by the original question has not already been carried out to a point that cannot be undone.
  - ii. The motion to rescind or amend must be moved and seconded by the BOC members who voted with the majority, but there must be at least as many BOC members present as there was when the matter to be rescinded was first voted upon.

## 10. BOARD COMPENSATION

- a. SALARY and FRINGE BENEFITS: BOC members shall receive an annual compensation package that shall be established prior to each new term and shall be maintained consistent with applicable laws. See Attachment "F" for current compensation package.
- b. TRAVEL: BOC members shall receive travel and training reimbursement in accordance with County Employee Policy 511.

## 11. MISCELLANEOUS RULES

- a. CLAIMS: Each Wednesday, by 12:00PM (noon), the BOC shall receive/have available a compilation of the weekly claims for their review.
  - i. During weeks in which the BOC does not have a regularly scheduled meeting or during weeks in which that meeting is not held: BOC members shall, subsequent to their review of the weekly claims, submit any questions regarding a claim via email to [administration@allegancounty.org](mailto:administration@allegancounty.org) and [finance@allegancounty.org](mailto:finance@allegancounty.org) by each Thursday 5 PM. If the question(s) cannot be readily addressed, only those claim(s) in question shall be withheld from payment until the next scheduled BOC meeting for final action. If the County will be adversely affected i.e. shut off of utilities, finance charges, the Chairperson is authorized to review, release or continue to hold the claim in question.
    - (1) The CAO (or designee in his/her absence) is authorized to release for payment all claims after Friday 8 AM except those held for question.
  - ii. During weeks in which the BOC holds a regularly scheduled meeting, the BOC shall approve previously reviewed, processed, and released payments for claims but may choose to withhold approval of claims not reviewed but processed for payment that same week.
  - iii. The Clerk-of-the-Board shall print in the BOC proceedings a report of the total of accounts payable claims against the different funds as they are submitted, rather than a detailed report of the individual claims. The BOC will take final action to accept claims into record and provide final signatures.
- b. SIGNATORY AUTHORITY:
  - i. The Chairperson (or designee declared in writing if permitted by law) is the official signatory of the BOC where Chairperson/BOC signature is required by law or as specifically required by grant or BOC resolution.
  - ii. The County Administrator (or designee declared in writing) is designated as the official signatory of the County and shall approve BOC approved leases, contracts and other (legal) documents consistent with the execution of the duties of the position as authorized through BOC approved policy. This designation does not diminish the authority of the Chairperson as stated above in 11.b.i.



- iii. Other signatory authority is limited to that contained within BOC approved policy.
- c. ORDINANCES: County ordinances that have been enacted by the BOC shall be numbered for reference in the following manner: The first ordinance, 1001; the second, 1002; the third, 1003 and so forth.
- d. COMPATIBILITY OF POSITIONS: No BOC member, while a member of the BOC shall be eligible for election or appointment to any other County office or position, the election of which is within the jurisdiction of the County BOC unless otherwise permitted by law. [MSA 5.323]
- e. COMMISSIONER'S ANNUAL, EQUIPMENT STIPEND PROGRAM: A stipend in the amount of \$50 per month shall be paid the first payroll of each month to each commissioner. The stipend is intended to reimburse each commissioner for partial use of a personal cell phone, an internet connection, and/or other equipment/services/supplies that may be used to conduct official County business. Any commissioner may opt-out of the program by submitting a written statement indicating such to the Human Resources Department prior to January 2 of each year for that year's program. Once a commissioner has opted-out of the program for a given year, the commissioner is no longer be eligible to participate until the next year.
- f. ASSISTANT CORPORATE COUNSEL: At each Board of Commissioners meeting, the Assistant Corporate Counsel shall be present virtually or be in person as requested by the Board of Commissioners to receive any questions, concerns or direction that the Board as a body may enunciate. Assistant Corporate Counsel may also respond at said meetings to questions from individual commissioners in the course of board consideration of agenda items for the specific meeting.

**BREAK - 10:06 A.M.**

9/ Upon reconvening at 10:14 A.M., the following Commissioners were present: Commissioner Storey, DeYoung, Kapenga, Beltman and Dugan. Absent: None.

**ELECTIONS - ALLEGAN COUNTY ROAD COMMISSION**

10/ Chairman Storey opened nominations to fill the remainder of a 6-year term on the Allegan County Road Commission; term to expire 12/31/2028.

Commissioner Dugan nominated James Rybicki, 71 129<sup>th</sup> Ave, Wayland  
Commissioner Beltman nominated Rick Cain, 2554 Seymour Dr, Shelbyville

Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to close the nominations and distribute ballots to all Commissioners. Results were tallied and Rick Cain received 4 votes (Storey, DeYoung, Kapenga and Beltman) and James Rybicki received 1 vote (Dugan). Rick Cain was elected to the Allegan County Road Commission.

**APPOINTMENTS**

11/

**AREA COMMUNITY SERVICES EMPLOYMENT & TRAINING COUNCIL**

Chairman Storey announced the appointment of the following individual to the Area Community Services Employment & Training Council to fill the remainder of a 1-year term; term to expire 12/31/2023.

Jim Storey, 344 W. 35<sup>th</sup> St, Holland

Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to approve the appointment as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

**AREA AGENCY ON AGING**

Chairman Storey announced the appointment of the following individual to the Area Agency on Aging to fill the remainder of a 2-year term; term to expire 12/31/2024.

Mark DeYoung, 4169 Hickory, Dorr

Moved by Commissioner Dugan, seconded by Commissioner Beltman to approve the appointment as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

**COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES COMMITTEE**

Chairman Storey announced the appointment of the following individual to the Community Economic Development Strategies Committee to fill the remainder of a 1-year term; term to expire 12/31/2023.

Jim Storey, 344 W 35<sup>th</sup> St, Holland

Moved by Commissioner Kapenga, seconded by Commissioner DeYoung to approve the appointment as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

**COMMISSIONER BELTMAN—APPOINTMENTS/ELECTION**

**12/ WHEREAS**, Chairperson Storey announced the appointment of Scott Beltman of 3110 130th Ave, Hopkins, as County Commissioner Representative on the:

- Michigan State Extension District 7 Council to fill the remainder of the 2-year term, term to expire 12/31/2023
- Tourist Council to fill the remainder of the 3-year term, term to expire 12/31/2024
- West Michigan Regional Planning Commission to fill the remainder of the 1-year term, term to expire 12/31/2023; and

**WHEREAS**, no other commissioners have expressed interest in filling the vacant County Commissioner Representative position on the Economic Development Commission.

**THEREFORE BE IT RESOLVED** that the above-noted appointments are confirmed; and

**BE IT FINALLY RESOLVED** that through this resolution, Scott Beltman is hereby nominated as the County Commissioner Representative to fill the remainder of a 3-year term on the Economic Development Commission, term to expire 12/31/2024, nominations are closed, a unanimous ballot has been cast, and Scott Beltman of 3110 130th Ave, Hopkins, is hereby elected to said position.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

**BOARD OF PUBLIC WORKS**

**13/ WHEREAS**, effective January 1, 2023, the Board of Commissioners was reduced from 7 County Commissioners to 5; and

**WHEREAS**, the Board of Commissioners, through this transition, has considered reductions to existing Boards & Commissions; and

**WHEREAS**, in accordance with MCL 123.732, Section 2(3), a board of public works shall consist of 5, 7, or 9 members.

**WHEREAS**, the County's Board of Public Works currently consists of 7 members.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners reduces the Board of Public Works to a 5-member board.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the resolution as presented. Motion carried by roll call. Yeas: 5 votes. Nays: 0 votes.

**BOARD PLANNING SESSIONS—APPROVE 2023 MEETING DATES**

**14/ WHEREAS,** the following schedule has been presented for meetings of the Allegan County Board of Commissioners to be held at 9:00 A.M. (\*unless otherwise indicated below) in the Board Room, County Services Building, 3283 - 122<sup>nd</sup> Avenue, Allegan Township, Michigan:

January 12, 2023	9:00 A.M.	June 22, 2023	9:00 A.M.
January 26, 2023	9:00 A.M.	July 13, 2023	9:00 A.M.
February 9, 2023	9:00 A.M.	July 27, 2023	9:00 A.M.
February 23, 2023	9:00 A.M.	August 10, 2023	9:00 A.M.
March 9, 2023	9:00 A.M.	August 24, 2023	9:00 A.M.
March 23, 2023	9:00 A.M.	September 14, 2023	9:00 A.M.
April 13, 2023	9:00 A.M.	September 28, 2023	9:00 A.M.
April 27, 2023	3:00 P.M.*	October 12, 2023	3:00 P.M.*
May 11, 2023	9:00 A.M.	October 26, 2023	9:00 A.M.
May 25, 2023	9:00 A.M.	November 9, 2023	9:00 A.M.
June 8, 2023	9:00 A.M.	December 14, 2023	9:00 A.M.

**THEREFORE, BE IT RESOLVED** that the Allegan County Board of Commissioners hereby confirms the 2023 meeting dates as presented; and **BE IT FURTHER RESOLVED** that the County Clerk is hereby directed to post said dates in accordance with Act 261 of the Public Acts of 1968.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to approve the resolution as presented. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

**BOARD OF COMMISSIONERS—APPROVE 2023 MEETING DATES**

**15/ WHEREAS,** the following schedule has been presented for meetings of the Allegan County Board of Commissioners to be held at 1:00 P.M. (\*or 7:00 P.M.) in the Board Room, County Services Building, 3283 - 122<sup>nd</sup> Avenue, Allegan Township, Michigan:

January 12, 2023	1:00 P.M.	June 22, 2023	1:00 P.M.
January 26, 2023	1:00 P.M.	July 13, 2023	1:00 P.M.
February 9, 2023	1:00 P.M.	July 27, 2023	1:00 P.M.
February 23, 2023	1:00 P.M.	August 10, 2023	1:00 P.M.
March 9, 2023	1:00 P.M.	August 24, 2023	1:00 P.M.
March 23, 2023	1:00 P.M.	September 14, 2023	1:00 P.M.
April 13, 2023	1:00 P.M.	September 28, 2023	1:00 P.M.
April 27, 2023	7:00 P.M.*	"Annual" October 12, 2023	7:00 P.M.*
May 11, 2023	1:00 P.M.	October 26, 2023	1:00 P.M.
May 25, 2023	1:00 P.M.	November 9, 2023	1:00 P.M.
June 8, 2023	1:00 P.M.	December 14, 2023	1:00 P.M.

**THEREFORE, BE IT RESOLVED** that the Allegan County Board of Commissioners hereby confirms the 2023 meeting dates as presented; and **BE IT FURTHER RESOLVED** that the County Clerk is hereby directed to post said dates in accordance with Act 261 of the Public Acts of 1968.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to approve the resolution as presented. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

**REVIEW BUDGET POLICY**

16/ Administrator Sarro reviewed potential changes to the Budget Policy. Adoption of the changes will take place at a later meeting.

**ADMINISTRATIVE UPDATE - 2023/24 BOARD PLAN UPDATE**

17/ Administrator Sarro noted the citizen survey has been completed and the results presented. He also reviewed the priority projects, with final approval by March.

**PUBLIC PARTICIPATION - NO COMMENTS**

18/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

**FUTURE AGENDA ITEMS**

19/ Commissioner Storey requested to have discussion on reviewing the video policy during one of the January sessions.

**ADJOURNMENT UNTIL JANUARY 12, 2023 AT 9:00 A.M.**

20/ Moved by Commissioner Beltman, seconded by Commissioner Dugan to adjourn until January 12, 2023 at 9:00 A.M. The motion carried by voice vote and the meeting was adjourned at 12:11 P.M. Yeas: 5 votes. Nays: 0 votes.



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Deputy Clerk

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Board Chairperson

Minutes approved during the 00/00/2023 Session

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**FINANCE - CLAIMS & INTERFUND TRANSFERS**

**WHEREAS**, Administration has compiled the following claims for 12/16/22, 12/23/22, 12/30/22, 1/6/23 & 1/13/23; and

**WHEREAS**, the following claims, which are chargeable against the County, were audited in accordance with Section 46.61 to 46.63, inclusive, M.C.L. 1970 as amended and resolutions of the Board; and

**WHEREAS**, said claims are listed in the 2022 Claims folder of the Commissioners' Record of Claims.

December 16, 2022

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	87,840.43	87,840.43	
Pooled Investment Fund - 103	13,072.64	13,072.64	
Parks/Recreation Fund - 208	498.14	498.14	
Friend of the Court - Cooperative Reimb. - 215	1,300.04	1,300.04	
Health Department Fund - 221	2,994.17	2,994.17	
Solid Waste/Recycling - 226	58,135.10	58,135.10	
Register of Deeds Automation Fund - 256	484.99	484.99	
Central Dispatch Fund - 261	6,831.73	6,831.73	
Justice Training Fund - 266	1,390.48	1,390.48	
Grants - 279	3,586.80	3,586.80	
Crime Victims Rights Grant - 280	38.36	38.36	
Sheriffs Contract - All Other - 287	89,221.28	89,221.28	
Transportation Fund - 288	7,063.36	7,063.36	
Child Care Fund - 292	29,384.57	29,384.57	
Veterans Relief Fund - 293	766.63	766.63	
Senior Services Fund - 298	235,161.61	235,161.61	
Capital Improvement Fund - 401	37,678.51	37,678.51	
CIP - Youth Home Building Fund - 492	1,478.52	1,478.52	
Central Dispatch CIP - 496	435.00	435.00	
Property Tax Adjustments - 516	4,361.46	4,361.46	
Tax Reversion 2019 - 619	1,432.90	1,432.90	
Revolving Drain Maintenance Fund - 639	60.31	60.31	
Fleet Management/Motor Pool - 661	1,282.32	1,282.32	

Self-Insurance Fund - 677	2,475.58	2,475.58	
Drain Fund - 801	115,805.02	115,805.02	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$702,779.95</b>	<b>\$702,779.95</b>	

December 23, 2022

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	181,773.23	181,773.23	
Parks/Recreation Fund - 208	587.69	587.69	
Friend of the Court - Cooperative Reimb. - 215	5,032.67	5,032.67	
Health Department Fund - 221	39,201.94	39,201.94	
Solid Waste/Recycling - 226	1,609.50	1,609.50	
Brownfield Redevelopment Auth. - 243	7,638.71	7,638.71	
Indigent Defense Fund - 260	38,797.69	38,797.69	
Central Dispatch Fund - 261	4,963.70	4,963.70	
Grants - 279	4,511.80	4,511.80	
Sheriffs Contract - Wayland Township - 286	898.36	898.36	
Transportation Fund - 288	4,736.32	4,736.32	
Child Care Fund - 292	66507.84	66507.84	
Veterans Relief Fund - 293	152.20	152.20	
Senior Services Fund - 298	9,946.90	9,946.90	
American Rescue Plan Act - ARPA - 299	10,923.20	10,923.20	
Road Commission Debt Service Fund - 362	500.00	500.00	
Pension Defined Benefit Debt Fund - 368	500.00	500.00	
Capital Improvement Fund - 401	37,356.45	37,356.45	
CIP - Youth Home Building Fund - 492	6,511.20	6,511.20	
Central Dispatch CIP - 496	1,176.50	1,176.50	
Property Tax Adjustments - 516	17,495.66	17,495.66	
Tax Reversion 2019 - 619	15,463.00	15,463.00	
Tax Reversion - 620	40.63	40.63	
Tax Reversion 2020 - 621	7,920.00	7,920.00	
Revolving Drain Maintenance Fund - 639	36.01	36.01	
Fleet Management/Motor Pool - 661	32.97	32.97	
Self-Insurance Fund - 677	1,521.89	1,521.89	
Drain Fund - 801	8,874.20	8,874.20	

<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$474,710.26</b>	<b>\$474,710.26</b>	
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December 30, 2022

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	35,591.83	35,591.83	
Parks/Recreation Fund - 208	1,338.41	1,338.41	
Friend of the Court - Cooperative Reimb. - 215	-9.66	-9.66	
Health Department Fund - 221	794.81	794.81	
Solid Waste/Recycling - 226	80.00	80.00	
Multi-Agency Collab Committee - 245	523.83	523.83	
Liability Sinking Fund - 259	7,039,855.86	7,039,855.86	
Indigent Defense Fund - 260	22,043.50	22,043.50	
Central Dispatch Fund - 261	6,413.63	6,413.63	
Crime Victims Rights Grant - 280	102.46	102.46	
Transportation Fund - 288	60.22	60.22	
Child Care Fund - 292	6,985.78	6,985.78	
Senior Services Fund - 298	1,024.63	1,024.63	
Property Tax Adjustments - 516	21,317.53	21,317.53	
Fleet Management/Motor Pool - 661	33.58	33.58	
Self-Insurance Fund - 677	31,116.70	31,116.70	
Drain Fund - 801	47,127.78	47,127.78	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$7,214,400.89</b>	<b>\$7,214,400.89</b>	

January 6, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	231,267.35	231,267.35	
Friend of the Court - Cooperative Reimb. - 215	670.53	670.53	
Health Department Fund - 221	20,413.69	20,413.69	
Solid Waste/Recycling - 226	7,015.29	7,015.29	
Animal Shelter - 254	927.72	927.72	
Indigent Defense Fund - 260	290.45	290.45	
Central Dispatch Fund - 261	578.81	578.81	
Local Corrections Officers Training Fund - 264	1,416.16	1,416.16	
Law Library Fund - 269	2,624.58	2,624.58	



Grants - 279	5,696.52	5,696.52	
Sheriffs Contract - All Other - 287	81.66	81.66	
Transportation Fund - 288	28,142.04	28,142.04	
Child Care Fund - 292	10,707.20	10,707.20	
Veterans Relief Fund - 293	924.63	924.63	
Senior Services Fund - 298	7,144.00	7,144.00	
Capital Improvement Fund - 401	131,188.72	131,188.72	
Central Dispatch CIP - 496	143,022.00	143,022.00	
Property Tax Adjustments - 516	5,843.00	5,843.00	
Tax Reversion - 620	8,973.75	8,973.75	
Revolving Drain Maintenance Fund - 639	310.00	310.00	
Fleet Management/Motor Pool - 661	520.00	520.00	
Self-Insurance Fund - 677	356,306.26	356,306.26	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$964,064.36</b>	<b>\$964,064.36</b>	

January 13, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	414,657.04	414,657.04	
Parks/Recreation Fund - 208	1,264.30	1,264.30	
Friend of the Court - Cooperative Reimb. - 215	676.84	676.84	
Health Department Fund - 221	19,671.61	19,671.61	
Register of Deeds Automation Fund - 256	2,153.42	2,153.42	
Palisades Fund - 257	150.72	150.72	
Indigent Defense Fund - 260	18,677.99	18,677.99	
Central Dispatch Fund - 261	56,186.26	56,186.26	
Grants - 279	5,213.46	5,213.46	
Sheriffs Contract - All Other - 287	150.76	150.76	
Transportation Fund - 288	101,559.69	101,559.69	
Child Care Fund - 292	23,054.25	23,054.25	
Veterans Relief Fund - 293	3,823.44	3,823.44	
Senior Services Fund - 298	93,518.09	93,518.09	
American Rescue Plan Act - ARPA - 299	13,654.00	13,654.00	
Capital Improvement Fund - 401	20,081.01	20,081.01	
Tax Reversion - 620	2,991.25	2,991.25	
Revolving Drain Maintenance Fund	508.17	508.17	

- 639			
Self-Insurance Fund - 677	72,036.07	72,036.07	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$850,028.37</b>	<b>\$850,028.37</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for 12/16/22, 12/23/22, 12/30/22, 1/6/23, 1/13/23, and interfund transfers.

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**FINANCE - APPROVE BUDGET POLICY #211**

**BE IT RESOLVED**, that the Allegan County Board of Commissioners hereby adopts the updated Budget Policy #211, as attached, effective immediately; and

**BE IT FURTHER RESOLVED** that Administration shall post the policy to the County website.

DRAFT

# ALLEGAN COUNTY POLICY



**TITLE:** Budget Policy  
**POLICY NUMBER:** 211  
**APPROVED BY:** Board of Commissioners  
**EFFECTIVE DATE:** January 26, 2023

1. **PURPOSE:** The purpose of this Policy is to establish the requirements, responsibilities and general procedure for the preparation, adoption and maintenance of a balanced budget and to promote and sound financial health for the governmental unit.
2. **SERVICE AREA(s) AFFECTED:** Any department, service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the Board of Commissioners.
3. **DEFINITIONS:**
  - 3.1 Appropriation – An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose.
  - 3.2 Board of Commissioners (BOC) – The legislative body of the County.
  - 3.3 Budget – A plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds and the proposed means of financing the expenditures. A budget is not required to but may include any of the following:
    - 3.3.1 A fund for which the County acts as a trustee or agent;
    - 3.3.2 An internal service fund;
    - 3.3.3 An enterprise fund;
    - 3.3.4 A capital project fund;
    - 3.3.5 A debt service fund.
  - 3.4 Budgetary Center – A general operating department or any other service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the BOC.
  - 3.5 Budgetary Center Leader – An individual appointed, elected, employed or otherwise engaged by the County to supervise a budgetary center (service area directors, court administrators, elected officials).
  - 3.6 Capital Assets – Items valued at \$5,000 and greater with a useful life greater than two (2) years.

- 3.7 Capital Improvement Plan – A document/plan that summarizes the County’s infrastructure and large equipment needs.
- 3.8 Chief Administrative Officer (CAO) – The County Administrator appointed by the BOC, or his or her designee as permissible through applicable law or County policy.
- 3.9 Comp(ensatory) Time – Time off earned in lieu of payment of overtime.
- 3.10 Comp(ensatory) Time Payoff – Payment made to an employee in lieu of time off.
- 3.11 Core Services – While each budgetary activity may support a variety of services, core services represent the main services provided through a budgetary activity from a broad perspective. Core services shall be identified in a manner that allows the full cost to be assessed for providing that service. Examples of core services are Road Patrol, Payroll, Emergency Dispatch, Building Maintenance, and Benefits Administration.
- 3.12 Cost Allocation Plan (CAP) – A document, prepared annually, that is used to distribute administrative and occupancy costs to various programs, grants, and funds. The CAP is prepared according to Federal principles.
- 3.13 Deficit – An excess of liabilities over assets within an activity or fund.
- 3.14 Disbursement – A payment.
- 3.15 Donation – money or goods (real or personal property), commonly equipment, supplies, vehicles, real estate, K9s, etc.) that are given to the County.
- 3.16 Donor – person or organization giving a donation.
- 3.17 Expenditure – The cost of goods delivered or services rendered, whether paid or unpaid.
- 3.18 Fund – A legal entity that provides for the segregation of moneys or other resources for specific activities or obligations in accordance with specific restrictions or limitations. A separate set of accounts must be maintained for each fund to show its assets, liabilities, reserves and fund balance, as well as its income and expenditures.
- 3.19 Fund Balance – The difference between assets and liabilities.
- 3.20 General Appropriations Act – The budget as adopted by the Board of Commissioners.

- 3.21 Grant – Funds or assets, given for a specific program, purchase or service, from a grantor, with a formal written agreement.
  - 3.22 Grantor – The original financial source for a grant, typically in the form of a government agency or non-profit organization.
  - 3.23 Grants Coordinator – Individual within Financial Services (or designee) responsible for oversight, coordination and financial management of the grant.
  - 3.24 Maintenance of Effort (MOE) – A requirement that a grantee must maintain a specified level of financial effort in area for which State/Federal funds will be provided in order to receive the grant funds. The requirement is usually given in terms of a specific base year monetary amount.
  - 3.25 Paid Time Off (PTO) Payout – An amount paid to an employee for unused PTO after the close of the fiscal year and/or at the time of separation consistent with policy and/or applicable labor agreement.
  - 3.26 Personal Property: Any item of value, that is not real estate.
  - 3.27 Project(s) non-capital – A one-time or periodic, yet infrequent, undertaking to engage services and/or acquire or replace an asset, or set of similar assets, for which the individual unit cost and/or useful life does not meet the criteria to be classified as a Capital Asset.
  - 3.28 Program Manager – Individual that is responsible for managing the programmatic activities and requirements of the grant.
  - 3.29 Real Property: Real estate.
  - 3.30 Restricted Donation – any donation that specifies a particular use or “restricts” the use of the donation.
  - 3.31 Service Area – A component of county government that is responsible to provide specific functions or services.
  - 3.32 Surplus – An excess of assets over liabilities within an activity or fund.
  - 3.33 Work Order – Process for routing and tracking requests to obtain specific levels of service and/or approval using County-approved software.
4. **POLICY:** It is the policy of the County to operate under a balanced budget. This budget shall be approved by the BOC at its annual meeting (after September 14 but before October 16) unless otherwise authorized by the BOC.

- 4.1 Debt or other obligations shall not be entered into unless approved by the BOC and consistent with applicable law(s) and/or County policy.
- 4.2 Total expenditures within an activity shall not be made in excess of the amount authorized in the budget unless the necessary adjustments have been authorized.
- 4.3 Funds may not be applied or diverted for purposes inconsistent with the appropriations.
- 4.4 Cost Allocation Plan (CAP): To the extent practicable, all non-General Fund department budgets shall include an expenditure line for the CAP.
  - 4.4.1 Unless CAP costs are disallowed by the funding source, or capped at a specific dollar amount or rate, all applications for new grant programs shall include a CAP expense equal to ten percent of the program's total expenditure budget.
    - 4.4.1.1 Once the grant is listed in the CAP document, the actual CAP costs shall be used in the grant budget.
  - 4.4.2 Unless CAP costs are disallowed by the funding source, all grant renewal applications shall include a CAP expense.
  - 4.4.3 The CAO may approve a phased-in approach for CAP costs, in cases where grants would experience programmatic challenges caused by the addition of the full CAP amount.
    - 4.4.3.1 The first year shall use ten percent of the CAP cost, with ten percent added in succeeding years, until such time as the full CAP is budgeted.
- 4.5 Comp Time and PTO Payouts: The payouts shall be appropriated from the PTO Liability Fund and shall be cost allocated to the applicable budgetary center either through the annual Cost Allocation Plan or other method.
- 4.6 Reimbursement of Personal Expenditures While Performing County Business
  - 4.6.1 Mileage: The County's mileage reimbursement rate shall equal the IRS rate, providing a County owned vehicle is not reasonably available for use.
    - 4.6.1.1 This policy applies to elected officials, employees, volunteer drivers, and interns.
    - 4.6.1.2 Supervisors are responsible for optimizing the use of County vehicles. If a County-owned vehicle is available, but a personal vehicle is used, the reimbursement rate shall be 60% of the IRS rate. Full IRS rate reimbursement for use of a personal vehicle shall be allowed in the limited instances

that a supervisor has determined that the use of a personal vehicle is more cost effective than use of a County vehicle or in cases where an employee may have accessibility needs that cannot be appropriately met through the use of a county owned vehicle.

4.6.1.3 When using a personal vehicle, mileage is measured from the closer of the duty station or point of departure to the destination and return.

4.6.1.4 When considering travel, the least-costly travel method should be used. When traveling out of state the total cost of mileage reimbursement shall not exceed the published lowest airfare rate for the same trip unless authorized by the CAO.

4.6.2 Meals: Meals while traveling on authorized County business are reimbursable expenses (if paid by the traveler) or allowable expenses (if paid by County funds) on the basis of actual expenses incurred, as supported by itemized receipts, subject to the following guidelines and limits:

4.6.2.1 Reimbursement amounts shall conform to the current State of Michigan “In-State All Other” rates. As of January 1, 2023, those rates are:

\$9.75 breakfast

\$9.75 lunch

\$22.00 dinner

4.6.2.2 Meals that are included in registration fees, or that are supplied as part of a meeting, are not eligible for reimbursement.

4.6.2.3 In the event an employee may travel for a duration and time commensurate with multiple meal reimbursements, the amount expended per meal is left to the employee’s discretion. However, reimbursement shall be limited to the combined total of the applicable published meal rates of the eligible meals per day.

4.6.2.3.1 Combined meal reimbursement requests shall require additional documentation, such as a conference or training agenda or proof of travel to demonstrate eligibility.

4.6.2.3.2 Alcohol is not eligible for reimbursement.

4.7 Budgeted funds in the following line items are not available for reallocation by the budgetary center unless approved by the CAO or as approved by the BOC:

701.00.00 through 726.99.9 – Salaries/Wages/Benefits

865.000 – Gas, Oil, Grease & Antifreeze

810.010 – Legal-Court Appt./Other Legal (except as outlined in Administrative Order No.1998-5 - Chief Judge Responsibilities; Local Intergovernmental Relations)

920.000 – Public Utilities



- 4.8 Elected Officials and Chief Deputies' Salaries shall be established prior to the start of a new term consistent with applicable law. In general, the calculation of such salaries and any adjustments to those salaries shall be recommended consistent with the methods for determining non-bargaining employees' salaries.
- 4.9 Expenditures shall always be expensed to the appropriate line item regardless of available funds within that specific line item.
- 4.10 No payment shall be released if an activity is over budget except as authorized by the BOC.
- 4.11 Budget Amendments: The CAO is authorized to perform budget adjustments that are necessary to carry out the General Fund Surplus Distribution process.
- 4.11.1 As soon as a Budgetary Center identifies the potential for an activity to exceed its overall budget and/or a line item(s) to be materially over budget the CAO shall be notified promptly and a plan to address such occurrence shall be recommended to the CAO.
- 4.11.2 The CAO is authorized to make budget transfers between activities within a fund, between funds and between line items within an activity or any combination thereof in accordance with the established thresholds (Appendix 6.D) as long as no additional appropriation is required from fund balance.
- 4.11.3 The CAO shall maintain a list of any potential budget overages that may require adjustment and shall provide a copy of said list to the BOC no less than quarterly. Said list shall identify whether an adjustment has been made or will be recommended at a later date.
- 4.11.4 The CAO shall recommend necessary adjustments to BOC when such adjustments exceed his or her authorized thresholds (Appendix 6.D).
- 4.11.5 Amendments to the approved budget (General Appropriations Act) shall not cause estimated total expenditures, including any accrued deficit, to exceed total estimated revenues, including any available surplus.
- 4.12 Capital and other projects: Consistent with the Uniform Budgeting Act, the CAO is authorized to prepare and recommend a capital improvement program as part of the annual budget, outlining both current and future capital projects. Unless stated elsewhere within this policy, any capital or other projects shall be budgeted for and managed by the provisions within this section.
- 4.12.1 The annual program shall be driven by the Capital Improvement Plan.
- 4.12.1.1 The Plan shall forecast capital projects and expenditures for the next 15 years. The Plan shall be maintained on an ongoing basis,

- and shall undergo a comprehensive review and update every 5 years, culminating with a new 15 year forecast window.
- 4.12.1.2 The Capital Improvement Plan shall show projects in the general order of the BOC's priority. Those priorities are:
    - 4.12.1.2.1 Safety and Security: Item(s) that present an immediate or impending safety and security concern. These could be new, repairs or replacements;
    - 4.12.1.2.2 Repair and maintenance: Item(s) that are in a state of disrepair or require maintenance to be performed to continue functioning at acceptable levels within its identified life cycle;
    - 4.12.1.2.3 Replacement Plan: Item(s) identified within an existing replacement plan as a proactive measure to minimize unexpected disruption of services as the item approaches its end of life cycle.
    - 4.12.1.2.4 New Capital Requests/Strategic Initiatives: Approval of these items may carry operational increases or may increase one of the other categories above to maintain the level of service generated by its acquisition.
  - 4.12.2 Budgetary Centers shall complete a Project Scoping Form in order for the project to be eligible for consideration of funding and resource allocation.
  - 4.12.3 Funds for capital and non-capital projects are generally budgeted within and/or appropriated from the Capital Improvements Program (CIP) Fund (401) or within a designated fund established within a Special Revenue Fund. A separate activity for each project shall be established once funds are officially requested and appropriated for the project.
  - 4.12.4 The capital improvements program shall show projects in the general order of the BOC's priority for a period of fifteen (15) years.
  - 4.12.5 Capital projects shall be budgeted on a project basis. Any remaining funds after a capital project are completed shall not be available for use unless re-appropriated by the BOC. Surplus funds from each project shall revert back to the CIP fund from which the project funds were appropriated to fund other projects. For example: A new lawn mower has been approved with an estimated cost of \$15,500. The actual cost was \$14,500. The remaining \$1,000 of the budgeted amount would revert back to the CIP fund from which the project was funded, unless otherwise approved by the CAO and/or BOC subject to the established threshold (Appendix 6.D).
  - 4.12.6 If a project extends past the fiscal year from which the original budget was established, departments shall request funds to be carried over and

budgeted in the following year (using the same fund and account number) less any expenses already incurred. Absent a request for carry over, funds may be reallocated and/or removed from the project.

#### 4.13 General Fund (GF):

- 4.13.1 Zero Dollars (\$0) shall be budgeted in a specific line item to be applied to the GF reserves.
- 4.13.2 GF Surplus Distribution: Following the annual financial audit, a GF budget surplus identified from the preceding fiscal year shall be distributed in the following manner:
  - 4.13.2.1 The GF fund balance shall be allocated that portion of the surplus that would maintain the GF fund balance as shown in Appendix 6.A;
  - 4.13.2.2 If the conditions in the preceding paragraph are met, then an allocation from the remaining annual General Fund surplus shall be transferred to the Budget Stabilization Fund to maintain that fund as shown in Appendix 6.A;
  - 4.13.2.3 If the conditions in the two preceding paragraphs are met, then an allocation from the remaining surplus shall be transferred to the PTO Liability Fund to maintain the fund as shown in Appendix 6.A;
  - 4.13.2.4 If the conditions in the three preceding paragraphs are met, then one hundred percent (100%) of the balance of the remaining annual budget surplus shall be transferred to the Liability Sinking Fund (2590).
  - 4.13.2.5 Budget adjustments that are necessary to carry out the provisions contained within this GF Surplus Distribution section shall be prepared and performed at the time of the distributions, and reported to the Board in accordance with the Budget Adjustments section of this policy.
- 4.13.3 Deficit. If it is determined that current year revenues plus transfers-in may not be sufficient to cover current year expenses plus transfers-out, operating expenses shall be reduced or an appropriation from fund balance shall be made so that total expenses plus transfers out equal total revenues plus transfers in.
  - 4.13.3.1 If the GF fund balance is below the designated level as shown in Appendix 6.A the BOC may choose to budget funds specifically to increase the fund balance.
  - 4.13.3.2 If the fund balance falls below five percent (5.0%) of the total GF Expense Budget then funds shall be transferred from the PTO Liabilities Fund (258) to restore the GF fund balance to its level as outlined in Appendix 6.A.
- 4.13.4 GF Contingency. The GF Contingency account shall be established at an amount not to exceed two percent (2%) of the total General

Operating Fund expense budget excluding budgeted fund balance.

4.13.5 The General Fund shall advance a total of \$250,000 to the Drain Revolving Fund, to be recorded as a Long-Term receivable.

4.14 Special Revenue Fund (SRF):

4.14.1 Deficit. Unless otherwise stated within this policy, if it is determined that current year revenues plus transfers-in may not be sufficient to cover current year expenses plus transfers-out within an SRF, operating expenses shall be reduced to equal projected revenues or an appropriation from the SRF's fund balance or other appropriate fund balance (subject to approval by the BOC) shall be made so that total expenses plus transfers-out equal total revenues plus transfers-in.

4.14.2 Parks (Fund 208)

4.14.2.1 Cell Tower Revenue: Cell Tower Revenue shall be budgeted as a revenue to the Parks Fund, to be utilized towards Parks repairs and maintenance.

4.14.3 Central Dispatch (Fund 261).

4.14.3.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

4.14.3.1.1 If the conditions in the preceding paragraph are met, any remaining operational fund balance shall be transferred to a restricted fund balance account to be used to supplement revenue shortfalls outlined in the 17 year projection model where surcharge revenues are not sufficient to meet projected expenses, unless otherwise directed by the BOC.

4.14.3.2 As surcharge funds are received the operational portion shall be receipted into the operational fund and the capital portion receipted into the Central Dispatch Capital Projects Fund.

4.14.3.3 Surcharge. Since the main source of operating revenue for Central Dispatch is received through the collection of a monthly surcharge on any device with the ability to access 911, the calculated monthly surcharge shall be presented to the BOC utilizing the formula in Appendix 6.B:

4.14.3.4 Capital. There shall be a separate capital fund established for Central Dispatch.

4.14.3.4.1 Funding for approved capital projects shall be funded through a monthly surcharge.

4.14.3.4.2 Capital projects shall be divided into three (3) categories based on the number of years to complete the project.

Short term projects 1-5years

Mid-term projects 6-10 years

Long-term projects over 10 years

4.14.3.4.3 The monthly surcharge needed to fund capital projects shall be determined by using the formula in Appendix 6.B.

4.14.4 Child Care Fund (Fund 292)

4.14.4.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

4.14.4.1.1 100% shall be transferred to the Youth Home CIP fund (492) and designated as Child Care Buildings & Infrastructure fund projects.

4.14.5 Senior Services (Fund 298)

4.14.5.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess fund balance shall be used when a wait list for services exists, service capacity is available to meet those needs and funds are not available within the current annual approved operating budget. The funds shall be allocated in such a manner to reasonably ensure the increased service level is financially sustainable through the end of the term of the current authorized millage. The CAO is authorized to conduct a final review of such circumstances; direct the necessary budget adjustments to be made within the current fiscal year and report back any transfers made to the BOC.

4.14.6 Health Department (Fund 221)

4.14.6.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

4.14.6.1.1 100% shall be used to reduce current year transfers in from the general operating fund (or transferred back to the General Fund.)

4.14.7 Law Enforcement Contract (Fund 287) – The CAO is authorized to:

4.14.7.1 Execute Law Enforcement Services agreements (75% Local Unit/25% County fee for service) in conjunction with the Sheriff and local units of government within Allegan County.

4.14.7.2 Budget for, and expend, the necessary funds to meet the County's obligations under the agreements including, but not limited to, the creation of positions if determined necessary (coterminous with the agreement), personnel costs, equipment, vehicle procurement/replacement and vehicle maintenance and operating costs.

- 4.14.7.3 Purchase existing vehicles and equipment owned by a participating local unit.
  - 4.14.7.4 Sell, if necessary, vehicles/equipment in the event of a termination of agreement.
  - 4.14.7.5 Update the County's vehicle fleet list with any vehicles purchased/sold in relation to the agreements.
- 4.15 Drain Funds (Funds 801 and 802)
- 4.15.1 To the extent that the Drain Revolving Fund has a positive cash balance, individual Drain Fund expenses may draw upon that Fund.
  - 4.15.2 At the point that the Drain Revolving Fund has been depleted, individual Drain Funds may draw upon positive balances in other Drain Funds. The Drain Commissioner shall issue Notes that acknowledge the borrowing. The Drain Commissioner and Treasurer shall agree upon an interest rate that reasonably splits the difference between the cost of external borrowing, and the investment rate of return. Internal borrowing shall not be undertaken if both the borrowing and lending Drain Funds do not realize an interest rate benefit, compared to external borrowing and investing. At no time shall internal Notes exceed the Drain Funds' collective available cash balance.
  - 4.15.3 At any time, the Drain Commissioner may choose to issue external debt in lieu of, or in addition to, the methods listed above.
- 4.16 Allocation of State Revenue Sharing (SRS) Funds
- 4.16.1 When the County has outstanding debt that is not matched by resources available in the Liability Sinking Fund, SRS shall be distributed in the following manner:
    - 4.16.1.1 The first \$1,300,000 shall be receipted into the Capital Improvements Fund (Fund 401).
    - 4.16.1.2 The next \$900,000 shall be receipted into the Liability Sinking Fund (Fund 259).
    - 4.16.1.3 SRS dollars received in excess of \$2,200,000 shall be distributed 60% to the Capital Improvements Funds and 40% to the Liability Sinking Fund.
  - 4.16.2 When the County does not have outstanding debt, or when the County's outstanding debt is matched by the balance of the Liability Sinking Fund, 100% of SRS funds shall be receipted into the Capital Improvements Fund.
- 4.17 Responsibilities:
- 4.17.1 The CAO shall:
    - 4.17.1.1 have final responsibility for budget preparation;
    - 4.17.1.2 present the budget to the BOC;
    - 4.17.1.3 have control of expenditures under the budget and the general



pursuant to Appendix 6D Grants, and shall be submitted utilizing the Work Order/Request For Action (RFA) process.

4.18.1 Requirements:

- 4.18.1.1 Service Area Leadership must designate an individual to serve as the Program Manager. The Program Manager and Grants Coordinator are responsible to complete the Grant requirements contained within this section and the Grants Management Procedures.
- 4.18.1.2 A Work Order/RFA shall be completed by the Program Manager and/or the Grants Coordinator for the Grant application or renewal for the purpose of document tracking. The Work Order/RFA will be used to obtain the required review and recommendation from the Executive Director of Finance or his/her designee before consideration by County Administration.
- 4.18.1.3 All Grants require application approval and award approval from the BOC and/or the County Administrator; reference Appendix 6.D to determine the level of approval needed.
- 4.18.1.4 All Grant requests must allow sufficient time for consideration and approval.
  - 4.18.1.4.1 Any Grant requiring BOC approval will need to be added to the BOC meeting agenda. Agenda items must be submitted to County Administration in the timeframe outlined in the BOC Rules of Organization.
  - 4.18.1.4.2 Any Grant requiring County Administrator approval must be submitted to County Administration allowing for a timeframe comparable to the BOC approval process outlined in the BOC Rules of Organization.
  - 4.18.1.4.3 Ongoing Grants should be renewed, whenever possible, through the annual budget process, therefore not requiring additional BOC approval.
  - 4.18.1.4.4 If the Grant application deadline does not allow sufficient time to obtain the appropriate level(s) of approval, the County Administrator may approve Grant applications in such emergency situations and report to BOC.
- 4.18.1.5 The only authorized signatory on behalf of Allegan County is the County Administrator or BOC Chairperson, unless otherwise designated by the BOC and/or the County Administrator. This designation, if appropriate, can be requested in the Work Order/RFA.
- 4.18.1.6 All Federal Grant spending must follow the Federal guidelines for allowable and unallowable costs as outlined in the Federal Register. Allegan County shall maintain a current membership in System for Award Management (SAM) to ensure the County's eligibility to apply for Federal grants.
- 4.18.1.7 Eligible Grant expenditures must follow both the purchasing requirements as outlined within the Grant documents and the County's Purchasing Policy. If there is conflict between these requirements, the Grant document requirements would supersede the



Purchasing Policy.

- 4.18.1.8 All Federal Grant funding expended shall be reported on the Schedule of Expenditures of Federal Awards (SEFA) in the annual Single Audit filed with the appropriate State and Federal agencies.
- 4.18.1.9 Unless otherwise authorized by BOC, any position funded by a Grant shall be considered coterminous with Grant funding.
- 4.18.1.10 Each Grant must have clearly outlined objectives and desired outcomes which will be used to measure Grant performance. Grant closeout information, both financial and programmatic, must be reported back to County Administration after conclusion of Grant.

4.19 Donations and Surplus Programs:

4.19.1 Planning and Approval to Accept Donations

- 4.19.1.1 Acceptance and use of any donation (money, goods, or services) shall be consistent with the nature of the County's Services and Programs, Strategic Goals, and internal controls and subject to the approval of the Board of Commissioners or CAO pursuant to Appendix 6.D and shall be submitted utilizing the Work Order/(RFA) process.
- 4.19.1.2 Service Areas, anticipating receipt of donations (or expecting to solicit donations through fundraising efforts) and expecting to use or expend donations (other than receiving monetary donations as a general revenue) on an ongoing basis, shall develop a Donation Plan to be submitted to the CAO.
- 4.19.1.3 The Plan shall define and establish the estimated useful life of the asset, a funding plan for any ongoing costs and/or replacement costs, use, and disposition of the asset. All donation activity shall be appropriately tracked within the County's financial system.
- 4.19.1.4 Unless otherwise approved through a Donation Plan, consistent with Appendix 6.D, or permitted within Board of Commissioners approved policy, donations for a restricted purpose shall not be accepted.
- 4.19.1.5 Donations from service providers currently doing business with the County, having done business with the County in the last 12 months or likely to do business with the County in the next 12 months are specifically prohibited. Infrequent and de minimis items that are generally made available to a broader audience and therefore not an influential factor in decision making processes (e.g. product samples, conference trinkets, holiday greetings) shall not be considered donations.
- 4.19.1.6 Donations as Recognition/Appreciation – Services Areas (not individuals) may receive donated goods as recognition/appreciation to the extent such is infrequent and de minimis. Example 1, perishable/consumable items such a food in recognition of service or working lunches (e.g. pizza, desserts, *flowers/plants*, etc.) Example 2, token items of appreciation generally valued under \$100 (e.g. service

- area plaques, photos, inspirational decorations).
- 4.19.1.7 Monetary Donations - Unless otherwise approved as part of a Donation Plan or approved consistent with the thresholds in Appendix 6.D, monetary donations shall be considered and treated as all other revenue, offsetting existing expenditures, and not be carried over into a subsequent fiscal year.
    - 4.19.1.7.1 All monetary donations must be handled in accordance with the Treasurer's Receipting Policy.
    - 4.19.1.7.2 Service Areas expecting to receive monetary donations as a revenue to offset existing expenditures on a regular basis shall include estimates of donation revenue in the annual budget process.
    - 4.19.1.7.3 Unless otherwise approved through a plan, monetary donations are not eligible for expenditure until receipted as revenue and approved as an expenditure through an approved budget adjustment in accordance with the budget adjustments portion of this budget policy.
  - 4.19.1.8 Once approved for acceptance the Service Area receiving the donation shall acknowledge and express thanks to the donor(s) on behalf of the County.
- 4.19.2 Approval to accept goods or services, or purchase goods or services with monetary donations:
- 4.19.2.1 Goods Acquired through Government Surplus Programs or through Donation: Eligible Service Areas may participate in Government Surplus Property Grants, such as the Federal 1033 Program or may receive donated goods subject to the following requirements:
    - 4.19.2.1.1 All donated goods, or goods to be purchased with monetary donations, which have been pre-approved through the County's Capital Improvement Plan (CIP) and/or Annual Budget/Operational Plan shall be received or purchased with the appropriate review and approval consistent with the value thresholds in Appendix 6.D (operational/capital purchases).
    - 4.19.2.1.2 In determining review/approval levels, only the estimated replacement value (what it would cost the county to replace the donated good with a new good) shall be applicable. Replacement value shall be determined by acquiring a quote(s) for a new equivalent good.
  - 4.19.2.2 Regardless of value, donated goods and services, and goods and services purchased resulting from a monetary donation, in consideration of being acquired shall undergo the appropriate review/approval consistent with county policy and operational support standards, which includes, but is not limited to the following:
    - 4.19.2.2.1 Technology items (e.g. laptops, portable electronic devices, printers, software, etc.) shall be reviewed in

advance by Information Services.

4.19.2.2.2 Facility items (e.g. furniture, appliances, etc.) shall be reviewed in advance by Facilities Management.

4.19.2.2.3 Vehicle shall be reviewed in advance by Transportation.

4.19.2.2.4 Personnel/staffing related plans shall be reviewed in advance by Human Resources.

4.19.2.2.5 Services/service agreements shall be reviewed in advance by Project Management.

4.19.3 When submitting a Work Order/RFA for final approval to accept a donation or make a purchase resulting from a monetary donation, evidence of the reviews outlined above shall be provided.

4.19.3.1 In cases where a monetary donation will be utilized to fund a good or service, such good or service shall be acquired by the support area above most closely relating to the nature of the good or service on behalf of the requesting Service Area.

4.19.3.2 Service Areas may acquire surplus or donated goods valued up to \$500 considered to be general operating goods for the nature of work performed by that Service Area.

4.19.3.3 In cases where a good becomes available through a governmental surplus or supplies program (e.g. 1033 DOD program) that has not been approved through an existing plan, exceeds the value of \$500, and is identified as needed, the item shall be reserved for 14 days and submitted for consideration, consistent with the value thresholds in Appendix 6.D (operational/capital purchases).

4.19.4 The Service Area shall maintain and furnish the CAO with access to all agreements, records, and property inventories for all items related to this County donation policy.

4.20 Budget Preparation: The CAO shall prepare and present a balanced recommended budget based on the following information collected from each budgetary center. Information shall be submitted to the CAO and presented to the BOC by the CAO consistent with the annual budget schedule (Appendix 6.C):

4.20.1 Goals & Objectives. This shall be prepared by each Budgetary Center Leader for each activity for which they have budgetary responsibility.

4.20.2 Core Service Expense/Revenue Budget. Based on the current year budget, Budgetary Centers shall provide a line item cost breakdown (expenses and revenues) for each core service including:

4.20.2.1 Actual expenditures/revenue for the most recently completed fiscal year;

4.20.2.2 Projected expenditures/revenue for the current fiscal year (to be arrived at by using actual expenditures to date and projecting expenditures to the end of the fiscal year);

- 4.20.2.3 An estimate of the expenditures/revenue for the next five fiscal years;
  - 4.20.2.4 The projected Maintenance of Effort (MOE) required to maintain external funding sources, if applicable.
- 4.20.3 Personnel Costs.
- 4.20.3.1 Status Quo Personnel Costs. A report shall be compiled and reviewed by each Budgetary Center which outlines each position currently budgeted and the total compensation attached to each position.
  - 4.20.3.2 Personnel Changes. Position change requests shall be prepared utilizing the appropriate forms by the Budgetary Center Leader and submitted as part of the budgeting process.
- 4.20.4 Operational Requests. Operational requests shall consist of a Budgetary Center's operational line items 727.00.00 through 969.99.99.
- 4.20.5 Capital Requests. A 15-year capital plan shall be presented to the BOC as part of the budget process.
- 4.20.6 Grants. A Grants Master list shall be provided and contain, the Budgetary Center, Grant Name, Grant Purpose, # of Years the County has had the Grant, Grant Source, Anticipated Award, Local Match, Budget, \$ Breakdown of Funding Source, % Breakdown of Funding Source.
- 4.20.7 Fees. A county wide fee schedule shall be provided.
- 4.20.7.1 Fees must exhibit the following characteristics:
    - 4.20.7.1.1 A user fee must serve a regulatory purpose rather than a revenue generating purpose.
    - 4.20.7.1.2 A user fee must be proportionate to the necessary costs of the service or commodity, and imposed on those benefiting from the right/service/improvement supported by the fee.
    - 4.20.7.1.3 A user fee is voluntary in nature as opposed to being compulsory.
  - 4.20.7.2 The following categories shall be considered when calculating the cost of services:
    - 4.20.7.2.1 Direct Salaries, benefits and allowable departmental expenditures.
    - 4.20.7.2.2 Departmental Overhead Departmental administration / management and clerical support.
    - 4.20.7.2.3 County-wide Overhead Central service costs such as payroll, human resources, budgeting, county management, etc. Often established through a cost allocation methodology or plan (In this case, the County provided these costs).
    - 4.20.7.2.4 Cross-Departmental Support Costs associated with review or assistance in providing specific services. For example,

costs associated with the Planning Department's review of construction plans.

- 4.20.7.3 The following methodology shall be used when calculating fees:
  - 4.20.7.3.1 Total costs minus dedicated revenue equals net cost
  - 4.20.7.3.2 Net cost divided by number of hours equals net hourly rate
  - 4.20.7.3.3 Net hourly rate times number of hours to perform service equals net cost per service
  - 4.20.7.3.4 Net cost per service times percent of user support equals user fee
  - 4.20.7.3.5 User fee plus other revenue = net cost per service
- 4.20.7.4 The percent of user support shall be governed by the following schedule:
  - 4.20.7.4.1 Benefit Level 1 - Services that Provide General "Global" Community Benefit: 25% cost recovery
  - 4.20.7.4.2 Benefit Level 2 - Services that Provide Both "Global" Benefit and also a Specific Group or Individual Benefit: 50% cost recovery
  - 4.20.7.4.3 Benefit Level 3 - Services that Provide a Primary Benefit to an Individual or Group, with less "Global" Community Benefit: 100% cost recovery
  - 4.20.7.4.4 Unless otherwise prohibited by law, non-profit users (501(c)(3) organizations, schools, churches, and governments) shall receive a 25 percent discount of the calculated fee.

4.21 The CAO shall ensure the recommended balanced budget contains the following:

- 4.21.1 All funds (including but not limited to the General Fund and all Special Revenue Funds) shall be presented based on balancing revenues (including transfer-ins) to expenses (including transfer-outs) excluding beginning and ending fund balances.
- 4.21.2 Beginning and ending fund balance for each fund for each year;
- 4.21.3 An estimate of the amounts needed for deficiency, contingent, or emergency purposes;
- 4.21.4 Budget Summary. An overview of key recommendations and/or decisions made relative to the final recommended balanced budget shall be included in a summary document to emphasize such information that may not be easily interpreted from the numeric data (example: wage adjustment %.) Such summary may include other data relating to fiscal conditions that the CAO has used in the budget development and considerations that may be useful in analyzing the future financial needs of Allegan County.

4.21.5 While line item detail is be presented to the BOC throughout the budget preparation process, the final recommended balanced budget and the final adopted budget shall be activity based.

**5. REFERENCES:**

- A. Michigan Department of Treasury Uniform Budget Manual
- B. Public Act 80 of 1981 Michigan Fiscal Stabilization Act
- C. Public Act 156 of 1851 MCL 46.1 County Board of Commissioners
- D. Public Act 621 of 1978 General Appropriations Act
- E. Public Act 154 of 1879 Elected Officials Salaries
- F. Public Act 267 of 1976 Michigan Open Meetings Act
- G. Allegan County Policy #511-Travel and Training
- H. Administrative Order No.1998-5 - Chief Judge Responsibilities;  
Local Intergovernmental Relations
- I. Allegan County Purchasing Policy
- J. Board of Commissioners Rules of Organization
- K. County Strategy Map

**6. APPENDICES:**

- A. Table of Minimum Fund Balances
- B. 911 Surcharge Formula
- C. Annual Budget Schedule
- D. Board Thresholds

APPENDIX 6.A  
Table of Minimum Fund Balances

<b>Fund Title</b>	<b>Fund #</b>	<b>Types of Uses</b>	<b>Minimum Threshold</b>	<b>Distribution of Funds in Excess of Minimum Threshold and Other Transfers</b>
General	101	General County Operations	Fund Balance – 11% of G. F. expense budget	Refer to Budget Policy text
Budget Stabilization	102	May be used to cover a General Fund deficit, to prevent a reduction in services, to cover expenses of a natural disaster and more	Maximum allowed by statute	Refer to Budget Policy text
PTO Liability	252	To fund the accrued liabilities of personnel (i.e. PTO, post-employment benefits, etc.)	Fully fund the PTO Liability per the most recent financial audit	Refer to Budget Policy text
Delinquent Tax Revolving	516	Monies are used for the settlement of delinquent taxes with the local taxing units. The county purchases the delinquents taxes from the local units. Currently this is about \$7 million each year	The annual debt service payment for the Sheriff's Office and Corrections Center Bond shall be transferred to the Debt Service fund.  Ending cash balance shall be a minimum of 115% of the prior year settlement	Transfer to the Liability Sinking Fund 259
Central Dispatch	261		Fund Balance – 10% of current year operating expenses.  Capital Min - \$250,000 which shall be part of the surcharge formula. In the event the reserve may be utilized, in part or in whole, it shall be restored over a maximum of three years utilizing the capital surcharge formula.	

Child Care	292		Fund Balance – 5% of current year operating expenses.	
Senior Services	298		Fund Balance – 10% of current year operating expenses.	
Health Fund	221		Fund balance shall be maintained at a level of 5% of the current year operating expenses or a percentage necessary to meet the annual requirements of the State's Maintenance of Effort (MOE), whichever is less.	
Local Government Revenue Sharing	104		10% of current year revenue plus Additional \$20,000 reserved annually for DNR Trust Fund match, until \$100,000 is saved.	Transfer out to Parks fund to balance operating budget. Remaining fund balance may be utilized for Parks Capital and/or Economic Development Initiatives as approved by the BOC.



APPENDIX 6.B  
911 Surcharge Formula

PAEB = Projected Annual Expense Budget  
OR = Other Revenue (i.e. interest earned, training funds)  
FBA = Fund Balance Adjustment (from prior year audited financial statements)  
TSNO = Total Surcharge Needed For Operations  
CMSO = Current Monthly Surcharge Operations  
AMD = Average Monthly Devices [(((Total Surcharge January → June)/January Monthly Surcharge)/6) + (((Total Surcharge July → December)/July Monthly Surcharge)/6)]/2  
SRJJO = Surcharge Revenue January – June Operations  
TSNJyDO = Total Surcharge Needed July – December Operations  
NMSJyDO = New Monthly Surcharge July – December Operations  
TCMS = Total Capital Monthly Surcharge  
TMSJyJ = Total Monthly Surcharge July - June

Step 1)  $(PAEB - OR) +/- FBA = TSNO$

Step 2)  $(CMSO \times AMD) \times 6 = SRJJO$

Step 3)  $TSNO - SRJJO = TSNJyDO$

Step 4)  $(TSNJyDO/6) / AMD = NMSJyDO$

Step 5)  $NMSJyDO + TCMS = TMSJyJ$

Capital Formula (TCMS):

- \$ amount of capital needed in YR 1 = CAP1
- $CAP1 / 12 \text{ months} / AMD = C1$
- \$ amount of capital needed in YR 2 = CAP2
- $CAP2 / 24 \text{ months} / AMD = C2$
- \$ amount of capital needed in YR 3 = CAP3
- $CAP3 / 36 \text{ months} / AMD = C3$
- Continue this pattern for fifteen (15) years or 180 months
- All items would be totaled to equal total capital monthly surcharge (TCMS)

APPENDIX 6.C  
Annual Budget Schedule

<b>BUDGET ITEM</b>	<b>BUDGET PROCESS</b>	<b>Due Dates</b>
Budget Policy	BOC Approval	By 2 <sup>nd</sup> BOC of March
Budget Worksheets – Operating Budgets; Personnel Requests; Capital Requests	All worksheets due to County Administration for review and development of recommended balanced budget.	May 31
BUDGET:	Planning Session (draft)	2 <sup>nd</sup> Planning Session of August
	BOC Discussion (proposed)	1 <sup>st</sup> BOC of September
	BOC Approval (Move final)	2 <sup>nd</sup> BOC of September
	ADMINISTRATION submits public hearing notice in publication of general circulation	September 23
	Public Hearing appears in paper	Minimum 6 days prior to 1 <sup>st</sup> BOC of October
	BOC Adopts Final Budget (P.A. 156 of 1851 MCL 46.1), Public Hearing, adopt millage, and general appropriations act. Based on the Uniform Budgeting Act, the budget shall be passed prior to the ensuing budget year. Michigan treasury manual states 1-2 months prior to the end of the fiscal year as a recommended timeline.	1 <sup>st</sup> BOC of October
	ADMINISTRATION & Service Area – Elected Officials Salaries (Act 154 of 1879)	2 <sup>nd</sup> BOC of October

APPENDIX 6.D - Budget Policy

Request	Information	Directly to Board Action	Board Discussion	CAO Final Approval (Report back to Board)
Grant	<ul style="list-style-type: none"> <li>• Department Requesting</li> <li>• Name of Grant</li> <li>• Summary of Grant</li> <li>• Application/Acceptance</li> <li>• New/Renewal/Continuation</li> <li>• Amount of Grant (Not including Local Match)</li> <li>• Source of Grant Funds (% of allocation)</li> <li>• Type of Match (cash/inkind)</li> <li>• Amount/Description/Source of Match</li> <li>• Term of Grant</li> <li>• Does It Involve Personnel</li> <li>• Does It Involve On Going Operational Activities (recoverable?)</li> <li>• Admin fees</li> <li>• Equipment/ongoing costs</li> <li>• Does it effect other operations?</li> <li>• Contact info/Resp parties/ownership</li> <li>• Disposition</li> <li>• Changes in grant</li> </ul>	Renewals \$25,001+ (not approved through the budget process)	New Grants (not approved through the budget process) \$25,001+	<ul style="list-style-type: none"> <li>• New grants under \$25,001</li> <li>• New grants and renewals of grants approved through the budget process.</li> </ul>
Donation	<ul style="list-style-type: none"> <li>• Department Requesting</li> <li>• Name of Donor</li> <li>• Summary of Donation</li> <li>• Amount of Donation</li> <li>• Included or not included in Donation Plan</li> <li>• Does it affect other operations?</li> <li>• Contact info/Resp parties/ownership</li> <li>• Disposition</li> </ul>	Individual Donations \$25,001-\$100,000 to be used or expended in the current fiscal year.	Individual Donations valued \$100,001 or more to be used or expended in the current fiscal year. Donation plans of an ongoing nature and spanning multiple fiscal years. Any donation that relates to activities not generally funded through the Board approved budget.	Any monetary donation to be receipted as a general purpose revenue without resulting in additional expenditures. Individual donations under \$25,001 to be used or expended in the current fiscal year and is consistent with activities generally funded through the Board approved budget.
Purchase Operational (Budgeted)	<ul style="list-style-type: none"> <li>• Department</li> <li>• Item(s)</li> <li>• Total Bid Price</li> <li>• Budgeted (yes/no)</li> <li>• # of Bids Sent/Received</li> <li>• Prebid or qualifications</li> <li>• Tabulation Sheet</li> <li>• Recommendation of Award</li> <li>• Where it was advertised</li> <li>• Equipment/Service/Supplies</li> <li>• Contact Info/Resp parties/ownership</li> </ul>	\$25,001-\$100,000 budgeted	\$100,001+ budgeted All non budgeted purchases	<ul style="list-style-type: none"> <li>• Budgeted County direct purchases under \$25,001</li> <li>• Emergency Purchases</li> <li>• Budgeted reverse auction purchases of any amount</li> <li>• Budgeted cooperative agreement purchases of any amount</li> </ul>
Purchase Bud. Cap		\$50,001-\$100,000	<ul style="list-style-type: none"> <li>• \$100,001+ budgeted</li> <li>• All non budgeted purchases</li> </ul>	<ul style="list-style-type: none"> <li>• Budged capital under \$50,001</li> <li>• Emergency Purchases</li> <li>• All budgeted reverse auction purchases</li> <li>• All budgeted cooperative agreement purchases</li> </ul>
Contract	<ul style="list-style-type: none"> <li>• Parties</li> <li>• Duration</li> <li>• Amount</li> <li>• Purpose</li> <li>• Dept Contact</li> </ul>		New Contracts \$25,001+	<ul style="list-style-type: none"> <li>• Budgeted ongoing renewals</li> <li>• All contracts under \$25,001</li> </ul>
Budget Adjustments	<ul style="list-style-type: none"> <li>• Department</li> <li>• Fund, Activity, Account</li> <li>• Amount</li> <li>• Revenue/Expense</li> <li>• Explanation/Description</li> </ul>	\$25,001-\$100,000	<ul style="list-style-type: none"> <li>• \$100,001+</li> <li>• transfers from Fund Balance</li> </ul>	<ul style="list-style-type: none"> <li>• Line items moves within an activity</li> <li>• Year End Adjustments</li> <li>• Adjustments/transfers under \$25,001</li> </ul>
Personnel	<ul style="list-style-type: none"> <li>• Backfilling Positions</li> <li>• <b>Work Order-RFA Form</b></li> <li>• Position Review Form</li> <li>• <b>Budget Status Report</b></li> <li>• Position Changes</li> <li>• RFA</li> <li>• Summary of request</li> <li>• Cost analysis of request</li> <li>• Expenditure Status Report</li> </ul>		<ul style="list-style-type: none"> <li>• Non-budgeted changes</li> <li>• New positions</li> <li>• Compensation changes</li> </ul>	<ul style="list-style-type: none"> <li>• Filling existing budgeted unchanged positions</li> <li>• Creation of and/or changes to Irregular Part-Time and/or temporary positions within budget</li> <li>• Budget neutral changes in positions or changes resulting in reduced expenditures of budgeted positions</li> </ul>



# United States Department of the Interior

## BUREAU OF INDIAN AFFAIRS

Michigan Agency

2845 Ashmun Street

Sault Ste. Marie, Michigan 49783-3732

(906) 632-6809 Phone (906) 632-0689 Fax

877-659-5028 TOLL FREE

IN REPLY REFER TO:

Real Estate Services  
TR-4609-P5

COPY FOR YOUR  
INFORMATION

DEC 15 2022

### NOTICE OF (NON-GAMING) LAND ACQUISITION APPLICATION

Pursuant to the Code of Federal Regulations, Title 25, INDIANS, Part 151, notice is given of one application filed by the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians (Gun Lake Tribe) to have real property accepted "in trust" for said applicant by the United States of America. The determination whether to acquire this property "in trust" will be made in the exercise of discretionary authority which is vested in the Secretary of the Interior, or his authorized representative, U.S. Department of the Interior. To assist us in the exercise of this discretion, we invite your comments on the proposed acquisition. In order for the Secretary to assess the impact of the removal of the subject property from the tax rolls, and if applicable to your organization, we request that you provide the following information:

- 1) If known, the annual amount of property taxes currently levied on the subject property allocated to your organization;
- 2) Any special assessments, and amounts thereof, that are currently assessed against the property in support of your organization;
- 3) Any governmental services that are currently provided to the property by your organization; and
- 4) If subject to zoning, how the intended use is consistent, or inconsistent, with the zoning.

The following details are being provided regarding this application:

#### Applicant:

Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians (Gun Lake Tribe)

#### Legal Land Description/Site Location:

##### *Parcel 1 (Zandbergen):*

*The East 1/2 of the Southwest 1/4 of Section 19, Town 3 North, Range 11 West, Wayland Township, Allegan County, Michigan, except the East 381.45 feet of the North 533 feet of the Southwest 1/4 of Section 19, Town 3 North, Range 11 West, except the G.R. and I. Railroad.*

*Parcel 2 (Plummer Park):*

*Part of the Southwest fractional 1/4 of Section 19, Town 3 North, Range 11 West, Wayland Township, Allegan County, Michigan, described as: Commencing at the West 1/4 corner of Section 19; thence North 89°18'48" East along the East and West 1/4 line 528.00 feet; thence South 00°00'00" East 600.04 feet to the place of beginning of this description; thence parallel with the East and West 1/4 line, North 89°18'48" East 987.54 feet to the East line of the West fractional 1/2 of the Southwest fractional 1/4; thence South 01°13'51" East along the East line of the West fractional 1/2 of the Southwest fractional 1/4 545.24 feet; thence North 79°35'27" West 444.39 feet; thence North 63°02'23" West 333.85 feet; thence South 89°47'21" West 264.53 feet; thence North 00°00'00" East 302.60 feet to the place of beginning. Together with an easement for drainage purposes over the remaining 30 feet (more or less) of property which lies between the South boundary of this parcel and the center line of Pierce Stream.*

*Parcel 3 (Sawmill):*

*The East 381.45 feet of the North 533 feet of the Southwest 1/4 except the Penn Railroad right of way. Also, except the West 163.45 feet thereof, Section 19, Town 3 North, Range 11 West, Wayland Township, Allegan County, Michigan.*

*Parcel 4 (Sawmill):*

*The West 163.45 feet of the East 381.45 feet of the North 533 feet of the Southwest 1/4 of Section 19, Town 3 North, Range 11 West, Wayland Township, Allegan County, Michigan.*

**Project Description/Proposed Land Use:**

The Zandbergen-Plummers-Sawmill Property currently houses a farm equipment business, and the remainder of the property will continue to be used for agricultural purposes. The purpose of the land will not change upon acquisition of the land in trust by the Secretary.

As indicated above, the purpose for seeking your comments regarding the proposed trust land acquisition is to obtain sufficient data that would enable an analysis of the potential impact on local/state government, which may result from the removal of the subject property from the tax roll and local jurisdiction.

This notice does not constitute, or replace, a notice that might be issued for the purpose of compliance with the National Environmental Policy Act of (NEPA) of 1969.

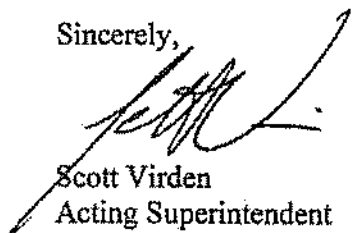
Your written comments should be addressed to the Bureau of Indian Affairs office listed at the top of this notice. Any comments received within thirty days of your receipt of this notice will be considered and made a part of our record.

You may be granted one (1) thirty-day extension of time to furnish comments, provided you submit a written justification requesting such an extension within thirty days of receipt of this letter.

Additionally, copies of all comments will be provided to the applicant for a response. You will be notified of the decision to approve or deny the application. If any party receiving this notice is aware of additional governmental entities that may be affected by the subject acquisition, you may forward a copy to said party.

If you have any questions regarding this notice, please contact Esther M. Johnson, Realty Officer, at the above number, ext. 3115.

Sincerely,



Scott Virden  
Acting Superintendent

**cc: By Certified Mail – Return Receipt Requested**

The Honorable Gretchen Whitmer      7021 7020 0002 5542 9987  
Governor of Michigan  
Office of the Governor  
P.O. Box 30013  
Lansing, MI 48902

Allegan County Commissioners      7021 2720 0002 5542 9994  
113 Chestnut Street  
Allegan, MI 49010

Wayland Township      7019 0160 0001 0806 7163  
P.O. Box 1  
1060 129<sup>th</sup> Ave  
Bradley, MI 49311

**By regular mail:**

The Honorable Bob Peters  
Chairman, Match-e-be-nash-she-wish Band of  
Pottawatomis Indians of Michigan  
2872 Mission Dr.  
Shelbyville, Michigan 49344