

Allegan County Board of Commissioners



County Services Building
3283 – 122nd 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*

BOARD PLANNING SESSION-AGENDA

*REVISION #1 - 1/10/23

Thursday, January 12, 2023, @ 9:00 AM
County Services Building, Board Room
Virtual Meeting Options Attached

DISTRICT 1

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

9:00 AM

CALL TO ORDER:

ROLL CALL:

OPENING PRAYER: Commissioner Jim Storey

PLEDGE OF ALLEGIANCE:

PUBLIC PARTICIPATION:

ADDITIONAL AGENDA ITEMS:

APPROVAL OF AGENDA:

DISTRICT 2

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

DISTRICT 3

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

DISCUSSION ITEMS:

1. *Courthouse/County Services Building Design Development Parameters
2. Boards & Commissions Per Diem/Mileage
3. Review Board Meeting Video Policy
4. 2023/27 Board Planning Update
5. Administrative Update

DISTRICT 4

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

OTHER ITEMS:

PUBLIC PARTICIPATION:

FUTURE AGENDA TOPICS:

1. Administrative Update

DISTRICT 5

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

ADJOURNMENT: Next Meeting—Thursday, January 26, 2023, 9:00 AM @ COUNTY SERVICES BUILDING, BOARD ROOM.

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”



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

The screenshot shows a web browser window with the URL `zoom.us/webinar/register/WN_YneHxuk_SjqfnMwchbtUEg`. The page title is "Webinar Registration".

Registration details:

- Topic: BOC Meeting - 4/9/2020
- Time: Apr 9, 2020 01:00 PM in Eastern Time (US and Canada)

Registration form fields (all marked as required with an asterisk):

- First Name *
- Last Name *
- Email Address *
- Confirm Email Address *

Below the form is a reCAPTCHA challenge:

- Checkbox: I'm not a robot
- reCAPTCHA logo and "Privacy - Terms" link

A blue button labeled "Join Webinar in Progress" is located below the reCAPTCHA.

At the bottom of the page is a navigation menu with the following categories:

- About
 - Zoom Blog
 - Customers
 - Our Team
 - Why Zoom
 - 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

Four blue arrows with white text provide instructions:

1. Enter name and email (points to the name and email fields)
2. Click this box (points to the reCAPTCHA checkbox)
3. Answer challenge question (points to the reCAPTCHA image grid)
4. Click when done. (points to the "Join Webinar in Progress" button)

STEP 3: This Window will appear when connected.



STEP 4: Adjust audio settings (if needed)

The screenshot shows the Zoom application interface. A large black vertical bar on the left side of the screen is the focus of a blue arrow labeled '1'. A blue arrow labeled '2' points to the 'Audio' option in the settings menu. The 'Settings' window is open, showing the 'Audio' tab. The 'Speaker' section has 'Remote Audio' selected in the dropdown menu. The 'Microphone' section has 'Test Mic' selected. The 'Volume' sliders for both speaker and microphone are visible. The 'Automatically adjust volume' checkbox is checked. Other options like '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' are also visible. The 'Advanced' button is at the bottom right of the settings window. The background shows a meeting agenda with items like 'Economic Development - Greg King, Director' and '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)'. The bottom of the screen shows the Zoom meeting controls: 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

269-673-4514
mthiele@allegancounty.org

Economic Development — Greg King, Director
ADMINISTRATIVE REPORTS:

DISTRICT 4
Mark DeYoung
616-318-9612
mdeyoung@allegancounty.org

CONSENT ITEMS:

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

Audio Settings

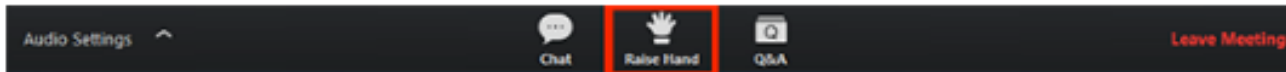
Chat Raise Hand Q&A

STEP 5: Raise hand to be recognized to speak.

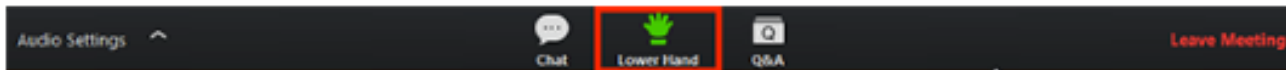
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

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 is titled "BOARD OF COMMISSIONERS MEETING – AGENDA" and lists items for District 1, 2, 3, and 4, including a virtual meeting instruction and a list of agenda items like "CALL TO ORDER", "ROLL CALL", "OPENING PRAYER", etc. 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.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**COURTHOUSE/COUNTY SERVICES BUILDING DESIGN DEVELOPMENT
PARAMETERS**

WHEREAS, the architectural firm of Wightman and Associates, along with county staff, has collected a significant amount of input from building occupants regarding space requests; and

WHEREAS, Wightman has proposed three design concepts to the occupants for additional input; and

WHEREAS, input indicates additional consideration may be necessary before allocating all anticipated available space and also indicates areas of commonality within the input gathered; and

WHEREAS, authorization to proceed with certain parameters based on the recommendation of Wightman will assist in moving the project forward.

THEREFORE BE IT RESOLVED the Board of Commissioners authorizes continued design development based on the following additional parameters:

Courthouse

1. Design development to repurpose existing space and reasonable expansion of space in the southeast corner of the building (monument side) is authorized.
2. Repurposing hallways to usable office space where necessary and the addition of stairways, if required, for emergency exits.
3. With the exception of items one and two above, further design development is not authorized that would result in any additional footprint or outward expansion of the building in whole or on any floor/level.

County Services Building

1. The space previously occupied by OnPoint shall continue to be designed with efforts toward repurposing the existing space (for services related to offices of the Treasurer, Register of Deeds, Drain Commissioner, and Vital Records) with a minimized need for construction and a focus on direct public access to services without the need to enter workspaces, particularly for high public access areas.

**ALLEGAN COUNTY
POLICY**



**TITLE: LIVE STREAM & PUBLISHING RECORDINGS OF MEETINGS
POLICY NUMBER: N/A**

APPROVED BY: Board of Commissioners

EFFECTIVE DATE: February 11, 2021

1. **PURPOSE:** The ‘Live Streaming and Publishing Recordings of Meetings Policy’ (the Policy) provides information and procedures in relation to the recording and live streaming of public meetings convened by the Allegan County Board of Commissioners and taking place in the Board Room located at County Services Building.
2. **POLICY STATEMENT:** This policy reflects the Board of Commissioners’ commitment to transparent and accessible decision making processes, with the introduction of live streaming and short-term archiving of Public Meetings; noting that Closed Session Meetings not open to the public, in accordance with the Michigan Open Meetings Act, will not be recorded.
3. **OBJECTIVE:** To improve public accessibility to decision making processes. Live streaming and publishing the video recordings of meetings on County’s website will provide more flexible and convenient access to a wider cross section of Allegan County residents, by allowing the public to watch meetings ‘in real time’ without the need to attend in person.

This provides the community greater access to viewing Board of Commissioner debate and decisions, eliminates geographic and time barriers which may prevent the public from attending meetings in person; thereby resulting in greater community awareness and accountability of the decision making processes.

4. **SCOPE:** This Policy applies to Regular and Special Meetings of the Board of Commissioners and members of the public, both as members of the audience and as contributors to said meetings held in the Board Room.

The policy does not extend to any closed session meetings in accordance with the Michigan Open Meetings Act.

5. PROCEDURES:

5.1 Meetings to be Streamed Live and Recorded

- 5.1.1 Regular and Special Board Meetings held in the Board Room will be streamed live and made available to the public via an accessible link posted on the County’s website at www.allegancounty.org.
- 5.1.2 The recording will then be uploaded to the County’s website within 2 (two) business days of the recording date.

- 5.1.3 There may be situations where, due to technical difficulties a live stream may not be available. While every effort will be made to ensure the live streaming and website are up and running smoothly, the County takes no responsibility for and cannot be held liable for, the live streaming or County website being temporarily unavailable due to technical issues beyond its control.
- 5.1.4 Technical issues may include, but are not limited to, the availability of the internet connection, device failure or malfunction, unavailability of third-party media platforms (e.g. YouTube) or power outages.
- 5.1.5 Closed sessions shall not be streamed or recorded.

5.2 Access to Archived Recordings

- 5.2.1 Regular and Special Board Meetings held in the Board Room that are streamed live and will later be archived for a period of 90 day (after which the minutes are the official record and all recordings shall be purged) and available to be viewed by the public free of charge from a link on the County's website (www.allegancounty.org).

5.3 Notice to Public

- 5.3.1 As a visitor in the meeting, your presence may be recorded. By attending the meeting, it is understood your consent is given if your name/voice/image/content is broadcast.
- 5.3.2 At the commencement of each meeting, the Chair shall read a statement notifying those present that the meeting will be streamed live.
- 5.3.3 [refer Attachment 11.1]
- 5.3.4 Signage to this effect shall also be visibly displayed in the foyer of the Board Room, on the County's website and printed in the meeting agenda. [refer Attachment 11.2]

5.4 Disclaimers

- 5.4.1 All meetings of the Allegan County Board of Commissioners shall be conducted consistent with all applicable laws pertaining to meetings of a public body and County Policy.
- 5.4.2 In all likelihood individuals in attendance at a meeting of the Allegan County Board of Commissioners will be subject to audio/visual streaming and/or recording and such will be broadcast to a broader audience. An individual's attendance at such meetings constitutes their consent for the County to broadcast their name/voice/image/content.
- 5.4.3 The opinions or statements made during the meeting are those of the individuals, and not necessarily the opinions or statements of the County. The County does not necessarily endorse or support the views, opinions, standards, or information contained in the live streaming/recording of the Board meetings.
- 5.4.4 The County does not accept any responsibility for the oral comments made during Board meetings which are inaccurate, incorrect or defamatory and does not warrant

nor represent that the material or statements made during the streamed meetings are complete, reliable, accurate or free from error. The County does not accept any responsibility or liability for any loss, damage, cost, or expense you might incur as a result of the viewing, use or reliance of information or statements provided in the live streaming/recording of County meetings.

6. RELATED POLICIES & STATUTORY OBLIGATIONS

6.1 Board Rules of Organization

6.2 Michigan Open Meetings Act

7. **POLICY REVIEW:** This operational Policy will be reviewed annually or as and when deemed necessary by the Board of Commissioners or at the recommendation of the County Administrator.

8. ATTACHMENTS

8.1 Meeting Chairperson's Statement:

**** to be read at the commencement of each Board of Commissioners Meeting ****

Please note this meeting is being streamed live and recorded in accordance with the Board of Commissioner's Live Streaming and Recording of Meetings Policy, which can be viewed on the County's website.

Your attendance constitutes your consent to audio/visual streaming and/or recording and to permit the County to broadcast your name/voice/image/content to a broader audience.

8.2 Public Notice

**** to display at entrance to the Board of Commissioner's Chamber **
and included in the Meeting Agendas**

Please note Regular and Special Meetings of the Board of Commissioners held in the Board Room are streamed live and recorded in accordance with the Board of Commissioner's Live Streaming and Recording of Meetings Policy, which can be viewed on the County's website.

Your attendance constitutes your consent to audio/visual streaming and/or recording and to permit the County to broadcast your name/voice/image/content to a broader audience.

8.3 Website Disclaimer

**** to be displayed on County's web site ****

All Regular and Special Meetings of the Allegan County Board of Commissioners held in the Board Room are streamed live and recorded and made available to the public after the meeting on Council's website.

Live streaming allows you to watch and listen to the meeting in real time, giving you greater access to Board's debate and decision making and encouraging openness and transparency.

There may be situations where, due to technical difficulties, a live stream may not be available due to technical issues beyond its control.

Technical issues may include, but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of third-party media platforms (e.g. YouTube) or power outages.