

## ALLEGAN COUNTY BOARD OF COMMISSIONERS

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JANUARY 26, 2023 SESSION

JOURNAL 71

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## MORNING SESSION

**JANUARY 26, 2023 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 January 26, 2023 at 9:00 A.M. in accordance with the motion for adjournment of January 12, 2023, 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 JIM STOREY  
DIST #2 MARK DEYOUNG  
DIST #3 DEAN KAPENGA  
DIST #4 SCOTT BELTMAN  
DIST #5 GALE DUGAN

**PUBLIC PARTICIPATION - NO COMMENTS**

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

**AGENDA ADDITIONS**

3/ Chairman Storey asked if there were any additions or changes to the agenda. Commissioner Dugan asked to have discussion on funding the rehabilitation to the courthouse and county services building - to be added under the Administrative Update.

Moved by Commissioner Dugan, seconded by Commissioner Beltman to adopt the changes to the meeting agenda as requested. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

**AGENDA - ADOPTED AS AMENDED**

4/ Moved by Commissioner DeYoung, seconded by Commissioner Dugan to adopt the meeting agenda as amended. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

**DISCUSSION ITEMS:****ADMINISTRATIVE UPDATE**

5/ Administrator Sarro noted his written report was submitted to Commissioners. Highlights included employee recruitment; facility master planning and funding methods; 911 Goes to Washington; multi agency collaborative council; parks update and public health newsletter. Under commissioner inquiries he gave an update on the deeds/agreements relating to Consumers.

**BREAK - 10:05 A.M.**

6/ Upon reconvening at 10:20 A.M., the following Commissioners were present: Commissioner Storey, DeYoung, Kapenga, Beltman and Dugan.

**2023/27 BOARD PLANNING UPDATE**

7/ Administrator Sarro reflected on former Secretary of State Colin Powell's thirteen rules of leadership and how it relates to Allegan County. Sarro reviewed the board's responses to the National Community Survey with roundtable discussion following.

**BREAK - 12:02 P.M.**

8/ Upon reconvening at 12:25 P.M., the following Commissioners were present: Commissioner Storey, DeYoung, Kapenga, Beltman and Dugan.

**2023/27 BOARD PLANNING UPDATE CONTINUED**

9/ Discussion continued on the commissioner input on the National Community Survey.

**PUBLIC PARTICIPATION - NO COMMENTS**

10/ 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 FEBRUARY 9, 2023 AT 9:00 A.M.**

11/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to adjourn until February 9, 2023 at 9:00 A.M. The motion carried by roll call vote and the meeting was adjourned at 12:52 P.M. Yeas: 5 votes. Nays: 0 votes.

**AFTERNOON SESSION**

**JANUARY 26, 2023 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

12/ 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 26, 2023 at 1:00 P.M. in accordance with the motion for adjournment of January 12, 2023, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #2 Commissioner DeYoung.

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

**COMMUNICATIONS**

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

1. Branch County resolution on reclassification of the Prairie River
2. Valley Township resolution opposing the relocation of the Allegan County offices

**JANUARY 26, 2023 SESSION MINUTES - ADOPTED**

14/ Moved by Commissioner Kapenga, seconded by Commissioner DeYoung to approve the minutes for the January 26, 2023 session as distributed. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - NO COMMENTS**

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

**AGENDA - ADOPTED AS PRESENTED**

16/ Moved by Commissioner Dugan, seconded by Commissioner Beltman to adopt the meeting agenda as presented. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

**INTRODUCTIONS**

17/ Health Services Manager Randy Rapp introduced Daniel Fritsch to the Board as the new Solid Waste and Recycling Coordinator.

**CONSENT ITEMS:**

**FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS**

18/ **WHEREAS**, Administration has compiled the following claims for January 20, 2023 and January 27, 2023; 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 2023 Claims folder of the Commissioners' Record of Claims.

**January 20, 2023**

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	70,134.78	70,134.78	
Parks/Recreation Fund – 208	1,759.96	1,759.96	
Friend of the Court – Other – 216	1,416.84	1,416.84	
Health Department Fund – 221	37,260.63	37,260.63	
Solid Waste/Recycling - 226	60,745.64	60,745.64	
Indigent Defense Fund – 260	412,645.04	412,645.04	
Central Dispatch Fund – 261	4,468.64	4,468.64	

Sheriffs Contract – All Other – 287	955.52	955.52	
Transportation Fund – 288	5,467.81	5,467.81	
Child Care Fund – 292	36,876.70	36,876.70	
Veterans Relief Fund – 293	1,510.66	1,510.66	
Senior Services Fund – 298	102,972.75	102,972.75	
Capital Improvement Fund - 401	19,506.15	19,506.15	
CIP – Youth Home Building Fund - 492	4,069.50	4,069.50	
Central Dispatch CIP – 496	6,470.75	6,470.75	
Property Tax Adjustments - 516	3,436.92	3,436.92	
Fleet Management/Motor Pool - 661	8.77	8.77	
Self-Insurance Fund – 677	15,619.72	15,619.72	
Drain Fund - 801	181,635.69	181,635.69	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$966,962.47</b>	<b>\$966,962.47</b>	

**January 27, 2023**

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	106,660.97	106,660.97	
Parks/Recreation Fund – 208	108.08	108.08	
Friend of the Court – Cooperative Reimb. – 215	1,168.03	1,168.03	
Health Department Fund – 221	17,167.95	17,167.95	
Animal Shelter – 254	6,830.00	6,830.00	
Palisades Fund - 257	303.12	303.12	
Indigent Defense Fund – 260	61,556.52	61,556.52	
Central Dispatch Fund – 261	5,022.91	5,022.91	
Local Corrections Officers Training Fund – 264	837.55	837.55	
Grants – 279	4,425.90	4,425.90	
Sheriffs Contracts – 287	42.92	42.92	
Transportation Fund – 288	3,125.29	3,125.29	
Child Care Fund – 292	4,483.92	4,483.92	
Senior Services Fund – 298	-25.19	-25.19	
Capital Improvement Fund - 401	1,101.55	1,101.55	
Property Tax Adjustments - 516	20,307.41	20,307.41	
Tax Reversion 2019 – 619	3,894.64	3,894.64	
Tax Reversion 2020 – 620	43.53	43.53	
Revolving Drain Maintenance Fund - 639	36.01	36.01	
Drain Fund - 801	2,758.00	2,758.00	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$239,849.11</b>	<b>\$239,849.11</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for January 20, 2023 and January 27, 2023.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to adopt the report of claims for January 20, 2023 and January 27, 2023. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

**MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM—ESTABLISHING AUTHORIZED SIGNATURES FOR CONTRACTS AND SERVICE CREDIT PURCHASE APPROVALS**

19/ **BE IT RESOLVED** the Allegan County Board of Commissioners adopts the attached MERS Resolution Establishing Authorized Signatures for Contracts and Service Credit Purpose Approval; and

**BE IT FINALLY RESOLVED** that the County Administrator is authorized to sign the necessary documents on behalf of the Board.

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.

**TRANSPORTATION – APPROVE FY2024 MDOT OPERATING AND CAPITAL ASSISTANCE APPLICATIONS**

20/ **BE IT RESOLVED** that the Allegan County Board of Commissioners hereby approves the request from Allegan County Transportation Services to approve the attached FY2023 Michigan Department of Transportation (MDOT) applications for operating and capital assistance

- Regular Services - State Operating of \$774,614 and Federal Operating - Section 5311 of \$398,539
- Job Access Reverse Commute of \$102,300
- Capital Section New Freedom-Mobility Management for \$62,500
- Capital Section Transit vehicles/equipment for \$500,050 and

**BE IT FURTHER RESOLVED** that the County Administrator is authorized to purchase transit vehicles as requested in the application; and

**BE IT FINALLY RESOLVED** that the Board Chairperson and/or the County Administrator are authorized to sign the necessary documents and MDOT project authorizations, and the Executive Director of Finance is authorized to make necessary budget adjustments on behalf of the County.

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.

## Allegan County Grants

### Section I - General Information

Name of Grant		Grant Period / Term	
MDOT FY 2024 annual grant application		10/01/23 to 09/30/24	
Source of Grant Funding - Agency Name		Federal, State, Local	
MDOT		Federal & State	
Submitted by and/or Program Manager		Service Area Requesting	
Whitney Ehresman, Transportation Director		Transportation	
Brief summary of Grant program	Requesting continued funding for Regular Service, Job Access, Mobility Management and Capital.		

### Section II - Application

Request Type	Grant Renewal	Work Order No.	221819
Specific Action Requested	BOC Approval	Request Date	1/26/2023
Request Submission Deadline (Date)	2/10/2023	Approval Date	
Grant request approved by BOC with Budget			
Signatures Needed	County Administrator		
<b>Funding Sources</b>	<b>Estimated amounts approved with Grant Renewal list</b>	<b>Application Amount</b>	
Grant Funding		\$	1,838,003.00
Required Local Match	\$ -	\$	2,500.00
County Funding	\$ -	\$	807,125.00
<b>TOTAL</b>	<b>\$ -</b>	<b>\$</b>	<b>2,647,628.00</b>

#### Notes or Additional Information

Application amount includes \$562,500 for capital items (\$62,500 for New Freedom Mobility; with \$2,500 required match, total NF budget 65,000). There is an additional \$5,500 in RTAP funding being requested(separate from Section 5311 funding) - this will reimburse eligible training and educational endeavors 100%.

#### Metrics and Measurements at Application - Identify Goals and Purpose

Number of Trips Provided - Regular	Deliver Affordable and Accessible services
Number of Trips Provided - Job Access	Deliver Affordable and Accessible services
Number of Trips Provided - Mobility Mangement	Deliver Affordable and Accessible services

### Section III - Acceptance

Specific Action Requested		Work Order No.	
Request Submission Deadline Date		Request Date	
Signatures Needed		Approval Date	
<b>Funding Sources</b>	<b>Actual Award</b>		



Grant Funding	\$	-	
Required Local Match	\$	-	
County Funding	\$	-	
<b>TOTAL</b>	<b>\$</b>	<b>-</b>	
<b>Notes or Additional Information</b>			
<b>Section IV - Closeout</b>			
<b>Funding Sources</b>		<b>Actual Expenditures</b>	<b>Actual Funding/Revenues</b>
Grant Funding	\$	-	\$ -
Required Local Match	\$	-	\$ -
County Funding	\$	-	\$ -
<b>TOTAL</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>
<b>Notes or Additional Information</b>			
<b>Metrics and Measurements at Completion - Evaluate Performance and Success</b>			
< insert Metric or Measurement #1 >	< insert Performance Data for Metric or Measurement #1 >		
< insert Metric or Measurement #2 >	< insert Performance Data for Metric or Measurement #2 >		
< insert Metric or Measurement #3 >	< insert Performance Data for Metric or Measurement #3 >		
< insert Metric or Measurement #4 >	< insert Performance Data for Metric or Measurement #4 >		
<b>Notes or Additional Information</b>			
<b>Amendment(s)</b>			
Specific Action Requested		Work Order No.	
Request Submission Deadline Date		Request Date	
Signatures Needed		Approval Date	
<b>Funding Sources</b>		<b>Proposed Funding</b>	
Grant Funding	\$	-	
Required Local Match	\$	-	
County Funding	\$	-	
<b>TOTAL</b>	<b>\$</b>	<b>-</b>	
<b>Notes or Additional Information</b>			

FY 2024 CONTRACT CLAUSES CERTIFICATION

Certification 1

I acknowledge that I have reviewed a copy of the Contract Clauses. I understand that the nature of the project will determine which requirements of the contract clauses apply and I will comply with all applicable clauses for all FTA-funded contracts for the application year.

Name Of The Person Authorized To Sign A Contract Or Project Authorization

Robert J. Sarro

Legal Organization Name

Allegan County Board of Commissioners

Title Of Authorized Signer

County Administrator

Signature Of Authorized Signer \*\* (See Below)

.....

Date

01/26/2023

Governing Board Chair Information \*\*\*:

Name\*

Commissioner James Storey

Phone\* (###)###-####

616-848-9767

Email\*

jstorey@allegancounty.org

\* If the organization has a master agreement with MDOT, the organization name must match the name as it appears on the master agreement. Organizations with multiple contracts must submit multiple contract clauses certifications.

\*\* If the organization has a master agreement with MDOT, the signature must be the same as the authorized signer of the master agreement or an individual with legal authority to sign a project authorization for the organization. Your agency can change, add or remove an authorized signer at any time by completing a signature resolution.

\*\*\* Chair of the governing board having supervisory powers over your agency.

Name Of Applicant (legal organization name)

Allegan County Board of Commissioners

The Applicant agrees to comply with the applicable requirements of categories below. \*  
Those requirements that do not apply to you or your project will not be enforced.

<u>Categories</u>	<u>Descriptions</u>
01.	Certifications and Assurances Required of Every Applicant.
02.	Public Transportation Agency Safety Plans.
03.	Tax Liability and Felony Convictions.
04.	Lobbying.
05.	Private Sector Protections.
06.	Transit Asset Management Plan.
07.	Rolling Stock Buy America Reviews and Bus Testing.
08.	Formula Grants for Rural Areas.
09.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.
10.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.
11.	Alcohol and Controlled Substances Testing.
12.	Demand Responsive Service.
13.	Interest and Financing Costs.
14.	Emergency Relief Program.

FTA and MDOT intend that the certifications and assurances the Applicant has selected on this form should apply, as required, to each project for which the Applicant seeks FTA assistance during application year.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document, and acknowledges that the provisions of the program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. 3801 et.seq., and implemented by DOT regulations, 'Program Fraud Civil Remedies,' 49 CFR part 31 apply to any certification, assurance, or submission made to FTA. The criminal fraud provisions of 18 U.S. C. 1001 may apply to any certification, assurance, or submission made in connection with any program administered by FTA.

FY 2024 5333(b) LABOR WARRANTY

Name Of Applicant (legal organization name)

Allegan County Board of Commissioners

is applying for Section 5311, 5311(f), and/or 5339 funding under Federal Transit Law, as amended, for the application year. We will be bound by the provisions of this special 5333(b) [former 13(c)] labor warranty for the period of the grant.

Does a union represent the applicant's employees?  Yes  No

Does agency use a third party transportation provider?  Yes  No

Indicate third party transportation provider and their union representation provider or none. (Agency hired by the applicant to perform public transportation services)

Third Party :  Union Names:  None

Are there other surface transportation providers in your area?  Yes  No

Note: Do not include school bus transportation providers and their unions

Indicate public transit-providers and their union representation or none.

- Provider :  Union Names:  None
- Provider :  Union Names:  None
- Provider :  Union Names:  None
- Provider :  Union Names:  None
- Provider :  Union Names:  None

**FY 2024 ADA COMPLAINT INFORMATION**

*You must retain copies of complaints for at least one year and a summary of all complaints for at least five years.*

**Name Of Applicant (legal organization name)**

Allegan County Board of Commissioners

**Has the agency been named in any lawsuits or complaints in the last year which allege an individual was discriminated against or denied full participation in transportation based on disability.**

Yes  No

**In the last year, have you had ADA compliance review conducted on your transportation program as part of an overall FTA or MDOT Compliance Review?**

Yes  No

**Have any changes been made to your ADA Complaint Policy?**

Yes  No

Please provide an explanation of changes.

The ADA Complaint policy was revised in September 2022 to include an expanded section on information on reasonable modifications, and the process public entities provide when there are requests made for reasonable modifications. The revised policy was adopted by the Board of Commissioners on September 22, 2022.

**If your agency is operating inaccessible revenue vehicles, is equivalent service\* being offered to riders?**

\*Equivalent service means that all riders, including wheelchair users, must be provided with the same level of service.

Yes  No

This form is required for all agencies applying for Regular Services, Section 5311 JARC, Section 5310, and/or New Freedom projects.

Name of Applicant (legal organization name)

Allegan County Board of Commissioners

THE APPLICANT AGREES TO COMPLY WITH THE APPLICABLE REQUIREMENTS SELECTED BELOW:

- A. This organization has the necessary operational lifts on its vehicles as required by Act 51, [Section 10e (17) and 10e(18)] of the Public Acts of 1951, as amended, and the Americans with Disabilities Act of 1990.   
The organization also certifies that the lifts are maintained and cycled on a regularly scheduled basis.
- B. This organization has proof of insurance on file that meets the insurance requirements in exhibit a of your master agreement with the Michigan Department of Transportation.

The applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in statements submitted herein with this document. The truthfulness and accuracy of this document will enable the applicant to receive state funding.

FY 2024 TITLE VI INFORMATION

Name Of Applicant (legal organization name)

Allegan County Board of Commissioners

All FTA funds recipients, except for urban agencies that receive all of their FTA funds directly from FTA, must submit the following information that covers the period since your last MDOT application. First-time applicants should submit information for the previous fiscal year.

1. Are there any active lawsuits or complaints naming the applicant that allege discrimination based on race, color or national origin with respect to service or other transit benefits?

Yes  No

2. Have you had any Title VI compliance review activities conducted with regard to your transportation program, including triennial compliance reviews conducted by FTA and/or MDOT?

Yes  No

Please summarize the purpose or reason for the review; the name of the agency or organization that performed the review; the findings and recommendations of the review; and a report on the status and/or disposition of such finding and recommendations.

The last title VI program was approved by MDOT/FTA on 12/15/2021.

3. When was your last title VI program approved by MDOT or FTA  MM/DD/YYYY

4. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved?

Yes  No

5. Has your organization had any projects and/or service change that have Title VI, Limited English Proficiency (LEP), or Environmental Justice (EJ) impacts? Service change includes service expansion/ reduction, route and/or hour changes, etc

Yes  No

a. Provide a brief description of these projects/service changes.

Allegan County Transportation expanded service on January 1, 2022, now offering curb to curb service throughout the county of Allegan, including off of major roadways. In addition, the Hours of Operation were expanded to 7 p.m. on weekdays and 3 p.m. on Saturdays. There were no reductions to service, and Allegan County Transportation maintains its open-door policy - anyone is welcome to ride, regardless of race, color, national origin, gender, age, or disability.

b. What did you do to ensure that populations affected by the project and/or service change had meaningful access to and involvement in the development process?

Service expansion and discussion went through the public input process at the Board of Commissioner meetings. In addition, Transportation was a key focus area included in the American Community Survey (ACS), which is part of the Census Bureau. The ACS is available across all major language groups and the results of the survey showed a continued need for the growth of a strong community transportation network.



**c. What is the number or percentage of LEP or EJ populations affected by the project and/or service change**

According to 2022 population estimates (based off of the 2020 census), 94.7 percent of residents in Allegan County identify as white, 1.6 percent identify as Black or African American, .7 percent American Indian and Alaska Native alone, .9 percent Asian, 7.9 percent Hispanic or Latino, and 2.1 percent identify with two or more races. Of the total estimated population (120,950), 9.4 percent reportedly live below the poverty threshold. The land area of Allegan County is 825.23 sq miles. Enabling county-wide service will ensure every resident in the county has an equal chance at getting a ride.

**6. During this reporting period, how were your employees educated about Title VI and their responsibility to ensure non-discrimination in any of your programs, services, or activities?**

Allegan County Transportation has information and requirements for Title VI compliance posted in visible site within the facility for all staff to see and review. In addition, every revenue vehicle has a notice (sticker) attached indicating Title VI requirements. Promotional Material was updated between July-Dec 2022 to include specific language on Title VI Compliance. Each year, ACT bus drivers are required to complete a Sensitivity training to help understand diverse community needs.



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**FY 2024 COORDINATION PLAN FOR  
LOCAL BUS OPERATING ASSISTANCE**

All agencies applying for Local Bus Operating Assistance must submit a coordination plan. (If an agency also is applying for Specialized Services Operating Assistance, only the Specialized Services coordination plan is required.)

Organizations must ensure that the level and quality of service will be provided without regard to race, color or national origin and that there is no disparate impact on groups protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations.

**Name of Applicant (legal organization name)**

Allegan County Board of Commissioners

**TRANSIT PROVIDER/PURCHASER AND COORDINATION EFFORTS**

Describe efforts for coordinating transit services with each of these agencies, including any purchase of service arrangements, training, maintenance, and dispatching services, etc. Also include a description of the process used to ensure coordination efforts are being pursued (i.e., LAC meetings, public hearings, etc.)

Coordination efforts are conducted through regular Transportation meetings with area-agencies to discuss the needs of individuals within the service area. These agencies include:  
West Michigan Works (for employment-related transport)  
OnPoint (formally Community Mental Health)  
Department of Health & Human Services  
Allegan County Senior & Veteran Services  
Evergreen Commons & Ely Manor (coordination of services for transit-dependent clients)  
Community Action of Allegan County

In addition, the Transportation Director regularly attends the Multi-Agency Collaborative Council meetings, which consists of human services agencies. In addition to the annual Local Advisory Council Meeting, the Specialized Services meetings are still held in order to continue conversations surrounding community transportation needs. The Mobility Management Assistant regularly attends these meetings as well, and has regular communication with the agencies referenced above to ensure client transportation needs are being met.

Coordination efforts are made with providers in the area: Interurban Transit Authority, and Macatawa Area Express. Meetings are held each quarter with agency representatives in order to network and offer support for one another. The Transportation Director is also involved with the Michigan Public Transit Association and attends regular trainings and meetings in order to network with other agencies throughout the state. Building these connections and partnerships will be beneficial as ACT looks at partnership opportunities in the arenas of technology, marketing and driver recruitment campaign strategies, and driver training.

The Mobility Management assistant helps with coordination efforts for seniors & persons with disabilities, in addition to the program Transportation Coordinator, who is focused on outreach efforts and education with individuals and agencies.

**FUTURE TRANSIT OBJECTIVES**

Describe your future objectives regarding coordination/consolidation of transit services:

The Transportation Coordinator will continue to meet with area-employers and human services organizations in order to gather data on transportation needs in order to bridge the gap to ensure more people are able to access public transit. In addition, ACT will still have a full-time Mobility Management assistant, committed to coordinating trips with human services agencies for seniors and persons with disabilities. Allegan County Transportation will also continue to participate in community events throughout the service area in order to have a larger presence in the county. In addition, ACT will be implementing a new scheduling and dispatch platform in 2023, which will improve operational efficiencies, and allow opportunities for trip brokering (coordination with area-agencies).

**Name of Applicant (legal organization name)**

Allegan County Board of Commissioners

**Project Name**

Job Access Reverse Commute

**Category Of Project (e.g., Job Access operating and/or Reverse Commute operating; Job Access capital and/or Reverse Commute capital such as bus, equipment, marketing, planning, and/or mobility management). You must also submit capital and/or operating request in PTMS.**

This is an operating request for Job Access Reverse Commute (JARC).

Expansion  Continuation

**Amount Of FEDERAL Funds Requested For The Project    Amount Of STATE Funds Requested For The Project    Total Funding: \$**

51,150                      51,150                      102,300

**Project Description**

The JARC project provides expanded access to employment opportunities for residents in Allegan County. With the expansion of service hours residents are able to get to any job site within Allegan County, with increased hours to meet the needs of different shifts. Funding will be used to support current operations and efforts to expand the number of completed trips.

**Are There Multiple Providers For This Project/Service?**

No  Yes **if yes, please describe how the project/service provides for the coordination among the various providers**

**Project Implementation Plan And Timeline**

Continued funding will enable continuation of long-standing program for fiscal year beginning Oct 1 2023-September 30, 2024..Allegan County Transportation established its Job Access Reverse Commute Program in 2000; the agency was one of the first ten projects implemented by MDOT in the state of Michigan.

**Additional Information**

Allegan County Transportation established its Job Access Reverse Commute Program in 2000; the agency was one of the first ten projects implemented by MDOT in the state of Michigan.

51  
FY 2024 SECTION 5310/NEW FREEDOM  
GENERAL INFORMATION FORM

Name Of Applicant (legal organization name)

Allegan County Board of Commissioners

Check One :

- Urbanized Area     Non Urbanized Area

Name of urbanized area

Is your agency within a metropolitan planning organization (MPO)?

- Yes     No

Services Provided by applicant (including how 5310 vehicles will be used, service area, days and hours of operation, and reservation requirements)

Services provided include scheduling requested trips with a volunteer driver or, if necessary, the client is referred the bus scheduling team. Service is typically provided Monday through Saturday, 8 a.m. to 5 p.m. No MDOT vehicles are used to provide service; only vehicles provided by the volunteers and/or county-owned vehicles.

Projected Annual 5310 Ridership

2,200

Estimated Percentage of Ridership(%)

Elderly  %    Disabled  %    Other  %

Specify Other

Vehicles are intended to:

- Replace Existing Vehicles     Expand Existing Service     Start New Service

Select One:

- Attached are letters of support from each public and private transit and paratransit operator in the proposed service area indicating that he or she does not, and is not intending to, offer similar service in the same area; or proof of a good faith effort made in obtaining letters of support if an operator will not respond.
- A public notice has been published (attach a copy of published public notice in PTMS).

Project 1

**Name Of Applicant (legal organization name)**

Allegan County Board of Commissioners

**Project Name**

Allegan County Mobility Management

**Category of project (e.g., New Freedom operating: New Freedom capital such as bus, equipment, marketing, planning, and/or mobility management). You must also submit capital and/or operating request in PTMS.**

New Freedom Capital (mobility management)

- Expansion
- Continuation

Amount of FEDERAL funds requested for the project	Amount of STATE funds requested for the project	Local Match (If other than capital)	Total funding \$
50,000	12,500	2,500	65,000

**Source of local match funds for operating (be specific - identify each source and \$ amount).**

The local match requirement of \$2,500 will be provided using local Allegan County Funding sources (General Fund and Commission on Aging).

**General area served:**

- An urbanized area with population between 50,000 and 199,999
- A non-urbanized area with population below 50,000

**Is this project in a tip:**

- Yes
- No

**Estimated number of rides (one way trips) to be provided for individuals with disabilities as a result of the new freedom project**

2,200

**Project description**

Allegan County is committed to promoting the independence of seniors and individuals with disabilities by offering rides to medical and nutritional appointments, legal appointments, shopping and errands. Mobility Management activities at ACT are geared towards developing individualized transportation strategies in order to provide accessible transportation options (including bus trips and rides provided by volunteer drivers) for members of the community.

**Title of coordinated plan from which project is derived**

Allegan County FY 2024 Coordination Plan for Local Bus Operating Assistance

**Specific strategy project relates to: page number and section where the specific strategy is stated**

The section on Future Transit Objectives references the importance of this role.

**How does project address the identified strategy?**

The Mobility Management assistant is a key individual that ensures ACT is maintaining regular communication with Human Services agencies, particularly those that work with seniors and persons with disabilities, to ensure members of the community have access to reliable and barrier-free transportation. Access to public transit supports the independence of older adults and individuals with disabilities.

**Are there multiple providers for this project/service?**

**NO**    **YES**   If yes, please describe how the project/service provides for the coordination among the various providers

**Project implementation plan and timeline**

Continuation of funding will support Mobility Management activities (including position funding) from Oct 1 2023 through September 30, 2024.



FY 2024 CERTIFICATION OF LOCAL MATCH

Name of Applicant (legal organization name)

Allegan County Board of Commissioners

certifies that local funds in the amount of \$ 2,500

are available to match federal Section 5317 New Freedom (NF) grant funds should they be awarded. **Farebox cannot be used as local match for NF, and must be backed out as ineligible under expense code 55000 in your OAR.** In the box below, please provide a breakdown of the source and amount of local funds. Please indicate if it is in-kind contribution or cash. For in-kind contributions, please indicate the types of services that will be provided and how you determined the value. Please refer to the Revenue & Expense Manual for an explanation of in-kind contributions.

The Commission on Aging has made up to \$25,000 available to support NF activities and Mobility Management for Seniors using this service. There is also fund balance, available for use as needed to supplement state and federal funding for this NF transportation program.



**Allegan County Transportation  
750 Airway Drive  
Allegan, Michigan 49010**

January 28, 2023

Fred Featherly  
Office of Passenger Transportation  
Michigan Department of Transportation  
P.O. Box 30050  
Lansing, MI 48909

Dear Fred,

Attached to this email please find Allegan County Transportation's updated Accessibility Plan, as reviewed by the agency's Local Advisory Council on January 13, 2023 (see enclosed minutes of LAC meeting), and by the agency's governing body on January 26, 2023.

Please contact me at your convenience if you have any questions.

Sincerely,

Whitney D. Ehresman  
Allegan County Transportation

/Enclosures

**Accessibility Plan  
Allegan County Transportation  
750 Airway Drive  
Allegan, Michigan 49010**

## 1. Purpose

This accessibility plan is submitted in compliance with Section 10e(18) of the Michigan Transportation Fund Act (MCL 247.660e) (hereinafter "the Act") and the official administrative rules for administration of Michigan's Comprehensive Transportation Fund. The purpose of this accessibility plan is to describe the reservation-based and demand-response service provided by Allegan County Transportation to senior persons and individuals with disabilities. This accessibility plan demonstrates it is the policy of Allegan County Transportation to comply with the following requirements of Section 10e(18):

- A. That reservation-based and demand-response service is provided to persons 65 years of age or older and individuals with disabilities residing in Allegan County Transportation's entire service area.
- B. That as a minimum, transportation service is provided to persons 60 years of age or older and individuals with disabilities during the same hours as service is provided to all other persons in Allegan County Transportation's service area.
- C. That the average time required for transportation service to persons 60 years and older and individuals with disabilities, from the initiation of a service request to arrival at the destination, is equal to the average time period required for transportation service provided to all other persons in Allegan County Transportation's service area.
- D. That Allegan County Transportation has established a Local Advisory Council with not less than 50 percent of its membership representing persons 65 years of age or older and individuals with disabilities in Allegan County Transportation's service area. At least one member (or 12 percent of membership has been appointed jointly with the area agency on aging. The Local Advisory Council has had an opportunity to review and comment on this plan before its submission to the Michigan Department of Transportation. (See attached Allegan County Transportation Local Advisory Council minutes)

All rules cited below refer to the official administrative rules for the administration of the Comprehensive Transportation Fund. These rules are found in the Michigan Administrative Code, beginning at Rule 241.4101, et seq.

## **2. Definition of Senior and Individual with a Disability - Rule 201 (2) (c)**

As used in this Accessibility Plan

(a) "individual with a disability" means an individual who has a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such an impairment. See Michigan Administrative Code Rule 247.4101(1)(m).

(b) "Senior" means an individual 60 years of age or older.

## **3. Number of Senior and Individuals with Disabilities in Service Area - Rule 201 (2) (c)**

Based on 2020 US Census Data, Allegan County Transportation estimates that a total of 332,000 persons fitting the above definitions reside in the agency's defined service area. This accounts for roughly 17 percent of the population within the service area.

## **4. Description of Plan Development Process and Local Advisory Council Involvement - Rule 201(2) (e)**

Allegan County Transportation developed this plan using the following process:

- a. Agency staff drafted a plan, incorporating all information required by R 247.4201 and R247.4202 of the Michigan Administrative Code
- b. The draft plan content was reviewed at a meeting of the Allegan County Transportation Local Advisory Council, held on January 13, 2022, wherein the Local Advisory Council was given an opportunity to review and comment on the content of the plan. In accordance with Sec. 10e(18)(d) of the Act, all comments on the plan received at this meeting by Local Advisory Council members are contained in a separate section of this plan, below.
- c. A final draft plan was submitted to and approved by Allegan County Transportation's governing body.

## **5. Local Advisory Council Composition - Rule 202**

Allegan County Transportation's Local Advisory Council is currently comprised of eight members, which meets or exceeds the required minimum of three members. In accordance with Rule 202, no member of the Local Advisory Council is an employee, executive committee member, or governing board member of Allegan County Transportation. Allegan County Transportation ensures that at least 50 percent of its Local Advisory Council membership represents persons who are 65 years of age or older and persons who have disabilities within the agency's defined service area. Allegan County Transportation further ensures that at least one member of its Local Advisory

Council is approved jointly with the area agency on aging. Allegan County Transportation further ensures that its Local Advisory Council membership will include people who have diverse disabilities and seniors who are users of public transportation. Allegan County Transportation's Local Advisory Council is, at the time of adoption and submission of this plan, composed of the following members:

LAC Chairperson

**NAME:** Sherry Owens

**AFFILIATION** Allegan County Senior & Veteran Services

Jointly appointed by the area agency on aging

A user of public transportation

Neither of the above

This Member is a:

Person with Disabilities

Person 65 years and older

Neither of the above groups

Represents one of the above

2. **NAME:** Norma MacDonald

**AFFILIATION**

Jointly appointed by the area agency on aging

A user of public transportation

Neither of the above

This Member is a:

Person with Disabilities

Person 65 years and older

Neither of the above groups

Represents one of the above

3. **NAME:** Holly Harvey

**AFFILIATION:** Disability Network/Lakeshore

Jointly appointed by the area agency on aging

A user of public transportation

Neither of the above

This Member is a:

Person with Disabilities

Person 65 years and older

Neither of the above groups

Represents one of the above

4. **NAME:** Kendrick Heinlein

**AFFILIATION**

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

5. **NAME:** Linda Escott

**AFFILIATION**

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

6. **NAME:** Roger Bird

**AFFILIATION:** The Arc of Allegan County

**AFFILIATION**

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above



7. **NAME:** Mark Witte

**AFFILIATION:** OnPoint (formally Community Mental Health)

**AFFILIATION**

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

8. **NAME:** Andrew Iciek

**AFFILIATION:** None

**AFFILIATION**

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

**6. Present Vehicle Inventory – Rule 201 (2) (a)**

Allegan County Transportation’s demand response vehicle inventory presently in service is as follows:

- a. Number of demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 23
- b. Number of accessible demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 23

**7. Anticipated Vehicle Inventory – Rule 201 (2) (b)**

Allegan County Transportation’s anticipated demand response vehicle inventory is as follows:

a. Number of demand response vehicles in agency’s anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 28

b. Number of accessible demand response vehicles in agency’s anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 28

**8. Narrative Summary of Vehicles Requested – Rule 201 (2) (I)**

As indicated above, the agency currently operates or plans to operate a total of 23 demand response vehicles. Of these vehicles, the total number that will be fully accessible to seniors and individuals with disabilities is 28 vehicles. All vehicles in the fleet are ADA accessible, further supporting the program’s mission to enhance and promote the transportation needs of the county by providing safe, reliable, and barrier-free travel.

**9. Fare Structure - Rule 201 (2) (d)**

Allegan County Transportation’s fare structure that is in use for seniors, individuals with disabilities, and the general public for demand response service is as follows:

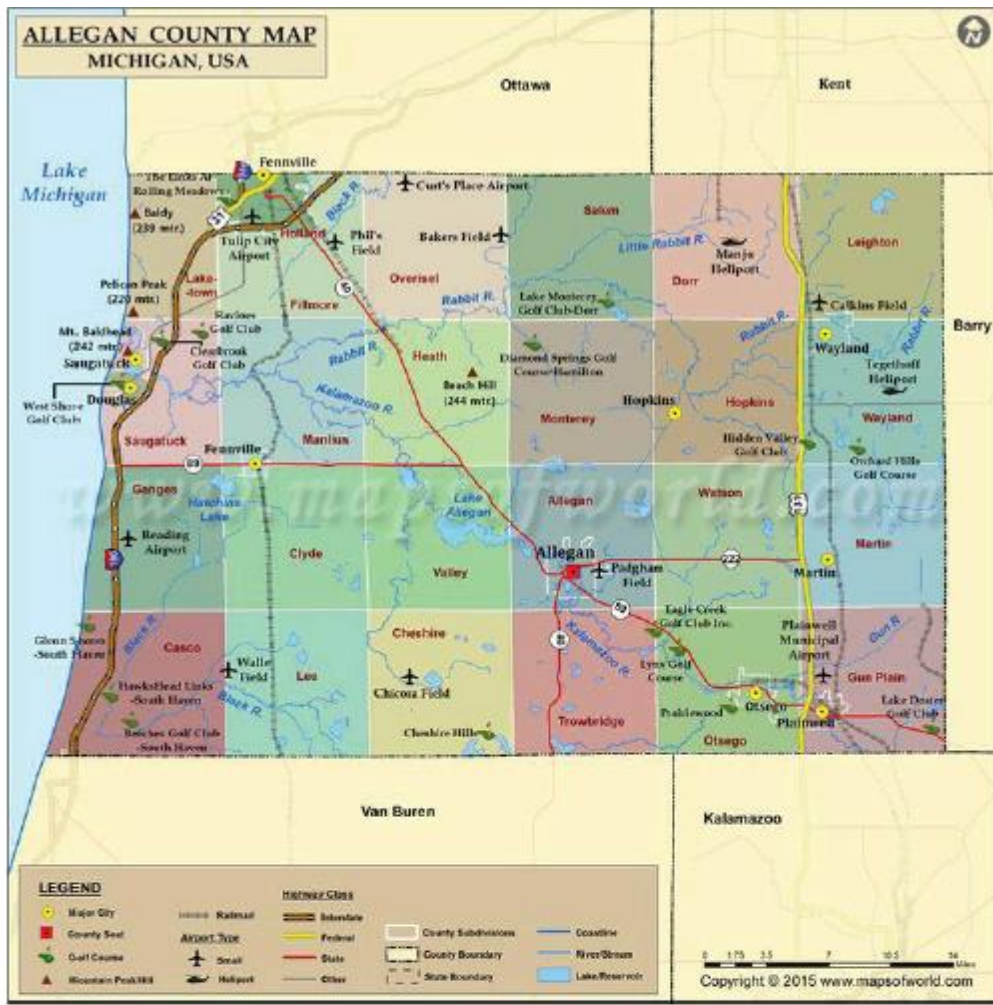
	General Public	Seniors/Disabled Peak	Seniors/Disabled Non-Peak
Demand Response	\$2	\$1	\$1
Fixed Route	N/A	N/A	N/A

Allegan County Transportation complies with the statutory requirement for preferential fares for individuals with disabilities and persons 65 years of age and older, for off peak periods of service. Per this requirement, preferential fares may not be higher than 50% of the regular 1-way single fare. Refer to the Michigan Transportation Fund Act, MCL 247.660e, Sec. 10e (4) (a) (iii) for additional information.

**10. Map and Narrative Description of Service Area – Rule 201 (2) (f)**

The total landmass of Allegan County is 1,833 sq miles, with 825 sq miles of land. Major roadways run throughout the county, including I-196, US 31, US 131, M-40, M-89, M-179, M-222, and A-2, A-37, A-42 and A-45. Since the beginning of 2022, Allegan County Transportation has offered curbside services throughout the county; previous service was limited to one mile from major roadways for general public trips. In addition to providing trips within the county lines, Allegan County Transportation will provide limited transportation for seniors and persons with disabilities that need to go out of the county for medical trips.

The Transportation building, which completed construction in 2010, is located at 750 Airway Drive Allegan MI 49010.



## 11. Service Schedule – Rule 201 (2) (g)

Allegan County Transportation’s current service schedules, including hours of day and days per week for reservation-based and demand response service is as follows: Monday- Friday 5:30 a.m. – 7:00 p.m. and Saturday 8:00 a.m. to 3:00 p.m.

The Scheduling Priority is as follows:

- Priority One: Standing Orders** - These are services, established in advance, same passenger, same time, and same origin. Agency or employment related.
- Priority Two: Reserved Trips** - These rides are reserved before 12:00 noon the prior business day in advance of service needed.
- Priority Three: On Demand** - Those who wait until the last minute to make their request.

The goal of Allegan County Transportation is to meet the individual needs of people in the county who need transportation to and from work, agency services,



medical appointments, or whatever their needs may be. Anyone is welcome to ride with ACT.

**12. Schedules in Alternative Formats – Rule 201 (2) (h)**

Allegan County Transportation has made arrangements to produce copies of its current service schedule in an alternative format that can be utilized by persons who are blind or have other disabilities.

**13. Vehicle Availability On Other Than Regular Service Hours and Days – Rule 201 (2) (i)**

Allegan County Transportation does not make demand-response service vehicles available for use during hours or days other than regular service hours and days. Allegan County Transportation confirms that accessible transit vehicles are available for use by the senior and individuals with disabilities to the same extent as the general public.

**14. Advance Requests for Demand Actuated Service – Rule 201 (2) (j)**

Allegan County Transportation does require that the senior, people with disabilities, and the general public must make an advance request to obtain demand response service. The required advance request time period is 24 hours.

**15. Constraints on Capacity and Restrictions on Trip Purpose – Rule 201 (2) (k)**

Allegan County Transportation provides service to all customers with no constraints on capacity and restrictions on trip purpose.

**16. Local Advisory Council Comments on this Plan – Rule 201(2) (m)**

Allegan County Transportation’s Local Advisory Council members made the following comments about this plan:

**17. Agency Response to Local Advisory Council Comments on the Plan – Rule 201 (2) (n)**

Allegan County Transportation made the following response to its Local Advisory Council regarding the above comments:

**Allegran County Transportation**

**750 Airway Drive  
Allegran, MI 49010**

**(269) 686-4529**

**Nonurban County**

**Job Access**

**Annual Budgeted**

**2024**

**Total Eligible Expenses: \$102,299**

**Comments: Applying for renewal of funding for Job Access Reverse Commute.**

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**Allegan County Transportation**  
**Nonurban County**  
**Regular Service**  
**Annual Budgeted**  
**2024**

**Revenue Schedule Report**

Code	Description	Amount
<b>401 :</b>	<b>Farebox Revenue</b>	
40100	Passenger Fares (-)	\$100,909
<b>407 :</b>	<b>NonTrans Revenues</b>	
40720	Rental of Bldgs or Other Property (-Building leased to County)	\$20,081
40760	Gains from the Sale of Capital Assets <b>(Explain in comment field) </b> (-vehicle sales)	\$8,000
<b>409 :</b>	<b>Local Revenue</b>	
40910	Local Operating Assistance (- Allegan County Board of Commissioners )	\$807,125
40950	Local Service Contract/Local Source (-)	\$132,919
<b>411 :</b>	<b>State Formula and Contracts</b>	
41101	State Operating Assistance (- State Operating Assistance 34.9854 percent of eligible expenses)	\$774,614
<b>413 :</b>	<b>Federal Contracts</b>	
41301	Section 5311 Operating (- 18 percent Federal)	\$398,539
41398	RTAP (-)	\$5,500
<b>Total Revenues: \$2,247,687</b>		

66  
 Allegan County Transportation  
 Nonurban County  
 Job Access  
 Annual Budgeted  
 2024

**Expense Schedule Report**

Code	Description	Amount
<b>501 :</b>	<b>Labor</b>	
50101	Operators Salaries & Wages (-)	\$27,384
50102	Other Salaries & Wages (-)	\$16,586
50103	Dispatchers' Salaries & Wages (-)	\$9,443
<b>502 :</b>	<b>Fringe Benefits</b>	
50200	Fringe Benefits (-)	\$7,325
<b>503 :</b>	<b>Services</b>	
50302	Advertising Fees (-)	\$407
50399	Other Services (-)	\$5,916
<b>504 :</b>	<b>Materials and Supplies</b>	
50401	Fuel & Lubricants (-)	\$11,051
50402	Tires & Tubes (-)	\$407
50499	Other Materials & Supplies (-)	\$1,442
<b>505 :</b>	<b>Utilities</b>	
50500	Utilities (-)	\$2,127
<b>506 :</b>	<b>Insurance</b>	
50603	Liability Insurance (-)	\$6,822
50699	Other Insurance (-)	\$12,477
<b>509 :</b>	<b>Misc Expenses</b>	
50902	Travel, Meetings & Training (-)	\$24

**67**  
**Allegan County Transportation**  
**Nonurban County**  
**Job Access**  
**Annual Budgeted**  
**2024**

**Expense Schedule Report**

Code	Description	Amount
50903	Association Dues & Subscriptions (-)	\$136
<b>512 :</b>	<b>Operating Leases &amp; Rentals</b>	
51200	Operating Leases & Rentals (- Cost Allocation Plan. Leasing part of bldg to county)	\$4,753
<b>570 :</b>	<b>Ineligible Expenses</b>	
57099	Other Ineligible Federal/State/Local (Explain in comment field) (- JARC Passenger Funds)	\$4,000

**Total Expenses: \$106,300**

**Total Ineligible Expenses: \$4,000**

**Total Eligible Expenses: \$102,300**

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**Allegan County Transportation**  
**Nonurban County**  
**Job Access**  
**Annual Budgeted**  
**2024**

**Non Financial Schedule Report**

**Public Service**

Code	Description	Quantity DR
610	Vehicle Hours	1,358
611	Vehicle Miles	38,515
615	Unlinked Passenger Trips - Regular	1,331
616	Unlinked Passenger Trips - Elderly	20
617	Unlinked Passenger Trips - Persons w/Disabilities	514
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	66
622	Total Demand-Response Unlinked Passenger Trips	1,931
625	Days Operated	256

**Total Passengers: 1,931**

**Vehicle Information**

Code	Description	Quantity
655	Total Demand-Response Vehicles	2
656	Demand-Response Vehicle w/ Lifts	2
658	Total Transit Vehicles	2

**Total Vehicles: 2**

**Miscellaneous Information**

Code	Description	Quantity DR
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**Allegran County Transportation**

**750 Airway Drive  
Allegran, MI 49010**

**(269) 686-4529**

**Nonurban County**

**Regular Service**

**Annual Budgeted**

**2024**

**Total Eligible Expenses: \$2,214,106**

**Comments: -**

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**Allegan County Transportation**  
**Nonurban County**  
**Regular Service**  
**Annual Budgeted**  
**2024**

**Revenue Schedule Report**

Code	Description	Amount
<b>401 :</b>	<b>Farebox Revenue</b>	
40100	Passenger Fares (-)	\$100,909
<b>407 :</b>	<b>NonTrans Revenues</b>	
40720	Rental of Bldgs or Other Property (-Building leased to County)	\$20,081
40760	Gains from the Sale of Capital Assets <b>(Explain in comment field) </b> (-vehicle sales)	\$8,000
<b>409 :</b>	<b>Local Revenue</b>	
40910	Local Operating Assistance (- Allegan County Board of Commissioners )	\$807,125
40950	Local Service Contract/Local Source (-)	\$132,919
<b>411 :</b>	<b>State Formula and Contracts</b>	
41101	State Operating Assistance (- State Operating Assistance 34.9854 percent of eligible expenses)	\$774,614
<b>413 :</b>	<b>Federal Contracts</b>	
41301	Section 5311 Operating (- 18 percent Federal)	\$398,539
41398	RTAP (-)	\$5,500
<b>Total Revenues: \$2,247,687</b>		



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**Allegan County Transportation**  
**Nonurban County**  
**Regular Service**  
**Annual Budgeted**  
**2024**

**Expense Schedule Report**

Code	Description	Amount
<b>501 :</b>	<b>Labor</b>	
50101	Operators Salaries & Wages (-)	\$577,616
50102	Other Salaries & Wages (-)	\$349,857
50103	Dispatchers' Salaries & Wages (-)	\$199,175
<b>502 :</b>	<b>Fringe Benefits</b>	
50200	Fringe Benefits (-)	\$154,497
<b>503 :</b>	<b>Services</b>	
50302	Advertising Fees (-)	\$8,593
50399	Other Services (-)	\$124,795
<b>504 :</b>	<b>Materials and Supplies</b>	
50401	Fuel & Lubricants (-)	\$233,099
50402	Tires & Tubes (-)	\$8,593
50499	Other Materials & Supplies (-)	\$30,423
<b>505 :</b>	<b>Utilities</b>	
50500	Utilities (-)	\$44,873
<b>506 :</b>	<b>Insurance</b>	
50603	Liability Insurance (-)	\$143,898
50699	Other Insurance (-)	\$263,180
<b>509 :</b>	<b>Misc Expenses</b>	
50902	Travel, Meetings & Training (-)	\$5,977

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**Allegan County Transportation**  
**Nonurban County**  
**Regular Service**  
**Annual Budgeted**  
**2024**

**Expense Schedule Report**

Code	Description	Amount
50903	Association Dues & Subscriptions (-)	\$2,864
<b>512 :</b>	<b>Operating Leases &amp; Rentals</b>	
51200	Operating Leases & Rentals (-)	\$100,247
<b>550 :</b>	<b>Ineligible Expenses</b>	
55008	Other Ineligible Expenses (Explain in comment field) (-vehicle sales)	\$8,000
<b>560 :</b>	<b>Ineligible Expenses</b>	
56004	Ineligible Expenses Associated w/Rentals (-)	\$20,081
<b>574 :</b>	<b>Ineligible Expenses</b>	
57402	Ineligible RTAP (-)	\$5,500

**Total Expenses: \$2,247,687**

**Total Ineligible Expenses: \$33,581**

**Total Eligible Expenses: \$2,214,106**

**Allegan County Transportation**  
**Nonurban County**  
**Regular Service**  
**Annual Budgeted**  
**2024**

Non Financial Schedule Report

Public Service

Code	Description	Quantity DR
610	Vehicle Hours	28,642
611	Vehicle Mile	630,560
615	Unlinked Passenger Trips - Regular	11,412
616	Unlinked Passenger Trips - Elderly	7,848
617	Unlinked Passenger Trips - Persons w/Disabilities	17,260
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	9,130
622	Total Demand-Response Unlinked Passenger Trips	45,650
625	Days Operated	312

Total Passengers: 45,650

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	26
656	Demand-Response Vehicle w/Lifts	26
658	Total Transit Vehicles	26

Total Vehicles: 26

Miscellaneous Information

Code	Description	Quantity DR
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 Allegan County Transportation  
 Capital Requests For FY 2024

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
<b>2024 STBG(STP)</b>								
Requested:0	Facility	Desc:Transit Driveway and Parking Lot Justn:The transit driveway and parking lot needs resurfacing and replacement of asphalt in spots. This project includes the relocation of the entrance sign & widening of the paved entrance. (Approved by RTF 11/2021)	\$200,000	\$50,000	\$0	\$250,000	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$200,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$250,000</b>		
<b>2024 SEC 5310-NF</b>								
Requested:0	Mobility Mgt	Desc:Mobility Management Justn:Request for funds to continue Mobility Management program.	\$50,000	\$12,500	\$0	\$62,500	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$50,000</b>	<b>\$12,500</b>	<b>\$0</b>	<b>\$62,500</b>		
<b>2024 SEC 5339 - Bus and Bus Facilities</b>								
Eligible/Pending:1 Requested:1	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Tablet & Vinyl Logo Decals) Justn:Unit #3 (local unit identifier) eligible for replacement FY 2024	\$138,040	\$34,510	\$0	\$172,550	REPLACE	PRE-REQUESTED
Eligible/Pending:1 Requested:1	Vehicle	Desc:12-Passenger Van w/ lift (Tablet & Vinyl Logo Decals) Justn:Local number 50 eligible for replacement by age (4yr)	\$62,000	\$15,500	\$0	\$77,500	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$200,040</b>	<b>\$50,010</b>	<b>\$0</b>	<b>\$250,050</b>		
<b>Sub Total By Request Year</b>			<b>\$450,040</b>	<b>\$112,510</b>	<b>\$0</b>	<b>\$562,550</b>		

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 Allegan County Transportation  
 Capital Requests For FY 2024

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
<b>2025 STBG(STP)</b>								
Requested:0	Equipment	Desc:Transportation Maintenance Truck Justn:Replace existing ACT maintenance service truck (RTF approval 11/2022)	\$25,600	\$6,400	\$0	\$32,000	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$25,600</b>	<b>\$6,400</b>	<b>\$0</b>	<b>\$32,000</b>		
<b>2025 SEC 5310-NF</b>								
Requested:0	Mobility Mgt	Desc:Mobility Management 2025 Justn:Continue to provide Mobility Management	\$50,000	\$12,500	\$0	\$62,500	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$50,000</b>	<b>\$12,500</b>	<b>\$0</b>	<b>\$62,500</b>		
<b>2025 SEC 5339 - Bus and Bus Facilities</b>								
Eligible/Pending:2 Requested:2	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Tablets & Vinyl Logo Decals) Justn:Local number 44, 45 eligible for replacement by age (7yr) PM Note: put in service FY19, eligible by age FY25	\$276,080	\$69,020	\$0	\$345,100	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$276,080</b>	<b>\$69,020</b>	<b>\$0</b>	<b>\$345,100</b>		
<b>Sub Total By Request Year</b>			<b>\$351,680</b>	<b>\$87,920</b>	<b>\$0</b>	<b>\$439,600</b>		

**Allegan County Transportation  
Capital Requests For FY 2024**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
<b>2026 STBG(STP)</b>								
Requested:0	Facility	Desc:Transportation Building Roof (Office area only) Justn:The Allegan County Transportation Facility roof has met its useful life (office area only) and need replacement (replace shingled roof with steel) (approved by R TF 11/2021)	\$28,800	\$7,200	\$0	\$36,000	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$28,800</b>	<b>\$7,200</b>	<b>\$0</b>	<b>\$36,000</b>		
<b>2026 SEC 5310-NF</b>								
Requested:0	Mobility Mgt	Desc:Mobility Management FY 2026 Justn:Continue to provide Mobility Management	\$50,000	\$12,500	\$0	\$62,500	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$50,000</b>	<b>\$12,500</b>	<b>\$0</b>	<b>\$62,500</b>		
<b>2026 SEC 5339 - Bus and Bus Facilities</b>								
Eligible/Pending:2 Requested:2	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Tablets & Vinyl Logo Decals) Justn:Units 46 & 47 (local identifier numbers) eligible for replacement FY 2026 based on year (7 yrs)	\$276,080	\$69,020	\$0	\$345,100	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$276,080</b>	<b>\$69,020</b>	<b>\$0</b>	<b>\$345,100</b>		
<b>Sub Total By Request Year</b>			<b>\$354,880</b>	<b>\$88,720</b>	<b>\$0</b>	<b>\$443,600</b>		

**Allegan County Transportation  
Capital Requests For FY 2024**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
<b>2027 SEC 5310-NF</b>								
Requested:0	Mobility Mgt	Desc:Mobility Management FY 2027 Justn:Continue to provide Mobility Management	\$50,000	\$12,500	\$0	\$62,500	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$50,000</b>	<b>\$12,500</b>	<b>\$0</b>	<b>\$62,500</b>		
<b>2027 SEC 5339 - Bus and Bus Facilities</b>								
Eligible/Pending:2 Requested:2	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Tablets & Vinyl Logo Decals) Justn:Units #48 & #49 eligible for replacement based on age (7 yrs) FY 2027	\$276,080	\$69,020	\$0	\$345,100	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$276,080</b>	<b>\$69,020</b>	<b>\$0</b>	<b>\$345,100</b>		
<b>Sub Total By Request Year</b>			<b>\$326,080</b>	<b>\$81,520</b>	<b>\$0</b>	<b>\$407,600</b>		
<b>Grand Total</b>			<b>\$1,482,680</b>	<b>\$370,670</b>	<b>\$0</b>	<b>\$1,853,350</b>		

**ACTION ITEMS:****FINANCE - ADOPT BUDGET POLICY #211**

21/ **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.

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.



**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.

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- 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, KOs, 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.

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- 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.

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- 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

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- 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

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- 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,

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- 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

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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

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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

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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.

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- 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

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- appropriations act;
- 4.17.1.4 transmit the recommended budget to the BOC according to an appropriate time schedule approved by the BOC which shall allow adequate time for review;
  - 4.17.1.5 accompany the recommended budget with a suggested General Appropriations Act Resolution to implement the budget;
  - 4.17.1.6 ensure budgetary centers are provided the necessary forms through the annual budget process.
- 4.17.2 The BOC shall:
- 4.17.2.1 hold a public hearing as required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275 prior to final approval of the budget;
  - 4.17.2.2 pass a general appropriations act, consistent with the uniform chart of accounts prescribed by the Department of Treasury, as formal approval of the budget for the General Fund and each Special Revenue Fund;
    - 4.17.2.2.1 The general appropriations act (budget) shall:
      - 4.17.2.2.1.4 state the total mills to be levied and the purpose for each millage levied (truth in budgeting act) consistent with the budget schedule (Appendix 6.C);
      - 4.17.2.2.1.4 include amounts appropriated for expenditures to meet liabilities for the ensuing fiscal year in each fund;
      - 4.17.2.2.1.4 include estimated revenues by source in each fund for the ensuing fiscal year;
      - 4.17.2.2.1.4 The budgeted expenditures, including an accrued deficit, shall not exceed budgeted revenues, including available surplus and the proceeds from bonds or other obligations issued under the fiscal stabilization act, [Act 80 of 1981](#) MCL 141.1001 et al).
  - 4.17.2.3 determine the amount of money to be raised by taxation necessary to defray the expenditures and meet the liabilities of Allegan County for the ensuing fiscal year; shall order that money to be raised by taxation is within statutory and charter limitations; and shall cause the money raised by taxation to be paid into the funds of Allegan County (Appendix 6.A).
- 4.17.3 The leader of each budgetary center shall:
- 4.17.3.1 provide necessary information to the CAO for budget preparation;
  - 4.17.3.2 be responsible for managing their budget consistent with all applicable policies, laws and best practices.
- 4.18 Grants: Application, acceptance and use of any Grant 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

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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

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## 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

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- 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

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- 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);

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- 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,

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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.

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4.21.5 While line item detail is 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

Fund Title	Fund #	Types of Uses	Minimum Threshold	Distribution of Funds in Excess of Minimum Threshold and Other Transfers
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	Moneys 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.	

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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.

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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 x AMD) x 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 months / AMD=C1
  
- \$ amount of capital needed in YR. 2 = CAP2
- CAP2 / 24 months /AMD=C2
  
- \$ amount of capital needed in YR. 3 = CAP3
- CAP3 / 36 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)

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APPENDIX 6.C  
Annual Budget Schedule

BUDGET ITEM	BUDGET PROCESS	Due Dates
Budget Policy	BOC Approval	By 2 <sup>nd</sup> BOC of March May 31
Budget Worksheets – Operating Budgets; Personnel Requests; Capital Requests	All worksheets due to County Administration for review and development of recommended balanced budget.	
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

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Request	Information	APPENDIX B.D - Budget Policy		CAD Final Approval (Report back to Board)
		Directly to Board Action	Board Discussion	
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/Contribution</li> <li>Amount of Grant (Not including Local Match)</li> <li>Source of Grant Funds (% of allocation)</li> <li>Type of Match (cash/in-kind)</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 affect other operations?</li> <li>Contact info/leap parties/ownership</li> <li>Disposition</li> <li>Changes in grant</li> </ul>	<ul style="list-style-type: none"> <li>Renewals \$25,001+</li> <li>(not approved through the budget process)</li> </ul>	<ul style="list-style-type: none"> <li>New grants (not approved through the budget process) \$25,001+</li> </ul>	<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/leap parties/ownership</li> <li>Disposition</li> </ul>	<ul style="list-style-type: none"> <li>Individual Donations \$25,001-\$100,000 to be used or expended in the current fiscal year.</li> </ul>	<ul style="list-style-type: none"> <li>Individual Donations valued \$100,001 or more to be used or expended in the current fiscal year.</li> <li>Donation plans of an ongoing nature and spanning multiple fiscal years.</li> <li>Any donation that relates to activities not generally funded through the Board approved budget.</li> </ul>	<ul style="list-style-type: none"> <li>Any monetary donation to be received 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.</li> </ul>
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 Bid Sets/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/leap parties/ownership</li> </ul>	<ul style="list-style-type: none"> <li>\$25,001-\$100,000 budgeted</li> </ul>	<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>Budgeted County direct purchases under \$25,001</li> <li>Emergency Purchases</li> <li>Budgeted revenue auction purchases of any amount</li> <li>Budgeted cooperative agreement purchases of any amount</li> </ul>
Purchase Bud. Cap		<ul style="list-style-type: none"> <li>\$50,001-\$100,000</li> </ul>	<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>Budgeted capital under \$50,001</li> <li>Emergency Purchases</li> <li>All budgeted revenue 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 Contract</li> </ul>		<ul style="list-style-type: none"> <li>New Contracts \$25,001+</li> </ul>	<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>	<ul style="list-style-type: none"> <li>\$25,001-\$100,000</li> </ul>	<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>Work Order-<del>RFA</del>-<del>Form</del></li> <li>Position Review Form</li> <li><del>Budget-Gates-Report</del></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>



**DISCUSSION ITEMS:**

**FINANCE – AMEND COUNTY PURCHASING POLICY**

**22/ WHEREAS,** the County Purchasing Policy currently outlines various dollar thresholds for appropriate purchasing requirements such as quotes, bids, etc.; and

**WHEREAS,** a threshold document has been included in the budget policy for several years and has been reviewed annually, and includes both dollar value thresholds and approval levels.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners authorizes the County Administrator to update the purchasing policy to reflect any applicable dollar and approval threshold levels as approved through the budget policy; and

**BE IT FURTHER RESOLVED** that the following specific thresholds are authorized; and

	Current	Approved Change
No Forms/Bids Required	Under \$500	Under \$1,000
Quote (Verbal/Written)	\$500 up to \$2,000	Between \$1,000 and \$2,499.
Written with specs/Bids	\$2,001 up to \$10,000	Between \$2,500 and \$24,999
Request for Proposals	Excess of \$10,000	\$25,000 or more

**BE IT FINALLY RESOLVED** that this resolution shall be posted online with the County Purchasing Policy, until which time the policy is revised to incorporate the necessary updates.

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

**2023-24 BOARDS & COMMISSIONS PER DIEM**

**23/ BE IT RESOLVED** that the Allegan County Board of Commissioners (Board) does hereby revise the following Boards and Commissions per diem compensation effective January 26, 2023; and

<b>Boards &amp; Commissions</b>	<b>Per Diem Rate</b>
911 Operational Policy & Procedure Committee	\$50
Area Agency on Aging of W. Michigan Board of Directors	\$50
Board of Canvassers	\$50 half day/\$100 full day
Board of Public Works	\$50
Boundary Commission	\$50 half day/\$100 full day
Broadband Action Workgroup	\$50
Brownfield Redevelopment Authority	\$50

Building Authority	\$50 (Non-County Employees)
Commission on Aging	\$50
Community Corrections Advisory Board	\$50
Economic Development Commission	\$50
Human Services Board	\$50
Jury Board	\$50 half day/\$100 full day
Local Emergency Planning Committee	\$50
Parks Advisory Board	\$50
Soldiers & Sailors	\$50
Solid Waste Planning Committee	\$50
Tourist Council	\$50
Water Study Workgroup	\$50
West Michigan Regional Planning Committee	\$50
<p>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. In the event an individual is a member of more than one board or commission and they may attend multiple meetings in a single day, the total per diem for that day shall not exceed \$100. Travel time is included.</p>	

**BE IT FURTHER RESOLVED** that members shall also be eligible to receive mileage reimbursement at the 60% of the current IRS rate; and

**BE IT FURTHER RESOLVED** that only members not already receiving compensation as part of their regular work duties or paid for by another source when attending meetings shall receive per diem and mileage; 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 become an attachment to the Board Rules of Organization.

Moved by Commissioner Beltman, seconded by Commissioner Kapenga to approve the per diem rates in the attached schedule and award mileage at 60% of the Federal rate. Motion carried by roll call vote. Yeas: Storey, DeYoung, Kapenga and Beltman. Nays: Dugan.

**BOARD OF COMMISSIONERS – LIVE STREAM & PUBLISHING RECORDINGS OF MEETINGS  
POLICY**

**24/** Moved by Commissioner Beltman, seconded by Commissioner Storey to amend the Live Stream & Publishing Recordings of Meetings Policy to have the retention of the recordings be for 180 days. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

**ALLEGAN COUNTY  
POLICY**



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

**APPROVED BY:** Board of Commissioners

**EFFECTIVE DATE:** February 11, 2021 (Revised January 26, 2023)

1. **PURPOSE:** The ‘Live Stream 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 are 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 stream and publishing the video recordings of meetings on the 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 debates and decisions and 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](http://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 the 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 180 days (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](http://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 that 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 to Attachment 8.1]
- 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 8.2]

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 that 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 on 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 that this meeting is being streamed live and recorded in accordance with the Board of Commissioner’s Live Stream 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 the entrance to the Board of Commissioner’s Chamber \*\*  
and included in the Meeting Agendas

Please note that Regular and Special Meetings of the Board of Commissioners held in the Board Room are streamed live and recorded in accordance with the County’s Live Stream 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 website \*\*

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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 stream 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.

**BOARD OF COMMISSIONERS—SUPPORT THE REPOWERING OF PALISADES BY PLANT OWNER  
HOLTEC INTERNATIONAL**

**25/ WHEREAS**, the Palisades Nuclear Plant provided more than 800 megawatts of safe, reliable, and carbon-free generation to the State of Michigan; and

**WHEREAS**, Palisades recently completed consecutive record-breaking generation runs and boasted an online reliability factor greater than 95 percent, a testament to the workforce and continuous investment in safety and equipment reliability; and

**WHEREAS**, Palisades provided 600 full-time, highly skilled, and good-paying jobs in Southwest Michigan, which were supplemented by the influx of an additional 1,000 specialty workers into the community to support scheduled refueling and maintenance outages; and

**WHEREAS**, Palisades was one of the largest taxpayers in the region, directly supporting local public school districts, Lake Michigan College, public libraries, and vital municipal services; and

**WHEREAS**, a study by the Economic Growth Institute at the University of Michigan found that the shutdown of Palisades resulted in the annual loss of \$259 million in labor income and value-added for the tri-county region; and

**WHEREAS**, Palisades and its employees have long been actively involved and invested in community partners; and

**WHEREAS**, Palisades has maintained strong community outreach and engagement with its stakeholders, including but not limited to state and local units of government, economic development organizations, non-profit organizations, labor, federally recognized Tribes, the public, and disadvantaged communities; and

**WHEREAS**, Palisades provided a bridge of clean, reliable generation for the State of Michigan as it transitioned from fossil-fuel generation to renewable and advanced technologies, including the potential deployment of small modular reactors; and

**WHEREAS**, the operation of Palisades supported the State of Michigan's goals to cut carbon dioxide and other greenhouse gas emissions by millions of tons per year, thereby reducing the direct environmental and human health costs to disadvantaged communities and the general public; and

**WHEREAS**, Palisades ranks in the U.S. Nuclear Regulatory Commission's highest safety category and has been recognized by the Institute of Nuclear Power Operations as a top-performing plant in the country; and

**WHEREAS**, Palisades operated in strict adherence to all federal and state regulations under the independent oversight of the U.S. Nuclear Regulatory Commission to maintain the health and safety of our community, its workforce, and our environment.

**THEREFORE BE IT RESOLVED** by the Allegan County Board of Commissioners that it supports the repowering of Palisades by plant owner Holtec International in its application to the U.S. Department of Energy's Civil Nuclear Credit Program; and

**BE IT FINALLY RESOLVED** that copies of this resolution be sent to the Van Buren County Board of Commissioners, U.S. Senators Debbie Stabenow and Gary Peters, U.S. Rep. Bill Huizenga, Governor Whitmer, State Senators Aric Nesbit, Roger Victory, and Thomas Albert, and State Representatives Joey Andrews, Matt Hall, Rachelle Smit, Nancy DeBoer, Pauline Wendzel, and Angela Rigas.

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

**NON-GAMING PROPERTY - REQUEST FOR INPUT**

26/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to authorize Administration to release the letter to the United States Department of Interior Bureau of Indian Affairs. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

**APPOINTMENTS**

27/

**PARKS ADVISORY BOARD**

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

Jackie Metz, 4066 102<sup>nd</sup> Ave, Allegan

Chairman Storey announced the appointment of the following individual to the Parks Advisory Board to fill the remainder of a 3-year term; term to expire 12/31/2024.

Dan Caywood, 4152 24<sup>th</sup> St, Dorr

Moved by Commissioner DeYoung, seconded by Commissioner Beltman to approve the appointments as made. Motion carried by voice vote. Yeas: 5 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 the remainder of a 2-year term; term to expire 12/31/2024.

David Redding, 105 Division St, Allegan  
(City Government Representative)

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

**911 OPERATIONAL POLICY AND PROCEDURE COMMITTEE**

Chairman Storey announced the appointment of the following individual to the 911 Operational Policy and Procedure Committee to fill the remainder of a 2-year term; term to expire 7/31/2023.

Markie McGowan, 2966 56<sup>th</sup> St, Fennville

- Currently on board as Medical Control Rep., now under Emergency Services



Chairman Storey announced the appointment of the following individual to the 911 Operational Policy and Procedure Committee to fill the remainder of a 2-year term; term to expire 7/31/2024.

Chris Mantels, 3342 Blue Star Hwy, Saugatuck (Medical Control Rep.)

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

**ADJOURNMENT UNTIL FEBRUARY 9, 2023 AT 1:00 P.M.**

29/ Moved by Commissioner Dugan, seconded by Commissioner Beltman to adjourn until February 9, 2023 at 1:00 P.M. The motion carried by voice vote and the meeting was adjourned at 2:30 P.M. Yeas: 5 votes. Nays: 0 votes.

*Jennifer Dien*

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Deputy Clerk

*James M. Storey*

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Board Chairperson

Minutes approved during the 02/09/2023 Session