

# Allegan County Board of Commissioners



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

*Jim Storey, Chairperson  
Dean Kapenga, Vice Chairperson*

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## **BOARD OF COMMISSIONERS MEETING – AGENDA** \*REVISION #1 – 6/5/23

Thursday, June 8, 2023 – 1 PM

County Services Building – Board Room  
Virtual Connectivity Options Attached

### **DISTRICT 1**

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

1 PM

### **CALL TO ORDER:**

### **ROLL CALL:**

**OPENING PRAYER:** Commissioner Gale Dugan

### **PLEDGE OF ALLEGIANCE:**

### **PUBLIC HEARING:**

**COMMUNICATIONS:** Attached

**APPROVAL OF MINUTES:** May 25, 2023

### **PUBLIC PARTICIPATION:**

### **ADDITIONAL AGENDA ITEMS:**

### **APPROVAL OF AGENDA:**

### **PRESENTATIONS:**

Retirement Recognition—Hon. Roberts A. Kengis

### **PROCLAMATIONS:**

### **INFORMATIONAL SESSION:**

48<sup>th</sup> Circuit Court—Jennifer Brink, Administrator

### **ADMINISTRATIVE REPORTS:**

### **DISTRICT 2**

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

### **DISTRICT 3**

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

## **CONSENT ITEMS:**

### **DISTRICT 4**

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

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (6/2/23 & 6/9/23)
- 

## **ACTION ITEMS:**

### **DISTRICT 5**

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

1. Equalization—set 2023 County Millage Rates
- 

## **DISCUSSION ITEMS:**

1. Parks & Recreation—authorization to apply and match funds for Michigan Natural Resources Spark Grants
2. Parks & Recreation—Letter of Support for Spark Grant Application to replace the closed Trestle Trail Bridge (227-021)
3. \*Board of Commissioners—Water Study Workgroup Structure

### **Mission Statement**

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

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**NOTICE OF APPOINTMENTS & ELECTIONS:**

1. Water Study Workgroup (A)
  - a. One Academic Representative \*Application REC 2/14/23

**ELECTIONS:**

1. Community Mental Health Board (E)
  - a. General Public Representative—term expires 3/31/25 Application REC 5/9/23

**APPOINTMENTS:**

1. Jury Board (Circuit Judge recommends)
  - a. One Representative—term expires 3/31/25
2. Soldiers/Sailors Relief Commission (Probate Judge appoints)
  - a. One Representative—terms expired 12/31/2022
3. Brownfield Redevelopment Authority
  - a. One Representative—term expires 12/31/2021 Application REC 5/9/23
4. Local Emergency Planning Committee
  - a. One Education Representative—term expired 12/31/22 Application REC 5/9/23
  - b. One Media Representative—term expired 12/31/22
5. Tourist Council
  - a. One Representative—term expires 12/31/23
6. Solid Waste Planning Committee
  - a. One Solid Waste Industry Representative—term expired 12/31/20
  - b. One Solid Waste Industry Representative—term expired 12/31/19
  - c. One Township Representative—term expired 12/31/19
  - d. One General Public Representative—term expired 12/31/22
  - e. One Industrial Waste Generator Representative—term expired 12/31/20
  - f. One Regional Solid Waste Planning Rep—term expired 12/31/2022

**PUBLIC PARTICIPATION:**

**FUTURE AGENDA ITEMS:**

1. OPENING PRAYER: Commissioner Dean Kapenga
2. INFORMATIONAL SESSION: Judge Michael Buck—Probate Court
3. PRESENTATION: Retirement Recognition—Chris Haverdink
4. CONSENT: Motion to approve of claims paid and to incorporate into proceedings of the Board (6/16/23 & 6/23/23)
5. Courthouse and County Services Building Renovation (ACTION)
6. Water Quality and Availability Plan (DISCUSSION)

**REQUEST FOR MILEAGE:**

**BOARDS AND COMMISSIONS REPORTS:**

**ROUND TABLE:**

**CLOSED SESSION:**

**ADJOURNMENT:** Next Meeting – June 22, 2023, 1 PM @ **BOARD ROOM – COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX.**

*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 & Publishing Recordings 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.*



# Allegan County Board of Commissioners

# STEP 1: Connect to the Meeting

- OPTION 1: Zoom over Telephone

- Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
- Type in Meeting ID: 891 6032 7098, then #, then # again
- Type in Meeting Password: 6823, then #

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

<STOP here>

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

- OPTION 2: Youtube

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

<STOP here>

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

- OPTION 3: Zoom over Web browser

- Open Internet Explorer or Chrome
- Navigate to <https://zoom.us/j/89160327098>
- Meeting Password: 6823

<Continue with the rest of the instructions>

# STEP 2: Enter registration information

Webinar Registration - Zoom

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

## Webinar Registration

Topic: BOC Meeting - 4/9/2020

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


\* Required information

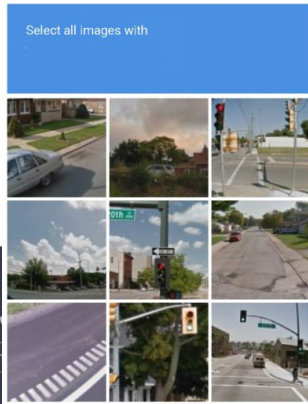
First Name \*

Last Name \*

Email Address \*

Confirm Email Address \*

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Investors

1. Enter name and email

2. Click this box

4. Click when done.

3. Answer challenge question

STEP 3: This Window will appear when connected.



# STEP 4: Adjust audio settings (if needed)

The image shows a Zoom meeting interface with the 'Settings' window open to the 'Audio' tab. A vertical black bar on the left side of the meeting window has a blue arrow labeled '1' pointing to it. A blue arrow labeled '2' points from the 'Audio' tab in the settings window to the meeting content area. The meeting content area displays the name 'Economic Development — Greg King, Director' and 'ADMINISTRATIVE REPORTS:'. Below this, it says 'CONSENT ITEMS:' followed by a list item: '1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)'. The 'Settings' window shows the 'Audio' section with 'Remote Audio' selected in the 'Speaker' dropdown, 'Test Mic' in the 'Microphone' dropdown, and volume sliders for both. Other settings include 'Automatically adjust volume' (checked), 'Use separate audio device to play ringtone simultaneously' (unchecked), 'Automatically join audio by computer when joining a meeting' (unchecked), 'Mute my microphone when joining a meeting' (unchecked), 'Press and hold SPACE key to temporarily unmute yourself' (checked), and 'Sync buttons on headset' (checked). An 'Advanced' button is visible at the bottom right of the settings window. At the bottom of the meeting window, there are icons for 'Chat', 'Raise Hand', and 'Q&A'.

Settings

General

Video

**Audio**

Share Screen

Virtual Background

Recording

Statistics

Feedback

Keyboard Shortcuts

Accessibility

Speaker: Test Speaker Remote Audio

Output Level: \_\_\_\_\_

Volume:

Microphone: Test Mic \_\_\_\_\_

Input Level: \_\_\_\_\_

Volume:

Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Advanced

269-673-4514  
mthiele@allegancounty.org

Economic Development — Greg King, Director  
ADMINISTRATIVE REPORTS:

**CONSENT ITEMS:**

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

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

Audio Settings

Chat Raise Hand Q&A

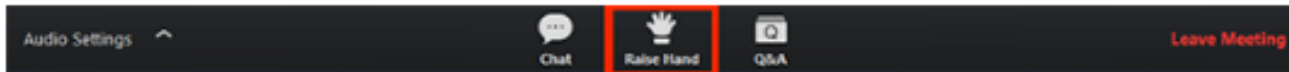


# STEP 5: Raise hand to be recognized to speak.

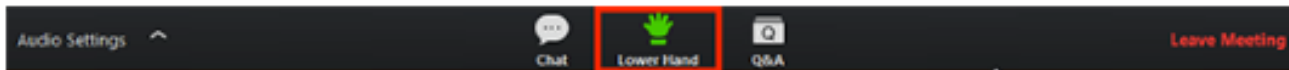
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

On bottom of screen.

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



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



# STEP 6: To leave the meeting

The screenshot shows a Zoom meeting interface. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. In the top right corner, there is an "Enter Full Screen" button. The main content is a document viewer displaying a Microsoft Word document titled "BOC20200409\_agenda [Compatibility Mode] - Word". The document header includes the "Allegan County Board of Commissioners" logo and contact information for County Services Building, including address, phone, fax, and website. Below the header, the document title is "BOARD OF COMMISSIONERS MEETING – AGENDA". The agenda items are listed by district: DISTRICT 1 (Dean Kasperge), DISTRICT 2 (Jim Storey), DISTRICT 3 (Max R. Thiele), and DISTRICT 4 (Mark DeYoung). The agenda items include "Virtual Meeting – Connectivity Instructions Attached", "1PM CALL TO ORDER: ROLL CALL: OPENING PRAYER: PLEDGE OF ALLEGIANCE: COMMUNICATIONS: Attached APPROVAL OF MINUTES: Attached", "PUBLIC PARTICIPATION: ADDITIONAL AGENDA ITEMS: APPROVAL OF AGENDA: PRESENTATIONS: PROCLAMATIONS: INFORMATIONAL SESSION: Attached ADMINISTRATIVE REPORTS:", and "CONSENT ITEMS:". The document footer shows "PAGE 1 OF 2 251 WORDS" and a zoom level of "100%". At the bottom of the Zoom window, there is a control bar with "Audio Settings", "Chat", "Raise Hand", "Q&A", and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION DESIGNATING THE MONTH OF JUNE, 2023 AS  
LGBTQ PRIDE MONTH IN INGHAM COUNTY**

**RESOLUTION #23 – 229**

WHEREAS, Ingham County recognizes the economic and cultural benefits of diversity and seeks to create a welcoming environment for all residents, including the LGBTQ Community; and

WHEREAS, Ingham County Resolution #13-368 commits to equal opportunity and nondiscrimination for all persons inclusive on the basis of sexual orientation and gender identity; and

WHEREAS, Ingham County's Equal Employment Opportunity Policy states that employment opportunity should be given without regard to gender identity or gender expression; and

WHEREAS, Ingham County Resolution #19-057 ensures accessibility to gender-segregated facilities on property operated by Ingham County based on gender identity or expression; and

WHEREAS, Ingham Community Health Center was the only community health center in Michigan to receive top designation from LGBTQ-inclusive healthcare by the Human Rights Campaign in 2018; and

WHEREAS, June is celebrated nationally and worldwide as LGBTQ Pride Month in commemoration of the 1969 Stonewall Rebellion in New York City; and

WHEREAS, the realities of COVID-19 have caused the LGBTQ Community and its allies to reimagine the way Pride is celebrated.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners designates the month of June, 2023 as LGBTQ Pride Month in the County of Ingham.

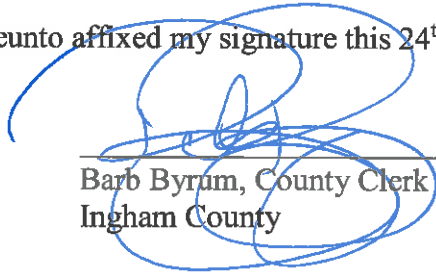
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners request that the Clerk of the Ingham County Board of Commissioners forward copies of this resolution to the other 82 Counties in Michigan, as well as the Ingham County Delegation of the State Legislature.

**COUNTY SERVICES: Yeas:** Celentino, Peña, Grebner, Sebolt, Lawrence, Maiville, Ruest  
**Nays:** None **Absent:** None **Approved 05/16/2023**

STATE OF MICHIGAN     )  
  ) SS  
COUNTY OF INGHAM    )

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on May 23, 2023, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 24<sup>th</sup> day of May, 2023.

  
\_\_\_\_\_  
Barb Byrum, County Clerk  
Ingham County

RESOLUTION

NO: 2023-05-080

LIVINGSTON COUNTY

DATE: May 8, 2023

**Resolution Sharing Veteran Services Department Enhancements with Other Michigan Counties – Board of Commissioners**

**WHEREAS,** the Livingston County Board of Commissioners strongly supports veterans and active-duty military service members; and

**WHEREAS,** the Livingston County Board of Commissioner is committed to connecting veterans with their earned benefits and services; and

**WHEREAS,** recent enhancements have improved our ability to connect recently discharged veterans with their earned benefits and services; and

**WHEREAS,** sharing these enhancements could help veterans in other Michigan counties better connect with their earned benefits and services; and

**WHEREAS,** sharing these enhancements requires approval of the Livingston County Board of Commissioners as a disclosure of a privileged attorney/client document (legal opinion) is needed.

**WHEREAS,** the aforementioned privileged attorney/client document shall only be construed as a legal opinion specifically for Livingston County.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners authorizes the release of the privileged attorney/client document titled “Disabled Veterans Property Tax Exemption,” dated March 9, 2023.

**BE IT FURTHER RESOLVED** that this resolution, the supporting documents associated with this resolution, and the privileged attorney/client document be sent to all Michigan counties.

**BE IT FINALLY RESOLVED** that the Livingston County Board of Commissioners thanks Veteran Services Director Ramon Baca for his diligence and hard work in implementing these enhancements on behalf of our veterans.

# # #

**MOVED:** D. Helzerman  
**SECONDED:** R. Deaton  
**CARRIED:** Yes (7): D. Helzerman, D. Domas, W. Nakagiri, J. Drick, R. Deaton, N. Fiani, and J. Gross;  
No (0): None; Absent (2): F. Sample and M. Smith

STATE OF MICHIGAN     )  
                                  )§  
COUNTY OF LIVINGSTON)

I, **ELIZABETH HUNDLEY**, the duly qualified and acting Clerk of Livingston County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners at a regular meeting on the 8th day of May 2023, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 23rd day of May 2023, A.D.



  
\_\_\_\_\_  
ELIZABETH HUNDLEY, LIVINGSTON COUNTY CLERK



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April 3, 2023

Livingston County Board of Commissioners  
304 E Grand River Ave  
Howell, MI 48843

Dear Commissioners,

Under the leadership of our new Veteran Services Director our county has recently made two significant enhancements to our Veteran services programs. These enhancements improve our ability to connect veterans with their earned benefits and services.

It has long been desired to reach out to newly discharged veterans living in our county, making them aware of the array of available services. Past attempts to accomplish this were stymied by the inability to acquire the contact information of recently discharged veterans from state or federal government agencies.

This hurdle was recently overcome. Thanks to the perseverance of Mr. Ramon Baca, Veteran Services Director, the federal government now provides Livingston County with authorization to access the list of recently discharged veterans who reside in our county. Accordingly, our county will now mail each returning veteran information regarding how they can access their earned benefits and services through our Veteran Service Department. We can now be confident that each newly discharged veteran living in our county is aware of how best to access their earned benefits and services.

A second enhancement resulted when Mr. Baca focused attention on the property tax exemption for disabled veterans. Confusion regarding the statutory requirements of this exemption created a situation where some eligible veterans could miss out on the full value of this earned benefit. This issue was effectively addressed when Mr. Baca sought a written legal opinion from our county's legal counsel. This legal opinion clarifies the circumstances under which a qualified disabled veteran (under MCL 211.7b) does not have to pay property tax. It is worth noting that uncertainty regarding the requirements of MCL 211.7b was not isolated to Livingston County, rather this uncertainty was/is statewide.

I am asking for your support for the "Resolution Sharing Veteran Services Department Enhancements with Other Michigan Counties." It is my belief that veterans in other Michigan counties may benefit from Mr. Baca's findings. Normally the sharing of information doesn't require Board approval. However, in this case authorization is needed as we would be sharing an attorney/client privileged opinion titled Disabled Veterans Property Tax Exemption, dated March 9, 2023.

Best regards,

Wes Nakagiri  
Commissioner, District 4  
Livingston County Board of Commissioners



# Memorandum

**To:** Board of Commissioners  
**From:** Ramon Baca, Veteran Services Director  
**Date:** March 31, 2023  
**RE:** **Certificate of Release and Discharge Information Reporting System (CRDIRS)**

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To attain permission to access the Department of Defense (DOD) Defense Manpower Data Center's (DMDC) Certificate of Release and Discharge Information Reporting System (CRDIRS), one must first obtain a Personal Identity Verification (PIV) card. PIV cards can be obtained by Veteran Service Officers for the purpose of filing disability claims to the U.S. Department of Veterans Affairs on a claimant's behalf.

Overview: The CRDIRS Web Application allows State Department of Veteran Affairs (SDVA) users to view separation information and download reports of servicemembers who are returning to a specified state.

The data is helpful for the purpose of sending a welcome home mailer with information of the assistance the County Veteran Services Department provides. The information may perhaps reassure newly discharged veterans that the community they returned to is available to assist in their transition from military to civilian life.

Steps:

1. Obtain PIV card: [https://www.osp.va.gov/How\\_To\\_Get\\_A\\_VA\\_ID\\_Badge.asp](https://www.osp.va.gov/How_To_Get_A_VA_ID_Badge.asp)
2. Complete Parts I-III on DD Form 2875 System Authorization Access Request (SAAR)
3. Complete DOD Identifying and Safeguarding Personally Identifiable Information (PII) Training
4. Email DD Form 2875 and PII completion certificate to [dodhra.dodc-mb.dmdc.list.VLER-Team@mail.mil](mailto:dodhra.dodc-mb.dmdc.list.VLER-Team@mail.mil) or [Jaymie.L.Lizaso.ctr@mail.mil](mailto:Jaymie.L.Lizaso.ctr@mail.mil) and [james.d.white142.ctr@mail.mil](mailto:james.d.white142.ctr@mail.mil)

If you have any questions or need assistance, please do not hesitate to contact me.

Ramon Baca  
Director, Livingston County Veteran Services  
(517) 552-6902 or [rbaca@livgov.com](mailto:rbaca@livgov.com)



# State Tax Commission Affidavit for Disabled Veterans Exemption

Issued under authority of Public Act 161 of 2013, MCL 211.7b. Filing is mandatory.

**Instructions:** This form is to be used to apply for an exemption of property taxes under MCL 211.7b, for real property used and owned as a homestead by a disabled veteran who was discharged from the armed forces of the United States under honorable conditions or his or her unremarried surviving spouse. The property owner, or his or her legal designee, must annually file the Affidavit with the supervisor or assessing officer any time after December 31 and before, or until the conclusion of, the December Board of Review.

<b>OWNER INFORMATION</b> (Enter information for the disabled veteran or unremarried surviving spouse)		
Owner's Name		Owner's Telephone Number
Owner's Mailing Address		
City	State	ZIP Code
<b>LEGAL DESIGNEE INFORMATION</b> (Complete if applicable)		
Legal Designee Name		Daytime Telephone Number
Mailing Address		
City	State	ZIP Code
<b>HOMESTEAD PROPERTY INFORMATION</b> (Enter information for the property in which the exemption is being claimed)		
City, Township or Village (Check the appropriate box and provide the name) <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		
County	Name of the Local School District	
Parcel Identification Number	Date the Property was Acquired (MM/DD/YYYY)	
Homestead Property Address		
City	State	ZIP Code
<b>ACKNOWLEDGEMENT</b> (Check all boxes that apply)		
<input type="checkbox"/> I am a disabled veteran, or the legal designee of the disabled veteran, who was discharged under honorable conditions from the armed forces of the United States of America with a service connected disability.		
<input type="checkbox"/> I am the unremarried surviving spouse, or the legal designee of the unremarried surviving spouse, of a disabled veteran who was discharged under honorable conditions from the armed forces of the United States of America with a service connected disability.		
<input type="checkbox"/> I am a Michigan resident.		
<input type="checkbox"/> I own the property in which the exemption is being claimed and it is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.		
<b>AFFIRMATION OF ELIGIBILITY</b> (Check the appropriate box and provide a copy of the required documentation)		
<input type="checkbox"/> The disabled veteran has been determined by the United States Department of Veterans Affairs to be permanently and totally disabled as a result of military service and entitled to veterans' benefits at the 100% rate (must attach a copy of the letter from the U.S. Department of Veterans Affairs).		
<input type="checkbox"/> The disabled veteran is receiving or has received pecuniary assistance due to disability for specially adapted housing (must attach a copy of the certificate from the U.S. Department of Veterans Affairs).		
<input type="checkbox"/> The veteran has been rated by the United States Department of Veterans Affairs as individually unemployable (must attach a copy of the letter from the U.S. Department of Veterans Affairs).		
<b>CERTIFICATION</b>		
<i>I hereby certify to the best of my knowledge that the information provided in this Affidavit is true and I am eligible to receive the disabled veteran's exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7b.</i>		
Printed Name of Owner or Legal Designee		Title of Signatory
Signature of Owner or Legal Designee		Date

DESIGNEE MUST ATTACH LETTER OF AUTHORITY

COHL, STOKER & TOSKEY, P.C.  
ATTORNEYS AND COUNSELORS  
601 NORTH CAPITOL AVENUE  
LANSING, MICHIGAN 48933  
(517) 372-9000

SHAREHOLDERS

PETER A. COHL  
DAVID G. STOKER  
BONNIE G. TOSKEY  
ROBERT D. TOWNSEND  
TIMOTHY M. PERRONE  
MATTIS D. NORDFJORD  
GORDON J. LOVE  
SARAH K. OSBURN

ASSOCIATES

COURTNEY A. GABBARA  
CHRISTIAN K. MULLETT  
DONALD J. KULHANEK

OF COUNSEL

RICHARD D McNULTY

March 9, 2023

**Attorney/Client Privilege**

Ramon Baca, Director  
Livingston County Department of Veterans Affairs  
1420 Lawson Dr.  
Howell, MI 48843

Re: Disabled Veterans Property Tax Exemption

Dear Mr. Baca:

This is in response to your request for an opinion on questions pertaining to the statutory disabled veterans property tax exemption, specifically as to the tax treatment of real property owned and occupied by a qualified disabled veteran who acquires the property mid-year. Your particular questions are as follows:

- a. According to MCL 211.7b, should a veteran who is qualified to receive the tax exemption according to this statute pay property tax for his or her homestead during the first year of occupancy, whether only residing there for one month or all twelve months of the calendar year [1 day or all 365 days]?
- b. If a veteran who is qualified to receive the tax exemption according to this statute and told to pay property tax during closing, who should reimburse the veteran?
- c. If the seller paid an entire year of taxes and a veteran who is qualified to receive the tax exemption according to this statute purchases and moves in mid-year, who reimburses the seller?
- d. If a veteran who is qualified to receive the tax exemption according to this statute, who already lives in the county, was exempted at the old residence, and moves to a new residence within the county, should the exemption follow

them to the new residence [whether only residing there for one month or all twelve months of the calendar year – 1 day or all 365 days]?

The answers to these questions are addressed by MCL 211.7b, updated guidance from the Michigan State Tax Commission, and applicable case law from the Michigan Court of Appeals and the Michigan Tax Tribunal. As more fully set forth below, if the veteran owned and used the property as a homestead for only part of the year, then the exemption from the collection of taxes pertains only to the portion of the year for which the statutory criteria for exemption existed.

MCL 211.7b states, in pertinent part:

(1) Real property used and owned as a homestead by a disabled veteran who was discharged from the armed forces of the United States under honorable conditions or by an individual described in subsection (2) is exempt from the collection of taxes under this act. To obtain the exemption, an affidavit showing the facts required by this section and a description of the real property shall be filed by the property owner or his or her legal designee with the supervisor or other assessing officer during the period beginning with the tax day for each year and ending at the time of the final adjournment of the local board of review. The affidavit when filed shall be open to inspection. The county treasurer shall cancel taxes subject to collection under this act for any year in which a disabled veteran eligible for the exemption under this section has acquired title to real property exempt under this section. Upon granting the exemption under this section, each local taxing unit shall bear the loss of its portion of the taxes upon which the exemption has been granted.

(2) If a disabled veteran who is otherwise eligible for the exemption under this section dies, either before or after the exemption under this section is granted, the exemption shall remain available to or shall continue for his or her unremarried surviving spouse. The surviving spouse shall comply with the requirements of subsection (1) and shall indicate on the affidavit that he or she is the surviving spouse of a disabled veteran entitled to the exemption under this section. The exemption shall continue as long as the surviving spouse remains unremarried.

(3) As used in this section, "disabled veteran" means a person who is a resident of this state and who meets 1 of the following criteria:

(a) Has been determined by the United States department of veterans affairs to be permanently and totally disabled as a result of military service and entitled to veterans' benefits at the 100% rate.

(b) Has a certificate from the United States veterans' administration, or its successors, certifying that he or she is receiving or has received pecuniary assistance due to disability for specially adapted housing.

(c) Has been rated by the United States department of veterans affairs as individually unemployable. (Emphasis added).

As set forth in this statute, there is an exemption from the collection of property taxes on real property that is both “used” and “owned” as a “homestead” by a disabled veteran who meets certain criteria as to disability, or his or her unremarried surviving spouse. By contrast, if the property was not owned and used as a homestead by a qualified disabled veteran, then it is not exempt from the collection of taxes for any period of time that it did not meet the statutory requirements for exemption.

In *Lockhart v Ontonagon Twp*, 2022 WL 1592173 (Mich App, May 19, 2022), the Court of Appeals affirmed the denial of a property tax exemption to the unremarried surviving spouse of a disabled veteran, because the qualified disabled veteran did not own the property during his lifetime. Rather, the property had been deeded to the spouse, and although it had been used as a homestead by the veteran and spouse, the veteran never owned the property, and thus the veteran was not “otherwise eligible” for the statutory exemption. As a consequence, the veteran’s spouse was not eligible for the exemption.

In order to qualify for a disabled veterans tax exemption, an affidavit must be filed with the local assessor each and every year for which the exemption is requested. For purposes of this opinion, it is assumed that the veteran meets the criteria for disability set forth MCL 211.7b(3).

There is no question that a qualified veteran is exempt from the collection of taxes on a homestead that is used and owned by the qualified veteran for the entire year of ownership, if the veteran actually owned and used the property for that entire year. However, if the veteran only owned and used the property as a homestead for part of the year, then the exemption from the collection of taxes pertains only to the portion of the year for which the statutory criteria for exemption existed.

If taxes are paid at the closing on a purchase of the property, the proration of taxes at closing is taken into account by the Treasurer upon a qualified disabled veteran’s claim of exemption for the tax year of the purchase. In this regard, the State Tax Commission has recently issued updated guidance:

**During the assessment year, if ownership of the property is *acquired* by a qualified disabled veteran how do the claimant and the assessor proceed?**

Disabled veterans who purchased their home mid-year are eligible for a partial refund of the current year’s summer and winter taxes they have paid for that year or an exemption from taxes they will pay for that year. Taxpayers are encouraged to provide the local city or township with a copy of the closing documents from the

purchase of their home to assist the local unit in determining their property tax obligations.

The qualified disabled veteran should follow the normal application process except that the claimant must also submit the closing statement associated with the property purchase transaction and, after the documentation is reviewed by the assessor, he or she submits the documentation to the next meeting of the Board of Review. If the Board of Review determines that the exemption should be granted, it approves the exemption.

Once the exemption is granted by the Board of Review, the assessor will need to indicate the amount of the current year's summer and winter taxes to be refunded or abated. If taxes are refunded, the refund is issued to the veteran, but the refund and/or abatement cannot exceed the amount of taxes actually allocated to him or her in the closing statement.

**What if the veteran is unable or unwilling to provide a closing statement when they sell or purchase a home? How is the property tax liability calculated?**

In the absence of the closing documents, the total taxes for the year should be divided by 12 and then multiply that number by the number of months the veteran will own the home and occupy it as their homestead.

Michigan State Tax Commission, *Disabled Veterans Exemption Frequently Asked Questions* (Feb. 2023), p 12 ("FAQ"), issued in conjunction with STC Bulletin 4 of 2023 (Feb. 14, 2023), which rescinded Bulletin 22 of 2013.

Thus, in a year in which the qualified disabled veteran acquires ownership of the homestead property, taxes are due and owing for the portion of the year prior to the veteran's acquisition of the property, and therefore must be prorated based on the number of days before and after acquisition. For example, for a qualified disabled veteran who acquired ownership of homestead property on October 20, the exemption applies to the 73 days on and after October 20 that the property met the statutory criteria for exemption, and taxes are due and owing for the 292 days prior to the veteran's acquisition.

This example corresponds with the facts of a case arising in Livingston County that was decided by the Michigan Tax Tribunal. In *Boatman v Brighton Twp*, MTT Case No. 21-000324 (2021), the qualified disabled veteran purchased the homestead property on October 20, 2020. He paid a portion of the property taxes at closing, and sought a refund of those taxes at the December Board of Review. The Board of Review approved the exemption request, and the veteran was issued a refund for the taxes paid. The Township Assessor, following the procedure

established by the Livingston County Treasurer, recalculated the taxes based upon a prorated occupancy of the property, and issued a revised tax bill, by which the veteran was exempt from property taxes for the period on and after October 20, 2020, but received a bill for taxes on the property for the prior period in that year. The veteran petitioned to the Tax Tribunal for a determination that no taxes were due for the prior period.

The Tax Tribunal held that the Township Assessor acted in accordance with the law, as directed by the State Tax Commission's guidance ("the FAQ"), in the calculation of the veteran's part-year tax assessment. The Tribunal acknowledged that MCL 211.7b(1) states, in part: "The county treasurer shall cancel taxes subject to collection under this act for any year in which a disabled veteran eligible for the exemption under this section has acquired title to real property exempt under this section." However, as determined by the Tax Tribunal:

Cancellation of the property taxes is contingent upon the disabled veteran being "eligible" for the exemption. As defined in an earlier portion of MCL 211.7b(1), the eligibility of the disabled veteran is based in part upon the property being "used and owned as a homestead." The Tribunal agrees with Respondent that a plain reading of the FAQ requires Respondent to pro rate Petitioner's taxes based upon the portion of the tax bill for which he was eligible. The Tribunal finds that the FAQ properly complies with the statute. Prior to Petitioner's ownership and use as a homestead, the property was not eligible for the exemption because, as it is undisputed, Petitioner neither owned it nor used it as a homestead at that time.

In summary, a qualified disabled veteran is exempt from the collection of taxes on a homestead that is used and owned by the qualified veteran for the entire year of ownership, but only if the veteran actually owned and used the property for that entire year. If the veteran owned and used the property as a homestead for only part of the year, then the exemption from the collection of taxes pertains only to the portion of the year for which the statutory criteria for exemption existed. Thus, taxes on property acquired mid-year are prorated.

In response to your specific questions:

- a. According to MCL 211.7b, for property owned by a veteran who is qualified to receive the tax exemption according to this statute, taxes must be paid for the property for the portion of the first year of occupancy in which the veteran neither owned nor occupied the property as a homestead, but the exemption applies for the period beginning on the date the property is owned and used by the veteran as a homestead.
- b. If a veteran who is qualified to receive the tax exemption according to this statute is required to pay property tax during closing, the closing statement should be presented with the affidavit submitted to the Board of Review, and

upon issuance of a recalculated tax bill for the property, the veteran will receive a refund of any overpayment resulting from that recalculated tax bill from the local treasurer.

- c. If the seller paid an entire year of taxes and a veteran who is qualified to receive the tax exemption according to this statute purchases and moves in mid-year, there should be a proration of the taxes between the parties at the closing, such that the seller would be credited at closing for any taxes paid for the period after the closing date. The veteran who credited the seller would then proceed to submit the closing statement with the affidavit to the Board of Review, after which a recalculated tax bill would be issued, with any refund of overpayment resulting from that recalculated tax bill going to the veteran.
- d. If a veteran who is qualified to receive the tax exemption according to this statute, who already lives in the county, was exempted at the old residence, and moves to a new residence within the county, the veteran may claim the exemption for the new residence, but only as to the period beginning on the date when the veteran owned and used that specific property as a homestead.

Please contact me if you have any questions.

Sincerely,

COHL, STOKER & TOSKEY, P.C.



Timothy M. Perrone

TMP/gmk

cc: Jennifer Nash, Livingston County Treasurer

Nathan Burd, Livingston County Administrator

## ALLEGAN COUNTY BOARD OF COMMISSIONERS

## INDEX

MAY 25, 2023 SESSION

JOURNAL 71

<u>PAGE</u>	<u>ITEM</u>	<u>SUBJECT MATTER</u>
211	1	MAY 25, 2023 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL
211	2	PUBLIC PARTICIPATION - COMMENTS
211	3	APPROVAL OF AGENDA AS PRESENTED
211	4	INTRODUCTIONS
211	5	2022 ANNUAL PUBLIC HEALTH REPORT AND 1 <sup>ST</sup> QUARTER 2023
211	6	BREAK - 10:22 A.M.
211-212	7	BOARD OF COMMISSIONERS - URGE STATE COURT ADMINISTRATIVE OFFICE TO COVER VISITING JUDGE EXPENSES
212	8	ADMINISTRATIVE UPDATE
212	9	PUBLIC PARTICIPATION - NO COMMENTS
212	10	ADJOURNMENT UNTIL JUNE 8, 2023
212-213	11	MAY 25, 2023 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL
213	12	COMMUNICATIONS
213	13	APPROVAL OF MINUTES - MAY 11, 2023
213	14	PUBLIC PARTICIPATION - NO COMMENTS
213	15	APPROVAL OF AGENDA AS PRESENTED
213-214	16	CLAIMS 5/19/23 AND 5/26/23
215-216	17	BOARD OF COMMISSIONERS - APPROVE COMMISSIONER MILEAGE
217	18	FACILITIES MGMT - AWARD COUNTY SERVICES AND HUMAN SERVICES GENERATOR BID



## 210

- |         |    |   |
|---------|----|---|
| 217     | 19 | PARKS & RECREATION - AWARD DUMONT LAKE PARK<br>UTILITY POLE REPLACEMENT BID |
| 217-218 | 20 | SHERIFF DEPT - APPROVE DRUG IDENTIFICATION<br>DEVICE PURCHASE               |
| 218     | 21 | PUBLIC PARTICIPATION - COMMENTS   |
| 218     | 22 | CLOSED SESSION - PENDING LITIGATION   |
| 218     | 23 | RECONVENE FROM CLOSED SESSION   |
| 218     | 24 | ADJOURNMENT UNTIL JUNE 8, 2023  |

DRAFT

**MAY 25, 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 May 25, 2023 at 9:01 A.M. in accordance with the motion for adjournment of May 11, 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 - ADOPTED AS PRESENTED**

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

**INTRODUCTIONS**

4/ Administrator Sarro introduced new employee Jennifer Ludwick to the board. She is the new Executive Director of Finance.

**2022 ANNUAL PUBLIC HEALTH REPORT AND 1<sup>ST</sup> QUARTER 2023**

5/ Health Officer Angelique Joynes addressed the board with her annual report for 2022 and the 1<sup>st</sup> Quarter of 2023.

**BREAK - 10:22 A.M.**

6/ Upon reconvening at 10:31 A.M., the following Commissioners were present: Commissioner Storey, DeYoung, Kapenga, Beltman and Dugan. Absent: None.

**BOARD OF COMMISSIONERS—URGE STATE COURT ADMINISTRATIVE OFFICE TO COVER VISITING JUDGE EXPENSES**

7/ **WHEREAS**, the 48<sup>th</sup> Circuit Court Administrator recently received retirement notice from Chief Circuit Court Judge Roberts Kengis; and

**WHEREAS**, the retirement will leave a vacancy in one of the legislatively approved and funded positions of Circuit Court Judge in Allegan County; and

**WHEREAS**, until such time as an appointment is made by the State, that position must be filled with a visiting judge; and

**WHEREAS**, the 48<sup>th</sup> Circuit Court sent the State Court Administrative Office's (SCAO) a letter for consideration of payment of all expenses for the visiting judge and was denied; and

**WHEREAS**, while the local funding unit understands that Section 10 of the SCAO's Judicial Assignments Procedure states, "All salaries and expenses for visiting judges shall be paid from the local court's budget," the County interprets this to be under discretionary circumstances and not when a legislatively approved and budgeted position is vacant pending the State's appointment.

**THEREFORE, BE IT RESOLVED** that since the SCAO receives the funds for the salary of each approved judge, Allegan County, as the local funding unit, urges that State allocated budgeted funds be utilized to directly pay for the expenses of a visiting judge while the appointment process is being carried out, or that the 48<sup>th</sup> Circuit Court be reimbursed for such expenditures; and

**BE IT FURTHER RESOLVED** that the Clerk is instructed to forward a copy of this resolution to all nine Allegan County's legislative representatives and the Executive Director of the Michigan Association of Counties.

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

#### **ADMINISTRATIVE REPORTS**

8/ Administrator Sarro noted his written report was submitted to Commissioners. Highlights included employee engagement; training opportunities; courthouse/county services building renovations; facility master planning; GIS system upgrade; courthouse radio coverage; downtown Allegan construction; Boomer Bash; access to medical care;

#### **PUBLIC PARTICIPATION - NO COMMENTS**

9/ 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 JUNE 8, 2023 AT 9:00 A.M.**

10/ Moved by Commissioner Beltman, seconded by Commissioner Dugan to adjourn until June 8, 2023 at 9:00 A.M. The motion carried by voice vote and the meeting was adjourned at 11:20 A.M. Yeas: 5 votes. Nays: 0 votes.

#### **AFTERNOON SESSION**

#### **MAY 25, 2023 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

11/ 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 May 25, 2023 at 1:02 P.M. in accordance with the motion for adjournment of May 11, 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**

12/ Deputy Clerk Tien noted to the board that they received the following communication:

- 1. Resolution from Lenawee County in opposition to House bills 4526, 4527 and 4528

**MAY 11, 2023 SESSION MINUTES - ADOPTED**

13/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the minutes for the May 11, 2023 session as distributed. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - NO COMMENTS**

14/ 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**

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

**FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS**

16/ **WHEREAS**, Administration has compiled the following claims for May 19, 2023 and May 26, 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.

**May 19, 2023**

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	89,959.84	89,959.84	
Parks/Recreation Fund – 208	1,953.64	1,953.64	
Friend of the Court – Cooperative Reimb. – 215	317.26	317.26	
Health Department Fund – 221	13,998.32	13,998.32	
Solid Waste/Recycling – 226	3,212.25	3,212.25	
Central Dispatch Fund – 261	31,464.64	31,464.64	

Grants – 279	5,781.07	5,781.07	
Transportation Fund – 288	2,462.73	2,462.73	
Child Care Fund – 292	17,537.10	17,537.10	
Senior Services Fund – 298	172,937.19	172,937.19	
American Rescue Plan Act – ARPA – 299	245,704.90	245,704.90	
Capital Improvement Fund – 401	21,063.10	21,063.10	
Property Tax Adjustments – 516	2,421.75	2,421.75	
Tax Reversion 2020 – 621	175.00	175.00	
Revolving Drain Maintenance Fund – 639	9.99	9.99	
Drain Fund – 801	146,517.27	146,517.27	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$755,516.05</b>	<b>\$755,516.05</b>	

**May 26, 2023**

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	97,470.84	97,470.84	
Parks/Recreation Fund – 208	1,184.69	1,184.69	
Friend of the Court – Other – 216	595.81	595.81	
Health Department Fund – 221	2,612.24	2,612.24	
Solid Waste/Recycling – 226	58,228.06	58,228.06	
Brownfield Redevelopment Auth. – 243	495.00	495.00	
Animal Shelter – 254	6,830.00	6,830.00	
Register of Deeds Automation Fund – 256	405.58	405.58	
Indigent Defense Fund – 260	15,519.74	15,519.74	
Central Dispatch Fund – 261	5,346.40	5,346.40	
Justice Training Fund – 266	580.00	580.00	
Grants – 279	11,300.00	11,300.00	
Sheriffs Contracts – 287	5,868.25	5,868.25	
Transportation Fund – 288	3,146.76	3,146.76	
Child Care Fund – 292	22,899.05	22,899.05	
Senior Services Fund – 298	20,342.74	20,342.74	
Capital Improvement Fund – 401	54,824.72	54,824.72	
Property Tax Adjustments – 516	30,994.76	30,994.76	
Tax Reversion – 620	4,642.14	4,642.14	
Revolving Drain Maintenance Fund – 639	36.01	36.01	
Drain Fund – 801	2,324.82	2,324.82	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$345,647.61</b>	<b>\$345,647.61</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for May 19, 2023 and May 26, 2023.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to adopt the report of claims for May 19, 2023 and May 26, 2023. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

**ACTION ITEMS:****BOARD OF COMMISSIONERS—COMMISSIONER MILEAGE REIMBURSEMENT**

17/ **WHEREAS**, as a result of eliminating Commissioner per diem and setting an overall fixed salary, on April 27, 2023, County Administration requested clarity regarding the intent of mileage reimbursement; and

**WHEREAS**, on May 11, 2023, the County Administrator outlined options for consideration, and Option 2 was moved to May 25 for Board action.

**THEREFORE, BE IT RESOLVED** that the Board approves the following language to be incorporated into the Board Rules of Organization and Procedure under Section 10, b:

- i. BOC Mileage: The following BOC-related meetings shall be eligible for mileage reimbursement at the current IRS rate:
- (1) Attendance in any official meeting of the BOC or a board, commission, committee, or official activity, e.g., training or conferences to which a BOC member has been appointed by the BOC or BOC Chairperson through BOC action. See Attachment "B" for identified boards, commissions, and committees,
  - (2) Quarterly Interdepartmental Meetings normally held on the last Wednesday of January, April, July, and October,
  - (3) Attendance in Michigan Association of Counties (MAC) activities in which participation or appointment has occurred,
  - (4) One publicly noticed local unit meeting per month for each local unit in a commissioner's district,
  - (5) Meetings or events at the request of the CAO to best represent the interests of the County,
  - (6) All other meetings, Board approval will be required; and

**BE IT FINALLY RESOLVED** that the County Administrator is authorized to perform a budget adjustment to cover the additional expense within the 2023 Budget.

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.

<b>ALLEGAN COUNTY BOARDS &amp; COMMISSIONS</b>	
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**ALLEGAN-KENT SUSTAINABLE BUSINESS PARK ADVISORY COMMITTEE**  
**AREA AGENCY ON AGING, INC**  
**AREA COMMUNITY SERVICES EMPLOYMENT & TRAINING COUNCIL**  
**BOUNDARY COMMISSION**  
**BROADBAND ACTION WORKGROUP**  
**BROWNFIELD REDEVELOPMENT AUTHORITY**  
**BUILDING AUTHORITY**  
**CANVASSERS, BOARD OF**  
**CASINO LOCAL REVENUE SHARING BOARD**  
**CLEAN AIR ORDINANCE COMMITTEE**  
**COMMISSION ON AGING**  
**COMMUNITY ACTION AGENCY OF ALLEGAN COUNTY**  
**COMMUNITY CORRECTIONS ADVISORY BOARD**  
**COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES COMMITTEE**  
**OnPoint (formerly COMMUNITY MENTAL HEALTH SERVICES BOARD)**  
**ECONOMIC DEVELOPMENT COMMISSION**  
**EMERGENCY MANAGEMENT ADVISORY COUNCIL**  
**HUMAN SERVICES, BOARD OF**  
**JURY BOARD**  
**LAKE BOARDS**  
**LAKESHORE REGIONAL ENTITY - OVERSIGHT POLICY BOARD**  
**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**  
**MACATAWA AREA COORDINATING COUNCIL (MACC)**  
**MICHIGAN ASSOCIATION OF COUNTIES EXECUTIVE BOARD**  
**MICHIGAN STATE EXTENSION DISTRICT 7 ADVISORY COUNCIL**  
**MULTI-AGENCY COLLABORATIVE COMMITTEE**  
**PARKS ADVISORY BOARD**  
**PLAT BOARD**  
**PUBLIC WORKS, BOARD OF**  
**ROAD COMMISSION**  
**SOLDIERS/SAILORS RELIEF COMMISSION**  
**SOLID WASTE PLANNING COMMITTEE**  
**SOUTHWEST MICHIGAN AREA REGION THREE (SMART)**  
**TOURIST COUNCIL**  
**WATER STUDY WORKGROUP**  
**WEST MICHIGAN REGIONAL AIRPORT AUTHORITY**  
**WEST MICHIGAN REGIONAL PLANNING COMMISSION**  
**911 OPERATIONAL POLICY & PROCEDURE COMMITTEE**

**DISCUSSION ITEMS:**

**FACILITIES MANAGEMENT - AWARD COUNTY SERVICES & HUMAN SERVICES GENERATOR BID 18/ WHEREAS,** the Allegan County Board of Commissioners (Board) appropriated \$70,000 for a 2023 capital project to replace the generator at the County Services Building (CSB) and \$160,000 to replace the generator at the Human Services Buildings (HSB); and

**WHEREAS,** the procurement of both generators was combined and consistent with the County's Purchasing Policy, and a request for proposal was issued to solicit competitive bids to replace both generators.

**THEREFORE, BE IT RESOLVED** that the Board awards the bid to replace the generators at the CSB (Project #1509-23) and at the HSB (Project #1509-23A) to Allied Electric Inc., of 2503 Waldorf Court NW, Grand Rapids, MI 49544, for an amount of \$208,800; and

**BE IT FINALLY RESOLVED** that the County Administrator is authorized to make the necessary budget adjustments, and any necessary documents to complete this action are authorized to be signed.

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

**PARKS & RECREATION - AWARD DUMONT LAKE PARK UTILITY POLE RELOCATION BID 19/ WHEREAS,** the Allegan County Board of Commissioners (Board) appropriated \$10,000 for a 2023 capital project to relocate a utility pole at Dumont Lake Park; and

**WHEREAS,** a request for proposal was released to solicit competitive bids; and

**WHEREAS,** the recommended bid for the award exceeds the \$10,000 budgeted amount.

**THEREFORE, BE IT RESOLVED** that the Board awards the Dumont Lake Utility Pole Relocation Project to Excel Electronic Inc., 3115 Dixie SW, Grandville, MI 49418, for an amount of \$14,550; and

**BE IT FURTHER RESOLVED** the Board authorizes an additional appropriation from the #401 Capital Improvement (Parks) Fund in the amount of \$4,550 to complete this project; and

**BE IT FINALLY RESOLVED** that the County Administrator is authorized to make the necessary budget adjustments, and any necessary documents to complete this action are authorized to be signed.

Moved by Commissioner DeYoung, 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.

**SHERIFF'S DEPARTMENT - APPROVE DRUG IDENTIFICATION DEVICE PURCHASE**

**20/ WHEREAS,** the Sheriff's Department is requesting approval to purchase a drug identification device which includes a 5-year warranty, 24/7 technical support, lifetime software updates and test sticks, and solution vials using funds from the drug forfeiture fund for an amount of \$37,191.30.

**THEREFORE BE IT RESOLVED** that the Board hereby authorizes a fund balance transfer of \$38,000 from the drug forfeiture fund to cover the purchase of a drug identification device; and



**BE IT FURTHER RESOLVED**, the County Administrator is authorized to negotiate and sign the contracts and complete the necessary budget adjustments to complete this action.

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

**PUBLIC PARTICIPATION - COMMENTS**

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

1. Ben Jamison of 885 106<sup>th</sup> Ave of Gun Plain Twp addressed the board regarding the informational session that the GOP put on with 18 people in attendance

**CLOSED SESSION: PENDING LITIGATION**

**22/** Moved by Commissioner Dugan, seconded by Commissioner Kapenga to recess to closed session to discuss pending litigation. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

**RECONVENE/ROLL CALL**

**23/** Upon reconvening at 3:15 P.M., the following Commissioners were present: Commissioner Storey, DeYoung, Kapenga, Beltman and Dugan.

**ADJOURNMENT UNTIL JUNE 8, 2023 AT 1:00 P.M.**

**24/** Moved by Commissioner Dugan, seconded by Commissioner Beltman to adjourn until June 8, 2023 at 1:00 P.M. The motion carried by voice vote and the meeting was adjourned at 3:15 P.M. Yeas: 5 votes. Nays: 0 votes.

*Jennifer Stien*

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Deputy Clerk

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Board Chairperson

Minutes approved during the 00/00/2023 Session

# 48th Circuit Court

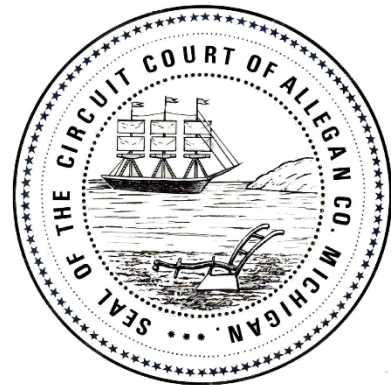
## 2022 Annual Report

Thursday, June 8, 2023

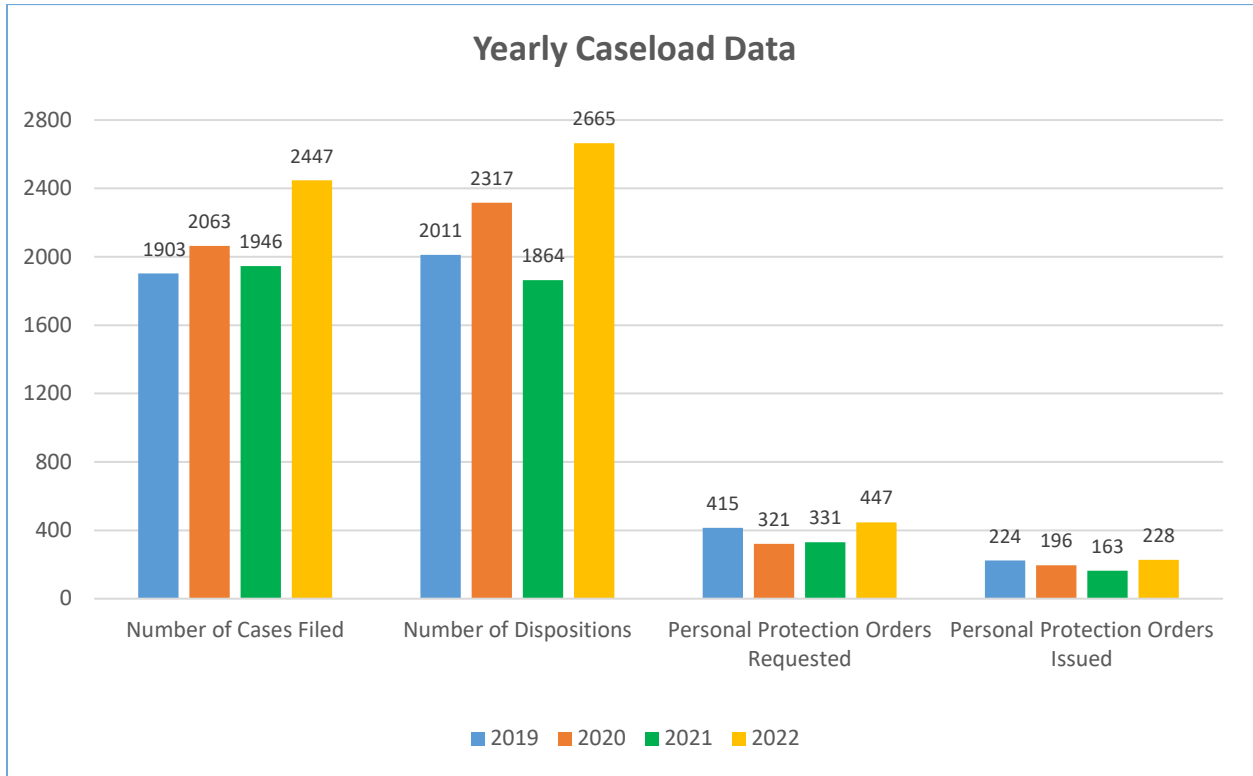
Criminal and Civil,

Friend of the Court,

Family Division



# Circuit Court Statistics

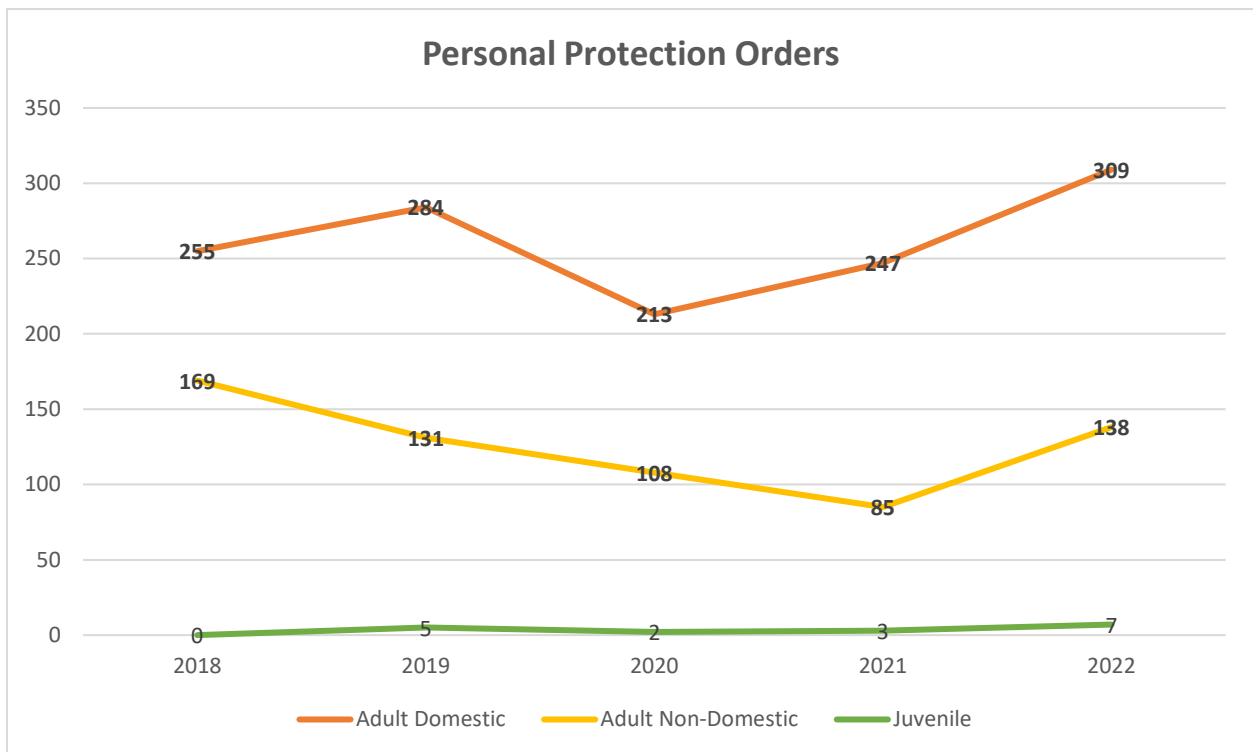
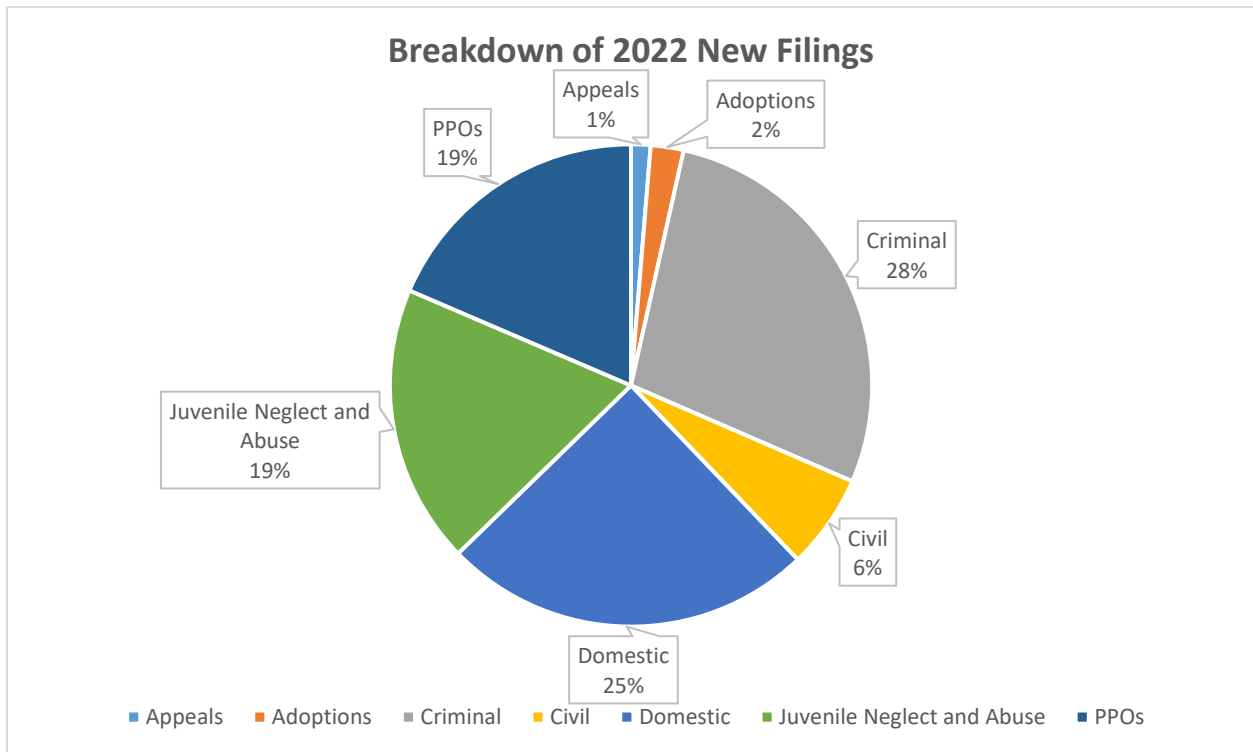


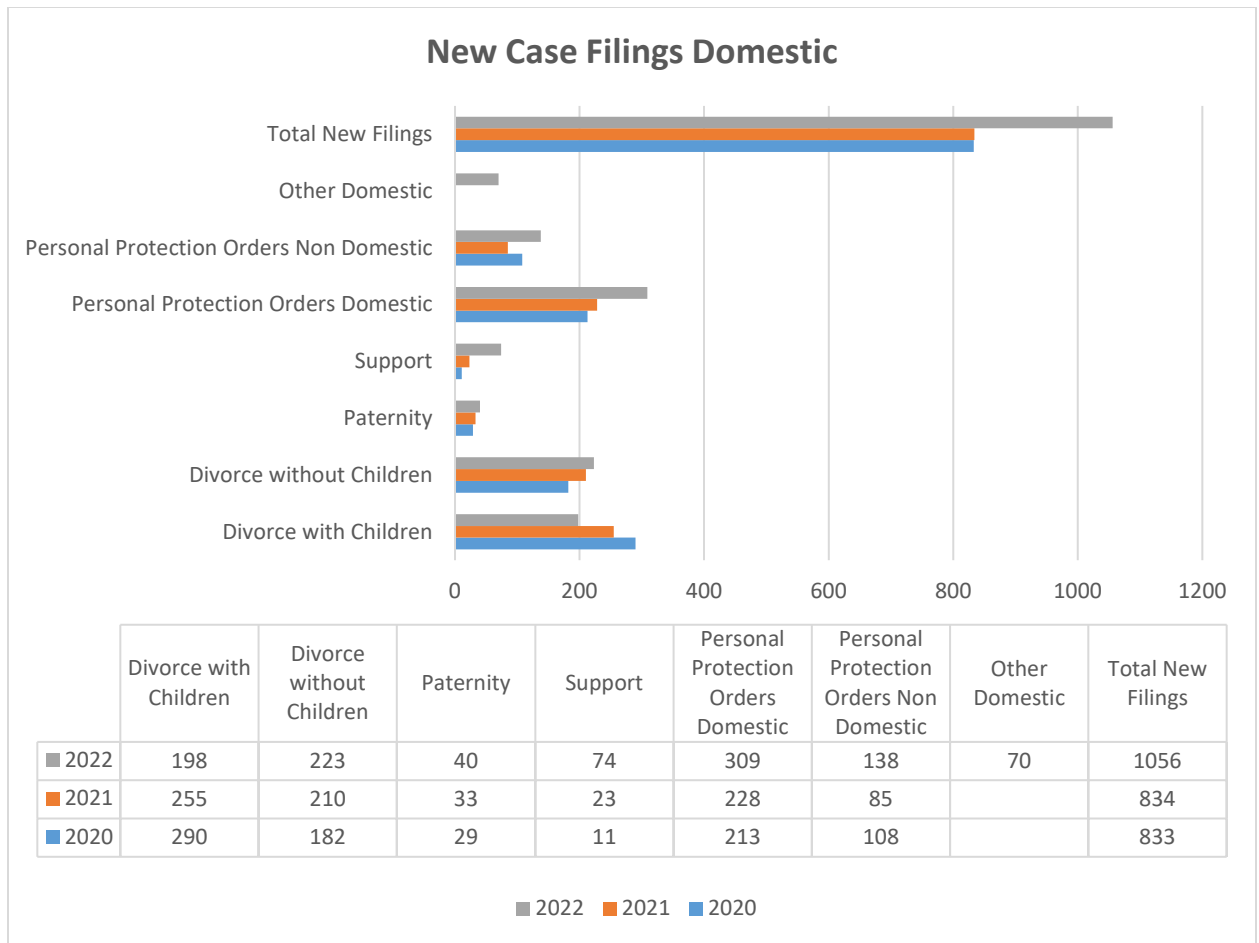
Circuit Court continues to see a high number of case filings and dispositions, with 2022 being another record high year.

Zoom remained a vital tool for the courts in 2022, and we saw permanent changes to the Michigan Court Rules relating to the use of remote proceedings, demonstrating that this technology is here to stay.

Following disruptions caused by COVID, we reported a backlog of 118 jury trials in 2020. In March of 2022, Circuit Court had a backlog of 79 trials. In March of 2023, this number was 82 despite Circuit Court conducting 26 jury trials in 2022. We continued to abide by social distancing recommendations throughout the year. Jurors continue to be polled after each trial, and all continue to report complete satisfaction with the strategies implemented by the courts. Circuit Court was happy to switch over to an automated jury system in September of 2022, and we continue to work through multiple challenges associated with the change.

In 2022, 2,447 cases were filed in Circuit Court, which includes all case types. 685 of these cases were felony cases, which is a slight reduction from the prior year.





2022 was another busy year for domestic cases as well, with numbers staying fairly consistent over the past 3 years. 2022 showed an interesting change in types of cases filed relating to children, with a decrease in divorce cases and an increase in support cases, presumably relating to the increase in children born out of wedlock.

Statistics relating to the domestic docket can be deceiving. Unlike other case types, the court dedicates significant amounts of time to these cases in years following the filing date, in some cases, the court remains involved with the family for over 18 years. For example, the court remains responsible to hear requests for changes to custody, parenting time, and child support. To put this into perspective, the Friend of the Court typically has around 5,000 open cases at any given time.

# Circuit Court Jury Trials

In 2020, the court identified a need for a change in our jury service process. Our system was antiquated and very time-consuming, which made tedious work for both court and clerk staff alike. Historically, in Allegan County, the courts used what is referred to as a 2-step process. Annually, the Secretary of State sends the court about 4,000 names and address taken from driver's licenses and state identification records. Of those 4,000 names about 2,000 were mailed qualification questionnaires each fall for the following jury calendar year which runs from September – August annually. Questionnaires were then returned by mail to the Clerk's office and reviewed by the Jury Board for qualification. The qualified questionnaires were then collected and used to identify those eligible to be summoned. Each month 400 summonses were then mailed out, directing jurors to report for a two-week panel. Instructions were left to call each night of the two-week service to see if you needed to report. This process was slow and confusing. Jurors would receive questionnaires and misunderstand the process, thinking they would need to serve for the whole year. By the time they then received a summons, the reporting process was confusing and people would often forget to call and report.

The court decided to move to a one-step process. This meant sending qualification questionnaires with the summons at the same time. The court also decided to take ownership of the qualification process rather than this step be completed by the jury board. The court also now checks jurors in and out, rather than this being done by the Clerk's office. The court started collecting juror emails for reminder notifications and better communication. While we saw an increase in qualified jurors, attendance on reporting days was still an issue as was the mailing and tracking of juror summons and questionnaires.

In 2021, the capital project list included a new Jury Management System for both District and Circuit Court. However, the contract was not finalized with the county until September of 2021, which put the courts on a start date of December 16, 2021. The system took nine months to install, but the courts were able to "go-live" for the start of the new jury pool year in September of 2022. It was a very time-consuming process with frustrating training and implementation timelines for both Circuit and District Court Administration teams. Since installation of the new system, jury pools are selected electronically within the software and then summonses are printed and mailed off-site. Jurors have the option to fill the questionnaire out on-line or mail the response back. Jurors are required to provide an email address and/or a text capable phone number for communication with the courts. Reminder emails are sent a week before the summons begins. Additionally, a text and email are sent the night before if a juror is summoned to appear the next morning.

Managing jurors and their needs is still a full-time job for a Circuit Court employee, but our attendance rates are near 100% for reporting days. Prior to COVID, the courts averaged about 12 trials per year. In 2022, we had 26 jury trials, 11 of which occurred between the beginning of September and mid-December. This rate continued into 2023, with another 11 trials in January, February and March. This is a 400% increase in trials.

# Swift and Sure Sanctions Probation Program (SSSPP)

The Swift and Sure Sanctions Probation Program received its biggest grant award for FY23 (\$123,000). There have been six graduations since the last reporting period. We currently have 11 participants in the program. The program continues to test participants for illegal substances and alcohol. We continue to try to grow the program, providing services to those with substance abuse and alcohol issues. The program assists participants by helping them find employment and housing – statistically proven elements for leading a successful sober lifestyle.

The program has monthly meetings to ensure the program resources are being used efficiently. The monthly meetings also allow staff to ensure the budget is on track as well as discuss any participants that require more specialized services.

The program participants learn how to live a healthy drug-free life. For some, securing stable housing and eliminating negative people in their lives was their biggest victory while in the program. I would like to thank the Swift and Sure team as well as the court and county leadership for their support of specialty courts and programs. Specialty courts continue to be a cost-efficient, yet effective alternative to jail and or prison.

Specialty Court Coordinator  
Aaron Arredondo

# Allegan County

## Friend of the Court (FOC)

The FOC Office was fully functional in 2022, following two years of restrictions due to COVID. In-person meetings and hearings were available for many court users. FOC staff continues to use technology, such as electronic signing of documents, telephone meetings, two-way communication through the Michigan Child Support Enforcement System (MiCSES), and remote hearings conducted using the Zoom platform, to provide robust services to parents with a FOC case. Many court users appreciate the availability of these alternate means of doing business with the FOC Office.

A new FOC director began work at the end of January 2022. There was no other turnover of FOC staff during 2022.

As of May 2023, 11 staff members have completed mediation training which is a 48-hour course. This training has been very beneficial for staff and the community.

### **Progress Towards 2022 Goals**

At the beginning of 2022, several goals were established. The goals and progress made towards those goals are discussed in this section.

#### **Grow the ACT program**

The Specialized Enforcement Officer will continue to build partnerships with community partners. The Friend of the Court is looking for funding opportunities to provide financial support for this program.

**Progress:** The FOC has established a referral process with OnPoint to provide case management services for individuals that have child support orders and have substance use disorders, mental health disorders, and/or lack housing. This will permit the FOC to accept more cases into the Court's ACT program. In addition, the FOC has been able to secure some resources for parents with support obligations, through a new program that is funded by the Office of Child Support and Michigan Works. Resources may include vehicle repairs, securing identification documents and/or drivers licenses, resume writing, job search and career training, technology packages, etc.

#### **Regular review of reports to improve performance of incentive factors**

The FOC earns incentive monies for certain performance factors. Currently, the FOC is not earning the maximum incentive amount because the FOC is not meeting some minimum performance measures. The FOC will start reviewing designated reports on a regular basis to ensure that data that is being reported for performance criteria calculations is accurate.



**Progress:** Several data reports are now reviewed on a regular basis. The FOC exceeds the state average in all areas in which the FOC can earn incentive monies. In addition, the Allegan FOC improved its performance from 2021 to 2022 in four of the five incentive factors. These monies help fund FOC activities. (See the performance reports on pages 11-15, comparing 2021 performance to 2022 performance).

### **Employee manuals**

FOC staff work with a multitude of statutes, court rules, policies, forms, and software programs. Employees in different functional areas will begin the process of writing desk aids for various job responsibilities. These written desk aids will be used when training new employees and when staff need to cover job responsibilities for an absent staff member.

**Progress:** Manuals have been established for enforcement of orders and front-line staff. These will always be a work in progress as laws and policies change. These manuals serve as a reference for current employees, and a training resource for new employees in the FOC Office.

### **Friend of the Court Bureau (FOCB) recommendations**

The FOC will continue to review and prioritize recommendations the FOCB made in its 2019 Technical Improvement Report for the FOC.

**Progress:** The FOC implemented six recommendations that were made by the State Court Administrative Office (SCAO) during 2022.

### **Adopt and implement a makeup parenting time policy**

Implementing this policy should provide parents with a quicker resolution of disputes surrounding denied parenting time and should also provide FOC staff with a more efficient process for addressing parenting time complaints.

**Progress:** A makeup parenting time policy was implemented in March 2022.

### **Implement processes to abate and redirect support**

Michigan statutes provide for an administrative process to abate and redirect child support in certain circumstances, e.g., payer is incarcerated or incapacitated, child resides with the payer of support, child resides with a non-parent. Providing notice and an opportunity to object to parents is authorized by statute and is a faster and more efficient process than established practices.

**Progress:** A process to administratively abate and/or redirect support, as allowed by statute, was implemented in June 2022.

### **Performance Statistics**

The FOC distributed a total amount of support of \$13,000,553.76 in 2022. Seventy-four percent, 74%, of support was distributed in the month it was ordered.

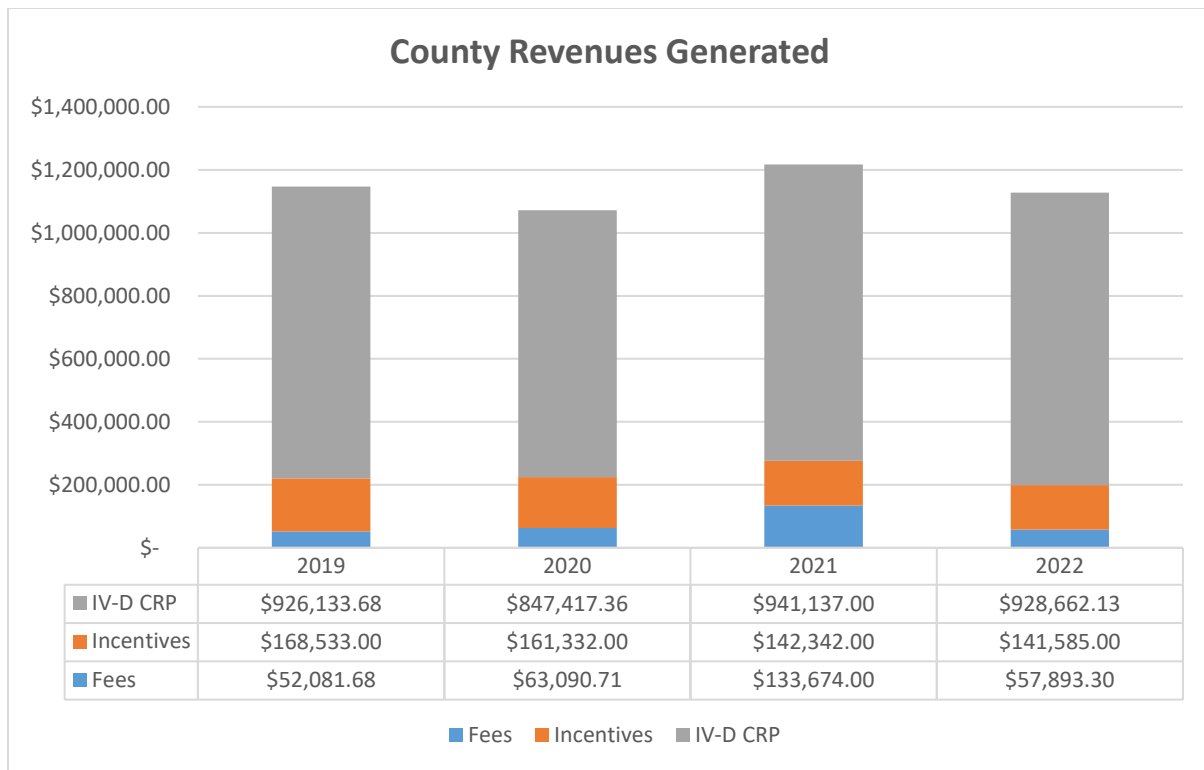
Through a cooperative agreement between the Court and the Sheriff a Sheriff's Deputy was hired and dedicated to enforcing bench warrants issued for failure to pay child support. In 2022, this Deputy made 62 arrests. In addition to the arrests, the Deputy assisted in resolving other bench warrants without an arrest. The FOC Office collected \$5,105.00 in bench warrant

fees which, in addition to reimbursement from the Cooperative Reimbursement Program Contract, help fund this position.

FOC Facilitators resolved 66% of custody issues outside of the courtroom through facilitative gathering information conferences.

FOC Enforcement Officers have an average of 1,141 court cases each. They are responsible for monitoring support payments and initiating enforcement of the Court’s custody, parenting time, and support orders. In 2021, the Enforcement Officers initiated 1,100 contempt hearings, issued 200 custody and parenting time notices and 350 bench warrants. These activities were in addition to monitoring and responding to case alerts, meeting with parents to help resolve disputes, making referrals for mediation services, and calculating support and drafting consent orders for parents.

In addition, FOC staff conducted child support reviews in 711 cases. FOC staff sent out 3,325 National Medical Support Notices, 300 more than in 2021.

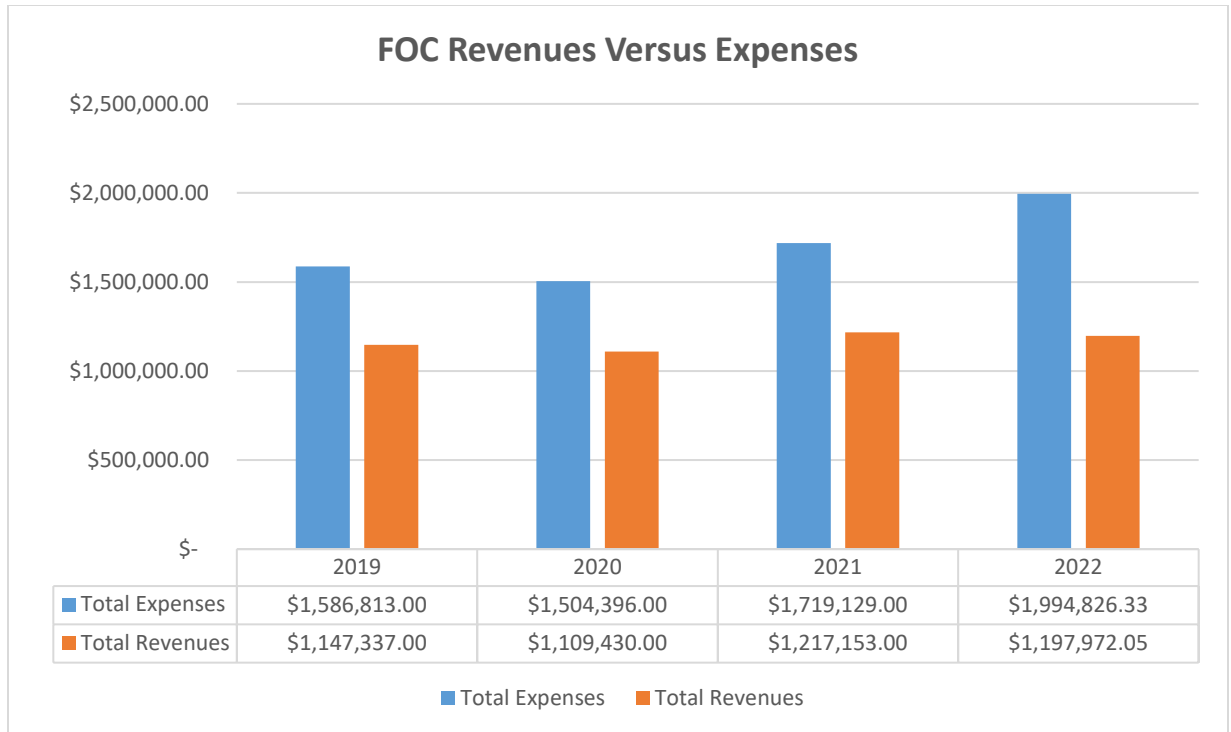


## Revenues

1. IV-D CRP reflects the revenue for IV-D services. It is the total amount of reimbursement received under the Cooperative Reimbursement Program (CRP) contract. The CRP is a federal payment allocated to the county general fund. This amount is directly related to the number of expenditures by the FOC Office.

2. Incentive reflects the performance-based federal payment allocated to the county general fund. It is the total amount of incentives received pursuant to the federal IV-D program. 42 USC 658A 45 CFR 305.35.

3. Fee reflects the statutory collections allocated to the county general fund. It is the total amount of semi-annual service fees, which is \$2.25 received by the county treasurer and not the service fees collected and sent to the state treasurer.



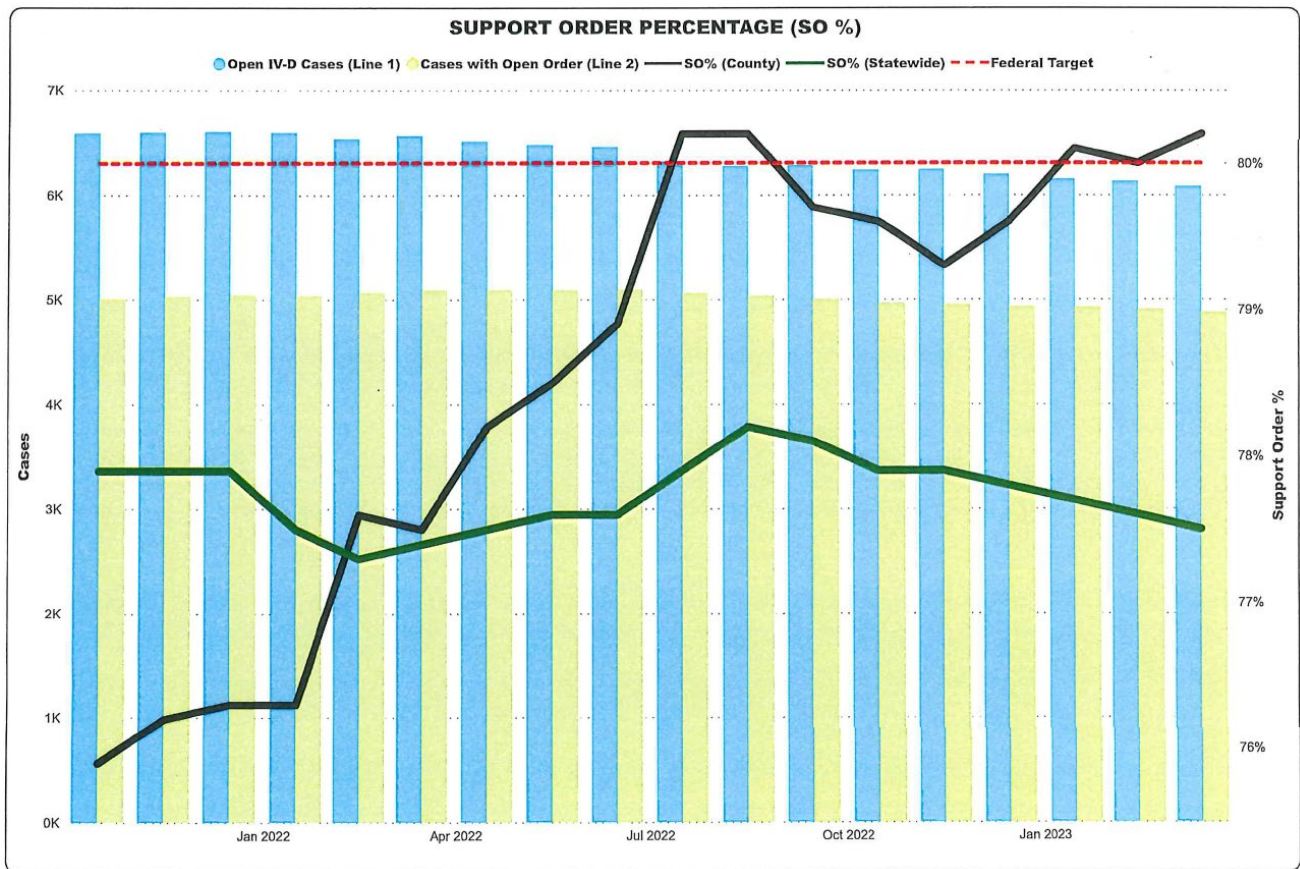
Altogether, with some other revenues streams, the FOC collected \$1,197,972.05 in revenues. Total expenses for the FOC Office in 2022 were \$1,994,826.33.

## Understanding Incentive Revenues

The FOC earns incentive revenues based on five performance factors. Tables for these five performance factors are summarized below.

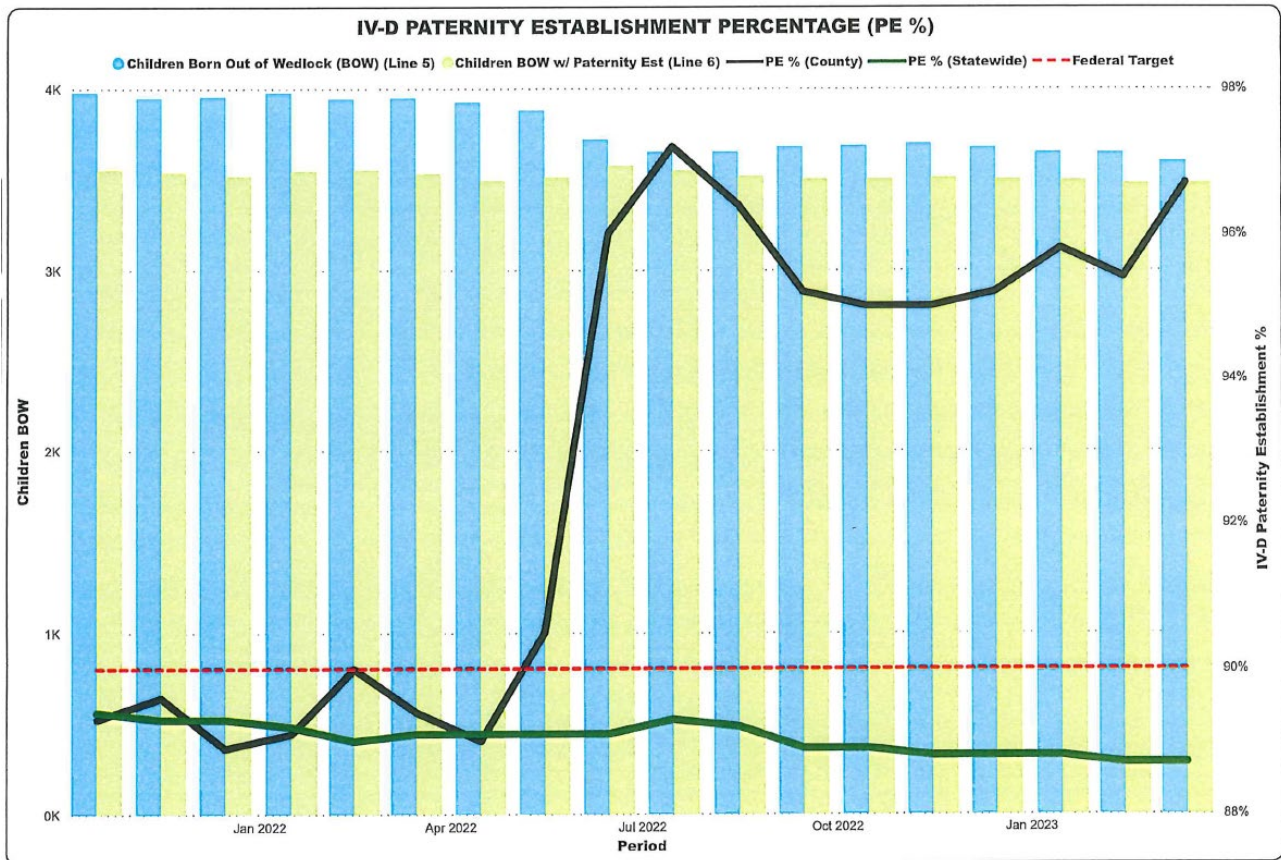
### 1. Support Order Percentage

This measurement shows the number of cases that have a support order established, divided by the number of cases that need to have a support order established. The FOC must have a support order percentage of 80% to earn the maximum number of incentives available. In 2022, the FOC improved to a support order percentage of 80.2%, up from a 2021, support order percentage of 79.7%. The Allegan FOC exceeds the state average of 77.5%.



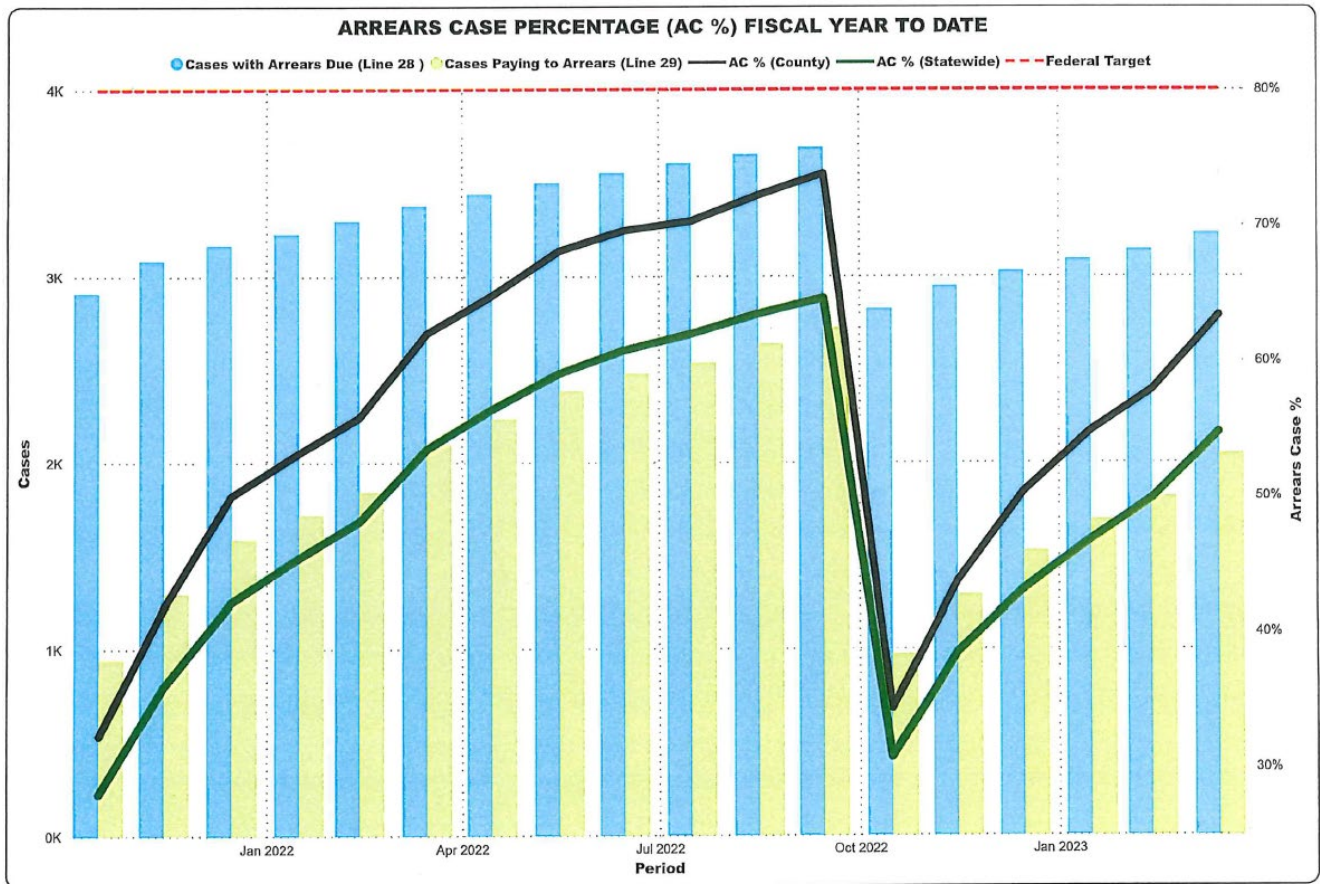
## 2. Paternity Establishment Percentage

This factor measures the number of children born out of wedlock (BOW) that have paternity established, divided by the number of children BOW that need to have paternity established. The FOC must have a paternity establishment percentage of 90% to earn the maximum number of incentives available. The statewide paternity establishment percentage is about 89%. The Allegan FOC paternity establishment rate in 2022 was 96.7%. This was a small increase from their 2021 percentage of 95.2%.



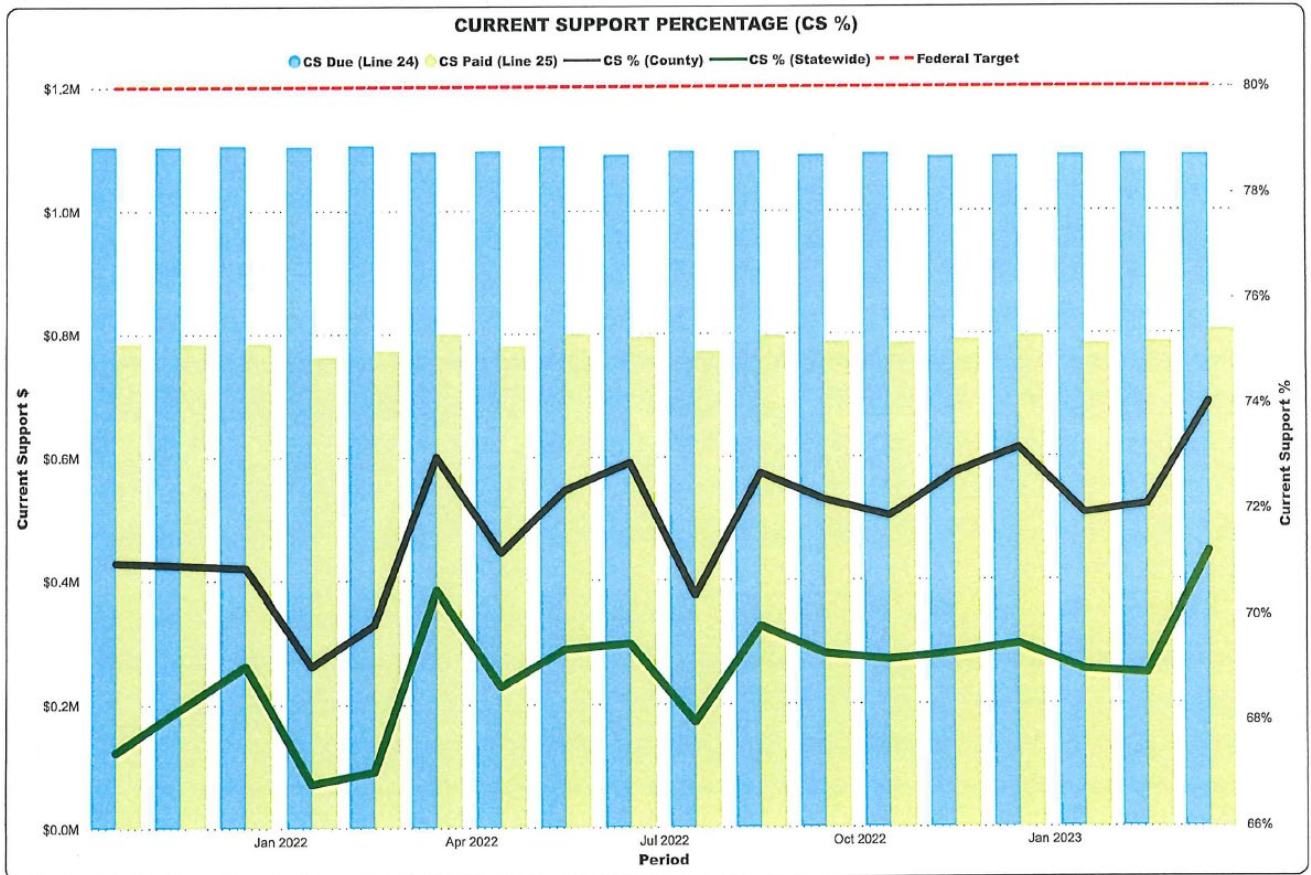
### 3. Arrears Case Percentage

This performance factor measures the number of support cases with past due support owed with a collection of past due support, divided by the number of support cases with a past due support balance owed. This is a cumulative percentage that increases throughout the year. The Allegan FOC exceeds the statewide average for the arrears case percentage at 63.3%.



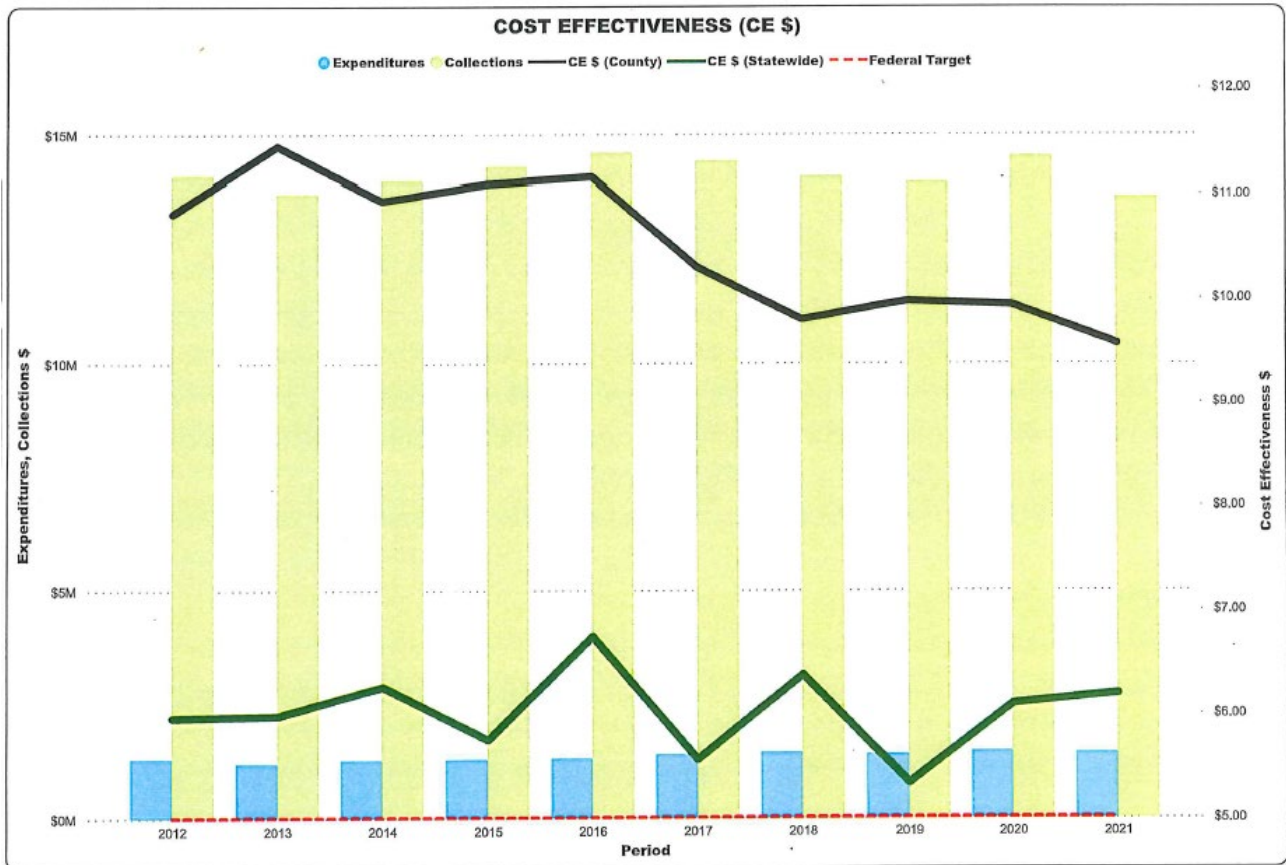
#### 4. Current Support Percentage

This factor measures the amount of current support collected in the month it is due, divided by the amount of current support due in a month. Allegan FOC exceeds the statewide average for current support percentage. Although Allegan FOC did not meet the goal of 80%, performance improved from 2021 to 2022 by, 72.2% to 74.0%



## 5. Cost Effectiveness

In order to earn the maximum incentives available, the FOC must have a cost effectiveness ratio of at least \$5.00, that is for every dollar spent, the FOC must collect at least \$5.00 of support. The Allegan FOC collects \$9.56 for every dollar spent, almost twice as much as the program goal.





## **2023 FOC Goals**

The FOC has identified the following goals for 2023:

### **Provide orientation session for parents with a FOC case**

The FOC will implement an orientation program for parents that have a case in the Allegan FOC Office. The orientation will be offered as an in-person session with a PowerPoint presentation. The PowerPoint presentation will be made available on the FOC website. The orientation will inform parents regarding the role and responsibilities of the FOC as well as provide information to parents on services available at the FOC Office and the best way to communicate with the FOC Office.

### **Implement the Learn, Earn, And Provide (LEAP) Program**

The LEAP program is offered by the Michigan Office of Child Support, Office of Michigan Works, and the Michigan Department of Labor and Economic Opportunity. These three entities provide funding and staff to assist parents with support obligations to obtain and maintain employment. Parents that participate will be assigned a career coach that will individualize a plan with the parent to remove barriers to employment. The LEAP program also provides incentives to participants for completing different tasks and may assist with costs such as uniforms, driver's license fees, expungement of criminal records, vehicle repairs, deposits for housing, etc. Allegan FOC Office has been identified as the next FOC Office to be able to provide this service to parents with child support cases in Allegan Circuit Court. In 2023, the FOC's goal is to have 25 parents participate in the LEAP program.

### **Grow the ACT program**

The FOC will continue to increase participation in the ACT Program. This will be done by partnering with OnPoint and using the services available through the LEAP Program. The FOC's goal is to enroll fifteen new participants in ACT in 2023.

### **FOC Director Manual**

Adopt a manual for the FOC Director position. This can serve as a resource for other FOC staff if the Director is temporarily absent from the Office. It may also assist in succession planning.

### **Review and update the FOC website**

The FOC will review the current content on its website. Obsolete material will be removed and new information will be added.

# Alternative Contempt Track (ACT) Program

The Circuit Court's Alternative Contempt Track (ACT) Docket is an intensive supervision program for parents that are not paying their child support obligation due to underlying issues such as poverty, mental health disorders, substance use disorders, physical disabilities, etc. A Specialized Enforcement Officer works with individuals to identify barriers to regular support payments, and locate appropriate resources/services for the parent to remove barriers to regular support payments. These parents meet on a regular basis with the Enforcement Officer and have monthly court meetings with Judge Bakker.

In 2022, eight new participants were admitted into the ACT Program. There were 15 successful discharges from the ACT program. ACT Program participants paid more than \$32,000 in payments.

Allegan FOC has one of only two ACT Programs in the State of Michigan. Allegan Courts have been asked to present to other FOC offices on the benefits of an ACT Program. Jessica Castaneda and Judge Bakker presented at the Michigan Family Support Council annual conference in October 2022.

## 2022 Statistics

- 27 CASES referred to ACT
  - 10 interested of which 8 were admitted
  - 4 interested w/ pending criminal charges
  - 5 expressed interested but did not move forward
  - 4 did not appear for scheduled appointments and did not respond to further follow up
  - 4 were unable to be contacted/did not respond to contact attempts
- 8 NEW participants admitted into the program---representing 10 cases
- 5 participants admitted into the program for another year—representing 7 cases
- 3 cases unsuccessful discharges for non-compliance (includes those admitted in 2021)
- 15 successful discharges (includes those admitted in 2021, and those admitted for another year)
- Current number of ACTIVE ACT participants as of March 28, 2023
  - 10 participants representing 13 cases
- 4 participants have cases in other counties

## **ACT Payments**

- Payments for 2022 Discharged Cases
  - 5 participants continue to have ACTIVE income withholding and payments continue to be received
  - \$23,261.06 collected from ACT participants
- Payments for 2022 ACTIVE ACT participants
  - \$9,073.91 collected in 2022 from current, ACTIVE participants
  - 6 participants began and continue making payments (including sporadic payments/small payments)
- Grand total collected from all 2022 Act participants: \$32,334.97

## **Challenges faced by ACT program and participants in 2022:**

2022 proved to be a difficult year for participants. Many participants dealt with and continue to deal with lack of housing, lack of transportation, lack of medical care, substance use, and mental health challenges. This makes finding and maintaining employment extra difficult.

In 2022, mental health ranked #3 of the most challenging barrier for individuals in the ACT program. Several participants not only have major mental health needs, but are also struggling with being unhoused, having no transportation, physical health issues, and being unable to obtain steady gainful employment. Yet others struggle with mental health needs, reliable transportation, and have a difficult time getting to and from employment when they do secure a job.

## **News from the ACT program:**

ACT did not grow as expected in 2022. The program currently has several available slots that will be filled in 2023. Although growth was slow in terms of capacity—the ACT program has been working with OnPoint Allegan to develop a seamless referral process from Friend of the Court to OnPoint programming. This possible partnership is looking to be solidified and implemented by late spring/early summer 2023. This referral process would involve case management from certain OnPoint programming for cases referred to them for services. This would allow the Specialized Enforcement Office (SEO) to potentially take on more cases as some of the ACT participants may be receiving services from OnPoint.

In October 2022 the Allegan and Ottawa County ACT programs—along with Judge Bakker (via Zoom) did a presentation at the Fall Michigan Family Support Council annual conference. The breakout session received lots for positive feedback. Since the presentation, several counties have approached Allegan ACT program with questions regarding how to start their own ACT programs or wanting more information regarding the program. The FOC has received calls and emails from St. Clair, Berrien, Cass, Van Buren, Wexford FOC, and most recently from the Circuit Court Administrator from Lenawee Co. This is exciting news as more

counties are looking at Allegan as an innovator in child support enforcement and in the work that is being done in the Allegan FOC in regards to working with families.

### **Success Stories from 2022**

In 2022 one of the participants started their own landscape business and was able pay off half of the arrears they previously owed. This participant also received substance use disorder treatment and upon successful discharge from the program had been sober for almost two years. The participant is now looking into becoming a peer recovery coach.

Another participant had not worked in almost two years before being admitted to the ACT program; they are now employed and making payments. The participant indicates they had struggled with depression after having a heart attack in 2019 and being unable to do work they had previously done. With encouragement, accountability and assistance with job searches--they were able to find appropriate, gainful employment willing to work with their physical limitations.

One participant obtained employment shortly after their admittance to the ACT program. Since then—they have not missed a payment on their support cases—not only those cases in Allegan Co, but also cases have they in other counties.

### **Future program goals:**

- Partnerships/collaboration with local agencies/resources for transportation, employment, mental health, housing services
- Work to grow payee participation in the program
  - Allows for program to truly be family centered
- Program incentives
- Program visibility in the Allegan community
  - Graduation events
  - Continue to get the word out about ACT to the general public—attend community events, give presentations to local agencies who work with clients who may have support cases in Allegan
  - Media coverage/social presence—develop social media posts, short video clips to be run on FOC information monitor
- Drug/alcohol testing for those struggling with addiction to go along with treatment
  - Helps to hold participant accountable to sobriety
- Peer lead group meetings
  - Empower participants
  - Networking and engagement
  - Special guest speakers/agencies/resources to do presentations on various topics as determined by needs of participants
- Continue to change the perception of the Friend of the Court
  - FOC is accessible
  - FOC is family centered
  - FOC is helpful
  - FOC is a resource

- Work to change ACT to a true specialty court
  - Happens with more FOCs implementing their own ACT programs
- Grow Program up to 30+ participants
  - Currently program is designed for 15-20 participants
- Work with other counties to help them start/implement their own ACT programs
  - Several counties have reached out

**ACT program participant remarks:**

“...my anxiety made it hard to ask for help, it was hard figuring out where to go or where to start. Since being in ACT, I’ve learned about all kinds of resources that I never knew were out there.”

~ Current ACT participant

“...never thought someone at Friend of the Court would actually try to help me and not just throw me in jail. Never thought I would be listened to and heard by my caseworker.”

~2022 successful discharge

“...this program has helped me so much. If I could tell everybody about ACT, I would. This program needs to be in every FOC office. Judge Bakker actually cares and listens when we have our review hearings. Jessica is always willing to help or point me in the right direction.

~Current ACT participant

“...I didn’t even know the ACT program existed, I wish I knew about it sooner. If I had known about ACT sooner, I feel I would have gotten the help I needed sooner and been further ahead than I currently am in ACT. I’m doing better now, but I can only imagine how much farther I’d be had I known about ACT sooner.

~Current ACT participant

The main goal of the ACT program is to better the lives of children. The ACT program supports parents who support children--and by doing so, it ultimately betters the lives of the children of Allegan County.

Jessica Castañeda  
 Specialized Enforcement Officer  
 Allegan County Friend of the Court  
 Alternative Contempt Track Program

# Allegan County Legal Assistance Center

“ACLAC”

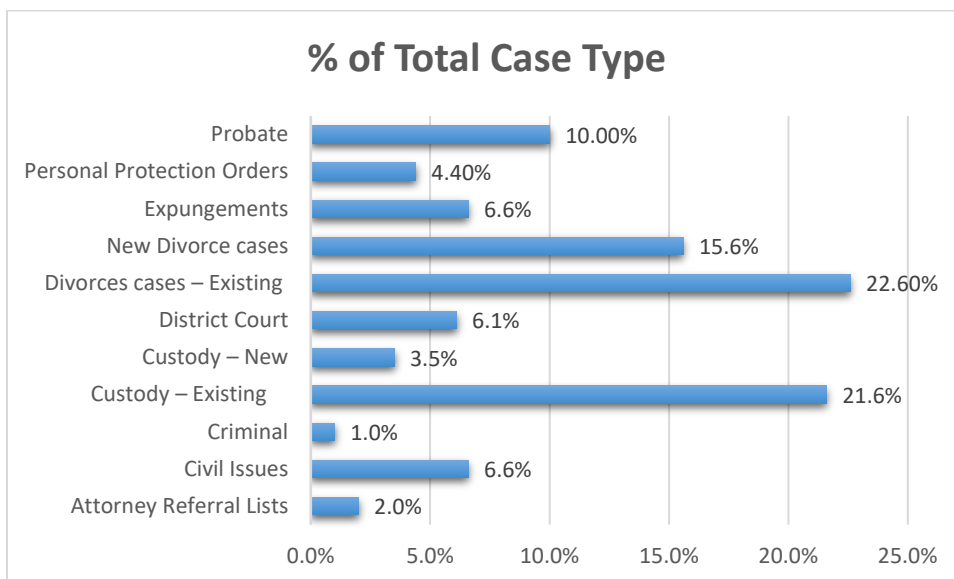


Allegan County  
Legal Assistance  
CENTER

Allegan County Legal Assistance Center's mission is to provide tools, resources and information to aid Allegan County residents and persons having civil matters in Allegan County courts. This assistance is provided at no cost, however there is a small charge for copies.

- 3,028 Patrons served in 2022
- 23,877 Since opening July 31, 2012
- 68% of patrons assisted have income \$40,000 and less
- The age of our cliental varies, but the majority are between 21 and 60
- During 2022, there were 15 community presentations
- 45 staff trainings were conducted

## 2022 statistics by case type



# 48<sup>th</sup> Circuit, Family Division

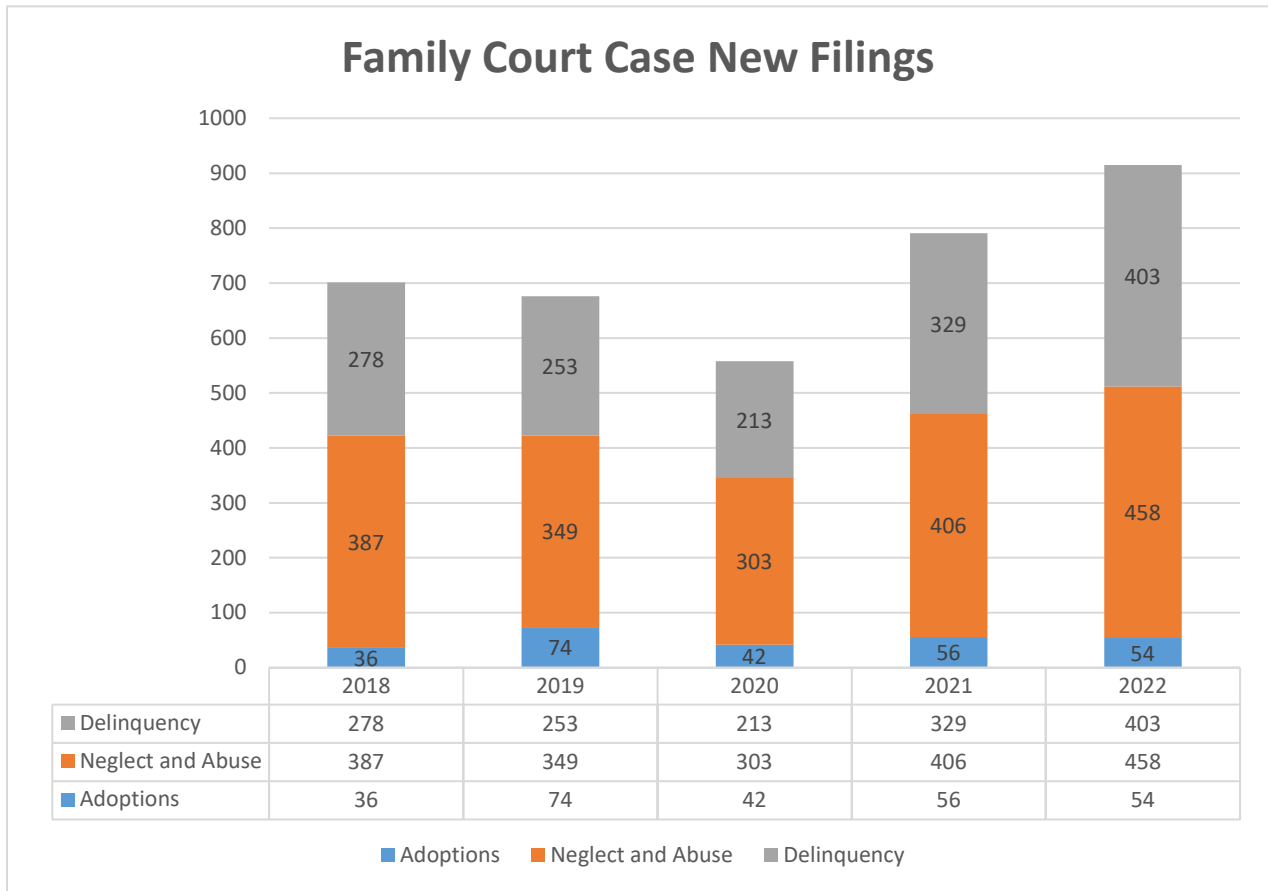
2022, represented the first full year for the Court to handle juvenile delinquency matters involving minors who were age seventeen at the time of the commission of an offense. This was based on previously enacted “Raise the Age” legislation implemented in October 2021. Previously, these cases would have been handled by the Circuit or District Court. The Court handled sixteen juveniles who accounted for forty-three petitions (charges) in this category. Although not a tremendous number of cases, there were a significant number of petitions. The Court will continue to monitor this area moving forward.

Competency Evaluations in the juvenile delinquency area is another interesting statistic. There were thirteen juveniles evaluated in 2021 involving twenty-six petitions (charges). In 2022, the number of evaluations dropped to nine juveniles but twenty-two petitions were filed in these cases. As of April 1, 2023, there have been five juveniles evaluated. The total number of juveniles involved is not statistically large in comparison to the total number of juveniles each year, however, if a juvenile is found incompetent to proceed, the petitions are dismissed. This is an on-going concern given the ages of the juveniles handled by the Court and their mental health needs. Additionally, Competency Evaluations are a non-allowable under the Child Care Fund. These expenses fall completely to the family court general fund activity. In 2021, these expenses totaled \$15,967.50 and in 2022, \$13,235.00 in general fund expenditures

Another topic affecting Family Court is the setting aside of juvenile adjudications (convictions). The statute in this area allows for a juvenile to seek the setting aside of certain adjudications after a specified time. As with adults, this statute was modified in July 2021 to expand the ability of juveniles to set aside certain adjudications. This is not a frequently used process by juveniles. Only five petitions seeking to set aside prior adjudications were filed in 2022. The statutory modifications in 2021 also provided expanded relief for juveniles in this area. Beginning in July 2023, for a significant number of offenses, juveniles will automatically have their adjudications set aside without having to file a petition with the court. Hopefully, for a number of juveniles, violations of the law as a minor will not be a hinderance as they move into adulthood.

In September 2022, the Michigan Supreme Court modified various court rules in the area of videoconferencing. These changes were implemented after review of procedures that began at the onset of the pandemic. The modified court rules presume certain proceedings will be conducted by videoconference, other proceedings are allowed to be conducted by videoconference, and lastly, certain proceedings are prohibited from taking place by videoconference. The court rules do allow the court to exercise discretion, after review of specified criteria, to allow or deny the use of videoconferencing for an identified proceeding.

We would like to mention our court recorders and the fine work they perform on a daily basis. In 2022, two of our Family Division Clerks had their positions reclassified based on their court scheduling and recording duties. All three clerks have performed admirably in their roles. They cover all Family Division hearing for the Attorney/Referees, while also covering on an as-needed basis for Judge Buck, Judge Bakker, and Judge Kengis. This sharing of resources has worked very well for the entire court.





# Community Probation

## 2022: A Snapshot

### Cumulative Statistics:

<u>Measured Area</u>	<u>Number</u>
Total Cases	114
New Petitions Adjudicated (on current or previous probationers)	20
Probation Violations Adjudicated	47
Community Service Hours Ordered	654
Days Spent at Home	11,421
Days Spent in Detention	690
Days Spent on a Tether	273
Days Spent in Residential Care	1,459
Total Days on Probation	14,134
Number of Children Taking Medication	49 (43.8% of caseload)
Total Number of Contacts Made	6,735
Number of Recidivists	14 (12% of caseload)
Number of Repeat Offenders	11 (10% of caseload)
Probationers Released During FY	67
Number Released Who Met Goals	58 (86.5% success rate)

### Average Probationer:

<u>Measured Area</u>	<u>Number</u>
Average Age	14.9
Number of New Petitions Per Case	.18
Number of PV's Per Child	.42
Average Days at Home	101
Average Days in Detention	6.1
Average Days in Residential Care	12.9
Average Days on Probation	125
Average Grade	9 <sup>th</sup>
Average Number of Contacts Per Case	59

### Did You Know?

- The average juvenile on probation in Allegan County is a 15-year-old 9<sup>th</sup> grader.
- On average, about 40% of probationers had his/her probation violated this past year.
- The average probationer spends approximately 4.8% of his/her days on probation in detention and approximately 10% of his/her days on probation in residential care.
- Of the children released from probation during the FY, approximately 86% were successful in meeting his/her treatment goals.
- Approximately 12.3% of the total caseload includes children who were previously on probation and came back to the court for subsequent offenses.
- Approximately 8.8% of the total caseload includes children who commit new offenses while on probation.
- On average, children on probation are contacted 59 times by his/her probation officer, with 19 of those contacts being face-to-face.
- The average child involved with the court spent approximately 18 weeks (or approximately 4.5 months) on probation.
- Approximately 43.8% of the children who had contact with the court during the previous year were taking prescribed medication.
- The average number of community service hours ordered per case is approximately 6.

## **Family Court Hires New Sex Offender Treatment Provider**

Over the past year, the Court received notice that Don LeMahieu, a well-respected sex offender treatment provider, was retiring. Mr. LeMahieu provided several decades of service to the Court in adolescent sex offender treatment, including sex offender assessments and individual and group therapy. To replace Mr. LeMahieu, the Court contracted services with Ron Grooters of Homeward Bound Therapeutic Services, LLC. The transition from Mr. LeMahieu to Mr. Grooters has been a successful one, and the youth and families of Allegan County are being well-served in this area. The Court is hopeful that the partnership with Mr. Grooters will be a long and fruitful one as court-involved youth continue to receive the same high quality of therapeutic assessment and care.

# Community Justice Program

The Community Justice Program is staffed by three Community Justice Officers and are supervised by the Cheever Treatment Center Director. The Community Justice Program offers the following services to the court.

- Surveillance
- Community Service
- Aftercare Services
- Elementary Truancy
- Adoption and Emancipation Studies
- Why Try Groups

## **Surveillance**

Community Justice will supervise youth that have been released with bond rules. Community Justice will monitor the bond while the youth go through the court process. Community Justice provides after hour surveillance for youth that are on probation and need extra support with staying in the community. Community Justice supports families and youth that might be having a crisis situation at home, working through the issue with the goal that we wouldn't have to bring the youth back in front of the court or even lodge in the Youth Home. Community Justice will assist and support the families in setting up services as necessary.

## **Community Service**

Youth are court ordered to complete a certain number of hours to repair the harm that they have caused to the community. These hours need to be completed before they are allowed to be off of probation. Community Justice will help youth find projects in their community to complete these hours. Community Justice also offers the youth projects that are supervised by the Community Justice. These projects consist of:

## **Community Garden**

This garden is located on the Allegan County Youth Home's property. The produce that is harvested by the garden is shared with the Youth Home, food pantries, and churches. The youth are also allowed to take produce home to their families.

## **Allegan County Fair Grounds**

The youth do a number of jobs for the fair throughout the year. These projects consist of leaf pick up in the fall, cleaning barns and buildings after shows and events, painting fences and buildings, and landscaping around the grounds.

### **Park and Ride Clean up**

Clean up park and rides and park around the county. Some of the areas that we clean up are JC park, Hopkins, and Saugatuck Park and ride areas.

**Safe Harbor** - Leaf clean up in the fall and return pop cans that have been donated to Safe Harbor as a fundraiser for their organization.

**TMI** - Help detail and clean Allegan County buses and vehicles several times a year.

**Facility Management** - Help out facility with grounds work around the Dumont Lake Complex throughout the year as needed.

### **Aftercare Services**

Community Justice stays involved with youth that have completed treatment in Cheever or the Detention Center. We provide after hour support to the youth and their family to help the transition back into the community. If the youth and family need assistance with getting services in place, Community Justice will support them. Community Justice will also help youth look for employment or other opportunities like Michigan Works so that they can be successful in the community.

### **Elementary Truancy**

Elementary schools will refer youth to have Community Justice get involved when a youth is having attendance issues. Community Justice will do a home visit to see if there are any services the families might need to help with attendance. If the visit doesn't change the attendance issues, then a meeting with the school and parents will be set up. If that doesn't address the issue, then a referral will be made to the truancy officer to have educational neglect charges filed.

### **Adoption and Emancipation Studies**

Community Justice will do a home study ordered by the court to decide if the adopting parents or parent are appropriate to adopt. Community Justice will interview all parties involved in the case and will make a recommendation to the Court. Emancipations are another service that is offered by Community Justice. An interview will be completed with the teenager to decide if they are able to live independently on their own. A recommendation after the investigation will be shared with the court.

### **Why Try Group**

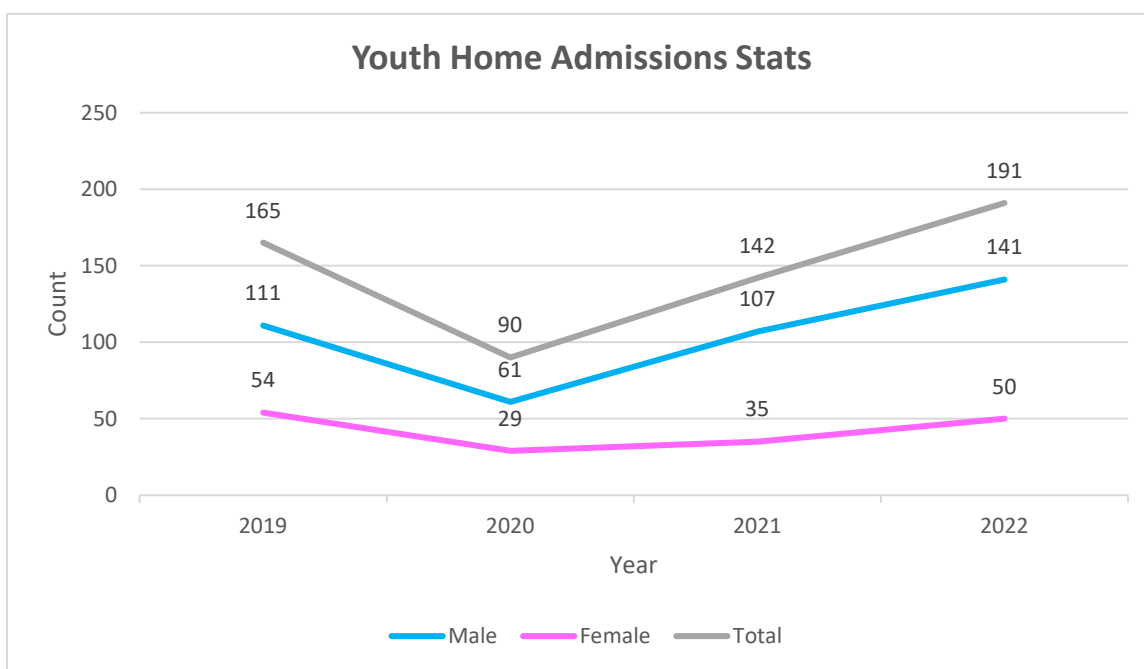
The Why Try curriculum consists of ten visual analogies with solutions and questions to help youth gain insight into how to deal with daily challenges. The program's goal is to help youth gain insight in dealing with daily challenges, frustration, and life's daily pressures and challenges. This group is offered to all of the Allegan elementary schools and Fennville schools. We also do a summer Why Try group for kids that have been court ordered to participate and complete. Community justice will also work with some of the Why Try youth individually if the Court deems necessary.

## **2022 Statistics**

Throughout 2022, Community Justice worked with 42 youth on community service, and 87 youth participated in their Why Try groups. Surveillance was done on 95 different youths. Community Justice received 115 elementary truancy referrals. Of those 115 referrals, only 10 ended up with petitions being filed.

# Juvenile Detention

The Detention Program is designed to provide a short-term, physically restrictive, safe and humane environment for youth, both male and female, ages 10-17 who are detained pending further court action. Youth under the age of 18 who are charged with committing a delinquent or criminal act are processed through the juvenile justice system. Though similar to the adult criminal justice system, the juvenile justice process operates according to the premise that youth are fundamentally different from adults, both in terms of level of responsibility and potential for rehabilitation. In 2022, the juvenile center admitted 191 juveniles, with the average length of stay being 22 days. Release from detention occurs only through posting of bond (if applicable), or by order of the Court. Raise The Age (RTA) went into effect October 1<sup>st</sup> 2021. Detention had fourteen 17-year-old admissions during 2022.



Although not a treatment program, the detention program offers daily programming and activities with the framework of a token economy system through the use of daily points and a level system to help juveniles learn how to use more appropriate, effective behaviors.

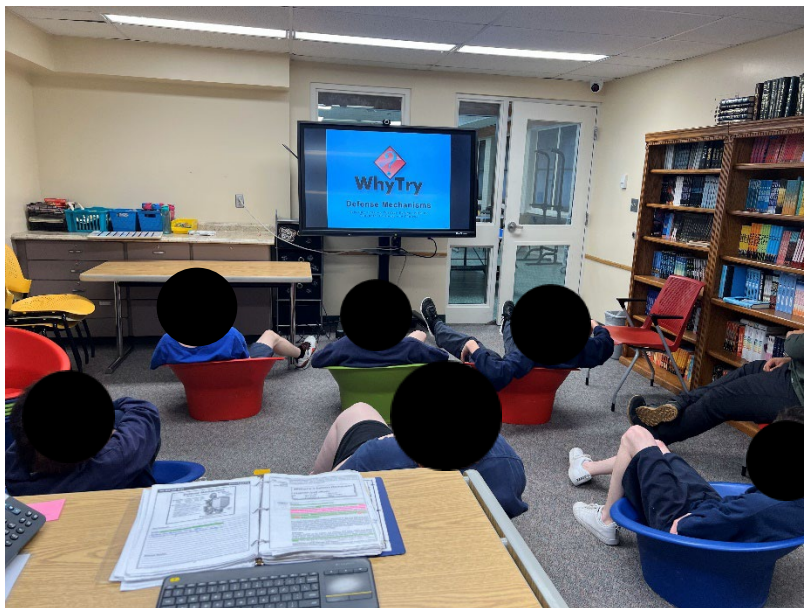
# Juvenile Detention Programing

## Education

The educational program at the Allegan County Juvenile Detention Center is provided by Outlook Academy. Residents are expected to fully participate in the education program provided daily during the school year. In most cases, residents will be enrolled in school after 3 days in detention. Their prior school is notified and records are requested. Students are encouraged to stay on track with their academics and often use a credit recovery program called Edmentum. Residents are screened in the area of reading shortly after admission and will receive individual reading intervention if testing determines they are below their grade level. GED completion is also an option for residents 16 or above with little chance of earning the credits needed to receive a diploma. In 2022, three residents earned their GED Diploma.

## Why Try

“Why Try” is an evidence-based national program used in schools and correctional facilities, to help kids overcome daily challenges and live lives of opportunity, freedom, and self-respect. The curriculum teaches social and emotional skills using a practical, multi-sensory approach. Hands-on learning activities engage the youth while they learn skills needed to improve behavior and academics. The curriculum utilizes a series of ten visual analogies that teach essential life skills like: improved decision making, dealing with peer pressure, impulse control, obeying laws and rules, plugging into support systems, and having a future vision.





## **Book Clubs**

Scheduled book club and shared journal writing is conducted at the beginning of second shift. It is an opportunity to promote a love for literature and a positive attitude towards reading. A book is read by the youth and staff and discussions are generated. In an effort to help model a culture of on-going education, staff participate in their own book clubs throughout the year. While book clubs are an opportunity to share and learn together, they are also used as a way to model strategies the staff can use when facilitating book clubs with the youth.



## **Life Skills**

Residents are coached to demonstrate competency in several areas including; laundry, room care and bed making, proper meal manners, meal preparation, food storage, use of limited kitchen appliances, maintaining personal appearance, learning self-awareness regarding strengths and limitations, managing your time, and be a lifelong learner.

## **Gardening**

The gardening program kicks off in April by transplanting seeds into the garden. The program helps youth learn about growing vegetables, helps them understand where healthy food comes from, and provides a way to get active outdoors. Gardening also helps develop responsibility, a sense of accomplishment and self-confidence. Gardening is also a therapeutic tool that helps develop relationships with the staff and residents.



### **Music Therapy**

Music therapy is offered to enhance youths' efforts in programs that address social and vocational skill building, conflict resolution, attention control, and problem-solving skills. Music therapy also helps residents explore thoughts, feelings and develop healthy coping skills.

### **Prime For Life**

Prime for Life is a program impacting alcohol and drug abuse for people of all ages. It is designed to gently but powerfully, challenge common beliefs and attitudes that directly contribute to high-risk alcohol and drug use. The program goals are to reduce the risks for health problems and impairment. Prime for Life is provided by On Point staff and by a trained detention staff.

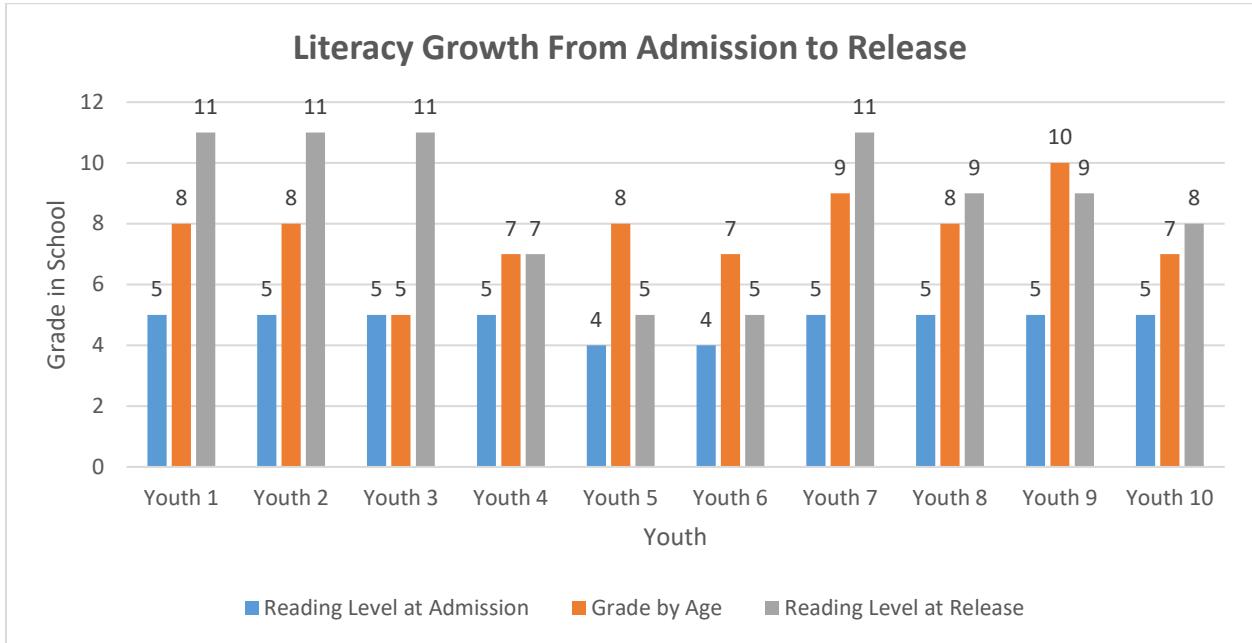
### **Mi Works**

Michigan Works provides tools necessary for life preparation through resume building, interviewing, and employment related strategies. It provides selected students with information and training as it relates to employment.

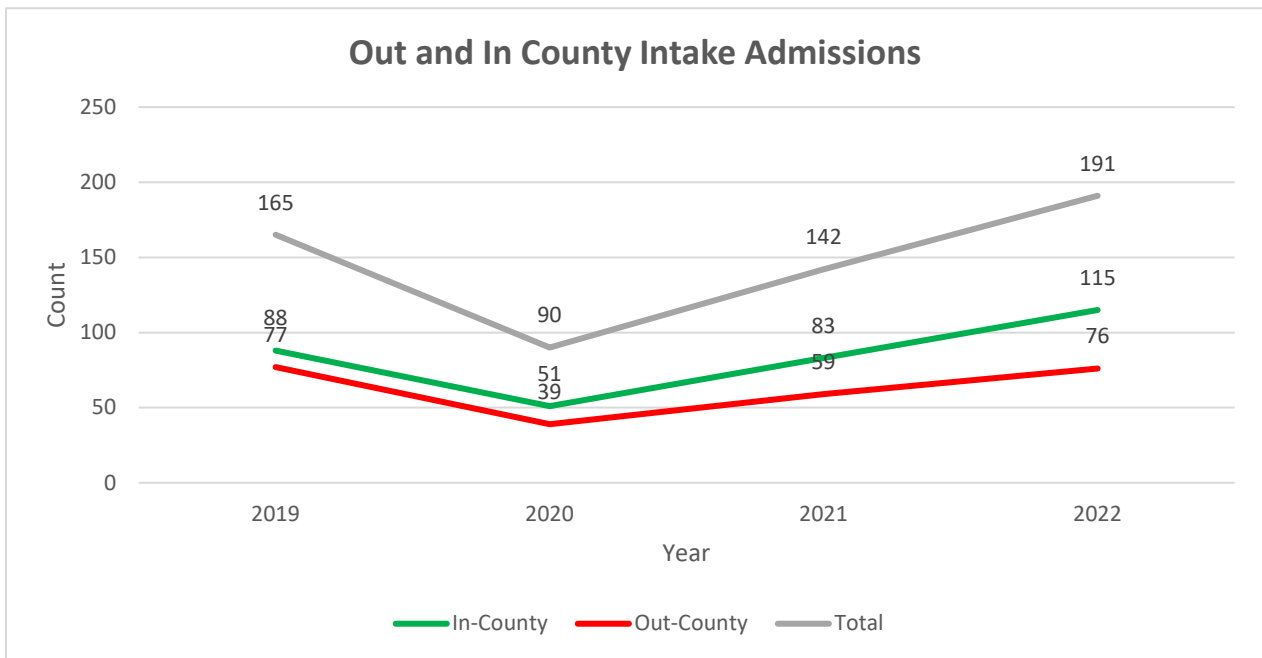
### **Barnabas Ministries**

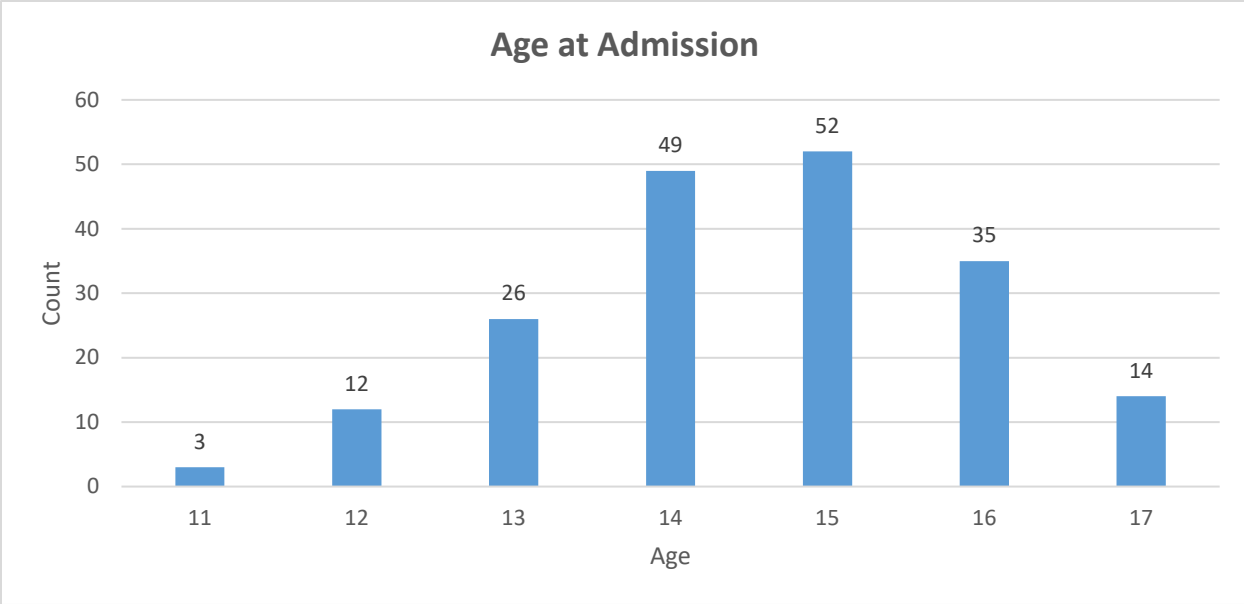
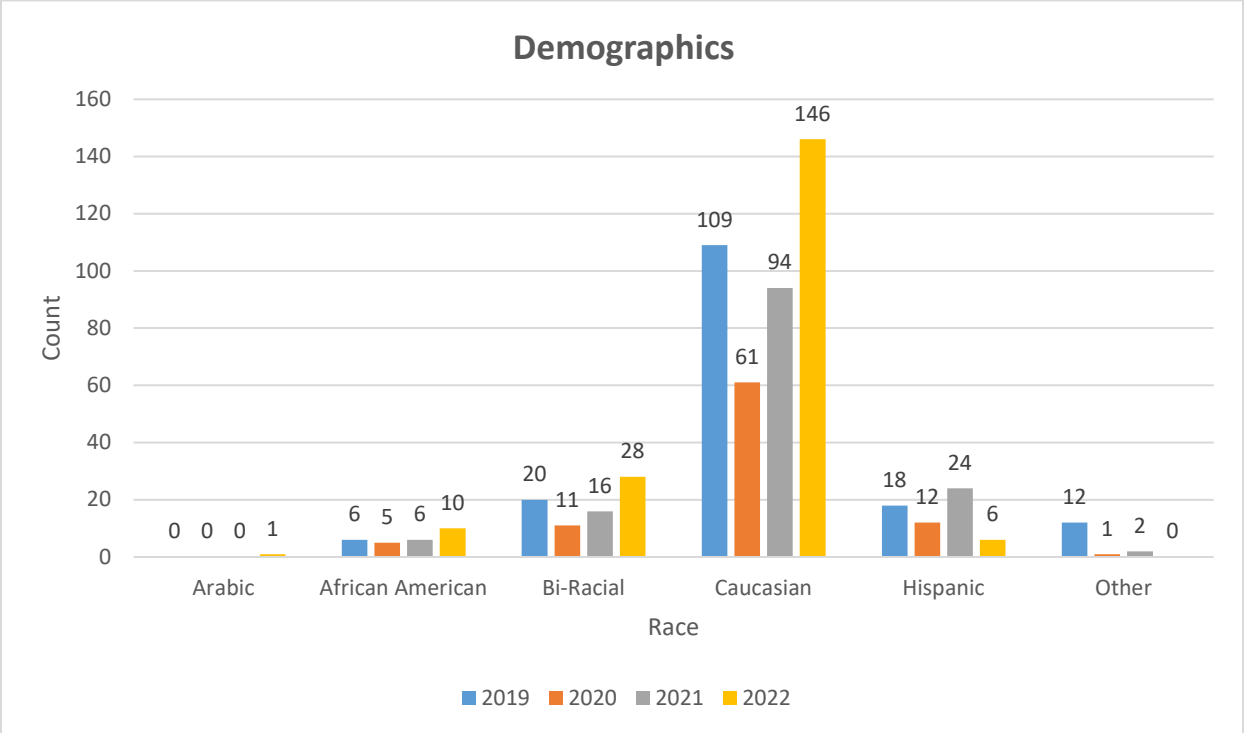
Barnabas Ministries provides our facility with weekly youth groups and mentoring, as well as scheduling local pastors to come in for Sunday afternoon services.

## Juvenile Detention Statistics



In 2022, 10 youth were detained 30 days or more. This table is a sample of youth tested using the San Diego Quick Assessment tool at the time of admission and a minimum 30 days following admission giving us a clear indication of growth. As you can see in the graph above, most of the youth met or exceeded their par reading level for their grade. All 10 raised their reading level.





# Cheever Treatment Center

Cheever Treatment Center (CTC) is a 14-bed, court-ordered, residential center that has served the youth of Allegan and other counties since 1978. The program is co-ed, and is a combination of residential and home-based programming. Cheever is non-secure and is appropriate for youth with security needs in the low to medium range. The program allows youth to move from a very supportive and structured environment to one of increased freedom and responsibility as they develop and implement new skills. Length of stay for Cheever varies depending on the functioning of the youth, family dynamics, level of motivation by the youth, and aftercare options. Average length of stay is 6-9 months.

Cheever provides many services to the youth and families that we work with. Residents and their families are involved in:

- individual and family therapy
- music therapy, group work/teachings
- treatment goal planning
- team/family meetings
- surveillance
- drug testing
- community integrative services
- life skills training.

CTC also provides a number of services from outside agencies such as educational, psychiatry, spiritual, medical, pottery classes and job training.

When a resident is admitted, they are assigned a “treatment team.” The team consists of Cheever staff, the Probation and Community Justice officer, a therapist, and parents/guardians. This team then assesses the strength and needs of the youth and family, and creates treatment goals which focus on areas to improve and skills to learn and implement. These goals are reviewed on a monthly basis in what we call **Team Meetings**. As the residents meet and accomplish their individual goals, life opens up, and the transition back into the community and out of the program begins.

Cheever is based on two main philosophies, **Choice Theory/Reality Therapy** and **Balanced and Restorative Justice**. The residents that are ordered to Cheever consistently struggle with relationships in their lives. These relationships are typically with parents, other family members, teachers, community members and peers. In teaching the residents Choice Theory, our goal is to help them have a better understanding of what they control, ultimately leading to better relationships in their lives. Understanding our wants, needs, and reasons for our actions is critical in understanding our behaviors and replacing them with something more effective. Balanced and Restorative Justice involves three components of teaching. **Accountability** is the first thing we look for in working with a youth. This involves them

describing in detail their crimes and looking at the overall impact their choices had on their victims and the community. **Competency Development** is the second part. Cheever teaches new skills to assist the youth in making more effective choices. Residents identify specific examples from their lives with regards to what they need to do different and how they will implement these new skills. **Community Safety** is the third piece. It is important to identify and practice the skills that will help them live effectively at home and in the community.

Cheever not only works with the resident in building new skills, but also the family. On a bi-weekly basis, Cheever staff, and the youth, are teaching their families these concepts in what we call **Family Meetings**. The goal of these meetings is for the parent/guardians to increase their own skill level and feel better equipped to support positive change in the home environment.

**Community Service** is also a central part of the Cheever Program. Residents are expected to engage in community service while living on the unit and while at home. Through Community Service we believe that the residents can symbolically repair some of the harm caused, make positive community connections, learn new skills, and develop empathy. Some of the community service projects we are involved in include:

- Adopt a Highway
- Toy Drive – Operation Homefront
- Back to School Supplies Drive – Operation Homefront
- Beach point
- Boomer Bash
- Adopt a Beach
- Veteran’s Stand Down
- Senior Car Wash
- Other seasonal projects in the community as needed

In 2022, we serviced 25 youth at CTC. We saw an increase in female residents in 2022, with almost half of those 25 being female. We continue to experience youth being referred and/or coming in with untreated complex trauma. The National Institute of Health indicates that in one study that 92% of youth involved in the juvenile justice system have experienced at least one form of trauma, with multiple traumas being the norm. Trauma responses may appear as delinquent behavior but require consideration as an undiagnosed mental health need. As such, we are assuming a more trauma-informed practice at CTC. This involves educating and guiding staff in trauma and considering individualized approaches for each resident and family that take history and background into consideration.

The number one mission of the Cheever Treatment Center is to provide a safe, structured, and respectful environment for both youth and staff. Staff lead by example in demonstrating the same level of respect to the residents as we expect from them. As much as they can, staff keep residents updated on the schedule for each day so that they know what to expect and what is expected of them. Last year we had to perform only one physical restraint.

In conclusion, as a program, we are occasionally asked about our “**success rate.**” With so many factors and moving pieces, it can be hard to determine the impact we have on the youth and families we serve. Sometimes we see the success right away, but often times it takes a few years, some maturing, and growing before what we planted sets in. With that, we decided to collect some data, going back almost 5 years, from 2.7.18 to 1.24.23. Using the Judicial Data Warehouse, we looked at felony charges of previous residents. Within those dates, we serviced 74 youth. Of those 74, we looked at the 47 that are now over 18 years of age. We found that 7 of those 47 adults had committed a felony. On the flip side, that means that 85% of the residents that were in Cheever, during this time period, moved into adulthood and were not charged with a felony as of 1.24.23.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**FINANCE - CLAIMS & INTERFUND TRANSFERS**

**WHEREAS**, Administration has compiled the following claims for 6/2/23 and 6/9/23; and

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

**WHEREAS**, said claims are listed in the 2023 Claims folder of the Commissioners' Record of Claims.

June 2, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	67,854.25	67,854.25	
Parks/Recreation Fund - 208	1,191.33	1,191.33	
Friend of the Court - Cooperative Reimb. - 215	109.64	109.64	
Health Department Fund - 221	59,791.84	59,791.84	
Brownfield Redevelopment Auth. - 243	909.00	909.00	
Indigent Defense Fund - 260	389.64	389.64	
Concealed Pistol Licensing Fund - 263	220.29	220.29	
Local Corrections Officers Training Fund - 264	189.00	189.00	
Law Library Fund - 269	2,512.43	2,512.43	
Grants - 279	15,120.90	15,120.90	
Crime Victims Rights Grant - 280	176.24	176.24	
Sheriffs Contracts - 287	432.00	432.00	
Transportation Fund - 288	3,710.42	3,710.42	
Child Care Fund - 292	8,533.37	8,533.37	
Veterans Relief Fund - 293	514.24	514.24	
Capital Improvement Fund - 401	30,222.00	30,222.00	
Revolving Drain Maintenance Fund - 639	565.54	565.54	
Fleet Management/Motor Pool - 661	88.67	88.67	
Self-Insurance Fund - 677	406,104.03	406,104.03	
Drain Fund - 801	162,966.20	162,966.20	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$761,601.03</b>	<b>\$761,601.03</b>	



June 9, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	212,115.44	212,115.44	
Friend of the Court - Cooperative Reimb. - 215	555.00	555.00	
Health Department Fund - 221	31,317.93	31,317.93	
Solid Waste/Recycling - 226	3,893.70	3,893.70	
Indigent Defense Fund - 260	29,089.01	29,089.01	
Central Dispatch Fund - 261	980.57	980.57	
Local Corrections Officers Training Fund - 264	19.27	19.27	
Grants - 279	5,382.95	5,382.95	
Sheriffs Contracts - 287	4,720.12	4,720.12	
Transportation Fund - 288	22,598.64	22,598.64	
Child Care Fund - 292	8,382.32	8,382.32	
Veterans Relief Fund - 293	2,540.36	2,540.36	
Senior Services Fund - 298	3,237.02	3,237.02	
American Rescue Plan Act - ARPA - 299	11,249.60	11,249.60	
Capital Improvement Fund - 401	34,841.00	34,841.00	
Property Tax Adjustments - 516	730.96	730.96	
Tax Reversion - 620	16,305.00	16,305.00	
Revolving Drain Maintenance Fund - 639	236.16	236.16	
Fleet Management/Motor Pool - 661	430.00	430.00	
Self-Insurance Fund - 677	311,786.16	311,786.16	
Drain Fund - 801	1,140,103.28	1,140,103.28	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$1,840,514.49</b>	<b>\$1,840,514.49</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for 6/2/23, 6/9/23, and interfund transfers.

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

## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**2023 MILLAGE LEVY - SET COUNTY MILLAGE RATES**

**WHEREAS**, pursuant to State Law (MCL 141.412 and 141.413), a notice of a public hearing concerning the 2023 County Budget was published in the Allegan County News, a newspaper of general circulation, on September 29, 2022 and a public hearing concerning the budget was held on October 13, 2022; and

**WHEREAS**, the Board of Commissioners (Board) adopted a Fiscal Year 2023 Appropriation on October 12, 2022; and

**WHEREAS**, having held said hearing, the Board has determined the levy of said proposed millage to be in the best interests of the County.

**THEREFORE BE IT RESOLVED** that the Board hereby approves the following millages to be levied throughout the County of Allegan in the year of 2023:

County Operating Tax	5.1419
Allocated - Veterans Relief Fund	<u>0.0200</u>
TOTAL COUNTY OPERATING	5.1619
COUNTY ROAD TAX	0.9654
SENIOR SERVICES	0.4930
MEDICAL CARE FACILITY	0.2448
ALLEGAN COUNTY CONSERVATION DISTRICT	<u>0.0979</u>
TOTAL COUNTY MILLAGE	6.9630

**FINALLY BE IT RESOLVED** that the Board Chairperson and County Clerk are authorized to sign the necessary documents on behalf of the Board.



**2023 TAX RATE REQUEST (This form must be completed and submitted on or before September 30.)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

County	<b>ALLEGAN</b>	2023 Taxable Value of All Properties as of	<b>6,347,308,638</b>
Local Government Unit	<b>ALLEGAN COUNTY</b>		

**PLEASE READ THE INSTRUCTIONS ON THE REVERSE SIDE CAREFULLY.**

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.

The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum allowable Millage Rate*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
ALLOCATED	OPERATING	11/3/2020	5.7000	5.5831	1.0000	5.5831	1.0000	5.5831	5.1419		UNLIMITED
	Op Vet			0.0000	1.0000	0.0000	1.0000	0.0000	0.0200		UNLIMITED
EXTRA VOTED	ROADS	8/7/2018	1.0000	0.9654	1.0000	0.9654	1.0000	0.9654		0.9654	12/31/2023
EXTRA VOTED	SENIOR SERVICES	8/2/2022	0.4930	0.4930	1.0000	0.4930	1.0000	0.4930		0.4930	12/31/2025
EXTRA VOTED	MEDICAL CARE FACILITY	8/4/2020	0.2500	0.2448	1.0000	0.2448	1.0000	0.2448		0.2448	12/31/2029
EXTRA VOTED	CONSERVATION	8/4/2020	0.1000	0.0979	1.0000	0.0979	1.0000	0.0979		0.0979	12/31/2026
Total Authorized (exclude debt)										7.3842	
Prepared by	Co-Sign -- Verified by		Title	Co-Sign Title		Date-CED	Co-Sign Date				
<b>Matthew Woolford MMAO</b>			<b>EQUALIZATION DIRECTOR</b>			<b>5/3/2023</b>					

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

Local School district Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2008 for instructions on completing this section.

- Clerk
- Secretary
- Chairperson
- President

Signature	Type Name	Date
	<b>Bob Genetski, Clerk - Register</b>	
Signature	Type Name	Date
	<b>Jim Storey, Chairperson</b>	

<b>Total School District Operation Rates to be Levied (HH/Supp and NH Oper Only)</b>	
For Principal Residence, Qualified Ag, Qualified forest and Industrial Personal	
For Commercial Personal	
For all Other	

*\*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operation levy which is larger than the base tax rate but not larger than the rate in column 9.*

**\*\* IMPORTANT:** See enclosed instructions for the correct method of calculating the millage rate in column (5).

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

## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**PARKS & RECREATION—AUTHORIZATION TO APPLY FOR MICHIGAN  
NATURAL RESOURCES SPARK GRANTS**

**WHEREAS**, on November 8, 2018, the Board of Commissioners (Board) supported the Silver Creek Improvement Project; and

**WHEREAS**, on May 13, 2021, the Board supported the Gun Lake Park Improvement Project; and

**WHEREAS**, on January 27, 2022, the Board awarded Phase I Conceptual Design of the West Side Park beach access to Abonmarche Consultants, Inc; and

**WHEREAS**, the proposed Michigan Natural Resources Spark Grant Applications for said projects are supported by the County's 5-Year approved Parks and Recreation Plan.

**THEREFORE BE IT RESOLVED** that the Board authorizes the County Administrator to apply for the following Spark grants

- Silver Creek Improvement Project - \$596,100
- Gun Lake Park Improvement Project - \$522,500, which includes a County financial obligation in the amount of \$14,000 (2.5%), for a total project cost of \$536,500
- West Side Park Beach Access Project - \$985,000; and

**BE IT FINALLY RESOLVED**, the County Administrator is authorized to sign on behalf of the County the grants and complete the necessary budget adjustments to complete this action.



ALLEGAN COUNTY  
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: 226929

Date: 05/31/2023

Request Type Grant Select a Request Type to reveal and complete required form.

Department Requesting Parks

Submitted By Brandy Gildea

Contact Information Ext 2542

Name of Grant:  
ARPA-0972 Silver Creek Improvements - Phase 1 Spark Grant

Summary of Grant:  
 Administered by the DNR, Michigan Spark Grants, a \$65 million grant program that is split into three rounds will support projects that provide safe, accessible, public recreation facilities and spaces to improve people’s health, introduce new recreation experiences, build on existing park infrastructure and make it easier for people to enjoy both indoor and outdoor recreation. Individual grant amounts will range from a minimum of \$100,000 to a maximum of \$1 million. Unlike most DNR grants this one does not require a match.

Grant Submission Deadline Date 06/26/2023

- APPLICATION
- ACCEPTANCE
- New
- Renewal
- Continuation

Amount (Not including local match) \$596,100.00

Source of Grant Funds (% of allocation) 100

Type of Match

- Cash
- Inkind

Amount / Description / Source of Match:  
N/A

Term of Grant Must be completed by 2026

Does it involve personnel?

- No
- Yes

Does it involve ongoing Operational Activities (recoverable?)

- No
- Yes

Admin Fees \$0.00

Equipment / Ongoing Costs

Does it effect other operations?

- Yes
- No

Disposition:

Changes in Grant:

# Applicant Information

1. All required fields are marked with an \*.
2. Click **SAVE** to save changes.
3. See the Grant Program handbook [here](#) for additional information.

<b>Name of Applicant (Government Unit)*</b>	<b>Unique Entity Identifier Number*</b>	<b>Sigma Vendor Number*</b>	<b>SIGMA Address ID*</b>
<i>Allegan County</i>	<i>V9QWHKM9ZEC1</i>	<i>CV0022586</i>	<i>0003</i>
<b>Organization Type*</b>			
<i>Local Unit of Government</i>			
<b>Name of Authorized Representative*</b>		<b>Title*</b>	
<i>Brandy Gildea</i>		<i>Parks Manager</i>	
<b>Address*</b>	<b>City*</b>	<b>State*</b>	<b>ZIP*</b>
<i>3283 122nd Avenue</i>	<i>Allegan</i>	<i>MI</i>	<i>49010</i>
			<b>County*</b>
			<i>Allegan County</i>
<b>Telephone*</b>	<b>E-mail*</b>		
<i>(269) 673-0378</i>	<i>bgildea@allegancounty.org</i>		
<b>State House District*</b>	<b>State Senate District*</b>	<b>U.S. Congress District*</b>	
<i>District 43</i>	<i>District 20</i>	<i>District 4</i>	
The following link contains District Maps - <a href="https://www.michigan.gov/micrc/mapping-process/final-maps">https://www.michigan.gov/micrc/mapping-process/final-maps</a>			
<b>Proposal Title (Not to exceed 60 characters)*</b>			
<i>Silver Creek Improvements -Phase 1</i>			
<b>Address of Site*</b>	<b>City, Village or Township of Site*</b>	<b>Zip*</b>	
<i>3900 134th Ave</i>	<i>Hamilton</i>	<i>49419</i>	
<b>County in which Site is located*</b>			
<i>Allegan</i>			
What is/will be the applicant's type of ownership and control of the property?*			
<input checked="" type="checkbox"/> Fee simple ownership. Please upload the deed and site control form which can be found in the handbook.			
<i>MIDNR_DocumentationSiteControl_GrantApplication_signed.pdf</i>			
<i>Silver Creek Deed 1970.pdf</i>			
Less than fee simple. Explain what rights the applicant has and what agency holds the underlying fee simple ownership.			
Lease/Easement. Upload a copy of the lease/easement and site control form which can be found in the handbook.			
<b>Latitude/Longitude at park entrance*</b>			
<i>42.666266</i>		<i>-85.928546</i>	
<b>DNR Only</b>			
<b>Regional Partner</b>	<b>Project Category</b>		
<b>Comments</b>			



# Narrative Details - Part 1

1. All required fields are marked with an\*.
2. Click **SAVE** to save changes.
3. To add rows to a section, click the + button.
4. See the Grant Program handbook [here](#) for additional information.

## Park Name\*

Silver Creek County Park & Campground

Is this an existing park?\*

Yes

No

**If yes, please explain what features currently exist at the park?**

Silver Creek Park is a highly visible and recognizable equestrian park that has both day-use facilities and a rustic campground. There are park signs in the surrounding area to allow people to navigate to the park easily. Silver Creek is 320 acres in size and contains over six miles of equestrian trails and connects to 30 miles of horseback riding trails located in the State Game Area. There are 75 campsites in the park which are all available for horse camping. Silver Creek also has 450 feet of frontage on Silver Creek, which is a designated high-quality coldwater trout stream.

**If you are submitting multiple Spark applications, what is the priority for this application? (1=highest)\***

3

## Proposal Description

**What do you want to do?\***

The proposed improvements (Phase 1) include new barrier-free campsites, a new day-use parking area and electronic registration/ payment booth, electrical service throughout the park and electrical pedestals at the barrier-free campsites as well as a LED security light. Universal Accessibility will be incorporated into all proposed improvements.

### 1. Public benefit and anticipated outcomes

**1a. How was the community negatively impacted by COVID? How does this project address that? (Maximum of 10 Points)\***

Our community was affected by covid due to so many indoor and group/sports activities being closed down that so many parks and outdoor facilities were identified (positive) but as they were heavily used amenities have become worn sooner than later and park needs/wants (lack of activities/ resources) have been identified. This project helps provide updated amenities and add better amenities for all users (examples: ada sites, electric/water, day use parking, safety lighting). Covid also affected our community's mental health by causing a lot of stress about jobs, being isolated, or being scared they would get sick. Silver Creek Campground and Equestrian Park provided a place for people to go where they could get away from all of it for a few days and do activities that improved both their physical and/or mental health.

**1b. How will this project contribute to strong healthy communities that promote health and safety? (Maximum of 8 Points)\***

A key improvement in the project is providing three barrier-free campsites and a new day-use parking lot. We have seen a huge increase in our day-use out there and this will make it easier and safer for them to trailer in their horses. Because of the added security light and new Electronic/ Pay/ Registration Stations safety for the visitors and delinquent behavior will be minimized.

**1c. What kind of stakeholder and community input did you have? (Maximum of 4 Points)\***

Several methods were used to inform the public about the proposed project and to receive feedback as the improvements/plan was being developed:

1. On-site input sessions/public meetings (3 meetings)
2. Social media pages with weekly updates with pictures and/or videos on Facebook and Instagram.
3. Board updates that go to our Board of Commissioners, who then share with all their constituents.
4. Website updates.
5. Spring and Fall Newsletter that we create each year for Silver Creek Park.
6. Staff at the parks updating users coming in.

**While not a requirement for funding, is this project part of a community recreation or capital improvement plan?\***

This plan has been identified and meets many goals in the 2020-2024 Allegan County Recreation plan (which is on file with the DNR)

**Please provide examples of documented stakeholder and community input that you have (including Letters of Support).**

Letters of Support.pdf

**1d. Certified Resolution from the highest governing body (Maximum of 2 Points):\***

## 2. Access to the Project Site

2a. Access to the Project Site: Based upon the geographic location of the proposed project, the DNR will determine what portion of the community's population will be within a half mile of the project site. (Maximum of 7 Points)

2b. How will the public reasonably access the project site. Select all that apply.\* (Maximum of 7 Points)

Vehicle

Bus stop within 0.25 miles

Sidewalk

Boat/Kayak

Bike

Trail

Dial-a-ride

**2c. What programs and partnerships currently exist that bring people to your project and activate the space? Example – Summer camp, farmers market, music in the park etc. (Maximum of 3 Points)**

Hamilton middle school uses the park for their STREAM School. My understanding is the point of the STREAM

School is to observe biodiversity systems and practice survival skills. Many Boys Scout Troops also use Silver Creek Park to earn their winter camping and nature badges. The Allegan County Equestrian Trail System (ETS) is a collaborative effort between Allegan County Parks, the Michigan Department of Natural Resources, and the volunteer group Friends of the Allegan County Equestrian Trail System (FACETS). Horseback riding in Allegan. Used by many house groups for events (CMO and endurance rides)

## 3. Financial and Social Considerations

Household income, park density, and health are all important attributes of a strong, healthy community and the basis for the social and financial scoring section. DNR will score this section based on statewide available data and the geographical location of the proposed project. (Maximum of 19 Points)

**DNR Only**

## Narrative Details - Part 2

- All required fields are marked with an \*.
- Click **SAVE** to save changes.
- To add rows to a section, click the + button
- See the Grant Program handbook [here](#) for additional information

### 4. Clarity of scope and ability to execute

4a. Provide your targeted dates for the following project milestones.\* (Maximum of 10 Points)

	Target Completion Date	Description of Timeline
Public Input	3/14/2019	completed
Planning and Design	3/14/2019	completed
Bidding (must be complete by 12/31/2024)	12/22/2023	plan to complete within 10-12 weeks of knowing if grant was awarded
Construction (must be complete by 10/31/2026)	7/26/2024	have construction start asap in the spring of 2024 and be completed within 2-3 months.
Programming and activation	7/29/2024	Programming and activation would start as soon as construction in completed.

### Conceptual Site Development:\*

*Silver Creek-SiteDevelopmentPlan.pdf*

Do you have a Licensed Landscape Architect, Engineer, or Architect under contract or on staff for this project?  Yes  No

If yes, what is the firm name and did you use a competitive selection process to retain them? *MCSA Group Inc. We used the County's RFP process to select an Architect for this project.*

Are construction plans and specifications available?\*

Yes  No

4b. Are Federal, State and/or Local permits required for the project?\*

Yes  No

TYPE OF PERMIT	PERMITTING AGENCY	EFFORTS TAKEN TO OBTAIN PERMIT OR DETERMINING PERMIT REQUIREMENTS	Permit Status
SESC	Allegan County	Permit application prior to the start of construction	Initial Consultation
Site Plan Review	Allegan County	Permit application prior to the start of construction	Initial Consultation
Is there any evidence of contamination within the project area?*		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Select all the following project partners or support staff.

Contact Name	Description
<input checked="" type="checkbox"/> Local Government Staff	Brandy Gildea
<input type="checkbox"/> Non-Profit Organization/Group	Park Manager
<input type="checkbox"/> Community Foundation	
<input type="checkbox"/> Regional Planning Agency	
<input type="checkbox"/> Volunteer	
<input type="checkbox"/> Friends Group	
<input type="checkbox"/> State or Federal Agency	
<input type="checkbox"/> Land Conservancy	
<input type="checkbox"/> Other	

### 5. Access to new opportunities for people of all abilities

5a. Please select what groups you have received feedback from and upload the associated support documentation.\* (letters, plan review comments, testimonials, etc.) (Maximum of 5 Points)

No feedback received.

Center for Independent Living

Center for Assisted Living

Local or regional Disability Network

*Disability Network-Lakeshore- Letter of support.pdf*

Physical or Recreational Therapist

Individual

*Letters of Support.pdf*

Formal Group or Organization

Other

5b. What specific features make your project unique and can clearly show that input from the above groups has been incorporated?\*

(Maximum of 10 Points)

*Silver Creek has the largest Equestrian trail network in all of West Michigan. Because of its connection to the Allegan County Equestrian Trail System and 450 Feet of Silver Creek frontage, Silver Creek Park and Campground provides a unique recreational opportunity to the residents of Michigan. The addition of Three Barrier Free Campsites allows users of all abilities to access the park. The proposed Electronic Pay/ Registration Stations are ADA compliant, contain post-consumer recycled materials and will provide better efficiency and easier access to the park users. A new parking area for 29 day-users will allow more non-campers to access and use the park. Improvements to a portion of the campground road will allow users with all vehicle types to reach the more rustic campsites. A new electrical system throughout the park, this initial phase including pedestals at the barrier-free campsites, and a LED Security Light will allow for more amenities to the users now and in the future. Restoration seeding will be with native species that are already found at the park.*

### 6. New Construction, Renovation and Future Maintenance

Please do not include mobilization, site work, etc. in the scope list.

Questions 6a1 and 6a2 - Maximum of 7 points.

6a1. Is new construction part of your project?  Yes  No

If yes, please identify the major components of your construction project.

Scope List	Brief Description
Utilities	new electrical system throughout the campground
Campground Improvements	three ada modern sites

*Parking - Gravel/Crushed Stone w Accessible Parking*

*newparking area for 29 day-users*

6a2. Is this renovation (replace with the same scope item) or redevelopment (change of use with similar footprint) part of your project?  Yes No

If yes, please identify the major components of your construction project.

Scope List	Brief Description	Age of existing item in years?
<i>Access Road/Entrance Drive</i>	<i>improving drives to sites and parking area</i>	<i>30-40 years</i>

What mechanisms and resources are in place to maintain this investment? Please check all that apply.\*

- General Fund support for Parks and Recreation
- Millage
- Endowment Fund
- Grants
- Friends Group
- Dedicated Parks and Recreation Staffing
- None of the above
- Other

**Based upon the existing mechanisms and resources, how long could you maintain this investment?\***

*For the life of the park (50 + years)*

**6b. Describe the selection of materials, the way the project is designed, and other features that make it sustainable.\* (Maximum of 2 Points)**

*All materials are locally sourced. Adding a LED safety lights*

**6c. What design features or considerations in your project reduces long term maintenance?\*** (Maximum of 2 Points)

*Led lights*

**DNR Only**

# Financial Details

1. Click **SAVE** to save changes and generate calculations.
2. To add rows to a section, click the + button.
3. See the Grant Program handbook [here](#) for additional information.

<u>Budget Categories</u>	<u>Need for project?*</u>		<u>Total Cost</u>
<b>Pre-planning</b> - Only includes conceptual designs, public input, public surveys and other meetings.	Yes	<input checked="" type="checkbox"/> No	\$
<b>Administration</b> - Internal activities necessary to support the oversight and implementation of the project. This category is capped at 5% of the Project Subtotal.	Yes	<input checked="" type="checkbox"/> No	\$
<b>Project Permitting, Plan Designs and Oversight</b> - This category is capped at 25% of the Project Subtotal.	<input checked="" type="checkbox"/> Yes	No	\$49,900
<b>Construction Programming</b>	<input checked="" type="checkbox"/> Yes	No	\$546,200
<b>Equipment</b> - directly related to activities supporting the construction improvements of the project; maintenance equipment is not eligible.	Yes	<input checked="" type="checkbox"/> No	\$
		<b>Subtotal</b>	\$596,100
This program does permit the use of funds to cover indirect costs. Do you want to include indirect costs in this project?*			
Yes	<input checked="" type="checkbox"/> No		
		<b>Budget Total</b>	\$596,100
<b>Grant amount requested*</b>			\$596,100
<b>Does this project have match?*</b>	Yes	<input checked="" type="checkbox"/> No	
<b>Total Match</b>			\$0
<b>Total Project Cost</b>			\$596,100
<b>Maintenance</b> - Funding identified is based upon possible need to help support maintaining the project. Please note that the spark grant does not allow for ongoing maintenance, however the DNR may utilize this information to help align additional funding opportunities.			
<b>DNR Only</b>			

# Additional Information

1. Click **SAVE** to save changes.
2. See the Grant Program handbook [here](#) for additional information.

## Additional Information

**Provide any additional information relevant to the project such as site photos, support letters, surveys, etc.**

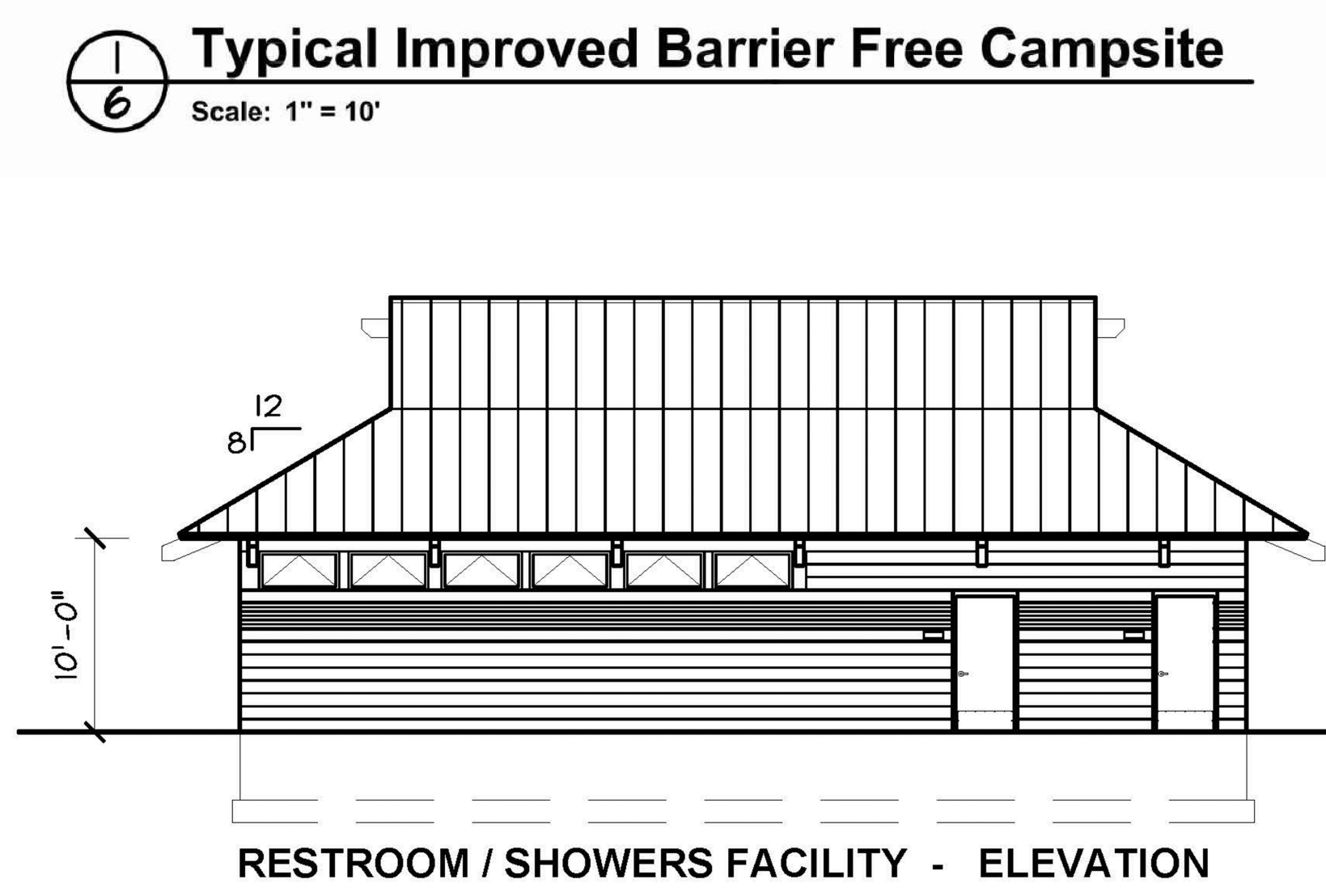
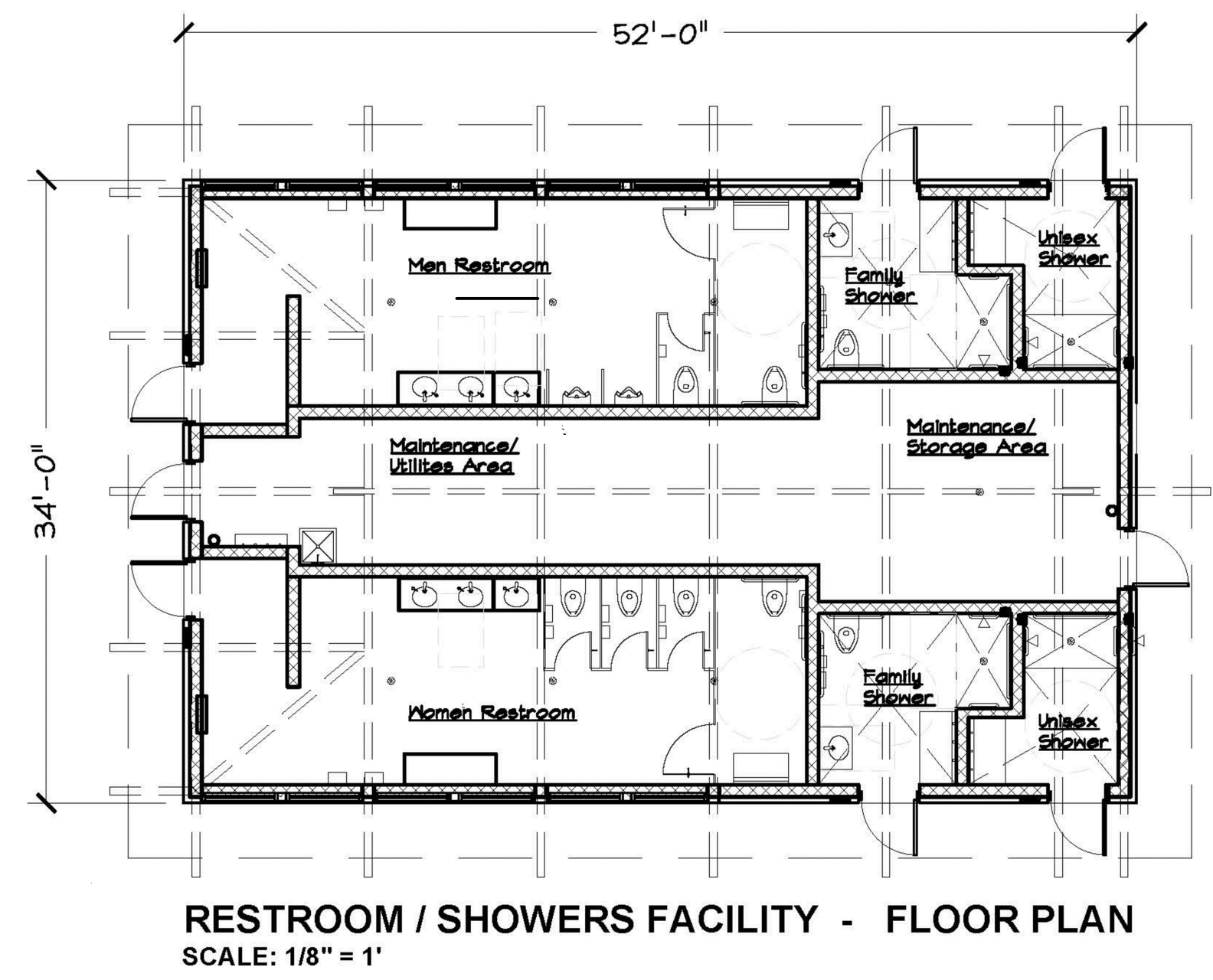
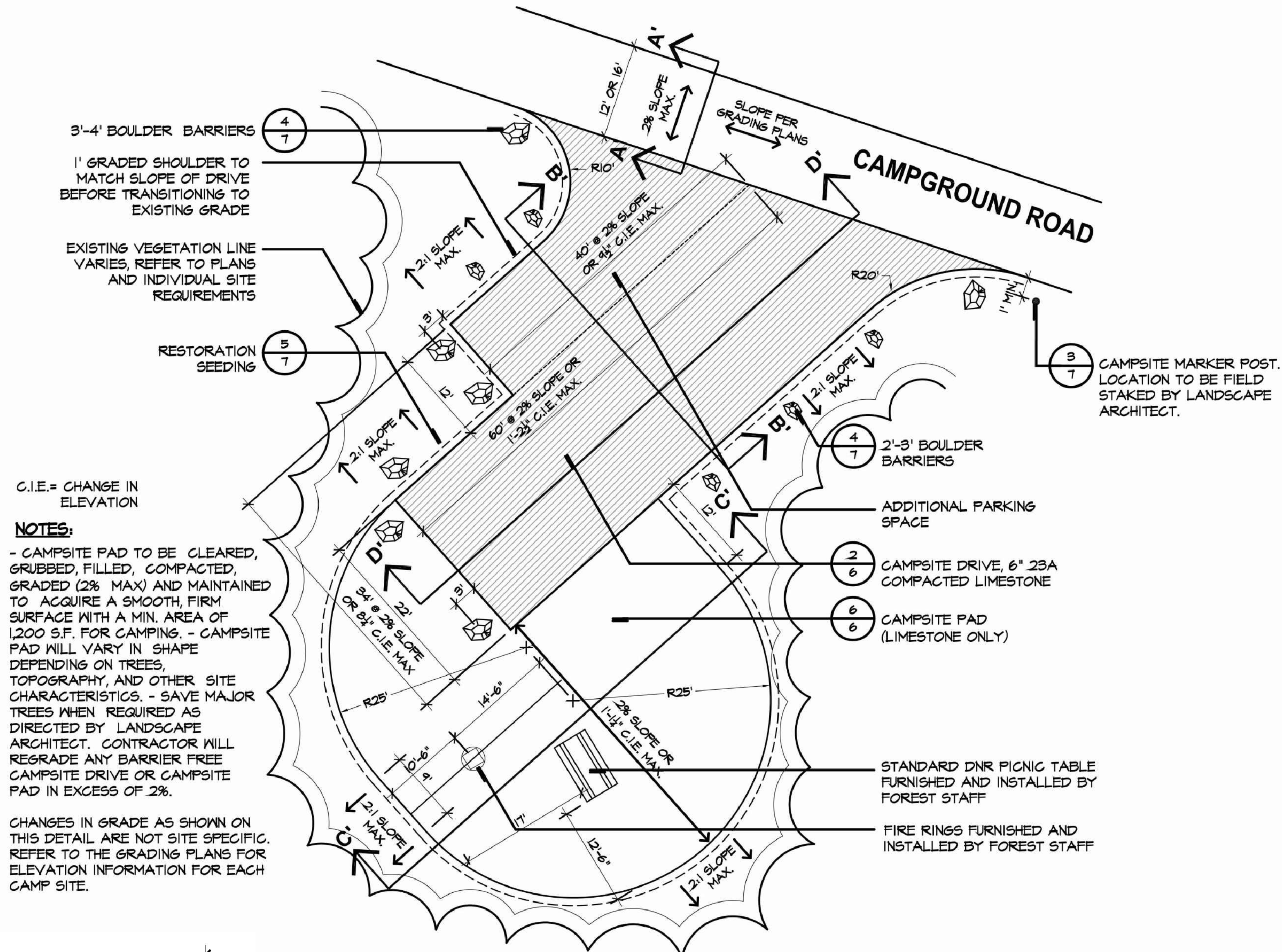
*The county will complete Phases II & III (getting funds by applying for a grant and from funds raised from local horse groups) once Phase 1 is funded and completed. Phase II will be adding a modern restroom/shower facility. Phase III will be creating more modern ada campsites. This will attract even more users.*

Title:

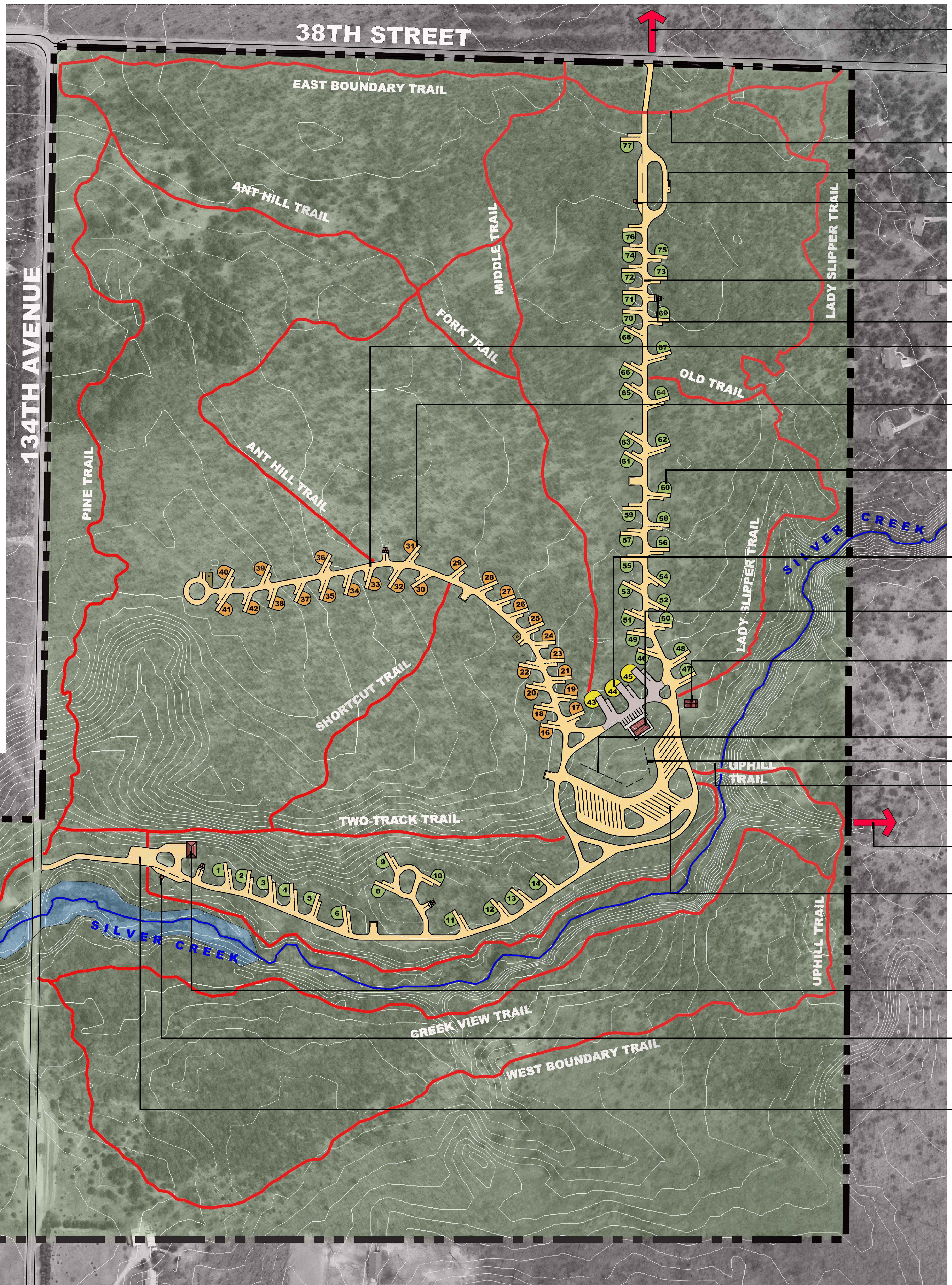
Document Upload:

**NOTE: SITE DEVELOPMENT PLAN SHOWS GRANT SCOPE ITEMS AND PROPOSED FUTURE DEVELOPMENT. ITEMS INCLUDED IN THE GRANT APPLICATION ARE SHOWN WITH BOX**

**ALL PROPOSED IMPROVEMENTS MEET ADA OR UNIVERSAL REQUIREMENTS.**



**Typical Improved Barrier Free Campsite**  
 Scale: 1" = 10'



- LINK TO STATE GAME AREA TRAILS
- RELOCATED TRAIL
- SANITATION STATION
- NEW ELECTRIC PAY / REGISTRATION STATION
- 16' WIDE TWO WAY CAMPGROUND ROADS
- NEW VAULT TOILET
- CAMPGROUND ROAD IMPROVEMENTS
- EQUESTRIAN CAMPSITE (16 - 41) - NO ELECTRICAL OR WATER
- EQUESTRIAN CAMPSITES WITH ELECTRICAL AND WATER
- MODERN ADA CAMPSITES
- NEW SHOWER / RESTROOM BUILDING
- EXISTING PICNIC SHELTER
- HITCHING POSTS
- LED SECURITY LIGHT
- EXISTING WATERING ACCESS TO SILVER CREEK
- LINK TO STATE GAME AREA TRAILS
- DAY RIDE AREA WITH 29 PULL- THROUGH PARKING SPACES
- NEW MAINTENANCE BUILDING
- NEW ELECTRIC PAY / REGISTRATION STATION
- NEW PARKING AREA



ALLEGAN COUNTY  
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: 226928

Date: 05/31/2023

Request Type Grant Select a Request Type to reveal and complete required form.

Department Requesting Parks

Submitted By Brandy Gildea

Contact Information Ext 2542

Name of Grant:  
ARPA-0971 Gun Lake Improvements - Spark Grant

Summary of Grant:  
 Administered by the DNR, Michigan Spark Grants, a \$65 million grant program that is split into three rounds will support projects that provide safe, accessible, public recreation facilities and spaces to improve people’s health, introduce new recreation experiences, build on existing park infrastructure and make it easier for people to enjoy both indoor and outdoor recreation. Individual grant amounts will range from a minimum of \$100,000 to a maximum of \$1 million.

Grant Submission Deadline Date Jun 26, 2023

- APPLICATION
- ACCEPTANCE
- New
- Renewal
- Continuation

Amount (Not including local match) \$522,500.00

Source of Grant Funds (% of allocation) 97.5%

Type of Match

- Cash
- Inkind

Amount / Description / Source of Match:  
\$14,000 (2.5%) Total Project Cost: \$536,500

Term of Grant Must be completed by 2026

Does it involve personnel?

- No
- Yes

Does it involve ongoing Operational Activities (recoverable?)

- No
- Yes

Admin Fees \$0.00

Equipment / Ongoing Costs N/A

Does it effect other operations?

- Yes
- No



Disposition:

Changes in Grant:

# Applicant Information

1. All required fields are marked with an \*.
2. Click **SAVE** to save changes.
3. See the Grant Program handbook [here](#) for additional information.

<b>Name of Applicant (Government Unit)*</b>	<b>Unique Entity Identifier Number*</b>	<b>Sigma Vendor Number*</b>	<b>SIGMA Address ID*</b>	
<i>Allegan County</i>	<i>V9QWHKM9ZEC1</i>	<i>CV0022586</i>	<i>00036</i>	
<b>Organization Type*</b>				
<i>Local Unit of Government</i>				
<b>Name of Authorized Representative*</b>	<b>Title*</b>			
<i>Brandy Gildea</i>	<i>Parks Manager</i>			
<b>Address*</b>	<b>City*</b>	<b>State*</b>	<b>ZIP*</b>	<b>County*</b>
<i>3283 122nd Avenue</i>	<i>Allegan</i>	<i>MI</i>	<i>49010</i>	<i>Allegan County</i>
<b>Telephone*</b>	<b>E-mail*</b>			
<i>(269) 673-0378</i>	<i>bgildea@allegancounty.org</i>			
<b>State House District*</b>	<b>State Senate District*</b>	<b>U.S. Congress District*</b>		
<i>District 43</i>	<i>District 18</i>	<i>District 4</i>		
The following link contains District Maps - <a href="https://www.michigan.gov/micrc/mapping-process/final-maps">https://www.michigan.gov/micrc/mapping-process/final-maps</a>				
<b>Proposal Title (Not to exceed 60 characters)*</b>				
<i>Gun Lake Improvements</i>				
<b>Address of Site*</b>	<b>City, Village or Township of Site*</b>		<b>Zip*</b>	
<i>2397 Patterson Road</i>	<i>Wayland</i>		<i>49348</i>	
<b>County in which Site is located*</b>				
<i>Allegan</i>				
What is/will be the applicant's type of ownership and control of the property?*				
<input checked="" type="checkbox"/> Fee simple ownership. Please upload the deed and site control form which can be found in the handbook.				
<i>GL Property Deeds.pdf</i>				
Less than fee simple. Explain what rights the applicant has and what agency holds the underlying fee simple ownership.				
Lease/Easement. Upload a copy of the lease/easement and site control form which can be found in the handbook.				
<b>Latitude/Longitude at park entrance*</b>				
<i>42.595474</i>		<i>-85.548369</i>		
<b>DNR Only</b>				
<b>Regional Partner</b>		<b>Project Category</b>		
<b>Comments</b>				

# Narrative Details - Part 1

1. All required fields are marked with an\*.
2. Click **SAVE** to save changes.
3. To add rows to a section, click the + button.
4. See the Grant Program handbook [here](#) for additional information.

## Park Name\*

Gun Lake Park

Is this an existing park?\*

Yes

No

**If yes, please explain what features currently exist at the park?**

Gun Lake Park is currently a family-friendly park offering a variety of site amenities and public watercraft access to Gun Lake. Amenities include over 450 feet of beach, a playground and swings, a basketball court, picnic tables, grills, a covered pavilion (which fits up to 75 people), and modern restroom facilities. The park also has a one-lane approach to a dual watercraft launch with an ADA-accessible dock. Day-use parking is located across the road from the actual part of the park that has amenities

**If you are submitting multiple Spark applications, what is the priority for this application? (1=highest)\***

2

## Proposal Description

**What do you want to do?\***

The necessary improvements which are also denoted in the parks and recreation plan address outdated equipment and add amenities and safety features to better serve the community and its access to Gun Lake. The site is small and is primarily used for its watercraft launch in Gun Lake but has the potential to draw more visitors for its land amenities.

A renovated asphalt drive will provide a smoother circulation route and include a bypass lane and two accessible parking spaces. A concrete drive to the boat launch will replace the existing concrete, and new electric gates with vehicle detection loops and a WiFi-controlled pay station under a security light and entry gate will separate the launch space. An accessible kayak launch connected by a walkway will increase access to Gun Lake. The beach area is expanded to twice the existing length and widened by five feet. The addition of five benches (one barrier-free) along the existing retaining wall at the water's edge will provide a place for visitors to enjoy lake views and fishing, increasing non-watercraft-related activities and use.

A pedestrian crossing with solar-powered rapid flashing beacons on both sides of Patterson Road will provide unobstructed visibility and high awareness of pedestrians crossing to and from the existing parking lot west of Patterson. A concrete unloading space will provide easy access to the existing pavilion for the public and for partnership programs. Native plantings are used around the pedestrian crossing and bike racks to define the park entry. The existing play structure and surrounding area, grills, pavilion, restroom building, and accessible picnic tables will remain. The swings will be replaced with the addition of playground safety surfacing and edging. LED lights with sensors will replace existing lights on the restroom building on the north side of the park and the maintenance building on the west side of the parking lot. These lights will reduce energy consumption and light pollution while still meeting the needs of the users,

The site contains an open tree canopy of mature maples (*Acer* spp.) and young sycamores (*Platanus* spp.) and turf groundcover. The proposed project includes the addition of 7 deciduous trees to enhance the microclimate and increase shade. Additional native plants will assist with flooding, improving water quality and providing habitat. A new stormwater system throughout the park will reduce ponding and flooding, allowing existing vegetation to thrive and reducing pollutants that would otherwise enter the lake.

### 1. Public benefit and anticipated outcomes

**1a. How was the community negatively impacted by COVID? How does this project address that? (Maximum of 10 Points)\***

Our community was affected by covid due to so many indoor and group/sports activities being closed down that so many parks and outdoor facilities were identified (positive) but as they were heavily used amenities have become worn sooner than later and park needs/wants (lack of activities/resources) have been identified. This project helps provide updated amenities and add better amenities for all users (examples: larger beach, sitting areas, ada kayak launch), while also focusing on ensuring that users can safely access the parks, with improved crosswalk with signage/lights and overhead lighting at the launch. Covid also affected our community's mental health by causing a lot of stress about jobs, being isolated, or being scared they would get sick. Gun Lake Park provided a place for people to go where they could do activities that improved both their physical and/or mental health.

**1b. How will this project contribute to strong healthy communities that promote health and safety? (Maximum of 8 Points)\***

A key improvement in the project is improving barrier-free access, to increase the number of activities available to users of all abilities. Updated lighting also increases safety for users when accessing park and watercraft launch in the early or late hours. That we are offering public ADA access to Gun Lake from Allegan County (east side of Lake). We have users from all over West Michigan come to fish and use the lake for watercraft activities and The only other public access is over a 20-minute drive for all users from Allegan County (or coming from primary Highway 131 - Kalamazoo/Grand Rapids users). Also, the only park located along the east side of the lake. Parks can provide crucial vehicles for inclusion, stimulating positive interaction among park users of all ages, abilities, and backgrounds. Parks can help reduce stress and promote mental health and the more facilities that are layered onto a park the more use it can get from people with different interests and skills.

**1c. What kind of stakeholder and community input did you have? (Maximum of 4 Points)\***

Several methods were used to inform the public about the proposed project and to receive feedback as the improvements/plan was being developed:

1. On-site input sessions/public meetings (3 meetings)
2. Social media pages with weekly updates with pictures and/or videos on Facebook and Instagram.
3. Board updates that go to our Board of Commissioners, who then share with all their constituents.
4. Website updates.
5. Staff at the parks updating users coming in.

**While not a requirement for funding, is this project part of a community recreation or capital improvement plan?\***

*This plan has been identified and meets many goals in the 2020-2024 Allegan County Recreation plan (which is on file with the DNR)*

**Please provide examples of documented stakeholder and community input that you have (including Letters of Support).**

*Letters of support.pdf*

*Gun Lake Park - Public Meeting Notes.pdf*

**1d. Certified Resolution from the highest governing body (Maximum of 2 Points):\***

## **2. Access to the Project Site**

2a. Access to the Project Site: Based upon the geographic location of the proposed project, the DNR will determine what portion of the community's population will be within a half mile of the project site. (Maximum of 7 Points)

2b. How will the public reasonably access the project site. Select all that apply.\* (Maximum of 7 Points)

Vehicle

Bus stop within 0.25 miles

Sidewalk

Boat/Kayak

Bike

Trail

Dial-a-ride

**2c. What programs and partnerships currently exist that bring people to your project and activate the space?\*** Example – Summer camp, farmers market, music in the park etc. (Maximum of 3 Points)

*The Outdoor Discovery Center partners with Allegan County to provide educational programs such as the "Up Close and Wild" and the "Morning Bird Walk." Allegan County's programming partnership with the Outdoor Discovery Center can be increased through the kayak launch, providing another level of access to Gun Lake. The Outdoor Discovery Center typically holds a program each summer that has included stand-up paddle boarding, kayaking, and fishing, with recreational and educational opportunities. The kayak launch will provide easier access for users of all abilities, and the improved site layout will meet the needs of outside organizations with the drop-off area and more connectivity throughout the site.*

## **3. Financial and Social Considerations**

Household income, park density, and health are all important attributes of a strong, healthy community and the basis for the social and financial scoring section. DNR will score this section based on statewide available data and the geographical location of the proposed project. (Maximum of 19 Points)

**DNR Only**

## Narrative Details - Part 2

- All required fields are marked with an \*.
- Click **SAVE** to save changes.
- To add rows to a section, click the + button
- See the Grant Program handbook [here](#) for additional information

### 4. Clarity of scope and ability to execute

4a. Provide your targeted dates for the following project milestones.\* (Maximum of 10 Points)

	Target Completion Date	Description of Timeline
Public Input	3/10/2022	Completed
Planning and Design	3/10/2022	Completed
Bidding (must be complete by 12/31/2024)	12/22/2023	plan to complete within 10-12 weeks of knowing if grant was awarded
Construction (must be complete by 10/31/2026)	7/26/2024	have construction start asap in the spring of 2024 and be completed within 2-3 months.
Programming and activation	8/1/2024	Programming and activation would start as soon as construction in completed

### Conceptual Site Development:\*

[GLP\\_SitePlan\\_020322.pdf](#)

Do you have a Licensed Landscape Architect, Engineer, or Architect under contract or on staff for this project?  Yes  No

If yes, what is the firm name and did you use a competitive selection process to retain them? *OCBA Landscape Architects. We used the County's RFP process to select an Architect for this project.*

Are construction plans and specifications available?  Yes  No

4b. Are Federal, State and/or Local permits required for the project? (Maximum of 4 Points)  Yes  No

TYPE OF PERMIT	PERMITTING AGENCY	EFFORTS TAKEN TO OBTAIN PERMIT OR DETERMINING PERMIT REQUIREMENTS	Permit Status
SESC	Allegan County	Permit application prior to the start of construction	Initial Consultation
Site Plan Review	Allegan County	Permit application prior to the start of construction	Initial Consultation
General Permit	Allegan County Road Commission	Permit application prior to the start of construction	Initial Consultation
MDEQ JPA	State of Michigan	Permit application prior to the start of construction	Initial Consultation

Is there any evidence of contamination within the project area?  Yes  No

Select all the following project partners or support staff.

Contact Name	Description
<input checked="" type="checkbox"/> Local Government Staff	Brandy Gildea
<input type="checkbox"/> Non-Profit Organization/Group	Parks Manager
<input type="checkbox"/> Community Foundation	
<input type="checkbox"/> Regional Planning Agency	
<input type="checkbox"/> Volunteer	
<input type="checkbox"/> Friends Group	
<input type="checkbox"/> State or Federal Agency	
<input type="checkbox"/> Land Conservancy	
<input type="checkbox"/> Other	

### 5. Access to new opportunities for people of all abilities

5a. Please select what groups you have received feedback from and upload the associated support documentation.\* (letters, plan review comments, testimonials, etc.) (Maximum of 5 Points)

No feedback received.

Center for Independent Living

Center for Assisted Living

Local or regional Disability Network

*GLP Letter of Support.pdf*

Physical or Recreational Therapist

Individual

*Letters of support.pdf*

Formal Group or Organization

Other

*Letter of Support - Road Commission.pdf*

**5b. What specific features make your project unique and can clearly show that input from the above groups has been incorporated?\*** (Maximum of 10 Points)

*That we are offering public ADA access to Gun Lake from Allegan County (east side of Lake). The only other public access is over a 20-minute drive for all users from Allegan County (or coming from main Highway 131 - Kalamazoo/Grand Rapids users)*

## 6. New Construction, Renovation and Future Maintenance

**Please do not include mobilization, site work, etc. in the scope list.**

Questions 6a1 and 6a2 - Maximum of 7 points.

6a1. Is new construction part of your project?\*

Yes

No

If yes, please identify the major components of your construction project.

Scope List

Brief Description

*Boating/Canoe/Kayak Launch or Ramp*

*ada kayak launch*

*Parking Paved with Accessible Spaces*

*adding ada parking near launch*

*Site Amenities (Benches, Picnic Tables, Trash Bins, Signage, etc.)*

*benches, signage*

*Landscaping*

*trees*

*Utilities*

*over head safety light -led upgrades*

*Other*

*wifi access*

6a2. Is this renovation (replace with the same scope item) or redevelopment (change of

Yes

No

use with similar footprint) part of your project?\*

If yes, please identify the major components of your construction project.

Scope List

Brief Description

Age of existing item in years?

*Beach/Shoreline Improvements*

*expand beach area*

*20-30 years*

*Play Equipment (including safety surfacing)*

*adding new swings with improved & expanded safety surface area*

*10-20 years*

*Access Road/Entrance Drive*

*boat launch drive*

*30-40 years*

What mechanisms and resources are in place to maintain this investment? Please check all that apply.\*

General Fund support for Parks and Recreation

Millage

Endowment Fund

Grants

Friends Group

Dedicated Parks and Recreation Staffing

None of the above

Other

**Based upon the existing mechanisms and resources, how long could you maintain this investment?\***

*for the life of the park (50 + years)*

**6b. Describe the selection of materials, the way the project is designed, and other features that make it sustainable.\*** (Maximum of 2 Points)

*All materials are locally sourced. Lights will be changed to all LED.*

**6c. What design features or considerations in your project reduces long term maintenance?\*** (Maximum of 2 Points)

*new drainage will keep the park from flooding (which has caused problems with beach erosion and rotting playground surfacing materials faster).*

**DNR Only**

# Financial Details

1. Click **SAVE** to save changes and generate calculations.
2. To add rows to a section, click the + button.
3. See the Grant Program handbook [here](#) for additional information.

<b>Budget Categories</b>	<b>Need for project?*</b>		<b>Total Cost</b>
<b>Pre-planning</b> - Only includes conceptual designs, public input, public surveys and other meetings.	Yes	<input checked="" type="checkbox"/> No	\$
<b>Administration</b> - Internal activities necessary to support the oversight and implementation of the project. This category is capped at 5% of the Project Subtotal.	Yes	<input checked="" type="checkbox"/> No	\$
<b>Project Permitting, Plan Designs and Oversight</b> - This category is capped at 25% of the Project Subtotal.	<input checked="" type="checkbox"/> Yes	No	\$54,000
<b>Construction</b>	<input checked="" type="checkbox"/> Yes	No	\$482,500
<b>Programming</b>	Yes	<input checked="" type="checkbox"/> No	\$
<b>Equipment</b> - directly related to activities supporting the construction improvements of the project; maintenance equipment is not eligible.	Yes	<input checked="" type="checkbox"/> No	\$
	<b>Subtotal</b>		\$536,500
This program does permit the use of funds to cover indirect costs. Do you want to include indirect costs in this project?*			
Yes	<input checked="" type="checkbox"/> No		
	<b>Budget Total</b>		\$536,500
<b>Grant amount requested*</b>			\$522,500
<b>Does this project have match?*</b>	<input checked="" type="checkbox"/> Yes	No	
<b>Total Match</b>			\$14,000
<b>Total Project Cost</b>			\$536,500
a) General Funds or Local Restricted Funds (Applicant's own cash)			\$14,000
NO ARPA FUNDS			
b) Force Account Labor/Materials (Applicant's own paid labor or materials)			\$
c) Federal or State Funds			\$
d) Cash Donations			\$
e) Donated Labor and/or Materials			\$
<b>Maintenance</b> - Funding identified is based upon possible need to help support maintaining the project. Please note that the spark grant does not allow for ongoing maintenance, however the DNR may utilize this information to help align additional funding opportunities.			\$
<b>DNR Only</b>			

# Additional Information

1. Click **SAVE** to save changes.
2. See the Grant Program handbook [here](#) for additional information.

## Additional Information

**Provide any additional information relevant to the project such as site photos, support letters, surveys, etc.**

Title:

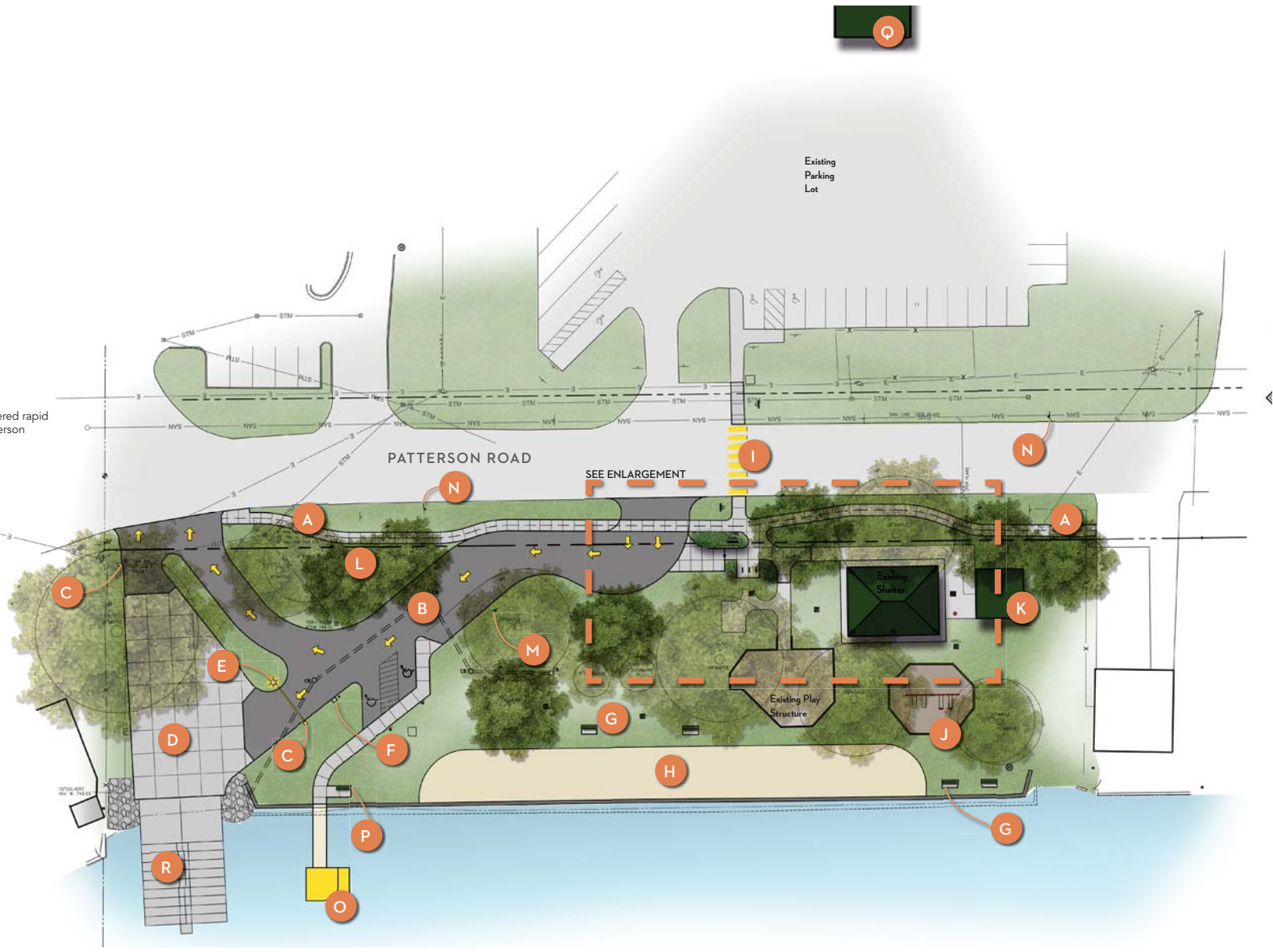
Document Upload:

*Letters of Support -public*



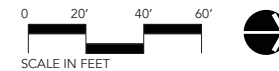
# PROPOSED

- A** 5' wide concrete walk
- B** Renovated asphalt drive to boat launch and barrier-free parking
- C** Electric gate with vehicle detection loop
- D** Renovated concrete drive to boat launch
- E** Security light
- F** Wi-fi controlled pay station for entry
- G** 6' bench on concrete pad (4 total)
- H** Expand beach 23' x 225'
- I** Pedestrian crossing with solar-powered rapid flashing beacon, both sides of Patterson
- J** New swings and safety surfacing
- K** Restroom building: convert lighting to LED, add motion sensors
- L** New shade tree (typical)
- M** 'Kayak Drop-Off, No Parking' sign
- N** 'Pedestrian Crossing Ahead' sign
- O** Accessible kayak launch
- P** Accessible bench with wheelchair space
- Q** Maintenance barn: convert lighting to LED, add motion sensors
- R** New boat launch (not included in grant)



# SITE PLAN

GUN LAKE PARK IMPROVEMENTS  
WAYLAND, MICHIGAN

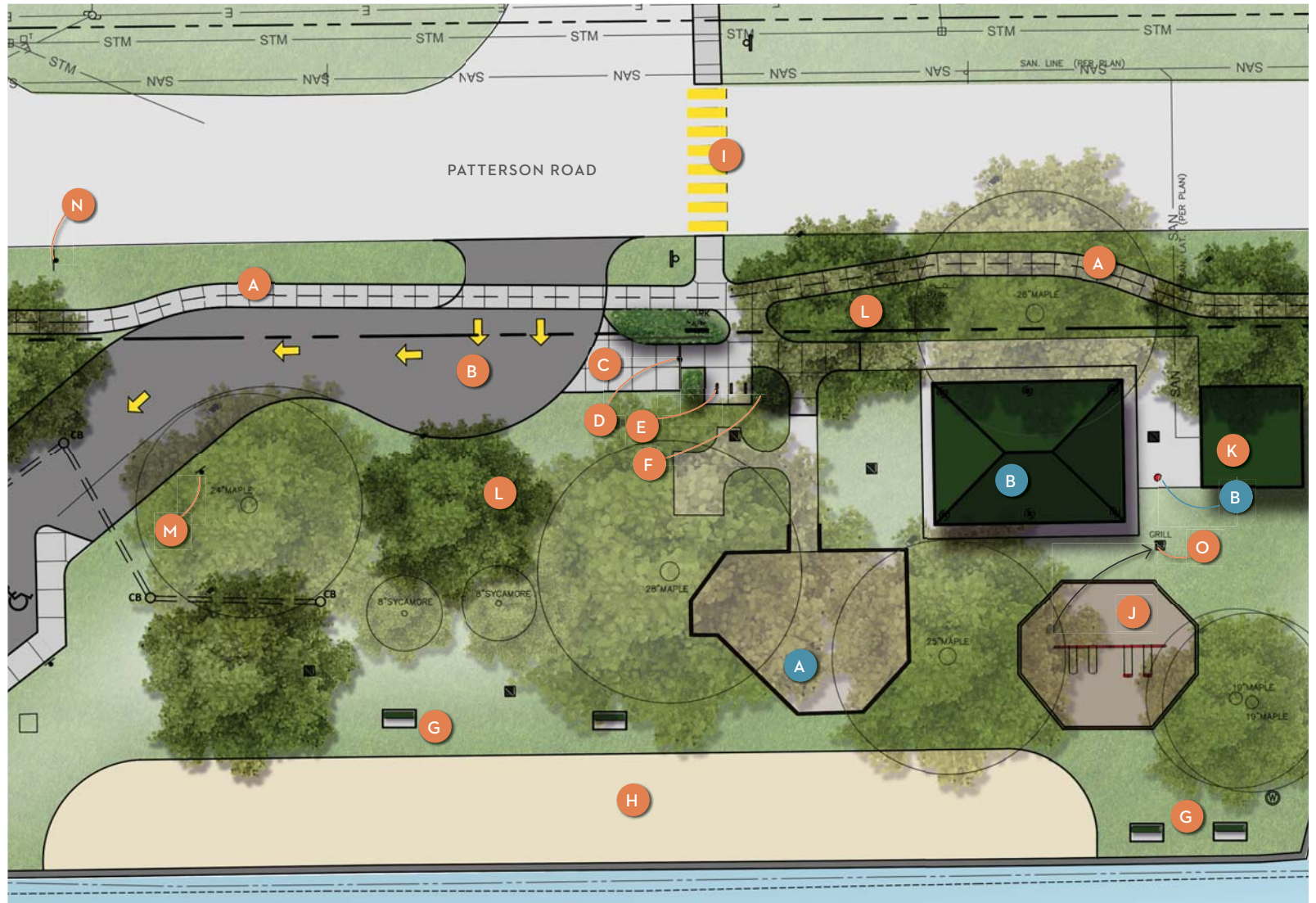


## PROPOSED

- A** 5' wide concrete walk
- B** Renovated asphalt drive to boat launch and barrier-free parking
- C** Unloading space
- D** Bollard
- E** Bike racks (3)
- F** Low maintenance plantings
- G** 6' bench on concrete pad (4 total)
- H** Expand beach 23' x 225'
- I** Pedestrian crossing with solar-powered rapid flashing beacon, both sides of Patterson Road
- J** New swings and safety surfacing
- K** Restroom building: convert lighting to LED, add motion sensors
- L** New shade tree (typical)
- M** 'Kayak Drop-Off, No Parking' sign
- N** 'Pedestrian Crossing Ahead' sign
- O** Shift existing grill

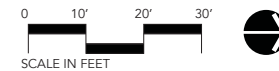
## EXISTING

- A** Play area
- B** Picnic shelter
- C** Drinking Fountain



# ENLARGEMENT

GUN LAKE PARK IMPROVEMENTS  
WAYLAND, MICHIGAN





ALLEGAN COUNTY  
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: 226946

Date: 06/01/2023

Request Type Grant Select a Request Type to reveal and complete required form.

Department Requesting Parks

Submitted By Brandy Gildea

Contact Information Ext 2542

Name of Grant:

Summary of Grant:  
 Administered by the DNR, Michigan Spark Grants, a \$65 million grant program that is split into three rounds will support projects that provide safe, accessible, public recreation facilities and spaces to improve people's health, introduce new recreation experiences, build on existing park infrastructure and make it easier for people to enjoy both indoor and outdoor recreation. Individual grant amounts will range from a minimum of \$100,000 to a maximum of \$1 million. Unlike most DNR grants this one does not require a match.

Grant Submission Deadline Date

- APPLICATION
- ACCEPTANCE
- New
- Renewal
- Continuation

Amount (Not including local match) \$985,000.00

Source of Grant Funds (% of allocation) 100

Type of Match

- Cash
- Inkind

Amount / Description / Source of Match:

Term of Grant \_\_\_\_\_

Does it involve personnel?

- No
- Yes

Does it involve ongoing Operational Activities (recoverable?)

- No
- Yes

Admin Fees \$0.00

Equipment / Ongoing Costs

Does it effect other operations?

- Yes
- No

Disposition:

Changes in Grant:

# Applicant Information

1. All required fields are marked with an \*.
2. Click **SAVE** to save changes.
3. See the Grant Program handbook [here](#) for additional information.

<b>Name of Applicant (Government Unit)*</b>	<b>Unique Entity Identifier Number*</b>	<b>Sigma Vendor Number*</b>	<b>SIGMA Address ID*</b>	
<i>Allegan County</i>	<i>V9QWHKM9ZEC1</i>	<i>CV0022586</i>	<i>00036</i>	
<b>Organization Type*</b>				
<i>Local Unit of Government</i>				
<b>Name of Authorized Representative*</b>	<b>Title*</b>			
<i>Brandy Gildea</i>	<i>Parks Manager</i>			
<b>Address*</b>	<b>City*</b>	<b>State*</b>	<b>ZIP*</b>	<b>County*</b>
<i>3283 122nd Avenue</i>	<i>Allegan</i>	<i>MI</i>	<i>49010</i>	<i>Allegan County</i>
<b>Telephone*</b>	<b>E-mail*</b>			
<i>(269) 673-0378</i>	<i>bgildea@allegancounty.org</i>			
<b>State House District*</b>	<b>State Senate District*</b>	<b>U.S. Congress District*</b>		
<i>District 38</i>	<i>District 20</i>	<i>District 4</i>		
The following link contains District Maps - <a href="https://www.michigan.gov/micrc/mapping-process/final-maps">https://www.michigan.gov/micrc/mapping-process/final-maps</a>				
<b>Proposal Title (Not to exceed 60 characters)*</b>				
<i>West Side Park - Beach Access Improvements Phase 1</i>				
<b>Address of Site*</b>	<b>City, Village or Township of Site*</b>		<b>Zip*</b>	
<i>2152 Lakeshore Drive</i>	<i>Fennville</i>		<i>49408</i>	
<b>County in which Site is located*</b>				
<i>Allegan</i>				
What is/will be the applicant's type of ownership and control of the property?*				
<input checked="" type="checkbox"/> Fee simple ownership. Please upload the deed and site control form which can be found in the handbook.				
<i>West Side Deed for Main Parcel - 1921.pdf</i>				
<i>West Side Deed for Lagoon Property - 1967.pdf</i>				
Less than fee simple. Explain what rights the applicant has and what agency holds the underlying fee simple ownership.				
Lease/Easement. Upload a copy of the lease/easement and site control form which can be found in the handbook.				
<b>Latitude/Longitude at park entrance*</b>				
<i>42.574000</i>		<i>-86.234000</i>		
<b>DNR Only</b>				
<b>Regional Partner</b>		<b>Project Category</b>		
<b>Comments</b>				

# Narrative Details - Part 1

1. All required fields are marked with an\*.
2. Click **SAVE** to save changes.
3. To add rows to a section, click the + button.
4. See the Grant Program handbook [here](#) for additional information.

## Park Name\*

West Side County Park

Is this an existing park?\*

Yes

No

**If yes, please explain what features currently exist at the park?**

West Side Park is located on the beautiful Lake Michigan shoreline. It consists of 11 acres with 630 feet of beautiful, sandy beach on Lake Michigan. A dune stairway provides easy access to the beach. West Side has picnic tables, two covered pavilions, two modern restroom buildings, and a fenced playground.

**If you are submitting multiple Spark applications, what is the priority for this application? (1=highest)\***

1

## Proposal Description

**What do you want to do?\***

Development to include the construction of, and installation of an accessible ramp and landing, and overlook area. The Lake Michigan Shoreline is the true asset of this park and this proposed project will provide barrier-free access for all users to enjoy. This is phase 1 of 3 phases.

### 1. Public benefit and anticipated outcomes

**1a. How was the community negatively impacted by COVID? How does this project address that? (Maximum of 10 Points)\***

Our community was affected by covid due to so many indoor and group/sports activities being closed down that so many parks and outdoor facilities were identified (positive) but as they were heavily used amenities have become worn sooner than later and park needs/wants (lack of activities/resources) have been identified. This project helps provide ADA access to Lake Michigan. There is no other ADA access to Lake Michigan in Allegan County. Covid also affected our community's mental health by causing a lot of stress about jobs, being isolated, or being scared they would get sick. West Side Park provided a place for people to go where they could do activities that improved both their physical and/or mental health.

**1b. How will this project contribute to strong healthy communities that promote health and safety? (Maximum of 8 Points)\***

West Side Park provides a place for people to go where they could do activities that improve both their physical and/or mental health. It will provide ADA access to Lake Michigan that many Allegan County residents currently don't have. Parks can provide crucial vehicles for inclusion, stimulating positive interaction among park users of all ages, abilities, and backgrounds. Parks can help reduce stress and promote mental health and the more facilities that are layered onto a park the more use it can get from people with different interests and skills.

**1c. What kind of stakeholder and community input did you have? (Maximum of 4 Points)\***

Several methods were used to info the public about the proposed project and to receive feedback as the improvements/plan was being developed:

1. On-site input sessions/public meetings (3 meetings)
2. Social media pages with weekly updates with pictures and/or videos on Facebook and Instagram.
3. Board updates that go to our Board of Commissioners, who then share with all their constituents.
4. Website updates.
5. Staff at the parks updating users coming in.

**While not a requirement for funding, is this project part of a community recreation or capital improvement plan?\***

This plan has been identified and meets many goals in the 2020-2024 Allegan County Recreation plan (which is on file with the DNR)

**Please provide examples of documented stakeholder and community input that you have (including Letters of Support).**

Westside County Park ADA Beach Access Feedback.pdf

WS Beach Access Feedback from Emails.pdf

**1d. Certified Resolution from the highest governing body (Maximum of 2 Points):\***

### 2. Access to the Project Site

2a. Access to the Project Site: Based upon the geographic location of the proposed project, the DNR will determine what portion of the community's population will be within a half mile of the project site. (Maximum of 7 Points)

2b. How will the public reasonably access the project site. Select all that apply.\* (Maximum of 7 Points)

Vehicle

Bus stop within 0.25 miles

Sidewalk

Boat/Kayak

Bike

Trail

Dial-a-ride

Walking (lots of neighbors)

**2c. What programs and partnerships currently exist that bring people to your project and activate the space? Example – Summer camp, farmers market, music in the park etc. (Maximum of 3 Points)**

The Outdoor Discovery Center partners with Allegan County to provide educational programs such as the "Up Close and Wild" and the "Morning BirdWalk".

### 3. Financial and Social Considerations

Household income, park density, and health are all important attributes of a strong, healthy community and the basis for the social and financial scoring section. DNR will score this section based on statewide available data and the geographical location of the proposed project. (Maximum of 19 Points)

**DNR Only**



## Narrative Details - Part 2

- All required fields are marked with an \*.
- Click **SAVE** to save changes.
- To add rows to a section, click the + button
- See the Grant Program handbook [here](#) for additional information

### 4. Clarity of scope and ability to execute

4a. Provide your targeted dates for the following project milestones.\* (Maximum of 10 Points)

	Target Completion Date	Description of Timeline
Public Input	10/28/2022	Completed
Planning and Design	10/28/2022	Completed
Bidding (must be complete by 12/31/2024)	12/22/2023	Plan to complete within 10-12 weeks of knowing if grant was awarded
Construction (must be complete by 10/31/2026)	7/28/2024	Have construction start asap in the spring of 2024 and be completed within 2-3 months.
Programming and activation	8/1/2024	Programming and activation would start as soon as construction in completed

### Conceptual Site Development:\*

*West Side Park Site Plan.pdf*

Do you have a Licensed Landscape Architect, Engineer, or Architect under contract or on staff for this project?  Yes  No  
 If yes, what is the firm name and did you use a competitive selection process to retain them? *Abonmarche Consultants, Inc. We used the County's RFP process to select an Architect for this project.*

Are construction plans and specifications available?  Yes  No

4b. Are Federal, State and/or Local permits required for the project?  Yes  No

TYPE OF PERMIT	PERMITTING AGENCY	EFFORTS TAKEN TO OBTAIN PERMIT OR DETERMINING PERMIT REQUIREMENTS	Permit Status
<i>Site Plan Review</i>	<i>Ganges Township</i>	<i>Permit application prior to the start of construction</i>	<i>Initial Consultation</i>
<i>Site Plan Review</i>	<i>Allegan County</i>	<i>Permit application prior to the start of construction</i>	<i>Initial Consultation</i>
<i>SESC</i>	<i>Allegan County</i>	<i>Permit application prior to the start of construction</i>	<i>Initial Consultation</i>
<i>MDEQ JPA</i>	<i>State of Michigan</i>	<i>Permit application prior to the start of construction</i>	<i>Initial Consultation</i>

Is there any evidence of contamination within the project area?  Yes  No

Select all the following project partners or support staff.

Contact Name	Description
<input checked="" type="checkbox"/> Local Government Staff	<i>Brandy Gildea</i>
<input type="checkbox"/> Non-Profit Organization/Group	<i>Parks Manager</i>
<input type="checkbox"/> Community Foundation	
<input type="checkbox"/> Regional Planning Agency	
<input type="checkbox"/> Volunteer	
<input type="checkbox"/> Friends Group	
<input type="checkbox"/> State or Federal Agency	
<input type="checkbox"/> Land Conservancy	
<input type="checkbox"/> Other	

### 5. Access to new opportunities for people of all abilities

5a. Please select what groups you have received feedback from and upload the associated support documentation.\* (letters, plan review comments, testimonials, etc.) (Maximum of 5 Points)

No feedback received.

Center for Independent Living

Center for Assisted Living

Local or regional Disability Network

Physical or Recreational Therapist

Individual

*WS Beach Access Feedback from Emails.pdf*

Formal Group or Organization

Other

5b. What specific features make your project unique and can clearly show that input from the above groups has been incorporated? (Maximum of 10 Points)

*There is no other ADA access to Lake Michigan in Allegan County.*

### 6. New Construction, Renovation and Future Maintenance

Please do not include mobilization, site work, etc. in the scope list.

Questions 6a1 and 6a2 - Maximum of 7 points.

6a1. Is new construction part of your project?  Yes  No

If yes, please identify the major components of your construction project.

Scope List	Brief Description
<i>Other</i>	<i>Timber ADA Ramp, TIMBER OVERLOOK</i>
<i>Overlook or Observation Deck</i>	

6a2. Is this renovation (replace with the same scope item) or redevelopment (change of use with similar footprint) part of your project?  Yes  No

If yes, please identify the major components of your construction project.

Scope List	Brief Description	Age of existing item in years?
<i>Access Pathway 6' wide or more</i>	<i>CONCRETE WALK, 8' WIDE</i>	<i>0-10 years</i>



Gazebo/Pavilion/Shade Structure

RELOCATED GAZEBO

0-10 years

What mechanisms and resources are in place to maintain this investment? Please check all that apply.\*

General Fund support for Parks and Recreation

Millage

Endowment Fund

Grants

Friends Group

Dedicated Parks and Recreation Staffing

None of the above

Other

**Based upon the existing mechanisms and resources, how long could you maintain this investment?\***

*for the life of the park (50 + years)*

**6b. Describe the selection of materials, the way the project is designed, and other features that make it sustainable.\* (Maximum of 2 Points)**

*All materials are locally sourced, Helical piers will be placed to help the structure stay in place due to erosion and changing water levels.*

**6c. What design features or considerations in your project reduces long term maintenance?\*** (Maximum of 2 Points)

*Helical piers will be placed to help the structure stay in place due to erosion and changing water levels.*

**DNR Only**

# Financial Details

1. Click **SAVE** to save changes and generate calculations.
2. To add rows to a section, click the + button.
3. See the Grant Program handbook [here](#) for additional information.

<u>Budget Categories</u>	<u>Need for project?*</u>		<u>Total Cost</u>
<b>Pre-planning</b> - Only includes conceptual designs, public input, public surveys and other meetings.	Yes	<input checked="" type="checkbox"/> No	\$
<b>Administration</b> - Internal activities necessary to support the oversight and implementation of the project. This category is capped at 5% of the Project Subtotal.	Yes	<input checked="" type="checkbox"/> No	\$
<b>Project Permitting, Plan Designs and Oversight</b> - This category is capped at 25% of the Project Subtotal.	<input checked="" type="checkbox"/> Yes	No	\$228,000
<b>Construction</b>	<input checked="" type="checkbox"/> Yes	No	\$757,000
<b>Programming</b>	Yes	<input checked="" type="checkbox"/> No	\$
<b>Equipment</b> - directly related to activities supporting the construction improvements of the project; maintenance equipment is not eligible.	Yes	<input checked="" type="checkbox"/> No	\$
		<b>Subtotal</b>	\$985,000
This program does permit the use of funds to cover indirect costs. Do you want to include indirect costs in this project?*			
Yes	<input checked="" type="checkbox"/> No		
		<b>Budget Total</b>	\$985,000
<b>Grant amount requested*</b>			\$985,000
<b>Does this project have match?*</b>	Yes	<input checked="" type="checkbox"/> No	
<b>Total Match</b>			\$0
<b>Total Project Cost</b>			\$985,000
<b>Maintenance</b> - Funding identified is based upon possible need to help support maintaining the project. Please note that the spark grant does not allow for ongoing maintenance, however the DNR may utilize this information to help align additional funding opportunities.			
<b>DNR Only</b>			

# Additional Information

1. Click **SAVE** to save changes.
2. See the Grant Program handbook [here](#) for additional information.

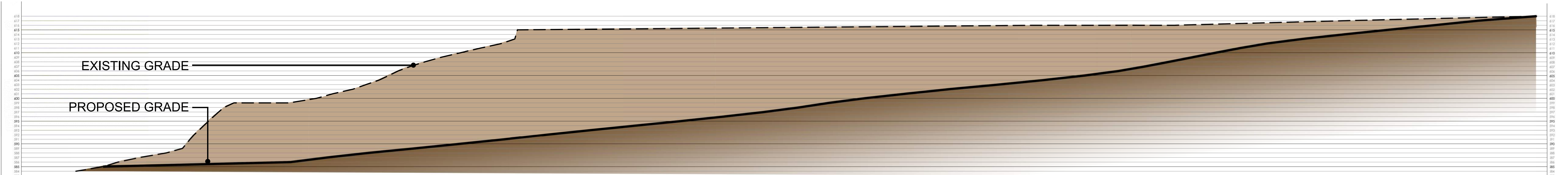
## Additional Information

**Provide any additional information relevant to the project such as site photos, support letters, surveys, etc.**

*This project is part of a larger project that will ensure we can maintain the beach and structure to provide access as the water levels change. This is Phase 1 of 3 for this total project.*

Title:

Document Upload:



SECTION THROUGH CENTER LINE OF PROPOSED VEHICLE ACCESS DRIVE  
1" = 10'



NOTE: ALL SPOT ELEVATIONS NOTED ARE APPROXIMATE.



# WEST SIDE PARK BEACH ACCESS - OPTION A

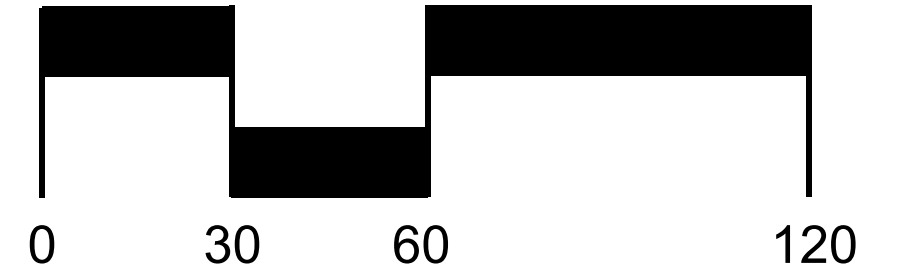
PREPARED FOR: ALLEGAN COUNTY

DATE: MAY 31, 2023

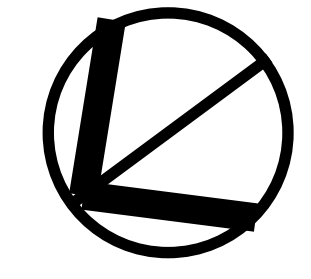
PREPARED BY:



SCALE: 1" = 30'



NORTH



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# PHASE 1



- CONCRETE WALK, 8' WIDE
- RELOCATED GAZEBO
- CONCRETE OVERLOOK
- TIMBER OVERLOOK (TYP.)
- PERMANENT TIMBER STAIRS AND HANDRAIL, 6' WIDE (TYP.)
- REMOVABLE STAIR SECTION
- REMOVABLE RAMP SECTION

NOTE: ALL SPOT ELEVATIONS NOTED ARE APPROXIMATE.



## WEST SIDE PARK BEACH ACCESS - OPTION A

PREPARED FOR: ALLEGAN COUNTY

DATE: MAY 31, 2023

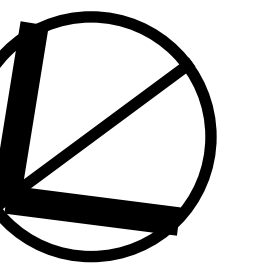
PREPARED BY:



SCALE: 1" = 30'



NORTH



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

## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**PARKS & RECREATION - LETTER OF SUPPORT FOR CITY OF ALLEGAN SPARK GRANT  
APPLICATION TO REPLACE THE CLOSED TRESTLE TRAIL BRIDGE**

**BE IT RESOLVED**, that the Board of Commissioners authorizes the release of the letter of support, as attached.

DRAFT

# Allegan County Board of Commissioners



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

*Jim Storey, Chairperson*  
*Dean Kapenga, Vice Chairperson*

June 9, 2023

## **DISTRICT 1**

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

State of Michigan  
Michigan Department of Natural Resources  
P.O. Box 30028  
Lansing, MI 48909

## **DISTRICT 2**

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

**RE: City of Allegan, Michigan SPARK Grant Application to replace the closed Trestle Trail Bridge**

Dear Funding Agency,

## **DISTRICT 3**

Dean Kapenga  
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allegancounty.org

The Allegan County Board of Commissioners submit this letter of support for the City of Allegan as they endeavor to secure funding to replace the closed Trestle Trail Bridge. The Trestle Trail Bridge is a wooden structure that is failing in many places and has been officially closed to the public by the City of Allegan. The bridge is approximately 10 feet wide and has a span of 70 feet as it crosses the Kalamazoo River. This is a critical piece of the city's recreation infrastructure as well as for the county's interconnected off-road vehicle trails.

## **DISTRICT 4**

Scott Beltman  
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allegancounty.org

Located at the northern end of the city-owned Jaycee Park, this bridge connects an underserved neighborhood to recreation opportunities which include a skate park, a disc golf course, a dog park, a basketball court, a playground and a .3-mile walking loop. This bridge also serves as the primary connector for Off-Road Vehicles into Downtown Allegan and with the impending MDOT-funded roundabout construction at the M89/M40/Hubbard Street junction, this bridge will be the only connection for Off-Road Vehicles into Downtown Allegan. Unless this bridge is replaced, Downtown Allegan will not be connected to the existing Off-Road Vehicles trail system throughout Allegan County.

## **DISTRICT 5**

Gale Dugan  
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gdugan@  
allegancounty.org

This effort is consistent with the goals and objectives below from within the Allegan County Board of Commissioners approved Parks 5-Year Recreation Plan:

Goal 2: Provide safe, broad community-based recreation opportunities, facilities and programs that improve the overall quality-of-life year round for all Allegan County residents and tourists.

Objectives:

### **Mission Statement**

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

- a. Add recreational opportunities/amenities, which fall in line with the purpose of the park and are based upon recreation needs, trends, and input from the community.
- b. Increase recreational opportunities for people with disabilities.
- c. Continue efforts to find and enhance recreation opportunities throughout Allegan County
- d. Continue to add structural amenities, such as pavilions and restroom buildings, to the park facilities based upon community input and need to ensure that there are sufficient park and recreation opportunities for all current and potential users.

Goal 3: Provide leisure time activities with special consideration given to improving health, wellness and fitness.

Objectives:

- a. Provide both passive and active activities for a variety of ages and abilities of the community.

Goal 4: Provide non-motorized and/or multi-use pathways/waterways for recreational and transportation use.

Objectives:

- a. Expand non-motorized and/or multi- use pathways/waterways through Allegan County with a focus upon linking parks, schools, neighborhoods cities, business areas, regional trails and local destination points.
- b. Support the efforts of trail groups (Friends of the Blue Star Trail, River to River trail committee, etc.) to connect Allegan County to parks, schools, neighborhoods cities, business areas, regional trails and local destination points.

Based on alignment with these goals and objectives, to include increasing community-based recreation opportunities, increased tourism, economic growth, and public health improvements, the Allegan County Board of Commissioners supports your effort to move this project forward.

Sincerely,

Jim Storey, Board Chairperson



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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**BOARD OF COMMISSIONERS—WATER STUDY WORKGROUP STRUCTURE**

**WHEREAS**, on June 10, 2021, the Board established the positions and representative description/roles to serve on the County Water Study Workgroup; and

**THEREFORE, BE IT RESOLVED**, the Board authorizes the following changes to positions and representative descriptions/roles; and

<b>County Water Study Workgroup</b>		
<u>Position:</u>	<u>Description/Role</u>	<u># of Seats</u> (11 Total)
County Commissioners	Represent the citizenry of Allegan County and have direct links to the Boards of the Local Units of Government (LUG)	1
Consultant	Independent water-related industry consultant	1
Municipal Water Supply Supervisor or Technician	Represent technical expertise relative to Municipal Water Supplies.	1
Academia (Not directly related to the development of the groundwater study)	Provide perspective not only scholastically, but also the latest in technology and how the study can be best utilized.	1
Agricultural Businesses: Growers & Livestock	Agricultural businesses are some of the biggest users of the ground water in the county, not only for irrigation purposes but for watering of animals. Their businesses are directly affected by the availability and quality of ground water. Some farmers, in the dry times of the year, can use several thousands of gallons of water/day.	1
Allegan County Conservation District (ACCD)	ACCD work with many Allegan County agricultural businesses and are committed, as evidenced by their vision, to help sustain the natural resources for future	1

	generations. ACCD is familiar with the mechanisms of the Allegan County agricultural businesses as well as the hydro-lithology of Allegan County.	
Well Driller	Provide insight, experience, and knowledge. Any policy or water management planning can directly or indirectly impact this sector.	1
Community Member	Represent the perspective of private water supplies in Allegan County which is very large.	3
Tribal Member	The tribe uses groundwater and represents a portion of the constituency of Allegan County. They have a direct interest in the success and protection of the groundwater of Allegan County.	1

**BE IT FINALLY RESOLVED** that this Board resolution shall supersede any previous actions taken.

DRAFT