

Allegan County Board of Commissioners



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

Jim Storey, Chairperson
Dean Kapenga, Vice Chairperson

BOARD PLANNING SESSION-AGENDA

Thursday, June 8, 2023, @ 9:00 AM
County Services Building, Board Room
Virtual Meeting Options Attached

DISTRICT 1

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

9:00 AM

CALL TO ORDER:

ROLL CALL:

OPENING PRAYER: Commissioner Gale Dugan

PLEDGE OF ALLEGIANCE:

PUBLIC PARTICIPATION:

ADDITIONAL AGENDA ITEMS:

APPROVAL OF AGENDA:

DISTRICT 2

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

DISTRICT 3

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

DISCUSSION ITEMS:

1. 2023/27 Board Strategic Plan Update:
 - a. Courthouse & County Services Building Renovation Projects
2. Administrative Update

DISTRICT 4

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

OTHER ITEMS:

PUBLIC PARTICIPATION:

FUTURE AGENDA TOPICS:

1. 2023/27 Board Strategic Plan Update:
 - a. PACE Program
2. Administrative Update

DISTRICT 5

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

ADJOURNMENT: Next Meeting—Thursday, June 22, 2023, 9:00 AM @ COUNTY SERVICES BUILDING, BOARD ROOM.

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.

Mission Statement

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



Allegan County Board of Commissioners

STEP 1: Connect to the Meeting

- OPTION 1: Zoom over Telephone

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

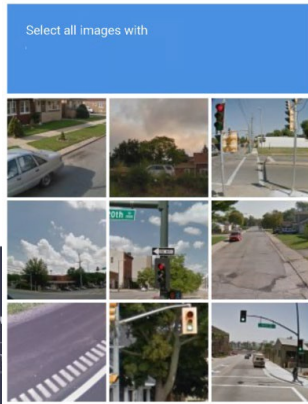
First Name *

Last Name *

Email Address *

Confirm Email Address *

I'm not a robot  reCAPTCHA Privacy - Terms

Select all images with 

VERIFY

US Dollars

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Curre

Support

Test Zoom

Account

Support Center

Live Training

Feedback

Contact Us

Accessibility

Sales

1.888.799.9666

Contact Sales

Plans & Pricing

Request a Demo

Webinars and Events

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Why Zoom

Features

Careers

Integrations

Partners

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 screen 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 Zoom meeting controls at the bottom include 'Chat', 'Raise Hand', and 'Q&A' buttons.

Settings - Audio

Speaker

Test Speaker Remote Audio

Output Level: _____

Volume:

Microphone

Test Mic _____

Input Level: _____

Volume:

Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Advanced

Select a Speaker

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

Economic Development — Greg King, Director
ADMINISTRATIVE REPORTS:

CONSENT ITEMS:

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

Audio Settings

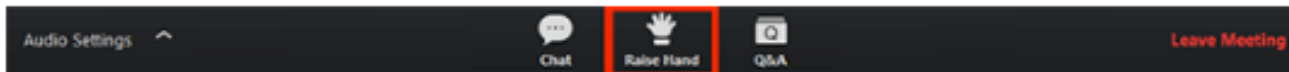
Chat Raise Hand Q&A

STEP 5: Raise hand to be recognized to speak.

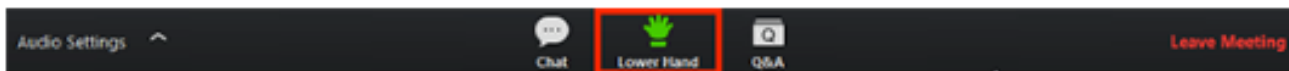
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

On bottom of screen.

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



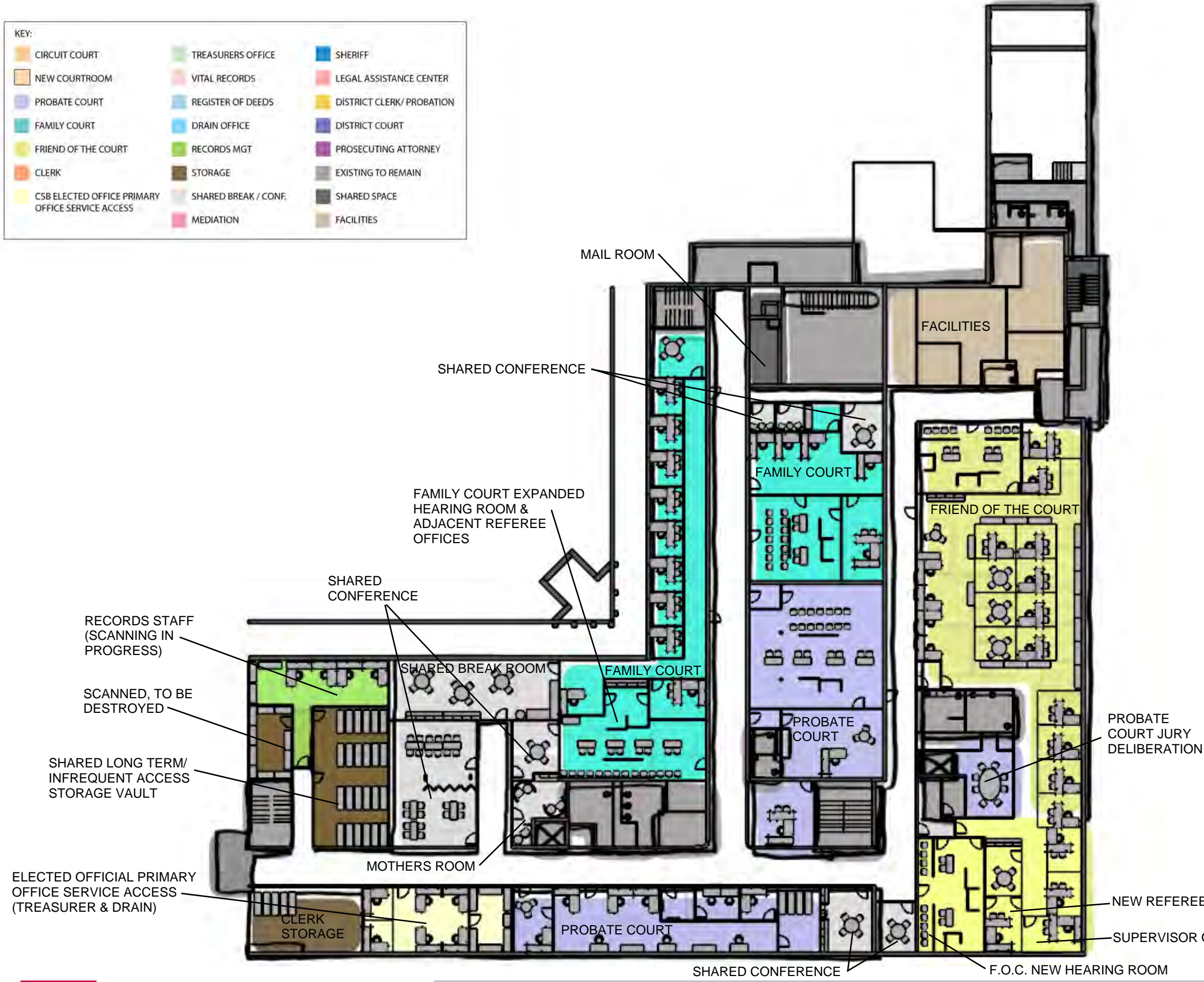
2. The host will be notified that you've raised your hand.
3. Click **Lower Hand** to lower it if needed.



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", and "ADMINISTRATIVE REPORTS:". At the bottom of the document viewer, it shows "PAGE 1 OF 2" and "251 WORDS". Below the document viewer is a Zoom meeting control bar with icons for "Audio Settings", "Chat", "Raise Hand", and "Q&A". A red "Leave Meeting" button is located in the bottom right corner of the control bar. A large blue arrow points to this button.

KEY:		
CIRCUIT COURT	TREASURERS OFFICE	SHERIFF
NEW COURTROOM	VITAL RECORDS	LEGAL ASSISTANCE CENTER
PROBATE COURT	REGISTER OF DEEDS	DISTRICT CLERK/ PROBATION
FAMILY COURT	DRAIN OFFICE	DISTRICT COURT
FRIEND OF THE COURT	RECORDS MGT	PROSECUTING ATTORNEY
CLERK	STORAGE	EXISTING TO REMAIN
CSB ELECTED OFFICE PRIMARY OFFICE SERVICE ACCESS	SHARED BREAK / CONF.	SHARED SPACE
	MEDIATION	FACILITIES

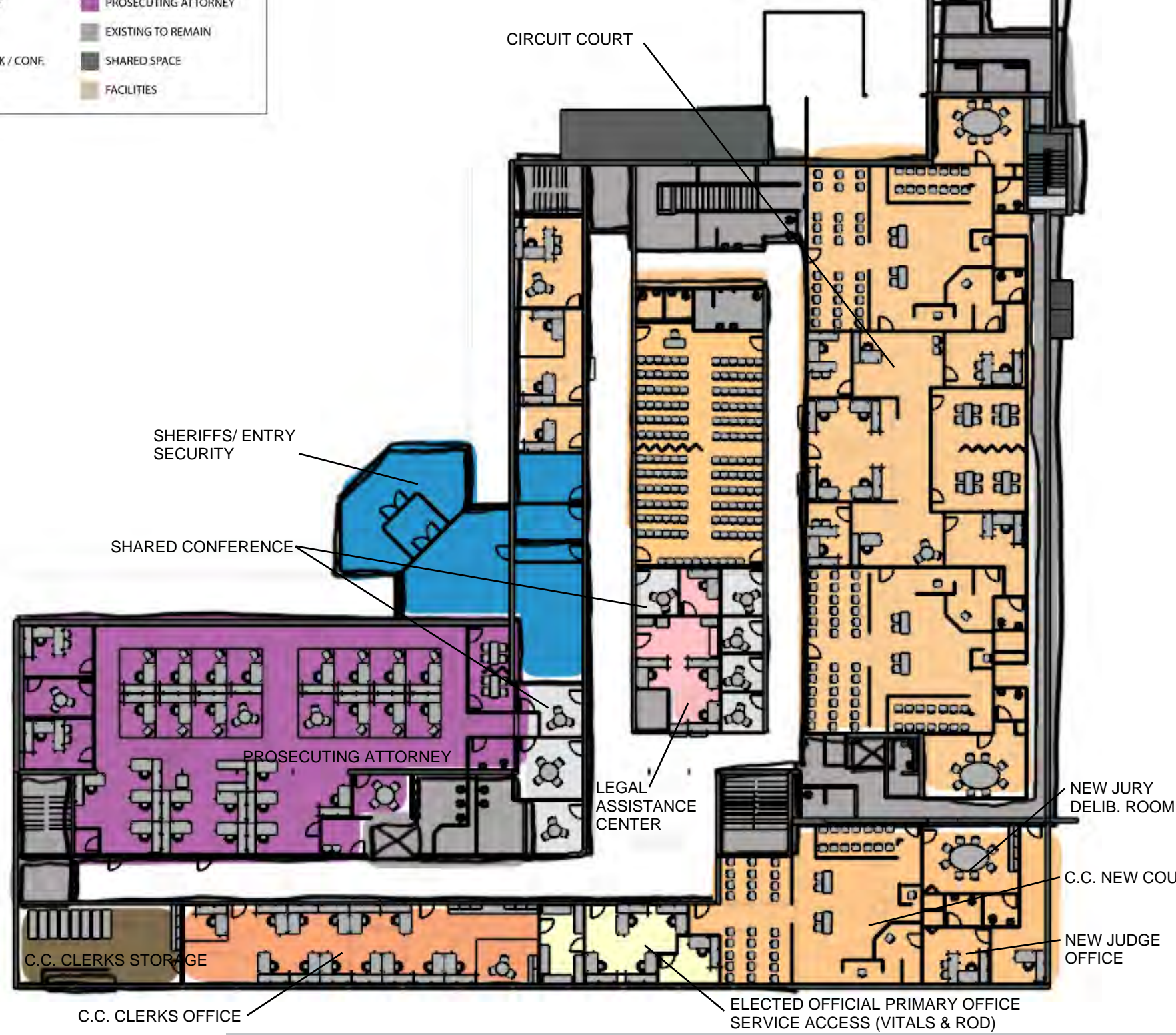


Ground Floor	
Family Court	10 offices, Break/coffee counter, conference room/ room for storage, enlarged hearing room with space for 4 parties
Probate Court	2 offices, 6 open office workstations, three drop in stations, reoriented customer service area and records viewing room provides more space for staff within the open office, space for break counter if requested however the large shared staff break room is just across the hall, existing storage room to remain, Judicial suite and Hearing room to remain, New jury deliberation room with immediate restroom access
Elected officials	2 offices, 4 open office workstations, Storage room (See also first floor)(See also County Services Building)
Friend of the Court	15 offices, 3 small closed conference spaces, 4 open office workstations, two wide hearing rooms, three nearby shared conference spaces, Offices were pulled off the wall to let daylight enter the space, Closable storage cabinets to be located in open office/ circulation spaces, space for built in break counter as well as mail counter if both are requested (currently one counter shown)
Records/ Storage	Shared storage areas directly adjacent to records for ease of work flow, to be destroyed room in back to ease confusion
Break/ Conference	Large breakroom with table to eat at as well as soft seating for staff, Multiple adjacent conference rooms with flexible tables and accordian wall, Mothers room to provide 2-3 pumping stations as well as small counter with sink and mini fridge



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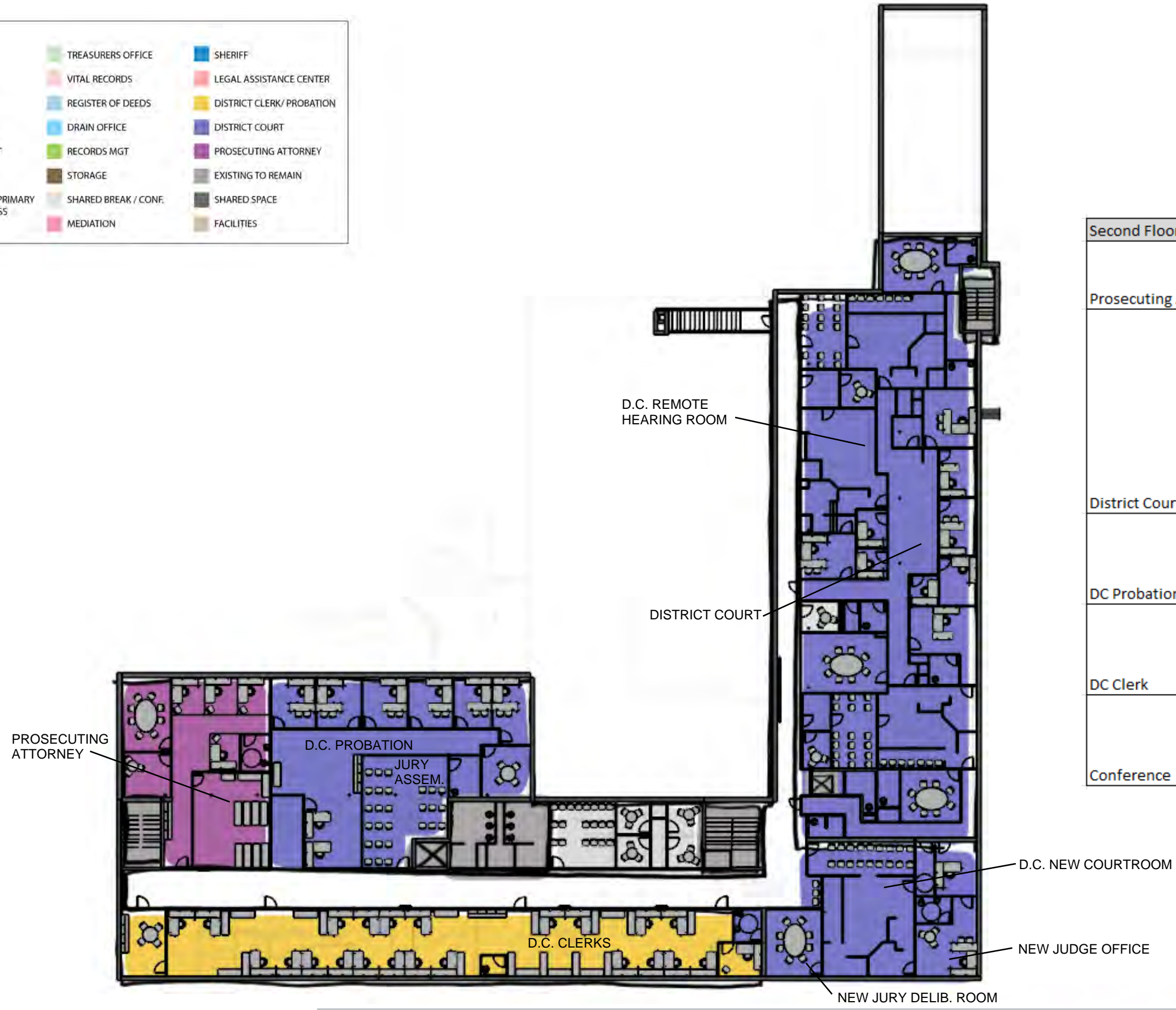


First Floor	
Prosecuting Attorney	16 offices, 6 conference rooms, and direct access to 2 shared conference rooms, 12 open office workstations (See 2nd floor for additional)
CC Clerk	1 office, 12 open office workstations, mail/reception counter, windows at desks along hallway wall for reception also, small meeting room with break/coffee counter
Elected Officials	(On the far right of the CC clerk space) Bob's office & vitals staff space adjacent to Clerks due to shared supervisory responsibilities, 1 office, 4 open office workstations, storage area, if additional department secure storage is deemed necessary a locked vault with key code vitals / clerk only access may be constructed in the shared storage area on the ground floor
Circuit Court	8 offices, 8 open office workstations, three courtrooms, one large jury deliberation room (Crowdedness of other jury deliberation rooms will be addressed with furniture), 3 conference rooms and one open office conference area, Dividable jury selection room
LAC	1 office, 4 open office workstations, storage counter & customer service window, space for printer and copier
Sheriffs	Most to stay the same, break/ locker area to combine with fingerprinting room, use shared staff breakroom for other break needs
Conference	Increase from 5 to 9 shared conference rooms of various sizes. The Circuit Court jury assembly room size has also increased and designed to seat a maximum of 155.



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Second Floor	
Prosecuting Attorney	4 offices, enlarged storage space, possible restroom, kitchen, conference room to double as Childrens "Hoffman Room"
District Court	Three courtrooms with attached jury deliberation spaces, enlarged Jury selection space with restroom, 10 offices, 1 open office workstation, 1 remote hearing room with vestibule and attached conference area, Relocation of the court receipts person to the D.C. Clerks area with current office transitioning to a shared conference room (DC admin to move into DC Clerk space)
DC Probation	6 offices, 2 open office workstations with windows to hall enclave, Conference/drug testing room, break/ coffee counter, mail/ copier/ printer/ storage area
DC Clerk	3 offices (2 for DC Admin staff), 20 open office workstations, storage area, print/ copy area & mail counter, storage room, Non public break zone with break/coffee counter
Conference	4 small shared conference rooms and one larger (formerly the jury selection space), also the new jury selection room may be shared if not in use for jury selection



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SPACE PLANNING THE EAST SIDE OF THE BUILDING (GRAYED OUT) WILL OCCUR AFTER SIGNING THE FURNITURE PROPOSAL, ADDITIONAL INFORMATION WILL NEED TO BE COLLECTED TO PLAN FURNITURE ARRANGEMENTS FOR THESE DEPARTMENTS



County Services Building	
Treasurers	1 offices, 9 open office workstations, 2 customer service windows, 1 conference/ money sorting room, 1 cash room, 1 large storage room with rolling shelves, 2 open office conference areas, 1 mail counter, space for a coffee/ break counter if requested (Adjacent to a shared conference area with kitchenette & non public access to shared breakroom)
Drain Office	2 offices, 7 open office workstations one with internal customer service counter & waiting area, storage room, map viewership zone centralized within open office area, open office conference area, Direct access to shared large conference room that can be booked as needed
Vital Records	(Open to ROD) 1 vitals office, 8 vitals/rod open office workstations to be assigned as need requires, 3 storage rooms, 1 break counter & adjacent open office conference area, additional open office conference area near reception, mail counter in open office and counter in copy room next to reception, shared reception area with 2 additional workstations with public service windows, one public research zone with 2 seated stations and one standing 4 person kiosk. Space for floating storage shelves in open office area (space for elections in small storage room or we can carve out a different space for that)
Register of Deeds	(Open to vitals) 1 rod office, 8 vitals/rod open office workstations to be assigned as need requires, 3 storage rooms, 1 break counter & adjacent open office conference area, additional open office conference area near reception, mail counter in open office and counter in copy room next to reception, shared reception area with 2 additional workstations with public service windows, one public research zone with 2 seated stations and one standing 4 person kiosk. Space for floating storage shelves in open office area

