

## ALLEGAN COUNTY BOARD OF COMMISSIONERS

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AUGUST 24, 2023 SESSION

JOURNAL 71

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DRAFT

**MORNING SESSION****AUGUST 24, 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 August 24, 2023 at 9:00 A.M. in accordance with the motion for adjournment of August 10, 2023, and rules of this board; Vice-Chairman Kapenga 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 - Absent  
 DIST #2 MARK DEYOUNG  
 DIST #3 DEAN KAPENGA  
 DIST #4 SCOTT BELTMAN  
 DIST #5 GALE DUGAN

**PUBLIC PARTICIPATION - NO COMMENTS**

2/ Vice-Chairman Kapenga 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: 4 votes. Nays: 0 votes.

**PUBLIC HEALTH QUARTERLY REPORT**

4/ Health Officer Angelique Joynes presented her quarterly report to the board.

**BEREAVEMENT POLICY**

5/ Administrator Sarro reviewed the changes to the Leave of Absence Policy #507 on the county bereavement policy.

Moved by Commissioner Dugan, seconded by Commissioner Beltman to take action on the Leave of Absence Policy #507 on September 14, 2023. Motion carried by voice vote. Yeas: 4 votes. Nays: 0 votes.

**BREAK - 10:15 A.M.**

6/ Upon reconvening at 10:24 A.M., the following Commissioners were present: Commissioner DeYoung, Kapenga, Beltman and Dugan. Absent: Storey.

**2024/28 BUDGET UPDATE**

7/ Commissioners continued discussions on the 2024/28 budget process and capital projects.

**PUBLIC PARTICIPATION - NO COMMENTS**

8/ Vice-Chairman Kapenga opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

**ADJOURNMENT UNTIL SEPTEMBER 14, 2023 AT 9:00 A.M.**

9/ Moved by Commissioner Dugan, seconded by Commissioner Beltman to adjourn until September 14, 2023 at 9:00 A.M. The motion carried by voice vote and the meeting was adjourned at 11:57 A.M. Yeas: 4 votes. Nays: 0 votes.

**AFTERNOON SESSION****AUGUST 24, 2023 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

10/ 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 August 24, 2023 at 1:00 P.M. in accordance with the motion for adjournment of August 10, 2023, and rules of this Board; Vice-Chairman Kapenga presiding.

The invocation was offered by District #5 Commissioner Kapenga.

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 - Absent |
| DIST #2 | MARK DEYOUNG        |
| DIST #3 | DEAN KAPENGA        |
| DIST #4 | SCOTT BELTMAN       |
| DIST #5 | GALE DUGAN          |

**COMMUNICATIONS**

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

1. Resolution from Charlevoix County opposing SB 299, SB 300, HB 4479 and HB 4480

**AUGUST, 2023 SESSION MINUTES - ADOPTED**

12/ Moved by Commissioner Dugan, seconded by Commissioner Beltman to approve the minutes for the August 10, 2023 session as distributed. Motion carried by voice vote. Yeas: 4 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - NO COMMENTS**

13/ Vice-Chairman Kapenga 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**

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

**INFORMATIONAL SESSION - DEPARTMENT OF HEALTH & HUMANS SERVICES**

**15/** Matthew Salas, Director of Department of Health & Human Services, presented the 2022 Annual Report to the board.

**ADMINISTRATIVE REPORTS**

**16/** Executive Director of Services Dan Wedge gave an update to the board on the Rock Tenn property in Otsego.

Administrator Sarro noted his written report was submitted to Commissioners. Highlights included furniture replacement; courthouse and county services building renovation; facilities master plan; financial stability;

**CONSENT ITEMS:****FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS**

**17/ WHEREAS,** Administration has compiled the following claims for August 18, 2023 and August 25, 2023

**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.

**August 18, 2023**

|  | TOTAL AMOUNT CLAIMED | AMOUNT ALLOWED | AMOUNT DISALLOWED |
|--|----------------------|----------------|-------------------|
| General Fund – 101                             | 219,661.46           | 219,661.46     |                   |
| Parks/Recreation Fund – 208                    | 1,886.37             | 1,886.37       |                   |
| Friend of the Court – Cooperative Reimb. – 215 | 479.26               | 479.26         |                   |
| Friend of the Court – Other – 216              | 2,879.53             | 2,879.53       |                   |
| Health Department Fund – 221                   | 12,601.30            | 12,601.30      |                   |
| Solid Waste/ Recycling – 226                   | 75,173.06            | 75,173.06      |                   |
| Indigent Defense Fund – 260                    | 11,533.83            | 11,533.83      |                   |
| Central Dispatch Fund – 261                    | 413.00               | 413.00         |                   |
| Concealed Pistol Licensing Fund – 263          | 15.56                | 15.56          |                   |
| Grants – 279                                   | 13,633.61            | 13,633.61      |                   |
| Sheriffs Contracts – 287                       | 7,011.32             | 7,011.32       |                   |
| Transportation Fund – 288                      | 1,244,428.69         | 1,244,428.69   |                   |
| Child Care Fund – 292                          | 13,421.54            | 13,421.54      |                   |

|                                       |                       |                       |  |
|---------------------------------------|-----------------------|-----------------------|--|
| Veterans Relief Fund – 293            | 1,485.57              | 1,485.57              |  |
| Senior Services Fund – 298            | 2,238.75              | 2,238.75              |  |
| American Rescue Plan Act – ARPA – 299 | 11,249.60             | 11,249.60             |  |
| Capital Improvement Fund – 401        | 64,016.90             | 64,016.90             |  |
| Property Tax Adjustments - 516        | 22,728.44             | 22,728.44             |  |
| Tax Reversion 2018 – 629              | 180.00                | 180.00                |  |
| Fleet Management/Motor Pool – 661     | 766.96                | 766.96                |  |
| Self-Insurance Fund - 677             | 660.65                | 660.65                |  |
| Drain Fund - 801                      | 34,141.90             | 34,141.90             |  |
| <b>TOTAL AMOUNT OF CLAIMS</b>         | <b>\$1,740,607.30</b> | <b>\$1,740,607.30</b> |  |

**AUGUST 25, 2023**

|  | TOTAL AMOUNT<br>CLAIMED | AMOUNT<br>ALLOWED   | AMOUNT<br>DISALLOWED |
|--|-------------------------|---------------------|----------------------|
| General Fund – 101                             | 136,813.30              | 136,813.30          |                      |
| Parks/Recreation Fund – 208                    | 905.51                  | 905.51              |                      |
| Friend of the Court – Cooperative Reimb. – 215 | 103.90                  | 103.90              |                      |
| Health Department Fund – 221                   | 7,124.64                | 7,124.64            |                      |
| Animal Shelter – 254                           | 6,830.00                | 6,830.00            |                      |
| Indigent Defense Fund – 260                    | 283.60                  | 283.60              |                      |
| Central Dispatch Fund – 261                    | 684.02                  | 684.02              |                      |
| Grants – 279                                   | 11,788.47               | 11,788.47           |                      |
| Sheriffs Contracts – 287                       | 571.99                  | 571.99              |                      |
| Transportation Fund – 288                      | 10,514.18               | 10,514.18           |                      |
| Child Care Fund – 292                          | 7,184.03                | 7,184.03            |                      |
| Capital Improvement Fund – 401                 | 205,997.31              | 205,997.31          |                      |
| Property Tax Adjustments - 516                 | 7,309.06                | 7,309.06            |                      |
| Self-Insurance Fund - 677                      | 519,140.48              | 519,140.48          |                      |
| Drain Fund - 801                               | 16,919.65               | 16,919.65           |                      |
| <b>TOTAL AMOUNT OF CLAIMS</b>                  | <b>\$932,170.14</b>     | <b>\$932,170.14</b> |                      |

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for August 18, 2023 and August 25, 2023.

Moved by Commissioner Dugan, seconded by Commissioner Beltman to adopt the report of claims for August 18, 2023 and August 25, 2023. Motion carried by roll call vote. Yeas: 4 votes. Nays: 0 votes.

**SHERIFF'S DEPARTMENT—APPROVE SPECIALIZED WEAPONS AND TACTICS (SWAT) VESTS PROCUREMENT**

18/ **WHEREAS**, the Board of Commissioners (Board) appropriated \$40,000 in 2023 within the #401 - Sheriff Capital Improvement Plan to fund the replacement of SWAT vests and accessories; and

**WHEREAS**, consistent with the County's Purchasing Policy, a request for proposal process was used to solicit competitive bids, of which a sole bid with a satisfactory proposal was received was for \$40,800.

**THEREFORE BE IT RESOLVED** that the Board awards the SWAT vest procurement (Project #1040-23) bid to On Duty Gear of Port Huron, MI 611258, for \$40,800; 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 Beltman, to approve the resolution as presented. Motion carried by roll call vote. Yeas: 4 votes. Nays: 0 votes.

**FACILITIES MANAGEMENT -REPLACE COUNTY SERVICES BUILDING SERVER ROOM AIR CONDITIONING SYSTEM**

19/ **WHEREAS**, the air conditioning (AC) system to the County's primary server room housed at the County Services Building (CSB) is eligible for replacement and has been experiencing recent issues; and

**WHEREAS**, the County's HVAC Maintenance Service Provider has been consulted and determined that the system should be replaced.

**THEREFORE, BE IT RESOLVED** that the Board of Commissioners (Board) authorizes a reallocation of appropriated 2023 capital project funds within the #401 Capital Improvement Fund in the amount of \$35,000 to establish funding for the replacement of the server room AC System at the CSB; 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 DeYoung to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: 4 votes. Nays: 0 votes.

**FY2024 ELECTED OFFICIALS AND CHIEF DEPUTY POSITION SALARIES**

20/ **WHEREAS**, consistent with MCL 45.421, the Board of Commissioners (Board) has established salaries for non-judicial County elected officials prior to the beginning of their current term; and

**WHEREAS**, those salaries may be increased at the determination of the Board of Commissioners.

**THEREFORE BE IT RESOLVED** that the Board hereby establishes the salaries for the following officials for 2024 consistent with the Budget Policy; and

|                              | <b>2024 Salary</b> |
|------------------------------|--------------------|
| Clerk-Register               | \$89,070.80        |
| Chief Deputy<br>County Clerk | \$74,225.58        |

|                                    |              |
|------------------------------------|--------------|
| Chief Deputy<br>Register of Deeds  | \$74,225.58  |
| Drain Commissioner                 | \$89,070.80  |
| Chief Deputy Drain<br>Commissioner | \$74,225.58  |
| Prosecuting<br>Attorney            | \$130,856.96 |
| Chief Prosecuting<br>Attorney      | \$111,832.24 |
| Sheriff                            | \$114,408.84 |
| Undersheriff                       | \$104,390.52 |
| Treasurer                          | \$89,070.80  |
| Chief Deputy<br>Treasurer          | \$74,225.58  |

**BE IT FURTHER RESOLVED** these salaries shall become effective as of January 1, 2024.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: 4 votes. Nays: 0 votes.

**2024 ROAD COMMISSIONER COMPENSATION**

**21/** Administrator Sarro reviewed the 2024 Road Commissioner compensation plan. Sarro will bring back a resolution for the September 14, 2023 session.

**PUBLIC PARTICIPATION - NO COMMENTS**

**22/** Vice-Chairman Kapenga opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

**ADJOURNMENT UNTIL SEPTEMBER 14, 2023 AT 1:00 P.M.**

**23/** Moved by Commissioner Dugan, seconded by Commissioner Beltman to adjourn until September 14, 2023 at 1:00 P.M. The motion carried by voice vote and the meeting was adjourned at 2:18 P.M. Yeas: 4 votes. Nays: 0 votes.

*Jennifer Duen*

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Deputy Clerk

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Board Chairperson

Minutes approved during the 00/00/2023 Session