



Administrator's Digest

Robert J. Sarro

October 26, 2023

The Allegan County Administrator is pleased to share highlights of various trends, projects, and initiatives happening within and around the organization.

County Services Building

3283 122nd Avenue

Allegan, MI 49010

269.673.0239

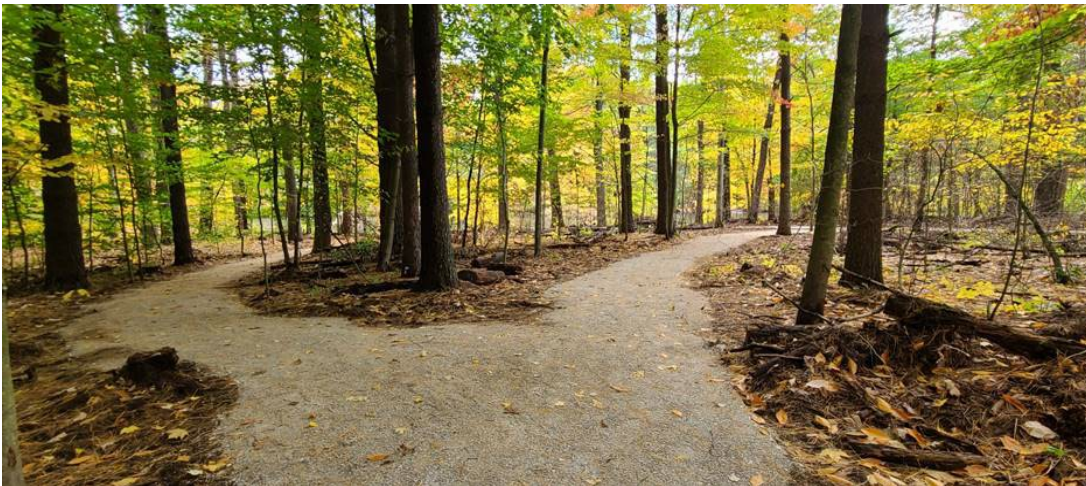
administration@allegancounty.org

IN THIS ISSUE:

Trick or Treating Event,
Kid's Food Basket Partnership,
Current Open Positions,
Broadband Project
And MORE!

Services

Nature Preserve First Anniversary (Last Updated on 10/27/22) – Armintrout-Milbocker Nature Preserve opened to the public one year ago this month. It is free for users every day from dawn to dusk! The Southwest Michigan Land Conservancy (SWMLC) operates the preserve with walking trails that wind through towering pine and hardwood forests; the 140-acre preserve’s high overlooks and riverside paths will provide an unparalleled chance for the community to connect with the Kalamazoo River in a natural setting, creating a refuge for both people and wildlife. It is located in the City of Allegan, just past the Hospital at the end of Thomas Street. See the trail map in Attachment A. For more information, please contact Dan Wedge, Executive Director of Services, at (269) 686-5235 or dwedge@allegancounty.org.



Trick or Treat Event – There is an upcoming engagement event for the community to connect with government services:

- October 31, 2023 - Trick or Treat Event hosted by the County Courts. The event will occur from 8 AM – 5 PM inside the County Courthouse, 113 Chestnut Street, Allegan. For additional information, contact Jonathan Blair at jblair@allegancounty.org.



Services

Downtown Allegan Refuse & Recycling Program – The City of Allegan is seeking to implement the Downtown Refuse & Recycling Program set to begin in January 2024. The City has been working on this development since 2019 with input from the Downtown Lowdown Group, oversight from the Downtown Development Authority (DDA), and the City Council. The City received a bid from Republic Trash Services in April 2023 to service seven (7) dumpster locations and six recycling locations thrice a week. The DDA voted to approve the current proposal. See attachment B for the current and future state of the Refuse & Recycling Program. For more information, please contact Dan Wedge, Executive Director of Services, at (269) 686-5235 or dwedge@allegancounty.org.



Every business in Downtown Allegan attracts customers and employs workers who produce waste. As such, it is the responsibility of the collective whole to ensure that Downtown Allegan upholds both environmental and personal health for its residents and visitors. Shared services like a refuse program are community benefits; a clean city encourages more frequent consumer purchases, increased investment, and further development.

**DOWNTOWN
REFUSE & RECYCLING PROGRAM**



Engagement



22

CURRENT OPEN POSITIONS

Position	Department	Current Status
Administrative Assistant/Receptionist	Public Defender	Unfilled
Administrative Assistant	Senior & Veteran Services	Candidate Identified – start date is 10/23/2023
Administrative Specialist	Sheriff’s Office	Unfilled
Assistant Public Defender	Public Defender	Candidate Identified – to be filled by law clerk once boards are passed
Assistant Prosecuting Attorney	Prosecuting Attorney Office	Unfilled
Community Services Officer (PT32)	Sheriff’s Office – Corrections	Unfilled
Detective (2)	Sheriff’s Office	Promotion anticipated in December, Deputy Sheriff backfills have taken place
Drain Maintenance Technician	Drain Office	Unfilled
Legal Specialist	Public Defender	Unfilled
Public Health Specialist PIO	Health Department	Candidate Identified – start date 10/30/2023
Telecommunicator	Central Dispatch	Unfilled
Youth Specialist	Youth Home	Unfilled
<u>Boards & Commissions Openings:</u>		
911 Operational Policy & Procedure Committee	City / Village Government Representative	
Economic Development Commission	Private Sector Representative	
Economic Development Commission	Healthcare Representative	
Local Emergency Planning Committee	Media Representative	
Solid Waste Planning Committee	Five (5) Representatives	



For more information, please contact Lyn Holoway, Human Resources Manager, at (269) 673-0537, holoway@allegancounty.org.

Engagement



Employment (Last Updated on 10/26/23)
2023 as of Quarter 3:

TURNOVER/RETENTION (Regular FT & PT Only)			
	Q1	Q2	Q3
# of Terminations (includes Retirees)	13*	9*	18*
Average length of tenure of terminated REG employees	11.69	9.1	7
Turnover % of new REG employees (<=1 year)	13.6%	13.64%	33.33%
Turnover % of REG employees	3.16%	2.15%	4.22%
Total average number of REG Employees	411	419	427
Notes	*5 of these terminations were due to retirement	*1 termination was a retirement	*5 of the terminations were retirements
RECRUITMENT			
	Q1	Q2	Q3
Jobs Posted	23	24	12
# of Days to Hire (KPI)	57.85	66.13	74.5
# of New Hires	22	38	28
# of Promotions or Transfers	19	9	24

CURRENT NUMBER OF ACTIVE REGULAR FULL-TIME AND REGULAR PART-TIME EMPLOYEES:

434



For more information, please contact Lyn Holoway, Human Resources Manager, at (269) 673-0537, lholloway@allegancounty.org.

Engagement



2 NEW HIRES

Position	Department
Finance Specialist	Health Department
Deputy Register of Deeds	Register of Deeds

1 LEFT EMPLOYMENT

Position	Department
Legal Specialist	Public Defender Office

1 PROMOTIONS/TRANSFERS

Position	Department
Corrections Officer	Sheriff's Office

For more information, please contact Lyn Holoway, Human Resources Manager, at (269) 673-0537, lholloway@allegancounty.org.

Kid's Food Basket Partnership – Every September, Kid's Food Basket aims to bring community organizations together to decorate 200,000 bags for its sack supper program. Kid's Food Basket volunteers fill 10,000 sack suppers with healthy foods for local students daily. Although the organization is headquartered in Grand Rapids, the organization has a heavy presence in Ottawa and Allegan counties. The Allegan County Employee Engagement Team collaborated internally to donate Sack supper art (pictured below). Due to these efforts, over 400 bags were decorated and delivered to Kid's Food Basket. For more information, please contact Stacy Todd, Transportation Program Coordinator, at (269) 673-0206 or stodd1@allegancounty.org.



Operations

Broadband Wired Infrastructure Expansion Project (Last Updated on 9/14/23) – 123Net has received the ROBIN (Realizing Opportunities with Broadband Infrastructure Networks) grant contract from the Michigan High-Speed Internet Office, and they plan to sign the contract on Monday, October 23. Construction is expected to begin in early November. Plans for a press conference in the 2nd week of November are underway, but a firm date has not been set. Residents are asked to find their address on the look-up map at www.allegancounty.org/broadband. Residents can type in their address and find out what company will build their home's fiber. A postcard (pictured below) will be mailed to approximately 41,000 residents by November 3. If high-speed internet access is unavailable, residents receiving the postcard mailer are asked to contact Jill Dunham, Broadband Project Manager, at (269) 673-0588.



Mobile Wireless Coverage Drop Zones (Last Updated on 9/14/23) – The Broadband Action Workgroup has invited vendors to present their understanding of coverage levels and plans and recommendations to improve coverage throughout Allegan County. AT&T presented at the Broadband Action Workgroup meeting on October 21, 2023, and provided an update on recent network improvements and the new Saugatuck cell site, which will be installed inside Mt Baldhead. For more information, please contact Jill Dunham, Project Manager, at (269) 673-0588.



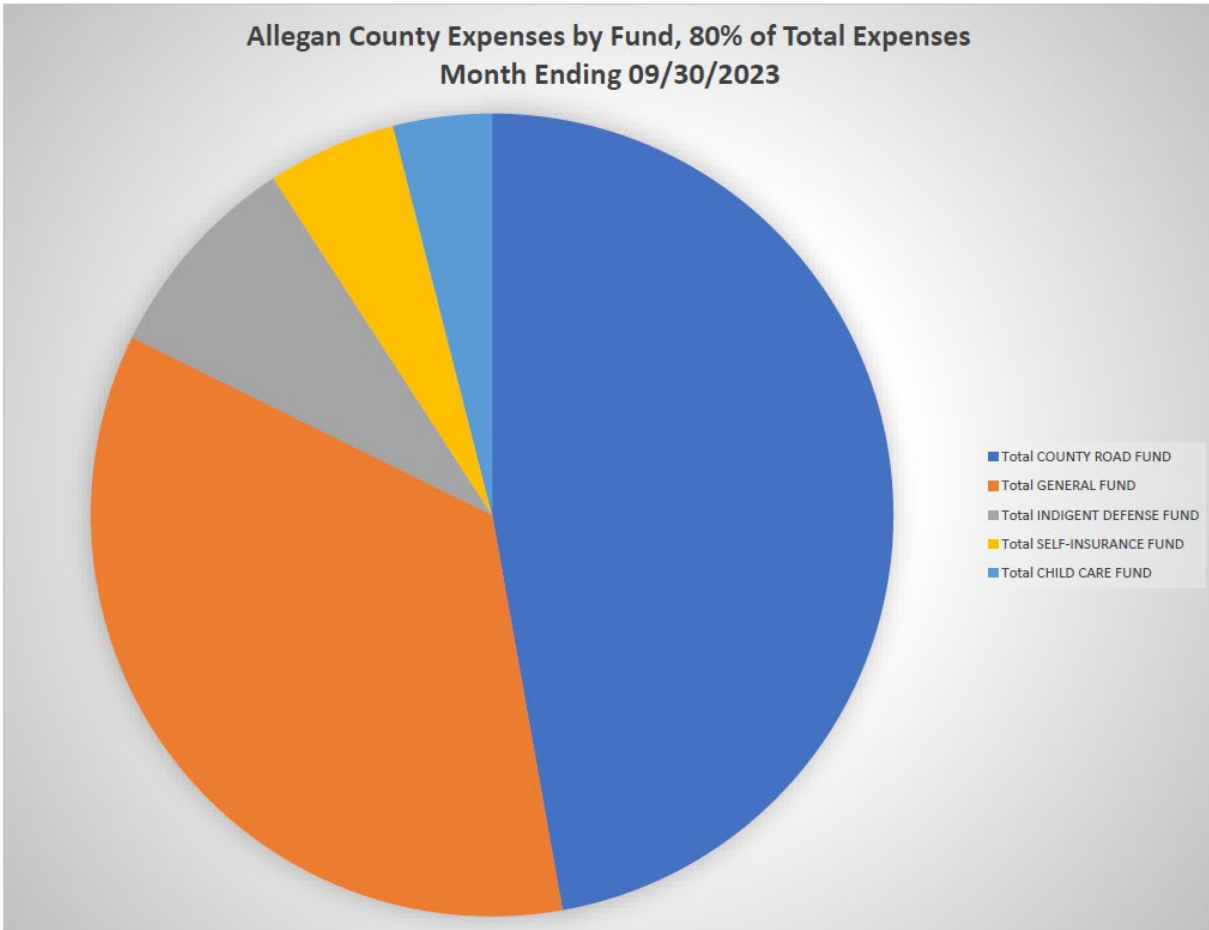
Operations

Downtown Street Construction (Last Updated 5/25/23) – In the latest contractor update, visitors are experiencing significant road-building activity in West Hubbard, Locust, and Trowbridge Streets. Now that existing sidewalks are being replaced (pictured), there will be temporary closures. Please be on the lookout for freshly placed concrete. Signs and caution tape are placed to help identify these areas. For more information, please click the provided City News Page [link](#).



Financial

Financial Data compilation for September 30, 2023, has been completed (Attachment C). These graphs illustrate the revenue and expense activity for month-end and year-to-date in September 2023. Information is provided for both General Fund and organization-wide activity every month.



Fund Name	YTD Expenses	% of Total Expenses
GENERAL FUND	33,209,120.83	34.12%
COUNTY ROAD FUND	26,569,057.27	27.30%
SELF-INSURANCE FUND	5,159,607.42	5.30%
CHILD CARE FUND	4,359,470.38	4.48%
INDIGENT DEFENSE FUND	3,220,489.79	3.31%
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AMERICAN RESCUE PLAN ACT - ARPA	864,581.98	0.89%
ALL FUNDS UNDER 1% OF TOTAL EXPENSES	5,714,011.63	5.87%
	97,336,638.67	



For more information, please contact Jennifer Ludwick, Executive Director of Finance, at (269) 673-0228, jludwick@allegancounty.org.



Feedback is important to us.
Please take the time to fill out a
survey on any county service
you may have received.
[Click here to tell us how we are doing.](#)

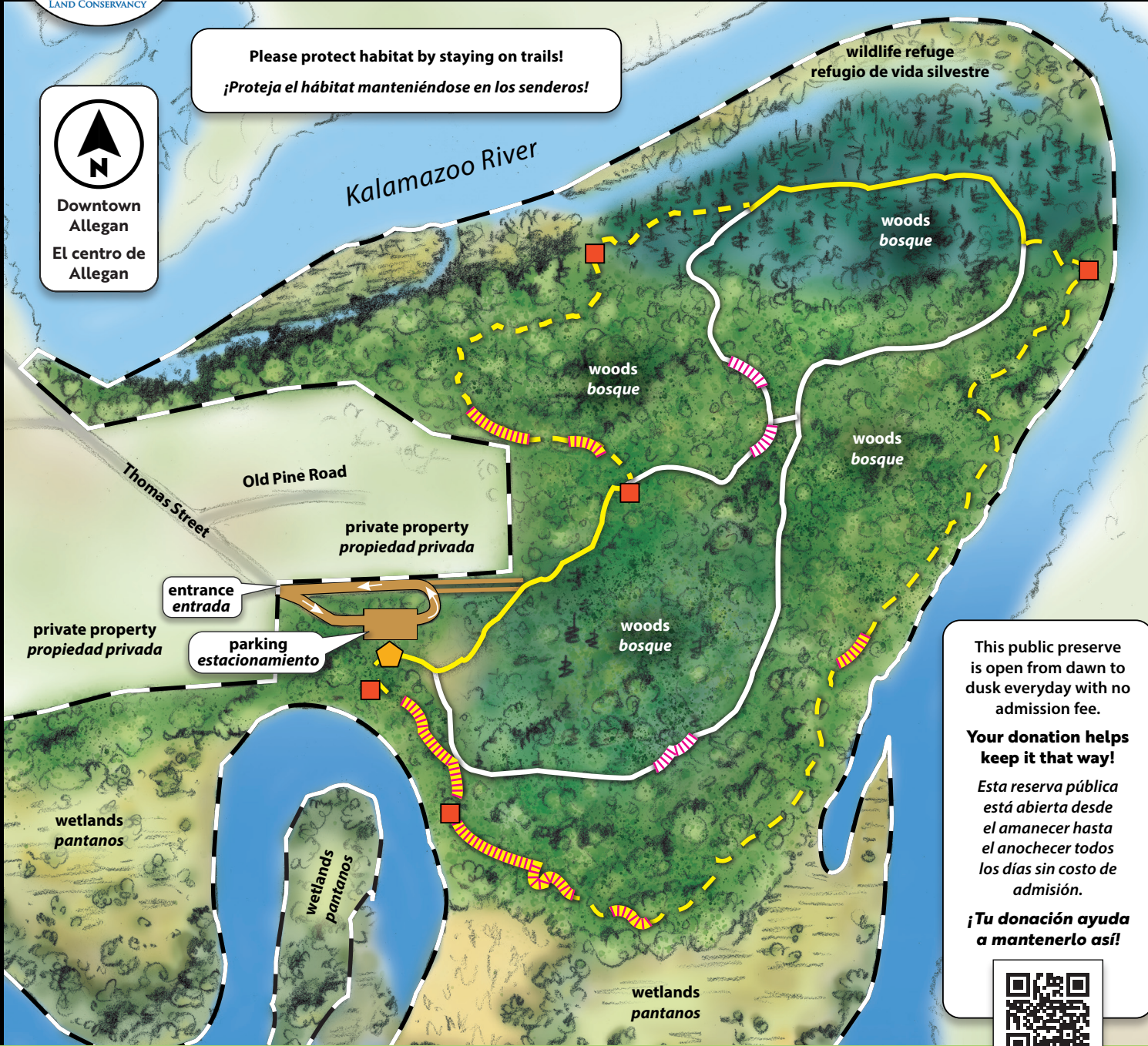
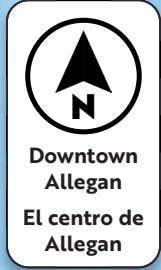
Contact:

Becky Blaine
Allegan County Administration
administration@allegancounty.org
(269) 673-0239




Southwest Michigan Land Conservancy's ARMINTROUT-MILBOCKER NATURE PRESERVE









Please protect habitat by staying on trails!
¡Proteja el hábitat manteniéndose en los senderos!



This public preserve is open from dawn to dusk everyday with no admission fee.
Your donation helps keep it that way!
Esta reserva pública está abierta desde el amanecer hasta el anochecer todos los días sin costo de admisión.
¡Tu donación ayuda a mantenerlo así!



LEGEND • CLAVE DE MAPA Dogs must be leashed and their poop removed from the preserve. *Los perros deben estar atados y su caca debe ser removida de la reserva.*

- | | | |
|--|---|--|
|  trailhead
<i>inicio del sendero</i> |  White Loop Trail (0.8 miles total)
<i>Sendero de Bucle Blanco (0.8 millas)</i>
width, 8 feet • <i>ancho, 8 pies</i> |  Sections with grade over 8%
<i>Secciones con grado sobre 8%</i> |
|  benches
<i>bancos</i> |  Yellow Loop Trail (1.4 miles)
<i>Sendero de Bucle Amarillo (1.4 millas)</i>
width, 8 feet • <i>ancho, 8 pies</i> |  service road
<i>vía de acceso</i> |
|  width, 4 feet • <i>ancho, 4 pies</i> |  preserve boundary
<i>perímetro de reserva</i> | |

SOUTHWEST MICHIGAN LAND CONSERVANCY

8395 East Main St., Galesburg, MI 49053 • 269-324-1600 • www.swmlc.org



DOWNTOWN

REFUSE & RECYCLING PROGRAM

INTRODUCTION

Beautifying a city can be achieved in many different ways. Planting new flower beds, painting murals, and giving new life to otherwise tired areas of the city can help in the process of rejuvenation.



However, often overlooked is proper waste management. Trash cans and dumpsters are rarely at the forefront of our minds, but they play an important role in keeping our community clean, healthy, and attractive. While seemingly insignificant, they can single handedly form people's impressions of a city.

EXISTING CONDITIONS

There are over twenty pedestrian sidewalk cans throughout the downtown area, and seventeen dumpsters -- this includes City owned dumpsters, as well as dumpsters that are privately owned.

The current condition of these pedestrian cans and dumpsters are not at a level that reflects highly of the City of Allegan.

The sidewalk cans are meant for minor, every day scraps of garbage but are too often used as personal garbage cans that residents and businesses throw entire bags of trash into.

Additionally, many privately owned dumpsters are located on public sidewalks, creating unsightly and odorous obstructions.



EXISTING CONDITIONS



In addition to pedestrian sidewalk cans and privately owned and city owned dumpsters, there are a plethora of 96 gallon carts littered throughout Downtown Allegan that create a cluttered environment.

Along the Riverfront Park alone, there are 25 individual wheeled carts.



Although necessary, left unchecked and unregulated, trash containers such as these are obstructions and produce unpleasant smells in highly trafficked areas.

DOWNTOWN REFUSE PROGRAM

The City of Allegan must establish a well-planned downtown refuse program for residents, business-owners, and visitors in order to ensure a habitable and welcoming community.

The Downtown Refuse Program, developed with the Downtown Development Authority, will identify a boundary within the downtown area that will address pedestrian sidewalk cans, shared dumpsters, private dumpsters, and residential trash disposal.



PEDESTRIAN SIDEWALK CANS



This map shows the typical pedestrian sidewalk can placement. This includes cans that were in place prior to construction.

COMMERCIAL DUMPSTERS



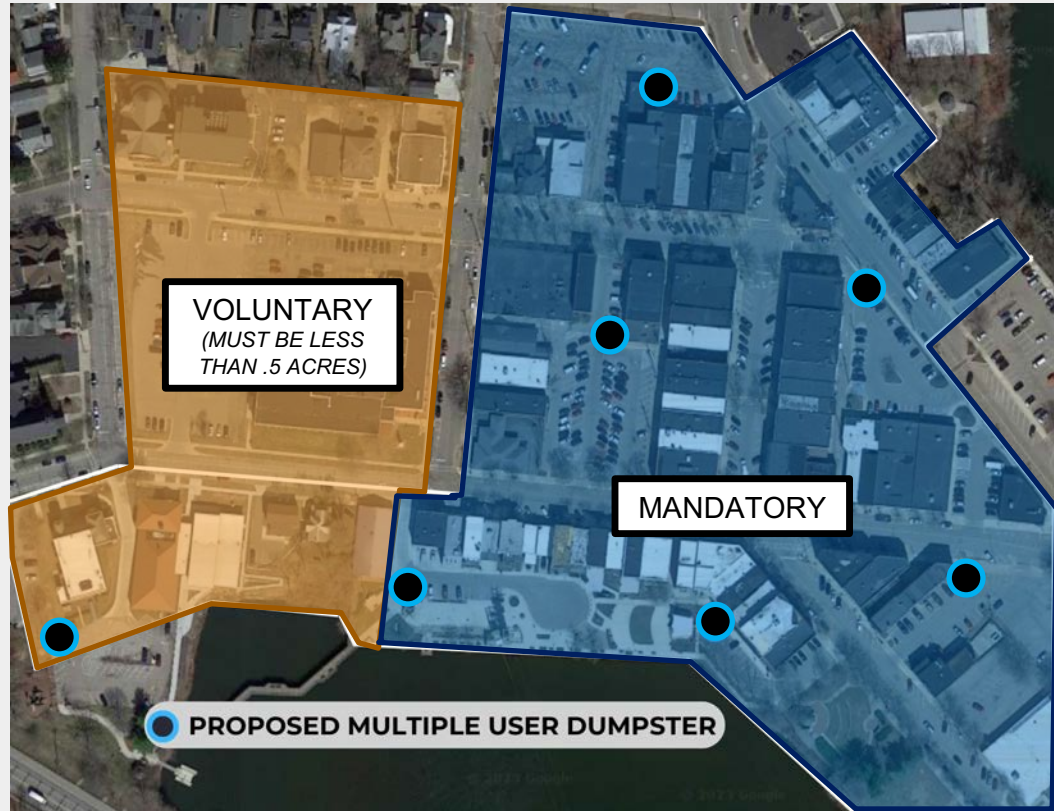
- CURRENT MULTIPLE USER DUMPSTER
- CURRENT PRIVATELY OWNED DUMPSTER

COMMERCIAL DUMPSTER LOCATIONS

All businesses and residential units located within the defined area are encouraged to use the nearest commercial dumpster to dispose of their daily waste.

With increased users for a lesser number of dumpsters, pickups will increase to three times per week to avoid overflow.

All locations will be screened and properly identified as being not for public dumping.



CURRENT DOWNTOWN REFUSE COSTS

Refuse containers owned privately and by the City of Allegan are located throughout the downtown, often on publicly-owned land and without screening. Through gathering input from local business owners, as well as observing practices surrounding these various containers, wide discrepancies in usage rates and improper use by those not contributing to the financial aspect of these containers has been discovered.

Business Type	Monthly Rate	Pick-Up Frequency	Service Provider
Office	\$22 per month	1x per week	Republic
Office	\$53 per month	1x per week	Republic
Restaurant	\$110 per month	1x per week	Republic
Restaurant	\$200 per month	2x per week	Republic
Restaurant	\$205 per month	2x per week	Republic
Retail	\$140 per month	2x per week	Republic
Retail	\$280 per month	1x per week	Republic
Service	\$22 per month	1x per week	Republic
Service & Retail	\$80 per month	2x per week	Republic

The table above provides a snapshot of commercial garbage rates in the City of Allegan in 2020.

PROPOSED DOWNTOWN REFUSE COSTS

The proposed Downtown Refuse Plan would create a standard rate for each property located within the designated area, eliminate privately owned dumpsters located on city property and 96 gallon carts on sidewalks, and create a uniform system of dumpster enclosures throughout the downtown.

The estimated rates in the chart to the right are based on Republic Service rates.

Estimated Downtown Shared Refuse and Recycling Program Costs	
<i>Emptied Three Times a Week</i>	
Seven (7) Six Yard Refuse Dumpsters	
<i>Monthly Flat Fee</i>	<i>Annual Flat Fee</i>
\$1,895.00	\$22,740.00
Six (6) Six Yard Recycling Dumpsters	
<i>Monthly Flat Fee</i>	
\$960.75	\$11,529.00
30 Pedestrian Refuse and 15 Recycling Cans	
<i>Monthly Flat Fee</i>	
\$200.00	\$2,400.00
Total Costs	
<i>Total Monthly Fee</i>	<i>Total Annual Fee</i>
\$2,855.75	\$36,669.00

HOW TO PAY FOR THE REFUSE PLAN

We need to generate approximately \$40,000 a Year.

User Fee based on the Type of Use of the Property

- Monthly Base Fee
- Monthly Fee depending on use of property

HOW TO PAY FOR THE REFUSE PLAN

User Fee based on the Type of Use of the Property

- Average Monthly Cost: \$38.21
- Average Annual Cost: \$458.49
- Typical Monthly Office Cost: \$19.50
- Typical Monthly Small Retail Cost: \$19.50
- Typical Monthly Large Retail Cost: \$45.50
- Typical Monthly Cost with Apt on 2nd Floor: \$32.50
- Typical Monthly Cost for a Restaurant: \$71.50

PROPOSED PROCESS

Annually

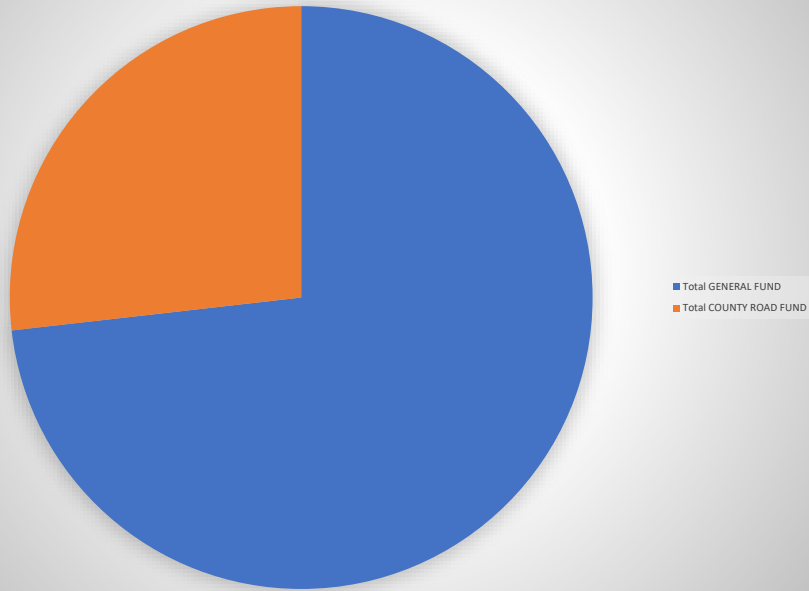
- October – determine parcel usage
- November – distribute assessments to property owners
- December – allow for appeals
- January – program runs



Every business in Downtown Allegan attracts customers and employs workers who produce waste. As such, it is the responsibility of the collective whole to ensure that Downtown Allegan upholds both environmental and personal health for its residents and visitors. Shared services like a refuse program are community benefits; a clean city encourages more frequent consumer purchases, increased investment, and further development.

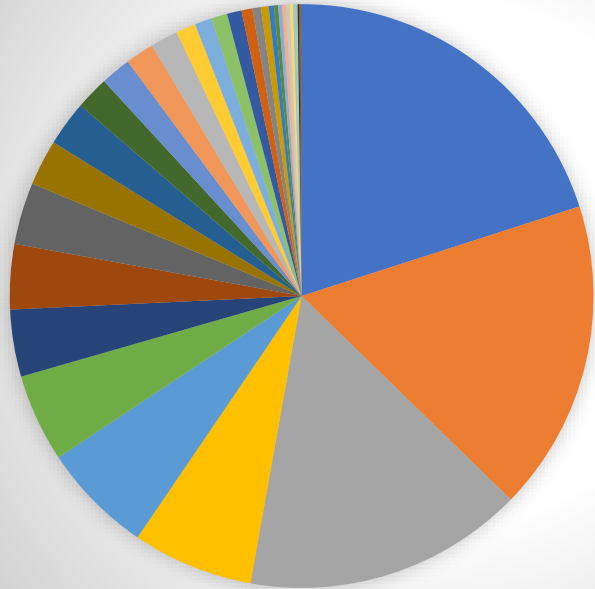
DOWNTOWN REFUSE & RECYCLING PROGRAM

**Allegan County Revenues by Fund, 80% of Total Revenues
Month Ending 09/30/2023**



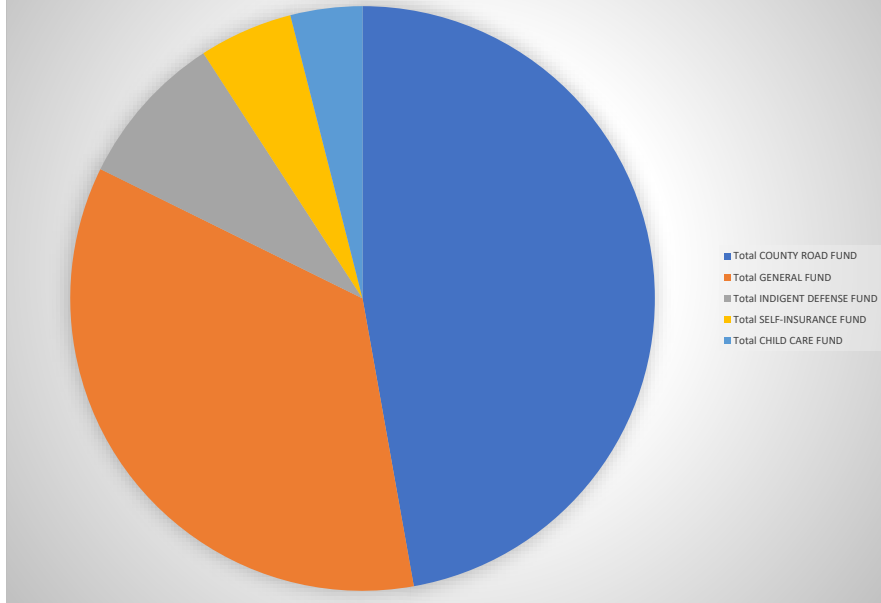
Fund Name	YTD Revenues	% of Total Revenues
COUNTY ROAD FUND	29,266,291.31	30.49%
GENERAL FUND	26,649,693.80	27.77%
HEALTH DEPARTMENT FUND	4,245,882.75	4.42%
SELF-INSURANCE FUND	4,211,164.98	4.39%
LIABILITY SINKING FUND	4,058,134.24	4.23%
CHILD CARE FUND	3,649,369.02	3.80%
INDIGENT DEFENSE FUND	3,167,181.43	3.30%
SENIOR SERVICES FUND	2,996,272.95	3.12%
CAPITAL IMPROVEMENT FUND	1,952,109.43	2.03%
TRANSPORTATION FUND	1,699,193.23	1.77%
CENTRAL DISPATCH FUND	1,665,881.78	1.74%
FRIEND OF THE COURT -Cooperative Reimb	1,363,774.43	1.42%
DRAIN FUND	1,233,588.80	1.29%
SOLID WASTE / RECYCLING	1,080,507.61	1.13%
SHERIFFS CONTRACTS	1,013,299.65	1.06%
PENSION DEFINED BENEFIT DEBT FUND	920,129.67	0.96%
ALL FUNDS UNDER 1% OF TOTAL REVENUES	6,809,180.01	7.09%
	95,981,655.09	

**Allegan County Revenues by Fund, 20% of Total Revenues
Month Ending 09/30/2023**



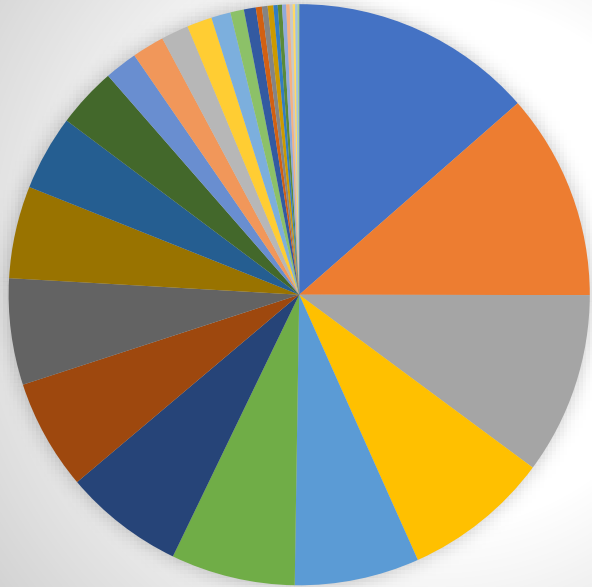
- Total CAPITAL IMPROVEMENT FUND
- Total CHILD CARE FUND
- Total HEALTH DEPARTMENT FUND
- Total LIABILITY SINKING FUND
- Total FRIEND OF THE COURT -Cooperative Reimb
- Total SHERIFFS CONTRACTS
- Total TRANSPORTATION FUND
- Total DRAIN FUND
- Total PENSION DEFINED BENEFIT DEBT FUND
- Total RADIO DEBT FUND
- Total SELF-INSURANCE FUND
- Total GRANTS
- Total VETERANS RELIEF FUND
- Total PARKS/RECREATION FUND
- Total DELQ TAX REVOLVING FUND 2022 TAXES
- Total KALAMAZOO LAKE; #18 SEWER/WATER DEBT
- Total CRIME VICTIMS RIGHTS GRANT
- Total INDIGENT DEFENSE FUND
- Total CENTRAL DISPATCH CIP
- Total GASB 84
- Total DELQ TAX REVOLVING FUND 2021 TAXES
- Total SOLID WASTE / RECYCLING
- Total REGISTER OF DEEDS AUTOMATION FUND
- Total ANIMAL SHELTER
- Total REVOLVING DRAIN MAINTENANCE FUND
- Total TAX REVERSION 2021

**Allegan County Expenses by Fund, 80% of Total Expenses
Month Ending 09/30/2023**



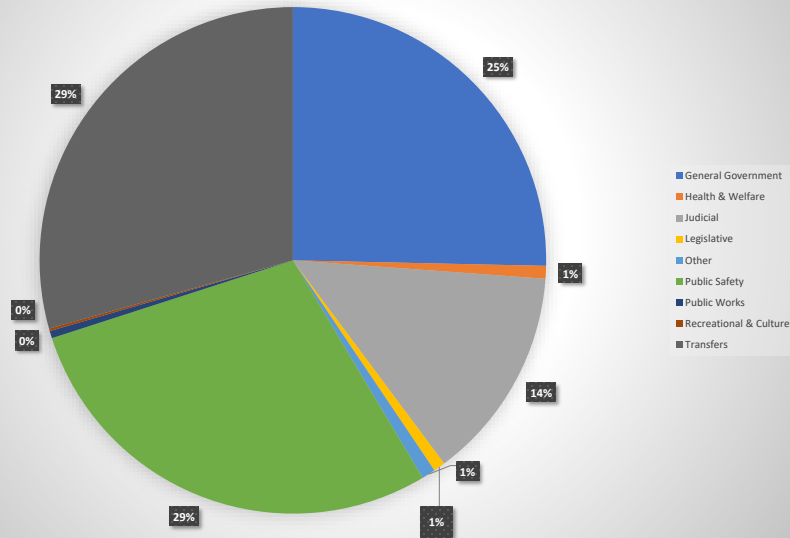
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**Allegan County Expenses by Fund, 20% of Total Expenses
Month Ending 09/30/2023**



- Total HEALTH DEPARTMENT FUND
- Total SENIOR SERVICES FUND
- Total CENTRAL DISPATCH FUND
- Total TRANSPORTATION FUND
- Total AMERICAN RESCUE PLAN ACT - ARPA
- Total DRAIN FUND
- Total SHERIFFS CONTRACTS
- Total SOLID WASTE / RECYCLING
- Total FRIEND OF THE COURT -Cooperative Reimb
- Total CENTRAL DISPATCH CIP
- Total GRANTS
- Total VETERANS RELIEF FUND
- Total PARKS/RECREATION FUND
- Total CAPITAL IMPROVEMENT FUND
- Total KALAMAZOO LAKE: #18 SEWER/WATER DEBT
- Total LOCAL REVENUE SHARING FUND
- Total GASB 84
- Total CRIME VICTIMS RIGHTS GRANT
- Total REGISTER OF DEEDS AUTOMATION FUND
- Total LOCAL CORRECTIONS OFFICERS TRAINING FUND
- Total ANIMAL SHELTER
- Total FRIEND OF THE COURT - Other
- Total LAW LIBRARY FUND
- Total TAX REVERSION
- Total REVOLVING DRAIN MAINTENANCE FUND
- Total INMATE COMMISSARY FUND

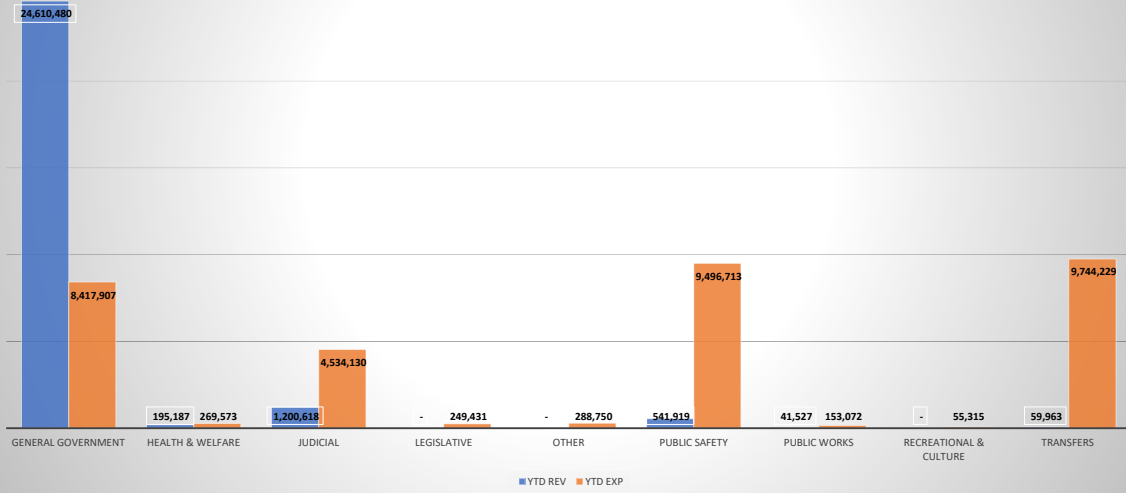
**Allegan County General Fund Expenses
YTD through 09/30/2023**



General Fund Revenues by Function	MTD	YTD	BUDGET	YTD	
	09/01 to 09/30/23	01/01 to 09/30/23	01/01 to 12/31/23	AVAILABLE BALANCE	% BUDGET USED
General Government	10,368,917	24,610,480	40,261,613	15,651,133	61.13%
Judicial	158,029	1,200,618	1,698,320	497,702	70.69%
Public Safety	37,738	541,919	887,710	345,791	61.05%
Health & Welfare	-	195,187	171,155	(24,032)	114.04%
Transfers In	6,663	59,963	79,950	19,988	75.00%
Public Works	-	41,527	103,818	62,291	40.00%
Other	-	-	-	-	0.00%
Recreational & Culture	-	-	-	-	0.00%
Legislative	-	-	-	-	0.00%
TOTAL GENERAL FUND REVENUES	10,571,346	26,649,694	43,202,566	16,552,872	61.69%

General Fund Expenses by Function	MTD	YTD	BUDGET	YTD	
	09/01 to 09/30/23	01/01 to 09/30/23	01/01 to 12/31/23	AVAILABLE BALANCE	% BUDGET USED
Transfers Out	740,961	9,744,229	8,965,070	(779,159)	108.69%
Public Safety	937,403	9,496,713	13,993,945	4,497,232	67.86%
General Government	857,276	8,417,907	11,738,066	3,320,159	71.71%
Judicial	417,838	4,534,130	6,409,115	1,874,985	70.75%
Other	32,083	288,750	1,001,009	712,259	28.85%
Health & Welfare	25,547	269,573	436,992	167,419	61.69%
Legislative	22,294	249,431	330,875	81,444	75.39%
Public Works	33,605	153,072	258,821	105,749	59.14%
Recreational & Culture	315	55,315	55,000	(315)	100.57%
TOTAL GENERAL FUND EXPENSES	3,067,323	33,209,121	43,188,893	9,979,772	76.89%

**Allegan County Revenue & Expense for General Fund Functions
YTD as of 09/30/2023**



Fund Balance

