

# 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 PLANNING SESSION-AGENDA**

Thursday, December 14, 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 Mark DeYoung

**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

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## **DISCUSSION ITEMS:**

1. Administrative Update
2. Administration—adopt Budget Policy #211
3. Board Rules of Organization—adopt revisions
4. 2023/27 Board Strategic Plan Updates
  - a. Energy Management Plan—Steve Sedore, Executive Director of Operations
5. Boards & Commissions Appointments/Elections

### **DISTRICT 4**

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

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## **OTHER ITEMS:**

**PUBLIC PARTICIPATION:**

**FUTURE AGENDA TOPICS:**

### **DISTRICT 5**

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

1. Administration—adopt Budget Policy #211 (ACTION)
2. Board Rules of Organization—adopt revisions (ACTION)
3. Administrative Update

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**ADJOURNMENT: Next Meeting—(Organizational) Thursday, January 11, 2024, 8:00 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: 121423, 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: 121423

<Continue with the rest of the instructions>

# STEP 2: Enter registration information

The screenshot shows a web browser window with the URL `zoom.us/webinar/register/WN_YneHxuk_SjqfnMwchbtUEg`. The page title is "Webinar Registration".

Registration details:

- Topic: BOC Meeting - 4/9/2020
- Time: Apr 9, 2020 01:00 PM in Eastern Time (US and Canada)

Registration form fields (marked as required with an asterisk):

- First Name \*
- Last Name \*
- Email Address \*
- Confirm Email Address \*

Below the form is a reCAPTCHA challenge with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. A blue button labeled "Join Webinar in Progress" is located below the reCAPTCHA.

At the bottom of the page, there is a footer with navigation links:

- About: Zoom Blog, Customers, Our Team, Why Zoom, Features, Careers, Integrations, Partners, Investors
- Download: Meetings Client, Zoom Rooms Client, Browser Extension, Outlook Plug-in, Lync Plug-in, iPhone/iPad App, Android App
- Sales: 1.888.799.9666, Contact Sales, Plans & Pricing, Request a Demo, Webinars and Events
- Support: Test Zoom, Account, Support Center, Live Training, Feedback, Contact Us, Accessibility

Four blue arrows with white text provide instructions:

1. Enter name and email (points to the name and email input fields)
2. Click this box (points to the "I'm not a robot" checkbox)
3. Answer challenge question (points to the reCAPTCHA image grid)
4. Click when done. (points to the "Join Webinar in Progress" button)

STEP 3: This Window will appear when connected.



# STEP 4: Adjust audio settings (if needed)

The screenshot shows a meeting interface with a 'Settings' window open. The 'Audio' section is selected in the left sidebar. A context menu is open, showing options for speaker and microphone settings. Blue arrows labeled '1' and '2' indicate the steps to adjust audio settings.

**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

**Context Menu:**

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

**Meeting Content:**

269-673-4514  
mthiele@allegancounty.org

**Economic Development — Greg King, Director**  
**ADMINISTRATIVE REPORTS:**

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

**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 ^

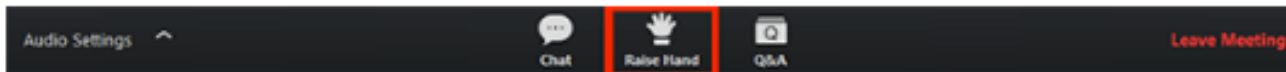
Chat Raise Hand Q&A

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

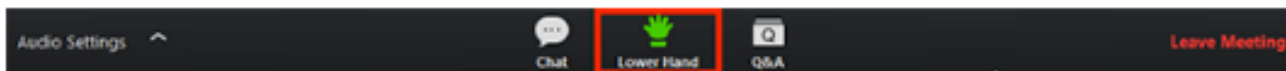
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

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 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, the meeting control bar is visible, featuring "Audio Settings", "Chat", "Raise Hand", "Q&A", and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.



**ADMINISTRATION-ADOPT BUDGET POLICY #211**

**BE IT RESOLVED**, that the Allegan County Board of Commissioners hereby adopts the updated Budget Policy #211, as attached, effective immediately; and

**BE IT FURTHER RESOLVED** the County Administrator is authorized to make any necessary updates as it relates to changes in state guidelines and limits for reimbursement and mileage rates; and

**BE IT FINALLY RESOLVED** that Administration shall post the policy to the County website.

DRAFT

# ALLEGAN COUNTY POLICY



**TITLE:** Budget Policy  
**POLICY NUMBER:** 211  
**APPROVED BY:** Board of Commissioners  
**EFFECTIVE DATE:**

1. **PURPOSE:** The purpose of this Policy is to establish the requirements, responsibilities and general procedure for the preparation, adoption and maintenance of a balanced budget and to promote and sound financial health for the governmental unit.
2. **SERVICE AREA(s) AFFECTED:** Any department, service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the Board of Commissioners.
3. **DEFINITIONS:**
  - 3.1 Appropriation – An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose.
  - 3.2 Board of Commissioners (BOC) – The legislative body of the County.
  - 3.3 Budget – A plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds and the proposed means of financing the expenditures. A budget is not required to but may include any of the following:
    - 3.3.1 A fund for which the County acts as a trustee or agent;
    - 3.3.2 An internal service fund;
    - 3.3.3 An enterprise fund;
    - 3.3.4 A capital project fund;
    - 3.3.5 A debt service fund.
  - 3.4 Budgetary Center – A general operating department or any other service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the BOC.
  - 3.5 Budgetary Center Leader – An individual appointed, elected, employed or otherwise engaged by the County to supervise a budgetary center (service area directors, court administrators, elected officials).
  - 3.6 Capital Assets – Items valued at \$5,000 and greater with a useful life greater than two (2) years.

- 3.7 Capital Improvement Plan – A document/plan that summarizes the County’s infrastructure and large equipment needs.
- 3.8 Chief Administrative Officer (CAO) – The County Administrator appointed by the BOC, or his or her designee as permissible through applicable law or County policy.
- 3.9 **Compensatory (Comp) Time** – Time off earned in lieu of payment of overtime.
- 3.10 **Compensatory (Comp) Time Payoff** – Payment made to an employee in lieu of time off.
- 3.11 Core Services – While each budgetary activity may support a variety of services, core services represent the main services provided through a budgetary activity from a broad perspective. Core services shall be identified in a manner that allows the full cost to be assessed for providing that service. Examples of core services are Road Patrol, Payroll, Emergency Dispatch, Building Maintenance, and Benefits Administration.
- 3.12 Cost Allocation Plan (CAP) – A document, prepared annually, that is used to distribute administrative and occupancy costs to various programs, grants, and funds. The CAP is prepared according to Federal principles.
- 3.13 Deficit – An excess of liabilities over assets within an activity or fund.
- 3.14 Disbursement – A payment.
- 3.15 Donation – money or goods (real or personal property), commonly equipment, supplies, vehicles, real estate, K9s, etc.) that are given to the County.
- 3.16 Donor – person or organization giving a donation.
- 3.17 Expenditure – The cost of goods delivered or services rendered, whether paid or unpaid.
- 3.18 Fund – A legal entity that provides for the segregation of moneys or other resources for specific activities or obligations in accordance with specific restrictions or limitations. A separate set of accounts must be maintained for each fund to show its assets, liabilities, reserves and fund balance, as well as its income and expenditures.
- 3.19 Fund Balance – The difference between assets and liabilities.
- 3.20 General Appropriations Act – The budget as adopted by the Board of Commissioners.

- 3.21 Grant – Funds or assets given for a specific program, purchase, or service, from a grantor, with a formal written agreement.
  - 3.22 Grantor – The original financial source for a grant, typically in the form of a government agency or non-profit organization.
  - 3.23 Grants Coordinator – Individual within Financial Services (or designee) responsible for oversight, coordination, and financial management of the grant.
  - 3.24 Maintenance of Effort (MOE) – A requirement that a grantee must maintain a specified level of financial effort in area for which State/Federal funds will be provided in order to receive the grant funds. The requirement is usually given in terms of a specific base year monetary amount.
  - 3.25 Paid Time Off (PTO) Payout – An amount paid to an employee for unused PTO after the close of the fiscal year and/or at the time of separation consistent with policy and/or applicable labor agreement.
  - 3.26 Personal Property: Any item of value that is not real estate.
  - 3.27 Project(s) non-capital – A one-time or periodic, yet infrequent, undertaking to engage services and/or acquire or replace an asset, or set of similar assets, for which the individual unit cost and/or useful life does not meet the criteria to be classified as a Capital Asset.
  - 3.28 Program Manager – Individual **who** is responsible for managing the programmatic activities and requirements of the grant.
  - 3.29 Real Property: Real estate.
  - 3.30 Restricted Donation – any donation that specifies a particular use or “restricts” the use of the donation.
  - 3.31 Service Area – A component of county government that is responsible to provide specific functions or services.
  - 3.32 Surplus – An excess of assets over liabilities within an activity or fund.
  - 3.33 Work Order – Process for routing and tracking requests to obtain specific levels of service and/or approval using County-approved software.
- 4. POLICY:** It is the policy of the County to operate under a balanced budget. This budget shall be approved by the BOC at its annual meeting (after September 14 but before October 16) unless otherwise authorized by the BOC.

- 4.1 Debt or other obligations shall not be entered into unless approved by the BOC and consistent with applicable law(s) and/or County policy.
- 4.2 Total expenditures within an activity shall not be made in excess of the amount authorized in the budget unless the necessary adjustments have been authorized.
- 4.3 Funds may not be applied or diverted for purposes inconsistent with the appropriations.
- 4.4 Cost Allocation Plan (CAP): To the extent practicable, all non-General Fund department budgets shall include an expenditure line for the CAP.
  - 4.4.1 Unless CAP costs are disallowed by the funding source, or capped at a specific dollar amount or rate, all applications for new grant programs shall include a CAP expense equal to ten percent of the program's total expenditure budget.
    - 4.4.1.1 Once the grant is listed in the CAP document, the actual CAP costs shall be used in the grant budget.
  - 4.4.2 Unless CAP costs are disallowed by the funding source, all grant renewal applications shall include a CAP expense.
  - 4.4.3 The CAO may approve a phased-in approach for CAP costs, in cases where grants would experience programmatic challenges caused by the addition of the full CAP amount.
    - 4.4.3.1 The first year shall use ten percent of the CAP cost, with ten percent added in succeeding years, until such time as the full CAP is budgeted.
- 4.5 Comp Time and PTO Payouts: The payouts shall be appropriated from the PTO Liability Fund and shall be cost allocated to the applicable budgetary center either through the annual Cost Allocation Plan or other method.
- 4.6 Reimbursement of Personal Expenditures While Performing County Business
  - 4.6.1 Mileage: The County's mileage reimbursement rate shall equal the IRS rate, providing a County owned vehicle is not reasonably available for use.
    - 4.6.1.1 This policy applies to elected officials, employees, volunteer drivers, and interns.
    - 4.6.1.2 Supervisors are responsible for optimizing the use of County vehicles. If a County-owned vehicle is available, but a personal vehicle is used, the reimbursement rate shall be 60% of the IRS rate. Full IRS rate reimbursement for use of a personal vehicle shall be allowed in the limited instances that a supervisor has determined that the use of a personal vehicle is more cost effective than use of a County vehicle or in cases where an employee may have accessibility needs

that cannot be appropriately met through the use of a county owned vehicle.

4.6.1.3 When using a personal vehicle, mileage is measured from the closer of the duty station or point of departure to the destination and return.

4.6.1.4 When considering travel, the least-costly travel method should be used. When traveling out of state the total cost of mileage reimbursement shall not exceed the published lowest airfare rate for the same trip unless authorized by the CAO.

4.6.2 Meals: Meals while traveling on authorized County business are reimbursable expenses (if paid by the traveler) or allowable expenses (if paid by County funds) on the basis of actual expenses incurred, as supported by itemized receipts, subject to the following guidelines and limits:

4.6.2.1 Reimbursement amounts shall conform to the current State of Michigan “In-State All Other” rates. As of January 1, 2023, those rates are:

\$9.75 breakfast

\$9.75 lunch

\$22.00 dinner

4.6.2.2 Meals that are included in registration fees, or that are supplied as part of a meeting, are not eligible for reimbursement.

4.6.2.3 In the event an employee may travel for a duration and time commensurate with multiple meal reimbursements, the amount expended per meal is left to the employee’s discretion. However, reimbursement shall be limited to the combined total of the applicable published meal rates of the eligible meals per day.

4.6.2.3.1 Combined meal reimbursement requests shall require additional documentation, such as a conference or training agenda or proof of travel to demonstrate eligibility.

4.6.2.3.2 Alcohol is not eligible for reimbursement.

4.7 Budgeted funds in the following line items are not available for reallocation by the budgetary center unless approved by the CAO or as approved by the BOC:

701.00.00 through 726.99.9 – Salaries/Wages/Benefits

865.000 – Gas, Oil, Grease & Antifreeze

810.010 – Legal-Court Appt./Other Legal (except as outlined in Administrative Order No.1998-5 - Chief Judge Responsibilities; Local Intergovernmental Relations)

920.000 – Public Utilities

4.8 Elected Officials and Chief Deputies’ Salaries shall be established prior to the start of a new term consistent with applicable law. In general, the calculation of such

salaries and any adjustments to those salaries shall be recommended consistent with the methods for determining non-bargaining employees' salaries.

- 4.9 Expenditures shall always be expensed to the appropriate line item regardless of available funds within that specific line item.
- 4.10 No payment shall be released if an activity is over budget except as authorized by the BOC.
- 4.11 Budget Amendments: The CAO is authorized to perform budget adjustments that are necessary to carry out the General Fund Surplus Distribution process.
  - 4.11.1 As soon as a Budgetary Center identifies the potential for an activity to exceed its overall budget and/or a line item(s) to be materially over budget the CAO shall be notified promptly and a plan to address such occurrence shall be recommended to the CAO.
  - 4.11.2 The CAO is authorized to make budget transfers between activities within a fund, between funds and between line items within an activity or any combination thereof in accordance with the established thresholds (Appendix 6.D) as long as no additional appropriation is required from fund balance.
  - 4.11.3 The CAO shall maintain a list of any potential budget overages that may require adjustment and shall provide a copy of said list to the BOC no less than quarterly. Said list shall identify whether an adjustment has been made or will be recommended at a later date.
  - 4.11.4 The CAO shall recommend necessary adjustments to BOC when such adjustments exceed his or her authorized thresholds (Appendix 6.D).
  - 4.11.5 Amendments to the approved budget (General Appropriations Act) shall not cause estimated total expenditures, including any accrued deficit, to exceed total estimated revenues, including any available surplus.
- 4.12 Capital and other projects: Consistent with the Uniform Budgeting Act, the CAO is authorized to prepare and recommend a capital improvement program as part of the annual budget, outlining both current and future capital projects. Unless stated elsewhere within this policy, any capital or other projects shall be budgeted for and managed by the provisions within this section.
  - 4.12.1 The annual program shall be driven by the Capital Improvement Plan.
    - 4.12.1.1 The Plan shall forecast capital projects and expenditures for the next 15 years. The Plan shall be maintained on an ongoing basis, and shall undergo a comprehensive review and update every 5 years, culminating with a new 15 year forecast window.
    - 4.12.1.2 The Capital Improvement Plan shall show projects in the general order of the BOC's priority. Those priorities are:
      - 4.12.1.2.1 Safety and Security: Item(s) that present an immediate or impending safety and security concern. These could be new, repairs or replacements;
      - 4.12.1.2.2 Repair and maintenance: Item(s) that are in a state of

- disrepair or require maintenance to be performed to continue functioning at acceptable levels within its identified life cycle;
- 4.12.1.2.3 Replacement Plan: Item(s) identified within an existing replacement plan as a proactive measure to minimize unexpected disruption of services as the item approaches its end of life cycle.
  - 4.12.1.2.4 New Capital Requests/Strategic Initiatives: Approval of these items may carry operational increases or may increase one of the other categories above to maintain the level of service generated by its acquisition.
- 4.12.2 Budgetary Centers shall complete a Project Scoping Form in order for the project to be eligible for consideration of funding and resource allocation.
  - 4.12.3 Funds for capital and non-capital projects are generally budgeted within and/or appropriated from the Capital Improvements Program (CIP) Fund (401) or within a designated fund established within a Special Revenue Fund. A separate activity for each project shall be established once funds are officially requested and appropriated for the project.
  - 4.12.4 The capital improvements program shall show projects in the general order of the BOC's priority for a period of fifteen (15) years.
  - 4.12.5 Capital projects shall be budgeted on a project basis. Any remaining funds after a capital project are completed shall not be available for use unless re-appropriated by the BOC. Surplus funds from each project shall revert back to the CIP fund from which the project funds were appropriated to fund other projects. For example: A new lawn mower has been approved with an estimated cost of \$15,500. The actual cost was \$14,500. The remaining \$1,000 of the budgeted amount would revert back to the CIP fund from which the project was funded, unless otherwise approved by the CAO and/or BOC subject to the established threshold (Appendix 6.D).
  - 4.12.6 If a project extends past the fiscal year from which the original budget was established, departments shall request funds to be carried over and budgeted in the following year (using the same fund and account number) less any expenses already incurred. Absent a request for carry-over, funds may be reallocated and/or removed from the project.
- 4.13 General Fund (GF):
    - 4.13.1 Zero Dollars (\$0) shall be budgeted in a specific line item to be applied to the GF reserves.
    - 4.13.2 GF Surplus Distribution: Following the annual financial audit, a GF budget surplus identified from the preceding fiscal year shall be distributed in the following manner:
      - 4.13.2.1 The GF fund balance shall be allocated that portion of the surplus that would maintain the GF fund balance as shown in Appendix 6.A;
      - 4.13.2.2 If the conditions in the preceding paragraph are met, then an



- allocation from the remaining annual General Fund surplus shall be transferred to the Budget Stabilization Fund to maintain that fund as shown in Appendix 6.A;
- 4.13.2.3 If the conditions in the two preceding paragraphs are met, then an allocation from the remaining surplus shall be transferred to the PTO Liability Fund to maintain the fund as shown in Appendix 6.A;
  - 4.13.2.4 If the conditions in the three preceding paragraphs are met, then one hundred percent (100%) of the balance of the remaining annual budget surplus shall be transferred to the Liability Sinking Fund (2590).
  - 4.13.2.5 Budget adjustments that are necessary to carry out the provisions contained within this GF Surplus Distribution section shall be prepared and performed at the time of the distributions, and reported to the Board in accordance with the Budget Adjustments section of this policy.
- 4.13.3 Deficit. If it is determined that current year revenues plus transfers-in may not be sufficient to cover current year expenses plus transfers-out, operating expenses shall be reduced or an appropriation from fund balance shall be made so that total expenses plus transfers out equal total revenues plus transfers in.
- 4.13.3.1 If the GF fund balance is below the designated level as shown in Appendix 6.A the BOC may choose to budget funds specifically to increase the fund balance.
  - 4.13.3.2 If the fund balance falls below five percent (5.0%) of the total GF Expense Budget then funds shall be transferred from the PTO Liabilities Fund (258) to restore the GF fund balance to its level as outlined in Appendix 6.A.
- 4.13.4 GF Contingency. The GF Contingency account shall be established at an amount not to exceed two percent (2%) of the total General Operating Fund expense budget excluding budgeted fund balance.
- 4.13.5 The General Fund shall advance a total of \$250,000 to the Drain Revolving Fund, to be recorded as a Long-Term receivable.
- 4.14 Special Revenue Fund (SRF):
- 4.14.1 Deficit. Unless otherwise stated within this policy, if it is determined that current year revenues plus transfers-in may not be sufficient to cover current year expenses plus transfers-out within an SRF, operating expenses shall be reduced to equal projected revenues or an appropriation from the SRF's fund balance or other appropriate fund balance (subject to approval by the BOC) shall be made so that total expenses plus transfers-out equal total revenues plus transfers-in.
  - 4.14.2 Parks (Fund 208)
    - 4.14.2.1 Cell Tower Revenue: Cell Tower Revenue shall be budgeted as a revenue to the Parks Fund, to be utilized towards Parks repairs and maintenance.

4.14.3 Central Dispatch (Fund 261).

4.14.3.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

4.14.3.1.1 If the conditions in the preceding paragraph are met, any remaining operational fund balance shall be transferred to a restricted fund balance account to be used to supplement revenue shortfalls outlined in the 17 year projection model where surcharge revenues are not sufficient to meet projected expenses, unless otherwise directed by the BOC.

4.14.3.2 As surcharge funds are received the operational portion shall be receipted into the operational fund and the capital portion receipted into the Central Dispatch Capital Projects Fund.

4.14.3.3 Surcharge. Since the main source of operating revenue for Central Dispatch is received through the collection of a monthly surcharge on any device with the ability to access 911, the calculated monthly surcharge shall be presented to the BOC utilizing the formula in Appendix 6.B:

4.14.3.4 Capital. There shall be a separate capital fund established for Central Dispatch.

4.14.3.4.1 Funding for approved capital projects shall be funded through a monthly surcharge.

4.14.3.4.2 Capital projects shall be divided into three (3) categories based on the number of years to complete the project.

Short term projects 1-5years

Mid-term projects 6-10 years

Long-term projects over 10 years

4.14.3.4.3 The monthly surcharge needed to fund capital projects shall be determined by using the formula in Appendix 6.B.

4.14.4 Child Care Fund (Fund 292)

4.14.4.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

4.14.4.1.1 100% shall be transferred to the Youth Home CIP fund (492) and designated as Child Care Buildings & Infrastructure fund projects.

4.14.5 Senior Services (Fund 298)

4.14.5.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess fund balance shall be used when a wait list for services exists, service capacity is available to meet those needs and funds are not available within the current annual approved operating budget. The funds shall be allocated in such a

manner to reasonably ensure the increased service level is financially sustainable through the end of the term of the current authorized millage. The CAO is authorized to conduct a final review of such circumstances; direct the necessary budget adjustments to be made within the current fiscal year and report back any transfers made to the BOC.

4.14.6 Health Department (Fund 221)

4.14.6.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

4.14.6.1.1 100% shall be used to reduce current year transfers in from the general operating fund (or transferred back to the General Fund.)

4.14.7 Law Enforcement Contract (Fund 287) – The CAO is authorized to:

4.14.7.1 Execute Law Enforcement Services agreements (75% Local Unit/25% County fee for service) in conjunction with the Sheriff and local units of government within Allegan County.

4.14.7.2 Budget for, and expend, the necessary funds to meet the County's obligations under the agreements including, but not limited to, the creation of positions if determined necessary (coterminous with the agreement), personnel costs, equipment, vehicle procurement/replacement and vehicle maintenance and operating costs.

4.14.7.3 Purchase existing vehicles and equipment owned by a participating local unit.

4.14.7.4 Sell, if necessary, vehicles/equipment in the event of a termination of agreement.

4.14.7.5 Update the County's vehicle fleet list with any vehicles purchased/sold in relation to the agreements.

4.15 Drain Funds (Funds 801 and 802)

4.15.1 To the extent that the Drain Revolving Fund has a positive cash balance, individual Drain Fund expenses may draw upon that Fund.

4.15.2 At the point that the Drain Revolving Fund has been depleted, individual Drain Funds may draw upon positive balances in other Drain Funds. The Drain Commissioner shall issue Notes that acknowledge the borrowing. The Drain Commissioner and Treasurer shall agree upon an interest rate that reasonably splits the difference between the cost of external borrowing, and the investment rate of return. Internal borrowing shall not be undertaken if both the borrowing and lending Drain Funds do not realize an interest rate benefit, compared to external borrowing and investing. At no time shall internal Notes exceed the Drain Funds' collective available cash balance.

4.15.3 At any time, the Drain Commissioner may choose to issue external debt in lieu of, or in addition to, the methods listed above.

4.16 Allocation of State Revenue Sharing (SRS) Funds

4.16.1 When the County has outstanding debt that is not matched by resources available in the Liability Sinking Fund, SRS shall be distributed in the following manner:

4.16.1.1 The first \$1,300,000 shall be receipted into the Capital Improvements Fund (Fund 401).

4.16.1.2 The next \$900,000 shall be receipted into the Liability Sinking Fund (Fund 259).

4.16.1.3 SRS dollars received in excess of \$2,200,000 shall be distributed 60% to the Capital Improvements Funds and 40% to the Liability Sinking Fund.

4.16.2 When the County does not have outstanding debt, or when the County's outstanding debt is matched by the balance of the Liability Sinking Fund, 100% of SRS funds shall be receipted into the Capital Improvements Fund.

4.17 Responsibilities:

4.17.1 The CAO shall:

4.17.1.1 have final responsibility for budget preparation;

4.17.1.2 present the budget to the BOC;

4.17.1.3 have control of expenditures under the budget and the general appropriations act;

4.17.1.4 transmit the recommended budget to the BOC according to an appropriate time schedule approved by the BOC which shall allow adequate time for review;

4.17.1.5 accompany the recommended budget with a suggested General Appropriations Act Resolution to implement the budget;

4.17.1.6 ensure budgetary centers are provided the necessary forms through the annual budget process.

4.17.2 The BOC shall:

4.17.2.1 hold a public hearing as required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275 prior to final approval of the budget;

4.17.2.2 pass a general appropriations act, consistent with the uniform chart of accounts prescribed by the Department of Treasury, as formal approval of the budget for the General Fund and each Special Revenue Fund;

4.17.2.2.1 The general appropriations act (budget) shall:

4.17.2.2.1.4 state the total mills to be levied and the purpose for each millage levied (truth in budgeting act) consistent with the budget schedule (Appendix 6.C);

4.17.2.2.1.4 include amounts appropriated for expenditures to meet liabilities for the ensuing fiscal year in each fund;

4.17.2.2.1.4 include estimated revenues by source in each fund for the ensuing fiscal year;

4.17.2.2.1.4 The budgeted expenditures, including an

accrued deficit, shall not exceed budgeted revenues, including available surplus and the proceeds from bonds or other obligations issued under the fiscal stabilization act, [Act 80 of 1981](#) MCL 141.1001 et al.).

4.17.2.3 determine the amount of money to be raised by taxation necessary to defray the expenditures and meet the liabilities of Allegan County for the ensuing fiscal year; shall order that money to be raised by taxation is within statutory and charter limitations; and shall cause the money raised by taxation to be paid into the funds of Allegan County (Appendix 6.A).

4.17.3 The leader of each budgetary center shall:

4.17.3.1 provide necessary information to the CAO for budget preparation;

4.17.3.2 be responsible for managing their budget consistent with all applicable policies, laws and best practices.

4.18 Grants: Application, acceptance and use of any Grant shall be consistent with the nature of the County's Services and Programs, Strategic Goals and internal controls, and subject to the approval of the Board of Commissioners or CAO pursuant to Appendix 6D Grants, and shall be submitted utilizing the Work Order/Request For Action (RFA) process.

4.18.1 Requirements:

4.18.1.1 Service Area Leadership must designate an individual to serve as the Program Manager. The Program Manager and Grants Coordinator are responsible to complete the Grant requirements contained within this section and the Grants Management Procedures.

4.18.1.2 A Work Order/RFA shall be completed by the Program Manager and/or the Grants Coordinator for the Grant application or renewal for the purpose of document tracking. The Work Order/RFA will be used to obtain the required review and recommendation from the Executive Director of Finance or his/her designee before consideration by County Administration.

4.18.1.3 All Grants require application approval and award approval from the BOC and/or the County Administrator; reference Appendix 6.D to determine the level of approval needed.

4.18.1.4 All Grant requests must allow sufficient time for consideration and approval.

4.18.1.4.1 Any Grant requiring BOC approval will need to be added to the BOC meeting agenda. Agenda items must be submitted to County Administration in the timeframe outlined in the BOC Rules of Organization.

4.18.1.4.2 Any Grant requiring County Administrator approval must be submitted to County Administration allowing for a timeframe comparable to the BOC approval process outlined in the BOC Rules of Organization.

4.18.1.4.3 Ongoing Grants should be renewed, whenever possible, through the annual budget process, therefore not requiring

additional BOC approval.

- 4.18.1.4.4 If the Grant application deadline does not allow sufficient time to obtain the appropriate level(s) of approval, the County Administrator may approve Grant applications in such emergency situations and report to BOC.
- 4.18.1.5 The only authorized signatory on behalf of Allegan County is the County Administrator or BOC Chairperson, unless otherwise designated by the BOC and/or the County Administrator. This designation, if appropriate, can be requested in the Work Order/RFA.
- 4.18.1.6 All Federal Grant spending must follow the Federal guidelines for allowable and unallowable costs as outlined in the Federal Register. Allegan County shall maintain a current membership in System for Award Management (SAM) to ensure the County's eligibility to apply for Federal grants.
- 4.18.1.7 Eligible Grant expenditures must follow both the purchasing requirements as outlined within the Grant documents and the County's Purchasing Policy. If there is conflict between these requirements, the Grant document requirements would supersede the Purchasing Policy.
- 4.18.1.8 All Federal Grant funding expended shall be reported on the Schedule of Expenditures of Federal Awards (SEFA) in the annual Single Audit filed with the appropriate State and Federal agencies.
- 4.18.1.9 Unless otherwise authorized by BOC, any position funded by a Grant shall be considered coterminous with Grant funding.
- 4.18.1.10 Each Grant must have clearly outlined objectives and desired outcomes which will be used to measure Grant performance. Grant closeout information, both financial and programmatic, must be reported back to County Administration after conclusion of Grant.

#### 4.19 Donations and Surplus Programs:

##### 4.19.1 Planning and Approval to Accept Donations

4.19.1.1 Acceptance and use of any donation (money, goods, or services) shall be consistent with the nature of the County's Services and Programs, Strategic Goals, and internal controls and subject to the approval **or rejection by** the Board of Commissioners or CAO pursuant to Appendix 6.D and shall be submitted utilizing the Work Order/(RFA) process.

**4.19.1.2 Private/Personal (non-governmental) donations or grant of funds or property shall not be accepted for funding and managing elections.**

4.19.1.3 Service Areas, anticipating receipt of donations (or expecting to solicit donations through fundraising efforts) and expecting to use or expend donations (other than receiving monetary donations as a general revenue) on an ongoing basis, shall develop a Donation Plan to be submitted to the CAO.

4.19.1.4 The Plan shall define and establish the estimated useful life of the asset, a funding plan for any ongoing costs and/or replacement costs, use, and disposition of the asset. All donation activity shall be

- appropriately tracked within the County's financial system.
- 4.19.1.5 Unless otherwise approved through a Donation Plan, consistent with Appendix 6.D, or permitted within Board of Commissioners approved policy, donations for a restricted purpose shall not be accepted.
  - 4.19.1.6 Donations from service providers currently doing business with the County, having done business with the County in the last 12 months or likely to do business with the County in the next 12 months are specifically prohibited. Infrequent and de minimis items that are generally made available to a broader audience and therefore not an influential factor in decision making processes (e.g. product samples, conference trinkets, holiday greetings) shall not be considered donations.
  - 4.19.1.7 Donations as Recognition/Appreciation – Services Areas (not individuals) may receive donated goods as recognition/appreciation to the extent such is infrequent and de minimis. Example 1, perishable/consumable items such a food in recognition of service or working lunches (e.g. pizza, desserts, *flowers/plants*, etc.) Example 2, token items of appreciation generally valued under \$100 (e.g. service area plaques, photos, inspirational decorations).
  - 4.19.1.8 Monetary Donations - Unless otherwise approved as part of a Donation Plan or approved consistent with the thresholds in Appendix 6.D, monetary donations shall be considered and treated as all other revenue, offsetting existing expenditures, and not be carried over into a subsequent fiscal year.
    - 4.19.1.8.1 All monetary donations must be handled in accordance with the Treasurer's Receipting Policy.
    - 4.19.1.8.2 Service Areas expecting to receive monetary donations as a revenue to offset existing expenditures on a regular basis shall include estimates of donation revenue in the annual budget process.
    - 4.19.1.8.3 Unless otherwise approved through a plan, monetary donations are not eligible for expenditure until receipted as revenue and approved as an expenditure through an approved budget adjustment in accordance with the budget adjustments portion of this budget policy.
  - 4.19.1.9 Once approved for acceptance the Service Area receiving the donation shall acknowledge and express thanks to the donor(s) on behalf of the County.
  - 4.19.2 Approval to accept goods or services, or purchase goods or services with monetary donations:
    - 4.19.2.1 Goods Acquired through Government Surplus Programs or through Donation: Eligible Service Areas may participate in Government Surplus Property Grants, such as the Federal 1033 Program or may receive donated goods subject to the following requirements:
      - 4.19.2.1.1 All donated goods, or goods to be purchased with monetary donations, which have been pre-approved

through the County's Capital Improvement Plan (CIP) and/or Annual Budget/Operational Plan shall be received or purchased with the appropriate review and approval consistent with the value thresholds in Appendix 6.D (operational/capital purchases).

- 4.19.2.1.2 In determining review/approval levels, only the estimated replacement value (what it would cost the county to replace the donated good with a new good) shall be applicable. Replacement value shall be determined by acquiring a quote(s) for a new equivalent good.
- 4.19.2.2 Regardless of value, donated goods and services, and goods and services purchased resulting from a monetary donation, in consideration of being acquired shall undergo the appropriate review/approval consistent with county policy and operational support standards, which includes, but is not limited to the following:
  - 4.19.2.2.1 Technology items (e.g. laptops, portable electronic devices, printers, software, etc.) shall be reviewed in advance by Information Services.
  - 4.19.2.2.2 Facility items (e.g. furniture, appliances, etc.) shall be reviewed in advance by Facilities Management.
  - 4.19.2.2.3 Vehicle shall be reviewed in advance by Transportation.
  - 4.19.2.2.4 Personnel/staffing related plans shall be reviewed in advance by Human Resources.
  - 4.19.2.2.5 Services/service agreements shall be reviewed in advance by Project Management.
- 4.19.3 When submitting a Work Order/RFA for final approval to accept a donation or make a purchase resulting from a monetary donation, evidence of the reviews outlined above shall be provided.
  - 4.19.3.1 In cases where a monetary donation will be utilized to fund a good or service, such good or service shall be acquired by the support area above most closely relating to the nature of the good or service on behalf of the requesting Service Area.
  - 4.19.3.2 Service Areas may acquire surplus or donated goods valued up to \$500 considered to be general operating goods for the nature of work performed by that Service Area.
  - 4.19.3.3 In cases where a good becomes available through a governmental surplus or supplies program (e.g. 1033 DOD program) that has not been approved through an existing plan, exceeds the value of \$500, and is identified as needed, the item shall be reserved for 14 days and submitted for consideration, consistent with the value thresholds in Appendix 6.D (operational/capital purchases).
- 4.19.4 The Service Area shall maintain and furnish the CAO with access to all agreements, records, and property inventories for all items related to this County donation policy.

- 4.20 Budget Preparation: The CAO shall prepare and present a balanced recommended budget based on the following information collected from each



budgetary center. Information shall be submitted to the CAO and presented to the BOC by the CAO consistent with the annual budget schedule (Appendix 6.C):

- 4.20.1 Goals & Objectives. This shall be prepared by each Budgetary Center Leader for each activity for which they have budgetary responsibility.
- 4.20.2 Core Service Expense/Revenue Budget. Based on the current year budget, Budgetary Centers shall provide a line item cost breakdown (expenses and revenues) for each core service including:
  - 4.20.2.1 Actual expenditures/revenue for the most recently completed fiscal year;
  - 4.20.2.2 Projected expenditures/revenue for the current fiscal year (to be arrived at by using actual expenditures to date and projecting expenditures to the end of the fiscal year);
  - 4.20.2.3 An estimate of the expenditures/revenue for the next five fiscal years;
  - 4.20.2.4 The projected Maintenance of Effort (MOE) required to maintain external funding sources, if applicable.
- 4.20.3 Personnel Costs.
  - 4.20.3.1 Status Quo Personnel Costs. A report shall be compiled and reviewed by each Budgetary Center which outlines each position currently budgeted and the total compensation attached to each position.
  - 4.20.3.2 Personnel Changes. Position change requests shall be prepared utilizing the appropriate forms by the Budgetary Center Leader and submitted as part of the budgeting process.
- 4.20.4 Operational Requests. Operational requests shall consist of a Budgetary Center's operational line items 727.00.00 through 969.99.99.
- 4.20.5 Capital Requests. A 15-year capital plan shall be presented to the BOC as part of the budget process.
- 4.20.6 Grants. A Grants Master list shall be provided and contain, the Budgetary Center, Grant Name, Grant Purpose, # of Years the County has had the Grant, Grant Source, Anticipated Award, Local Match, Budget, \$ Breakdown of Funding Source, % Breakdown of Funding Source.
- 4.20.7 Fees. A county wide fee schedule shall be provided.
  - 4.20.7.1 Fees must exhibit the following characteristics:
    - 4.20.7.1.1 A user fee must serve a regulatory purpose rather than a revenue generating purpose.
    - 4.20.7.1.2 A user fee must be proportionate to the necessary costs of the service or commodity, and imposed on those benefiting from the right/service/improvement supported by the fee.
    - 4.20.7.1.3 A user fee is voluntary in nature as opposed to being compulsory.
  - 4.20.7.2 The following categories shall be considered when calculating the cost of services:
    - 4.20.7.2.1 Direct Salaries, benefits and allowable departmental expenditures.
    - 4.20.7.2.2 Departmental Overhead Departmental administration /

management and clerical support.

4.20.7.2.3 County-wide Overhead Central service costs such as payroll, human resources, budgeting, county management, etc. Often established through a cost allocation methodology or plan (In this case, the County provided these costs).

4.20.7.2.4 Cross-Departmental Support Costs associated with review or assistance in providing specific services. For example, costs associated with the Planning Department's review of construction plans.

4.20.7.3 The following methodology shall be used when calculating fees:

4.20.7.3.1 Total costs minus dedicated revenue equals net cost

4.20.7.3.2 Net cost divided by number of hours equals net hourly rate

4.20.7.3.3 Net hourly rate times number of hours to perform service equals net cost per service

4.20.7.3.4 Net cost per service times percent of user support equals user fee

4.20.7.3.5 User fee plus other revenue = net cost per service

4.20.7.4 The percent of user support shall be governed by the following schedule:

4.20.7.4.1 Benefit Level 1 - Services that Provide General "Global" Community Benefit: 25% cost recovery

4.20.7.4.2 Benefit Level 2 - Services that Provide Both "Global" Benefit and also a Specific Group or Individual Benefit: 50% cost recovery

4.20.7.4.3 Benefit Level 3 - Services that Provide a Primary Benefit to an Individual or Group, with less "Global" Community Benefit: 100% cost recovery

4.20.7.4.4 Unless otherwise prohibited by law, non-profit users (501(c)(3) organizations, schools, churches, and governments) shall receive a 25 percent discount of the calculated fee.

4.21 The CAO shall ensure the recommended balanced budget contains the following:

4.21.1 All funds (including but not limited to the General Fund and all Special Revenue Funds) shall be presented based on balancing revenues (including transfer-ins) to expenses (including transfer-outs) excluding beginning and ending fund balances.

4.21.2 Beginning and ending fund balance for each fund for each year;

4.21.3 An estimate of the amounts needed for deficiency, contingent, or emergency purposes;

4.21.4 Budget Summary. An overview of key recommendations and/or decisions made relative to the final recommended balanced budget shall be included in a summary document to emphasize such information that may not be easily interpreted from the numeric data (example: wage adjustment %.) Such summary may include other data relating to fiscal conditions that the CAO has used in the budget development and

considerations that may be useful in analyzing the future financial needs of Allegan County.

4.21.5 While line item detail is be presented to the BOC throughout the budget preparation process, the final recommended balanced budget and the final adopted budget shall be activity based.

**5. REFERENCES:**

- A. Michigan Department of Treasury Uniform Budget Manual
- B. Public Act 80 of 1981 Michigan Fiscal Stabilization Act
- C. Public Act 156 of 1851 MCL 46.1 County Board of Commissioners
- D. Public Act 621 of 1978 General Appropriations Act
- E. Public Act 154 of 1879 Elected Officials Salaries
- F. Public Act 267 of 1976 Michigan Open Meetings Act
- G. Allegan County Policy #511-Travel and Training
- H. Administrative Order No.1998-5 - Chief Judge Responsibilities;  
Local Intergovernmental Relations
- I. Allegan County Purchasing Policy
- J. Board of Commissioners Rules of Organization
- K. County Strategy Map

**6. APPENDICES:**

- A. Table of Minimum Fund Balances
- B. 911 Surcharge Formula
- C. Annual Budget Schedule
- D. Board Thresholds

APPENDIX 6.A  
Table of Minimum Fund Balances

<b>Fund Title</b>	<b>Fund #</b>	<b>Types of Uses</b>	<b>Minimum Threshold</b>	<b>Distribution of Funds in Excess of Minimum Threshold and Other Transfers</b>
General	101	General County Operations	Fund Balance – 11% of G. F. expense budget	Refer to Budget Policy text
Budget Stabilization	102	May be used to cover a General Fund deficit, to prevent a reduction in services, to cover expenses of a natural disaster and more	Maximum allowed by statute	Refer to Budget Policy text
PTO Liability	252	To fund the accrued liabilities of personnel (i.e. PTO, post-employment benefits, etc.)	Fully fund the PTO Liability per the most recent financial audit	Refer to Budget Policy text
Delinquent Tax Revolving	516	Monies are used for the settlement of delinquent taxes with the local taxing units. The county purchases the delinquents taxes from the local units. Currently this is about \$7 million each year	The annual debt service payment for the Sheriff's Office and Corrections Center Bond shall be transferred to the Debt Service fund.  Ending cash balance shall be a minimum of 115% of the prior year settlement	Transfer to the Liability Sinking Fund 259
Central Dispatch	261		Fund Balance – 10% of current year operating expenses.  Capital Min - \$250,000 which shall be part of the surcharge formula. In the event the reserve may be utilized, in part or in whole, it shall be restored over a maximum of three years utilizing the capital surcharge formula.	

Child Care	292		Fund Balance – 5% of current year operating expenses.	
Senior Services	298		Fund Balance – 10% of current year operating expenses.	
Health Fund	221		Fund balance shall be maintained at a level of 5% of the current year operating expenses or a percentage necessary to meet the annual requirements of the State's Maintenance of Effort (MOE), whichever is less.	
Local Government Revenue Sharing	104		10% of current year revenue plus Additional \$20,000 reserved annually for DNR Trust Fund match, until \$100,000 is saved.	Transfer out to Parks fund to balance operating budget. Remaining fund balance may be utilized for Parks Capital and/or Economic Development Initiatives as approved by the BOC.

APPENDIX 6.B  
911 Surcharge Formula

PAEB = Projected Annual Expense Budget  
OR = Other Revenue (i.e. interest earned, training funds)  
FBA = Fund Balance Adjustment (from prior year audited financial statements)  
TSNO = Total Surcharge Needed For Operations  
CMSO = Current Monthly Surcharge Operations  
AMD = Average Monthly Devices [(((Total Surcharge January -> June)/January Monthly Surcharge)/6) + (((Total Surcharge July -> December)/July Monthly Surcharge)/6)]/2  
SRJJO = Surcharge Revenue January – June Operations  
TSNJyDO = Total Surcharge Needed July – December Operations  
NMSJyDO = New Monthly Surcharge July – December Operations  
TCMS = Total Capital Monthly Surcharge  
TMSJyJ = Total Monthly Surcharge July - June

Step 1)  $(PAEB - OR) +/- FBA = TSNO$

Step 2)  $(CMSO \times AMD) \times 6 = SRJJO$

Step 3)  $TSNO - SRJJO = TSNJyDO$

Step 4)  $(TSNJyDO/6) / AMD = NMSJyDO$

Step 5)  $NMSJyDO + TCMS = TMSJyJ$

Capital Formula (TCMS):

- \$ amount of capital needed in YR 1 = CAP1
- $CAP1 / 12 \text{ months} / AMD = C1$
- \$ amount of capital needed in YR 2 = CAP2
- $CAP2 / 24 \text{ months} / AMD = C2$
- \$ amount of capital needed in YR 3 = CAP3
- $CAP3 / 36 \text{ months} / AMD = C3$
- Continue this pattern for fifteen (15) years or 180 months
- All items would be totaled to equal total capital monthly surcharge (TCMS)

APPENDIX 6.C  
Annual Budget Schedule

<b>BUDGET ITEM</b>	<b>BUDGET PROCESS</b>	<b>Due Dates</b>
Budget Policy	BOC Approval	By 2 <sup>nd</sup> BOC of March
Budget Worksheets – Operating Budgets; Personnel Requests; Capital Requests	All worksheets due to County Administration for review and development of recommended balanced budget.	May 31
BUDGET:	Planning Session (draft)	2 <sup>nd</sup> Planning Session of August
	BOC Discussion (proposed)	1 <sup>st</sup> BOC of September
	BOC Approval (Move final)	2 <sup>nd</sup> BOC of September
	ADMINISTRATION submits public hearing notice in publication of general circulation	September 23
	Public Hearing appears in paper	Minimum 6 days prior to 1 <sup>st</sup> BOC of October
	BOC Adopts Final Budget (P.A. 156 of 1851 MCL 46.1), Public Hearing, adopt millage, and general appropriations act. Based on the Uniform Budgeting Act, the budget shall be passed prior to the ensuing budget year. Michigan treasury manual states 1-2 months prior to the end of the fiscal year as a recommended timeline.	1 <sup>st</sup> BOC of October
	ADMINISTRATION & Service Area – Elected Officials Salaries (Act 154 of 1879)	2 <sup>nd</sup> BOC of October

APPENDIX 6.D - Budget Policy

Request	Information	Directly to Board Action	Board Discussion	CAO Final Approval (Report back to Board)
Grant	<ul style="list-style-type: none"> <li>- Department Requesting</li> <li>- Name of Grant</li> <li>- Summary of Grant</li> <li>- Application/Acceptance</li> <li>- New/Renewal/Continuation</li> <li>- Amount of Grant (Not including Local Match)</li> <li>- Source of Grant Funds (% of allocation)</li> <li>- Type of Match (cash/in-kind)</li> <li>- Amount/Description/Source of Match</li> <li>- Term of Grant</li> <li>- Does It Involve personnel</li> <li>- Does It Involve ongoing operational activities (recoverable?)</li> <li>- Admin fees</li> <li>- Equipment/ongoing costs</li> <li>- Does it affect other operations?</li> <li>- Contact info/Resp parties/ownership</li> <li>- Disposition</li> <li>- Changes in grant</li> </ul>	<ul style="list-style-type: none"> <li>- Renewals <b>\$50,001+</b> (not approved through the budget process)</li> </ul>	<ul style="list-style-type: none"> <li>- New Grants (not approved through the budget process) <b>\$50,001+</b></li> </ul>	<ul style="list-style-type: none"> <li>- New grants under <b>\$50,001</b></li> <li>- New grants and renewals of grants approved through the budget process.</li> </ul>
Donation	<ul style="list-style-type: none"> <li>- Department Requesting</li> <li>- Name of Donor</li> <li>- Summary of Donation</li> <li>- Amount of Donation</li> <li>- Included or not included in the Donation Plan</li> <li>- Does it affect other operations?</li> <li>- Contact info/Resp parties/ownership</li> <li>- Disposition</li> </ul>	<ul style="list-style-type: none"> <li>- Individual Donations \$25,001-\$100,000 to be used or expended in the current fiscal year.</li> </ul>	<ul style="list-style-type: none"> <li>- Individual Donations valued \$100,001 or more to be used or expended in the current fiscal year.</li> <li>- Donation plans of an ongoing nature spanning multiple fiscal years.</li> <li>- Any donation that relates to activities not generally funded through the board-approved budget.</li> </ul>	<ul style="list-style-type: none"> <li>- Any monetary donation to be receipted as a general purpose revenue without resulting in additional expenditures. Individual donations under \$25,001 to be used or expended in the current fiscal year and is consistent with activities generally funded through the Board approved budget.</li> </ul>
Purchase Operational (Budgeted)	<ul style="list-style-type: none"> <li>- Department</li> <li>- Item(s)</li> <li>- Total Bid Price</li> <li>- Budgeted (yes/no)</li> <li>- # of Bids Sent/Received</li> <li>- Prebid or qualifications</li> <li>- Tabulation Sheet</li> <li>- Recommendation of Award</li> <li>- Where it was advertised</li> <li>- Equipment/Service/Supplies</li> <li>- Contact Info/Resp parties/ownership</li> </ul>	<ul style="list-style-type: none"> <li>- \$25,001-\$100,000 budgeted</li> </ul>	<ul style="list-style-type: none"> <li>- <b>\$100,000+</b> budgeted</li> <li>- All non-budgeted purchases</li> </ul>	<ul style="list-style-type: none"> <li>- Budgeted County direct purchases under \$25,001</li> <li>- Emergency Purchases</li> <li>- Budgeted reverse auction purchases of any amount</li> <li>- Budgeted cooperative agreement purchases of any amount</li> </ul>
Purchase Capital (Budgeted)		<ul style="list-style-type: none"> <li>- <b>\$100,001-\$150,000</b></li> </ul>	<ul style="list-style-type: none"> <li>- <b>\$150,000+</b> budgeted</li> <li>- All non-budgeted purchases</li> </ul>	<ul style="list-style-type: none"> <li>- Budgeted capital under <b>\$100,001</b></li> <li>- Emergency Purchases</li> <li>- All budgeted reverse auction purchases</li> <li>- All budgeted cooperative agreement purchases</li> </ul>
Contract	<ul style="list-style-type: none"> <li>- Parties</li> <li>- Duration</li> <li>- Amount</li> <li>- Purpose</li> <li>- Dept Contact</li> </ul>		<ul style="list-style-type: none"> <li>- New Contracts <b>\$50,001+</b></li> </ul>	<ul style="list-style-type: none"> <li>- Budgeted ongoing renewals</li> <li>- <b>New contracts under \$50,001</b></li> </ul>
Budget Adjustments	<ul style="list-style-type: none"> <li>- Department</li> <li>- Fund, Activity, Account</li> <li>- Amount</li> <li>- Revenue/Expense</li> <li>- Explanation/Description</li> </ul>	<ul style="list-style-type: none"> <li>- <b>\$50,001-\$100,000</b></li> </ul>	<ul style="list-style-type: none"> <li>- <b>\$100,000+</b></li> <li>- transfers from Fund Balance</li> </ul>	<ul style="list-style-type: none"> <li>- Line items <b>move</b> within an activity</li> <li>- Year End Adjustments</li> <li>- Adjustments/transfers under <b>\$50,001</b></li> </ul>
Personnel	<ul style="list-style-type: none"> <li>- Backfilling Positions</li> <li>- <del>Work Order</del></li> <li>• Position Review Form</li> <li>- Position Changes</li> <li>- <del>RFA</del></li> <li>• Summary of request</li> <li>• Cost analysis of request</li> <li>• Expenditure Status Report</li> </ul>		<ul style="list-style-type: none"> <li>- Non-budgeted changes</li> <li>- New positions</li> <li>- Compensation changes</li> </ul>	<ul style="list-style-type: none"> <li>- Filling existing budgeted unchanged positions</li> <li>- Creation of and/or changes to Irregular Part-Time and/or temporary positions within the budget</li> <li>- Budget-neutral changes in positions or changes resulting in reduced expenditures of budgeted positions</li> </ul>
Letters of Support			<ul style="list-style-type: none"> <li>- New requests</li> </ul>	<ul style="list-style-type: none"> <li>- consistent with Board adopted plan, resolution, or budget</li> </ul>



**COUNTY OF ALLEGAN**  
State of Michigan

Rules of Organization and Procedure

~~of the~~

Allegan County Board of Commissioners (~~BOC~~)

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Amended: January 13, 2022 (Journal 70-7)  
Amended: January 5, 2023 (Journal 71-8)  
Amended: May 25, 2023 (Journal 71-17)

1. **AUTHORITY:** These rules are adopted by the [Allegan County Board of Commissioners \(hereinafter the BOC\)](#) ~~BOC of Allegan County pursuant to the Michigan Compiled Laws (MCL, Section 46.11, as amended, MCL 46.11 of the State of Michigan, as amended, (MCL 46.11) pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.~~

## 2. APPLICATION, SUSPENSION, AND AMENDMENT OF BOARD RULES

- a. These ~~r~~Rules shall guide and direct the [Allegan County](#) BOC's operations.
- b. Any situation, ~~which that~~ may arise and is not covered by these rules, shall be determined ~~on the basis of~~based on Robert's Rules of Order. When the rules ~~contained~~ herein conflict with State of Michigan statutes, the statutes shall prevail.
- c. No rule of the BOC shall be suspended or amended without ~~the~~ concurrence of a majority of all BOC members elect.
- d. Except during the organizational meeting, any proposed amendment(s) to the BOC rules shall be first referred to a BOC meeting for discussion only, with subsequent consideration given for action no later than ~~one month~~one-month ~~thereafter~~after that.

## 3. BOARD AND ADMINISTRATIVE OFFICERS

### a. CHAIRPERSON

#### i. Statutory Powers and Duties [\[MSA 5.323\]](#)

- (1) Presides at all BOC meetings. [MCL 46.3](#)
- (2) Administers oaths and issues subpoenas. ~~[MSA 5.323]~~[MCL 46.3\(5\)](#)
- (3) Signs contracts (~~[MSA 5.323]~~[MCL 46.3\(5\)](#)) and Board-approved minutes [\[MSA 5.352\]](#) and certifies the equalized tax rolls. [\[MSA 7.52\]](#)
- ~~(4) With the advice and consent of the BOC, appoints~~ ~~appoint~~ Directors of an Economic Development Corporation. [MCL 125.1604\(3\)](#) ~~4.3~~ [\[MSA 5.352\(4\)\]](#).
- ~~(4)~~
- (5) Upon the disqualification of the County Drain Commissioner, ~~under MCL 280.381 of the Drain Code, the (Chapter 16, Sec MCL- 280.381 of the Michigan Drain Code, PA 40 of 1956)~~ BOC Chairperson shall appoint ~~as~~ ~~b~~ Boards of ~~d~~ Determination pursuant to ~~Sec.'s~~ [MCL 280.72](#) and [MCL 280.441](#), ~~of that Code.~~
- (6) Serves on Intra-county Drainage Boards (~~Chapter 20, MCL Sec. 280.464~~) and Augmented Inter-county Drainage Boards (~~Chapter 21, MCL Sec. 280.515~~) and appoints additional member(s) to either when circumstances so warrant, as defined in the ~~Michigan~~ Drain Code, PA 40 of 1956.
- (7) Reviews, with other officials, the Sheriff's determination of jail overcrowding. [MCL 801.52\(2\)](#) ~~[MSA 28.1748-2]~~
- (8) Carries out Emergency Management and Preparedness responsibilities in accordance with Public Act 390 of 1976, ~~the Emergency Management Act, and the BOC adopted Emergency Management resolution,~~ and appoints BOC members to act in place of the Chairperson in his/her absence.

#### ii. Other Duties

- (1) Serves ex-officio on all committees.
- (2) Appoints BOC committee members subject to BOC approval.
- (3) Makes other county appointments subject to BOC approval.
- (4) Preserves order and decides questions of order subject to ~~the~~ approval of the BOC.
- (5) Votes on all questions taken by roll call vote, except on [BOC Members' Commissioners'](#) appeals regarding a decision of the chair.
- (6) Serves as spokesperson for BOC action or designates a spokesperson in writing.
- (7) Attends regular meetings with the [Chief Administrative Officer \(hereinafter the CAO\)](#) County Administrator for the purpose of providing assistance and planning in ~~BOC related~~ BOC-related matters.
- (8) Duties of the [BOC Chairperson](#) may be expanded by the BOC for purposes and durations deemed appropriate and necessary.

**Commented [ES1]:** Meeting minutes are now covered under MCL 15.269, but I do not find anything that requires the chairperson to sign the minutes.

**Commented [ES2]:** MSA 7.52 corresponds to MCL 211.34d. Under MCL 211.34d(4) On or before the second Monday in June of each year, the treasurer of each county shall certify the immediately preceding year's taxable values, the current year's taxable values, the amount of additions and losses for the current year, and the current year's millage reduction fraction for each unit of local government that levies a property tax in the county.

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- b. VICE CHAIRPERSON
  - i. With the exception of instances when the Chair has initiated specific alternatives, in the absence of the Chair, the Vice-Chair assumes all authorities and performs such duties as enumerated in Section 3-a above.
- c. CLERK-OF-THE-BOARD
  - i. Shall be the County Clerk or, in the Clerk's absence, a Deputy County Clerk.
  - ii. Duties shall be as specified by law, MCL 46.4, MSA 5-324, MSA 5-330, MSA 5-325, MSA 5-352.
- d. CHIEF ADMINISTRATIVE OFFICER/COUNTY ADMINISTRATOR (CAO): The BOC employs a County Administrator/CAO who is recognized as the Chief Administrative Officer of the County. The authorities and duties of the CAO are listed in Attachment "A".
- e. FREEDOM OF INFORMATION ACT (FOIA) COORDINATOR: The Chairperson shall designate the CAO (or his/her designee) as the FOIA Coordinator for the County of Allegan. MCL 15.236(6) [MSA 4-18016].

**4. BOARD COMMITTEES**

- a. COMMITTEE OF THE WHOLE: The BOC shall generally operate as a Committee-of-the-Whole, perform as the County Board of Public Health when necessary, and establish other committees as it deems appropriate.
- b. LOCAL GOVERNING ENTITY/BOARD OF PUBLIC HEALTH: The BOC shall perform as Local Governing Entity (LGE) of the Local Health Department (LHD) as enunciated in the Michigan Public Health Code. (Code). At least quarterly, the BOC shall schedule a dedicated agenda item during a planning session or regular meeting of the BOC (or schedule a special meeting if necessary) for the Health Officer (and other members of the LHD) to report on the activities of the LHD during the most recently concluded quarter, provide a forecast of activities for the quarter ahead, and any anticipated public health situations in the year ahead. These sessions shall be added to the annual schedule of information sessions. Topics for these sessions may also include items, derived from the Code, such as:
  - i. Concurrence or disapproval authorizing LHD to adopt regulations (e.g.g., water regulations), and
  - ii. Receiving the annual report, approval of the Plan of Organization, and
  - iii. Providing or demonstrating the provision of each required service which that the LHD is designated to provide, and
  - iv. Fixing and requiring payment of fees for services authorized to be performed by the LHD.
- c. ESTABLISHMENT OF COMMITTEES
  - i. The BOC may establish committees which that shall perform specific functions including but not limited to research, analysis, oversight, or forming a recommendation regarding a project, policy, issue, ordinance, or plan that is authorized by resolution of the BOC.
  - ii. Each committee shall have a Chairperson and Vice-Chairperson elected by its members.
  - iii. Each committee Chairperson shall be responsible for keeping a written record of committee proceedings.
  - iv. The number of BOC members on any committee shall not exceed one (1) less than a majority number of those elected and serving on the full BOC, although the committee may contain other members.
- d. PROCEDURES FOR USE OF COMMITTEES
  - i. Committees shall address items only referred by the BOC.

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- ii. Items which that have been referred to a committee by the BOC shall be addressed in accordance with these rules.
- iii. If a committee determines that additional county resources to address its responsibilities or if procedural clarifications are necessary to perform its duties, the committee shall ask for assistance from the CAO.
- iv. When the committee has completed its charge, its written findings shall be forwarded to the BOC via the CAO, and placed on the BOC's next regular business meeting for review and determination subsequent to Section 7.b herein.
- v. The BOC shall, subsequent to receiving a finding/recommendation from a committee and lending review, give consideration through one of the following:
  - (1) Vote on the finding/recommendation.
  - (2) Table the finding/recommendation.
  - (3) Return the finding/recommendation for further consideration with direction(s) or forward it to another committee with direction(s).

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**5. OTHER BOARDS, COMMISSIONS, and COMMITTEES:** Due to statutory requirements, by invitation, or through the exercise of its discretion, the BOC appoints or elects BOC members, member-alternates, and other persons to boards, commissions, and committees which that exist internally and externally to the Allegan County government organization. See Attachment "B" for identified boards, commissions, and committees.

- a. Any BOC member so appointed or elected shall make available the minutes or other informations information of record of those same boards, commissions, or committees to the BOC upon its request in times sufficient to the BOC's considerations and by a manner herein directed.
  - i. ELECTION/APPOINTMENTS: All elections and/or appointments shall be conducted in accordance with all applicable state statute-statutes and/or by-laws specific to each board, commission, and committee.
    - (1) When an appointment is in order, the BOC-Chairperson shall make the appointment subject to BOC confirmation.
    - (2) The BOC shall not elect or appoint individuals to any board, commission, or committee upon receiving first notice of a vacancy.

**(3) ANNUAL NOTICE:**

- (a) The BOC shall publish two notices annually (March & October) in a local newspaper and the County website seeking potential candidates for future elections/appointments as a result of a term expiring or vacancy during an existing term.
- (b) The CAO shall be responsible for placing on the agenda a month in advance the offices that will be voted upon at a subsequent meeting.

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- b. BOARDS AND COMMISSIONS: Authorized members of Boards & Commissions boards and commissions members shall receive per diem and mileage through BOC resolution (Attachment C).
- c. BOARD PLANNING WORKGROUP: A workgroup of the County-AdministratorCAO, ChairChair, and Vice-Chair Vice-Chair is authorized to meet to review Board Meeting agendas to ensure compliance with Board rules, prepare procedurally for Board meetings, including the review of progress on Board Projects established through its formal planning process.

**6. MEETINGS:** All meetings of the BOC shall be noticed and conducted in accordance with the Michigan Open Meetings Act (OMA) -MCL 15.261 et seq

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- a. ORGANIZATIONAL MEETING: The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the Clerk-of-the-Board county-clerk shall initially preside.
  - i. OATH OF OFFICE: The Clerk-of-the-Board county-clerk or other statutorily authorized official shall administer the oath of office to the BOC members-elect; if the oath had-has not previously been administered.
  - ii. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON
    - (1) The Clerk-of-the-Board Clerk shall call for nominations for the office of temporary

- chairperson.
- (2) When nominations are closed by majority vote or no other nominations are forthcoming the Clerk-of-the-Board clerk shall order the roll to be called.
  - (3) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the temporary Cchairperson and the Clerk-of-the-Board County Clerk shall retire to his/her position as Clerk-of-the-Board.
  - (4) The temporary Cchairperson shall seek the BOC's determination of the Chairperson's term of office, one year or two years.
  - (5) Upon determination of the Chair's Chair's term of office, the temporary Cchairperson shall call for nominations for the office of Chairperson.
  - (6) The temporary Cchairperson shall seek the BOC's determination of the use of secret balloting for the Chairperson.
  - (7) When nominations are closed by majority vote or no other nominations are forthcoming the temporary CChairperson shall order the roll to be called or the secret balloting completed.
  - (8) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the Cchairperson.
- iii. SCHEDULE OF REGULAR MEETINGS: The BOC shall establish a schedule of regular meeting if it has not previously been adopted.
    - b. ANNUAL MEETING: Shall be held in the evening between September 14 and October 16; ~~per Act 156 of 1854 MCL, 46.1; Sec. 1-1.~~
    - c. REGULAR MEETINGS: The regular meetings of the BOC shall be scheduled in accordance with its annually approved schedule and shall be held at 1:00 PM on the second and fourth Thursdays of each month unless otherwise posted (see Section 7.c., Agenda Format A).
      - i. CHANGES/CANCELLATION: The schedule of regular meetings shall not be changed except under the following conditions:
        - (1) Upon the majority decision of the BOC during any noticed meeting.
        - (2) Upon the determination of the Chairperson due to circumstances of imminent danger to the health, safety, and welfare of the public and/or others that may be in attendance.
        - (3) When the Clerk-of-the-Board, upon receipt of written communications from a majority of BOC members, has determined a quorum will not be present. Upon said determination, the Clerk-of-the-Board shall immediately give notice to each BOC members member at least 24 hours before the scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.
      - d. PLANNING SESSIONS: The BOC tentatively schedules these sessions to conduct planning (strategic or project related), policy review, and other matters it may deem necessary (~~s~~See Section 7d., Agenda Format B) at 9:00 AM, unless otherwise posted, on the morning of the same day as regular scheduled BOC meetings.
        - i. CANCELLATION: The Chairperson in conjunction with the CAO may cancel these sessions by the end of business on Friday Tuesday prior to the meeting for reason of lack of business to be considered by the BoardBOC.
      - e. SPECIAL MEETINGS: Special meetings may be set by one of the following methods:
        - i. By a majority of the BOC members during any noticed meeting.
        - ii. At the "Call of the Chairperson".
        - iii. By the Clerk-of-the-Board upon receipt of a written request signed by one-third (1/3) of the BOC members. Upon receipt of said request, the Clerk-of-the-Board shall immediately give notice to each of the BOC members at least 24 hours before the scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.
      - f. PLACE OF MEETINGS: Unless otherwise noticed, meetings of the BOC shall take place in the County Services Building – Board Room, 3283 122<sup>nd</sup> Avenue, Allegan, MI 49010.

g. START OF MEETING: The Chairperson shall take the chair at the time specified in the meeting notice; the BOC shall then be called to order and the roll of BOC members called.

h. QUORUM: A majority of the BOC members elected and serving shall constitute a quorum for the transaction of the ordinary business of the county. ~~{MSA-MCL 46.35.323}~~ Excluding procedural votes, the final passage or adoption of any measure or resolution, or the allowance of any claim against the county shall be determined by a majority of all BOC members elected and serving ~~{MSA-5.323}~~.

h.

i. BOC MEMBER ATTENDANCE: Any BOC member who shall be late to a session shall, upon his/her arrival, report his presence to the Clerk-of-the-Board. Furthermore, a BOC member that who will knowingly be late/absent from an official proceeding of the BOC shall notify the Chairperson or County Administration the Administrative Office as soon as possible prior to said meeting.

- i. REMOTE ATTENDANCE: BOC members may be connected to a meeting remotely under the following conditions:
- (1) The request has been submitted to the CAO at least 24 hours in advance of the meeting.
  - (2) The remote connectivity is sufficient and will not interfere with the progress of the meeting.
  - (3) The BOC member's participation shall not be considered attendance for the purpose of establishing a quorum, unless otherwise permitted by the Open Meetings Act.

j. PUBLIC PARTICIPATION: The right of public address is granted by the Michigan Open Meetings Act under rules established by the BOC, ~~{MSA 4.1800 (13) & (5)} {MCL 15.263(5)}~~. The public shall be allowed to address the BOC within the following parameters:

- i. Public comment shall be permitted during the public participation portion(s) of the agenda subsequent to the SPEAKER'S declaration of
- (1) Name ~~and address~~ local unit of residence, and
  - (2) The topic which they wish to address, and
  - (3) In general, a maximum of five (5) minutes shall be granted to each person desiring to make a public comment; however, that time may be modified at the discretion of the ChairChair.
- ii. Public comment is permitted during discussion items on an approved agenda, providing a related motion is not in the BOC's possession (a motion having been made, seconded, and recognized by the ChairChair)
- iii. Public comment shall not be permitted during action items on an approved agenda.
- iv. Any exception to the rules of public participation shall be at the discretion of the Chairperson.

k. DISTRIBUTION OF AGENDAS/MINUTES: A copy of a completed agenda and approved minutes of previous, monthly proceedings shall be available online as soon as possible by the Clerk-of-the-Board. A printed copy of the minutes of the monthly BOC proceedings shall be available at the County Clerk's Office.

## 7. AGENDA(S)

- a. DEVELOPMENT: BOC agendas shall be managed by the CAO in conjunction with the BOC Chairperson and Clerk-of-the-Board (as needed).
- b. AGENDA ITEM(S) FOR CONSIDERATION: With the exception of BOC members (see Section 7.b.i) agenda items must be submitted to County Administration not less than ten (10) business days prior to the next scheduled Regular Meeting for placement on the agenda. The submission shall include all necessary supporting documentation/information requisite to the BOC's full consideration.

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- i. A BOC member's intent to add an item or amend/rescind a previous item shall be introduced to the BOC during the "future agenda items" portion of a preceding meeting. The BOC shall not add items to an agenda if said item has been previously acted upon by the BOC unless approved in advance by the BOC and/or the provisions of Section 9.c. have been met. See [the](#) attached Flow Chart, Attachment "D".
  - ii. All agenda items for consideration shall be submitted with complete documentation (see "Attachment E" Request for Action [\[RFA\]](#) Form) through the County work order system. The work order system will automatically assign a work order number which is transmitted to the requestor so that they may refer to it when communicating with the CAO. The CAO shall review the request and take one of the following actions:
    - (1) Request additional information as needed before making [a](#) recommendation or taking action.
    - (2) Approve or deny items under the authority of the CAO. Items denied may be appealed in writing to the Chairperson of the BOC detailing specific reasons why an item should be considered. Requests for consideration/appeal must be received within 10 business days from the receipt of the denial.
    - (3) Report items requiring action to the BOC with recommendation/resolution on [the](#) disposition of action.
- c. AGENDA FORMAT FOR REGULAR MEETINGS (Format A):
- (1) Call to order
  - (2) Roll call, Determination of Quorum
  - (3) Opening Prayer
  - (4) Pledge of Allegiance
  - (5) Public/Budget Hearing and related communications (As needed)
  - (6) (Other) Communications
  - (7) Approval of minutes
  - (8) Public participation
  - (9) Additional agenda items
  - (10) Approval of the agenda
  - (11) Presentations
  - (12) Proclamations
  - (13) Informational Sessions
  - (14) Administrative Reports
  - (15) Consent Items
  - (16) Action Items
  - (17) Discussion Items
  - (18) Appointments
  - (19) Elections
  - (20) Public participation
  - (21) Future Agenda Items
  - (22) Requests for [Per Diem](#)/Mileage
  - (23) Boards and Commissions Reports
  - (24) Round table
  - (25) Closed Session
  - (26) Adjournment
- d. AGENDA FORMAT FOR PLANNING SESSIONS (Format B):
- (1) Call to Order
  - (2) Roll Call, Determination of Quorum
  - (3) Opening Prayer
  - (4) Pledge of Allegiance
  - (5) Public Participation
  - (6) Additional Agenda Items
  - (7) Approval of Agenda
  - (8) Discussion Items

- (9) Other Items
- (10) Public Participation
- (11) Closed Session
- (12) Adjournment

e. INFORMATION FLOW TO THE BOC MEMBERS

- i. INFORMATIONAL SESSIONS: Departmental Information Sessions or presentations from [the](#) public or other agencies shall be given a specific time and duration. All presenters shall be limited to a twenty (20) minute maximum, including a question/answer period. Departments will be asked to supply their presentation to the BOC prior to their scheduled date to allow the BOC's review and an opportunity to supply questions to departments in advance of their presentation.
- ii. REGULAR MEETING PACKETS: In general, on the Friday before each BOC meeting, County Administration shall provide the BOC with a written recommendation and relative background information within the meeting packet for each item to be addressed by the BOC. Any questions or additional information needed by BOC members should be directed to County Administration by the Tuesday prior to the meeting, and that information shall be provided back to all BOC members before the meeting.
- iii. PLANNING SESSION PACKETS: Materials will be provided as they become available. However, the intent of the Planning Session is for discussion, feedback, updates, etc., therefore, it should be expected materials may be provided up to the time of the meeting.
- iv. CHANGES TO THE PUBLISHED AGENDA: At the discretion of the CAO and/or [BOC Chairperson](#), agenda items (except those added under 7.b.i) may be changed (including but not limited to additions, deletions, and order) prior to the close-of-business on the Tuesday prior to the scheduled BOC meeting. Changes shall be for substantial reasons [i.e. urgency, g., urgency](#), lack of supporting materials, [and](#) availability of presenter. The BOC shall receive a revised final agenda at the close of business that same day, reflecting any changes to the agenda with [the](#) appropriate revision number noted. If no changes have been made, the meeting packet previously sent shall be considered the final agenda unless changed by the BOC during the meeting.
  - (1) Any changes to the final agenda by the BOC after noon on Tuesday must be accomplished at the beginning of the meeting by a two-thirds (2/3) majority vote of those elected and serving.
- v. AGENDA ITEMS: [BOC members Commissioners](#) may add agenda items for discussion only to any regularly scheduled meetings of the [Board BOC](#) by contacting the Chair or, in the absence of the [Chair Chair](#), the [Vice-Chair vice chair](#), up to noon on the Tuesday preceding the scheduled meeting.
- vi. DISCUSSION ITEMS: Items may be of a specific nature on which action will be required at a future meeting and/or of a broader nature requiring discussion on subsequent agendas. Following the discussion of each item, the [BOC Chairperson](#) should clarify the intent of further action or discussion needed. Generally, items requiring BOC action shall start as discussion items and be moved to a future agenda for action. However, routine and time-sensitive items may be moved for immediate action.
- vii. CONSENT ITEMS: The purpose of the consent items portion of the agenda is to expedite business by grouping non-controversial items together to be considered by a single motion without discussion and debate. [BOC members Any member of the BOC](#) may ask that any consent item be placed elsewhere on the agenda for the item to be considered separately. Such requests will automatically be granted.

8. RULES OF FORM

- a. SPEAKING TO A QUESTION: Every BOC member, previous to speaking upon a question shall address the chair. When two or more BOC members speak at once, the [Chair chair](#) shall designate the BOC member who shall be first to speak.



- b. CALL TO ORDER: When a BOC member is speaking on any question before the BOC, the member shall not be interrupted except to be called to order. A member called to order shall immediately be silent unless permitted to explain, and the BOC, if appealed to, shall decide the case. If there is no appeal, the decision of the ~~Chairperson~~ ~~BOC Chair~~ shall stand.
- c. SUBMISSION OF MOTION: No motion shall be debated or put in the minutes unless the same is seconded. It shall be stated by the ~~Chairperson~~ before debate, and any such motion shall be reduced to writing if any members desire it, or at the request of the ~~Chairperson~~ or Clerk-of-the-Board.
- d. WITHDRAWAL OF MOTION: After a motion is stated by the ~~Chairperson~~, it shall be deemed to be in possession of the BOC, but may be withdrawn by the member who made the motion, with the concurrence of the member seconding the motion, if there is no objection by any other member of the BOC. All BOC decisions shall be entered in the record of BOC proceedings.
- e. MOTIONS DURING DEBATE: When a question is under debate, no motions shall be received but to adjourn, to call the previous question, to table, to postpone indefinitely, to postpone to a day certain, to refer, and/or to amend.
- f. MOTION TO ADJOURN: The motion to adjourn shall always be in order, and the motion to table shall be decided without debate. A motion simply to adjourn shall be understood to mean for the day only.
- g. PREVIOUS QUESTION: When moved, and seconded, a 2/3rds affirmative vote ends all discussion/debate and the BOC shall proceed immediately to any related amendments and then the main motion (as amended).
- h. DIVISION OF QUESTION: If the question being discussed contains two or more points, any BOC member may request to have it divided for separate considerations.
- i. PETITIONS/MEMORIALS: Shall be addressed to the BOC, in writing, and presented to the ~~Chairperson~~ for appropriate action.
- j. RECORDING: In all cases, every written report, resolution, or motion shall bear the name of the originating committee (if applicable), and the names of the BOC member moving and the BOC member seconding shall be entered into the record of the BOC's proceedings.
- k. COMMENTS ENTERED INTO THE RECORD: A BOC member, wishing to have his/her comment(s) entered into the record of the BOC's proceedings, shall submit the comment(s) in writing to the Clerk-of-the-Board.
- l. SPECIAL ORDERS: Any measure or motion having been placed on special orders for some future time shall not be taken up prior to that time except by unanimous consent of the BOC members present.

## 9. VOTING

- a. ROLL CALL:
  - i. The names and votes of BOC members shall be recorded on board actions to adopt final measures ~~such~~ as ordinances and the appointment or election of officers, etc. ~~[MCLA 46.3a]~~.
  - ii. Conflicts of Interest: BOC members "shall not be interested directly or indirectly in any contract or other business transaction with the county (or other county agency) during the time for which they are elected or appointed nor for one year thereafter unless the contract or transaction has been approved by ~~three-fourths~~ ~~three-fourths~~ of ~~BOC~~ ~~the members of the~~ ~~(BOC)~~ and so shown in the minutes of the ~~board~~ ~~BOC~~ together with a showing that the ~~board~~ ~~BOC~~ is cognizant of the (former) member's interest ~~[(MCLA 46.30)]~~" and shall make such

declarations of real or perceived conflict of interest at the time appropriately prior to any final, related action by the BOC.

- iii. A roll call vote will be taken when requested by any BOC member.
  - iv. When a roll call vote is taken, no member present shall abstain from voting "yes" or "no".
  - v. For the voting of the BOC at each session, the Clerk-of-the-Board shall vary the order of calling the roll.
  - vi. During a roll call vote, members of the BOC shall be given one opportunity to vote. Each BOC member's vote shall be presented as follows and so recorded by the Clerk-of-the-Board:
    - (1) "Yes" – representing any response in the affirmative
    - (2) "No" – representing any response in the negative
    - (3) "Abstaining" – only in the instance of a conflict of interest as defined in 9.a.ii above, and
    - (4) "Absent" – BOC member was not present at the time of the vote.
- b. TIE VOTES: In the event of a tie vote of the BOC upon any matter presented to them for consideration, the motion or proposal does not pass for lack of a majority approval; the matter, however, may be proposed to the BOC for reconsideration in the identical, similar or revised form at any time, to be voted on by the same number of BOC members, or more, present at the time of the tie vote.
- c. RESCIND/AMEND: A motion to rescind or amend any question previously acted upon may be made on any day of any session under the following conditions:
- i. The action caused by the original question has not already been carried out to a point that cannot be undone.
  - ii. The motion to rescind or amend must be moved and seconded by the BOC members who voted with the majority, but there must be at least as many BOC members present as there was/were when the matter to be rescinded was first voted upon.

## 10. BOARD COMPENSATION

- a. SALARY and FRINGE BENEFITS: BOC members shall receive an annual compensation package that shall be established prior to each new term and shall be maintained consistent with applicable laws. See Attachment "F" for the current compensation package.
- b. TRAVEL: BOC members shall receive travel and training reimbursement in accordance with County Employee Policy 511.
  - 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 BOC member's/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-BOC approval will be required.

## 11. MISCELLANEOUS RULES

- a. CLAIMS: Each Wednesday, by 12:00\_PM (noon), the BOC shall receive/have available a compilation of the weekly claims for their-its review.

- i. During weeks in which the BOC does not have a regularly scheduled meeting or during weeks in which that meeting is not held: BOC members shall, subsequent to their review of the weekly claims, submit any questions regarding a claim via email to [administration@allegancounty.org](mailto:administration@allegancounty.org) and [finance@allegancounty.org](mailto:finance@allegancounty.org) by each Thursday 5:00 PM. If the question(s) cannot be readily addressed, only those claim(s) in question shall be withheld from payment until the next scheduled BOC meeting for final action. If the County will be adversely affected ~~e.g., i.e.~~ shut off of utilities, ~~or~~ finance charges, the Chair~~person~~ is authorized to review, release or continue to hold the claim in question.
    - (1) The CAO (or designee in his/her absence) is authorized to release for payment all claims after Friday 8:00-AM except those held for question.
  - ii. During weeks in which the BOC holds a regularly scheduled meeting, the BOC shall approve previously reviewed, processed, and released payments for claims but may choose to withhold approval of claims not reviewed but processed for payment that same week.
  - iii. The Clerk-of-the-Board shall print in the BOC proceedings a report of the total of accounts payable claims against the different funds as they are submitted, rather than a detailed report of the individual claims. The BOC will take final action to accept claims into record and provide final signatures.
- b. SIGNATORY AUTHORITY:
- i. The Chair~~person~~ (or designee declared in writing if permitted by law) is the official signatory of the BOC where ~~the Chairperson/~~BOC signature is required by law or as specifically required by grant or BOC resolution.
  - ii. The ~~County Administrator~~CAO (or designee declared in writing) is designated as the official signatory of the County and shall approve ~~BOC-approved~~BOC-approved leases, contracts and other (legal) documents consistent with the execution of the duties of the position as authorized through BOC approved policy. This designation does not diminish the authority of the Chair~~person~~ as stated above in 11.b.i.
  - iii. Other signatory authority is limited to that contained within ~~BOC-approved~~BOC-approved policy.
- c. ORDINANCES: County ordinances ~~that have been~~ enacted by the BOC shall be numbered for reference in the following manner: The first ordinance, 1001; the second, 1002; the third, 1003 and so forth.
- d. COMPATIBILITY OF POSITIONS: No BOC member, while a member of the BOC shall be eligible for election or appointment to any other County office or position, the election of which is within the jurisdiction of the County BOC unless otherwise permitted by law. ~~MCL 46.3(6)]MSA-5-323]~~
- e. COMMISSIONER'S ANNUAL, EQUIPMENT STIPEND PROGRAM: A stipend in the amount of \$50 per month shall be paid ~~on~~ the first payroll of each month to each ~~commissioner~~BOC member. The stipend is intended to reimburse each ~~commissioner~~BOC member for partial use of a personal cell phone, an internet connection, and/or other equipment/services/supplies that may be used to conduct official County business. Any ~~commissioner~~BOC member may opt-out of the program by submitting a written statement indicating such to the Human Resources Department prior to January 2 of each year for that year's program. Once a ~~commissioner~~BOC member has opted-out of the program for a given year, the ~~commissioner~~BOC member is no longer be eligible to participate until the next year.
- f. ASSISTANT CORPORATE COUNSEL: At each ~~Board of Commissioners~~BOC meeting, the Assistant Corporate Counsel shall be present virtually or be in person as requested by the ~~Board of Commissioners~~BOC to receive any questions, concerns or direction that the ~~Board~~BOC as a body may enunciate. Assistant Corporate Counsel may also respond at said meetings to questions from individual ~~commissioners~~BOC members in the course of ~~board~~BOC consideration of agenda items for the specific meeting.

**ALLEGAN COUNTY**

**COUNTY ADMINISTRATOR**

**General Summary**

Under the direction and oversight of the Allegan County Board of Commissioners as a body, serves as the Chief Administrative Officer of the County and performs a wide range of difficult-to-complex administrative activities that serve to support effective and efficient county government operations; advises and assists the Board in planning, policy and operational matters; and directs and coordinates the administration of county government in accordance with policies and directives issued by the Board as a whole, pursuant to all applicable state and federal laws and regulations.

**SCOPE OF RESPONSIBILITY AND AUTHORITY**

The County Administrator is responsible for the following departments: Budget and Finance, Central Dispatch, Equalization, Facilities Management, Health Department, Human Resources, Information Services, Land Information Services, Senior and Veteran Services, Transportation and Public Defender and performs the full range of managerial-oversight functions. Acts as final appointing authority and retains authority over organizational structure, budget, staffing levels and configuration, financial management, planning, administrative policy development and implementation, performance management and prioritization of fiscal, human and capital resources.

The County Administrator carries overall responsibility and authority for the “business” and service delivery aspects of Allegan County government. In matters of governance and public policy, the position oversees the implementation and administration of Board-established policies. The administrator helps maintain good working relationships between the Board’s office and other elected officials.

**Essential Functions**

1. Works with the Board to understand their vision and strategic policy direction. Assists the Board in developing and managing public policy matters. Oversees staff implementation of Board goals and policies. Directs and oversees near-term and long range work planning: goal setting, prioritization, funding, monitoring and reporting.
2. Provides assistance to the Board and committees of the Board to facilitate action on matters requiring their attention (based on County policy) and is a liaison to other boards and agencies. Investigates and researches various issues and projects assigned by the Board and reports the results with possible alternatives and recommended courses of action. Provides a recommendation on all non-political matters to be considered by the Board of Commissioners.
3. Acts as the first step and/or liaison for all matters to be considered by the Board of Commissioners. Manages the development of Board and committee meeting agendas with the assistance of the Board or Committee Chairperson and/or the County Clerk and attends meetings to advise, counsel, and present pertinent data and information to aid the Board in making decisions and establishing policies. Researches, analyzes and implements issues considered and approved by the Board.
4. Maintains the fiscal oversight of the County. Administers, reviews, and analyzes budgets including general operating, applicable county funds, and capital outlay. Approves major purchases and contracts for services, forecasts financial status, and creates and implements related policy. Consistent with the Uniform Budgeting Act, develops an annual balanced budget to be presented to the Board of Commissioners for final approval.
5. Negotiates, develops, reviews, and/or approves (based on County policy) a variety of legal documents including but not limited to contracts, purchase agreements, grants, and interagency agreements, ensuring the County’s interest is represented.

## ALLEGAN COUNTY

### COUNTY ADMINISTRATOR

6. Coordinates legal matters in conjunction with corporation counsel. Seeks legal advice and opinions on behalf of the County. Exercises settlement authority with established limits and recommends action on other matters to the Board. Designated County representative to liability insurance carrier and is responsible for the administration of all liability claims.
7. Leads labor negotiations and the administration of all labor agreements within County government. Provides leadership and direction for personnel related matters including final decision authority on personnel matters.
8. Confers with all county departments and seeks to resolve operating problems within current practices and policies. Revises and develops policy dealing with new or changing circumstances for consideration of the Board. Advises departments of relevant Board and committee actions.
9. Continuously monitors and evaluates the efficiency, effectiveness and cost-effectiveness of the County's service delivery and governance, with emphasis on departments and functions under the authority of the Board. Recommends and implements action to maintain and improve services.
10. Participates in planning of county infrastructures including facilities, capital outlay, budget, and critical long-range needs.
11. Represents the County Board of Commissioners, as a Body, acting as a liaison with the Board, county departments, other elected officials, local units of government, various agencies, and other committees on federal, state, county, and community issues.
12. Represents the County at various functions such as making speeches at civic and business association meetings. Meets with community members, developers, and officials to establish goodwill and resolve/respond to issues. Serves as the County's representative on numerous boards, committees, associations, and other groups on behalf of the Board of County Commissioners. Collaborates on federal/state/county/community issues.
13. Serves as the Public Information Officer for all matters under the authority of the Board of Commissions and at times for the whole organization. Develops, reviews, and distributes press releases based on formal decisions of the Board of Commissioners and factual information. Interacts directly with all forms of media.

#### **Employment Qualifications**

**Education:** Bachelor's Degree in Public or Business Administration, Master's Degree preferred, and/or a combination of education and experience that would be beneficial to the position as determined by the Allegan County Board of Commissioners within its sole discretion.

**Experience:** Seven or more years of responsible administrative/supervisory experience in local government.

1. Knowledge: Principles and practices of business administration including general accounting and fiscal management practices; governmental budgeting; personnel practices and employment laws, office procedures and business operating systems; and the appropriate method and means of dealing with human behavior situations in a variety of circumstances.
2. Skill: Communicate effectively, verbally and in writing, with and in a diverse range of audiences and settings; persuasion and negotiation of conflicts and problems; assessing operational, program, staffing and fiscal needs; interpreting legal documents, law and government regulations; evaluating fiscal and financial reports, forms and data; analyzing complex written documents; identifying and resolving administrative problems; working long and irregular hours under pressure conditions; delegating responsibility and achieving results through subordinates; and maintaining order in an environment of changing priorities.

**ALLEGAN COUNTY**  
**COUNTY ADMINISTRATOR**

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to access departmental files.  
Ability to enter and retrieve information from computers.  
Ability to access all locations of County government.

**Working Conditions:**

Works in office conditions.

**ALLEGAN COUNTY BOARDS & COMMISSIONS**

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

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

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

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

<b>Boards &amp; Commissions</b>	<b>Per Diem Rate</b>
911 Operational Policy & Procedure Committee	\$50
Area Agency on Aging of W. Michigan Board of Directors	\$50
Board of Canvassers	\$50 half day/\$100 full day
Board of Public Works	\$50
Boundary Commission	\$50 half day/\$100 full day
Broadband Action Workgroup	\$50
Brownfield Redevelopment Authority	\$50
Building Authority	\$50 (Non-County Employees)
Commission on Aging	\$50
Community Corrections Advisory Board	\$50
Economic Development Commission	\$50
Human Services Board	\$50
Jury Board	\$50 half day/\$100 full day
Local Emergency Planning Committee	\$50
Parks Advisory Board	\$50
Soldiers & Sailors	\$50
Solid Waste Planning Committee	\$50
Tourist Council	\$50
Water Study Workgroup	\$50
West Michigan Regional Planning Committee	\$50
<p>The total meeting(s) time in one (1) day more than four (4) hours shall be considered one (1) full day. The total meeting(s) time in one (1) day of four (4) hours or less shall be considered one half (1/2) day. In the event an individual is a member of more than one board or commission and they may attend multiple meetings in a single day, the total per diem for that day shall not exceed \$100. Travel time is included.</p>	

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

**BE IT FURTHER RESOLVED** that only members not already receiving compensation as part of their regular work duties or paid for by another source when attending meetings shall receive per diem and mileage; and

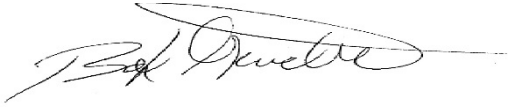


**BE IT FURTHER RESOLVED** the Board shall review per diem in accordance with term or compensation review; and

**BE IT FINALLY RESOLVED** that this action shall become an attachment to the Board Rules of Organization.

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

ATTEST, A TRUE COPY



\_\_\_\_\_, Clerk-Register

APPROVED: January 26, 2023

cc: Admin. - Finance - Human Resources

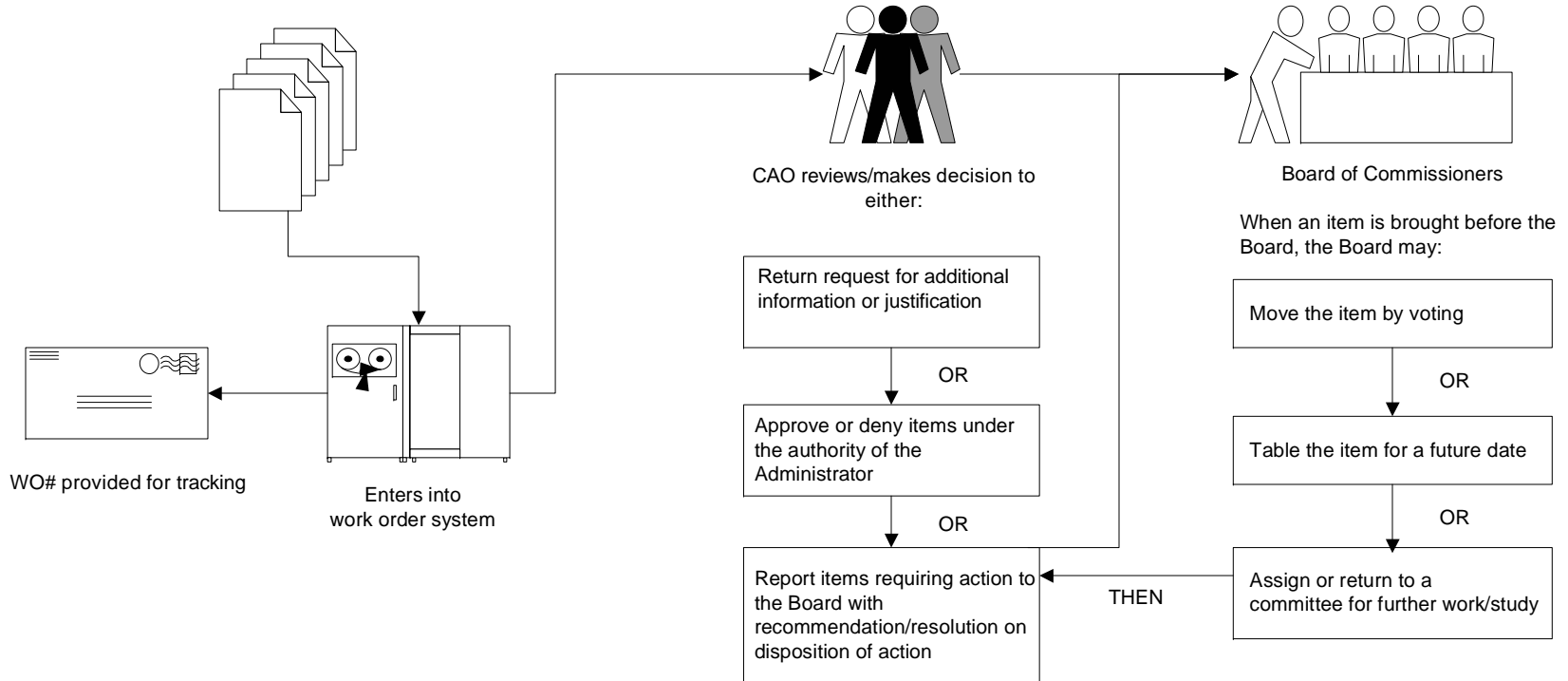
# ATTACHMENT D

## Allegan County Board of Commissioners

Board Procedure and Action Flow

Revised January 5, 2023

Items for consideration by BOC should be submitted with a Request for Action Form through the work order system. Must be not less than 10 business days prior to the next scheduled Regular and Board Committee Meetings to be placed on the agenda.



# ATTACHMENT E - SAMPLE



## ALLEGAN COUNTY REQUEST FOR ACTION FORM

### BUDGET ADJUSTMENTS OR TRANSFERS

Completed RFA form must be attached to a work order request through the Work Order system. If you have any questions regarding this process, please contact Finance @ext. 2658.

Date \_\_\_\_\_

Department Requesting \_\_\_\_\_

Submitted by \_\_\_\_\_

Contact Information \_\_\_\_\_

Fund, Activity: \_\_\_\_\_

Describe the requested change, and why it is needed:

	ACCOUNT	AMOUNT
<input type="checkbox"/> Revenue Increase:		
<input type="checkbox"/> Revenue Decrease:		
<input type="checkbox"/> Expenditure Increase:		
<input type="checkbox"/> Expenditure Decrease:		

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**FY 2023-24 COMMISSIONER COMPENSATION**

**BE IT RESOLVED**, that the Allegan County Board of Commissioners does hereby approve the 2023-24 compensation package for Board of Commissioners to be as follows:

- Commissioner Chairperson annual salary:
  - 2023 - \$25,500.00
  - 2024 - \$26,280.00
- Commissioner Vice Chair annual salary:
  - 2023 - \$24,750.00
  - 2024 - \$25,530.00
- Member annual salary:
  - 2023 - \$24,000.00
  - 2024 - \$24,780.00
- Life Insurance - County Policy of \$50,000,
- County Municipal Employee Retirement System (MERS) Defined Contribution Plan with 7% County base contribution and a Commissioner contribution of 3%, or access to a 457 Deferred Compensation Plan with the same county contribution as the MERS Defined Contribution plan,
- Access to additional 457 Deferred Compensation Plans and Roth plan options with no County contribution,
- Eligible to receive \$300 annual payment for participation in the Wellness Program as defined by County policy,
- Eligible to receive longevity/retention payments to the extent the County offers such a program to county employees and other elected officials; and

**BE IT FURTHER RESOLVED** that the Board of Commissioners shall be offered:

- PPO 70% Plan - deductibles are \$500/\$1,000 with 70% co-insurance provided after deductible,
- HDHP HSA Plan 100% - deductibles are \$3,300/\$6,600 with 100% co-insurance provided after deductible. Deductibles represent an amount required to qualify this High Deductible Health Plan (HDHP) for a Health Savings Account (HSA) subject to IRS requirements. The HDHP for this HSA shall meet and continue to meet all IRS requirements,
- HDHP HSA Plan 80% - deductibles are \$3,300/\$6,600 with 80% co-insurance provided after deductible. Deductibles represent an amount required to qualify this High Deductible Health Plan (HDHP) for a Health Savings Account (HSA) subject to IRS requirements. The HDHP for this HSA shall meet and continue to meet all IRS requirements; and

**BE IT FURTHER RESOLVED** that Commissioners shall not be eligible to receive per diem for meetings; and

**BE IT FINALLY RESOLVED** that this action shall supersede any previous action.

Moved by Commissioner Cain, seconded by Commissioner Kapenga to approve the resolution as presented. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup and Cain. Nays: Thiele and Dugan.

ATTEST, A TRUE COPY



\_\_\_\_\_, Clerk-Register

APPROVED: November 10, 2022

cc: Admin. - Finance - Human Resources

# Allegran County

Energy Management Planning

# Initiatives & Efforts

- County energy mgmt. plan
- Energy star appliances
- Heating and cooling
- Lighting
- Technologies
- Hybrid work environments
- Solar panels
- Wind turbine
- Geothermal

# County Energy Management Plan

## Allegan County

Facilities Management

3283 – 122<sup>nd</sup> Avenue

Allegan, Michigan 49010

(269) 673-0220 Fax (269) 673-0303



### 2005-2006 Energy Management Plan

To meet budget objectives initiated in the 2003 County budget and carried forward through each of the 2006 Facilities Management budget activities, the following energy management regulations have been set. Due to the needs of their special population, these regulations may apply to the Medical Care Facility only where the Medical Care Facility Administrator deems appropriate.

#### REGULATIONS

Air conditioning activates when the temperature exceeds 74 degrees

Heating activates when the temperature drops below 68 degrees

HVAC fans will remain in continuous operation while facilities are occupied

Use of space heaters or fans not placed by Facilities Management is prohibited in all County-owned facilities. Facilities will work with Department Heads when the above temperature parameters cannot be met for an extended period of time to utilize portable equipment to attempt to maintain parameters

Use of coffee mug warmers is prohibited in all County-owned facilities

Coffee brewing, heating, etc. appliances are permitted one-per-department only

Employee-owned refrigerators are prohibited in all County-owned facilities

County-Owned Refrigerators are permitted only in central break/lounge/cafeteria areas except in the case of medical supply storage and departmental commercial kitchens

# Allegan County

Facilities Management

3283 – 122<sup>nd</sup> Avenue

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(269) 673-0220 Fax (269) 673-0303



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Employee-owned refrigerators are prohibited in all County-owned facilities

County-Owned Refrigerators are permitted only in central break/lounge/cafeteria areas except in the case of medical supply storage and departmental commercial kitchens

Microwave ovens, toaster ovens, toasters, beverage machines and all other powered food preparation appliances are permitted only in central break/lounge/cafeteria areas except in the case of departmental commercial kitchens

Personal electronics that are plugged into a buildings' electrical system are prohibited in all County-owned facilities. County-owned televisions used for program purposes are permitted; and Department Heads may permit a limited number of personal radios within their Departments at the Department Heads discretion

Potpourri cookers, air freshener plug-ins, air cleaners, dehumidifiers, and humidifiers are prohibited in all County-owned facilities

Overhead fluorescent interior lighting shall be used in County-owned facilities; employees will not be permitted to use incandescent table lamps, desk lamps, floor



lamps, spot lamps, torch lamps, etc. Fluorescent task lighting supplied as a part of the County's modular furniture may be utilized within the workspace.

Exterior lighting at the Jail/Sheriff Complex, Juvenile Detention Center, and Medical Care Facility will operate 24/7. Exterior lighting in all other facilities will activate one hour before business commences at the facility until light and end one hour after business ends at the facility once dark. Lighting will be activated for Custodial operations based upon the Team Cleaning Schedule for each facility. In general terms exterior lighting will operate 7:00 a.m. until 8:00 a.m. and 5:00 p.m. until 6:00 p.m. Flag lights will operate 24/7 as we do not have adequate staff to raise and lower the flag each day. Department Heads may request on a limited basis for exterior lighting to be activated for special program events that may be scheduled to take place outside of the normal schedule. These special requests should be kept to a minimum and grouped together whenever possible.

Timed electronic shower control valves are installed at the Jail and will continue to be installed at the Jail and Juvenile Detention Center as the maintenance budget allows to reduce water consumption

Lavatory faucets have been replaced and will continue to be replaced in all facilities with low-flow models as the maintenance budget allows to reduce water consumption

The Finance Director and I will be monitoring this regularly throughout the year and will raise any concerns we have with the COW.

#### SPECIAL CIRCUMSTANCES

Individuals requesting special consideration for an exception to the policy must bring such request(s) to their respective Department Head. A Department Head making a request for special consideration to the policy for either an individual, group of individuals, or a program purpose, must submit the request in writing via email to the Facilities Management Director. Adequate advance notice shall be provided for consideration of any action that may be taken. The request must provide specific detail of the special consideration, including the impact of the regulation upon the department if the request is not granted, and the relief that the department head intends to achieve if the request is granted.

Requests will be evaluated by the Facilities Management Director and County Administrator to assess impact on health/safety, the integrity of the energy management plan, department operations, and impact on budget as the major contributing factors to granting/denying the request.

# Energy Usage

All Buildings	2023 (forecast)*	2022	2021	2020	2019	2018	2017
<b>TOTAL COST - ELECTRIC</b>	\$ 721,000.00	\$ 678,425.61	\$ 692,176.92	\$ 653,250.28	\$ 721,887.29	\$ 775,026.46	\$ 713,990.45
<b>TOTAL USAGE -ELEC(kwh)</b>	5,012,300	5,136,852	5,206,163	5,133,877	5,713,486	6,029,591	5,660,020
Electric usage YoY	-2%	-8%	18%	-27%	8%	0%	
<b>TOTAL COST - GAS</b>	\$ 170,000.00	\$ 218,144.00	\$ 180,503.13	\$ 99,971.08	\$ 145,973.98	\$ 174,078.98	\$ 160,254.52
<b>TOTAL USAGE - GAS(ccf)</b>	\$ 165,000	214,510	233,542	198,738	270,865	251,549	251,549
Gas usage YoY	-23%	-1%	1%	-10%	-5%	7%	

\* As of expenses incurred January-August

# Lighting

- ▶ LED bulbs - 5,800 interior lights replaced, 100 exterior replaced (as of Sept 2023)
  - ▶ Replacement and Reduction Plan began in 2019

	Energy Reduction	Wattage reduction	Estimated Annual Saving (based on avg 60 hr/week run time)
Exterior	75%	18,577	\$4,600
Interior	52%	86,065	\$32,000

- ▶ Automatic light switches
- ▶ Photo-cell parking lot lights w/ auto shut off
  - ▶ (prioritize security over efficiency, generally on dusk till dawn)

# Energy Efficient Appliances

- ▶ HVAC
  - ▶ Air handlers operate between 5:00a-5:00p (adjusted down from 10:00p)
  - ▶ Temperature set points at 68-72 (adjusted to 58-82 outside business hours) Economizers for shutting down or opening up dampers to bring in cooler air when available
  - ▶ System balancing. Fluctuate exhaust fans to vent smarter
  - ▶ Actively managing control system
- ▶ Printers / copiers
  - ▶ energy star compliant
  - ▶ Automatic fuser shutdown / sleep

# Technology

- ▶ Virtual servers: 8-1 ratio (164 servers in operation)
  - ▶ 127 are virtual hosts X 450watt power supplies = ~\$70,000/year saved in energy costs
  - ▶ Addn'l savings of a physical device @ \$2,500-3,000 = \$380,000 saved every 3 years
- ▶ Energy savings desktops - 17% reduction in power needs (from 240 to 200 watts)
- ▶ Deploying more laptops over desktops - 67% reduction in power needs
  - ▶ (100) desktops replaced by laptops over last 4 years
- ▶ Cloud apps and long term storage backups
  - ▶ (11) Cloud application solutions - no need for local server(s)
  - ▶ (3) more cloud systems in next 12 months
- ▶ Phone system shuts down phone displays outside of business hour
- ▶ Monitors set to power save mode

# Hybrid Work Environments

- ▶ Reduced equipment electricity
- ▶ Reduced lighting
- ▶ Reduced heating/cooling needs
- ▶ Reduced waste/trash
- ▶ Reduced water and sewer

# Next Steps

- ▶ Reinforce the energy management plan
- ▶ Continue to seek energy saving equipment during replacement cycles
- ▶ Incorporate energy savings solutions into new building constructions

ALLEGAN COUNTY BOARDS & COMMISSIONS - APPOINTMENTS & ELECTIONS		TERM EXPIRES	BOARD ACTION
<b>AREA AGENCY ON AGING</b>	<u>Mark DeYoung</u>	2 year term 1/31/2024	1/5/2023
<b>MICHIGAN STATE EXTENSION DISTRICT 7</b>	<u>Scott Beltman</u>	1 year term 12/31/2023	1/5/2023
<b>MEDICAL EXAMINER</b> <b>Application REC 11/29/23</b> <b>Dr. Patrick Hansma</b>	VACANCY	4 year term 12/31/2023	11/7/2019
<b>ALLEGAN COMMUNITY CORRECTIONS ADVISORY BOARD</b>	<u>Gale Dugan</u>	2 year term 12/31/2023	3/9/2023
	Frank Baker, County Sheriff 640 River Street Allegan, MI 49010	12/31/2023	12/9/2021
	Jay Gibson, Chief of Police 170 Monroe Street Allegan, MI 49010	12/31/2023	12/9/2021
	Margaret Bakker, Circuit Court Judge 113 Chestnut Street Allegan, MI 49010	12/31/2023	12/9/2021
<b>Application REC 12/8/23</b>	Dan Norbeck, District Court Judge Designee 113 Chestnut Street Allegan, MI 49010	12/31/2023	12/9/2021
<b>Judge Designee Notification REC 12/8/23</b>	Jonathan Blair, Probate Court Judge designee 113 Chestnut Street Allegan, MI 49010	12/31/2023	12/9/2021
	VACANCY, Public Health	12/31/2023	12/9/2021
<b>Prosecutor's Notification REC 12/8/23</b>	Myrene Koch, Prosecuting Attorney 113 Chestnut Street Allegan, MI 49010	12/31/2023	12/9/2021
<b>Chad Catalino effective immediately</b>	Public Defender 3255 122nd Avenue Allegan, MI 49010	12/31/2023	12/9/2021
	VACANCY, Business Community	12/31/2023	2/10/2022
<b>Application REC 12/8/23</b>	Garyle Voss, Communications Media 4202 Breezy Point Allegan, MI 49010	12/31/2023	12/9/2021
<b>Application REC 12/8/23</b>	Emily Gary, Workforce Development 5725 Woodschool Rd Freeport, MI 49325	12/31/2023	12/9/2021
<b>AREA COMMUNITY SERVICES EMPLOYMENT &amp; TRAINING COUNCIL</b>		1 year term	
<b>Governing Board:</b>	<u>B/C Chairperson Jim Storey</u> 344 W 35th Holland, MI 49423	12/31/2023	1/5/2023
	<u>Mark DeYoung</u> County Commissioner 4169 Hickory Street Dorr, MI 49323	12/31/2023	12/8/2022
<b>COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES COMMITTEE</b>	<u>Jim Storey</u>	1 year term 12/31/2023	1/5/2023
<b>LAKESHORE REGIONAL ENTITY - Oversight Policy Board Appointment</b> <b>Lakeshore Appointment LTR 12/8/23</b>	<u>Jim Storey</u>	12/31/2023	12/10/2020
	<u>Mark DeYoung</u>	12/31/2023	10/20/2020



			<b>BOARD</b>
<b>JURY BOARD</b> --Circuit Judges recommends/Board appoints		6 year term	
VACANCY		3/31/2025	2/28/2019
VACANCY		8/31/2023	2/22/2018
<b>LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)</b>		2 year term	
VACANCY--Media Rep		12/31/2022	11/7/2019
VACANCY--Facilities Rep			
<b>MACATAWA AREA COORDINATING COUNCIL (MACC)</b>		1 year term	
<u>Jim Storey</u>		12/31/2023	12/8/2022
Alternate: <u>Dean Kapenga</u>		12/31/2023	12/8/2022
<b>PUBLIC WORKS, BOARD OF</b>		3 year term	
<b>Application REC 11/3/23</b>	Al Meshkin	12/31/2023	12/10/2020
<b>Application REC 11/3/23</b>			
<b>(FPhillips)</b>			
<b>Application REC 11/3/23</b>			
<b>(JKauwe)</b>	<u>Gale Dugan</u>	12/31/2023	12/10/2020
	3965 65th Street Holland, MI 49423		
<b>COMMUNITY ACTION OF ALLEGAN COUNTY (formerly ACRDC)</b>		1 year term	
<u>Dean Kapenga</u>		12/31/2023	12/8/2022
<u>Jim Storey</u>		12/31/2023	12/8/2022
<b>SOLID WASTE PLANNING COMMITTEE (ACT 641)</b>		2 year term	
<b>Application REC 12/8/23</b>	Matt Rosser--Solid Waste Industry Rep.	12/31/2023	12/9/2021
	Autumn Hills Landfill 700 56th Avenue Zeeland, MI 49464		
VACANCY--General Public Rep.		12/31/2022	
VACANCY--Solid Waste Industry Rep.		12/31/2019	
VACANCY--Regional Solid Waste Planning Rep.		12/31/2022	
VACANCY--Township Rep.		12/31/2019	12/14/2017

			BOARD
<b>Application REC 12/8/23</b> *switching rep roles	Garth Llewellyn--*Industrial Waste Generator Rep. 435 Green Meadow Ct. SE Caledonia, MI	12/31/2023	12/9/2021
<b>Application REC 12/8/23</b>	Jack Brown--Solid Waste Industry Rep. 2471 Wilshere Dr Jenison, MI 49428	12/31/2023	12/9/2021
<b>Application REC 12/8/23</b> <b>(RLewis)</b>	VACANCY--General Public Representative	12/31/2020	12/13/2018
<b>TOURIST COUNCIL</b>	Jenny Boerman 204 Second Ave Plainwell, MI 49080	3 year term 12/31/2023	9/14/2023
	Maria Albright 4316 Golden Oaks Ln. Allegan, MI 49010	12/31/2023	12/10/2020
	VACANCY	12/31/2023	12/9/2021
<b>Application REC 12/8/23</b> <b>(ERitsema)</b>	VACANCY	12/31/2024	12/9/2021
<b>WEST MICHIGAN REGIONAL PLANNING COMMISSION</b>	<u>Scott Beltman</u>	1 year term 12/31/2023	1/5/2023
	Joseph Pierce - Private Sector 1253 Taylor Ave Grand Haven, MI 49417	12/31/2023	12/8/2022
<b>911 OPERATIONAL POLICY &amp; PROCEDURE COMMITTEE</b>		2 year term 7/31/2023	
<b>Application REC 11/3/23</b> <b>(AMitchell)</b>	VACANCY--City/Village Government Representative		
<b>ECONOMIC DEVELOPMENT COMMISSION</b>	<u>Jim Storey</u>	3 year term 12/31/2023	12/10/2020
Private Sector	VACANCY	12/31/2024	
At-Large <b>Application REC 12/8/23</b> <b>(RSmith)</b>	Joseph Novakoski 3347 Gaslight Ln Saugatuck, MI 49453	12/31/2023	1/14/2021
Healthcare Rep	VACANCY	12/31/2023	1/14/2021
Education Rep	Rich Okoniewski 2891 116th Avenue Allegan, MI 49010	12/31/2023	12/10/2020
<b>MULTI-AGENCY COLLABORATIVE COMMITTEE</b>	<u>Jim Storey</u>	12/31/2023	12/8/2022