

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

DECEMBER 14, 2023 SESSION

JOURNAL 71

<u>PAGE</u>	<u>ITEM</u>	<u>SUBJECT MATTER</u>
434	1	DECEMBER 14, 2023 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL
434	2	PUBLIC PARTICIPATION - NO COMMENTS
434	3	APPROVAL OF AGENDA AS PRESENTED
434	4	ADMINISTRATIVE UPDATE
434	5	BREAK
434	6	ADMINISTRATION - BUDGET POLICY #211
434	7	BOARD RULES OF ORGANIZATION - REVISIONS
434	8	2023/27 BOARD STRATEGIC PLAN UPDATE - ENERGY MANAGEMENT PLAN
435-438	9	APPOINTMENTS
438	10	ELECTIONS
438	11	PUBLIC PARTICIPATION - NO COMMENTS
438	12	ADJOURNMENT UNTIL JANUARY 11, 2024
438-439	13	DECEMBER 14, 2023 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL
439	14	COMMUNICATIONS
439	15	NOVEMBER 9, 2023 SESSION MINUTES ADOPTED
439	16	PUBLIC PARTICIPATION - COMMENTS
439	17	APPOINTMENT - MEDICAL EXAMINER
439	18	AGENDA ADOPTED AS PRESENTED
439	19	ADMINISTRATIVE REPORT
440	20	CONSENT AGENDA - ADOPTED
440-443	20.1	CLAIMS

443 20.2 MAINTAIN CURRENT BOARD OF COMMISSIONER OFFICERS
UNTIL ORGANIZATIONAL MEETING

443-444 21 FINANCE - APPOINT 2024 SURVEY AND
REMONUMENTATION PEER REVIEW GROUP

444-447 22 MEDICAL CARE COMMUNITY - NOTICE OF INTENT

448 23 FACILITIES MANAGEMENT - AWARD COURTHOUSE AND
COUNTY SERVICES BUILDING CONSTRUCTION BID

449 24 ENVIRONMENTAL HEALTH-SOLID WASTE TRANSITION

449 25 BOARD OF COMMISSIONERS-SELL COUNTY-OWNED MANLIUS
TOWNSHIP PROPERTIES

449-452 26 ADMINISTRATION - ADOPT REVISED COMPENSATION PLAN
POLICY

453 27 PUBLIC PARTICIPATION - NO COMMENTS

453 28 EXPENDITURE REQUEST

453 29 ADJOURNMENT UNTIL JANUARY 11, 2024

MORNING SESSION**DECEMBER 14, 2023 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on December 14, 2023 at 9:00 A.M. in accordance with the motion for adjournment of November 9, 2023, and rules of this board; Chairman Storey presiding.

The Deputy Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

DIST #1 JIM STOREY
DIST #2 MARK DEYOUNG
DIST #3 DEAN KAPENGA
DIST #4 SCOTT BELTMAN
DIST #5 GALE DUGAN

PUBLIC PARTICIPATION - NO COMMENTS

2/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

AGENDA - ADOPTED AS PRESENTED

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

DISCUSSION ITEMS:**ADMINISTRATIVE UPDATE**

4/ Administrator Sarro noted his written report was submitted to Commissioners. Highlights included: Health Officer vacancy; Plainwell's Cards in the Park; Transportation's holiday parade participation; economic development 4th quarter update; Human Resources recognition; and Courthouse statue and flag relocation.

BREAK - 9:58 A.M.

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

ADMINISTRATION - BUDGET POLICY #211

6/ Administrator Sarro reviewed the Budget Policy #211.

BOARD RULES OF ORGANIZATION - REVISIONS

7/ Administrator Sarro reviewed the changes to the Board Rules of Organization.

2023/27 BOARD STRATEGIC PLAN UPDATE - ENERGY MANAGEMENT PLAN

8/ Executive Director or Operations Steve Sedore gave an update on Allegan County's Energy Management Plan.

APPOINTMENTS

9/

AREA AGENCY ON AGING

Chairman Storey announced the appointment of the following individual to the Area Agency on Aging to fill a 2-year term; term to expire 01/31/2026.

Mark DeYoung, 4169 Hickory St, Dorr MI

Moved by Commissioner Beltman, seconded by Commissioner Dugan to approve the appointment as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

MICHIGAN STATE EXTENSION DISTRICT 7

Chairman Storey announced the appointment of the following individual to the Michigan State Extension District 7 to fill a 1-year term; term to expire 12/31/2024.

Scott Beltman, 3110 130th Ave, Hopkins MI

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to approve the appointment as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

ALLEGAN COMMUNITY CORRECTIONS ADVISORY BOARD

Chairman Storey announced the appointment of the following individuals to the Allegan Community Corrections Advisory Board to fill a 2-year term; term to expire 12/31/2025.

Gale Dugan, 318 21st St, Otsego MI (County Commissioner)
 Frank Baker, 640 River St, Allegan MI (County Sheriff)
 Jay Gibson, 170 Monroe St, Allegan MI (Chief of Police)
 Margaret Bakker, 113 Chestnut St, Allegan MI (Circuit Court Judge)
 Dan Norbeck, 113 Chestnut St, Allegan MI (District Court Judge Designee)
 Jonathan Blair 113 Chestnut St, Allegan MI (Probate Court Judge Designee)
 Myrene Koch, 113 Chestnut St Allegan MI (Prosecuting Attorney)
 Chad Catalino, 3255 122nd Ave, Allegan MI (Public Defender)
 Garyle Voss, 4202 Breezy Point, Allegan MI (Communications Media)
 Emily Gary, 5725 Woodschool Rd, Freeport MI (Workforce Development)

Moved by Commissioner Kapenga, seconded by Commissioner DeYoung to approve the appointments as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

AREA COMMUNITY SERVICES EMPLOYMENT & TRAINING COUNCIL

Chairman Storey announced the appointment of the following individuals to the Area Community Services Employment & Training Council to fill a 1-year term; term to expire 12/31/2024.

Jim Storey, 344 W 35th St, Holland MI
 Mark DeYoung, 4169 Hickory St, Dorr MI

Moved by Commissioner Dugan, seconded by Commissioner Beltman to approve the appointments as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES COMMITTEE

Chairman Storey announced the appointment of the following individual to the Community Economic Development Strategies Committee to fill a 1-year term; term to expire 12/31/2024.

Jim Storey, 344 W 35th St, Holland MI

Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to approve the appointment as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

LAKESHORE REGIONAL ENTITY

Chairman Storey announced the appointment of the following individuals to the Lakeshore Regional Entity to fill a 3-year term; term to expire 12/31/2026.

Jim Storey, 344 W 35th St, Holland MI

Mark DeYoung, 4169 Hickory St, Dorr MI

Moved by Commissioner Dugan, seconded by Commissioner Beltman to approve the appointments as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

MACATAWA AREA COORDINATING COUNCIL (MACC)

Chairman Storey announced the appointment of the following individuals to the Macatawa Area Coordinating Council to fill a 1-year term; term to expire 12/31/2024.

Jim Storey, 344 W 35th St, Holland MI

Dean Kapenga, 5634 136th Ave, Hamilton MI (Alternate)

Moved by Commissioner DeYoung, seconded by Commissioner Beltman to approve the appointments as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

BOARD OF PUBLIC WORKS

Chairman Storey announced the appointment of the following individuals to the Board of Public Works to fill a 3-year term; term to expire 12/31/2026.

Al Meshkin, PO Box 272, Macatawa MI

Gale Dugan, 318 21st St, Otsego MI

Moved by Commissioner Kapenga, seconded by Commissioner DeYoung to approve the appointments as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

COMMUNITY ACTION OF ALLEGAN COUNTY

Chairman Storey announced the appointment of the following individuals to the Community Action of Allegan County to fill a 1-year term; term to expire 12/31/2024.

Dean Kapenga, 5634 136th Ave, Hamilton MI

Jim Storey, 344 W 35th St, Holland MI

Moved by Commissioner Beltman, seconded by Commissioner DeYoung to approve the appointments as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

SOLID WASTE PLANNING COMMITTEE

Chairman Storey announced the appointment of the following individuals to the Solid Waste Planning Committee to fill a 2-year term; term to expire 12/31/2025.

Matt Rosser, 700 56th Ave, Zeeland MI (Solid Waste Industry Rep)

Garth Llewellyn, 435 Green Meadow Ct SW, Caledonia MI
(Industrial Waste Generator Rep)

Jack Brown, 2471 Wilshere Dr, Jenison MI (Solid Waste Industry Rep)

Russell Lewis, 732 Ruby St, Otsego MI (General Public Rep)

Moved by Commissioner Dugan, seconded by Commissioner Beltman to approve the appointments as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

TOURIST COUNCIL

Chairman Storey announced the appointment of the following individuals to the Tourist Council to fill the remainder of a 3-year term; term to expire 12/31/2024.

Elizabeth Ritsema, 2171 26th St, Allegan MI

Moved by Commissioner Kapenga, seconded by Commissioner Dugan to approve the appointment as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

WEST MICHIGAN REGIONAL PLANNING COMMISSION

Chairman Storey announced the appointment of the following individuals to the West Michigan Regional Planning Commission to fill a 1-year term; term to expire 12/31/2024.

Scott Beltman, 3110 130th Ave, Hopkins MI

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to approve the appointment as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

911 OPERATIONAL POLICY & PROCEDURE COMMITTEE

Chairman Storey announced the appointment of the following individuals to the 911 Operational Policy & Procedure Committee to fill the remainder of a 2-year term; term to expire 7/31/2025.

Aaron Mitchell, 817 Windigo Lane, Otsego MI

Moved by Commissioner Dugan, seconded by Commissioner Beltman to approve the appointment as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

MULTI-AGENCY COLLABORATIVE COMMITTEE

Chairman Storey announced the appointment of the following individual to the Multi-Agency Collaborative Committee to fill a 1-year term; term to expire 12/31/2024.

Jim Storey, 344 W 35th St, Holland MI

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the appointment as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

ELECTIONS

10/

ECONOMIC DEVELOPMENT COMMISSION

Chairman Storey opened nominations to fill the 3-year term on the Economic Development Commission; term to expire 12/31/2026.

Commissioner Beltman nominated:
Jim Storey, 344 W. 35th St, Holland

Moved by Commissioner Dugan, seconded by Commissioner Beltman to close the nominations and cast a unanimous ballot for Jim Storey as nominated. Motion carried unanimously.

ECONOMIC DEVELOPMENT COMMISSION

Chairman Storey opened nominations to fill the 3-year term on the Economic Development Commission; term to expire 12/31/2026.

Commissioner Storey nominated:
Randall Smith, 1104 27th St, Allegan MI

Moved by Commissioner Beltman, seconded by Commissioner DeYoung to close the nominations and cast a unanimous ballot for Randall Smith as nominated. Motion carried unanimously.

PUBLIC PARTICIPATION - NO COMMENTS

11/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

ADJOURNMENT UNTIL JANUARY 11, 2024 AT 8:00 A.M.

12/ Moved by Commissioner Dugan, seconded by Commissioner Beltman to adjourn until January 11, 2024 at 9:00 A.M. The motion carried by voice vote and the meeting was adjourned at 12:09 P.M. Yeas: 5 votes. Nays: 0 votes.

AFTERNOON SESSION

DECEMBER 14, 2023 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL

13/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on December 14, 2023 at 1:00 P.M. in accordance with the motion for adjournment of November 9, 2023, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #2 Commissioner DeYoung.

The Chief Deputy County Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

DIST #1 JIM STOREY
 DIST #2 MARK DEYOUNG
 DIST #3 DEAN KAPENGA
 DIST #4 SCOTT BELTMAN
 DIST #5 GALE DUGAN

COMMUNICATIONS

14/ Chief Deputy Clerk Porter noted to the board that they received the following communications:

1. Wexford County resolution supporting Operation Greenlight for veterans
2. Delta County resolution opposing any legislation preempting local control for solar and wind developments

NOVEMBER 9, 2023 SESSION MINUTES - ADOPTED

15/ Moved by Commissioner Dugan, seconded by Commissioner Beltman to approve the minutes for the November 9, 2023 session as distributed. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - COMMENTS

16/ Chairman Storey opened the meeting to public participation and the following individuals offered comments:

1. Scott Korpak, MSU Extension District 7 Director, introduced himself and updated board with the progress of hiring a new 4-H Director with the retirement of Dian Liepe.
2. Prosecuting Attorney Myrene Koch thanked the board for the support that has been given to her office.
3. Dr. Joyce DeJonge participated via Zoom, Board offered her success in her new endeavor as Medical Director for MSU and thanked her for her service to Allegan County.

APPOINTMENTS - MEDICAL EXAMINER

17/ Chairman Storey announced the appointment of the following individual as the Medical Examiner to fill a 4-year term; term to expire 12/31/2027.

Patrick Hansma, 300 Portage St, Kalamazoo MI

Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to approve the appointment as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

AGENDA - ADOPTED AS PRESENTED

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

ADMINISTRATIVE REPORTS

19/ Administrator Sarro clarified why the Allegan County Building Authority Board appointments were omitted as Administration is working to dissolve this board.

CONSENT ITEMS:**CONSENT AGENDA – ADOPTED**

20/ Moved by Commissioner Dugan, seconded by Commissioner Beltman to adopt the consent agenda as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes. The following were adopted: FINANCE COMMITTEE – CLAIMS & INTERFUND TRANSFERS; MAINTAIN CURRENT BOARD OF COMMISSIONER OFFICERS UNTIL ORGANIZATIONAL MEETING.

FINANCE COMMITTEE – CLAIMS & INTERFUND TRANSFERS

20.1/WHEREAS, Administration has compiled the following claims for 11/17/23; 11/24/23; 12/1/23; 12/8/23; and 12/15/23; and

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

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

November 17, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	104,972.71	104,972.71	
Friend of the Court – Cooperative Reimb. – 215	523.97	523.97	
Health Department Fund – 221	8,904.20	8,904.20	
Solid Waste/Recycling – 226	73,082.17	73,082.17	
Register of Deeds Automation Fund – 256	401.65	401.65	
Indigent Defense Fund – 260	50,599.40	50,599.40	
Central Dispatch Fund – 261	6,121.02	6,121.02	
Concealed Pistol Licensing Fund – 263	222.41	222.41	
Justice Training Fund – 266	4,454.56	4,454.56	
Grants – 279	2,139.00	2,139.00	
Sheriffs Contracts – 287	5,809.79	5,809.79	
Transportation Fund – 288	418.78	418.78	
Child Care Fund – 292	5,798.57	5,798.57	
Senior Services Fund – 298	6,120.33	6,120.33	
American Rescue Plan Act – ARPA – 299	550,975.37	550,975.37	
Capital Improvement Fund – 401	136,419.92	136,419.92	
Property Tax Adjustments – 516	16,687.58	16,687.58	
Tax Reversion 2018 – 629	1,732.00	1,732.00	
Revolving Drain Maintenance Fund – 639	200.80	200.80	
Self-Insurance Fund – 677	19,616.23	19,616.23	
Drain Fund – 801	32,070.35	32,070.35	
TOTAL AMOUNT OF CLAIMS	\$1,027,270.81	\$1,027,270.81	

November 24, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	58,391.08	58,391.08	
Parks/Recreation Fund - 208	2,931.17	2,931.17	
Friend of the Court – Cooperative Reimb. – 215	1,779.76	1,779.76	
Health Department Fund – 221	23,836.81	23,836.81	
Solid Waste/Recycling – 226	11,982.20	11,982.20	
Indigent Defense Fund – 260	3,395.00	3,395.00	
Central Dispatch Fund – 261	476.78	476.78	
Grants – 279	4,532.50	4,532.50	
Sheriffs Contracts – 287	432.00	432.00	
Transportation Fund – 288	7,072.93	7,072.93	
Child Care Fund – 292	27,828.83	27,828.83	
Senior Services Fund – 298	202,499.73	202,499.73	
Capital Improvement Fund – 401	19,984.80	19,984.80	
Property Tax Adjustments – 516	60.79	60.79	
Tax Reversion 2019 – 619	6,855.21	6,855.21	
Self-Insurance Fund – 677	3,506.92	3,506.92	
Drain Fund – 801	21,209.76	21,209.76	
TOTAL AMOUNT OF CLAIMS	\$396,776.27	\$396,776.27	

December 1, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	129,838.35	129,838.35	
Health Department Fund – 221	1,557.42	1,557.42	
Solid Waste/Recycling – 226	397.75	397.75	
Animal Shelter – 254	1,542.26	1,542.26	
Register of Deeds Automation Fund – 256	319.96	319.96	
Indigent Defense Fund – 260	31,435.40	31,435.40	
Local Corrections Officers Training Fund – 264	4,800.00	4,800.00	
CDBG Program Income Fund – 277	30.00	30.00	
Grants – 279	1,000.65	1,000.65	
Sheriffs Contracts – 287	59.03	59.03	
Transportation Fund – 288	402.27	402.27	
Child Care Fund – 292	1,180.14	1,180.14	
Veteran's Relief Fund – 293	6,516.00	6,516.00	
Fitness Center Fun – 296	870.00	870.00	
American Rescue Plan Act – ARPA – 299	18,409.16	18,409.16	
Property Tax Adjustments – 516	2,086.29	2,086.29	
Revolving Drain Maintenance Fund – 639	87.75	87.75	
Self-Insurance Fund – 677	17,143.05	17,143.05	

Drain Fund – 801	68,844.03	68,844.03	
TOTAL AMOUNT OF CLAIMS	\$286,519.51	\$286,519.51	

December 8, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	93,397.04	93,397.04	
Parks/Recreation Fund – 208	1,694.46	1,694.46	
Friend of the Court – Cooperative Reimb. – 215	1,652.49	1,652.49	
Health Department Fund – 221	31,356.92	31,356.92	
Solid Waste/Recycling – 226	265.44	265.44	
Indigent Defense Fund – 260	981.00	981.00	
Central Dispatch Fund – 261	48,911.45	48,911.45	
Concealed Pistol Licensing Fund – 263	17.61	17.61	
Drug Law Enforcement Fund-SD – 265	37,191.30	37,191.30	
Justice Training Fund – 266	300.00	300.00	
Law Library Fund – 269	2,735.44	2,735.44	
Crime Victims Rights Grant – 280	115.58	115.58	
Sheriffs Contracts – 287	27.98	27.98	
Transportation Fund – 288	33,331.13	33,331.13	
Child Care Fund – 292	17,122.61	17,122.61	
Veteran's Relief Fund – 293	33,635.00	33,635.00	
Senior Services Fund – 298	6,908.02	6,908.02	
Capital Improvement Fund – 401	37,374.48	37,374.48	
CIP – Youth Home Maintenance Fund – 492	4,843.32	4,843.32	
Tax Reversion 2018 – 629	8,914.96	8,914.96	
Revolving Drain Maintenance Fund – 639	340.90	340.90	
Fleet Management/Motor Pool - 661	6,795.73	6,795.73	
Self-Insurance Fund – 677	416,079.27	416,079.27	
Drain Fund – 801	108,537.00	108,537.00	
TOTAL AMOUNT OF CLAIMS	\$892,529.13	\$892,529.13	

December 15, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	196,494.01	196,494.01	
Parks/Recreation Fund – 208	473.83	473.83	
Friend of the Court – Cooperative Reimb. – 215	567.71	567.71	
Health Department Fund – 221	6,279.45	6,279.45	
Solid Waste/Recycling – 226	147,606.11	147,606.11	
Central Dispatch Fund – 261	423.97	423.97	
Grants – 279	4,573.90	4,573.90	

Crime Victims Rights Grant – 280	71.00	71.00	
Sheriffs Contracts – 287	27.98	27.98	
Transportation Fund – 288	11,395.35	11,395.35	
Child Care Fund – 292	19,846.24	19,846.24	
Veteran's Relief Fund – 293	1,737.90	1,737.90	
Senior Services Fund – 298	1,801.20	1,801.20	
American Rescue Plan Act – ARPA – 299	130,083.48	130,083.48	
Capital Improvement Fund – 401	89,670.73	89,670.73	
Tax Reversion 2018 – 629	3,028.00	3,028.00	
Fleet Management/Motor Pool - 661	9,526.64	9,526.64	
Self-Insurance Fund – 677	20,670.33	20,670.33	
Drain Fund – 801	182,747.80	182,747.80	
TOTAL AMOUNT OF CLAIMS	\$827,025.63	\$827,025.63	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for 11/17/23; 11/24/23; 12/1/23; 12/8/23; and 12/15/23.

Moved by Commissioner Dugan, seconded by Commissioner Beltman to adopt the report of claims for 11/17/23; 11/24/23; 12/1/23; 12/8/23; and 12/15/23. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

MAINTAIN CURRENT BOARD OF COMMISSIONER OFFICERS UNTIL ORGANIZATIONAL MEETING

20.2/BE IT RESOLVED that the Allegan County Board of Commissioners approve maintaining the current Board Officers until the January 11, 2024, Organizational Board Meeting.

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

ACTION ITEMS:

FINANCE – APPOINT 2024 SURVEY AND REMONUMENTATION PEER REVIEW GROUP

21/ WHEREAS, the County will apply for the 2024 Survey and Remonumentation grant in accordance with MCL 54.269; and

WHEREAS, in accordance with MCL 54.269(b) the Board of Commissioners (Board) shall appoint members to the Peer Review Group annually; and

WHEREAS, in accordance with MCL 54.269(a) the Board shall appoint a grant administrator.

THEREFORE BE IT RESOLVED, that the Board approves the recommendation of the County Surveyor to appoint the following individuals to the Peer Review Group for the 2024 Survey and Remonumentation grant term:

- Steve Koerber of Arrow Land Surveys
- Cindy Koster of Pathfinder Engineering
- Ken Vierzen from Exxel Engineering, Inc
- Greg Vaughn of Wightman & Associates, Inc
- Randy Jonker of Jonker Land Surveys, PC
- Kevin Miedema of 42 North Surveying - County Surveyor as Remonumentation Grant Representative
- Ed Morse of Mitchell & Morse Land Surveying

- Luke Hansen of Allegan County Road Commission; and

BE IT FURTHER RESOLVED, that the Board hereby appoints the Accounting Manager as the Grant Administrator for the Survey and Remonumentation Grant; and

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

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

MEDICAL CARE COMMUNITY - NOTICE OF INTENT

22/ WHEREAS, it is in the best interests of the County and its residents for the County to construct, remediate, renovate, furnish and equip improvements to the existing Medical Care Facility and to provide for related site improvements and all necessary appurtenances and attachments upon the site of and in the Medical Care Facility in the Township of Allegan together with such other capital improvements the County may determine to make (collectively, the "Project"); and

WHEREAS, the County intends to issue and sell general obligation capital improvement bonds, pursuant to the Revised Municipal Finance Act, Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), in one or more series in an aggregate principal amount not to exceed Ten Million Dollars (\$10,000,000) (the "Bonds"), for the purpose of paying the costs of the Project and costs of issuance of the Bonds; and,

WHEREAS, the issuance of the Bonds for the Project will permit the County to further diversify the care offerings by adding an Assisted Living level of care (in addition to the current offerings of Skilled Nursing, Rehabilitation Services, and Adult Day Care), by renovating existing space into 17 room offerings (mix of one-bedroom styles and studios), central kitchen/dining space, activity space, conference room, staff utility spaces, flooring, lighting, covered entry from parking lot, etc. and 34 total household rooms; address physical plant needs such as extensive roofing replacements, HVAC including individual PTAC units in each skilled nursing and assisted living room, and modernization of original facility elevator; and make other improvements; and

WHEREAS The County makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

(a) The County reasonably expects to reimburse itself with proceeds of the Bonds for certain costs of the Project which were paid or will be paid from funds of the County subsequent to sixty (60) days prior to today.

(b) The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$10,000,000.

(c) A reimbursement allocation of the capital expenditures described above with the proceeds of the Bonds will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the Project is placed in service or abandoned, but

in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the County's use of the proceeds of the Bonds to reimburse the County for a capital expenditure made pursuant to this resolution; and

WHEREAS, a notice of intent to issue the Bonds and of the right to petition for referendum thereon must be published at least 45 days before the issuance of the Bonds in order to comply with the requirements of Section 517 of Act 34.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The County Clerk is hereby authorized and directed to cause a notice of intent to issue bonds to be published and prominently displayed once in one or more newspapers of general circulation in the County in order to provide notice to the largest number of persons to whom the notice is directed. Said notice of intent shall be published as a one-quarter (1/4) page display advertisement in substantially the following form:

DRAFT

**NOTICE OF INTENTION OF THE COUNTY OF ALLEGAN
TO ISSUE GENERAL OBLIGATION
CAPITAL IMPROVEMENT BONDS
AND OF RIGHT TO PETITION FOR REFERENDUM THEREON**

**TO ALL ELECTORS AND TAXPAYERS OF THE
COUNTY OF ALLEGAN:**

PLEASE TAKE NOTICE that the Board of County Commissioners of Allegan County, Michigan, intends to issue and sell General Obligation Capital Improvement Bonds, pursuant to Act 34, Public Acts of Michigan, 2001, as amended, in one or more series in an aggregate principal amount not to exceed Ten Million Dollars (\$10,000,000) (the "Bonds"), for the purpose of paying the costs of constructing, remediating, renovating, furnishing and equipping improvements to the existing Medical Care Facility and related site improvements and all necessary appurtenances and attachments upon the site of and in the Medical Care Facility in the Township of Allegan, located at 3625 122nd Avenue, Allegan, Michigan together with such other capital improvements the County may determine to make (collectively, the "Project").

SAID BONDS will be payable in annual installments not to exceed twenty-five (25) in number and will bear interest at the rate or rates to be determined at public or negotiated sale but in no event to exceed eight percent (8%) per annum on the balance of the Bonds from time to time remaining unpaid.

**FULL FAITH AND CREDIT AND TAXING POWER OF
THE COUNTY OF ALLEGAN WILL BE PLEDGED**

NOTICE IS FURTHER GIVEN that the Bonds will be general obligation bonds of the County. The full faith and credit of the County will be pledged to the payment of principal of and interest on the Bonds. Pursuant to such pledge of its full faith and credit, the County will be obligated to levy such ad valorem taxes upon all taxable property in the County as shall be necessary to make such payments of principal and interest, which taxes, however, will be subject to applicable statutory and constitutional limitations on the taxing power of the County.

RIGHT TO PETITION FOR REFERENDUM

NOTICE IS FURTHER GIVEN to the electors and taxpayers of the County of Allegan to inform them of their right to petition

for a referendum on the question of issuance of the Bonds. The County intends to issue the Bonds without a vote of the electors thereon, but the Bonds shall not be issued until 45 days after publication of this notice and until final approval by the Board of County Commissioners. If, within such 45-day period, a petition for referendum requesting an election on the issuance of the Bonds, signed by not less than 10% or 15,000 of the registered electors of the County, whichever is less, has been filed with the County Clerk, the Bonds shall not be issued unless and until approved by a majority of the electors of the County voting thereon at a general or special election.

This notice is given by order of the Board of County Commissioners. Further information may be obtained at the office of the County Clerk, Allegan County Building, 113 Chestnut Street, City of Allegan, Michigan 49010.

County Clerk, County of Allegan

2. The Board of County Commissioners does hereby determine that the foregoing Notice and the manner of publication directed is the method best calculated to give notice to the County's electors and taxpayers of the County's intent to issue the Bonds, the purpose of the Bonds, the security for the Bonds, including the full faith and credit pledge to be issued by the County, and the right of referendum relating thereto.

3. The County may proceed to design, acquire and construct the Project using available funds of the County from the Medical Care Facility Fund, a fund for the County Medical Care Facility, and other funds of the County.

4. At such time as the County issues the Bonds for the long-term financing of the acquisition of the Project, the County shall be reimbursed for its expenditures for the Project out of the proceeds of the Bonds.

5. This resolution and the expression of intent to seek reimbursement from future proceeds of the Bonds is intended to satisfy the requirements of Section 150 of the Internal Revenue Code of 1986, as amended.

6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

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

DISCUSSION ITEMS:**FACILITIES MANAGEMENT—AWARD COURTHOUSE AND COUNTY SERVICES BUILDING CONSTRUCTION BID**

23/ WHEREAS, the Board of Commissioners (Board) passed a resolution on December 8, 2022, authorizing the County Administrator to "...research and develop and build a financial plan to develop a preliminary budget and a financial strategy plan, including up to \$10 million dollars to execute the strategic building and renovation and space reallocation plan."; and

WHEREAS, the Board passed a resolution on February 23, 2023, awarding a contract to Wightman for services to include "...detailed design development, construction documents, creation and release of a request for proposal, and overall construction management of the project..."; and

WHEREAS, working with Wightman and stakeholders, the desired scope of work was clarified, and detailed construction drawings and specifications were developed for the following three project Phases:

Phase I - Courthouse Addition (SE Corner),
Phase II - County Services Building Renovation, and
Phase III - Courthouse Renovation;

and

WHEREAS, in compliance with the County's Purchasing Policy, this scope of work was put out for bid, and two bids were received; and

WHEREAS, notwithstanding ongoing efforts to identify and secure potential external funds to offset some project costs, the #259 Liability Sinking Fund can provide the necessary funding to cover the costs of the entire project, but those funds have not yet been appropriated.

THEREFORE, BE IT RESOLVED that the Board hereby awards a construction bid to Beckering Construction, Inc., 650 44th Street SE, Grand Rapids, Michigan 49548, to complete all three project Phases for a base bid amount of \$7,467,000; and

BE IT FURTHER RESOLVED that the Board authorizes the County Administrator to approve expenditures on any change orders, including the six construction alternates as bid, furniture, fixtures, and equipment, and any other expenditures deemed necessary to complete this project provided the total cost of the project (including previously approved expenditures for Wightman's services and the relocation of the Courthouse Statue) remains below \$10,500,000; and

BE IT FURTHER RESOLVED that the Board authorizes the annual transfer and appropriation of funds from the #259 Liability Sinking Fund to the #401 Public Improvement Fund throughout this multi-year project as necessary to pay for all approved expenditures related to this project; and

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

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

ENVIRONMENTAL HEALTH—SOLID WASTE TRANSITION

24/ Commissioners reviewed the Material Management Plan.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to accept the Solid Waste Planning Committee's recommendation and thank them for their work on this project. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

BOARD OF COMMISSIONERS—SELL COUNTY-OWNED MANLIUS TOWNSHIP PROPERTIES

25/ BE IT RESOLVED that the Board of Commissioners authorizes the County Administrator to contract, list, and sell two parcels located at 5533 126th Av, Fennville, MI 49018:

14-028-009-50 (8.67 Acres)

14-028-009-40 (2.47 Acres); and

BE IT FINALLY RESOLVED that the County Administrator is authorized to sign all necessary documents on behalf of the County.

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

ADMINISTRATION - ADOPT REVISED COMPENSATION PLAN POLICY

26/ BE IT RESOLVED that the Board of Commissioners (Board) hereby adopts the revised Compensation Plan Policy #304, as attached, effective immediately.

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



**ALLEGAN COUNTY
POLICY**

**TITLE: COMPENSATION PLAN
POLICY NUMBER: 304**

APPROVED BY: Board of Commissioners

EFFECTIVE DATE: December 14, 2023

1. ADMINISTRATION OF THE COMPENSATION PLAN:

1.1 New Hires. Original appointment to any position will normally be made at the minimum rate of the appropriate pay grade. If specifically applicable prior experience is demonstrated by a new employee, or other extenuating circumstances exist, they may be hired up to the top step of the pay grade upon recommendation of the Human Resources Director if approved by the County Administrator.

1.1.1 Recruitment Incentive. In circumstances where the County Administrator, after considering data presented by Human Resources, has determined a particular Regular Full-Time position has become unusually difficult to fill after exhausting all reasonable recruiting efforts, the County Administrator is authorized to offer a recruitment incentive of 5% of the first step annualized and applicable to the position DBM classification, example B23 (2024) Bottom (Step J) = $\$53,310 \times .05 = \$2,666$.

1.1.1.1 The incentive will be paid as follows:

50% on the first regularly scheduled payday after the applicant becomes a county employee.

If the employee remains employed in the same position, the remaining 50% will be paid on the first paycheck after the employee completes their first year of service.

1.1.2 Anniversary. Employees starting between January 1 and June 30 shall advance to the next step effective the succeeding January 1. The employee's anniversary date shall thereafter be January 1. Employees starting between July 1 and December 31 shall advance to the next step effective the succeeding July 1. The employee's anniversary date shall thereafter be July 1. There is no longer a six-month step or increase. Employees who are determined to be over the highest wage/salary level of the range and step for the position in which they are employed shall be frozen until the range and step exceed their pay.

Bargaining unit employees will be covered by the terms of the current labor agreement.

1.2 Transfers. If an employee is transferred into a position which has the same pay grade as their current position, the employee shall maintain his/her current step

within the pay grade.

- 1.3 **Promotion.** A promotion is the reassignment of an employee from a current position into a different position with a higher pay grade. If an employee is promoted, he/she shall be placed in the new range at a step which represents at a minimum a one-step increase from the old range from which they were promoted.
- 1.4 **Reclassification.** An employee who is in a position that is reviewed and determined to merit reclassification to a higher pay grade (and who is not at the highest step of their current pay grade) will be placed in the higher pay grade at the first step that has a pay rate at least equal to that of the step in the lower pay grade immediately to the right (on the wage table) of the employee's current step in the lower pay grade.

For example (using the wage table effective in September of 2017), an employee in a position reclassified from the B22 pay grade to the B23 pay grade who is at the "M" step in the B22 pay grade (\$23.79) would be placed in the B23 pay grade at the "K" step (\$24.58), which is the first step in that pay grade with a pay rate at least equal to the "N" step in the B22 pay grade (\$24.34).

In the event the affected employee is at the highest step in their current pay grade, first a hypothetical next step in that pay grade will be established that is the same percentage above the actual highest step as the actual highest step is above the immediately preceding step. Then the employee will be placed in the higher pay grade at the first step that has a pay rate at least equal to that of the hypothetical next step in the lower pay grade.

For example (using the wage table effective in September of 2017), an employee in a position reclassified from the B22 pay grade to the B23 pay grade who is at the "Q" step in the B22 pay grade (\$26.05) would be placed in the B23 pay grade at the "O" step (\$26.91), which is the first step in that pay grade with a pay rate at least equal to the hypothetical next step in the B22 pay grade (\$26.65). The hypothetical next step was established by dividing \$26.05 (the "Q" step in the B22 pay grade) by \$25.46 (the "P" step in the B22 pay grade), resulting in 1.0231736, then multiplying \$26.05 by the same amount, resulting in \$26.65.

- 1.5 **Demotion.** A demotion is the reassignment of an employee from a current position to a different position with a lower pay range. If an employee is demoted, he/she shall receive a salary decrease at the time of the demotion to recognize the reduced job responsibility.

The new wage/salary shall not be higher than the top step of the lower pay range.

2. **POSITION CLASSIFICATIONS:** The Allegan County Human Resources Department is responsible for maintaining position descriptions for each type of position. The position description is a written statement generally describing the duties, responsibilities and entrance qualification standards of a class of positions. Coordination of job description text and changes will be through the Department Heads as needed.

- 2.1 The Board of Commissioners shall authorize an official classification plan for all

positions in the County, which shall be administered by the Human Resources Department. Every position established shall be allocated in accordance with the official classification plan.

- 2.2 The Human Resources Department will provide for both a periodic and ongoing review of all positions in the County for the purpose of ensuring that position descriptions are updated as necessary.
- 2.3 Department Heads shall give notice to the Human Resources Department of material changes in the duties and responsibilities of any positions within their departments. If the Department Head fails to notify the Human Resources Department, the employee occupying the position may file a written request with the Human Resources Department for a position review with a copy of such request provided to their Department Head. Requests for position reviews shall include a completed position questionnaire available through the Human Resources Department.
- 2.4 Requests for job studies for positions which are covered by a collective bargaining agreement shall be addressed during contract bargaining. If provided by a labor contract, job studies will be conducted and implemented in compliance with the negotiated procedures.
- 2.5 A position may be reviewed for reclassification once in any twelve-month period. The allocation of a new position constitutes a review for the purposes of this rule.
- 2.6 Any changes in the classification of positions based on a review, shall be effective on the following January 1. Reclassifications are subject to budgetary guidelines and approval; therefore reclassification requests that are received and acted upon from January 1 through September 30 will be effective the following January 1. Requests received between October 1 and December 31 will be held for review and action during the following calendar year.
- 2.7 Positions which are reviewed and determined to merit reclassification to a higher pay grade will be placed in the higher pay grade at the first step which represents an increase in pay. Additionally, any positions which are reviewed and determined to be over-classified shall result in the incumbent in that position being placed in the lower pay grade so long as the employee does not suffer a pay decrease. If, however, placement in the lower pay grade would result in a pay decrease, the current pay rate of the employee shall be frozen until the rate of pay in the lower pay grade catches up to the current pay rate of the employee.
- 2.8 An appeal of a reclassification decision must be filed within thirty (30) calendar days from the date of notification to the County Administrator. A three (3) person appeals committee shall be established consisting of the Human Resources Director as chairperson, the Department Head and the County Administrator. The appeals committee shall meet as necessary to review any appeals received. All decisions of the appeals committee shall be final.

PUBLIC PARTICIPATION - NO COMMENTS

27/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

EXPENDITURE REQUEST

28/ Commissioner Storey requested reimbursement for attending the Congress breakfast in the amount of \$40.00.

Moved by Commissioner Dugan, seconded by Commissioner Beltman to approve the expenditure request of \$40.00. Motion carried by voice vote. Yeas: 4 votes. Abstain: Storey.

ADJOURNMENT UNTIL JANUARY 11, 2024 AT 1:00 P.M.

29/ Moved by Commissioner Beltman, seconded by Commissioner Dugan to adjourn until January 11, 2024 at 8:00 A.M. The motion carried by voice vote and the meeting was adjourned at 3:17 P.M. Yeas: 5 votes. Nays: 0 votes.



Deputy Clerk

Board Chairperson

Minutes approved during the 00/00/2023 Session