



Administrator's Digest

January 11, 2024

A Note From the Administrator

"If you want to go fast, go alone; if you want to go far, go together." This proverb means a lot to me as I have always been encouraged by how much can be accomplished working together as a team. University of Michigan's recent win of the national championship and a 15-0 season is a great example. Congratulations to all the players and coaches! It is a great achievement for the University and Michigan.



An interesting fact, Michigan's last national championship was in 1997, which was also the year I began employment with Allegan County. This organization has accomplished so much since then. I am pleased to report on the strong collaboration and team efforts on such recent projects as the Animal Shelter transition and Courthouse and County Services Building Construction Projects.

As 2024 kicks off, I wish all citizens, employees, volunteers, local units, businesses, guests, and other community partners a great year. I look forward to what will be accomplished together in 2024 with enthusiasm.

Sincerely,

Robert J. Sarro

IN THIS ISSUE:

Provider Capacity Assessment,
Register of Deeds / Treasurer eFiling Solution,
Courthouse / County Services Building Renovation,
Courthouse Statue Move,
And MORE!

Services

January is National Radon Action Month – The Allegan County Health Department (ACHD) offers residents free radon test kits for pick up Monday – Friday from 8 am to 5 pm. at select a local library while supplies last:

- Dorr Township Library – (1804 Sunset Dr, Dorr, MI 49323)
- Fennville District Library – (400 W Main St, Fennville, MI 49408)
- Henika District Library – (149 S Main St, Wayland, MI 49348)
- Hopkins District Library – (118 E Main St, Hopkins, MI 49328)
- Leighton Township Library – (4451 12th St, Wayland, MI 49348)
- Salem Township Library – (3007 142nd Ave, Burnips, MI 49314)
- Saugatuck-Douglas Library – (174 Center St, Douglas, MI 49406)
- Ransom District Library – (180 S Sherwood Ave, Plainwell, MI 49080)

Residents should [learn more](#) about radon and when to [test their homes](#). More information can be found on the Centers for Disease Control and Prevention’s (CDC) [Radon page](#) and MDHHS’s Indoor [Radon Program page](#). Stop by one of our four convenient locations to pick up your test today. For more information, visit Michigan.gov/radon and [CDC radon information](#).

Provider Capacity Assessment – As identified as an action step under two priority areas (Access to Medical Care and Behavioral Health) in the 2022-2025 Community Health Improvement Plan (CHIP), Allegan County Health Department (ACHD) has conducted a capacity assessment of oral health, mental health, and primary health care providers located in Allegan County. A similar Allegan County provider capacity assessment was conducted in 2016. The 2023 assessment report outlines appointment availability, insurance acceptance, service times, acceptance of new patients, etc., and public health recommendations. This report can be found on the Data and Reports page of the ACHD [webpage](#). This report has also been shared with members of the Multi-Agency Collaborative Council (MACC). More information regarding the Allegan County 2022-2025 CHIP can be found on the Allegan County Community Foundation (ACCF) MACC [webpage](#). For more information regarding ACHD CHIP involvement and activities, please contact Lindsay Maunz, Planning and Preparedness Manager, at (269) 686-4515 or lmaunz@allegancounty.org.

Outreach Needs Assessment – ACHD aims to deliver public health services for all and connect with residents where they are. ACHD sent a survey to Local Units of Government (LUGs) and Multi-Agency Collaborative Council (MACC) members to learn about community events across the county and learn about opportunities to promote and provide services that improve individual and community health. The valuable insight and feedback gained will help ACHD learn about community events organized/planned for 2024 and where local partners and elected officials would like to see ACHD in 2024. For more information regarding Health Education Outreach, please contact Lindsay Maunz, Planning and Preparedness Manager, at (269) 686-4515 or lmaunz@allegancounty.org.

County Directory – The County Clerk’s Office creates an annual directory that provides helpful contact information for national, state, county, and local officials. The Directory of Allegan County Officials can be found on the County Clerk’s [Webpage](#). For more information, please contact Jennifer Tien, Election Coordinator, at (269) 673-0450 or jtien@allegancounty.org.



Services

Public Health Newsletter – Public Health shares bi-weekly e-newsletters with the community. These community newsletters include information from community partners, community spotlights, public health news/related topics, and COVID-19 topics like wastewater surveillance, testing information, and other preventative education/tools. The most recent Community Newsletter was published on 12/27/2023. (https://mailchi.mp/allegancounty/achd_update_1102024).

Previous Community Newsletters can be found at www.allegancounty.org/health/health-department-news or <https://bit.ly/3Ujuc8z>. For more information, please contact Lindsay Maunz, Planning and Preparedness Manager, at (269) 686-4515 or лмаунз@allegancounty.org.

County Park Usage – The Allegan County Parks are a great asset for residents and visitors. This year, the County saw almost record numbers, making it the second busiest year ever. Our campgrounds have seen an increase in usage by over 55 % in the last five years. This past year the county also worked on improving communication and safety at Ely Lake Campground (pictured below) by having a camp host onsite on weekends.



As in previous years, the parks and campgrounds are accessible for users to enjoy year-round. Parks and campgrounds during the off-season are maintained by two part-time Parks Maintenance staff and one Parks Ranger. For additional information, contact Brandy Gildea, Parks Manager, at bgildea@allegancounty.org.

Animal Shelter Transition (Last Updated on 11/15/23) – Work continues for a smooth transition of County operations to provide a necessary level of care for the animals at the shelter. County employees began the week of November 6, 2023. The transfer of operations began on December 8, 2023, as planned. The County Executive Director of Services is working with Wishbone leadership to draft a non-financial operational agreement for added-value services. This would include ongoing adoption promotions, recruitment of volunteers, and foster homes. Visit the new County Animal Shelter [webpage](#) that provides access to adoptions and basic resources. For more information, please contact Dan Wedge, Executive Director of Services, at (269) 686-5235 or dwedge@allegancounty.org.



Engagement



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CURRENT OPEN POSITIONS

Position	Department	Current Status
Administrative Assistant/Receptionist	Public Defender	Unfilled
Legal Specialist	Public Defender	Unfilled
Administrative Specialist	Sheriff's Office	Unfilled
Deputy Sheriff (2)	Sheriff's Office	Unfilled
Deputy District Court Clerk	District Court	Unfilled
Assistant Prosecuting Attorney (3)	Prosecuting Attorney Office	Unfilled
Community Services Officer – PT32	Sheriff's Office – Corrections	Unfilled
Corrections Officer (2)	Sheriff's Office – Corrections	Unfilled
Drain Maintenance Technician	Drain Office	Unfilled
Property Appraisal Specialist (2)	Equalization	Start dates: January 3 & January 8
Telecommunicator (4)	Central Dispatch	Unfilled
Youth Specialist	Youth Home	IRPT converting to FT effective January 8
Animal Caretakers (2)	Animal Shelter	Unfilled
Medical Animal Caretaker	Animal Shelter	Unfilled
Outreach Specialist	Animal Shelter	Unfilled
<u>Boards & Commissions Openings:</u>		
Economic Development Commission	One Private Sector, One Education & One Healthcare Representatives	
Community Corrections Advisory	One Health & One Business Community Representatives	
Local Emergency Planning Committee	One Media & One Facilities Representatives	
Solid Waste Planning Committee	Four Representatives	
Tourist Council	Three Representatives	
Commission on Aging	One Member At Large Representative	



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

Engagement



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

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

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

428



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

Engagement



5 NEW HIRES

Position	Department
Irregular Youth Specialist	Youth Home
Legal Specialist	Public Defenders
Swift & Secure Sanctions Program Probation Coordinator	Circuit Court
Treatment Specialist	Cheever Treatment Center
Deputy Sheriff	Sheriff's Office

5 PROMOTIONS/TRANSFERS

Position moved to	Department
Telecommunicator Supervisor	Central Dispatch
Interim Circuit Court Recorder / Judicial Secretary	Circuit Court
Detective (2)	Sheriff's Office
Deputy Sheriff	Sheriff's Office

6 LEFT EMPLOYMENT

Position	Department
Property Appraisal Specialist	Equalization
Seasonal Park Ranger	Parks & Recreation
Deputy District Court Clerk	District Court
Corrections Officer (2)	Sheriff's Office
Telecommunicator	Central Dispatch



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

Operations

Register of Deeds / Treasurer eFiling Solution – Since 2006, the County has employed an electronic deeds application with a web-based customer portal. These early versions were a bit limiting and not as feature-rich as today. In the pursuit of continuous improvement, the County sought a new software solution in 2018 that would provide the capabilities to receive e-filing submissions (<https://countyfusion10.kofiletech.us/countyweb/loginDisplay.action?countyname=AlleganMI>). This allowed certain types of property records to be submitted to the Deeds office online. As a final enhancement, a recent project was approved to deploy the Treasurer verification workflow module to allow these e-filed submissions to be certified by the Treasurer’s office, keeping the entire process “paperless.” This will greatly improve the efficiency and effectiveness of this process for both the Deeds and Treasurer’s office.

Courthouse and County Services Building Renovation (Last Updated on 11/15/23) – Demolition work on the County Services Building began on January 3, 2024. The northwest door will only be restricted to construction work access for safety and security. County employees have been instructed to use either the northeast door or the main entrance door on the south side of the building. There has been no change to the main public entrance.

Courthouse construction will begin soon after all key stakeholders are consulted to allow time to process any impact on court functions and coordinate court proceeding schedules. Below is the refined current project schedule.

	START	END
Phase I – Courthouse SE Addition (courtrooms)	12/26/2023	12/27/2024
<i>Mobilize resources</i>	<i>12/26/23</i>	<i>1/10/24</i>
<i>Demo begins</i>	<i>1/12/24</i>	<i>1/30/24</i>
<i>Construction begins</i>	<i>2/1/24</i>	<i>11/29/24</i>
<i>Substantial completion</i>		<i>11/29/24</i>
Phase II – County Services Building Renovation	12/21/2024	10/11/2024
<i>Mobilize resources</i>	<i>12/21/23</i>	<i>1/10/24</i>
<i>Demo begins</i>	<i>1/3/24</i>	<i>3/15/24</i>
<i>Substantial completion</i>		<i>8/30/24</i>
Phase III – Courthouse Renovation	10/7/2024	6/23/2024
<i>Mobilize resources</i>	<i>10/7/24</i>	<i>1/10/24</i>
<i>Demo</i>	<i>10/8/24</i>	<i>1/12/24</i>
<i>Substantial completion</i>		<i>5/30/25</i>



For more information, please contact Steve Sedore, Executive Director of Operations, at ssedore@allegancounty.org or (269) 673-0373.

Operations

Courthouse Statue Move (Last Updated on 12/14/23) – At 9:00 am on December 20, 2023, the Courthouse statue was freed from its base and took the slow journey to its new resting place in the northwest corner of the Courthouse parking lot (pictured below). The move was executed without incident. Members of the press were in attendance, capturing the video. Captain Ensfield from the Sheriff’s Office was also on the scene, capturing the move via the County’s drone. For more information, please contact Steve Sedore, Executive Director of Operations, at ssedore@allegancounty.org or (269) 673-0373.



Winter Building Safety – To improve safety through the winter season, the County places a snow shovel and salt at all entrances of the County’s buildings for use by anyone who feels there is an immediate need for attention to the walks or entrances. Walks and approaches are scheduled to be cleared by 8:00 AM on normal business days and will be salted following snow removal. Salt may be applied again during the day if icing occurs and as weather permits. The County will monitor walks and approaches during the workday and remove snow if it accumulates more than 2 inches. If an area needs additional attention, employees may enter a support call into TrackIT, or the public may call (269) 673-0474. For more information, please contact Carl Chapman, Facilities Management Director, at cchapman@allegancounty.org or (269) 673-0207.

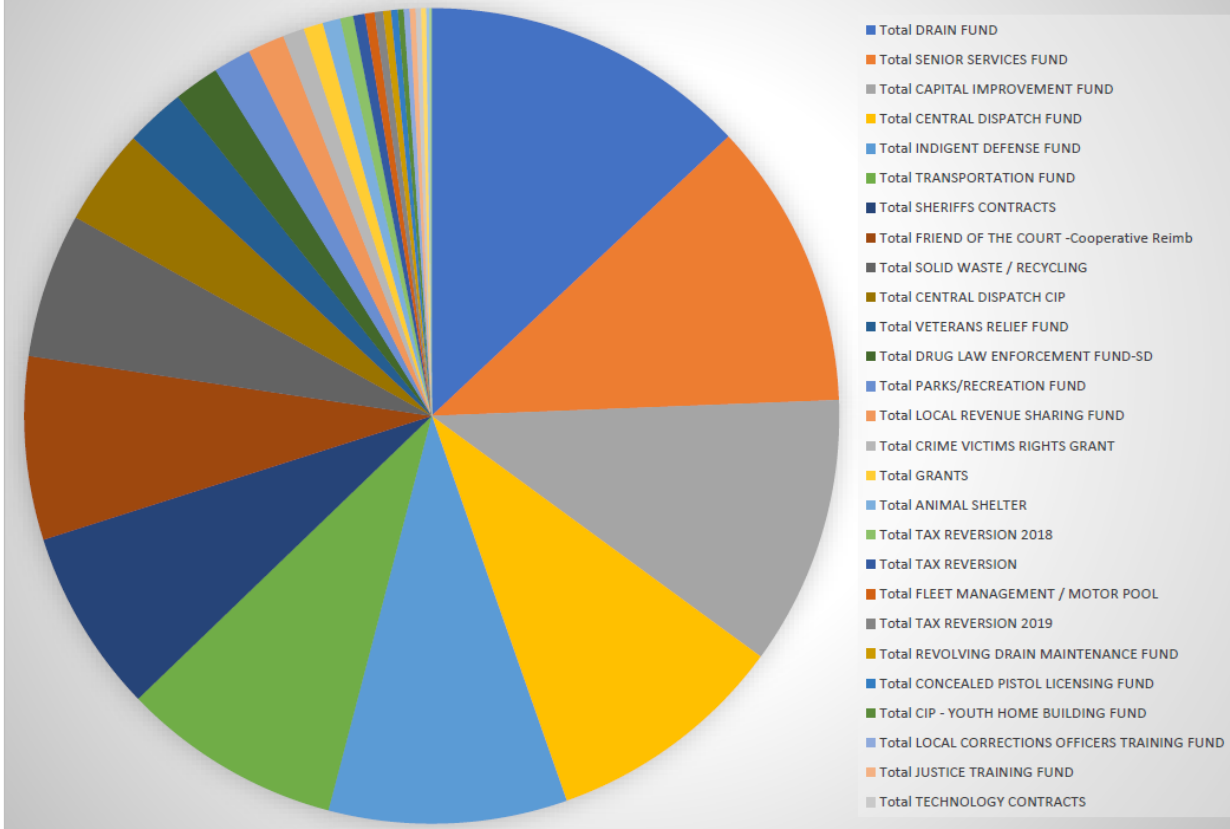
Fire Field Mobile – As part of a 2024 project, an amendment to the current contract with Tyler Tech was finalized on December 19, 2023, adding Fire Field Mobile (also known as Crew Force) to Dispatch’s Computer Aided Dispatch (CAD) system for 2024. Fire Field Mobile will provide access via a downloadable app for smartphones and tablets to give the County’s fire departments access to fire calls for service (CFS). This functionality is similar to how law enforcement accesses calls for service on a Mobile Computer Terminal. There will be no cost to the County’s firefighters for the app. Kick off of the project will begin in January with a target go live for March/April 2024. Dispatch will work with the Fire Chief’s Association to develop protocols for its use and determine what functionality will be activated and position-based permission. Overall, Fire Field Mobile will provide more robust and timely information for the county’s firefighters both during and after a call for service to increase efficiencies for both Dispatch and the County’s Fire Service. For additional information, contact Jeremy Ludwig, Director of Central Dispatch, at jludwig@allegancounty.org or (269) 686-5211.



Financial

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

**Allegan County Expenses by Fund, 20% of Total Expenses
Month Ending 11/30/2023**



Fund Name	YTD Expenses	% of Total Expense (YTD)
Total GENERAL FUND	39,827,462.86	32.88%
Total COUNTY ROAD FUND	33,382,295.89	27.56%
Total SELF-INSURANCE FUND	6,191,124.15	5.11%
Total CHILD CARE FUND	5,244,594.30	4.33%
Total AMERICAN RESCUE PLAN ACT - ARPA	4,251,994.98	3.51%
Total HEALTH DEPARTMENT FUND	3,710,946.81	3.06%
Total INDIGENT DEFENSE FUND	3,528,674.18	2.91%
Total TRANSPORTATION FUND	3,208,363.15	2.65%
Total DRAIN FUND	2,780,510.52	2.30%
Total CENTRAL DISPATCH FUND	2,593,169.12	2.14%
Total SENIOR SERVICES FUND	2,370,880.90	1.96%
Total CAPITAL IMPROVEMENT FUND	1,980,960.41	1.64%
Total SHERIFFS CONTRACTS	1,663,736.28	1.37%
Total FRIEND OF THE COURT -Cooperative Reimb	1,599,414.91	1.32%
Total PENSION DEFINED BENEFIT DEBT FUND	1,130,495.00	0.93%
ALL FUNDS UNDER 1% OF TOTAL EXPENSES	7,679,822.55	6.34%
Grand Total	121,144,446.01	



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

Financial

December 2023 Local Revenue Sharing (Gun Lake Casino/Slot) Distribution – The Gun Lake Casino/State of Michigan gaming compact requires the Casino to distribute two percent of gross slot revenue to a local revenue sharing board (LRSB). The LRSB distributed \$419,798.42 to the County for the period of April 2023 through September 2023. This period’s distribution is \$9,446.62 higher than the July 2023 amount yet remains \$2,199.98 less than the last pre-COVID distribution in July 2020.

A breakdown of the distribution is below:

	12/27/2022	12/22/2023		
	Distribution	Distribution	\$ Difference	% Change
General Government	181,832.00	179,395.00	(2,437.00)	-1.34%
Pay in Lieu of Taxes:				
General Operating	159,235.55	157,217.10	(2,018.44)	-1.27%
Soldiers & Sailors	621.14	611.51	(9.63)	-1.55%
Senior Services	15,311.11	15,073.81	(237.30)	-1.55%
County Roads	29,982.45	29,517.76	(464.68)	-1.55%
Medical Care Facility	7,602.76	7,484.93	(117.83)	-1.55%
Road Patrol Contract	29,715.30	30,498.30	783.00	2.64%
Total Received	424,300.30	419,798.42	(4,501.88)	

The General Government funds are deposited into the Local Revenue Sharing Fund, which supports County Parks operations and capital needs. The Pay in Lieu of Taxes amount is internally allocated based on millage rates.



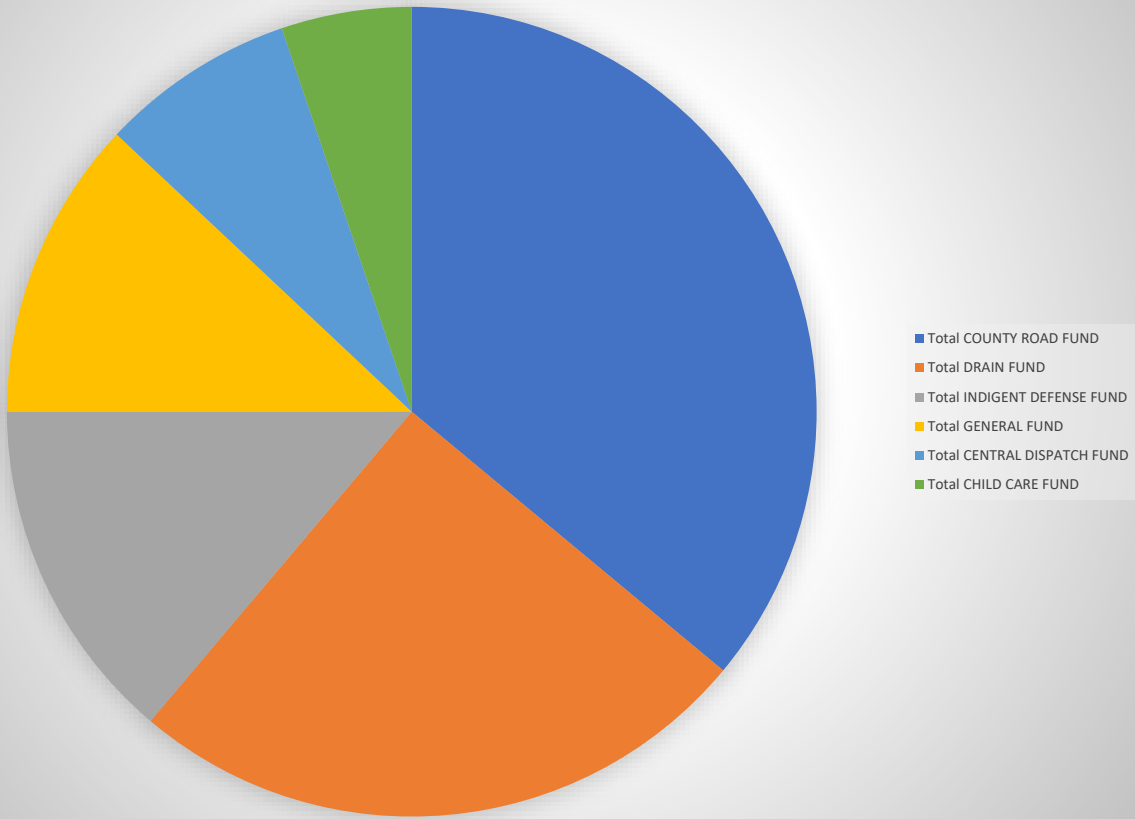
For more information, please contact Jennifer Ludwick, Executive Director of Finance, at (269) 673-0228, jludwick@allegancounty.org.



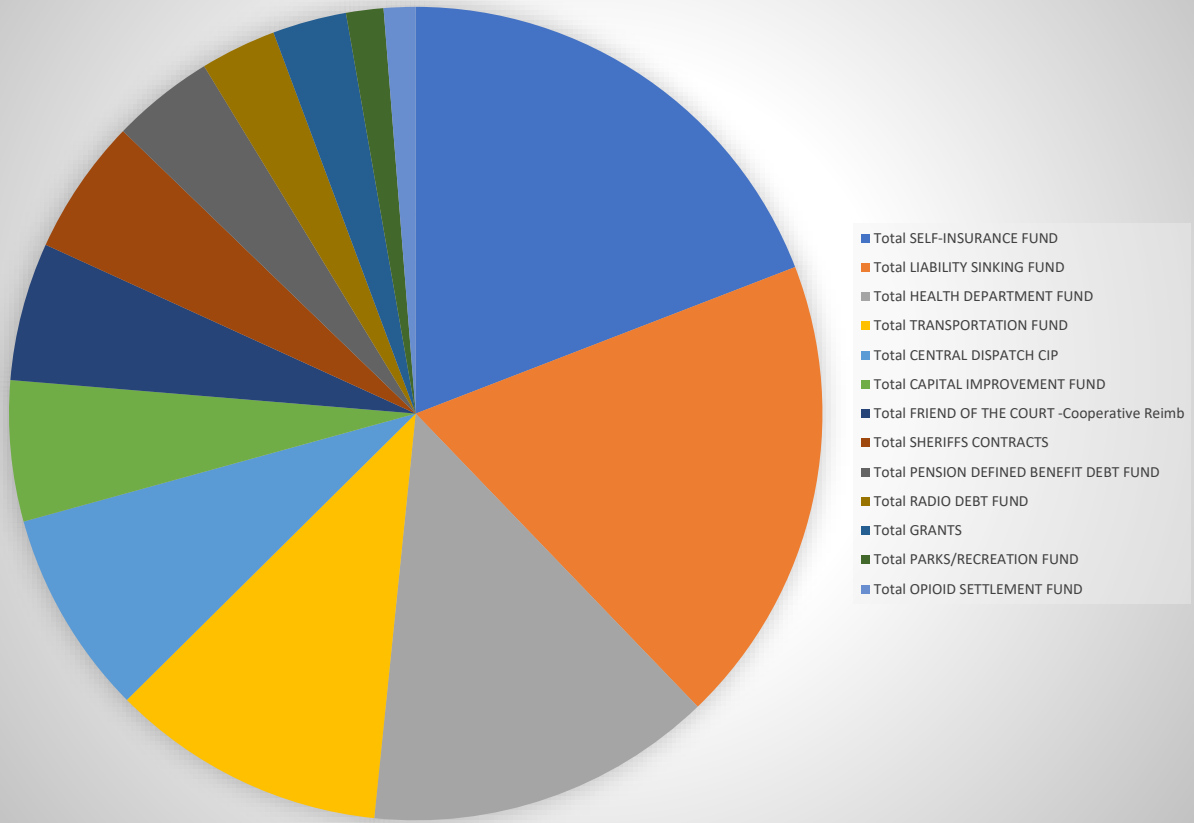
Feedback is important to us.
Please take the time to fill out a
survey on any county service
you may have received.
[Click here to tell us how we are doing.](#)

Allegan County Administration
County Services Building
3283 122nd Avenue
Allegan, MI 49010
269.673.0239
administration@allegancounty.org

**Allegan County Revenues by Fund, 80% of Revenues
Month Ending 11/30/2023**

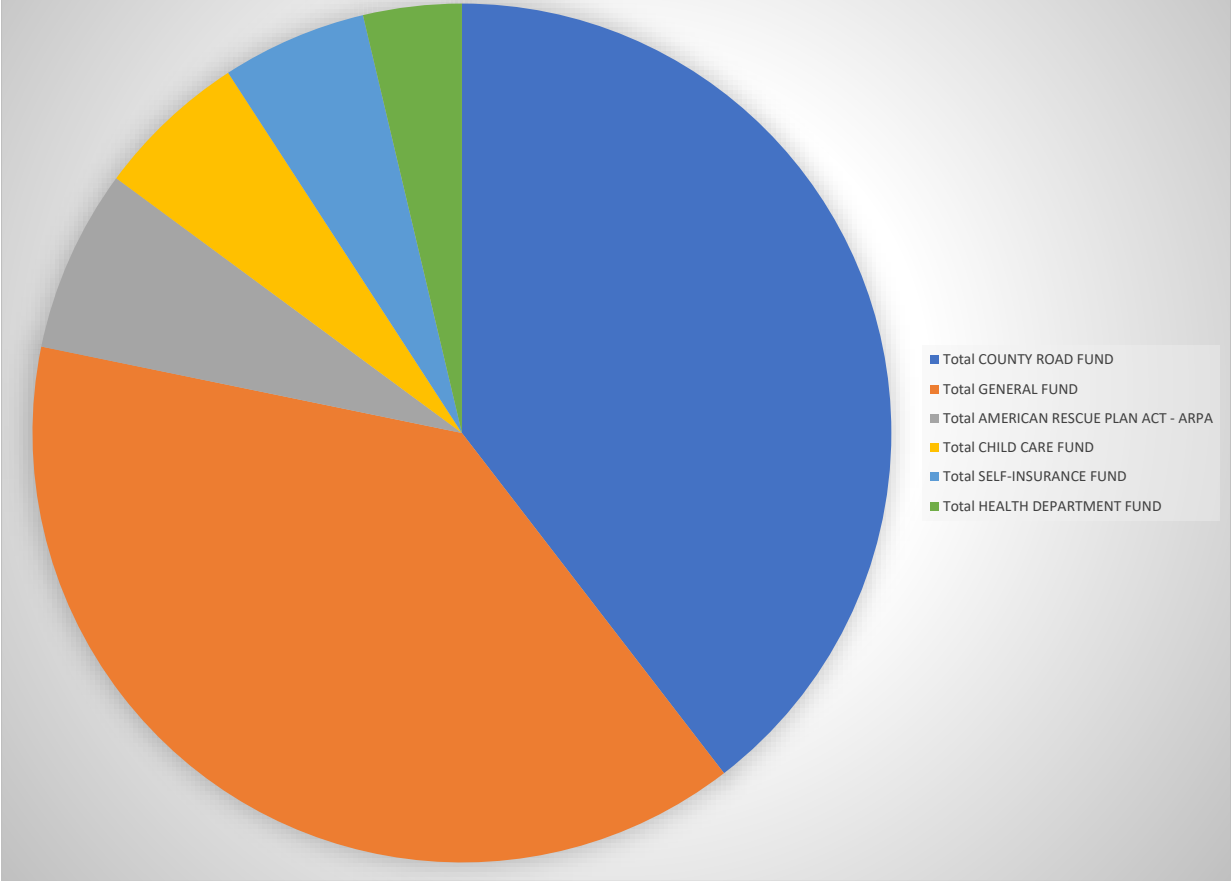


**Allegan County Revenues by Fund, 20% of Revenues
Month Ending 11/30/2023**

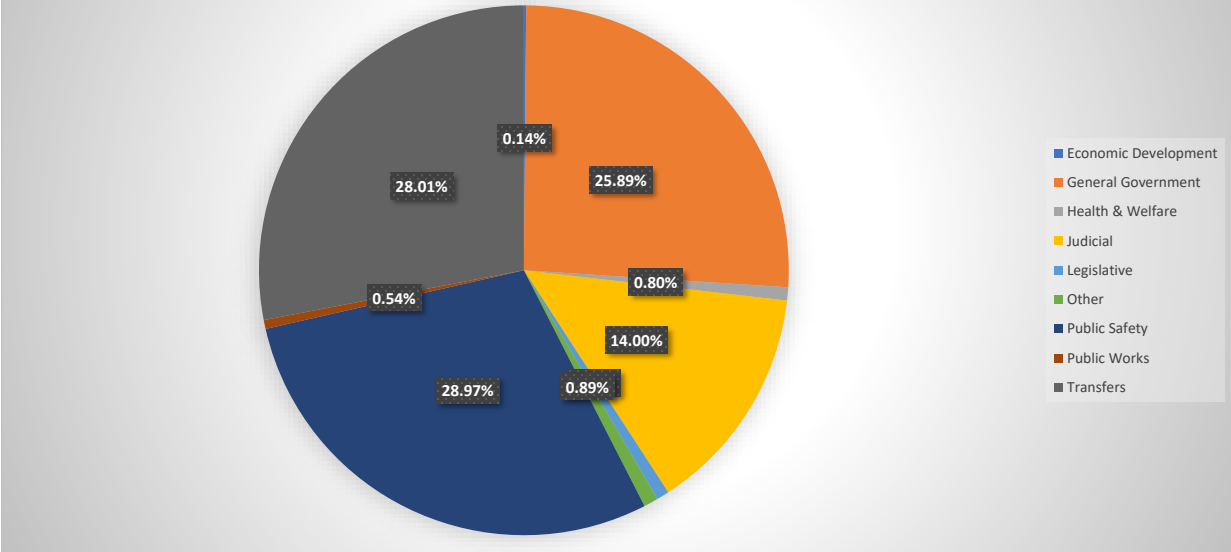


Fund Name	YTD Revenues	% of Total Revenue (YTD)
Total GENERAL FUND	40,796,215.23	31.92%
Total COUNTY ROAD FUND	34,943,438.76	27.34%
Total SELF-INSURANCE FUND	5,454,516.08	4.27%
Total LIABILITY SINKING FUND	4,726,585.24	3.70%
Total CHILD CARE FUND	4,700,095.26	3.68%
Total HEALTH DEPARTMENT FUND	4,539,597.07	3.55%
Total INDIGENT DEFENSE FUND	4,534,467.37	3.55%
Total DRAIN FUND	3,787,600.00	2.96%
Total TRANSPORTATION FUND	3,462,516.12	2.71%
Total CENTRAL DISPATCH FUND	2,450,316.57	1.92%
Total CAPITAL IMPROVEMENT FUND	2,412,470.43	1.89%
Total FRIEND OF THE COURT -Cooperative Reimb	1,558,031.38	1.22%
Total SHERIFFS CONTRACTS	1,281,029.99	1.00%
ALL FUNDS UNDER 1% OF TOTAL REVENUES	13,143,845.86	10.29%
Grand Total	127,790,725.36	

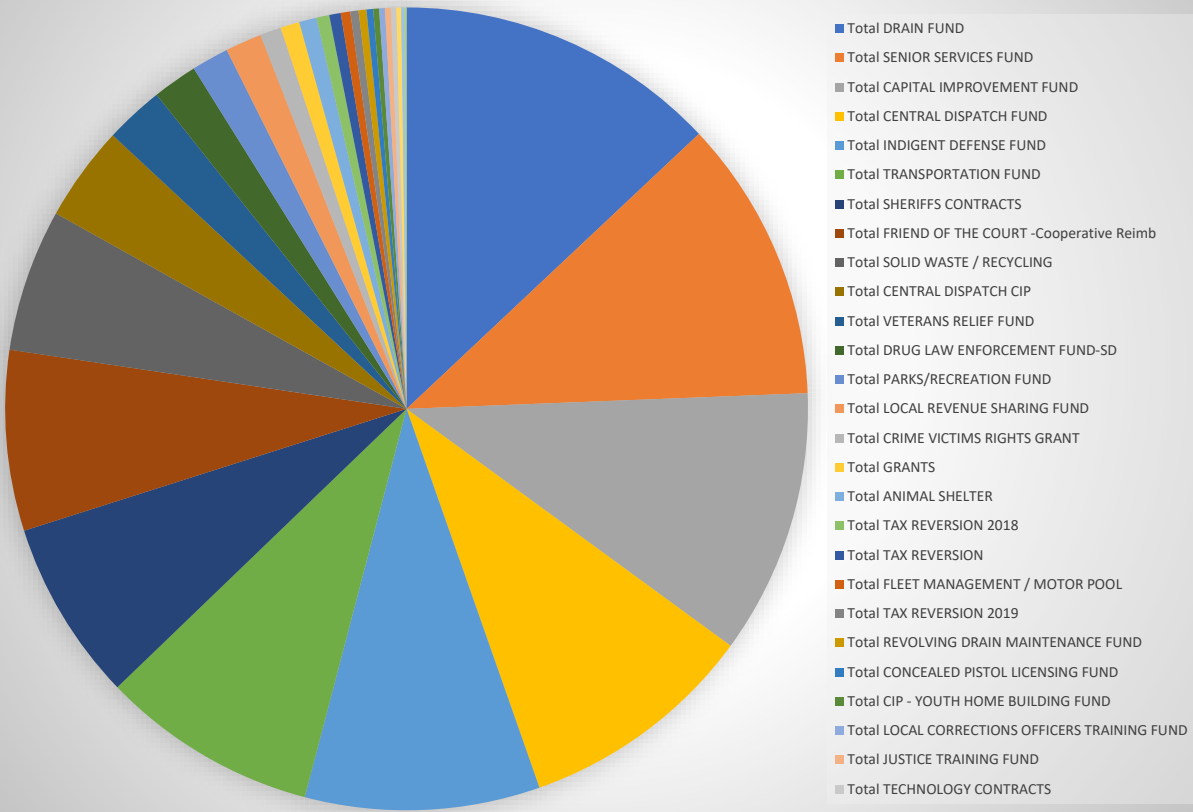
**Allegan County Expenses by Fund, 80% of Total Expenses
Month Ending 11/30/2023**



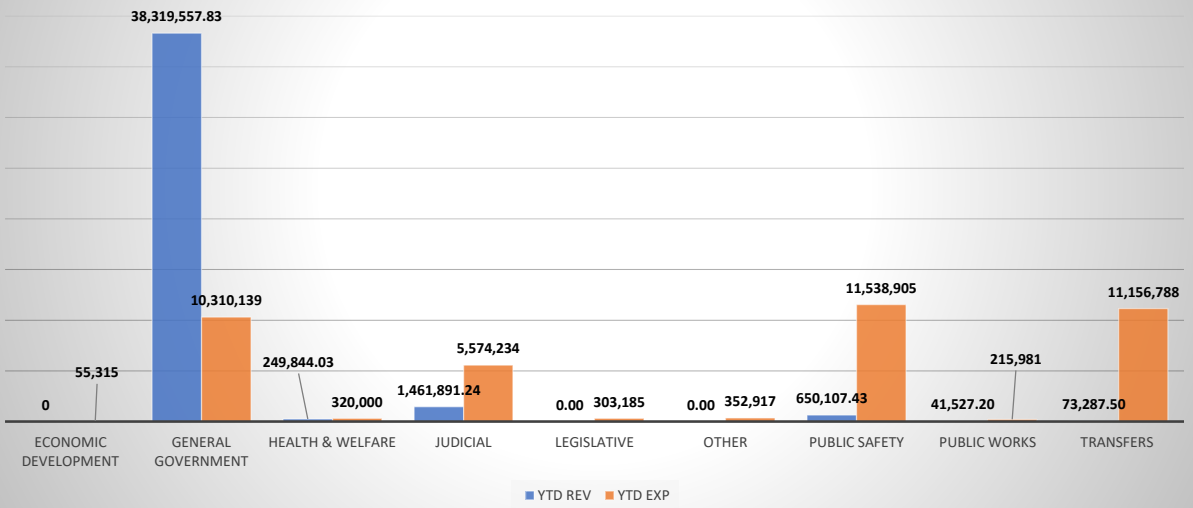
**Allegan County General Fund Expenses
YTD as of 11/30/2023**



Allegan County Expenses by Fund, 20% of Total Expenses Month Ending 11/30/2023



Allegan County Revenue & Expense for General Fund YTD as of 11/30/2023



Fund Name	YTD Expenses	% of Total Expense (YTD)
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Grand Total	121,144,446.01	

General Fund Revenues by Function	MTD	YTD	BUDGET	YTD	
	11/01 to 11/30/23	01/01 to 11/30/23	01/01 to 12/31/23	AVAILABLE BALANCE	% REVENUES COLLECTED
General Government	967,655	38,319,558	40,448,013	2,128,455	94.74%
Judicial	125,013	1,461,891	1,698,320	236,429	86.08%
Public Safety	34,345	650,107	897,710	247,603	72.42%
Health & Welfare	54,657	249,844	171,155	(78,689)	145.98%
Transfers In	6,663	73,288	216,417	143,130	33.86%
Public Works	-	41,527	103,818	62,291	40.00%
Other	-	-	-	-	0.00%
Economic Development	-	-	-	-	0.00%
Legislative	-	-	-	-	0.00%
TOTAL GENERAL FUND REVENUES	1,188,332	40,796,215	43,535,433	2,739,218	93.71%

General Fund Expenses by Function	MTD	YTD	BUDGET	YTD	
	11/01 to 11/30/23	01/01 to 11/30/23	01/01 to 12/31/23	AVAILABLE BALANCE	% BUDGET USED
Public Safety	1,020,032	11,538,905	14,091,133	2,552,228	81.89%
Transfers Out	686,280	11,156,788	12,033,754	876,966	92.71%
General Government	840,918	10,310,139	11,963,434	1,653,295	86.18%
Judicial	543,085	5,574,234	6,419,426	845,192	86.83%
Other	32,083	352,917	951,009	598,092	37.11%
Health & Welfare	14,567	320,000	436,992	116,992	73.23%
Legislative	29,027	303,185	330,875	27,690	91.63%
Public Works	34,392	215,981	258,821	42,840	83.45%
Economic Development	-	55,315	55,000	(315)	100.57%
	3,200,383	39,827,463	46,540,444	6,712,981	85.58%

Fund Balance

