



Administrator's Digest

February 23, 2024

A Note From the Administrator

This week we celebrated President's Day. In addition to honoring our nation's presidents, President's Day is a great reminder of how government services have evolved and how we may continuously improve access to service for our citizens.

By visiting www.allegancounty.org and accessing the "online services" area, citizens can utilize many services directly from their own devices, including access to records, delinquent tax payments, dog licenses, mapping, and many others without the need to travel to county buildings. Of course, our buildings continue to improve by providing easier access to in-person services, and we are expanding access to services in different locations.



Another example of county efficiency in action is our partnership with local townships and cities to provide oblique aerial photography. This photography is an excellent resource for planning, zoning, assessing health, transportation, public safety, and other services. Using this resource, certain tasks can be accomplished in seconds, such as calculating the height, distance, or area of any

structure or property that previously may have required a visit to the site. The latest imagery was completed in the spring of 2023 and is available to all local unit partners in Allegan County.

Again, reflecting on how government access tools have changed over the years is amazing. I am glad our Board has continued to drive expectations toward the judicious and efficient expenditure of resources and to provide innovative services.

Sincerely,

Robert J. Sarro

IN THIS ISSUE:

Meet "Cindy" – Animal Shelter Spotlight,
Essential Service Awards,
Current Open Positions,
District Court Transition to MiFile,
And MORE!

Services

Animal Shelter Spotlight

Meet Cindy – I had the privilege of meeting Cindy at the Animal Shelter. Cindy is beautiful and so full of energy. She loves to play as much as she would enjoy snuggling up on the couch. She is incredibly smart and loves to learn new tricks and commands.

Cindy is house-trained and brought up to date on vaccinations. She is looking for a loving person or family.

Might you consider adopting or sharing the news about her to someone?

For more information on Cindy or her pound puppy friends, please call the Shelter at (269) 686-5112 or visit the website by clicking the link below:

<https://www.allegancounty.org/departments/animal-shelter>.

Petfinder: <https://www.petfinder.com/search/pets-for-adoption/us/mi/allegan-county/>.



Services

Public Health Newsletter (Last Updated 1/25/24) – 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 2/21/2024. (https://mailchi.mp/allegancounty/achd_update_272024-9435284).

Previous Community Newsletters can be found at <https://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 Imaunz@allegancounty.org.

Radon Action Month Update (Last Updated on 1/11/24) – In observance of Radon Action Month, Allegan County Health Department (ACHD) partnered with 8 local libraries to hand out free radon test kits for residents during January. ACHD published a news release on January 10, 2024, announcing this opportunity and encouraging residents to learn more about radon and when to test their homes. Over 160 radon test kits were picked up from local libraries in Allegan County, and over 100 tests were given out from ACHD. ACHD continues to offer free radon test kits for pick-up by residents year-round, Monday through Friday, 8 am - 5 pm.

For more information regarding ACHD Public Health Planning and Preparedness, please contact Lindsay Maunz at (269) 686-4515 or Imaunz@allegancounty.org. For more information on Environmental Health Services, please contact Randy Rapp, Environmental Health Manager, at (269) 686-4506 or rrapp@allegancounty.org.

More radon information can be found on the Michigan Department of Health and Human Services (MDHHS) Indoor Radon Program page.

Allegan County Equestrian Trails Lease Report – 2023 marked the fifteenth (15) of the 25-year lease agreement between Allegan County and the State of Michigan for the Allegan County Equestrian Trail System (ETS). During this 15th year of the ETS system, the County and volunteers focused on trail maintenance, trail identification signage, marketing and promotion, access to the day ride parking areas, and general administrative duties associated with the ETS trail network. The report (attachment A) is a summary of service hours and investments and a requirement of the DNR agreement. For more information, please contact Brandy Gildea, Parks Manager, at bgildea@allegancounty.org.

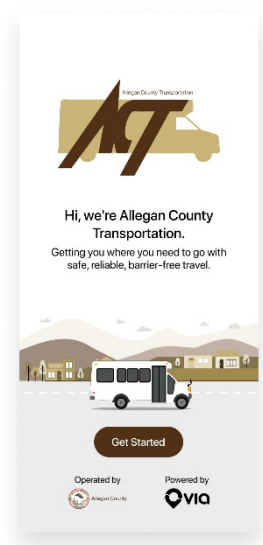


Services

Essential Service Awards – West Michigan Works! recognized 10 areas (Allegan, Ottawa, Kent, and Barry County’s) frontline workers with Beverly A. Drake Essential Service Awards. Honorees were recognized at The Economic Club of Grand Rapids meeting on February 5 and presented with a \$100 gift card. The Essential Service Awards recognize frontline workers who go above and beyond their daily responsibilities and display integrity, passion, and commitment. To be eligible for an Essential Service Award, individuals must have at least two years of employment with their current company, hold a non-managerial position, and exhibit pride in their job, a positive attitude, a strong work ethic, and effective time management. This year, Allegan County’s Park Ranger Kim Pitch was nominated among the 10 people to win the award. Kim has worked for the county for over 12 years and has never missed a day. She’s known to go above and beyond to ensure that the parks are clean and safe and that users are happy. She also contributes much more to her community by volunteering on boards. Pictured in Photo: Dan Wedge, Allegan County, Kim Pitch, Park Ranger, and Michelle Kratovich, Michigan Works. For more information, please contact Brandy Gildea, Parks Manager, at bgildea@allegancounty.org.



New Transportation Technology Deployment (Last Updated on 1/31/24) — the County Transportation app has been approved internally and started testing at the end of January. This is part of a project to advance scheduling and dispatching technology to ensure a more efficient and accessible transportation system in Allegan County. The app, powered by Via Mobility, will allow riders to book new trips or modify existing reservations, review trip history, and monitor the location of their vehicle. Riders will also have the option to subscribe to real-time trip updates through text messages or app push notifications. County Transportation will notice on trip bookings through the app. Via will begin training with Drivers and Dispatchers beginning the week of February 12, with plans to launch the customer-facing technology in March. For more information, please contact, please contact Whitney Ehresman, Transportation Director, at (269) 686-4529 or wehresman@allegancounty.org.



Engagement



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CURRENT OPEN POSITIONS

Position	Department	Current Status
Client Services Clerk	Friend of the Court	Unfilled
Administrative Specialist	Sheriff's Office	Unfilled
Deputy Sheriff (2)	Sheriff's Office	Unfilled
Recorder/Judicial Secretary	Circuit Court	Unfilled
Assistant Prosecuting Attorney (2)	Prosecuting Attorney Office	Unfilled
Corrections Officer	Sheriff's Office	Start date: late February
Drain Maintenance Technician	Drain Office	Unfilled
Telecommunicator (4)	Central Dispatch	3 Unfilled; 1 Start date: February 26
Animal Caretaker	Animal Shelter	Start date: February 20
Medical Animal Caretaker	Animal Shelter	Unfilled
Public Health Technician (5)	Health Department	Four offers accepted; Start date: March 4
Health Officer	Health Department	Currently in interviews
<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 & One Firefighter Representatives	
Solid Waste Planning Committee	Four Representatives	
Tourist Council	Two Representatives	



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

Engagement



Employment (Last Updated on 1/25/24)
2023 as of Quarter 4:

TURNOVER/RETENTION (Regular FT & PT Only)	Q1	Q2	Q3	Q4
# of Terminations (includes Retirees)	13*	9*	18*	13*
Average length of tenure of terminated REG employees	11.69	9.1	7	1.68
Turnover % of new REG employees (<=1 year)	13.6%	13.64%	33.33%	41.66%
Turnover % of REG employees	3.16%	2.15%	4.22%	2.99%
Total average number of REG Employees	411	419	427	435
Notes: # of terminations due to retirement	*5	*1	*5	*0
RECRUITMENT	Q1	Q2	Q3	Q4
Jobs Posted	23	24	12	18
# of Days to Hire (KPI)	57.85	66.13	74.5	86.8
# of New Hires	22	38	28	25
# of Promotions or Transfers	19	9	24	14

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

433



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

Engagement



Linked-In Recruiter & Career Page Implementation – The contract for an Allegan County Linked-In Recruiter account with a dedicated Career Page was approved for implementation as of 1/1/2024. Traci Prelwitz, HR Specialist, is participating in weekly training meetings with Linked In staff to learn how to use the Allegan County “Linked-In Recruiter” software account to proactively source talent for hard-to-fill positions. For more information, please contact Traci Prelwitz, Human Resources Specialist, at (269) 673-0241 or tprelwitz@allegancounty.org.

11 NEW HIRES

Position	Department
Academy Recruit	Sheriff’s Office
Courthouse Security Officer	Sheriff’s Office
Academy Sponsored Cadet	Sheriff’s Office
Corrections Officer (2)	Sheriff’s Office
Administrative Assistant	Public Defender
Deputy District Court Clerk	District Court
Property Appraisal Specialist (2)	Equalization
Animal Caretaker	Animal Shelter
Assistant Prosecuting Attorney	Prosecutor’s Office

7 LEFT EMPLOYMENT

Position	Department
Telecommunicator	Central Dispatch
Telecommunicator Supervisor	Central Dispatch
Deputy Equalization Director	Equalization
Swift & Sanctions Program	Circuit Court
Health Officer	Health Dept
Animal Caretaker	Animal Shelter
Legal Specialist	Public Defender

5 PROMOTIONS/TRANSFERS

Position moved to	Department
Telecommunicator Supervisor	Central Dispatch
Deputy Sheriff Township	Sheriff’s Office
Youth Specialist	Youth Home
Deputy Equalization Director	Equalization
Acting Health Officer	Health Dept



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

Operations

Courthouse Construction and Renovation (Last Updated on 1/31/24) – Work is progressing on the southeast corner of the Courthouse lot. Fencing was installed and the trees/bushes near the building were removed. The exterior patio has been demolished and the area has been excavated in preparation for new concrete footers to be poured.

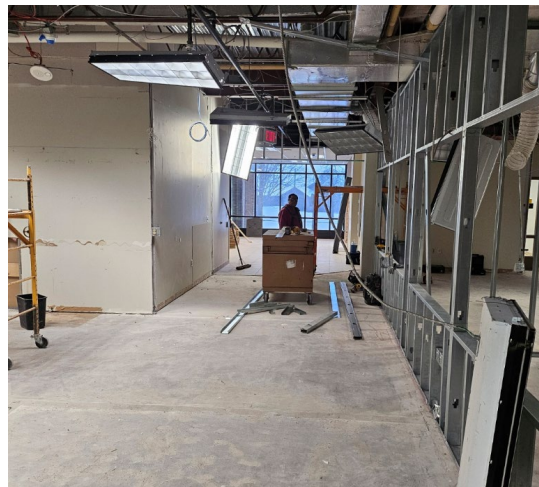


County Services Building Renovation (Last Updated on 1/31/24) – Reconstruction work is progressing quickly. Framing is well underway. The new public service lobby is taking shape as the old Nederveld conference room was incorporated into the floor plan. On February 5, a new protective barrier will be installed on the west side of the main lobby as construction work begins on the old OnPoint reception area. Access to the lobby itself, the lobby bathrooms, vending machines, and County reception will remain open and free from obstruction. On February 12, the Nederveld Room was closed off and demolished as part of the building construction process. This room will cease to exist as part of this project as it makes way for the new public reception area. Employees are encouraged to use the northeast door or main entrance to access the building. The northwest door will be restricted to construction work access only for safety and security.

Pictured below: New CSB Lobby



Pictured below: Walkway to Public Service Lobby



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

Operations

District Court Transition to MiFILE – The 57th District Court continues its dedication to technology to streamline availability and access to justice for the Allegan County community. In November 2023, District Court successfully transitioned its civil division to a paperless system called “MiFILE” provided through the State of Michigan. The MiFILE system is a standardized e-filing and Case Management tool that has allowed the District Court to move entirely away from paper files for the first time in the District Court’s history.

This transition was made possible through the collaborative work of several county departments – most notably Information Services. The transition was smooth due to months of preparatory work by the District Court Clerk’s Office, Judicial staff, and Information Services. This involved extensive training provided to the District Court by the State, but also the procurement of necessary technology, such as additional monitors for the judicial benches and uploading support software to aid in the necessary changes to case processing within the District Court to more seamlessly transition a years-old paper process into something brand new.

The District Court is looking toward the future in which the traffic/criminal division will eventually transition to paperless. The timeline for that transition depends upon the State’s roll-out of each programming phase. The 57th District Court is now part of the statewide effort by Michigan courts to implement MiFILE. For additional information, please contact Jessica Winsemius, District Court Administrator, at jwinsemius@allegancounty.org or (269) 673-0482.

Old Animal Shelter Demolition – Following the transitioning of Animal Shelter staffing back to the County, the long-planned demolition of the Old Animal Shelter, which had been previously put on hold, was restarted with the release of a request for proposal (RFP) on January 23, 2024. Thirteen bids were received, and an \$18,900 demolition contract was awarded to Mihm Enterprise in Hamilton. The contract allows demolition to begin no sooner than April 1 to allow the County and Wishbone Pet Rescue time to remove any desired items stored in the Old Animal Shelter. The contractor will remove and dispose of any remaining contents as part of the demolition project. Utilities to the building have already been disconnected, and the septic tank connected to the building was properly remediated in the summer of 2023 in preparation for the demolition. Though the work is expected to take only a few weeks to complete, the contractor has until July 31st to finish all work. Once the building and its foundations are removed, the excavation will be backfilled and seeded with grass by the contractor to complete the project. For more information, please contact Carl Chapman, Facilities Management Director, at cchapman@allegancounty.org or (269) 673-0207.



Operations

Broadband Project (Last Updated on 1/31/24) – 123Net has begun pulling fiber. Customers in Zone 5 on 12th Street, 126th Avenue, and 124th and 128th near 12th Street will be able to place orders and activate the service in February. Zone 5 is 37% complete for conduit placement, which is the most labor-intensive aspect of the project. Construction in Zone 10 will begin by mid-February, assuming the permits are approved by the County Road Commission.

The 123Net construction schedule was adjusted based on delays with the NTIA middle mile grant project. This joint build with Peninsula Fiber Network extends to Chicago and requires a permit to place an undersea cable in Lake Michigan. That portion of the build cannot be started until all permits have been secured. Completion dates for zones on the central and west sides of the county shifted back, and completion dates on the county's east side are now earlier.

Thirty (30) total miles of conduit have been placed so far. The big picture metrics, zone targets, and % complete, along with a zone map; Attachment B. For more information, please contact Jill Dunham, Project Manager, at (269) 673-0588 or visit www.allegancounty.org/broadband.



Financial



Community Corrections Action Board (CCAB) Grant – This month, there are three great updates on programs started because of the CCAB grant. Lt. Charity Cummins, the CCAB Manager, funded the Career Readiness program, which provides Zoom interviews to incarcerated individuals and allows them to obtain employment before being released from jail. This head start gives them the foothold needed to provide financially for themselves and their families post-release.

Another program created with the funding is a crochet program in the female re-entry unit. The participants crocheted blankets, scarves, and purses donated to Sylvia's Place and Plainwell Nursing Home.



Finally, the program budget allowed Lt. Cummins to purchase two sewing machines for the female re-entry unit. Participants sew up torn jail uniforms, saving the county a lot of money while teaching these women a new trade.

Child and Parent Legal Representation Title IV-E (CPLR) Grant – This grant provides funding for attorney representation for children and parents in child protection proceedings.

Since legislation in Michigan has increased rates for adult courts, maintaining quality legal representation for children and families has been a state-wide struggle for family courts. The CPLR grant is one-way family courts are competing with those rates. This grant helps family courts cover the cost of quality attorneys without stressing local general fund dollars. Additionally, the grant provides funds for outside-court legal time like family team meetings, training, and ancillary case representation. This also allows for faster case resolution within family court.

In Allegan, we have had the most success with ancillary case representation. These are instances where a family court case's resolution may be held up in another area of the court, like the Friend of the Court. The family court attorney can then represent this same client in other courts and get those matters resolved, allowing the family court to close the case faster.



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.](#)

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Allegan County Parks, Recreation, & Tourism

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Web: www.allegancounty.org/Parks

E-mail: parks@allegancounty.org



February 5, 2024

2023 Allegan County Equestrian Trails Lease Report

2023 marked year fifteenth (15) of the 25-year lease agreement between Allegan County and the State of Michigan for the Allegan County Equestrian Trail System (ETS). During this fifteenth year of the ETS system most of the work by the County and volunteers focused on trail maintenance, trail signage, marketing & promotion, access through campgrounds to campsites and day ride parking areas, and general administrative duties associated with the ETS trail network.

The number of hours worked on the ETS in 2023, and the associated costs, are as follows:

Allegan County Parks Manager:

Time spent on ETS -	20 hours
<u>Salary rate -</u>	<u>\$40/hour</u>
Total expenditure -	\$800.00

Hours for the Parks Manager were spent meeting with volunteers and staff to see what issues needed to be addressed, ensuring maintenance was being completed, overseeing volunteers' work, marketing and promoting of the trails, approving trail signage, and planning future improvements for the day ride parking areas, equestrian campsites & roads at all campgrounds.

Parks and Tourism Administrative Assistant:

Time spent on ETS -	25 hours
<u>Salary rate -</u>	<u>\$28/hour</u>
Total expenditure -	\$700.00

Hours for the administrative assistant were spent primarily responding to questions from the public regarding the trail system, selling season passes for usage on the trails, processing invoices, and helping to promote the trails.

Allegan County Park Maintenance Employees:

Time spent on ETS -	45 hours
<u>Salary rate -</u>	<u>\$20/hour</u>
Total expenditure -	\$900

Hours for the Park Maintenance Employees were spent primarily on trail clearing, parking lot and road maintenance, park access, and equestrian campsite maintenance.

Allegan County Park Ranger Employees:

Time spent on ETS project -	80 hours
<u>Salary rate -</u>	<u>\$18/hour</u>
Total expenditure -	\$1440.00

Hours for the Park Ranger Employees were spent primarily on rule enforcement and education of park users about the ETS system, trail promotion, responding to questions from the public regarding the trail system, collecting fees & selling season passes for usage on the trails, and keeping the equestrian campsites and day use parking lots clean.

FACETS Volunteer Hours:	
Time spent on ETS project -	941 hours
<u>Cost of volunteer time (Independent Sector website) -</u>	<u>\$31.80/hour</u>
Total cost of volunteer time -	\$29,923.8

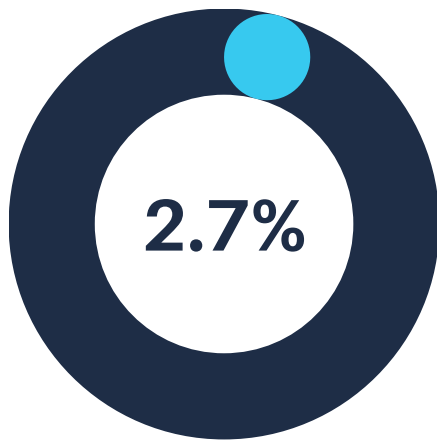
Along with labor costs, there were also several material/contractual expenditures made in 2023 for the ETS. The breakdown for these expenditures is as follows:

Season Passes	\$239.15
Trail Signs	\$519.49
Tree trimming/removal	\$1500.00
SWB Enterprise Dust Control	\$400.00
Gravel -Day use parking lots	\$742.00
Custodial Supplies (SC day ride parking area)	\$70.00
<u>Wrays Septic -outhouse pumping (SC day ride parking area)</u>	<u>\$250.00</u>
Total cost of material/contractual expenditures -	\$3720.64

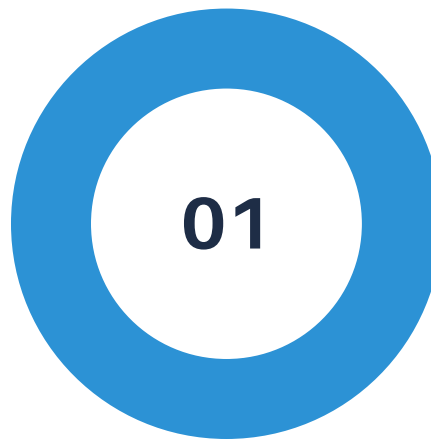
Total spent on ETS in 2023:	\$37,484.44
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BIG PICTURE METRICS

123NET Fiber to the Home



**CONDUIT
PLACED**



**CUSTOMERS
WITH ACCESS**



**CUSTOMERS
CONNECTED**

As of February 03, 2024

Note: we have a total of 30.7 miles of conduit, which is statistically still 0% of over 1,100 total miles.

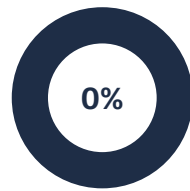
ZONE STATUS - 123NET

Targets and % Completion



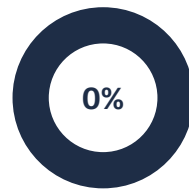
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07/31/2024



FDA 02

06/30/2025



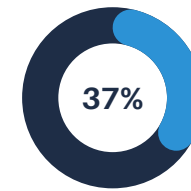
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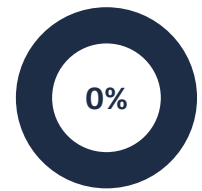
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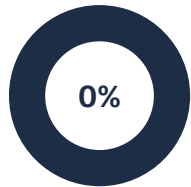
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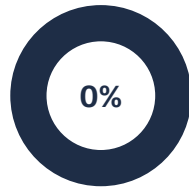
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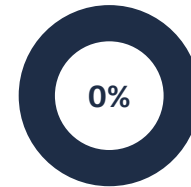
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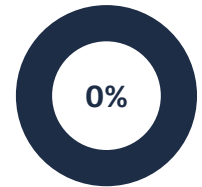
FDA 10

05/31/2024



FDA 11

09/30/2024



FDA 12

12/31/2025

ZONE MAP - 123NET

Look up address: www.123.net/home-fiber-internet/sign-up/

