

Allegan County Board of Commissioners



County Services Building
3283 – 122nd Avenue
Allegan, MI 49010
269-673-0203 Main Office
269-686-5331 Main Fax
<http://www.allegancounty.org>

BOARD OF COMMISSIONERS MEETING – AGENDA

Thursday, January 14, 2021 – 1PM

DISTRICT 1
Dean Kapenga
616-218-2599
dkapenga@
allegancounty.org

Pursuant to MCL 15.263a(1)(a), the Board will conduct its meeting via electronic communications to protect the Public Health.

Virtual Meeting – Connectivity Instructions **Attached**

Zoom: <https://zoom.us/j/84778392190>

DISTRICT 2
Jim Storey
616-848-9767
jstorey@
allegancounty.org

1PM

CALL TO ORDER:

OPENING PRAYER: Commissioner Tom Jessup

PLEDGE OF ALLEGIANCE:

ROLL CALL:

COMMUNICATIONS: Attached

APPROVAL OF MINUTES:

December 10, 2020

December 22, 2020

PUBLIC PARTICIPATION:

ADDITIONAL AGENDA ITEMS:

APPROVAL OF AGENDA:

PRESENTATIONS: None

PROCLAMATIONS: None

INFORMATIONAL SESSION: None

ADMINISTRATIVE REPORTS:

DISTRICT 3
Max R. Thiele
269-673-4514
mthiele@
allegancounty.org

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

CONSENT ITEMS:

DISTRICT 5
Tom Jessup
269-637-3374
tjessup@
allegancounty.org

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (12/18/20 & 12/25/20 & 1/1/21 & 1/8/21 & 1/15/21)
-

ACTION ITEMS:

DISTRICT 6
Gale Dugan
269-694-5276
gdugan@
allegancounty.org

1. Emergency Management Resolution
-

DISCUSSION ITEMS:

DISTRICT 7
Rick Cain
269-744-7918
rcain@
allegancounty.org

1. Facilities Management—approve Animal Shelter Capital Projects (197-666)
2. Sheriff's Office—authorize vehicle replacement (197-958)
3. Board of Commissioners—authorize acceptance of Military Surplus PACBOT 510 Fastac Robot (197-801)

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”

NOTICE OF APPOINTMENTS & ELECTIONS:

APPOINTMENTS:

1. Area Agency on Aging of West Michigan Board of Directors
 - Commissioner Representative—term expires 1/31/21 (Cain)
2. Brownfield Redevelopment Authority
 - One Representative—term expired 12/31/2019
3. Solid Waste Planning Committee
 - Two General Public Representatives—term expired 12/31/20
 - One Environ. Int. Group Representative—term expired 12/31/20
 - One Solid Waste Industry Representative—term expired 12/31/19
 - One Solid Waste Industry Representative—term expired 12/31/20
 - One Township Representative—term expired 12/31/2019
 - One City Representative—term expired 12/31/20
 - One Industrial Waste Generator Representative—term expired 12/31/20
4. Tourist Council
 - Two Representatives—term expired 12/31/20

ELECTIONS:

1. Commission on Aging
 - One Senior Representative—term expired 12/31/20 Application REC 1/5/21
 - One Senior Representative—term expires 12/31/21
 - One Senior Representative—term expires 12/31/22
2. Economic Development Commission
 - One Downtown Representative—term expired 12/31/2019
 - One Agriculture Representative—term expired 12/31/20 Application REC 1/5/21
 - One At-Large Representative—term expired 12/31/20 Application REC 1/5/21
 - One Healthcare Representative—term expired 12/31/20 Application REC 1/5/21

PUBLIC PARTICIPATION:

FUTURE AGENDA ITEMS:

REQUEST FOR PER DIEM/MILEAGE:

BOARDS AND COMMISSIONS REPORTS:

ROUND TABLE:

ADJOURNMENT: Next Meeting – Thursday, January 28, 2021, 1:00PM @ **VIRTUAL MEETING UNLESS OTHERWISE NOTIFIED.**



Allegan County Board of Commissioners Meeting

January 14, 2021

Connecting via Zoom Webinar



Allegan County
3283 122nd Ave
Allegan, MI 49010

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STEP 1: Connect to the Zoom Site

- OPTION 1: Telephone

- Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
- Type in Meeting ID: 847 7839 2190, then #, then # again
- Type in Meeting Password: 11421, 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.

- OR -

- OPTION 2: Web browser

- Open Internet Explorer or Chrome
- Navigate to <https://zoom.us/j/84778392190>
- Meeting Password: 11421

<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_SjqfnMwchbt/Eg`. 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 positioned below the reCAPTCHA.

Four blue arrows with white text provide instructions:

1. Enter name and email (points to the name fields)
2. Click this box (points to the reCAPTCHA "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)

The footer contains 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

Additional footer elements include "Language", "Currency" (set to US Dollars), and a "VERIFY" button.

STEP 3: This Window will appear when connected.



STEP 4: Adjust audio settings (if needed)

1

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

2

Settings

General
Video
Audio
Share Screen
Virtual Background
Recording
Statistics
Feedback
Keyboard Shortcuts
Accessibility

Speaker: Test Speaker | Remote Audio

Output Level: [Slider]

Volume: [Slider]

Microphone: Test Mic

Input Level: [Slider]

Volume: [Slider]

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

269-673-4514
mblee@allegancounty.org

Economic Development — Greg King, Director
ADMINISTRATIVE REPORTS:

DISTRICT 4
Mark DeYoung
816-318-9612
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 ^

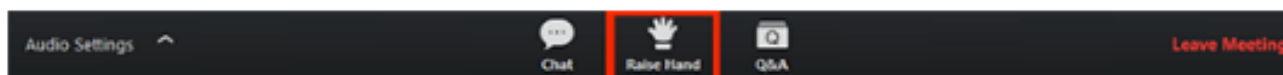
Chat Raise Hand Q&A

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. 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 Jim Storey and Gale Dugan. The agenda items are listed under "BOARD OF COMMISSIONERS MEETING - AGENDA", including "Virtual Meeting - Connectivity Instructions Attached", "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", and "ADMINISTRATIVE REPORTS:". The document footer shows "PAGE 1 OF 2" and "251 WORDS". At the bottom of the Zoom window, there is a control bar with "Audio Settings", "Chat", "Raise Hand", "Q&A", and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the sixteenth day of December 2020 at 4:00 p.m.

PRESENT: Hurlburt, Musta, Townsend, Bengelink, Bush, Theobald, Nichols, Potter, & Taylor.

ABSENT: None.

The following preamble and resolution were offered by Commissioner Bengelink and supported by Commissioner Bush.

**RESOLUTION NO. 20-30
IN SUPPORT OF LOCAL BUSINESSES**

WHEREAS, the novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death; and

WHEREAS, the Wexford County Board of Commissioners recognizes that COVID-19 is having direct impacts on all County residents, impacts which include, but are not limited to, physical and mental health care difficulties, educational constraints, and financial strains; and

WHEREAS, the Wexford County Board of Commissioners understands that many local businesses have suffered and continue to suffer economic harm due to COVID-19; and

WHEREAS, the Wexford County Board of Commissioners furthermore recognizes that the local hospitality industry is being hit particularly hard with financial losses due to COVID-19; and

WHEREAS, the Wexford County Board of Commissioners believes that the ability of County residents and visitors to patronize local restaurants, hotels, recreation venues, etc., contributes substantially to the overall well-being of the County; and

WHEREAS, the Wexford County Board of Commissioners is aware of many options to support Wexford County small businesses, such as ordering takeout food, making advance reservations, and purchasing gift cards.

NOW THEREFORE, BE IT RESOLVED, that the Wexford County Board of Commissioners encourages County residents to support local businesses at all times, but particularly during this global pandemic.


BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to Governor Whitmer, both Speakers of the House of Representative and the Senate, along with the Michigan Association of Counties and all Counties within Michigan.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

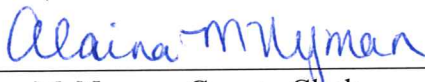
AYES: Musta, Townsend, Bengelink, Bush, Theobald, Nichols, Potter, Hurlburt, and Taylor.

NAYS: None.

RESOLUTION DECLARED ADOPTED.



Gary Taylor, Chairman, Wexford County Board of Commissioners



Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WEXFORD)

I hereby certify that the foregoing is a true and complete copy of Resolution 20-30 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on December 16, 2020, and I further certify that public notice of such meeting was given as provided by law.



Alaina M. Nyman, County Clerk

ALLEGAN COUNTY BOARD OF COMMISSIONERS

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JOURNAL 68

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MORNING SESSION**DECEMBER 10, 2020 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met remotely online connecting through a Zoom webinar on December 10, 2020 at 9:00 A.M. in accordance with the motion for adjournment of November 5, 2020, and rules of this board; Chairman Storey presiding.

County Clerk Genetski performed the Oath of Office swearing in the Commissioners for the 2021-2022 term. Clerk Genetski also gave a post-election update to the board on the November 3, 2020 General Election.

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	DEAN KAPENGA - Manlius Twp	DIST #5	TOM JESSUP-Allegan Twp-Left 11:36 AM
DIST #2	JIM STOREY - Holland	DIST #6	GALE DUGAN - Allegan Twp
DIST #3	MAX THIELE - Allegan Twp	DIST #7	RICK CAIN - Wayland Twp
DIST #4	MARK DeYOUNG - Dorr Twp		

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 ADDITIONS

3/ Chairman Storey asked if there were any additions or changes to the agenda. Administrator Sarro asked to have a closed session to discuss a security related plan not subject to the open meetings act.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to recess into closed session. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

AGENDA - ADOPTED AS AMENDED

4/ Moved by Commissioner Cain, seconded by Commissioner Kapenga to adopt the meeting agenda as amended. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

CIRCUIT COURT ADMINISTRATOR UPDATE

5/ Former Circuit Court Administrator Erin Stender started her new position as Assistant Corporation Counsel. She noted that Circuit Court has hired her replacement for the Circuit Court Administrator and gave a brief background of the individual. Brian Patrick started on 12/07/2020.

CLOSED SESSION: SECURITY RELATED PLAN

6/ Commissioners recessed into closed session to discuss a security related plan not subject to the open meetings act.

RECONVENE/ROLL CALL

7/ Upon reconvening at 10:57 A.M., the following Commissioners were present: Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain.

RESOLUTION FROM CLOSED SESSION - COVID-19 RESPONSE

8/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to adopt the statements made during the closed session as the policy of the Allegan County Board of Commissioners and adopt the language for the purpose of the COVID-19 response. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele and Jessup.

"Relative to the plans specifically being formed with regard to the COVID-19 pandemic (as discussed during closed session), the Board of Commissioners authorizes temporary use of the restricted area (rear undeveloped storage area) as a secured Point of Vaccination for Allegan County EMS, Fire and Law Enforcement personnel and for training of volunteer personnel administering vaccines, for a period through March 10, 2021. Subject to confirmation by the fire marshall for such temporary use. Notwithstanding the authorization to utilize the restricted area for this purpose, the Health Officer shall make the final determination of its use.

This decision shall be for response to the COVID-19 pandemic and only for the timeframe provided above. Any continued use of this area of the facility beyond the use of storage shall require Board of Commissioners' approval and shall not be considered eligible for response planning purposes."

BREAK - 11:03 A.M.

9/ Upon reconvening at 11:13 P.M., the following Commissioners were present: Commissioner Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain. Absent: None.

APPOINTMENTS

10/

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 12/31/2021.

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

BOUNDARY COMMISSION

Chairman Storey announced the appointment of the following individuals to the Boundary Commission to fill a 3-year term; term to expire 12/31/2023. Appointment order received from Probate Judge Buck on December 8, 2020.

Sam Dykstra, 202 N. Locust St., Wayland MI - City Rep.
Kenneth Prins, 3105 44th St., Hamilton MI - Alternate Township Rep.
Elizabeth Peterson, 411 River St., Allegan MI - Alternate City Rep.

BROWNFIELD REDEVELOPMENT AUTHORITY

Chairman Storey announced the appointment of the following individuals to the Brownfield Redevelopment Authority to fill a 3-year term; term to expire 12/31/2023.

Mike Vandenberg, 979 9th St., Plainwell MI
 Aaron Mitchell, 817 Windigo Ln., Otsego MI

COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES COMMITTEE

Chairman Storey announced the appointment of the following individuals to the Community Economic Development Strategies Committee to fill a 1-year term; term to expire 12/31/2021.

Rick Cain, 2554 E. Selkirk Lake, Shelbyville MI
 Nora Balgoyen-Williams, 2188 36th St., Allegan MI
 (Private Sector Representative)

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 12/31/2023.

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

PARKS ADVISORY BOARD

Chairman Storey announced the appointment of the following individuals to the Parks Advisory Board to fill the remainder of a 3-year term; term to expire 12/31/2022.

Pam Brown, 2295 114th Ave., Allegan MI

Chairman Storey announced the appointment of the following individuals to the Parks Advisory Board to fill a 3-year term; term to expire 12/31/2023.

Kevin Formsma, 4120 Pine Trail Ln., Hamilton MI

BUILDING AUTHORITY

Chairman Storey announced the appointment of the following individual to the Building Authority to fill the remainder of a 3-year term; term to expire 12/31/2021.

Carl Chapman, 3283 122nd Ave., Allegan MI

CLEAN AIR ORDINANCE COMMITTEE

Chairman Storey announced the appointment of the following individual to the Clean Air Ordinance Committee to fill a 2-year term; term to expire 12/31/2022.

Mark DeYoung, 4169 Hickory St., Dorr MI

HUMAN SERVICES

Chairman Storey announced the appointment of the following individual to the Human Services to fill a 2-year term; term to expire 12/31/2022.

Gale Dugan, 318 21st St., Otsego MI

MACATAWA AREA COORDINATING COUNCIL (MACC)

Chairman Storey announced the appointment of the following individuals to the Macatawa Area Coordinating Council (MACC) to fill a 1-year term; term to expire 12/31/2021.

Jim Storey, 344 W. 35th St., Holland MI
Dean Kapenga, 5634 136th Ave., Holland MI - Alternate

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 12/31/2023.

Al Meshkin, 3965 65th St., Holland MI
Gale Dugan, 318 21st St., Otsego MI

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 12/31/2021.

Dean Kapenga, 5634 136th Ave., Holland MI
Jim Storey, 344 W. 35th St., Holland MI

SOLID WASTE PLANNING COMMITTEE

Chairman Storey announced the appointment of the following individual to the Solid Waste Planning Committee to fill the remainder of a 2-year term; term to expire 12/31/2021.

Jack Brown, 2471 Wilshere Dr., Jenison MI - Solid Waste Industry Rep

Chairman Storey announced the appointment of the following individuals to the Solid Waste Planning Committee to fill a 2-year term; term to expire 12/31/2022.

Gale Dugan, 318 21st St., Otsego MI - Regional Solid Waste Planning Rep
Tom Jessup, 6717 108th Ave., South Haven MI - County Commissioner

SOUTHWEST MICHIGAN SOLID WASTE CONSORTIUM

Chairman Storey announced the appointment of the following individuals to the Southwest Michigan Solid Waste Consortium to fill a 1-year term; term to expire 12/31/2021.

Gale Dugan, 318 21st St., Otsego MI
Rosemary Graham, 3255 122nd Ave., Ste. 200, Allegan MI

SPECIALIZED SERVICES TRANSPORTATION COMMITTEE

Chairman Storey announced the appointment of the following individual to the Specialized Services Transportation Committee to fill a 1-year term; term to expire 12/31/2021.

Gale Dugan, 318 21st St., Otsego MI

TOURIST COUNCIL

Chairman Storey announced the appointment of the following individual to the Tourist Council to fill a 3-year term; term to expire 12/31/2023.

Maria Albright, 4316 Golden Oaks Ln., Allegan MI

WEST MICHIGAN REGIONAL AIRPORT AUTHORITY

Chairman Storey announced the appointment of the following individuals to the West Michigan Regional Airport Authority to fill a 2-year term; term to expire 12/31/2022.

Jim Storey, 344 W. 35th St., Holland MI
Dean Kapenga, 5634 136th Ave., Holland MI - Alternate

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 12/31/2021.

Tom Jessup, 6717 108th Ave., South Haven MI
Jim Storey, 344 W. 35th St., Holland MI - Alternate
Rob Sarro, 3283 122nd Ave., Allegan MI

MULTI-AGENCY COLLABORATIVE COMMITTEE

Chairman Storey announced the appointment of the following individuals to the Multi-Agency Collaborative Committee to fill a 1-year term; term to expire 12/31/2021.

Dean Kapenga, 5634 136th Ave., Holland MI

Moved by Commissioner Cain, seconded by Commissioner Dugan to approve the appointments as made. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ELECTIONS

11/

CASINO LOCAL REVENUE SHARING BOARD

Chairman Storey opened nominations to fill the 2-year term on the Casino Local Revenue Sharing Board; term to expire 12/31/2022.

Commissioner Storey nominated:

Rick Cain, 2554 E. Selkirk Lake, Shelbyville MI

Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to close the nominations and cast a unanimous ballot for the individual as nominated. Motion failed by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele. Absent: Jessup.

Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to close nominations and vote for the individual as nominated. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele. Absent: Jessup.

COMMISSION ON AGING

Chairman Storey opened nominations to fill the remainder of a 3-year term on the Commission on Aging; term to expire 12/31/2021. Commissioner Storey nominated:

Richard Butler, 55 M89, Plainwell MI - Member at Large

Chairman Storey opened nominations to fill the 3-year term on the Commission on Aging; term to expire 12/31/2023. Commissioner Storey nominated:

Stuart Peet, 102 118th Ave., Shelbyville MI - Senior Representative
Patricia Petersen, 2538 135th Ave., Hopkins MI - Member at Large

Moved by Commissioner Thiele, seconded by Commissioner Cain to close the nominations and vote for the individuals as nominated. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

ECONOMIC DEVELOPMENT COMMISSION

Chairman Storey opened nominations to fill the 3-year term on the Economic Development Commission; term to expire 12/31/2023. Commissioner Storey nominated:

Rich Okoniewski, 2891 116th Ave., Allegan MI - Education Representative
Jim Storey, 344 W. 35th St., Holland MI

Moved by Commissioner Cain, seconded by Commissioner Thiele to close the nominations and vote for the individuals as nominated. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

MAINTAIN CURRENT OFFICERS 2021

12/ BE IT RESOLVED that the Allegan County Board of Commissioners approves to maintain the current Board Officers until the January 14, 2021, Organizational Board Meeting.

Moved by Commissioner Thiele, seconded by Commissioner DeYoung to approve the resolution as presented. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

2021/2022 BOARD PLANNING

13/ Administrator Sarro addressed the board with a draft of the internal input survey to invited participants (Commissioners, Judges and Elected Officials). The survey aligns to the summary of the National Citizen Survey to help set board goals for the upcoming term. Results will be compiled and presented to the Board at the January 14, 2021 Planning Session.

Moved by Commissioner Dugan, seconded by Commissioner Cain to have further discussion on the matter during the afternoon agenda as discussion item #7. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele. Absent: Jessup.

AMEND MEETING AGENDA

14/ Moved by Commissioner Thiele, seconded by Commissioner Kapenga to move the closed session regarding the Administrator's evaluation to the afternoon session as discussion item #8. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

ADJOURNMENT UNTIL JANUARY 14, 2021 AT 9:00 A.M.

15/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to adjourn until January 14, 2021 at 9:00 A.M. The motion carried and the meeting was adjourned at 12:18 P.M.

AFTERNOON SESSION**DECEMBER 10, 2020 SESSION – INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

16/ The Board of Commissioners of the County of Allegan, State of Michigan, met remotely online connecting through a Zoom webinar on December 10, 2020 at 9:00 A.M. in accordance with the motion for adjournment of November 5, 2020, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #6 Commissioner Dugan.

The 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	DEAN KAPENGA - Manlius Twp	DIST #5	TOM JESSUP - Allegan Twp.
DIST #2	JIM STOREY - Holland	DIST #6	GALE DUGAN - Allegan Twp.
DIST #3	MAX THIELE - Allegan Twp.	DIST #7	RICK CAIN - Wayland Twp
DIST #4	MARK DeYOUNG - Dorr Twp		-left meeting 4:12PM

COMMUNICATIONS

17/ Deputy Clerk Tien noted to the board that they received the following resolution:

1. Resolution from Kalkaska County recommending the impeachment of Governor Whitmer

NOVEMBER 5, 2020 SESSION MINUTES - ADOPTED

18/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to approve the minutes for the November 5, 2020 session as distributed. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - COMMENTS

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

1. Scott Beltman of 3110 130th Ave., Hopkins addressed the board regarding support for a countywide ORV ordinance
2. Karen Minnenforf of Dorr Township addressed the board regarding support for a countywide ORV ordinance
3. Bob Myers of 2939 County Line Rd, Manistee MI addressed the board and noted Lake County has a countywide ORV ordinance
4. Shawn Moulenbelt of 1496 138th Ave., Wayland addressed the board regarding support of a countywide ORV ordinance

AGENDA - ADDITIONS

20/ Chairman Storey asked if there were any additions or changes to the agenda. Commissioner Storey noted that from the morning session that the planning survey will be placed as discussion item #7 and the closed session for the Administrator's evaluation as discussion item #8.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to adopt the changes to the meeting agenda as requested

Motion carried by roll call vote. Yeas: Kapenga, Storey, Thiele, DeYoung, Dugan and Cain. Nays: Jessup.

AGENDA - ADOPTED AS AMENDED

21/ Moved by Commissioner Kapenga, seconded by Commissioner DeYoung to adopt the meeting agenda as amended. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ADMINISTRATIVE REPORTS

22/ Administrator Rob Sarro reviewed his written report with Commissioners and noted the hard copy will be distributed to Commissioners later today.

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

23/ **WHEREAS**, Administration has compiled the following claims for November 13, 2020; November 20, 2020; November 27, 2020; December 4, 2020; December 11, 2020; 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 2020 Claims folder of the Commissioners' Record of Claims.

November 13, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	32,522.63	32,522.63	
Park/Recreation Fund - 2080	1,968.40	1,968.40	
Central Dispatch/E911 Fund – 2110	2,027.61	2,027.61	
Friend of the Court Office – 2151	194.57	194.57	
Health Department Fund – 2210	1,952.05	1,952.05	
Solid Waste – 2211	2,466.18	2,466.18	
Transportation Grant – 2300	8,152.45	8,152.45	
Public Improvement Fund – 2450	199.90	199.90	
Youth Home CIP – 2465	21,189.15	21,189.15	
Register of Deeds Automation Fund – 2560	134.42	134.42	
Justice Training Fund—P.A.302, 1982 - 2660	1,234.14	1,234.14	
CDBG loan Repayment – 2771	30.00	30.00	
Grants – 2790	4,428.45	4,428.45	
Child Care-Circuit/Family – 2921	3,650.81	3,650.81	
Soldiers Relief Fund – 2930	2,457.92	2,457.92	
Senior Millage – 2950	136,584.80	136,584.80	
Delinquent Tax Revolving Fund - 6160	367.97	367.97	
Tax Reversion Fund – 2018 6209	26.32	26.32	
Drain Equip Revolving - 6390	110.53	110.53	
Fleet Management - 6612	556.23	556.23	
Self-Insurance Fund – 6770	18,528.08	18,528.08	
Drain Fund – 8010	9,037.29	9,037.29	
TOTAL AMOUNT OF CLAIMS	\$247,819.90	\$247,819.90	

November 20, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	191,199.51	191,199.51	
Park/Recreation Fund - 2080	1,602.82	1,602.82	
Central Dispatch/E911 Fund – 2110	10,856.53	10,856.53	
Central Dispatch CIP - 2118	426.67	426.67	
Friend of the Court Office – 2151	824.06	824.06	
Health Department Fund – 2210	18,977.55	18,977.55	
Solid Waste – 2211	5,749.55	5,749.55	

Transportation Grant – 2300	56,787.32	56,787.32	
Public Improvement Fund – 2450	80,305.42	80,305.42	
Animal Shelter - 2550	6,250.00	6,250.00	
Indigent Defense - 2600	1,437.05	1,437.05	
Grants – 2790	2,410.06	2,410.06	
Saugatuck City – 2811	19.00	19.00	
Child Care-Circuit/Family – 2921	8,676.05	8,676.05	
Soldiers Relief Fund – 2930	3,340.78	3,340.78	
Senior Millage – 2950	58,228.91	58,228.91	
Delinquent Tax Revolving Fund - 6160	187.11	187.11	
Tax Reversion - 6200	63.90	63.90	
Fleet Management - 6612	352.16	352.16	
Self-Insurance Fund – 6770	1,560.36	1,560.36	
Drain Fund – 8010	8,615.36	8,615.36	
TOTAL AMOUNT OF CLAIMS	\$457,870.17	\$457,870.17	

November 27, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	107,470.71	107,470.71	
Park/Recreation Fund - 2080	668.25	668.25	
Central Dispatch/E911 Fund – 2110	566.96	566.96	
Friend of the Court Office – 2151	141.44	141.44	
Health Department Fund – 2210	15,401.17	15,401.17	
Solid Waste – 2211	61,841.73	61,841.73	
Transportation Grant – 2300	2,205.82	2,205.82	
Multi Agency Collaborative Committee – 2400	113.49	113.49	
Public Improvement Fund – 2450	24,790.84	24,790.84	
Register of Deeds Automation Fund - 2560	134.22	134.22	
Palisades Emergency Planning Facility UP - 2630	126.40	126.40	
Grants – 2790	11,912.19	11,912.19	
Casco Township - 2805	97.00	97.00	
Wayland Township - 2806	105.27	105.27	
Saugatuck City – 2811	124.00	124.00	
Child Care-Circuit/Family – 2921	2,890.28	2,890.28	
Soldiers Relief Fund – 2930	1,536.12	1,536.12	
Senior Millage – 2950	1,841.34	1,841.34	
Tax Reversion – 6200	6,809.39	6,809.39	
Fleet Management - 6612	57.18	57.18	

Self-Insurance Fund – 6770	101,366.54	101,366.54	
Drain Fund – 8010	63,857.93	63,857.93	
TOTAL AMOUNT OF CLAIMS	\$404,058.27	\$404,058.27	

December 4, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	85,345.95	85,345.95	
Park/Recreation Fund - 2080	6,696.75	6,696.75	
Central Dispatch/E911 Fund – 2110	58,728.18	58,728.18	
Central Dispatch CIP – 2118	11,478.07	11,478.07	
Friend of the Court Office – 2151	117.24	117.24	
Health Department Fund – 2210	1,020.00	1,020.00	
Transportation Grant – 2300	229.25	229.25	
Indigent Defense – 2600	1,465.50	1,465.50	
Local Corrections Officers Training Fund – 2640	4,989.15	4,989.15	
CDBG Loan Repayment – 2771	30.00	30.00	
Grants – 2790	3,151.00	3,151.00	
Victims Rights Grant - 2791	79.10	79.10	
Child Care-Circuit/Family – 2921	4,842.79	4,842.79	
Senior Millage – 2950	653.21	653.21	
Drain Equip Revolving – 6390	21.99	21.99	
Fleet Management – 6612	878.82	878.82	
Self-Insurance Fund – 6770	25,520.69	25,520.69	
Drain Fund – 8010	20,022.50	20,022.50	
TOTAL AMOUNT OF CLAIMS	\$225,270.19	\$225,270.19	

December 11, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	106,497.44	106,497.44	
Park/Recreation Fund - 2080	1,039.88	1,039.88	
Central Dispatch/E911 Fund – 2110	12,647.00	12,647.00	
Friend of the Court Fund – 2150	455.50	455.50	
Friend of the Court Office – 2151	437.12	437.12	
Health Department Fund – 2210	2,050.70	2,050.70	
Transportation Grant – 2300	56,716.02	56,716.02	

Capital Improvement Fund - 2450	16,429.60	16,429.60	
Register of Deeds Automation Fund – 2560	125.00	125.00	
Indigent Defense – 2600	2,605.00	2,605.00	
Justice Training Fund—P.A.302, 1982 – 2660	1,490.00	1,490.00	
Law Library Fund - 2690	2,221.20	2,221.20	
Grants – 2790	5,497.00	5,497.00	
Victims Rights Grant - 2791	29.98	29.98	
Casco Township – 2805	89.00	89.00	
Wayland Township – 2806	45.00	45.00	
Lee Township - 2808	106.00	106.00	
Salem/Leighton/Dorr – 2809	44.38	44.38	
Saugatuck City - 2811	124.86	124.86	
Child Care-Circuit/Family – 2921	12,571.08	12,571.08	
Soldiers Relief Fund - 2930	4,285.88	4,285.88	
Senior Millage – 2950	1,342.52	1,342.52	
Tax Reversion Fund – 2018 - 6209	23.41	23.41	
Drain Equip Revolving – 6390	86.46	86.46	
Fleet Management – 6612	319.92	319.92	
Self-Insurance Fund – 6770	320,006.77	320,006.77	
Drain Fund – 8010	32,515.00	32,515.00	
TOTAL AMOUNT OF CLAIMS	\$579,801.72	\$579,801.72	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for November 13, 2020; November 20, 2020; November 27, 2020; December 4, 2020; December 11, 2020.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to adopt the report of claims for November 13, 2020; November 20, 2020; November 27, 2020; December 4, 2020; December 11, 2020. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

BOARD OF COMMISSIONERS – RULES OF ORGANIZATION & PROCEDURE

24/ Commissioners reviewed the potential changes to the Board Rules of Organization and Procedure.

Moved by Commissioner Cain, seconded by Commissioner Kapenga to approve the changes on page 3 – Section 3aiii – Term of Office Limitation – to read “Commissioners have it in existing powers to not re-elect any chair or vice chair. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele and Jessup.

Moved by Commissioner Cain, seconded by Commissioner Kapenga to approve the changes on page 13 – Section 11e – Commissioner Equipment Stipend as presented. Moved by Commissioner Thiele, seconded by Commissioner DeYoung to amend the language on page 13 – Section 11e – to read:

"COMMISSIONER'S ANNUAL, EQUIPMENT STIPEND PROGRAM - A stipend in the amount of \$50 per month shall be paid the first payroll of each month to each commissioner. The stipend is intended to reimburse each commissioner 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 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 has opted-out of the program for a given year, the commissioner is no longer be eligible to participate until the next year."

Motion amendment carried by roll call vote. Yeas: Kapenga, Storey, Thiele, DeYoung and Cain. Nays: Jessup and Dugan.

Moved by Commissioner Cain, seconded by Commissioner Kapenga to approve the motion for the changes on page 13 - Section 11e as amended. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung and Cain. Nays: Thiele, Jessup and Dugan.

WHEREAS, on October 8, 2020, the Board of Commissioners (Board) created a Special Committee to review the Board Rules; and

WHEREAS, on November 5, 2020, the Board was presented with the Special Committee's findings, as attached; and

WHEREAS, if approved the changes would take effect January 1, 2021.

THEREFORE BE IT RESOLVED that the Board authorizes County Administration to incorporate said changes into the official Rules of Organization & Procedure and post online.

Moved by Commissioner Cain, seconded by Commissioner Kapenga to approve the remainder of the document with the outlined changes. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner Cain, seconded by Commissioner DeYoung to approve the Rules of Organization and Procedure of the Allegan County Board of Commissioners as amended during the December 10, 2020 board session. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele and Jessup.

COUNTY OF ALLEGAN

State of Michigan

Rules of Organization and Procedure

Of The

Allegan County Board of Commissioners (BOC)

Committee Review:
RED – Proposed Changes
BLUE – Outcome
GREEN - Grammatical

Revised and Adopted: January 4, 1993 [Journal 39.6-15/11]

[Addendum A RE: Committee of the Whole adopted April, 28, 1994: Journal 41.199-201/58]

Amended: January 13, 1994 [Journal 41.3-4/6]

Amended: October 27, 1994 [Journal 41.424/32]

Amended: January 5, 1995 [Journal 42.7/11]

Amended: June 22, 1995 [Journal 42.260/35]

Amended: January 11, 1996 [Journal 43.4-5/10]

Amended: June 26, 1997 [Journal 44.330/28; 341/33]

Amended: January 2, 2003 [Journal 52.6-11/5]

[Revisions adopted January 9, 2003: Journal 52.13-22/29]

Amended: January 8, 2004 [Journal 53.3-9/7]

Amended: March 24, 2005 [Journal 54.197-203/36]

Amended: January 5, 2006 [Journal 55.4/11]

Amended: July 27, 2006 [Journal 55.492-499/44]

Amended: January 11, 2007 [Journal 56.26-32/38]

Amended: February 1, 2007 [Journal 56.85/86]

Amended: February 15, 2007 [Journal 56.95-96/41]

Amended: February 22, 2007 [Journal 56.117/57]

Amended: June 28, 2007 [Journal 56.280-281/51]

Amended: January 3, 2008 [Journal 57.5/14]

Amended: January 8, 2009 [Journal 58.3-4/8]

Amended: January 7, 2010 [Journal 59.3-4/8-12]

Amended: January 6, 2011 [Journal 60-7/4-12]

Approved: June 14, 2012 [Journal 61-12]

Amended: January 24, 2013 [Journal 62-13]

Amended: January 24, 2014 [Journal 63-14]

Reaffirmed: December 10, 2015 [Journal 64-15]

Amended: January 12, 2017 [Journal 65-17]

Amended: January 25, 2018 [Journal 66-4]

Amended: December 13, 2018 (Journal 66-13)

Amended: January 24, 2019 (Journal 67-3) Amended:

January 9, 2020 (Journal 68-8)

Board Rules of Organization Thiele #1A - Word

1. AUTHORITY: These rules are adopted by the BOC of Allegan County pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.

2. APPLICATION, SUSPENSION, AND AMENDMENT OF BOARD RULES

- a. These Rules shall guide and direct the Allegan County BOC's operations.
- b. Any situation, which may arise and is not covered by these rules, shall be determined on the basis of 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 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 thereafter.

3. BOARD AND ADMINISTRATIVE OFFICERS

a. CHAIRPERSON

- i. Statutory Powers and Duties [MSA 5.323]
 - (1) Presides at all BOC meetings.
 - (2) Administers oaths and issues subpoenas. [MSA 5.323]
 - (3) Signs contracts [MSA 5.323] 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 Directors of an Economic Development Corporation [MSA 5.352 (4)].
 - (5) Upon the disqualification of the County Drain Commissioner (Chapter 16, Sec. 280.381 of the Michigan Drain Code, PA 40 of 1956) appoints Boards of Determination pursuant to Sec.'s 280.72 and 280.441 of that Code.
 - (6) Serves on intra-county Drainage Boards (Chapter 20, Sec. 280.464) and Augmented Inter-county Drainage Boards (Chapter 21, Sec.280.515) and appoints additional member(s) to either when circumstances so warrant, as defined in the MI Drain Code, PA 40 of 1956.
 - (7) Reviews, with other officials, the Sheriff's determination of jail overcrowding. [MSA 28.1748-2]
 - (8) Carries out Emergency Management and Preparedness responsibilities in accordance with Public Act 390 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.**
(#1, Thiele, 10-14-2020: clarification, consistency, removes repetitive second entry @ 4.b.ii) [10-29-20, Cain, DeYoung and Thiele concurred]
 - (3) Makes other county appointments subject to BOC approval.
 - (4) Preserves order and decides questions of order subject to approval of the BOC.
 - (5) Votes on all questions taken by roll call vote, except on 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 County Administrator for the purpose of providing assistance and planning in BOC related matters.
 - (8) Duties of the BOC Chairperson may be expanded by the BOC for purposes and durations deemed appropriate and necessary.

~~iii. Term of Office Limitation REPEAL: (Cain and DeYoung): Commissioners have it in existing powers to not re-elect any chair or vice-chair. [10-29-20, Cain and DeYoung concurred, Thiele dissented]~~

~~(1) A Commissioner's tenure as Chairperson shall not exceed two (2) years, January 1 through December 31. If a Commissioner's partial year tenure as Chairperson is more than eight (8) months, that period shall be counted as a year with regard to the above limitation. If a Commissioner's partial year tenure is less than 8 months, that period shall not be counted as a year with regard to the above limitation.~~

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, MSA 5.324, MSA 5.330, MSA 5.325, MSA 5.352.

d. COUNTY ADMINISTRATOR (CAO): The BOC employs a County Administrator who is recognized as the Chief Administrative ~~DELETE: "Executive" (#2, Thiele, 10-14-2020: deletion, clarification, consistency with job description, the application of the title, "Executive", is politically confusing in consideration of the existence of elected county executives in other Michigan county jurisdictions) [10-29-20 Cain, DeYoung and Thiele concurred]~~ 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 [MSA4.18016].

f. ~~COMMISSIONER INQUIRIES — In reporting Commissioner inquiries, the Administrator shall report the amount of the time needed by administrative staff, spelled out in hours or major fraction thereof, to assemble a response to the inquiry. (Cain and DeYoung). [10-29-20, Thiele and DeYoung concurred to reject this addition, Cain dissented]~~

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. ESTABLISHMENT OF COMMITTEES

- i. The BOC may establish committees which 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 authorized by resolution of the BOC.

- ii. ~~Committee members shall be appointed by the Chairperson. (#3, Thiele, 10-14-2020: Deletion: Repetitive, see 3.a.ii (2))~~ **[10-29-20 Cain, DeYoung and Thiele concurred]**
 - iii. Each committee shall have a Chairperson and Vice-Chairperson **elected by its members. (#4, Thiele, clarification, codification of BOC established practice, consistency with Robert's Rules of Order... ". . the committee by a majority of its number elects a chairman. . .")** **[10-29-20 Cain, DeYoung and Thiele concurred]**
 - iv. Each committee Chairperson shall be responsible for keeping a written record of committee proceedings.
 - v. 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.
- c. PROCEDURES FOR USE OF COMMITTEES
- i. Committees shall address items only referred by the BOC.
 - ii. Items which 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).
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 exist internally and externally to the Allegan County government organization.
- a. Any BOC member so appointed or elected shall make available the minutes or other informations 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 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.

6. MEETINGS: All meetings of the BOC shall be noticed and conducted in accordance with the Michigan Open Meetings Act.

- a. ORGANIZATIONAL MEETING: The first meeting in each calendar year shall be the organizational meeting. At each such meeting the county clerk shall initially preside.
 - i. OATH OF OFFICE: The county clerk shall administer the oath of office to the BOC members-elect, if the oath had not previously been administered.
 - ii. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON
 - (1) The 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 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 chairperson and the County Clerk shall retire to his/her position as Clerk-of-the-Board.
 - (4) The temporary chairperson 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 term of office, the temporary chairperson shall call for nominations for the office of Chairperson.
 - (6) The temporary chairperson 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 Chairperson 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 chairperson.
 - 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 1851, 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 1:00PM on the second and fourth Thursdays of each month unless otherwise posted (see 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 at least 24 hours before 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

Board Rules of Organization Thiele #1A - Word

(strategic or project related), policy review, and other matters it may deem necessary (See Agenda Format B) at 9:00AM, unless otherwise posted, on the morning of the same day as regular scheduled BOC meetings.

- i. CANCELLATION: The **Chairperson (capitalize chairperson - possible formatting error transitioning from PDF to WORD)** in conjunction with the CAO may cancel these sessions by the end of business on Friday prior to the meeting for reason of lack of business to be considered by the Board.
- 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 122nd 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 5.323] 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].
 - 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 will knowingly be late/absent from an official proceeding of the BOC shall notify the Chairperson or 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, **ADD: unless otherwise permitted by the Open Meetings Act [10-29-20 Cain, DeYoung and Thiele concurred]. DELETE: or receiving per diem. [10-14-20 Cain and DeYoung concurred, no formal vote was taken on the matter]**
 - (4) ~~Pursuant to state law, BOC members may remotely attend meetings for military duty, state or local emergency, or medical condition until December 31, 2021. [10-29-20, note, this change is now addressed by the language in item 3 above]~~
 - 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)]. 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

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- (1) Name and address, and
- (2) The topic which they wish to address
- (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 Chair.
- 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 Chair)
- 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 (possible formatting error transitioning from PDF to WORD)**. 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.
 - 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 attached Flow Chart, Attachment "B".
 - ii. All agenda items for consideration shall be submitted with complete documentation (see "Attachment C" 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 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 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

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- (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 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, lack of supporting materials, availability of presenter. The BOC shall receive a revised **(remove red font color and the underline) final** agenda at the close of business that same day, reflecting any changes to the agenda with 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. 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 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.

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 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 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 ~~at any time by permission of the BOC~~ **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. (#5, Thiele, 10-14-2020: modification of rule: consistency with practice.) [10-29-20 Cain, DeYoung and Thiele concurred]** 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.

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- 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 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 of the members of the (BOC) and so shown in the minutes of the board together with a showing that the board 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:

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- 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 **DELETE COMMA;** who voted with the majority, but there must be **ADD: at least** as many BOC members **DELETE: , or more,** present as there was 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 "D" for current compensation package.
- b. TRAVEL: BOC members shall receive travel and training reimbursement in accordance with County Employee Policy 511.
- c. BOC PER DIEM: Shall be paid to BOC members and to members of other bodies statutorily connected to the BOC per diem at the rate established through BOC resolution, as attached, and processed based on the following parameters:
 - i. 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. Travel time is included.
 - ii. All BOC member per diem shall be expensed from the BOC's budget financial activity.
 - iii. The following BOC related meetings shall be eligible for BOC per diem and mileage: (1) **Regular County BOC meetings,**
 - (2) BOC Planning Sessions,
 - (3) Special BOC Meetings,
 - (4) Quarterly Interdepartmental Meetings normally held the last Wednesday of January, April, July, and October,
 - (5) Attendance (in-person or through remote connectivity if meeting is held out-of-County) in any meeting of a board, commission, or committee or official activity, i.e. training or conferences to which a BOC member has been appointed by the BOC or BOC Chairperson in writing. See Attachment "E" for identified boards, commissions and committees,
 - (6) Attendance (in-person or through remote connectivity) in Michigan Association of Counties (MAC) activities in which participation or appointment has been confirmed by the BOC,
 - iv. Attendance (in-person or through remote connectivity) by any elected Commissioner serving on the MAC Board of Directors and/or any other MAC Boards & Committees' activities, conferences and meetings related to their role that compensation is not provided for by the Association shall receive per diem & mileage.
- d. BOC CHAIRPERSON: The Chairperson (or his/her BOC member designee) is authorized to receive up to two (2) half day BOC per diems in a single month to attend additional meetings, events, etc. at the request of the CAO to best represent the interests of the County. Unless otherwise approved by the BOC, the Chairperson shall not receive BOC per diem for regular meetings with the CAO as listed under the duties of the Chairperson.
- e. OTHER MEETINGS: All other meetings or events shall be subject to the BOC's approval to receive mileage and per diem including but not limited to the following:
 - i. Conference and/or related training,
 - ii. District specific or BOC member prerogative type meetings, iii. Special Use Committees, iv. Workgroups, taskforce, etc. established under an existing Board, Commission, or Committee.

- f. DOCUMENTATION: Each BOC member shall be responsible to submit the necessary attendance record (Attachment "F"), and audit his/her own monthly reports for compensation.

11. MISCELLANEOUS RULES

- a. CLAIMS: Each Wednesday, by 12:00PM (noon), the BOC shall receive/have available a compilation of the weekly claims for their review.
 - i. During weeks in which the BOC does not have a **regularly (#6, Thiele, 10-14-2020, grammatical correction)** 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 the CAO, Executive Assistant, and Director of Finance by each Thursday 5PM. 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 i.e. shut off of utilities, finance charges, the Chairperson 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 8AM except those held for question.
 - ii. ~~During weeks in which the BOC holds a regularly scheduled meeting the BOC shall approve (or choose to withhold) claims processed for that same week.~~ (#7, Thiele, 10-14-2020: clarification. To me this is confusing language. Does it not mean and is it not better represented by the following, "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.") **[10-29-20 Cain, DeYoung and Thiele concurred].**
 - 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 Chairperson (or designee declared in writing if permitted by law) is the official signatory of the BOC where Chairperson/BOC signature is required by law or as specifically required by grant or BOC resolution.
 - ii. The County Administrator (or designee declared in writing) is designated as the official signatory of the County and shall approve BOC approved leases, contracts and other **(legal) documents including documents, (#8, Thiele, 10-14-2020: Deletion: grammatical clarification)** consistent with the execution of the duties of the position ~~and~~ **(#9, Thiele, 10-14-2020: same as #8)** as authorized through BOC approved policy. This designation does not diminish the authority of the Chairperson **as stated above in 11.b.i. (#10, Thiele, 10-14-2020: clarification)**
 - iii. Other signatory authority is limited to that contained within 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.

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- 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. [MSA 5.323]

C. COMMISSIONER EQUIPMENT STIPEND - A stipend in the amount of \$50 shall be paid to each commissioner in the first payroll of each month. The stipend is intended to reimburse each commissioner for partial use of a personal cell phone, internet connection, or other equipment/services that may be used to conduct official County business. [10-29-20 A stipend was discussed in place of a request for County provided equipment. Cain and DeYoung concurred with the stipend, Thiele dissented.]

The Committee considered the following items on 10-14-20 and did not recommend the items for change or inclusion:

Under Section 7, Agenda(s), b. "Agenda Item(s) for Consideration". The current rule requires any BOC board member to introduce a new agenda item at a previous board meeting, meaning that at least two weeks, sometimes three weeks, must pass before an agenda item can be submitted for a future meeting's agenda. Suggest that the rule be changed to allow members to submit agenda items one week in advance of a meeting. For example, for a Thursday meeting, an agenda item would, under this rule change, only need to be submitted one week in advance on the previous Thursday.

Under Section 7, Agenda (s) c. "Agenda Format for Regular Meetings (Format A): current agenda has 26 line entries. If a Commissioner speaks once or more at each line entry, the length of meeting is automatically extended. The Michigan Townships Association advises that effective meetings last no longer than two hours. In 8 years serving on the BOC, meetings rarely end within the two hour optimum that MTA and other organizations have identified for public board meetings. This optimal goal can be advanced by two actions:

- A. Reduce the number of items in the pro forma agenda. For example, combine reports of boards and commissions, requests for per diem and mileage, and roundtable in a new item such as "Commissioner Reports".
- B. Set limits on the time allotted each agenda item. For example, limit administrator's talking report to 30 minutes; limit discussion of any one item to 10 minutes, and so on. Roberts rules provide that the board can extend the time for each item if the time limit is reached by a simple majority vote. Existing rules already set a 20 minute limit for informational sessions from outside speakers such as judges and elected officers of the county. Should apply a similar time limitation to other agenda items.

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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 ~~County Development~~ **Public Defender (#11, Thiele, 10-14-2020: “County Development” no longer exists; “Public Defender” has been added since the last writing, and this document has not been updated to reflect the two (2) changes.)** 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.

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

BOARD OF COMMISSIONERS-AMEND 2020 APPORTIONMENT REPORT

25/ WHEREAS, the General Property Tax Law (PA 206 of 1983, as amended) outlines the responsibility of the Board of Commissioners with respect to the annual Apportionment Report; and

WHEREAS, the Board of Commissioners examines certificates of each local taxing jurisdiction and directs millage rates to be spread on taxable valuations; and

WHEREAS, the Board of Commissioners also determines the dollar requirements necessary to fund the assessment for drains to be spread on the respective township and city rolls; and

WHEREAS, at its meeting on October 22, 2020, the Board of Commissioners approved the 2020 Apportionment Report; and

WHEREAS, an error was also found within the calculation of the Drain Tax of a different of \$20; and

WHEREAS, on November 3, 2020, the voters in Laketown Township approved a 1.00 mill levy for fire which requires the Apportionment Report to be amended, and

WHEREAS, on November 3, 2020, the Fennville Schools approved a .50 mill levy for Public Recreation and Playground, which requires the Apportionment Report to be amended.

THEREFORE BE IT RESOLVED that the Board of Commissioners hereby approves the amended 2020 Apportionment Report; and

BE IT FURTHER RESOLVED that the Board approves the levy of the following County Drain Tax for the year 2020,

COUNTY DRAIN TAX (to be levied as \$1,732,013.26 per specific Drainage Districts); and

BE IT FINALLY RESOLVED that the Board of Commissioners does hereby authorize and direct the Clerk of the Board to sign the updated millage rate certificates.

Moved by Commissioner Dugan, seconded by Commissioner Thiele to approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

FINANCE-APPOINT 2021 SURVEY AND REMONUMENTATION PEER REVIEW GROUP

26/ WHEREAS, the County has applied for the 2021 Survey and Remonumentation grant in accordance with MCL 54.269; and

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the recommendation of the County Surveyor to appoint the following individuals to the Peer Review Group for the 2021 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 of Commissioners hereby appoints the Accounting Manager as the Grant Administrator for the Survey and Remonumentation Grant; and

BE IT FINALLY RESOLVED that the Board Chairperson and/or the County Administrator are authorized to sign the necessary documents on behalf of the County and that the Executive Director of Finance is authorized to make any necessary budget adjustment to complete this action.

Moved by Commissioner Thiele, seconded by Commissioner Kapenga to approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

EMERGENCY MANAGEMENT RESOLUTION

27/ Administrator Sarro presented a draft of the Emergency Management Resolution of 2020 to replace the Emergency Management Resolution of 1995. Discussion followed.

Moved by Commissioner Dugan, seconded by Commissioner Thiele to take action on the Emergency Management Resolution of 2020 at the January 14, 2021 board session. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ADMINISTRATION—EXTEND COVID-19 PREPAREDNESS, RESPONSE AND SAFE WORK PLAN

28/ WHEREAS, on May 14, 2020, the Board adopted the County's COVID-19 Preparedness, Response and Safe Work Plan; and

WHEREAS, as the pandemic remains a concern.

THEREFORE BE IT RESOLVED, the County's plan and related maintenance of the plan shall be extended through March 31, 2021; and

BE IT FINALLY RESOLVED the Board will evaluate the need for further extension prior to this expiration date.

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

ADMINISTRATION—ADOPT REVISED EMPLOYMENT CLASSIFICATIONS POLICY #305

29/ BE IT RESOLVED, that the Allegan County Board of Commissioners hereby adopts the revised Employment Classifications Policy, as attached, effective immediately; and

BE IT FURTHER RESOLVED that this action shall supersede any previously adopted policies; and

BE IT FINALLY RESOLVED that Administration shall post the policy to the County website and Employee Handbook.

Moved by Commissioner Dugan, seconded by Commissioner Thiele to approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ALLEGAN COUNTY
POLICY****TITLE: EMPLOYMENT CLASSIFICATIONS
POLICY NUMBER: 305****APPROVED BY: Board of Commissioners****EFFECTIVE DATE: December 10, 2020**

1. **CLASSIFICATIONS OF EMPLOYEES:** The employment classifications below are not intended to imply a guaranteed term of employment for any employee. If applicable, benefits are mentioned under each classification (see specific benefit section for more in-depth information). Any employee, regardless of classification, working a regular schedule of less than 20 hours per week (or less than 1,040 per year) is not eligible to receive benefits.
 - 1.1 **Regular Full-Time Employee.** A regular full-time employee is normally scheduled to work 36 to 40 hours per week. Regular full-time employees qualify for all benefits set forth in this Handbook, subject to various eligibility rules and applicable collective bargaining agreements.
 - 1.2 **Regular Part-Time Employee.** A regular part-time employee is normally scheduled to work at least 20 hours per week but less than 36 hours per week. Regular part-time employees are eligible for most benefits on a pro rata basis, subject to various eligibility guidelines and applicable collective bargaining agreements.
 - 1.3 **Irregular Part-Time Employee.** An irregular part-time employee is normally scheduled to work less than 20 hours per week, or works on an irregular part-time basis regardless of the number of hours worked. Irregular part-time employees are not eligible to receive benefits.
 - 1.4 **Temporary Employee.** A temporary employee may work up to 40 hours per week for a period not to exceed 180 working days. Temporary employees are not eligible to receive benefits.
 - 1.5 **Student Internship (Intern).** Students who are enrolled in or accepted for enrollment in a qualifying educational institution may have an opportunity to work either part-time or full-time to explore career paths related to their academic fields of study or career interests. Student interns are generally not eligible to receive benefits. Whether a student internship is paid or unpaid will be determined based on the facts and circumstances of the particular opportunity and the provisions of applicable law.

SHERIFF'S OFFICE - SPECIAL REVENUE FUND

30/ WHEREAS, budget adjustments that affect fund balance must be brought to the Board of Commissioners for consideration; and

WHEREAS, dollars (fund balance) in Special Revenue Funds are either maintained in those Funds as a legal mandate, or as a buffer for emergent needs; and

WHEREAS, the Local Corrections Officers Training Fund (2640) fund balance may only be used to support State-mandated training.

THEREFORE BE IT RESOLVED that the following adjustment to the 2020 budget is authorized:

Account No.	Title	Original Budget	Adjusted Budget	Difference
2640.362.861.01.00	Educ/Trng/Room/Board	2,500	5,803	3,303
2640.362.861.03.00	Educ/Trng/Regis/Tuition	9,000	17,165	8,168

BE IT FURTHER RESOLVED that the Executive Director of Finance is authorized to make the necessary budget adjustments to complete this action.

Moved by Commissioner Thiele, seconded by Commissioner Cain to approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ADMINISTRATION - LIVESTREAM POLICY

31/ Administrator Sarro reviewed the Livestream Policy with Commissioners. Discussion followed.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to send the Livestream Policy to corporate counsel to identify censorship issues and risk factors of the policy and bring back to the board during the February 11, 2021 session. Moved by Commissioner Dugan, seconded by Commissioner Kapenga to rescind the motion from the floor.

Moved by Commissioner Dugan, seconded by Commissioner Thiele to table discussion on the Livestream Policy until the board meeting on February 11, 2021. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

2021/2022 BOARD PLANNING - RELEASE INTERNAL INPUT SURVEY

32/ Discussion continued on the 2021/2022 board planning regarding the internal input survey.

WHEREAS, as the Board of Commissioners routinely conducts a planning process to establish annual and term based goals; and

WHEREAS, an internal input survey has been developed to assist in the planning process for the 2021-22 term and incorporates the summary results of the citizen survey completed this year.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes the release of the input survey to each commissioner, chief judge, and elected official; and

BE IT FINALLY RESOLVED that the County Administrator shall also submit an input survey.

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

CLOSED SESSION: ADMINISTRATOR'S EVALUATION - TABLED

33/ Moved by Commissioner Kapenga, seconded by Commissioner Cain to table the closed session on the Administrator's evaluation and hold a special closed session on December 22, 2020 at 9:00 A.M. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

PUBLIC PARTICIPATION - COMMENTS

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

1. Scott Beltman of 3110 130th Ave., Hopkins wished Commissioners happy holidays
2. Bob Myers of 2939 County Line Rd., Manistee - unknown statement - inaudible on the recording
3. Sheriff Baker wished Commissioners happy holidays

ADJOURNMENT UNTIL JANUARY 14, 2021 AT 1:00 P.M.

35/ Moved by Commissioner Cain, seconded by Commissioner Dugan to adjourn until January 14, 2021 at 1:00 P.M. The motion carried and the meeting was adjourned at 4:35 P.M.



Deputy Clerk

Board Chairperson

Minutes approved during the 00/00/2020 Session

ALLEGAN COUNTY BOARD OF COMMISSIONERS

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DECEMBER 22, 2020 SESSION

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945	2	PUBLIC PARTICIPATION - NO COMMENTS
945	3	CLOSED SESSION: ADMINISTRATOR'S EVALUATION
945	4	RECONVENE/ROLL CALL
945	5	ADJOURNMENT UNTIL JANUARY 14, 2021 AT 9:00 A.M.

MORNING SESSION

DECEMBER 22, 2020 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met remotely online connecting through a Zoom webinar on December 22, 2020 at 9:00 A.M. in accordance with the motion for adjournment of December 10, 2020, and rules of this board; Chairman Storey presiding.

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

DIST #1	DEAN KAPENGA - Manlius Twp	DIST #5	TOM JESSUP - Allegan Twp
DIST #2	JIM STOREY - Holland	DIST #6	GALE DUGAN - Otsego Twp
DIST #3	MAX THIELE - Allegan Twp	DIST #7	RICK CAIN - Wayland Twp
DIST #4	MARK DeYOUNG - Dorr Twp		

PUBLIC PARTICIPATION - COMMENTS

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

1. Commissioner Dugan stated that the City of Otsego approved a Brownfield Plan during their 12/21/2020 board meeting regarding the Rock Tenn property

CLOSED SESSION: ADMINISTRATOR'S EVALUATION

3/ Moved by Commissioner Thiele, seconded by Commissioner Kapenga to recess to closed session to discuss collective bargaining. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

RECONVENE/ROLL CALL

4/ Upon reconvening at 10:57 A.M., the following Commissioners were present: Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain.

ADJOURNMENT UNTIL JANUARY 14, 2021 AT 9:00 A.M.

5/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to adjourn until January 14, 2021 at 9:00 A.M. The motion carried and the meeting was adjourned at 11:00 A.M.



Deputy Clerk

Board Chairperson

Minutes approved during the 00/00/2020 Session

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

FINANCE - CLAIMS & INTERFUND TRANSFERS

WHEREAS, Administration has compiled the following claims for 12/18/20, 12/25/20, 1/1/21, 1/8/21 and 1/15/21; 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 2020 & 2021 Claims folder of the Commissioners' Record of Claims.

December 18, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	106,315.02	106,315.02	
Central Dispatch/E911 Fund - 2110	2,877.62	2,877.62	
Friend of the Court Office - 2151	706.17	706.17	
Health Department Fund - 2210	7,807.50	7,807.50	
Solid Waste - 2211	11,972.64	11,972.64	
Transportation Grant - 2300	14,674.93	14,674.93	
Capital Improvement Fund - 2450	387.34	387.34	
Register of Deeds Automation Fund - 2560	134.10	134.10	
Concealed Pistol Licensing Fund - 2635	438.13	438.13	
Grants - 2790	5,240.90	5,240.90	
Wayland Township - 2806	49.81	49.81	
Saugatuck City - 2811	196.76	196.76	
Child Care-Circuit/Family - 2921	3,786.86	3,786.86	
Senior Millage - 2950	171,912.40	171,912.40	
Pension DB Debt - 3602	500.00	500.00	
Road Commission - Debt Service - 3650	500.00	500.00	
Delinquent Tax Revolving Fund - 6160	100.00	100.00	
Drain Equip Revolving - 6390	15.99	15.99	
Fleet Management - 6612	106.02	106.02	
Self-Insurance Fund - 6770	430.06	430.06	
Drain Fund - 8010	11,764.13	11,764.13	
TOTAL AMOUNT OF CLAIMS	\$339,916.38	\$339,916.38	

December 25, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	293,990.64	293,990.64	
Park/Recreation Fund - 2080	267.26	267.26	
Central Dispatch/E911 Fund - 2110	8,660.06	8,660.06	
Friend of the Court Fund - 2150	204.25	204.25	
Friend of the Court Office - 2151	2,456.56	2,456.56	
Health Department Fund - 2210	21,088.81	21,088.81	
Solid Waste - 2211	59,324.56	59,324.56	
Transportation Grant - 2300	2,419.91	2,419.91	
Capital Improvement Fund - 2450	185.10	185.10	
Animal Shelter - 2550	6,472.81	6,472.81	
Indigent Defense - 2600	567.28	567.28	
Local Corrections Officers Training Fund - 2640	2,723.70	2,723.70	
Grants - 2790	11,249.36	11,249.36	
Victim Rights Grant - 2791	1,632.03	1,632.03	
Saugatuck City - 2811	22.00	22.00	
Child Care-Circuit/Family - 2921	19,145.30	19,145.30	
Soldiers Relief Fund - 2930	577.83	577.83	
Senior Millage - 2950	9,010.66	9,010.66	
Tax Reversion - 6200	63.90	63.90	
Self-Insurance Fund - 6770	43,078.64	43,078.64	
Drain Fund - 8010	24,413.04	24,413.04	
TOTAL AMOUNT OF CLAIMS	\$507,553.70	\$507,553.70	

January 1, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	26,673.63	26,673.63	
Park/Recreation Fund - 2080	201.11	201.11	
Central Dispatch/E911 Fund - 2110	167.00	167.00	
Health Department Fund - 2210	8,228.20	8,228.20	
Transportation Grant - 2300	9,982.53	9,982.53	
Multi Agency Collaborative Committee - 2400	52.38	52.38	
Capital Improvement Fund - 2450	32,994.00	32,994.00	
Indigent Defense - 2600	62,723.01	62,723.01	
Grants - 2790	8,994.56	8,994.56	
Lee Township - 2808	191.38	191.38	
Salem/Leighton/Dorr - 2809	195.54	195.54	

Child Care-Circuit/Family - 2921	662.18	662.18	
Soldiers Relief Fund - 2930	356.24	356.24	
Self-Insurance Fund - 6770	347,957.83	347,957.83	
TOTAL AMOUNT OF CLAIMS	\$499,379.59	\$499,379.59	

January 8, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	105,974.05	105,974.05	
Park/Recreation Fund - 2080	407.15	407.15	
Central Dispatch CIP - 2118	426.67	426.67	
Health Department Fund - 2210	5,395.32	5,395.32	
Transportation Grant - 2300	351.18	351.18	
Capital Improvement Fund - 2450	1,538.78	1,538.78	
Animal Shelter - 2550	6,438.00	6,438.00	
Register of Deeds Automation Fund - 2560	1,900.95	1,900.95	
Indigent Defense - 2600	440.00	440.00	
Grants - 2790	225.00	225.00	
Saugatuck City - 2811	106.48	106.48	
Child Care-Circuit/Family - 2921	7,661.06	7,661.06	
Delinquent Tax Revolving Fund - 6160	60.00	60.00	
Tax Reversion - 6200	25,390.41	25,390.41	
Self-Insurance Fund - 6770	25,094.00	25,094.00	
Drain Fund - 8010	695.75	695.75	
TOTAL AMOUNT OF CLAIMS	\$182,104.80	\$182,104.80	

January 15, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	212,788.12	212,788.12	
Park/Recreation Fund - 2080	444.47	444.47	
Central Dispatch/E911 Fund - 2110	3,578.81	3,578.81	
Central Dispatch CIP - 2118	9,226.67	9,226.67	
Friend of the Court Office - 2151	120.72	120.72	
Health Department Fund - 2210	4,079.77	4,079.77	
Solid Waste - 2211	4,607.44	4,607.44	
Transportation Grant - 2300	59,287.70	59,287.70	
Capital Improvement Fund - 2450	10,000.00	10,000.00	
Youth Home CIP - 2465	199.99	199.99	
Register of Deeds Automation Fund -	4,982.34	4,982.34	

2560			
Indigent Defense - 2600	33,263.22	33,263.22	
Local Corrections Officers Training Fund - 2640	892.00	892.00	
Law Library Fund - 2690	277.00	277.00	
Grants - 2790	24,948.08	24,948.08	
Saugatuck City - 2811	54.72	54.72	
Child Care-Circuit/Family - 2921	43,228.49	43,228.49	
Soldiers Relief Fund - 2930	2,541.34	2,541.34	
Senior Millage - 2950	185,715.39	185,715.39	
Delinquent Tax Revolving Fund - 6160	148,798.62	148,798.62	
Drain Equip Revolving - 6390	39.67	39.67	
Fleet Management - 6612	115.56	115.56	
Self-Insurance Fund - 6770	796.42	796.42	
Drain Fund - 8010	18,019.17	18,019.17	
TOTAL AMOUNT OF CLAIMS	\$768,005.71	\$768,005.71	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for 12/18/20, 12/25/20, 1/1/21, 1/8/21, 1/15/21 and interfund transfers.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

EMERGENCY MANAGEMENT RESOLUTION OF 2021 (Replace 1995)

A resolution to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within Allegan County; to establish an office for this purpose; to provide for the coordination and utilization of resources in the county in an emergency or disaster situation; and to provide a means through which the Allegan County Board of Commissioners (herein also referred to as BOC) may exercise the authority and discharge the responsibilities vested in them by this resolution and Act No 390 of the Public Acts of 1976, as amended (hereafter the "Act").

Article 1 - SHORT TITLE

Section 101. This resolution shall be known as the "Emergency Management Resolution".

Article 2 - DEFINITIONS

Section 201. For the purpose of this resolution, certain words used herein are defined as follows:

(a) "Chief Executive Official" means the Chairperson of the County Board of Commissioners. In the event the Chairperson is unavailable to fulfill the duties and responsibilities of the Chief Executive Official, the Vice-Chairperson of the County of Board of Commissioners is hereby authorized to perform the duties and responsibilities of the Chief Executive Official during the Chairperson's period of unavailability. In the event both the Chairperson and the Vice-Chair Person are unavailable to fulfill the duties and responsibilities of the Chief Executive Official, the County Administrator is hereby authorized to perform the duties and responsibilities of the Chief Executive Official during the Chairperson's and Vice-Chairperson's period of unavailability.

(b) "Disaster" means an occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or human-made cause, including, but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.

(c) "Disaster relief forces" means all agencies of county and municipal government, private and volunteer personnel, public officers

and employees, and all other persons or groups of persons having duties or responsibilities under this Resolution or pursuant to a lawful order or directive authorized by this Resolution.

(d) "District coordinator" means the state police emergency management division district coordinator.

(e) "Emergency" means any occasion or instance in which the governor determines state assistance is needed to supplement local efforts and capabilities to save lives, protect property and the public health and safety, or to lessen or avert the threat of a catastrophe in any part of the state.

(f) "Emergency management coordinator" means the person appointed to coordinate emergency management within the county.

(g) "Local state of emergency" means a proclamation or declaration that activates the response and recovery aspects of any and all applicable local or interjurisdictional emergency operations plans and authorizes the furnishing of aid, assistance, and directives under those plans.

(h) "Municipality" means a city, village, or township.

(i) "State of disaster" means an executive order or proclamation that activates the disaster response and recovery aspects of the state, local, and interjurisdictional emergency operations plans applicable to the counties or municipalities affected.

(j) "State of emergency" means an executive order or proclamation that activates the emergency response and recovery aspects of the state, local, and interjurisdictional emergency operations plans applicable to the counties or municipalities affected.

Article 3 - EMERGENCY MANAGEMENT OFFICE, EMERGENCY MANAGEMENT COORDINATOR

Section 301. By the authority of this resolution there is hereby created an Office of Emergency Management within the Allegan County Sheriff's Office on behalf of Allegan County government for the purpose of coordinating all prevention, mitigation, preparedness, response, and recovery activities within the county emergency management program area. The BOC has established the position of Emergency Management Coordinator to staff this office and has appointed a person to fill this position. The individual has the personal attributes and experience necessary to carry out the duties and responsibilities of this position and shall act for, and at the direction of the Chairperson. The Chairperson has delegated the responsibility for directing the Emergency Management Coordinator's activities to the Sheriff.

Section 302. In addition, the Sheriff has appointed one person as successor to the position of the Emergency Management Coordinator. The line of succession shall be listed in the Emergency Operations Plan.

Article 4 - EMERGENCY MANAGEMENT COORDINATOR DUTIES

Section 401. The Emergency Management Coordinator shall comply with the standards and requirements as established by the Department of State Police, Emergency Management Division, under the authority of the Act, in accomplishing the following.

- (a) Direct and coordinate the development of the Allegan County Emergency Operation Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (b) Specify departments or agencies which must provide an annex to the plan or otherwise cooperate in its development.
- (c) Identify departments and agencies to be included in the Emergency Operations Plan as the disaster relief force.
- (d) Develop and maintain a county Resource Manual.
- (e) Coordination, recruitment, appointment, and utilization of volunteer personnel.
- (f) Ensure the emergency management program meets eligibility requirements for state and federal aid.
- (g) Coordinate and/or conduct training and exercise programs for the disaster relief force within the county and to test the adequacy of the Emergency Operations Plan.
- (h) Through public information programs, educate the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (i) Assist in the development of mutual aid agreements.
- (j) Oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.
- (k) Coordinate county emergency management activities with those of the state and adjacent jurisdictions.
- (l) Coordinate all preparedness activities, including maintaining primary and alternate Emergency Operation Centers.
- (m) Encourage political subdivisions within the county to adopt uniform emergency resolutions.
- (n) Identify mitigation opportunities within the county and encourage departments/agencies to implement mitigation measures.

(o) Coordinate with all municipalities that are part of the emergency management program in all matters pertaining to emergency management.

Article 5 - POWERS AND DUTIES

Section 501. The Sheriff shall supervise the activities of the Emergency Management Office on a continuous basis. With the advice and consent of the BOC, the Sheriff shall formulate, review, and approve policy and operational guidelines for this office as needed.

Section 502. The BOC shall, once every two years, or once annually if the County is within the Emergency Planning Zone of a designated nuclear power plant, review the Emergency Operations Plan and, upon deeming it adequate, shall annually certify the plan to be current and adequate for the ensuing two years.

Section 503. When circumstances within the County indicate that the occurrence or threat of occurrence of widespread or severe damage, injury, or loss of life or property from natural or human made cause exists, the Chief Executive Official may declare a local state of emergency in the event a meeting of the BOC is not practical to the immediate need of a declaration. The BOC shall be immediately notified of such a declaration, and the declaration shall be promptly filed with the Department of State Police, Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of 7 days except with the consent of the BOC.

Section 504. If the Chief Executive Official invokes such power and authority to declare a local state of emergency, the Chief Executive Official shall, as soon as reasonably expedient, convene the BOC for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands, and will report to that body relative to emergency activities. Nothing in this resolution shall be construed as abridging or curtailing the powers of the BOC or its County Administrator unless specifically provided herein. Notwithstanding the designation of a Chief Executive Official or an Emergency Management Coordinator, the County Administrator shall maintain the organizational authority delegated by the BOC and shall be directly accountable to the BOC as a body.

Section 505. As authorized by the Act, the County (through its authorized officials) may do one or more of the following:

Action	Authorized Official(s)
(a) Direct and coordinate the development of emergency operations plans and programs in accordance with the policies and plans established by the appropriate federal and state agencies. Each department or agency	The Sheriff oversees EM operations and through the BOC approved budget is responsible for

<p>of a county or municipality specified in the emergency operations plan to provide an annex to the plan shall prepare and continuously update the annex providing for emergency management activities, including mitigation, preparedness, response, and recovery, by the department or agency and those other emergency activities the department or agency is specified to coordinate. Emergency operations plans and programs developed under this subsection shall include provisions for the dissemination of public information and local broadcasters shall be consulted in developing such provisions. Emergency operations plans and programs developed under this subdivision shall include local courts.</p>	<p>funding EM consistent with County policy.</p> <p>The County Administrator is authorized to approve grants and contracts, to the degree the County is party to such, consistent with County policy.</p> <p>The Chairperson is the first line CEO and oversees the EOC when activated. The Chairperson may also sign documents when the County Administrator is not available or when required by law.</p> <p>The Emergency Coordinator shall keep the Sheriff, Chairperson and County Administrator aware of important plans and reporting.</p> <p>The BOC is final approver of EOP.</p>
<p>(b) Declare a local state of emergency if circumstances within the county or municipality indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property from a natural or human-made cause exists and, under a declaration of a local state of emergency, issue directives as to travel restrictions on county or local roads. This power shall be vested in the chief executive official of the county or municipality or the official designated by charter and shall not be continued or renewed for a period in excess of 7 days except with the consent of the governing body of the county or municipality. The declaration of a local state of emergency shall be promptly filed with the emergency management division of the department,</p>	<p>The Chief Executive Official may declare a local state of emergency as authorized by this resolution.</p>

<p>unless circumstances attendant upon the disaster prevent or impede its prompt filing.</p>	
<p>(c) Appropriate and expend funds, make contracts, and obtain and distribute equipment, materials, and supplies for disaster purposes.</p>	<p>Unless otherwise outlined within this resolution, the responsibilities contained within this section shall be carried out consistent with County policy, including but not limited to the Budget Policy.</p>
<p>(d) Provide for the health and safety of persons and property, including emergency assistance to the victims of a disaster.</p>	<p>The County provides for this through its funding of various services. This action shall be carried out consistent with the BOC approved budget, applicable law and County policy in a manner that does not create ongoing obligations, explicitly or implied, without the authorization of the BOC.</p>
<p>(e) Direct and coordinate local multi-agency response to emergencies within the county or municipality.</p>	<p>To the degree activity is internal to County Government organization the County Administrator shall direct County resources under the authority that has been delegated by the BOC.</p> <p>To the degree activity is external of the County Government Organization, and is occurring during a period of declared emergency, the Chief Executive Official shall direct, authorize or delegate such activities</p>

	<p>through the Emergency Operations Center and Incident Command Structure, unless such activities are commensurate with the normal response activity of a responding agency (e.g. the Sheriff's Department response to a law enforcement emergency).</p>
<p>(f) Appoint, employ, remove, or provide, with or without compensation, rescue teams, auxiliary fire and police personnel, and other disaster workers.</p>	<p>The Sheriff is authorized to fulfill such rolls with individuals already on payroll within the Sheriff's budget or for individuals that would not require compensation. Unless otherwise authorized through agreement, if not already budgeted or if a position does exist and compensation is expected, such would be at the determination of the County Administrator.</p>
<p>(g) If a state of disaster or emergency is declared by the governor, assign and make available for duty the employees, property, or equipment of the county or municipality relating to fire fighting; engineering; rescue; health, medical, and related services; police; transportation; construction; and similar items or service for disaster relief purposes within or without the physical limits of the county or municipality as ordered by the governor or the Director of State Police.</p>	<p>"as ordered by the governor or Director of State Police" - the County will comply with the specific direction ordered. This activity shall not be interpreted in a broader context.</p>
<p>(h) Appoint a local emergency management advisory council.</p>	<p>See Article 8</p>

<p>(i) In the event of a foreign attack upon this state, waive procedures and formalities otherwise required by law pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of permanent and temporary workers, the utilization of volunteer workers, the rental of equipment, the purchase and distribution with or without compensation of supplies, materials, and facilities, and the appropriation and expenditure of public funds.</p>	<p>"in the event of a foreign attack" - the County will comply with State orders. This activity shall not be interpreted in a broader context.</p>
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Article 6 - ASSESSMENT OF DISASTER OR EMERGENCY; FINDINGS AND RECOMMENDATIONS

Section 601. If a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the Governor, the BOC hereby delegates to the Chief Executive Official the authority to determine if the situation is beyond the control of the county. If the disaster or emergency is considered to be beyond the county's control, the Chief Executive Official may request state assistance. The Emergency Management Coordinator shall immediately contact the District Coordinator. The District Coordinator, in conjunction with the Emergency Management Coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend the state personnel, services, and equipment that will be required for its prevention, mitigation, or relief.

Section 602. The Chief Executive Official shall not request state assistance or a declaration of a state of disaster or a state of emergency for an emergency which has occurred or is occurring solely within the confines of a township, city, or village within the county unless requested to do so by the Chief Executive Official of the affected township, city, or village.

Article 7 - COUNTY DEPARTMENTS; LIAISON; DUTIES

Section 701. The County Administrator, Chief Judge or Elected Official responsible for each department or agency of county government identified by the Emergency Management Coordinator shall appoint an emergency management liaison who shall coordinate the emergency management activities of the department or agency and act as a liaison between the department or agency and the Emergency Management Office on all matters pertaining to emergency management. The Emergency Management Coordinator shall ensure each ESF is fully staffed by working with the County Administrator, Chief Judge, Elected

Office or any outside agency or business official to do so. A list of the ESFs and the staff roster of each ESF shall remain available to County Administrator who shall report such to the BOC at least annually.

Section 702. Each department or agency identified shall appoint a minimum of two people to serve as successors in the event the emergency management liaison is not available or requires assistance. Successors shall be listed in the appropriate annex to the Emergency Operations Plan.

Section 703. Each department or agency liaison shall be responsible for the following:

(a) Prepare and continuously update an annex to the Allegan County Emergency Operations Plan providing for the delivery of emergency management activities by that agency or department. The annex shall be in the form prescribed by the Emergency Management Coordinator.

(b) Recruit, appoint, and organize private, volunteer and other personnel to be part of the disaster relief force to perform specific duties as assigned in the Emergency Operation Plan.

(c) Coordinate the agency's or department's emergency management efforts with those of other county departments or agencies.

(d) Attend training courses relevant to the function of the agency or department, and ensure staff is trained so as to be able to implement assigned emergency functions.

(e) Participate in periodic exercises to enhance the adequacy of the respective agency's response or department's capability.

(f) Develop internal Standard Operating Procedures (SOPs) to accomplish emergency notification and assigned emergency tasks.

(g) Provide the Emergency Management Coordinator with a list of personnel and resources available within the agency or department and provide a list of those which may be needed by the department during times of emergency.

(h) Identify and provide for the protection of vital records.

(i) Implement the directives of the Chief Executive Official or his/her designee under a local state of emergency.

Article 8 - EMERGENCY MANAGEMENT ADVISORY COUNCIL; CREATION; AND FUNCTION

Section 801. The BOC hereby establishes the Emergency Management Advisory Council (EMAC). The EMAC shall advise the Sheriff and the Emergency Management Coordinator on matters pertaining to emergency management, especially in plan development.

Section 802. The Emergency Management Coordinator shall act as the Chairperson of the EMAC. Each Emergency Support Function (ESF) listed in the EOP shall appoint a member from within its staff roster to the EMAC. Notwithstanding their membership through an ESF, the BOC Chairperson or designee and the County Administrator or designee shall be members of the Advisory Council. To the degree individuals not formally part of the ESF structure may offer special knowledge in performing functions during emergency or disaster situations such individuals may be appointed to the EMAC by the Sheriff or the BOC. The Emergency Management Coordinator through the County Administrator provide the BOC the list of EMAC members at least annually and upon any changes.

Article 9 - EMERGENCY FUNDING

Section 901. County Departments (inclusive of Elected Offices and Courts) - Internal Operations:

(a) At the onset or first knowledge of an incident, impacted departments shall work with the Executive Director of Finance to identify any funding available to sustain the incident. The available amount of funding and the source(s) shall be communicated to the County Administrator.

(b) County Departments which plan to incur expenditures within their budget in order to maintain or enhance routine general operations as a result of an incident shall follow any and all applicable County policies, including but not limited to the Budget and Purchasing policies (Note: Emergency Management shall be considered a component of the Sheriff's Department for all budgetary purposes).

1. In the event the department is not able to fund the expenditure within its own budget, a budget adjustment may be requested through the Executive Director of Finance with final approval of the County Administrator.
2. In the event the County Administrator authorizes funding for such requests through the department's existing budget or through a budget adjustment, the process shall proceed internally and independent of the EM structure; however, such costs may be submitted to the Emergency Management Coordinator for potential reimbursement providing the request for reimbursement is timely, concurrent with the emergency timeframe and registered in to MICIMS.
3. In the event a budget adjustment is not approved, the County Administrator, Elected Official or Chief Judge may authorize the request to be submitted into the Emergency Management Resource Request Process providing that funds for local match have been identified.

Section 902. County Departments (inclusive of Elected Offices and Courts) - Incident Specific Resources:

(a) Activity 425 - Emergency Incident Response (an activity under the oversight of Finance) within the General Fund shall be a zero budget activity and may be used to expense incident specific resources and deposit the correlating revenues.

(b) Requests over \$10,000, titled assets such as vehicle, real estate, etc. or items that places any obligation upon the County to provide additional resources or funding (e.g. ongoing supply of food/water, maintenance of an item, replacement, etc.) shall require approval of the County Administrator, or designee, prior to submission.

(c) In the event a local match is required for any request that was fulfilled, funding shall be considered in the following order:

1. the requesting County department or Agency;
2. the approving County department;
3. final consideration of a budget adjustment of appropriated funds (including contingency), by the County Administrator for requests up to \$25,000 or direction to expense the item to a departmental budget; then
4. final consideration of a budget adjustment, additional appropriation from Fund Balance, or use of any other funding tool or direction as determined by BOC for items over \$25,000.

Section 903. Request for Non-County Agency (e.g. hospital, long term care, EMS, local units of government, non-profits, etc.)

(a) A request for resources submitted and granted on behalf of a non-County Agency shall include reimbursement to the County for any local match or required funding in the event State, Federal or other external funding is not available or the resource is considered ineligible.

(b) Any Non-County Agency request(s) expected to be funded by the County shall be reviewed by the CFO and require approval by the County Administrator.

(c) County In-kind match may be utilized to off-set costs for non-County Agencies to the degree permitted by law/regulation and to the degree it does not increase any cost to the County of Allegan.

(d) Any requests funded in-part or in-whole utilizing County of Allegan Government funds shall be considered an asset of the County of Allegan, unless otherwise approved by the County of Allegan and consistent with sound financial principles. With the exception of disposable items (i.e. PPE utilized during the response), all resources shall require a transfer of ownership approved by the County

(CAO or BOC) if an item is to be retained by an agency other than the County of Allegan.

Article 10 - VOLUNTEERS; APPOINTMENT; REIMBURSEMENT

Section 1001. Each county department, commission, board, or other agency of county government is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the respective department, commission, board, or agency through which the appointment was made, and shall be reimbursed for all actual and necessary travel and subsistence expenses.

Article 11 - CONFLICT OF TERMS

Section 1101. In the event of a conflict between the terms of this resolution and the terms of the Emergency Operations Plan, the terms of this resolution shall control.

Article 12 - RESCISSION OF EMERGENCY MANGEMENT RESOLUTION OF 1995

Section 1201. This resolution hereby rescinds and supersedes the Emergency Management Resolution of 1995.

Article 13 - SEVERABILITY

Section 1301. Should any section, clause, or provision of this resolution be declared by the courts invalid for any reason, such declaration shall not affect the validity of this resolution as a whole or any part thereof, other than the section, clause, or provision so declared to be invalid.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

FACILITIES MANAGEMENT—APPROVE ANIMAL SHELTER CAPITAL PROJECTS

WHEREAS, the County provides for the on-going facility needs of the Animal Shelter at the County's determination and based on input from stakeholders; and

WHEREAS, upon review of current needs, in-part brought to light by certain events this past year, a building level generator and improvement to the public entrance is being recommended for inclusion into the 2021 Capital Plan; and

WHEREAS, Wishbone Pet Rescue, as the contracted shelter management firm, has requested the replacement of cat kennels to better meet current standards of care; and

WHEREAS, housing of cats is not a mandated function of the Shelter, yet donations have made it possible for the County to replace the current kennels (and potentially fund other small projects necessary for 2021); and

WHEREAS, the County Administrator requests an amendment to the 2021 Capital Plan to include these Animal Shelter projects.

THEREFORE BE IT RESOLVED that the Allegan County Board of Commissioners authorizes the following capital improvement projects

Front Entrance Security
\$10,000 Capital Improvement Fund (2450.430.976.00.00)

Generator Installation
\$50,000 Capital Improvement Fund (2450.430.976.00.00)

Cat Cages/Other Equipment
\$60,000 Animal Shelter Fund (2550.430.977.00.00); and

BE IT FURTHER RESOLVED the County Administrator is authorized to sign necessary documents on behalf of the County and the Executive Director of Finance is authorized to make the necessary budget adjustments to complete this action; and

BE IT FINALLY RESOLVED nothing in this resolution permits the expansion of the shelter housing population beyond current occupancy limits without the approval of the Board of Commissioners.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

SHERIFF'S OFFICE—AUTHORIZE VEHICLE REPLACEMENT

WHEREAS, one Sheriff police interceptor vehicle was totaled due to an accident; and

Vehicle Description:	MMRMA Claim Reimbursement:	Additional CIP Requested:
Unit #7 VIN D06803	\$17,500	\$15,494

THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes the capital purchase of one police interceptor vehicle from Signature Ford at \$32,994 through the Macomb County Bid 21-18 Cooperative Agreement; and

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the use of \$15,494 in Capital Improvement Fund (#2450) fund balance, plus the insurance proceeds, for a total of \$32,994; and

BE IT FINALLY RESOLVED that the Board Chairperson and/or the County Administrator are authorized to sign the necessary documents on behalf of the County and that the Executive Director of Finance is authorized to make the necessary budget adjustments to complete this action.



ALLEGAN COUNTY
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: 197-958
Date: 1/4/21

Request Type Purchases - Capital Budget Select a Request Type to reveal and complete required form.
Department Requesting Administration
Submitted By Dan Wedge, Executive Director of Services
Contact Information ex 2902

Item(s):

Seeking Allegan County Board approval to replace one vehicle for County fleet from CIP. A vehicle was lost due to an accident: Sheriff vehicle unit #7 Vin D06803.

Purchase Price \$32,994.00 (net impact to CIP \$15,494). MMRMA totaled #7 vehicle and approved a reimbursement of \$17,500 which will be deposited in CIP 2450.000.682.00.00.

Once approved the vehicle will be purchased from Signature Ford (Macomb County Bid 21-18, a cooperative agreement).

Total Bid Price \$32,994.00

Budgeted? Yes No

No. Bids Sent _____

No. Bids Received _____

Prebid or Qualifications:

Macomb County Bid 21-18, a cooperative agreement

Recommendation of Award:

Executive Director of Services recommends replacement through Signature Ford

Equipment / Service / Supplies:

Where it was advertised _____

REMINDER - Include Tabulation Sheet



Allegan County

3283 122nd Avenue
Allegan, MI 49010
269-686-4529 fax 269-673-2190

Purchase Order No. 1440-21CR1

PURCHASE ORDER

Vendor

Name Signature Ford (Bill Campbell)
Address 1960 E Main St
City Owosso St MI ZIP 48867
Phone 989-725-2888

Ship To

Name Allegan County Transportation
Address 750 Airway Drive
City Allegan St MI ZIP 49010
Phone 269-686-4529 (Dan Wedge)

Qty	Units	Description	Unit Price	TOTAL
1	each	2021 Interceptor, 3.3L V6 Direct-Injection FFV (K8A/500A) Color: Arizona Beige Clearcoat Metallic (E3)	\$31,544.00	\$31,544.00
1	each	Dark Car Feature (43D)	\$20.00	\$20.00
1	each	Dome Lamp - Red/White (17T)	\$50.00	\$50.00
1	each	Spot Lamp - Dual - LED Bulbs - Unity (51S)	\$620.00	\$620.00
1	each	Noise Suppression Bonds (Ground Straps) (60R)	\$100.00	\$100.00
1	each	Global Lock/Unlock (18D)	\$0.00	\$0.00
1	each	Rear Door Handles/Locks/Windows Inoperable (68G)	\$75.00	\$75.00
1	each	Lock System (Single Key) - Keyed Alike 0151x (59G)&(59_)	\$50.00	\$50.00
1	each	Class III Trailer Tow Lighting Package (52T)	\$80.00	\$80.00
1	each	Rear Lighting Solution (66C)	\$455.00	\$455.00
		Replace crashed unit #7 (lost 10/25/2020)		

SubTotal \$32,994.00

Shipping & Handling \$0.00

Taxes State _____

TOTAL \$32,994.00

Payment Details

- Check
- Cash
- Account No.
- Credit Card

Name _____

CC # _____

Exp Date _____

Shipping Date

Approval

Rober Sarro,
County Administrator

_____ Date _____

Date _____

Order No _____

Sales Rep _____

Ship Via _____

Notes/Remarks

Macomb County Bid Price
(Bid #21-18, MY2020) in the
State of Michigan
2021 Utility Police Interceptor
Major Standard Equipment

MECHANICAL

- Axle Ratio – 3.73 (AWD)
- Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front and Rear Calipers
- Column Shifter
- DC/DC converter – 220-Amp (in lieu of alternator)
- Drivetrain – All-Wheel-Drive
- Electric Power-Assist Steering (EPAS) – Heavy-Duty
- Engine – 3.3L V6 Direct-Injection Hybrid Engine System
- Engine – V6 Direct-Injection FFV with 10-Speed Automatic Transmission (136-MPH Top Speed)
- Note:** Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank
- 3.0L V6 EcoBoost® with 10-Speed Automatic Transmission – (148-MPH Top Speed)
- Note:** Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank
- Engine Hour Idle Meter
- Engine Hour Meter
- Engine Oil Cooler
- Fuel Tank – 19-gallons
- H7 AGM Battery (800 CCA/80-amp)
- Lithium-Ion Battery Pack
- Suspension – independent front & rear
- Transmission – 10-speed automatic

EXTERIOR

- Antenna, Roof-mounted
- Cladding – Lower bodyside cladding MIC
- Door Handles – Black (MIC)
- Exhaust True Dual (down-turned)
- Front-Door-Lock Cylinders (Front Driver / Passenger / Liftgate)
- Glass – 2nd Row, Rear Quarter and Liftgate Privacy Glass
- Grille – Black (MIC)
- Headlamps – Automatic, LED Low-and-High-Beam
- Note:** Includes Front Headlamp / Police Interceptor Housing (with LED wig-wag feature)
— Pre-drilled hole for side marker police use, does not include LED strobe, but includes LED wig-wag functionality (eliminates need to drill housing assemblies and provides LED wig-wag feature)
— Pre-molded side warning LED holes with standard sealed capability (does not include LED installed lights)
— Wig-wag default is traditional ping-pong pattern; can be programmed to triple-burst pattern or ping-pong / triple-burst
- Note:** Must be wired to vehicle's light controller to enable wig-wag functionality; recommend Ready for the Road Package (67H) or Ultimate Wiring Package (67U)
- Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder
- Mirrors – Black Caps (MIC), Power Electric Remote, Manual Folding with Integrated Spotter (integrated blind spot mirrors not included when equipped with BLIS®)
- Spare – Full size 18" Tire w/TPMS
- Spoiler – Painted Black
- Tailgate Handle – (MIC)
- Tail lamps – LED
- Tires – 255/60R18 A/S BSW
- Wheel-Lip Molding – Black (MIC)
- Wheels – 18" x 8.0 painted black steel with wheel hub cover
- Windshield – Acoustic Laminated

INTERIOR/COMFORT

- Cargo Hooks
- Climate Control – Dual-Zone Electronic Automatic Temperature Control (DEATC)
- Door-Locks
— Power
— Rear-Door Handles and Locks Operable
- Fixed Pedals (Driver Dead Pedal)
- Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
- Glove Box – Locking/non-illuminated
- Grab Handles – (1 – Front-passenger side, 2-Rear)

INTERIOR/COMFORT (continued)

- Liftgate Release Switch located in overhead console (45 second timeout feature)
- Lighting
— Overhead Console
— Red/White Task Lighting in Overhead Console
— 3rd row overhead map light
- Mirror – Day/night Rear View
- Particulate Air Filter
- Powerpoints – (1) First Row
- Rear-door closeout panels
- Rear-window Defrost
- Scuff Plates – Front & Rear
- Seats
— 1st Row Police Grade Cloth Trim, Dual Front Buckets with reduced bolsters
— 1st Row – Driver 6-way Power track (fore/aft. Up/down, tilt with manual recline, 2-way manual lumbar)
— 1st Row – Passenger 2-way manual track (fore/aft. with manual recline)
— Built-in steel intrusion plates in both driver/passenger seatbacks
— 2nd Row Vinyl, 35/30/35 Split Bench Seat (manual fold-flat, no tumble) – fixed seat track
- Speed (Cruise) Control
- Speedometer – Calibrated (includes digital readout)
- Steering Wheel – Manual / Tilt / Telescoping, Urethane wheel finish w/Silver Painted Bezels with Speed Controls and 4-user configurable latching switches
- Sun visors, color-keyed, non-illuminated
- Universal Top Tray – Center of I/P for mounting aftermarket equipment
- Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature

SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control™)
- Airbags, dual-stage driver & front-passenger, side seat, passenger-side knee, Roll Curtain Airbags and Safety Canopy®
- Anti-Lock Brakes (ABS) with Traction Control
- Brakes – Police calibrated high-performance regenerative braking system
- Belt-Minder® (Front Driver / Passenger)
- Child-Safety Locks (capped)
- Individual Tire Pressure Monitoring System (TPMS)
- LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
- Rearview Camera with Washer viewable in 4.2" center stack.
- Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row
- SOS Post-Crash Alert System™

FUNCTIONAL

- Audio
— AM/FM / MP3 Capable / Clock / 4-speakers
— Bluetooth® interface
— 4.2" Color LCD Screen Center-Stack "Smart Display"
Note: Standard radio does not include USB Port or Aux. Audio Input Jack; Aux. Audio Input Jack requires SYNC 3®
- Easy Fuel® Capless Fuel-Filler
- Ford Telematics™ – Includes Ford Modem and complimentary 2-year trial subscription
- Front door tether straps (driver/passenger)
- Power pigtail harness
- Recovery Hooks; two in front and trailer bar in rear
- Simple Fleet Key (w/o microchip, easy to replace; 4-keys)
- Two-way radio pre-wire
- Two (2) 50 amp battery ground circuits – power distribution junction block (behind 2nd row passenger seat floorboard)
- Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper Wipers – Front

WARRANTY

- 3 Year / 36,000 Miles Bumper / Bumper
- 8 Year / 100,000 Miles Hybrid Unique Components
- POWERTRAIN CARE EXTENDED SERVICE PLAN**
- 5-year/100,000-mile Powertrain CARE Extended Service Plan (zero deductible) – Standard

Police Interceptor Utility Base Prices

<input checked="" type="checkbox"/>	Utility All Wheel Drive (3.3L V6 Direct-Injection FFV, 136 MPH, 99B/44U) K8A/500A	\$31,544.00
<input type="checkbox"/>	Utility All Wheel Drive (3.0L V6 EcoBoost, 148 MPH, 99C/44U) K8A/500A	\$35,356.00
<input type="checkbox"/>	Utility All Wheel Drive (3.3L V6 Direct-Injection Hybrid Eng., 136 MPH, 99W/44B) K8A/500A	\$34,659.00

VEHICLE COLOR: Order Code	Interior Trim Color Charcoal Black (96)	
Arizona Beige Clearcoat Metallic	[E3]	[X]
Medium Brown Metallic	[BU]	[]
Dark Toreador Red Clearcoat Metallic	[JL]	[]
Dark Blue	[LK]	[]
Norsea Blue Clearcoat Metallic	[KR]	[]
Royal Blue	[LM]	[]
Light Blue Metallic	[LN]	[]
Vermillion Red	[E4]	[]
Smokestone Clearcoat Metallic	[HG]	[]
Silver Grey Metallic	[TN]	[]
Iconic Silver Clearcoat Metallic	[JS]	[]
Agate Black	[UM]	[]
Oxford White Clearcoat	[YZ]	[]
Blue Metallic	[FT]	[]
Sterling Grey Metallic	[UJ]	[]
Carbonized Grey	[M7]	[]

INTERCEPTOR OPTIONAL FEATURES:

Flooring/Seats

	<u>Code</u>	<u>\$Cost</u>
<input type="checkbox"/> 1st and 2nd row carpet floor covering	16C	125.00
<input type="checkbox"/> 2nd Row Cloth Seats	F6/ 88F	60.00
<input type="checkbox"/> Power passenger seat (6-way) w/manual recline and lumbar	87P	325.00
<input type="checkbox"/> Rear Console Plate (Not available with Interior Upgrade Pkg – 65U)	85R	45.00
<input checked="" type="checkbox"/> Interior Upgrade Package	65U	390.00
<ul style="list-style-type: none"> • 1st and 2nd Row Carpet Floor Covering • Cloth Seats – Rear • Center Floor Console less shifter w/unique Police console finish plate • Includes Console and Top Plate with 2 cup holders • Floor Mats, front and rear (carpeted) • Deletes the standard console mounting plate (85D) • SYNC® 3 <ul style="list-style-type: none"> – Enhanced Voice Recognition Communications and Entertainment System – 4.2" Color LCD Screen Center-Stack "Smart Display" – AppLink® – 911 Assist® 		

Note: SYNC® AppLink® lets you control some of your favorite compatible mobile apps with your voice. It is compatible with select smartphone platforms.

Lamps/Lighting

<input checked="" type="checkbox"/> Dark Car Feature – Courtesy lamp disable when any door is opened	43D	20.00
<input type="checkbox"/> Daytime Running Lamps	942	45.00
<input type="checkbox"/> Side Marker Lights in Skull Caps	63B/60A	340.00
<input type="checkbox"/> Rear Quarter Glass Side Marker Lights	63L	575.00
<input type="checkbox"/> Front Warning Auxiliary Light (Driver side – Red / Passenger side – Blue)	21L/60A	600.00
<input type="checkbox"/> Rear Auxiliary Liftgate Lights (Red/Blue LED Lights; located beneath liftgate glass in applique panel)	43A	395.00
<input type="checkbox"/> Front Interior Windshield Warning Lights (Red/Blue with take down)	96W	1145.00
<input type="checkbox"/> Rear Spoiler Traffic Warning Light	96T	1495.00
<input checked="" type="checkbox"/> Dome Lamp – Red/White in Cargo Area	17T	50.00
<input type="checkbox"/> Pre-wiring for grille lamp, siren, and speaker	60A	50.00
<input type="checkbox"/> Spot Lamp – Driver Only (LED Bulbs) (Unity)	51R	395.00
<input type="checkbox"/> Spot Lamp – Driver Only (LED Bulbs) (Whelen)	51T	420.00
<input checked="" type="checkbox"/> Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Unity)	51S	620.00
<input type="checkbox"/> Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Whelen)	51V	665.00

Body

[] Glass – Solar Tint 2nd and 3rd Row (Deletes Privacy Glass)	92G	120.00
[] Glass – Solar Tint 2nd Row (Privacy Glass on Rear Quarter and Liftgate Window)	92R	85.00
[] Deflector Plate	76D	335.00

Wheels

[] Wheel Covers (18" Full Face Wheel Cover)	65L	60.00
[] 18" Painted Aluminum Wheel	64E	475.00

Misc

[] Engine Block Heater	41H	90.00
[] License Plate Bracket – Front	153	N/C
[] Badge Delete (Police Interceptor Badge Only)	16D	N/C
[] 100 Watt Siren/Speaker (includes bracket and pigtail)	18X	300.00
[] Aux Air Conditioning	17A	610.00

[X] Noise Suppression Bonds (Ground Straps) 60R 100.00

[] Low-Band Frequency Noise Suppression Kit (Recommended when Using two-way radio communication devices that operate in the 39 – 46 MHz range (Channels 1-9). Provides noise suppression for in-car two-way radio communication devices in the 39-46 MHz frequency range. 68E 195.00

[] OBD-II Split Connector – Allows up to 2 devices to be connected to the vehicle's OBD-II port 61B 55.00

[] My Speed Fleet Management 43S 60.00

Audio/Video

[] Rear View Camera (Includes Electrochromic Rear View Mirror – Video is displayed in rear view mirror) 87R N/C

Note: This option would replace the camera that comes standard in the 4" center stack area.

[] Rear Camera On-Demand – allows driver to enable rear camera on-demand 19V 230.00

Doors/Windows

[X] Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates the overhead console liftgate unlock switch) *** OLD STYLE REAR HATCH LOCK / UNLOCK ***** 18D N/C**

[] Hidden Door Lock Plunger, Rear Door Handle and Rear Windows Inoperable 52P 160.00

[X] Rear Door Handles Inoperable/Locks Inoperable and Rear Windows Inop. 68G 75.00

[X] Lock system; Single Key/All Vehicles Keyed Alike 59G 50.00

Keyed Alike 1284x= **59B** Keyed Alike 1294x= **59C** Keyed Alike 0135x= **59D**
 Keyed Alike 1435x= **59E** Keyed Alike 0576x= **59F** **Keyed Alike 0151x= 59G**
 Keyed Alike 1111x= **59J**

Safety & Security

[] Ballistic Door Panels – Driver Front Door Only (Level 3) 90D 1585.00

[] Ballistic Door Panels – Driver & Pass Front Doors (Level 3) 90E 3170.00

[] Ballistic Door Panels – Driver Front Door Only (Level 4+) 90F 2415.00

[] Ballistic Door Panels – Driver & Pass Front Doors (Level 4+) 90G 4830.00

[] BLIS® – Blind Spot Monitoring with Cross Traffic Alert 55B/54Z 545.00

[] **Police Perimeter Alert** – detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I. Doors will lock and windows will automatically go up at level II. Includes visual display in instrument cluster with tracking. 68B 675.00

[] **Pre-Collision Assist with Pedestrian Detection** (includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use) **Note:** Not available with option 96W 76P 145.00

[] Mirrors– Heated, Non BLIS 549 60.00

[] Lockable Gas Cap for Easy Fuel Capless Fuel-Filler 19L 20.00

[] Perimeter Anti-Theft Alarm – Activated by Hood, Door, or Decklid 593/55F 460.00

[] Remote Keyless Entry w/4 Key Fobs (w/o Keypad) 55F 340.00

[] Police Engine Idle Feature 47A 260.00

[] Extra Key \$6.00x___= Parts 6.00 ea

[] Remote Starter (Must Order Keyless Entry **55F**) Parts 550.00

[] Reverse Sensing 76R 275.00

[X] Class III Trailer Tow Lighting Package (4-pin and 7-pin connectors and wiring) 52T 80.00

[] H8 AGM Battery (900 CCA/92-amp) 19K 110.00

[] Gun Vault (Not Available with (17A) Aux Air Conditioning) 63V 245.00

[]	<u>12.1" Integrated Computer Screen</u>	47E	2745.00
	<ul style="list-style-type: none"> • Includes 12.1" touchscreen display in center stack and allows for operation of laptop in remote location to free up cabin space in front passenger area • Includes Audio Video extender (AVX) box, (2) AVX cables, (2) USB cables and (1) HDMI cable • Includes SYNC 3 ® 		
[]	<u>Front Headlamp Lighting Solution</u>	66A	895.00
	<ul style="list-style-type: none"> • Includes LED Low beam/High beam headlamp, Wig-wag function and Red/Blue/White LED side warning lights (driver's side White/Red / passenger side White/Blue) • Includes pre-wire for grille LED lights, siren and speaker (60A) • Wiring, LED lights included. Controller "not" included <p>Note: Not available with option: 67H Note: Recommend using Ultimate Wiring Package (67U)</p>		
[]	<u>Police Wire Harness Connector Kit – Front/Rear</u>	67V	185.00
	<p>For connectivity to Ford PI Package solutions includes:</p> <ul style="list-style-type: none"> • Front <ul style="list-style-type: none"> – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector • Rear <ul style="list-style-type: none"> – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector <p>Note: Note:See Upfitters guide for further detail www.fordpoliceinterceptorupfit.com</p>		
[]	<u>Tail lamp/Police Interceptor Housing Only</u>	86T	60.00
	<ul style="list-style-type: none"> • Pre-existing holes with standard twist lock sealed capability (does not include LED Strobe lights) (eliminates need to drill housing assemblies) <p>Note: Not available with options: 66B and 67H</p>		
[]	<u>Tail Lamp Lighting Solution</u>	66B	430.00
	<ul style="list-style-type: none"> • Includes LED lights plus two (2) rear integrated hemispheric lighthouse white LED side Warning lights in taillamps • LED lights only. Wiring, controller "not" included <p>Note: Not available with option: 67H Note: Recommend using Ultimate Wiring Package (67U)</p>		
[x]	<u>Rear Lighting Solution</u>	66C	455.00
	<ul style="list-style-type: none"> • Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / passenger side blue) mounted to inside liftgate glass • Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open) • LED lights only. Wiring, controller "not" included <p>Note: Not available with option: 67H Note: LED lights only – does "not" include wiring or controller Note: Recommend using Ultimate Wiring Package (67U)</p>		
[]	<u>Ultimate Wiring Package</u>	67U	560.00
	<ul style="list-style-type: none"> • Rear console mounting plate (85R) – contours through 2nd row; channel for wiring • Pre-wiring for grille LED lights, siren and speaker (60A) • Wiring harness I/P to rear cargo area (overlay) <ul style="list-style-type: none"> – Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille) – One (1) 10-amp siren/speaker circuit engine cargo area • Rear hatch/cargo area wiring – supports up to six (6) rear LED lights • Does "not" include LED lights, side connectors or controller <ul style="list-style-type: none"> – Recommend Police Wire Harness Connector Kit 67V <p>Note: Not available with options: 65U, 67H</p>		

- | | | |
|--|-------------------|-----------------------|
| <p>[] <u>Ready for the Road Package All-in Complete Package</u></p> <p>All-in Complete Package – Includes Police Interceptor Packages: 66A, 66B, 66C, plus</p> <ul style="list-style-type: none"> • Whelen Cencom Light Controller Head with dimmable backlight • Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor control (mounted behind 2nd row seat) • Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtailed • High current pigtail • Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head • Pre-wiring for grille LED lights, siren and speaker (60A) • Rear console plate (85R) – contours through 2nd row; channel for wiring • Grille linear LED Lights (Red / Blue) and harness • 100-Watt Siren / Speaker • Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) (52P) <p>Note: Not available with options: 66A, 66B, 66C, 67U and 65U</p> | <p>67H</p> | <p>3595.00</p> |
|--|-------------------|-----------------------|

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|---|-----------------------|
| <p><u>Extended Warranty Option's (\$0.00 Deductible) 100,000 Mile Coverage</u></p> <p>[] 5-Year Premium Care Warranty (500 Plus Components Coverage)</p> | <p>2745.00</p> |
|---|-----------------------|

Total Price \$ \$32,994 ea

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**BOARD OF COMMISSIONERS—AUTHORIZE ACCEPTANCE OF MILITARY SURPLUS
PACBOT 510 FASTAC ROBOT**

WHEREAS, Allegan County has the ability to participate in the Military Surplus 1033 Program which allows law enforcement agencies to utilize military surplus to their benefit; and

WHEREAS, on May 22, 2014, the Board of Commissioners authorized participation with this program; and

WHEREAS, the Sheriff's Department requests acceptance of a military surplus robot, including two batteries at \$325 each; and

WHEREAS, if repairs would exceed the cost of replacing this robot it can be returned through this program at no cost to the County.

THEREFORE BE IT RESOLVED that the Allegan County Board of Commissioners authorizes the acceptance of the PacBot 510 Fastac Robot; valued at \$70,000; and

BE IT FINALLY RESOLVED that the Board Chairperson and/or the County Administrator are authorized to sign any necessary documents on behalf of the County and that the Executive Director of Finance is authorized to make the necessary budget adjustments from Drug Forfeiture to complete this action.



ALLEGAN COUNTY
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: _____

Date: 12/28/2020

Board Approval: Grants under \$10K to County Administrator; renewals \$10K or changes to existing, directly to Board for action; new grants \$10K+ require Board discussion.

Request Type Grant
Department Requesting Sheriff
Submitted By Mike Brown
Contact Information ext 4592

Name of Grant:

Acceptance of PACBOT 510 Fastac robot from 1033 (free)

Summary of Grant:

The Sheriff's Office has been awarded a PACBOT 510 Fastac robot through the 1033 program. There is no cost to accept this robot. Robot is valued at \$70,000.

Grant Submission Deadline Date N/A

- APPLICATION
- ACCEPTANCE
- New
- Renewal
- Continuation

Amount (Not including local match) \$0.00

Source of Grant Funds (% of allocation) _____

Type of Match

- Cash
- Inkind

Amount / Description / Source of Match:

N/A

Term of Grant lifetime of the equipment

Does it involve personnel?

- No
- Yes

Does it involve ongoing Operational Activities (recoverable?)

- No
- Yes

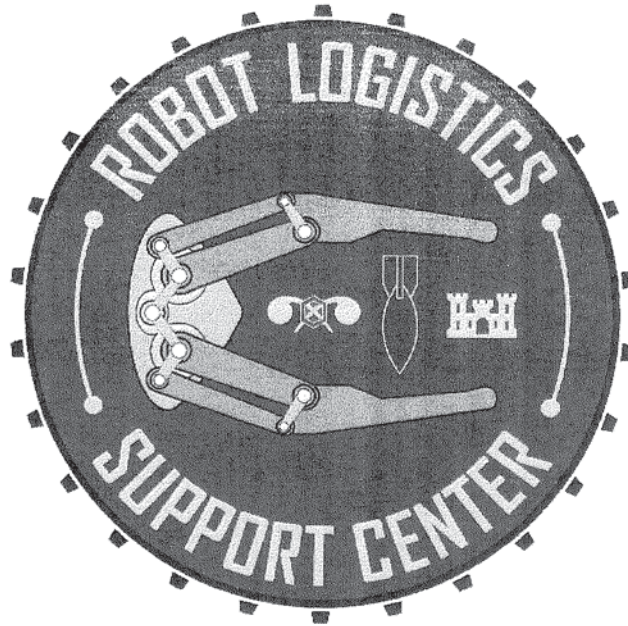
Admin Fees \$0.00

Equipment / Ongoing Costs Batteries \$325 each (requires two). Repairs as needed *if cost of repairs exceeds value of equipment it can be returned to 1033 program at no cost

Does it effect other operations?

- Yes
- No

Disposition:



LESO (DLA 1033 Program)

510 Packbot

11 Dec 2020





Equipment for this Project

- The 510 Packbot Fastac

Lightweight Robotic System, designed for quick deployment.

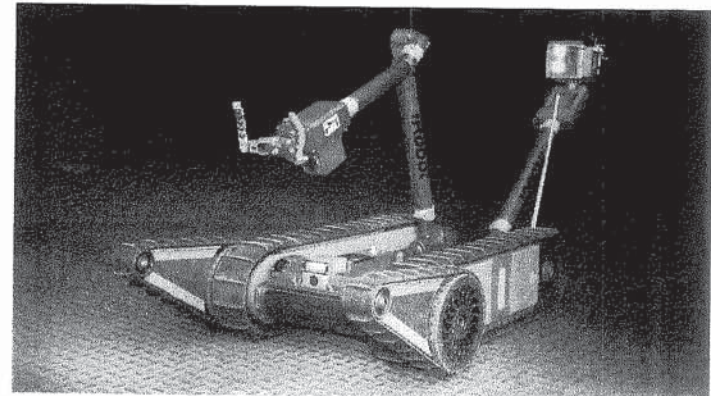
Provides unmanned investigation/
manipulation of suspicious objects.

Tracked robot providing stability across a broad
range of terrain.

Modular Chassis for multiple configurations.

Programmed poses for common tasks.

All weather/ light capable.





Equipment for this Project

- The 510 Packbot Fastac Continued

Item	Measurement (Approximate)	
Chassis Weight	33 lbs (w/ 2 BB-2590/U and no payloads)	
Payload Weight	SAM: 8.2 lbs	CAM: 5.8 lbs
OCU Weight	14.2 lbs	
Manipulators Lift Capacity	5 lbs fully extended, 15 lbs close in	
Manipulator Arm Reach	39.5 inches	
Grasping Capability	4 inches in diameter	
Gripper Strength	35 lbs pinching force	
Slopes/ Incline	30° lateral traverse/ 45° incline	
Operating Range (antenna dependant)	300-800 meters (LOS)	~150 (NLOS)
Maximum Speed	5.8 MPH	



LEA Cost of Ownership

- No cost for the system (Valued at 71-75K per robot)
 - 157 Systems will be available thru RTD in 2021. Batteries & Charger are not included with the robot.
- Items for Purchase:
 - BB 2590/U Batteries
 - \$328.50 EA (system is powered by two)
 - BTK-70819-5 Portable Charger Lite
 - \$1,925.00 (Charges two batteries at a time)



<http://www.bren-tronics.com/>

Total: \$2,582.00