

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>

Jim Storey, Chairperson
Gale Dugan, Vice Chairperson

BOARD PLANNING SESSION-AGENDA *REVISION #1 - 1/26/21

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

Thursday, January 28, 2021, @ 9:00AM
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/88553912480>

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

9:00AM **CALL TO ORDER:**
ROLL CALL:
OPENING PRAYER: Commissioner Gale Dugan
PLEDGE OF ALLEGIANCE:
PUBLIC PARTICIPATION:
ADDITIONAL AGENDA ITEMS:
APPROVAL OF AGENDA:

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

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

DISCUSSION ITEMS:

1. *Administrator Learning and Growth Plan
2. 2021/22 Board Planning
3. Budget Policy
4. Administrative Update

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

OTHER ITEMS:
PUBLIC PARTICIPATION:

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

ADJOURNMENT: Next Meeting—Thursday, February 11, 2021, 9:00AM
VIRTUAL MEETING UNLESS OTHERWISE NOTIFIED.

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

Mission Statement

“The Allegan County Board of Commissioners shall plan, develop, and evaluate the necessary policies and resources to ensure our county continues to progress and prosper”



Allegan County Board of Commissioners Meeting

January 28, 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: 885 5391 2480, then #, then # again
- Type in Meeting Password: 12821, 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/88553912480>
- Meeting Password: 12821

<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 "Join Webinar in Progress" button.

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

STEP 3: This Window will appear when connected.



STEP 4: Adjust audio settings (if needed)

The screenshot displays a meeting interface with a 'Settings' window open. The 'Audio' tab is selected in the settings sidebar. The 'Speaker' section shows 'Remote Audio' selected in a dropdown menu. The 'Microphone' section shows 'Test Mic' selected. Below these are sliders for 'Output Level' and 'Volume', and a checked box for 'Automatically adjust volume'. At the bottom of the settings window, there are several unchecked checkboxes: 'Use separate audio device to play ringtone simultaneously', 'Automatically join audio by computer when joining a meeting', and 'Mute my microphone when joining a meeting'. Two checked checkboxes are also present: 'Press and hold SPACE key to temporarily unmute yourself' and 'Sync buttons on headset'. An 'Advanced' button is located at the bottom right of the settings window.

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 ^

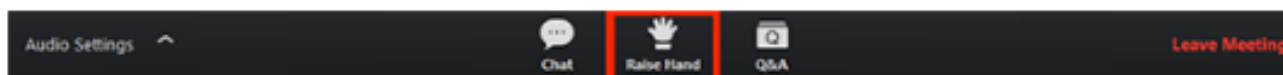
Chat Raise Hand Q&A

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.

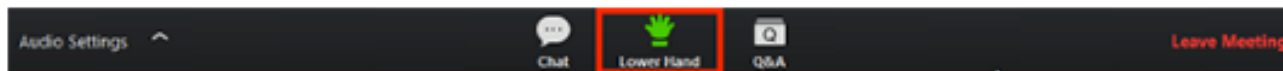
On bottom of screen.

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 displays 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 showing 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.

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—APPROVE COUNTY ADMINISTRATOR’S LEARNING & GROWTH PLAN

BE IT RESOLVED that the Board of Commissioners hereby approves the County Administrator’s Learning & Growth Plan as discussed during the November 5 & December 22, 2020, Board Meetings in Closed Session and reflective of the Board’s collective feedback and direction.

DRAFT



MEMORANDUM

January 28, 2021

TO: Honorable Commissioners
FROM: Robert J. Sarro, County Administrator
RE: **Strategic Work Plan**

During the January 14, 2021, Board Meeting, the Board Planning Input Survey was reviewed. This survey does not in any way duplicate the Citizen Survey. In fact, our current process was designed to ensure that our citizen's input, as summarized by the National Citizen Survey consultants, was able to be considered for placement in actionable plans or next steps.

Upon review of the Board Planning Input Survey results, the direction of the Board was for the County Administrator to propose a general approach, work plan, for next steps.

The Board has been in possession of all survey responses. No additional responses or data were used in the development of the work plan. The work plan is not intended to dismiss or highlight any one particular comment but rather to form an approach to the overarching themes and outcomes by category.

Recommendations relative to the budget process include the formation of 2022 fiscal year changes, four additional years of planning, and up to 20 years of capital projects.

Quality of Life – In general, the responses appear to be reflective of, and covered by, other categories of the survey.

Public Safety (and Justice)

The judicial and law enforcement areas combined account for over 60% of the General Fund. As these areas represent a strong focus of the tax limitation discussions that have occurred with the Board, it continues to be recommended that the County, Courts, Prosecutor, Sheriff and Defender meet and review interrelated needs to identify any solutions available using existing resources, or potentially by requesting additional resources.

Subsequent to these discussions, it is recommended the previously submitted Sheriff's Department Plan and other related budgetary requests from the Justice system be re-evaluated by this interconnected group. Root issues to needs should be identified and solutions focused on those root issues. At a minimum, the Sheriff's previous plan would be revised as he has requested time to do such. It is recommended the plan (or any related plans) be converted to a 5 year budget plan submitted by May 31, 2021 for consideration of changes to be implemented for the State funding year 2022 (which begins in October 2021).

Through the survey there is mention of related technology considerations. Of course, these could be reviewed through this process.

Economy

Lakeshore Advantage is currently the County's connection into Economic Development. The contract with Lakeshore Advantage has been renewed for an additional three years with an increase representing an average 5% percent annual adjustment from the time of implementation to maintain existing service

levels. The investment to Lakeshore Advantage could be increased with specific results to be obtained if such expectations vary from Lakeshore Advantage's existing plans. It is recommended the Board consider the suggestions for increased economic activity (through scheduled planning session discussions in 2021) and provide direction to the Administrator to develop a plan in conjunction with Lakeshore Advantage to address the selected areas of focus:

Based on the survey, areas include:

Affordable Broadband Access

Accessibility to healthcare and fitness centers

Income levels, housing availability, inclusion and accessibility to and attainment of college education are economic factors and indicators currently part of Lakeshore Advantage's plans as these are heavily discussed in the Economic Development arena currently.

Infrastructure improvements (water, sewer, etc.)

Social distancing, remote work, and other methods to support employers and provide flexibility for employees in the new norm

Small business sustainability

Land Acquisition

Recreation and Wellness

Based on the percentages on the dashboard report for items below benchmark, the need for more access to fitness opportunities (affordable fitness centers) is the 1st lowest, access to Mental Health Service the 2nd lowest and access to preventative care is the 3rd lowest.

Many comments in this category or throughout the survey related to Parks and Recreation as well.

In addition, comments also focus on Public Health funding and resources.

Access to health care and fitness - For access to preventative health care and affordable fitness centers the Administrator has included the topics under Economy.

Mental Health - Accessibility to Mental Health Services it is recommended to be referred to the Community Mental Health Authority.

Parks and Recreation – The current Parks plan does not expire until the end of 2024. As such, it is recommended the Citizen Survey and all of the Parks related comments from the Board Input Survey be referred to the Parks Department and Advisory Board for evaluation of the current plan and determination as whether the plan addresses the feedback. If not, a recommendation should be formed for the Board's consideration in the form of changes to the Parks plan with the related funding proposal.

Public Health - If the Board desires to evaluate Public Health services levels and funding, it is recommended that Public Health work in conjunction with County Administration to conduct a gap analysis and identify the necessary funding to fill significant gaps (in a similar approach to how Environmental Services was reviewed). Outcomes, should be submitted through the budget process by May 31, 2022 (may need to be extended depending upon pandemic demands) for final Administrative recommendation and Board consideration in the documented budget process. At this time, the immediate demands of the pandemic do not allow a process to be completed this year. However, needs specific to the pandemic continue to be monitored and resources may still be requested relative to that response. Public Health can cover a broad spectrum of services, the Board's expectations should be clear as to the extent the County is willing to provide services. For example, is the focus on meeting mandate, being able to impact community needs beyond the planning, or somewhere in between? Areas could include homelessness, access to healthcare/dental/mental health services, nutrition, wellness, etc. We have

community needs assessments and reports from the Healthy Allegan County Coalition. Are these areas we are looking to directly impact or still maintain a planning role?

Transportation

The plan, as previously presented, to restore and enhance Transportation services remains accurate. With changes resulting from COVID-19, the plan may have options for a phased approach. It is recommended the plan be converted to a 5 year budget plan submitted by May 31, 2021 for consideration of changes to be implemented for the State funding year 2022 (which begins in October 2021).

Debt

Many of the plans relative to the input received will require funding. It is likely funding will require an increase in the operating millage. It is recommended that debt reduction not be a separate consideration but rather a means to accomplish the plans while limiting the amount of additional millage needed through elimination of interest and reallocation of existing payments.

Overall Citizen Survey (Beyond Summary Areas) - In general, the responses appear to be reflective of, and covered by, other categories of the survey.

Strategy Map – Please see individual comments.

Services to Expand - In general, the responses appear to be reflective of, and covered by, other categories of the survey. Technology and support is an area that has been woven throughout the survey responses.

Services to Reduce – In general, responses either indicated no reductions were necessary or that areas suggested are linked to mandates the County does not have discretion over.

State mandated function of the Board (P.A 156 of 1856) – The majority of responses in each area listed reflect overall satisfaction in these function areas. Areas that have the most opportunity for improvement based on the responses are:

Board meetings – More efficient/concise meetings, live remote access (which is currently live through Zoom) but two comments reflect desire to stream on YouTube or other media.

Facility planning – It is recommended facility planning efforts continue. Space is available and through innovation the Courthouse is still adequate to address Court needs if non-court functions are moved. With CMH plans proceeded it is recommended the County consider the County Services Building to occupy non-court functions. The Youth Home should be a focus. In general, we have been successful at incorporating general building maintenance and infrastructure upgrades in the Capital Plan; however, needs exceed available funding.

Compensation – Plans are already in place to review compensation over the next 18 months. The review should determine more objectively where the County stands in the comparable market. Recent input from employee groups is to focus on reducing the number of steps. The County has already been working towards this and some improvement is expected to be recommended.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

FINANCE - APPROVE BUDGET POLICY #211

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

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

DRAFT

Budget Policy
Summary of Changes

1. Add “Asset” after Capital in Section 3.6. = Capital Assets
2. Add to Section 3:
 - Donation – money or goods (real or personal property), commonly equipment, supplies, vehicles, real estate, K9s, etc.) that are given to the County.
 - Donor – person or organization giving a donation.
 - Personal Property: Any item of value, that is not real estate.
 - Real Property: Real estate.
 - Restricted Donation – any donation that specifies a particular use or “restricts” the use of the donation
3. Add “(CAP)” to Section 4.4 = Cost Allocation Plan (CAP).
4. Replace Feb. 1, 2019, with January 1, 2021, in Section 4.6.2.1.
5. Replace 4.6.2.3 with:
 - “In the event an employee may travel for a duration and time commensurate with multiple meal reimbursements, the amount expended per meal is left to the employee’s discretion. However, reimbursement shall be limited to not more than the combined total of the applicable published meal rates of the eligible meals.”
6. Add under 4.10:
 - The CAO is authorized to perform budget adjustments that are necessary to carry out the General Fund Surplus Distribution process.
7. 4.11.4. move up to the end of 4.11:
 - “Unless stated elsewhere within this policy, any capital or other projects shall be budgeted for and managed by the provisions within this section.”
8. Add 4.12.2.5.:
 - “Budget adjustments that are necessary to carry out the provisions contained within this GF Surplus Distribution section shall be prepared and performed at the time of the distributions, and reported to the Board through in accordance with the Budget Adjustments section of this policy.”
9. In 4.16.1.5 capitalize General Appropriation Act and add “Resolution”.
10. 4.16.3.1. change COA to “CAO”.
11. Replace 14.17. through 14.17.1.5 with:
 - “Grants: Application, acceptance and use of any Grant shall be consistent with the nature of the County’s Services and Programs, Strategic Goals and internal controls, and subject to the approval of the Board of Commissioners or CAO pursuant to Appendix 6D Grants, and shall be submitted utilizing the Work Order/Request For Action (RFA) process.”
12. In 4.17.2.2. add “RFA” after Work Order.
13. In 4.17.2.4.1. delete “(see Section 7b)”.
14. In 4.17.2.5. add “RFA” after Work Order.
15. Add new Section after Grant Requirements titled: Donations and Surplus Programs:
 - Donations and Surplus Programs
 - Acceptance and use of any donation (money, goods or services) shall be consistent with the nature of the County’s Services and Programs, Strategic Goals and internal controls and subject to the approval of the Board of Commissioners or CAO pursuant to Appendix 6.D and shall be submitted utilizing the Work Order/(RFA) process.

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

The Plan shall include the appropriate financial structure to support the transactions within or beyond a given fiscal year.

Unless otherwise approved through a Donation Plan, consistent with Appendix 6.D, or permitted within Board of Commissioners approved policy, donations of 1) money for a restricted purpose, 2) goods or 3) services, shall not be accepted.

Donations from service providers doing business with the County or likely to do business with the County are specifically prohibited. Infrequent and de minimis that are generally made available to a broader audience and therefore not an influential factor in decision making processes (e.g. product samples, conference trinkets, holiday greetings) shall not be considered donations.

Donations as Recognition/Appreciation – Services Areas (not individuals) may receive donated goods as recognition/appreciation to the extent such is infrequent and de minimis, Example 1, perishable/consumable items such a food in recognition of service or working lunches (e.g. pizza, desserts, etc.) Example 2, token items of appreciation generally valued under \$100 (e.g. service area plaques, photos, inspirational decorations).

Once approved for acceptance the Service Area receiving the donation shall acknowledge and express thanks to the donor(s) on behalf of the County.

Monetary Donations - Unless otherwise approved as part of a Donation Plan or approved consistent with the thresholds in Appendix 6.D, monetary donations shall be considered and treated as all other revenue, offsetting existing expenditures, and not carried over into a subsequent fiscal year.

All monetary donations must be handled in accordance with the Treasurer's Receipting Policy. Service Areas shall not accept any donation that places restrictions on how/whether the money is to be receipted.

Service Areas expecting to receive monetary donations as a revenue to offset existing expenditures on a regular basis shall include estimates of donation revenue in the annual budget process.

Goods Acquired through Government Surplus Programs or through Donation: Eligible Service Areas may participate in Government Surplus Property Grants, such as the Federal 1033 Program or may receive donated goods subject to the following requirements:

All goods which have been approved through the County's Capital Improvement Plan (CIP) and/or Annual Budget/Operational Plan may be acquired, with appropriate review or approval at the time the items are available.

In determining review/approval levels, the estimated replacement value of an item shall be utilized and not the temporary ownership cost.

Notwithstanding the value of an item, any items in consideration to be acquired shall undergo the appropriate review/approval consistent with county policy and operational support standards prior to acquisition. Example 1, technology items (e.g. laptops, portable electronic devices, printers, software, etc.) shall be reviewed in advance by Information Services.

Example 2, facility items (e.g. furniture, appliances, etc.) shall be reviewed in advance by Facilities Management. Example 3, vehicles shall be reviewed in advance by Transportation.

Service Areas may acquire surplus or donated goods valued up to \$500 and considered to be general operating goods for the nature of work performed by that Service Area.

- In cases where a good becomes available that has not been approved through an existing plan, exceeds the value of \$500 and is identified as needed, the item may be reserved for 14 days and submitted for consideration, consistent with the value thresholds in Appendix 6.D (operational/capital purchases).

- The Service Area shall maintain and furnish the CAO with access to all agreements, records, and property inventory for all items related to this program.

16. Modify Appendix 6.A. as follows:

Sheriff's Dept Contracts for Service	2800 *28 07		\$10,000 per contract fund 10% of current-year expenditure budget.	Transfer to the Liability Sinking Fund 2590
Sheriff's Dept Contracts for Service – Wayland	2806	This Fund/contract includes a vehicle lease payment.	10% of current year expenditure budget, plus \$40,000 per leased vehicle.	Transfer to the Liability Sinking Fund 2590
Local Government Revenue Sharing	2470		10% of current year revenue, plus \$25,000 reserved for Agricultural Incubator match. Additional \$20,000 reserved annually for DNR Trust Fund match, until \$100,000 is saved.	Transfer out to Parks fund to balance operating budget. Additional \$20,000 reserved annually for DNR Trust Fund match. Remaining fund balance after minimum threshold and DNR Trust are met may be utilized for Parks Capital and/or Economic Development Initiatives as approved by the BOC.

17. Add Donation Section to Appendix 6.D as follows:

Donation	<ul style="list-style-type: none"> • Changes in grant • Department Requesting • Name of Donor • Summary of Donation • Amount of Donation • Included or not included in Donation Plan • Does it affect other operations? • Contact info/Resp parties/ownership • Disposition 	Individual Donations \$25,001-\$100,000 to be used or expended in the current fiscal year.	Individual Donations valued \$100,001 or more to be used or expended in the current fiscal year. Donation plans of an ongoing nature and spanning multiple fiscal years. Any donation that is relates to activities not generally funded through the Board approved budget.	Any monetary donation to be receipted as a general purpose revenue without resulting in additional expenditures. Individual donations under \$25,001 to be used or expended in the current fiscal year and is consistent with activities generally funded through the Board approved budget.
Purchase Operational (Budgeted)	<ul style="list-style-type: none"> • Department • Item(s) 	\$25,001-\$100,000 budgeted	\$100,001+ budgeted All non budgeted purchases	• Budgeted County direct purchases under \$25,001

18. Delete "Contingency or" from the Budget Adjustments Section on Appendix 6.D as follows:

Budget Adjustments	<ul style="list-style-type: none"> • Department • Fund, Activity, Account • Amount • Revenue/Expense • Explanation/Description 	\$25,001-\$100,000	\$101,000+ Contingency or Fund Balance of any fund	<ul style="list-style-type: none"> • Line items moves within an activity • Year End Adjustments (Jan-Mar) • Adjustments/transfers under \$25,001 (between activities and between funds)
Personnel	<ul style="list-style-type: none"> • Backfilling Positions • RFA 		<ul style="list-style-type: none"> • Non-budgeted changes • New positions 	<ul style="list-style-type: none"> • Filling existing budgeted unchanged positions