

# Allegan County Board of Commissioners



County Services Building  
3283 – 122<sup>nd</sup> 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**

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## **BOARD OF COMMISSIONERS MEETING – AGENDA**

Thursday, February 11, 2021 – 1PM

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

Virtual Meeting – Connectivity Instructions **Attached**

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

1PM

### **CALL TO ORDER:**

**OPENING PRAYER:** Commissioner Jim Storey

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**PUBLIC HEARING:** Brownfield Plan

**COMMUNICATIONS:** Attached

**APPROVAL OF MINUTES:** January 28, 2021

**PUBLIC PARTICIPATION:**

**ADDITIONAL AGENDA ITEMS:**

**APPROVAL OF AGENDA:**

**PRESENTATIONS:** None

**PROCLAMATIONS:** None

**INFORMATIONAL SESSION:**

Cynthia Garcia-Weakley—Probation/Parole

**ADMINISTRATIVE REPORTS:**

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

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

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

### **CONSENT ITEMS:**

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (2/5/21 & 2/12/21)
- 

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

### **ACTION ITEMS:**

1. Board of Commissioners—adopt Brownfield Plan (198-313)
  2. Board Minutes/Rules Correction 12/10/20 (term of office)
- 

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

### **DISCUSSION ITEMS:**

1. Finance—approve Budget Policy #211
2. Transportation—approve FY2022 MDOT Operating and Capital Assistance Applications (198-710)
3. Livestream Policy (TABLED 12/10/20)

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”

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**NOTICE OF APPOINTMENTS & ELECTIONS:**

1. Community Mental Health Board (E):

- Two General Public Representative—term expires 3/31/21 Application REC 1/26/21
- Two Family Member Representative—term expires 3/31/21 Application REC 2/5/21

**APPOINTMENTS:**

1. Brownfield Redevelopment Authority

- One Representative—term expired 12/31/2019

2. 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

3. Tourist Council

- Two Representatives—term expired 12/31/20

**ELECTIONS:**

1. Commission on Aging

- One Senior Representative—term expires 12/31/21 Application REC 1/26/21
- One Senior Representative—term expires 12/31/22

2. Economic Development Commission

- One Downtown Representative—term expired 12/31/2019

**PUBLIC PARTICIPATION:**

**FUTURE AGENDA ITEMS:**

**REQUEST FOR PER DIEM/MILEAGE:**

**BOARDS AND COMMISSIONS REPORTS:**

**ROUND TABLE:**

**ADJOURNMENT:** Next Meeting – Thursday, February 25, 2021, 1:00PM **VIRTUAL MEETING UNLESS OTHERWISE NOTIFIED.**



# Allegan County Board of Commissioners Meeting

February 11, 2021

Connecting via Zoom Webinar



Allegan County  
3283 122<sup>nd</sup> 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: 868 5659 4279, then #, then # again
- Type in Meeting Password: 21120, 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/86856594279>
- Meeting Password: 21120

<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_SjqfnMwchbtJEg`. 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)

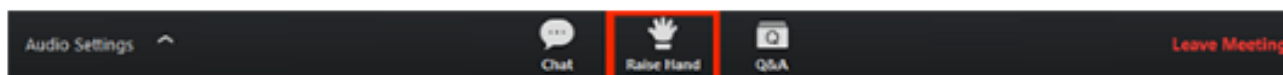
The screenshot displays a meeting interface with a 'Settings' window open. A black vertical bar on the left side of the meeting content has a blue arrow labeled '1' pointing to a 'Select a Speaker' dropdown menu. This menu lists options: 'Remote Audio' (checked), 'Same as System', 'Test Speaker & Microphone...', 'Leave Computer Audio', and 'Audio Settings...'. A blue arrow labeled '2' points from the 'Audio' option in the 'Settings' window's sidebar to the 'Settings' window itself. The 'Settings' window shows the 'Audio' section with 'Speaker' set to 'Remote Audio' and 'Microphone' set to 'Test Mic'. It also includes volume sliders for 'Output Level' and 'Input Level', and checkboxes for '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', and 'Sync buttons on headset'. The meeting content in the background includes the name 'Economic Development - Greg King, Director' and 'ADMINISTRATIVE REPORTS: CONSENT ITEMS: 1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)'. At the bottom, there are icons for 'Chat', 'Raise Hand', and '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.

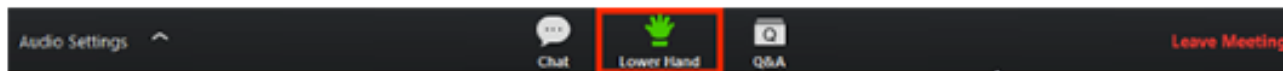
On bottom of screen.

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.

## **Notice of Public Hearing to Adopt a Brownfield Plan**

NOTICE OF PUBLIC HEARING ON THE ADOPTION OF A BROWNFIELD PLAN LOCATED AT 431 HELEN, OTSEGO, MICHIGAN PURSUANT TO AND IN ACCORDANCE WITH ACT 381 OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED.

PLEASE TAKE NOTICE THAT a Public Hearing shall be held before the Allegan County Board of Commissioners on the 11<sup>th</sup> day of February, 2021, at 1:00 p.m. on the adoption of a Brownfield Plan for 431 Helen Avenue, Otsego Michigan. The public may participate in the meeting/public hearing by calling 1-929-205-6099, Meeting ID: 868 5659 4279 and Meeting Password 21120. For other options connecting to the meeting, please visit our meeting notice website at [www.allegancounty.org](http://www.allegancounty.org) or contact the County Administrator's Office. The Brownfield Redevelopment Authority shall exercise its powers pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended.

The description of the proposed brownfield property is:

Land situated at 431 Helen Avenue of Otsego, County of Allegan, and State of Michigan, described as follows: Four parcels located on approximately 58 acres located in the City of Otsego on the site of a former Rock Tenn papermill along the Kalamazoo River. Three of the four parcels are located south of River Road and one parcel is located north of River Road. Please see attached legal description.

The proposed brownfield plan would allow [the developer, ACBRA, County, or other party] to be reimbursed for eligible costs incurred to prepare the brownfield property for redevelopment. Eligible costs may include environmental, demolition, and/or site preparation and infrastructure costs. The Brownfield Plan must first be approved by the Allegan County Brownfield Redevelopment Authority, the City of Otsego, followed by final approval by the Allegan County Board of Commissioners.

The legal description of the property along with any maps and a copy of the Brownfield Plan are available for public inspection online at [www.allegancounty.org](http://www.allegancounty.org) under Projects or on weekdays at the Office of the Allegan County Administrator (address below), between 8:00AM and 5:00PM.

Robert J. Sarro,  
County Administrator,  
3283 – 122nd Avenue,  
Allegan, Michigan, 49010  
269-673-0239

All aspects of the Brownfield Plan are open for discussion at the public hearing.

Kalkaska County Board of Commissioners  
Resolution 2021-14

Pandemic Resolution

The Kalkaska County Board of Commissioners, at a Reconvene of a Regular Meeting, January 22, 2021, reviewed and approved the following:

**WHEREAS**, we live in a time of pandemic; and

**WHEREAS**, we are now entering into the second year of the global pandemic which has impacted every Kalkaska County citizen in a myriad ways; and

**WHEREAS**, the threat from the virus, though serious, has resulted in a thwarting of constitutional liberties and personal freedoms without sufficient regard for ongoing and potentially irreparable economic, emotional, educational and other societal abuses; and

**WHEREAS**, Governor Whitmer working with the Attorney General, Secretary of State, the Directors of the Michigan Health Department and the Michigan Licensing and Regulatory Affairs, did engage in fining, penalizing, and revoking the licenses of businesses for failure to obey and enforce the unconstitutional Executive Orders; and

**WHEREAS**, the orders by the MDHHS lack legislative support of the democratically elected representatives, having been initiated unilaterally and unconstitutionally by the Governor of Michigan; and

**WHEREAS**, the orders by the MDHHS have disallowed any degree of personal accountability, eroded constitutional rights of citizens and have placed undue burden and restrictions on local businesses, local employees and the citizens of Kalkaska County; and

**WHEREAS**, The Michigan Department of Health and Human Services (MDHHS) has issued orders without providing funding or sufficient guidance for the enforcement of such orders; and

**WHEREAS**, the 1st Amendment to the constitution states: *“Congress shall make no laws respecting an establishment of religion, or prohibiting the free exercise thereof: or abridging the freedom of speech, or of the press, or of the people to peaceably assemble, and to petition the government for a redress of grievances.”*; and

**WHEREAS**, title 18, u.s.c. section 241 says *“If two or more persons conspire to injure, oppress, threaten, or intimidate any person in any State, Territory, Commonwealth, Possession, or District in the free exercise or enjoyment of any right or privilege secured to him by the Constitution or laws of the United States, or because of his having so exercised the same...”*

Title 18, u.s.c 242 says *“Whoever, under color of any law, statute, ordinance, regulation, or custom, willfully subjects any person in any State, Territory, Commonwealth, Possession, or District to the deprivation of any rights, privileges, or immunities secured or protected by the Constitution or laws of the United States, or to different punishments, pains, or penalties, on account of such person being an alien, or by reason of his color, or race, than are prescribed for the punishment of citizens, shall be fined under this title or imprisoned not more than one year, or both”*; and

**WHEREAS**, the right and responsibility of individuals to self-determine what is best for their own health, liberty and pursuit of happiness is necessary and ensured by our Constitution, which we have taken an oath to defend and uphold;

**NOW THEREFORE, BE IT RESOLVED**, The Kalkaska County Commission calls upon the Michigan Legislature to exercise their co-equal authority by adopting constitutionally sound measures which limit the unchecked exercise and abuse of executive power, which restore individual responsibility and accountability, and which return Michigan to the ranks of freedom-loving governments everywhere.

**FURTHER**, The Kalkaska County Commission does not support the expenditure of any county funds for the purpose of arrest and prosecution of any person accused of violating MDHHS emergency orders regarding COVID-19, and encourages the Kalkaska County Sheriff’s Department and The Kalkaska County Prosecutors Office to uphold their oaths of office to support the Constitution, which is the Supreme Law of the land, and make this the lowest priority;

**FURTHER**, we call upon the citizens of Kalkaska County to act responsibly with regards to others while determining for themselves what is best for themselves, for their own families and loved ones and how to contend with the ongoing risks associated with the COVID-19 virus;

**FURTHER**, we call upon local businesses to use their own good judgement to operate in a manner which minimizes risk to patrons while protecting the health and welfare of their businesses, care for their employees, and the community;

**BE IT FURTHER RESOLVED** that copies of this resolution be transmitted to Governor Whitmer, both United States Senators, all Michigan Members of Congress, both Speakers of the House of Representative and the Senate, along with the Michigan Association of Counties and all Counties within Michigan, along with the Michigan Township Association and all Townships, Cities and Villages within Michigan.

Commissioners present: Baldwin, Banko, Bicum, Comai, Crambell, Fisher and Sweet.  
Commissioners absent: None

**Motion** by Commissioner Bicum. Supported by Commissioner Sweet.



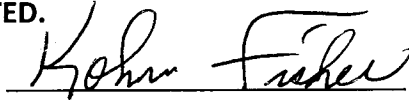
Roll call vote:

Yeas: Bicum, Sweet, Baldwin, Banko, Comai, Crambell, Fisher.

Nays: None

Absent: None

**RESOLUTION DECLARED ADOPTED.**



Kohn Fisher, Chairman 1-22-2021  
Kalkaska County Board of Commissioners

STATE OF MICHIGAN )

) ss.

COUNTY OF KALKASKA )

I, the undersigned, Clerk of Kalkaska County, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Kalkaska County Board of Commissioners at its Reconvene of a Regular Meeting held 1-22-0221.



Deborah Hill, County Clerk 1-22-2021  
Clerk of the Kalkaska County Board of Commissioners



ANTRIM COUNTY  
BOARD OF COMMISSIONERS  
P.O. Box 520  
Bellaire, Michigan 49615  
Phone (231) 533-6353  
Fax (231) 533-6935  
Chairman: **TERRY VANALSTINE**

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January 28, 2021

At the January 21, 2021 meeting of the Antrim County Board of Commissioners, the following Resolution was offered.

**RESOLUTION #09-2021, by Ed Boettcher, seconded by Christian Marcus**

**RESOLUTION 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 Antrim County Board of Commissioners recognizes that COVID-19 is having direct impact on all County residents which includes, but is not limited to, physical and mental health care difficulties, education constraints, and financial strain; and

**WHEREAS**, The Antrim County Board of Commissioners understands that many local businesses have suffered and continue to suffer economic harm due to COVID-19, and

**WHEREAS**, The Antrim County Board of Commissioners furthermore recognizes that the local hospitality industry is being hit particularly hard with financial losses due to restrictions associated with COVID-19, and

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

**WHEREAS**, The Antrim County Board of Commissioners is aware of many options to support the small businesses such as ordering takeout, using gift cards, and making advanced reservations, and

**WHEREAS**, The Antrim County Board of Commissioners believe small businesses engaged in food service can operate safely by practicing ServSafe health and safety practices specific to operating during a COVID-19 pandemic and limiting occupancy, while meeting the needs of the customer.

**NOW THEREFORE, BE IT RESOLVED**, The Antrim County Board of Commissioners encourages County residents to support their local businesses, particularly during the course of the pandemic, without fear.

**BE IT FURTHER RESOLVED**, that copies of this resolution be transmitted to Governor Whitmer, both the Speaker of the State House of Representatives and the Majority Leader of the State Senate along with the Michigan Association of Counties (MAC) and all counties within the State of Michigan.

Yes – Jarris Rubingh, Joshua Watrous, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers,  
Dawn LaVanway, Jason Helwig, Christian Marcus;  
No – Karen Bargy;  
Absent – None.

**RESOLUTION #09-2021 DECLARED ADOPTED.**

ANTRIM COUNTY CLERK, BELLAIRE, MI  
STATE OF MICHIGAN, COUNTY OF ANTRIM, ss

I, Sheryl A. Guy, Clerk of the Clerk of the County of Antrim,  
certify the above is a true and exact copy of the original  
record now remaining in this office.

IN TESTIMONY WHEREOF, I have set my hand  
and official seal of the County of Antrim  
this 29<sup>th</sup> day of January, 2021.

 County Clerk







**Alpena County Board of Commissioners**  
720 W. Chisholm Street, Suite #7  
Alpena, MI 49707  
Telephone: 989-354-9500  
Fax: 989-354-9648  
Web Address: [www.alpenacounty.org](http://www.alpenacounty.org)  
[commissionersoffice@alpenacounty.org](mailto:commissionersoffice@alpenacounty.org)

Resolution #21-03

Pandemic Resolution

**District #2**  
**Chairman of the Board**  
**Robert Adrian**

**District #7**  
**Vice-Chairman**  
**Marty Thomson**

**District #1**  
**Commissioner**  
**Don Gilmet**

**District #3**  
**Commissioner**  
**Dave Karschnick**

**District #4**  
**Commissioner**  
**Bill Peterson**

**District #5**  
**Commissioner**  
**Brenda Fournier**

**District #6**  
**Commissioner**  
**Kevin Osbourne**

**District #8**  
**Commissioner**  
**John Kozlowski**

**Executive Manager**  
**Tammy Sumerix-Bates**

**Board Assistant**  
**Lynn Bunting**

**Board Admin Assistant**  
**Kim Elkie**

The Alpena County Board of Commissioners, at a regular meeting, January 26, 2021, reviewed and approved the following:

WHEREAS, we live in a time of pandemic; and

WHEREAS, we are now entering into the second year of the global pandemic which has impacted every Alpena County citizen in a myriad of ways; and

WHEREAS, the threat from the virus, though serious, has resulted in a thwarting of constitutional liberties and personal freedoms without sufficient regard for ongoing and potentially irreparable economic, emotional, educational, and other societal abuses; and

WHEREAS, Governor Whitmer working with the Attorney General, Secretary of State, the Directors of the Michigan Health Department and revoking the licenses of businesses for failure to obey and enforce the unconstitutional Executive Orders; and

WHEREAS, the orders by the MDHHS lack legislative support of the democratically elected representatives, having been initiated unilaterally and unconstitutionally by the Governor of Michigan; and

WHEREAS, the orders by the MDHHS have disallowed any degree of personal accountability, eroded constitutional rights of citizens and have placed undue burden and restrictions on local businesses, local employees and the citizens of Alpena County; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) has issued orders without providing funding or sufficient guidance for the enforcement of such orders; and

WHEREAS, the 1<sup>st</sup> Amendment to the constitution states: "*Congress shall make no laws respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the*



*press, or of the people to peaceably assemble, and to petition the government for a redress of grievances”;* and

WHEREAS, Title 18, U.S.C. Section 241 says *“If two or more persons conspire to injure, oppress, threaten, or intimidate any person in any State, Territory, Commonwealth, Possession, or District in the free exercise or enjoyment of any right or privilege secured to him by the Constitution or laws of the United States, or because of his having so exercised the same...”*

Title 18, U.S.C. 242 says *“Whoever, under color of any law, statute, ordinance, regulation, or custom, willfully subjects any person in any State, Territory, Commonwealth, Possession, or District to the deprivation of any rights, privileges, or immunities secured or protected by the Constitution or laws of the United States, or to different punishments, pains, or penalties, on account of such person being an alien, or by reason of his color, or race, than are prescribed for the punishment of citizens, shall be fined under this title or imprisoned not more than one year or both”;* and

WHEREAS, the right and responsibility of individuals to self-determine what is best for their own health, liberty and pursuit of happiness is necessary and ensured by our Constitution, which we have taken an oath to defend and uphold:

NOW THEREFORE BE IT RESOLVED, the Alpena County Commission calls upon the Michigan Legislature to exercise their co-equal authority by adopting constitutionally sound measures which limit the unchecked exercise and abuse of executive power, which restore individual responsibility and accountability, and which return Michigan to the ranks of freedom-loving governments everywhere.

FURTHER, The Alpena County Commission does not support the expenditure of any county funds for the purpose of arrest and prosecution of any person accused of violating MDHHS emergency orders regarding COVID-19 and encourages the Alpena County Sheriff’s Department and the Alpena County Prosecutor’s Office to uphold their oaths of office to support the Constitution which is the Supreme Law of the land, and make this the lowest priority;

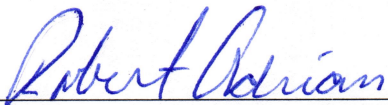
FURTHER, we call upon the citizens of Alpena County to act responsibly with regards to others while determining for themselves what is best for themselves, for their own families and loved ones and how to contend with the ongoing risks associated with the COVID-19 virus;

FURTHER, we call upon local businesses to use their own good judgement to operate in a manner which minimizes risk to patrons while protecting the health and welfare of their businesses, care for their employees, and the community;

BE IT FURTHER RESOLVED that copies of this resolution be transmitted to Governor Whitmer, both United States Senators, all Michigan Members of Congress, both

Speakers of the House of Representatives and the Senate, along with the Michigan Association of Counties and all Counties within Michigan, along with the Michigan Township Association and all Townships, Cities and Villages within Alpena County, Michigan.

Moved by Commissioner Thomson and supported by Commissioner Kozlowski to recommend to approve a pandemic resolution for Alpena County as presented and authorize the Chairman of the Board and County Clerk to sign it. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, and Kozlowski. NAYS: Commissioner Adrian. Motion carried.

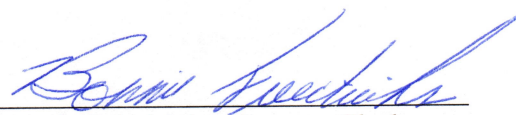
  
\_\_\_\_\_  
Robert Adrian, Board Chairman

STATE OF MICHIGAN)  
County of Alpena)



I, Bonnie Friedrichs, Clerk of the Circuit Court for the County of Alpena, the same of Court of Record and having a seal do hereby certify that January 26, 2021 session and that it is a true and correct transcript therefrom and of the whole thereof.

IN TESTIMONY THEREOF, I have hereunto set my hand and affixed the seal of said Court, at Alpena this 26th day of January 2021.

  
\_\_\_\_\_  
Bonnie Friedrichs, County Clerk

**TUSCOLA COUNTY  
BOARD OF COMMISSIONERS**

125 W. Lincoln Street  
Suite 500  
Caro MI 48723

Telephone: 989-672-3700

Fax: 989-672-4011

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**Resolution Declaring Tuscola County a Constitutional Second  
Amendment Sanctuary County  
2021-03**

At a Regular meeting of the Board of Commissioners of the County of Tuscola, State of Michigan held on 14<sup>th</sup> day of January, 2021.

COMMISSIONERS PRESENT: Thomas Young, Thomas Bardwell, Kim Vaughan, Douglas DuRussel, Dan Grimshaw

COMMISSIONERS ABSENT: None

Commissioner Vaughan offered the following resolution and moved its adoption with a second provided by Commissioner Grimshaw.

**WHEREAS**, the Second Amendment to The Constitution of the United States of America, ratified in 1791 as part of the Bill of Rights, states "A well-regulated Militia, being necessary to the security of a free state, the right of the people to keep and bear arms shall not be infringed"; and

**WHEREAS**, Article I, Section 6 of the Michigan Constitution (1963) provides that "Every person has a right to keep and bear arms for the defense of himself and the state"; and

**WHEREAS**, it is the desire of this Board to reaffirm its commitment and support of The Constitution of the United States of America as well as the Constitution of the State of Michigan including all amendments which protect Tuscola County citizens' individual rights; and

**WHEREAS**, each Tuscola County Commissioner, as provided by Article IX, Section 1, of the Michigan Constitution (1963), took an oath to support The Constitution of the United States of America and the Michigan Constitution.

**WHEREAS**, a "Constitutional Sanctuary County" is defined as a place of refuge for the law abiding citizen in regards to the citizens' rights under The Constitution of the United States of America and Michigan Constitution including but not limited to the Second Amendment right to Keep and Bear Arms.

**NOW THEREFORE IT IS HEREBY RESOLVED**, by the Tuscola County Board of Commissioners, that the County of Tuscola, Michigan, be, and hereby is, declared to be a "Constitutional Sanctuary County."

**IT IS FURTHER RESOLVED**, that this Board affirms its support for the Tuscola County Sheriff and the Tuscola County Prosecuting Attorney, in the exercise of their sound discretion to NOT enforce any statute or law



that is contrary to the rights established by The Constitution of the United States of America and the State of Michigan Constitution against any law abiding citizen of Tuscola County.

**BE IT FURTHER RESOLVED**, that this Board will not authorize or appropriate funds, resources, employees, agencies, contractors, buildings, detention centers or offices for the purposes of enforcing any law that restricts the rights of any law abiding citizen affirmed by the Second Amendment or Article 1, Section 6, of the Michigan Constitution, nor be used to aid any state or federal agency in infringing or restricting such rights which would be considered to be unconstitutional; and

**BE IT FURTHER RESOLVED**, that the Board respectfully requests the Michigan Legislature, the United States Congress and other agencies of State and Federal government to vigilantly preserve and protect those rights by rejecting any provision, law or regulation that may infringe, have tendency to infringe or place any additional burdens on the rights of law-abiding citizens to keep and bear arms; and

**BE IT FURTHER RESOLVED**, that a copy of this Resolution be sent to Governor Gretchen Whitmer, Senator Kevin Daley, House Representative Phil Green, the other 82 counties in the State of Michigan, U.S. Congress Members Lisa McClain and Dan Kildee and U.S. Senators Gary Peters and Debbie Stabenow.

Those Commissioners voting in favor: DuRussel, Grimshaw, Young, Vaughan, Bardwell

Those Commissioners voting against: None

This Resolution was declared adopted.



Thomas Bardwell

Chairman of the Tuscola County Board of Commissioners

As also signed by:

\_\_\_\_\_  
Mark E. Reene, Tuscola County Prosecuting Attorney

*declined signature*  
\_\_\_\_\_  
Glen Skrent, Tuscola County Sheriff

*I, Jodi Fetting, the undersigned duly qualified and acting Clerk of the Board of Commissioners of the County of Tuscola, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a Regular meeting of the Board of Commissioners of said County held on the 14<sup>th</sup> day of January, 2021, the original of which is on file in the County Clerk Office. Public notice of such meeting was given pursuant to and in compliance with Act No. 267, Public Acts of 1976, as amended.*

*IN WITNESS WHEREOF, I have hereunto affixed my official signature this 14<sup>th</sup> day of January, 2021.*



Jodi Fetting  
Tuscola County Clerk



**Jackson County Board of Commissioners**  
**Resolution No. 06-20.19**  
**Resolution in Support of the Request to Reopen Jackson County of Jackson**

The Board of Commissioners of the County of Jackson, State of Michigan, states:

**WHEREAS**, since March 24, 2020, the people of the State of Michigan have been under a stay-at-home order and unable to go to work, gather in public or even visit family or friends in an effort to “flatten the curve” and attempt to stop the novel coronavirus that was infecting so many people and overwhelming our health care system in some urban areas; and

**WHEREAS**, Governor Whitmer has issued a series of Executive Orders addressing the Coronavirus pandemic, most recently known as the “Stay Home, Stay Safe” directives, and said directives are “one size fits all”; and

**WHEREAS**, it is undisputed that the novel coronavirus is highly communicable and dangerous primarily to those with comorbidity factors, but that “the curve” has been flattened and our health care system is capable of receiving and treating patients. What is also undisputed is that the current level of lockdown is unnatural and is itself the source of numerous other community problems, including rising rates of domestic violence, depression and suicides, and that this unreasonable extended prohibition on normal human interaction is having negative impact and making us less neighborly, less human and more isolated. Also, it is undisputed that many individuals and businesses are suffering significant economic harm from the ongoing indiscriminate lockdown. Finally, the response to the coronavirus is causing residents in our area to fear going to the hospital for their actual, real medical emergencies; and

**WHEREAS**, a harsh and protracted quarantine of the presumptively healthy for the sake of the few medically vulnerable is not sustainable in a society, and inasmuch as Jackson County meets the conditions of the MI Safe Start Plan to Reopen Michigan, it should be permitted to return to our natural freedoms; and

**WHEREAS**, a May 18, 2020 communication from the Michigan Department of Health and Human Services directs that under Executive Orders 2020-69, 2020-71, 2020-91 and 2020-92, local Health Departments and law enforcement *shall* report to an appropriate licensing agency any violations of the above noted Executive orders; and

**WHEREAS**, in said communication from MDHHS, law enforcement is encouraged to “*...bar access to businesses and operations that fail to comply...*” with the above noted Executive Orders; and

**THEREFORE BE IT RESOLVED**, that the Jackson County Board of Commissioners refuses to participate in such license reporting requirements or barring access to businesses and operations that fail to comply with the continuing Executive Orders; and

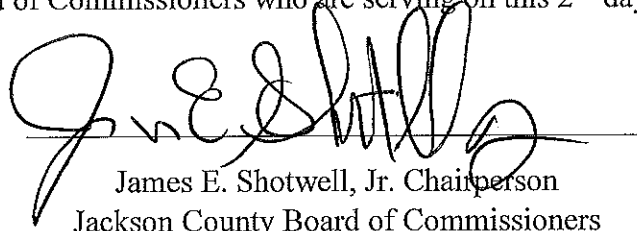
**BE IT FURTHER RESOLVED**, that the Jackson County Board of Commissioners directs the Administrator/Controller to notify department heads that no funds or resources under the control of the Board of Commissioners are to be expended for such enforcement action; and

**BE IT FURTHER RESOLVED**, that in order to protect the safety, welfare and rights of our County residents and businesses, and to state clearly our desire to reopen our community as soon as possible, the Jackson County Board of Commissioners, believing that it is inappropriate to indiscriminately lock areas whose demographics and cases are so dissimilar to the areas that were so badly affected, hereby requests the reopening Region 7 in the Governor's MI Safe Start Plan.

**BE IT FURTHER RESOLVED** that the Jackson County Clerk is hereby directed to transmit copies of this resolution to Governor Whitmer, State Representative Alexander and Lightner and Senate Majority Leader Mike Shirkey.

**BE IT IS FURTHER RESOLVED**, which this Board affirms its support for the Jackson County Sheriff and the Jackson County Prosecuting Attorney's use of sound legal discretion and supports the continued measured, thoughtful and humane approach in the enforcement of the prohibitions issued by the Governor.

This resolution was adopted by the Jackson County Board of Commissioners at a regular meeting held at the American 1 Event Center located at 128 West Ganson St., Jackson Michigan, Jackson County Michigan, by an affirmative vote of no less than FIVE of the members of the Jackson County Board of Commissioners who are serving on this 2<sup>nd</sup> day of June, 2020.



James E. Shotwell, Jr. Chairperson  
Jackson County Board of Commissioners

June 2, 2020

STATE OF MICHIGAN )

) ss.

COUNTY OF JACKSON )

I, Amanda Kirkpatrick, the duly qualified and acting Clerk of the County of Jackson, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the County Board of Commissioners of the County of

Resolution No. 06-20.19 Jackson, State of Michigan, at a regular meeting held on June 2, 2020 at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



Amanda Kirkpatrick, County Clerk

## ALLEGAN COUNTY BOARD OF COMMISSIONERS

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JOURNAL 69

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DRAFT

## MORNING SESSION

**JANUARY 28, 2021 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 January 28, 2021 at 9:00 A.M. in accordance with the motion for adjournment of January 14, 2021, and rules of this board; Chairman Storey presiding.

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

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

DIST #1	DEAN KAPENGA- Polk Co FL	DIST #5	TOM JESSUP - Allegan Twp
DIST #2	JIM STOREY - Allegan Twp	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 - ADOPTED AS PRESENTED**

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

**DISCUSSION ITEMS:****BOARD OF COMMISSIONERS—APPROVE COUNTY ADMINISTRATOR'S LEARNING & GROWTH PLAN**

4/ Commissioner Thiele withdrew himself from the discussion on approving the County Administrator's Learning and 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 and December 22, 2020, Board Meetings in Closed Sessions and reflective of the Board's collective feedback for the year ending December 31, 2020, and its further direction.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the resolution as presented.

Moved by Commissioner Jessup, seconded by Commissioner Dugan to amend the resolution to have all of the individual Commissioner comments included in the record. Motion failed by roll call vote. Yeas: Storey and Jessup. Nays: Kapenga, DeYoung, Dugan and Cain. Withdrawn from motion: Thiele.

Original motion to approve the County Administrator's Learning and Growth Plan as presented carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Jessup. Withdrawn from motion: Thiele.

**Board of Commissioners' Response****General Questions**

Looking retrospectively over the past 15 years, do you believe we have steadily progressed as a County/organization?

Looking forward, do believe the current Board/Administrator relationship will yield continued progress?

Do the current Board rules and processes (summary of roles provided by the Administrator in the October 8, 2020 inquiry report, and commissioner inquiry process in the October 22, 2020 inquiry report) represent the Board's expectations of the Chair, Vice-Chair and Administrator?

Do you have any input regarding the Learning and Growth (evaluation) process or tool looking ahead to future years?

Do you have any input on how to address the items outlined in the "Four Ts" document, particularly in Time and Treatment?

Are there any additional areas of future focus to be considered in place of, or in addition to, the four focus areas for the Administrator below?

Do you have any general feedback the Board should consider for the Administrator?

**Commissioners used the Administrator's written self-evaluation, reviewed on November 5 with the Administrator's oral narrative, that included all the Board's comments from 2019. Meeting in closed session without the Administrator present, the Board of Commissioners provided the following evaluation using the agreed-upon outline and performance areas. Ratings in bold face type reflect the consensus of the Board of Commissioners.**

**1. Communication**

2020 Board of Commissioners Update (with supporting comments/details/examples):

1. In the area of providing communication to the Board, Rob:

A) Is Less Effective:

B) Has Remained the Same:

**C) Is More Effective:**

2. The Board has determined this area is

**A) Still an area of focus:**

B) No longer an area of focus:

3. What does success in this area look like moving forward? (provide examples for how expectations can be met)

**Summary:**

Commissioners believe the communication with the board has improved over time and believe it should continue to be an area of focus as it will always be an area the administrator will need to refine to adapt to changing communication modes. Several Commissioners encouraged the administrator to be more concise in his presentations during Commission meetings, especially on those items which are detailed in written reports provided the Commission prior to said meetings.

## 2. Delegate actions/decisions while maintaining accountability.

2020 Board of Commissioners Update (with supporting comments/details/examples):

1. In the area of delegation, Rob:

A) Is Less Effective,

B) Has Remained the Same:

**C) Is More Effective:**

Insufficient information with which to evaluate:

2. The Board has determined this area is

**A) Still an area of focus**

B) No longer an area of focus:

3. What does success in this area look like moving forward? (Please provide examples for how expectations can be met)

**Summary:** The Commission believes the administrator has improved in his delegation of tasks to subordinates and his expectation that said subordinates will execute the duties and assignments within the timeframe expected.

Commissioners also questioned whether subordinates were trained sufficiently to meet the expectations of the Commission that they perform at the same level as if the Administrator were performing a specific task or function.

Commissioners also questioned whether the subordinates were being diligent in apprising the administrator in sufficient detail of the outcomes of duties, tasks and projects assigned to them.

## 3. Balance planning vs results

2020 Board of Commissioners Update (with supporting comments/details/examples):

1. In the area of planning/results, Rob:

A) Is Less Effective,

B) Has Remained the Same: **1**

**C) Is More Effective:**

2. The Board has determined this area is

**A) Still an area of focus:**

B) No longer an area of focus:

3. What does success in this area look like moving forward? (Please provide examples for how expectations can be met)

**SUMMARY:** The Commission finds the administrator has achieved a strong balance between planning actions and achieving results in the areas for which planning has been assigned. Since county government organization is a complex entity, this will remain an area of focus in order to ensure projects, services and tasks are delivered in a timely manner.

**4. Ensure deadlines are met**

Board of Commissioners 2020 Update (with supporting comments/details/examples):

1. In the area of deadlines, Rob:

A) Is Less Effective:

B) Has Remained the Same or

**C) Is More Effective:**

Insufficient information to rate:

2. The Board has determined this area is

**A) Still an area of focus**

B) No longer an area of focus:

3. What does success in this area look like moving forward? (Please provide examples for how expectations can be met)

**SUMMARY:** The Commission concludes meeting deadlines is still an area that needs focus. However, great progress has been achieved in this measurement area. Tolerance for failure by subordinates and other county organizations for meeting Board deadlines has been reduced. The administrator is realistic in setting deadlines for subordinates and he should continue to encourage their compliance. The Board does expect the high level of performance in this area to continue.

#####



**2021/2022 BOARD PLANNING – STRATEGIC WORK PLAN**

5/ During the January 14, 2021 Board Meeting, the Board Planning Input Survey was reviewed. Upon review of the results, the direction of the Board was for the County Administrator to propose a general approach, work plan, for next steps which includes: quality of life; public safety and justice; economy; recreation and wellness; transportation; debt; overall citizens survey; strategy map; services to expand; services to reduce; and State mandated function of the Board. Discussion followed.

Commissioners agreed to have discussion at the next planning session on February 11, 2021 for further direction on the Strategic Work Plan document that was submitted.

**BUDGET POLICY**

6/ Administrator Sarro highlighted that summary of changes to the Budget Policy.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to have further discussion on the Budget Policy at the regular session on February 11, 2021. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ADMINISTRATIVE UPDATE**

7/ Administrator Rob Sarro noted his written report was submitted to Commissioners. Highlights were MERS addendums and the Brownfield Plan.

**PUBLIC PARTICIPATION – NO COMMENTS**

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

**ADJOURNMENT UNTIL FEBRUARY 11, 2021 AT 9:00 A.M.**

9/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to adjourn until February 11, 2021 at 9:00 A.M. The motion carried by roll call vote and the meeting was adjourned at 12:00 P.M. Yeas: 7 votes. Nays: 0 votes.

**AFTERNOON SESSION**

**JANUARY 28, 2021 SESSION – INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

10/ The Board of Commissioners of the County of Allegan, State of Michigan, met remotely online connecting through a Zoom webinar on , 2021 at 9:00 A.M. in accordance with the motion for adjournment of January 14, 2021, 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- Lake Co FL | DIST #5 | TOM JESSUP - Allegan Twp |
| DIST #2 | JIM STOREY - Allegan Twp | DIST #6 | GALE DUGAN - Allegan Twp |
| DIST #3 | MAX THIELE - Allegan Twp | DIST #7 | RICK CAIN - Wayland Twp  |
| DIST #4 | MARK DeYOUNG - Dorr Twp  |         |                          |

**COMMUNICATIONS**

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

1. Pandemic resolution from Grand Traverse County

**JANUARY 14, 2021 SESSION MINUTES - ADOPTED**

12/ Moved by Commissioner Thiele seconded by Commissioner Kapenga to approve the minutes for the January 14, 2021 session as distributed. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - NO COMMENTS**

13/ 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**

14/ Chairman Storey asked if there were any additions or changes to the agenda. Commissioner Dugan asked to add discussion item #5 to clarify the minutes of 12/10/2020 regarding the Board Rules of Organization and Procedure of the Allegan County Board of Commissioners.

Moved by Commissioner Dugan, seconded by Commissioner Storey to adopt the changes to the meeting agenda as requested. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**AGENDA - ADOPTED AS AMENDED**

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

**INFORMATIONAL SESSION**

16/ District Director Erin Moore from the Michigan State University Extension reported on the services and programs offered by MSUE.



# 2020 ALLEGAN COUNTY ANNUAL REPORT

Thursday, January 28th

District Director, Erin Moore



NUMBER OF PROGRAMS  
ACCESSED BY ALLEGAN  
COUNTY RESIDENTS

**211**

Allegan residents were able to take advantage of virtual programs hosted from Educators across the state.



## Rapid Response to Agriculture – COVID-19

- Guidance for Greenhouses
- Safety protocol for farm labor (in Spanish & English)
- CHAMPS tool for Ag producers
- Information on federal, state and local loans and grant funding


MICHIGAN STATE UNIVERSITY  
MSU Extension  
Agriculture

Rapid Response For Agriculture | Farm Resiliency | Managing Farm Stress | Experts | West


Home / Rapid Response For Agriculture /

### Rapid Response for Agriculture


Maintaining viable farms is a full-time effort under normal circumstances. When factors outside of our control come into play, farmers need resources to help them to pivot and navigate these situations.



[COVID-19 PANDEMIC RESPONSE FOR AGRICULTURE](#)



[EXTREME WEATHER EVENTS AND AGRICULTURE](#)



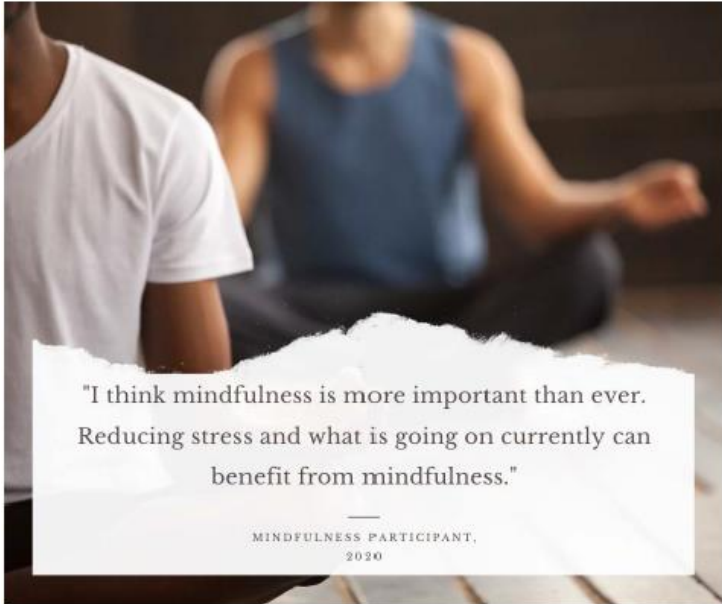
[MSU EXTENSION CHAMP: COVID-19 HAZARD ASSESSMENT AND MITIGATION PROGRAM](#)

## 4-H Still Arts Virtual Showcase ... “My Health to better living...”

- In partnership with 4-H Leaders and volunteers
- Utilized Facebook as a platform to host the 4-H Still Arts exhibits
- Formal judging by volunteers and guest judges
- 4-H youth/volunteers prove to be adaptable in the new environment







## Social and Emotional Health

- Relax: Alternatives to Anger
- Stress Less with Mindfulness
- Teaching Kids Mindful Eating



## Food Safety

- New Food Safety Educator, Wade Syers joined team in early 2020
- Partnered with First Presbyterian Church to host "Cooking for Crowds"
- Team hosted a series of food preservation and food safety classes that Allegan County in which 73 residents participated



## Ongoing Agriculture Research

- Small Fruit (Blueberries) – preharvest, disease and pest management
- Soybeans – variety selection



## Michigan Sea Grant



- MI Paddle Stewards
- MI Water School
- Angler Project



# Thank you! Questions?

Contact: Erin Moore, District 7 Director  
[mooree16@msu.edu](mailto:mooree16@msu.edu)

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# Allegan County

## 2020 ANNUAL REPORT

### BY THE NUMBERS



1,968 Allegan County youth involved in 4-H and other youth development programs



202 Allegan County residents participated in health and nutrition programs



233 Allegan County residents participated in agriculture or agribusiness related workshops or sessions



219 Allegan County families utilized the MSU Extension Remote Learning Resources



41,329 MSU Extension webpage visits from Allegan County residents

### MESSAGE FROM THE DISTRICT DIRECTOR

Once again I am delighted to share the results of another successful year of partnership between Allegan County and Michigan State University (MSU) Extension. Because of your continued support, we've been able to make a difference in the lives of youth, families, businesses, and communities.



The 2020 programming year has been like none other. As the novel coronavirus entered Michigan and the state put protections in place in the form of the Stay Home, Stay Safe order, MSU Extension staff went to work to adapt their classes to a virtual setting. Within a week, MSU Extension launched the Remote Learning and Resources website and set to work to create resources that individuals, businesses and families needed. MSU Extension is proud to have continued its strong partnership with Allegan County.

Local MSU Extension staff and the statewide network of Educators provided information and expertise to local farmers, government officials, local and state employees, as well as, county youth and adult residents. This annual report gives examples of some of MSU Extension's accomplishments and the impact that we continue to have in the County. Thank you for the opportunity to share our most valuable resource – our people who strive to provide answers to questions that help solve real problems right here in Allegan County.

Our partnership with you makes this all possible. On behalf of the MSU Extension team serving Allegan County, thank you for another great year. We look forward to your continued support and hope you'll be able to join us during one of our upcoming programs.

*Erin Moore*

Erin Moore, District 7 Director

**MICHIGAN STATE**  
**UNIVERSITY**

**Extension**



## Program Highlights



Wade Syers, joined the MSU Food Safety team this year and looks forward to growing partnerships in Allegan County.

### FOOD SAFETY

In February 2020, MSU Extension partnered with the First Presbyterian Church of Allegan to deliver Cooking For Crowds. This program is designed for groups that prepare food in a public setting such as non-profit groups that host pot-lucks, spaghetti suppers, bake sales, barbeques, etc. Topics included foodborne illness, safe purchasing from suppliers, storage, preparation and service. Participants learned to reduce these risks and help prevent the conditions that may lead to a foodborne illness. MSU Extension offered a variety of food safety and preservation classes such as pressure canning and freezing, pickling and dehydrating, and preserving venison among others. Over 73 Allegan county residents took advantage of these classes.



Learning lessons for healthy eating habits are invaluable and strengthen the foundation for a healthy lifestyle.

### SHOW ME NUTRITION

Community Nutrition Instructor, Sue Elwell, worked with seven different schools in Allegan County to deliver nutrition education. In 2020, 206 youth received education via the Show me Nutrition curriculum. This curriculum is adaptable by grade and age and, in addition, it can be coupled with educational standards. Students and teachers alike enjoy learning about healthy snacking, reducing sugar sweetened beverages and introducing more physical activity into our daily lives. When we make healthy eating habits fun, educational and hands-on we see the incredible benefits of programming like Show Me Nutrition in our communities.



There are approximately 245 soybean farms in Allegan County with 36,000 acres of soybean fields.

### ON-FARM SOYBEAN TRIALS

Soybean Educator, Mike Staton, continued his research on soybean varieties in 2020. In January, 55 soybean producers and agronomists participated in a ½ day educational meeting conducted in Hamilton on January 23, 2020. Follow-up evaluations documented the following impacts: Fifteen producers said they *actually* earned additional money in 2020 by implementing the new information they learned at the program. The new information was implemented on 6,577 acres, producing an *actual* financial impact of \$99,338 in 2020 alone. Four on-farm research trials were conducted in Allegan County in 2020. These were published in a 32-page research report and mailed directly to more than 11,000 Michigan soybean producers. Approximately 100 Allegan County producers received the research report in early January.



# Program Highlights

## MICHIGAN TOURISM

MSU Extension led a series of webinar sessions entitled "COVID-19 Impacts on Tourism". These sessions provided invaluable information in navigating the impact of COVID19 and tourism. Attendees included village and city managers, county representatives, county commissioners, economic developers, and planners. The sessions were broken into 5 separate sessions that included "Strategies for Tourism in Small Towns", "COVID-19 impacts on food systems", "Agritourism and Sustainability". This webinar series is still available on the MSU Extension Tourism website and community members are welcome and encouraged to preview this relevant resource. Tourism recovery will be an important economic recovery activity for Michigan in 2021 and beyond.



Tourism will be an important economic recovery activity for Michigan. To access the free webinar series, please visit <https://www.canr.msu.edu/tourism/COVID-19-pandemic-and-tourism/>

## APICULTURE EDUCATION

The MSU Extension Apiculture Team delivered a series of webinars for new and experienced beekeepers. The group reached over 2,000 people across the state of Michigan, including 41 in Allegan County. The team covered topics such as preparing for swarm season, early season management, and first year colonies. MSU Extension provides robust education on beekeeping. The College of Natural Science runs the Michigan Pollinator Initiative which houses many resources for experienced and aspiring beekeepers. Additionally, all the MSU Extension webinars are housed with the initiative to provide continual and ongoing education for the growing interest in beekeeping. To access, please visit: <https://pollinators.msu.edu/resources/beekeepers/>



MSU Extension Veteran Liaison, Adam Ingrao, holding up a hive.

## ADULTING 101

Adulting 101 programming allows youth and young adults to gain skills and knowledge of useful information that will help them to be successful in an everchanging world. This exciting series of Adulting 101 was offered for high school youth and with topics that included Household Tasks, Developing a Spending Plan, Cooking 101, Debt vs. Credit and Being an Informed Renter. This webinar series had multiple states represented with over 1,000 registrations and 20 Allegan County residents participating. This program will continue to expand in 2021 and we look forward to continuing to prepare young people in our community for success with vital life skills.



The Adulting 101 program accommodated the need to offer this series via zoom. MSU Extension was able to reach young people in Allegan County as well as in other states.



## Featured County Story: Allegan County 4-H Still Arts Virtual Showcase

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Due to the cancellation of the 2020 Allegan County Fair, the 4-H team worked side-by-side with Allegan County Leaders to create a virtual space for Allegan youth to showcase their still arts. The virtual showcase had over 70 entries in the event with participants from youth all across the county. The event was hosted on Facebook by two volunteers with virtual judges collaborating. The event was complete with virtual registration and even “door prizes.” While this year presented a different format, it was a popular format with the youth participants

From pottery, glasswork, cooking demonstrations and photography, the Still Arts Virtual Showcase did not disappoint. Youth displayed their exceptional talent and passion through a variety of project submissions. Despite the new setting, there were even novice entries in the 2020 showcase.

Noel Vanderbilt, Age 17, was the winner of the Novice “Best in Show” Photography submission with her project “Gaze of the Horse” (pictured right). Noel loved capturing the memories and beauty of horseback riding through photography. Noel was inspired with this project, saying “ There is something absolutely captivating about the gaze of the horse. Sometimes their ears are pricked, eyes alert, nostrils flared, poised for action. Other times their eyes are soft and thoughtful as they nose forward gently, searching for a treat or a scratch. In the barnyard, in the stall, by our side, or in the pasture, the horse evokes beauty, grace, power, and majesty. “



Another participant, Jordan Beers, age 17, of the Monterey Community Club, won “Best of Show” for three out of her four submissions— Drawing, Painting Oil (pictured left) and Paper Craft. She likes experimenting with the colors but found oranges to be quite difficult. She’s planning to move on to animals and darker colors.



MSU Extension is proud of the 2020 4-H Still Arts Virtual Showcase and the collaboration with the Allegan County 4-H Council. This event would not have been possible without the passionate leaders and volunteers that make 4-H a place for youth to learn and thrive.

While we were disappointed to not meet in person for the 2020 Fair year, this program showed exactly how 4-H youth are able to adapt and thrive. We are incredibly proud of all of the youth, and volunteers that participated in this event.



## Program Highlights



4-H is Michigan's largest youth development program serving over 200,000 youth each year.

### 4-H LIVESTOCK LEARNING

Livestock Learning for the Allegan 4-H youth was scheduled to take place in-person in the spring of 2020. As always, our 4-H community rose and met the challenges of 2020 with the same dedication and spirit as reflected in previous years of participation. 4-H leaders and educators were committed to offering programming to our Allegan County youth and quickly adapted the training to a virtual opportunity. There were 7 hour long sessions in total with 23 Allegan County 4-H members attending. Topics included nutrition, showmanship, biosecurity, selection and daily care. 4-H participants throughout the state, moved through the year with resilience and adjusted to new virtual learning opportunities.



MSU Extension workshops and programming provide memorable opportunities for Allegan County 4-H members to learn from the experts.

### 4-H Veterinary Workshops

The 4-H Veterinary Science and the 4-H Beef, Sheep and Swine Teen and Adult Volunteer Leaders Workshop were held back-to-back at the Kettunen Center in Tustin, MI. Allegan County 4-H members were given the opportunity to explore new ideas in-depth and to get a "hands-on" experience with veterinary medicine and management, livestock production and management and present new ideas, activities and approaches to the 4-H Veterinary Science Program. They also developed communication skills and leadership techniques that will allow them to more effectively re-teach skills in our county to fellow 4-H members.



Zippping Around the Zoos is just one of the dynamic programming events offered in a Spin (Special Interest) Club format.

### 4-H SPIN CLUB "ZIPPING AROUND THE ZOOS"

Over the course of three weeks, youth were given the chance to explore the different zoos across the country and to learn about a variety of animals. This club explored land animals, water animals, reptiles, rehabilitation, behind the scenes of zoos, and to have a "funny" animal day. Allegan County residents viewed live cams from different zoos and aquariums such as the San Diego Zoo, the Smithsonian National Zoo, Georgia Aquarium, Monterey Aquarium and more from the comfort of their homes. 4-H Spin Clubs offer the unique experience of participating in Michigan 4-H Development that specializes in a specific project. This participation often results in young people becoming an Allegan County 4-H Member and expanding their growth and development.



## Program Highlights

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### CONSUMER HORTICULTURE

MSU Extension Smart Gardening OUTREACH was represented with exhibits in the 4-day event of the West Michigan Home and Garden Show. While this event often inspires thoughts of spring, it is also an opportunity to tap the expertise of MSU Extension educators. In addition, there was a one-day conference that featured topics that ranged from smart plants pollinating, tips for gardening success by building resilient soils, edible ornamentals, to creating habitats for bees to thrive and recognizing captivating caterpillars. A total of 68 Allegan County residents gained considerable amounts of tips, tricks and the tools to create a beautiful garden in our community and the tools to create a beautiful garden in our community.



Allegan County is the home to a variety of beautiful gardens with residents learning from MSU Extension experts.

### TREE FRUIT HORTICULTURE

In response to the Stay Home, Stay Safe order, the MSU Extension Tree Fruit team hosted the 2020 Spring Tree Fruit Educational session as a series of webinars. This 10-day webinar series included topics such as weather predictions, apple and cherry disease updates, spring sprayer set-up, orchard weed management among others. Fruit specialists were invited to present at the lunch time sessions. This was a true team effort with an overwhelming positive response from fruit growers and stakeholders. The series attracted 478 people statewide, with 15 growers attending from Allegan County.



The MSU Extension fruit team moved its spring tree fruit educational programs to a series of live webinars.

### SMALL FRUIT EDUCATION

The MSU Extension Small Fruit Team hosted a total of three webinar series to update local growers on issues related to the early portion of the blueberry season. This webinar delivered information on research and extension subjects of interest during the 2020 blueberry pre-bloom, bloom and pre-harvest period. Topics ranged from Michigan pollinator protection plans and guidelines to insect pests and diseases. An exciting addition to the webinar was Dr. Marisol Quintanilla-Tornel, an MSU Entomology Nematologist. Dr. Quintanilla-Tornel provided direct assistance to the Michigan blueberry industry, specifically around nematodes. Nematodes are a serious problem of blueberries that many times go undetected or are misidentified as soil or nutritional problems. In total, 22 Allegan County residents participated in this series.



Michigan blueberry growers produce about 100 million pounds of blueberries every year, making Michigan a leader in blueberry production.



## Program Highlights



MSU Extension has a menu of programs that offer education in mental health awareness, anger management and reducing stress.

### SOCIAL & EMOTIONAL HEALTH

The need to work from home and keep our distance from others has put a strain on everyone's mental health. MSU Extension is very proud to have offered mindfulness, anger management and caregiver training to Michigan residents. Within a week of the Stay Home, Stay Safe state order, Holly Tired, MSU Extension Educator, was teaching virtual Mindfulness classes to not only residents of Allegan County and Michigan but also reached participants around the country and even abroad. Her classes in breathing, laughter and anger management have been met with great success. In Allegan County, 20 residents took advantage of classes such as Relax: Alternatives to Anger classes and Mindfulness. Overall, these classes reached over 3,000 Michigan residents.



Youth from Japan joined the virtual Gingerbread baking class with 4-H Educator, Jan Brinn.

### INTERNATIONAL GINGERBREAD BAKING

The holidays are a great time to exchange the things that make our cultures unique! 4-H hosted a virtual gingerbread baking class in order to share a special holiday tradition with our global community! This virtual baking class allowed Michigan 4-H participants to join other 4-H youth around the world to learn together how to make traditional Polish gingerbread cookies! The goal was to actually bake a batch together during the one hour live event. Allegan County's Jan Brinn, Children and Youth Educator, co-hosted the event with a 4-H leader from Poland. Together they brought over 200 participants from around the world to share in this cultural event.



MSU Extension has formed a Rapid Response to Agriculture work team to help counties understand the unique issue Agriculture faces.

### AGRICULTURE ANNEX—EOC

At the onset of the pandemic in 2020, Allegan County's Emergency Manger, Scott Corbin gathered together a group of individuals connected to the Agricultural Industry in Allegan County to form the Agricultural Annex of the Emergency Operating Center. The primary concern at the time with the PPE shortage that was impacting the safety of Agricultural workers as manufacturing delays and cost hikes pressed on the industry. District Director Erin Moore, and Soybean Educator, Mike Staton, both serve on the Annex to support the development of necessary support documents to be used in the case of an emergency.

## MSU Extension staff located in Allegan County

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Jan Brinn	Youth Development Educator	Ext. 2555	brinn@msu.edu
Sue Elwell	Community Nutrition Instructor	Ext. 2559	elwell@msu.edu
Dian Liepe	4-H Program Coordinator	Ext. 2557	liepe@msu.edu
Erin Moore	District 7 Director	Ext. 2553	mooree16@msu.edu
Rebecca Simonds	Office Manager	269-673-0370	simondsr@msu.edu
Mike Staton	Senior Soybean Educator	Ext. 2562	staton@msu.edu

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**Through successful partnership and collaboration with Allegan County, MSU Extension is able to continue its local presence and to provide vital educational resources and programming in such areas as community and economic development, agriculture, land use, health and nutrition, and youth development.**

**Thank you Allegan County!**

**MICHIGAN STATE UNIVERSITY** | **Extension**

**MISSION:**

**Michigan State University Extension helps people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.**

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jeffrey W. Dwyer, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned. The 4-H Name and Emblem have special protections from Congress, protected by code 18 USC 707.

January 28, 2021 Session

**ADMINISTRATIVE REPORTS:**

17/ Administrator Rob Sarro noted his written report was submitted to Commissioners.

**FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS**

18/ **WHEREAS**, Administration has compiled the following claims for January 22, 2021 and January 29, 2021; 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 2021 Claims folder of the Commissioners' Record of Claims.

January 22, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	32,264.97	32,264.97	
Central Dispatch/E911 Fund - 2110	795.67	795.67	
Friend of the Court Office – 2151	401.00	401.00	
Health Department Fund – 2210	5,615.38	5,615.38	
Solid Waste – 2211	42,830.01	42,830.01	
Transportation Grant – 2300	1,175.12	1,175.12	
Capital Improvement Fund - 2450	5,727.44	5,727.44	
Register of Deeds Automation Fund – 2560	258.84	258.84	
Indigent Defense – 2600	67,566.90	67,566.90	
Law Library Fund – 2690	138.50	138.50	
Grants – 2790	9,036.80	9,036.80	
Child Care-Circuit/Family - 2921	1,675.04	1,675.04	
Senior Millage – 2950	6,839.72	6,839.72	
Delinquent Tax Revolving Fund - 6160	394.63	394.63	
Tax Reversion – 6200	10,771.00	10,771.00	
Drain Equip Revolving - 6390	95.00	95.00	
Fleet Management – 6612	2.13	2.13	
Self-Insurance Fund - 6770	58,669.96	58,669.96	
Drain Fund - 8010	67,429.34	67,429.34	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$311,687.45</b>	<b>\$311,687.45</b>	

January 29, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	149,759.07	149,759.07	
Park/Recreation Fund - 2080	1,413.01	1,413.01	
Central Dispatch CIP – 2118	1,087.00	1,087.00	
Friend of the Court Office – 2151	106.17	106.17	
Health Department Fund – 2210	3,560.28	3,560.28	



Solid Waste – 2211	10,900.66	10,900.66	
Transportation Grant – 2300	2,686.92	2,686.92	
Multi Agency Collaborative Committee – 2400	8.73	8.73	
Capital Improvement Fund - 2450	34,709.70	34,709.70	
Animal Shelter - 2550	6,438.00	6,438.00	
Indigent Defense – 2600	228,309.68	228,309.68	
Local Corrections Officers Training Fund – 2640	178.40	178.40	
Grants – 2790	32,676.05	32,676.05	
Sheriff Contracts – 2807	107.48	107.48	
Child Care-Circuit/Family - 2921	4,231.69	4,231.69	
Soldiers Relief Fund – 2930	500.00	500.00	
Senior Millage – 2950	1,443.87	1,443.87	
Otsego Water/Sewer Refunding Bond - 3669	2,342.37	2,342.37	
Wayland Refunding 2012 – 3670	1,405.07	1,405.07	
Fleet Management – 6612	106.02	106.02	
Self-Insurance Fund - 6770	9,566.71	9,566.71	
Drain Fund - 8010	3,211.20	3,211.20	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$494,748.08</b>	<b>\$494,748.08</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for January 22, 2021 and January 29, 2021.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to adopt the report of claims for January 22, 2021 and January 29, 2021. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ACTION ITEMS:**

**RESOLUTION TO EXTEND DECLARATION OF THE STATE OF EMERGENCY FOR THE COUNTY OF ALLEGAN**

**19/ WHEREAS**, on November 5, 2020, the Allegan County Board of Commissioners, declared that a "local state of emergency" exists within our jurisdiction as of November 6, 2020, due to the COVID-19 pandemic; and

**WHEREAS**, the Declaration was set to expire on January 31, 2021, unless otherwise extended by the Board of Commissioners.

**THEREFORE BE IT RESOLVED**, the Allegan County Board of Commissioners hereby extends the above referenced Declaration through June 30, 2021, unless otherwise terminated in advance or extended by the Board of Commissioners.

Moved by Commissioner Dugan, seconded by Commissioner Cain to approve extending the Declaration of State of Emergency for the County of Allegan until June 30, 2021. Motion carried by roll call vote. Yeas: Kapenga, DeYoung, Dugan and Cain. Nays: Storey, Thiele, Jessup.

**DISCUSSION ITEMS:****BOARD OF COMMISSIONERS - BROWNFIELD PLAN - SET PUBLIC HEARING**

**20/ BE IT RESOLVED** the Board of Commissioners has set a public hearing at 1:00 P.M. at the Board Meeting on February 11, 2021, for review of the Brownfield Plan for 431 Helen, Otsego, Michigan Property; and

**BE IT FURTHER RESOLVED** that County Administration will publish the appropriate notice in the local newspaper.

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.

**GROUNDWATER STUDY RESULTS PHASE I-ACCEPT REPORT/SET SPECIAL MEETING**

**21/ BE IT RESOLVED** the Board of Commissioners (Board) accepts the Allegan County Groundwater Study Report, as presented; and

**BE IT FURTHER RESOLVED** the Board supports Public Health in conjunction with the contracted consultant holding a special meeting on February 4, 2021, at 4PM to present data and an overview of the study to all local units of government and other interested stakeholders; and

**BE IT FINALLY RESOLVED** that Public Health will provide proper notice to all stakeholders.

Moved by Commissioner Dugan, seconded by Commissioner Thiele to approve the resolution as presented and allow attendance by Commissioners for per diem reimbursement. Motion carried by roll call vote. Yeas: 7

votes. Nays: 0 votes.

**HUMAN RESOURCES - ADOPT MERS DEFINED BENEFIT/DEFINED CONTRIBUTION****ADDENDUMS**

**22/ BE IT RESOLVED** that the Allegan County Board of Commissioners hereby adopts the attached MERS Defined Benefit & Defined Contribution Addendums; and

**BE IT FURTHER 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 Budget and Finance Director is authorized to make the necessary budget adjustments to complete this action.

Moved by Commissioner Thiele, seconded by Commissioner Jessup to approve the resolution as presented. Motion carried by roll call vote.

Yeas: 7 votes. Nays: 0 votes.

**57<sup>TH</sup> DISTRICT COURT - APPOINT NON ATTORNEY MAGISTRATE**

**23/ WHEREAS**, in accordance with MCL 600.8501 the Board of Commissioners shall approve all magistrates as appointed by the judges of the district before a person assumes the duties of the office of magistrate; and

**WHEREAS**, the Allegan County Board of Commissioners received a request from 57<sup>th</sup> District Court Judge Skocelas to approve current supervisor of the District Court Clerk's Office Cindy Cook as Non-Attorney Magistrate of the 57th District Court with duties to limited to 1) issuing misdemeanor warrants, and 2) performing weddings.

**THEREFORE BE IT RESOLVED** that the Board hereby affirms this appointment; and

**BE IT FURTHER RESOLVED** that the Board Chairperson and/or the County Administrator are authorized to sign the necessary documents on behalf of the County.

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

**CORRECTION TO THE BOARD RULES OF ORGANIZATION AND PROCEDURE**

**24/** Moved by Commissioner Dugan, seconded by Commissioner Jessup to take action during the February 11, 2021 meeting to amend page 3, section 3aiii - Term of Office Limitation in the Board Rules of Organization and Procedure of the Allegan County Board of Commissioners. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - NO COMMENTS**

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

**ADJOURNMENT UNTIL FEBRUARY 11, 2021 AT 1:00 P.M.**

**26/** Moved by Commissioner Dugan, seconded by Commissioner Kapenga to adjourn until February 11, 2021 at 1:00 P.M. The motion carried by roll call vote and the meeting was adjourned at 2:39 P.M. Yeas: 7 votes. Nays: 0 votes.



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Deputy Clerk

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Board Chairperson

Minutes approved during the 00/00/2021 Session

MICHIGAN DEPARTMENT OF CORRECTIONS  
ALLEGAN CIRCUIT COURT PROBATION AND PAROLE

February 11, 2021

**Grand Rapids Area:** Allegan, Barry, Kent, Ionia, Montcalm, Muskegon, Ottawa Counties

**Allegan Staff:** 1.3 Supervisors, 2 Clerical, 14 Agents (increased December 2019). Pre-COVID, a request for a 15<sup>th</sup> agent was submitted, which is currently on hold.

**Cost to State of Staffing 17.3 Positions:** Approximately \$2,069,046.00\*

Average Agent Cost: Approximately \$122,525.00\*

Average Clerical Cost: Approximately \$88,990.00\*

Average Supervisor Cost: Approximately \$131,787.00\*

\*These approximations include salary, fringe benefits, pensions, training, etc.

*These numbers are from 2019 – unable to get updated information*

**Total Offenders:** Approximately 550, as of January 20, 2021 (down 50 from 2019)

- Probation: 485
- Parole: 65

**Average Number of Pre-Sentence Reports per Month:** 37.5

**Average Number of Pre-Sentence Update Reports per Month:** 20

**Average Number of Probation Violations per Month:** 35

**Number of Drug Tests Performed for 2020: 2319 (moved from urine to oral swab)**

Percent of all tests that were Positive: 21.0%

Percent Positive for Cannabinoids: 2.4%

Percent Positive for Methamphetamine: 59.7%

Percent Positive for Amphetamine: 21.4%

Percent Positive for Opiates: 1.8%

Percent Positive for Cocaine: 3.3%

Percent Positive for Fentanyl: 2.0%

Percent Positive for Alcohol: 3.7%

**Average Workload Number (Per Month) for 2020:** 89.6 based on 14 agents. State average workload for December 2020 was 77.4. A 13<sup>th</sup> agent was added in September 2019 and a 14<sup>th</sup> agent was added in December 2019.

**Caseload Specializations:** GPS Parole Sex Offenders, Probation Sex Offenders, Probation EMS (SCRAM and RF Tether), Veterans, Gender Specific (Females), Gang, Meth Diversion and Drug Court, ICOTS, Swift and Sure Sanctions Program

**Programs/Treatment:** Meth Diversion Program, Drug Court, Outpatient Substance Abuse Services (CMH, Arbor Circle, Pathways, Secure Counseling), Gender Specific Counseling Group, Domestic Violence (Catholic Charities, Secure Counseling, Solutions), Sex Offender Therapy (Catholic Charities), Veterans' Court.

**Special Activities:** Case Management Team Meetings for Sex Offenders, Nighthawk Outings, Transition Team Meetings and Prisoner Re-Entry Services.

**Challenges for Allegan County Offenders:** Transportation, Housing, and Mental Health Services (particularly, Dual Diagnosis Treatment for mild and moderate clients), Long term residential substance abuse for female offenders.

**Comments:**

The State continues to provide cell phones and State Vehicles for agents' use, including maintenance and repair. With working remotely, and the need for reliable connections, the state provided internet boosters for those who needed it and cell phones were upgraded in the last 2 months.

The State continues to provide drug testing supplies for both parolees and probationers.

Training provided by the state for agent development include topics of implicit bias training, disability awareness, public service, discriminatory harassment, overfamiliarity, CPR, fire safety, suicide prevention, just to name a few.

We continue to provide community service crews comprised of clients to assist in projects such as the Allegan Bike Trail.

The staff of Allegan County Probation and Parole continues to work for the citizens of Allegan County to provide for the safety of the community through the very best service for the clients and citizens.

Collaboration with the community, courts, law enforcement, etc. during this time has been exceptional.

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 2/5/21 and 2/12/21; 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 2021 Claims folder of the Commissioners' Record of Claims.

February 5, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	392,941.09	392,941.09	
Park/Recreation Fund - 2080	2,097.60	2,097.60	
Central Dispatch/E911 Fund - 2110	112,789.67	112,789.67	
Central Dispatch CIP - 2118	3,264.00	3,264.00	
Friend of the Court Fund - 2150	1,372.75	1,372.75	
Friend of the Court Office - 2151	256.98	256.98	
Health Department Fund - 2210	2,691.40	2,691.40	
Solid Waste - 2211	16,022.74	16,022.74	
Transportation Grant - 2300	1,240.93	1,240.93	
Capital Improvement Fund - 2450	165,942.34	165,942.34	
Register of Deeds Automation Fund - 2560	57.15	57.15	
Indigent Defense - 2600	4,378.53	4,378.53	
Concealed Pistol Licensing Fund - 2635	26.00	26.00	
Local Corrections Officers Training Fund - 2640	100.00	100.00	
Law Library Fund - 2690	4,496.40	4,496.40	
Grants - 2790	50,781.88	50,781.88	
Child Care-Circuit/Family - 2921	7,059.28	7,059.28	
Senior Millage - 2950	1,646.16	1,646.16	
Delinquent Tax Revolving Fund - 6160	905.16	905.16	
Tax Reversion - 6200	20,478.79	20,478.79	
Drain Equip Revolving - 6390	106.05	106.05	
Self-Insurance Fund - 6770	478,473.74	478,473.74	
Drain Fund - 8010	22,172.28	22,172.28	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$1,289,300.92</b>	<b>\$1,289,300.92</b>	

February 12, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	74,668.13	74,668.13	
Park/Recreation Fund - 2080	1,761.67	1,761.67	
Central Dispatch/E911 Fund - 2110	1,859.54	1,859.54	
Friend of the Court Office - 2151	843.28	843.28	
Health Department Fund - 2210	8,211.12	8,211.12	
Solid Waste - 2211	749.91	749.91	
Transportation Grant - 2300	58,709.87	58,709.87	
Capital Improvement Fund - 2450	26,790.00	26,790.00	
Register of Deeds Automation Fund - 2560	133.85	133.85	
Grants - 2790	5,693.65	5,693.65	
Victims Rights Grant - 2791	54.57	54.57	
Wayland Township - 2806	625.83	625.83	
Sheriff Contracts - 2807	204.76	204.76	
Child Care-Circuit/Family - 2921	31,291.82	31,291.82	
Soldiers Relief Fund - 2930	1,821.53	1,821.53	
Senior Millage - 2950	1,423.52	1,423.52	
Drain Equip Revolving - 6390	139.81	139.81	
Self-Insurance Fund - 6770	32,900.84	32,900.84	
Drain Fund - 8010	29,408.19	29,408.19	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$277,291.89</b>	<b>\$277,291.89</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for 2/5/21, 2/12/21 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

**BOARD OF COMMISSIONERS—ADOPT BROWNFIELD PLAN**

**WHEREAS**, the Brownfield Redevelopment Authority (the "Authority") of the County of Allegan, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"), has prepared and recommended for approval by the Allegan County Board of Commissioners, a Brownfield Plan (the "Plan") pursuant to and in accordance with Section 13 of the Act; and

**WHEREAS**, the Authority has, at least ten (10) days before the meeting of the Board of Commissioners at which this resolution has been considered, provided notice to and fully informed all taxing jurisdictions (the "Taxing Jurisdictions") which are affected by the Financing Plan about the fiscal and economic implications of the proposed Financing Plan, and the Board of Commissioners has previously provided to the Taxing Jurisdictions a reasonable opportunity to express their views and recommendations regarding the Financing Plan in accordance with Sections 14(4) and (5) of the Act; and

**WHEREAS**, the Board of Commissioners has made the following determinations and findings:

- A. The Plan constitutes a public purpose under the Act;
- B. The Plan meets the requirements for a Brownfield Plan set forth in Section 13 of the Act;
- C. The proposed method of financing the eligible activities, as described in the Plan, is feasible and the Authority has the ability to arrange the financing;
- D. The costs of the eligible activities proposed in the Plan are reasonable and necessary to carry out the purposes of the Act;
- E. The amount of captured taxable value estimated to result from the adoption of the Plan is reasonable; and

**WHEREAS**, as a result of its review of the Plan and upon consideration of the views and recommendations of the Taxing Jurisdictions, the Board of Commissioners wishes to approve the Plan.

**THEREFORE, BE IT RESOLVED THAT:**

1. **Plan Approved.** Pursuant to the authority vested in the Board of Commissioners by the Act, and pursuant to and in accordance with the provisions of Section 14 of the Act, the Plan is hereby approved in the form attached as Exhibit "A" to this Resolution.



2. **Severability.** Should any section, clause or phrase of this Resolution be declared by the Courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part declared to be invalid.
3. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_ to approve the resolution as presented.  
Motion carried by roll call vote.

Yeas:

Nays:

(STATE OF MICHIGAN)

) ss

(COUNTY OF ALLEGAN)

I, Bob Genetski, Clerk of the Allegan County Board of Commissioners and Clerk of the County of Allegan, do hereby Certify that the above Resolution was duly adopted by said Board on January XX, 2021. The original of which resolution is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County and Court in Allegan, Michigan, this XX day of January, 2021.

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Bob Genetski, Clerk-Register



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#: 198-313

Date: 1/14/2020

Request Type	Routine Items	<b>Select a Request Type to reveal and complete required form.</b>
Department Requesting	Administration	
Submitted By	Dan Wedge Executive Director of Services	
Contact Information	ex 2902	

Description

Seeking Board of Commissioner approval on a Brownfield plan for the redevelopment of the former Rock Tenn property. This plan if approved will provide the mechanism to capture future tax growth for reimbursement of the clean-up, demolition and development cost. The primary purpose of this Brownfield Plan is to promote the redevelopment of and private investment in the former RockTenn Papermill site within the City, Allegan County. Inclusion of property within this Plan will facilitate financing of environmental response and other eligible activities at eligible properties and will also provide tax incentives to eligible taxpayers willing to invest in revitalization of eligible sites, commonly referred to as "brownfields." By facilitating redevelopment of brownfield properties, this Plan is intended to promote economic growth for the benefit of the residents of the City and all taxing units located within and benefited by the Allegan County Brownfield Redevelopment Authority.

The project schedule is to have the environmental contractor present to the Board on January 28, 2021, and then Board approval at a subsequent meeting when appropriate.

To allow extra review time for Commissioners, the materials below sent in advance:

1. Proposed Brownfield Plan
2. Assumptions and Questions to date
3. Draft Public Notice, Board Resolution and Notice to Taxing Jurisdiction
4. MEDC Brownfield Fact Sheet

Necessary Steps:

1. Set Public Hearing (Seeking February 11, 2021)
2. Send notice to State and Taxing Jurisdiction (10 days prior to the a required public hearing Feb 1, 2021)
  - a. Michigan Department of Environment, Great Lakes, and Energy (EGLE)
  - b. Michigan Economic Development Corporation (MEDC/MSF)
  - c. Allegan County Clerk
  - d. Otsego Public Schools
  - e. Allegan Area Educational Services Agency
  - f. Otsego Public Library
  - g. City of Otsego
3. Board approves Brownfield Plan
4. After the Brownfield Plan is approved, the County Brownfield Redevelopment Authority should approve a Reimbursement Agreement for payback to County from the future TIF collection (Tax Revenue). The environmental contractor will draft this document for County legal review. It is not required as part of the Plan, but is recommended to be done soon after so not to get lost in the future. Again, not part of the Plan document, but a step prior to tax collection.

ALLEGAN COUNTY BROWNFIELD  
REDEVELOPMENT AUTHORITY

BROWNFIELD PLAN FOR THE  
FORMER ROCKTENN PAPER MILL  
REDEVELOPMENT PROJECT

Prepared by:

Allegan County  
Address: 3283 122<sup>nd</sup> Ave.  
Allegan, MI 49010  
Contact Person: Dan Wedge  
Phone: 269-686-4529

Approved by ACBRA: December 8, 2020  
Approved by the City of Otsego: December 21, 2020  
Approved by the ACBOC: \_\_\_\_\_

Environmental Consulting & Technology, Inc.  
2200 Commonwealth Boulevard, Suite 300  
Ann Arbor, MI 48105  
Contact Person: John D'Addona  
Phone: 734-769-3004

November 30, 2020

ALLEGAN COUNTY  
**BROWNFIELD REDEVELOPMENT AUTHORITY**  
**BROWNFIELD PLAN**  
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## **I. INTRODUCTION**

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Act 381, P.A. 1996, as amended, was enacted to promote the revitalization, redevelopment and reuse of contaminated, tax-reverted, blighted, functionally obsolete or historically designated property through incentives adopted as part of a Brownfield Plan. The Brownfield Plan outlines the qualifications, costs impacts, and incentives for the project.

In order to promote the revitalization of these properties within the boundaries of Allegan County, Michigan (the “County”), the County has established the Allegan County Brownfield Redevelopment Authority (the “ACBRA”) pursuant to Michigan Public Act 381 of 1996, as amended (“Act 381”).

The Brownfield Plan and subsequent amendments must be approved by the ACBRA and the Allegan County Board of Commissioners, with the concurrence of the local government in which the property is located in order to take effect, in this case, the City of Otsego (City).

The primary purpose of this Brownfield Plan (“Plan”) is to promote the redevelopment of and private investment in the former RockTenn Papermill site within the City, Allegan County. Inclusion of property within this Plan will facilitate financing of environmental response and other eligible activities at eligible properties and will also provide tax incentives to eligible taxpayers willing to invest in revitalization of eligible sites, commonly referred to as “brownfields.” By facilitating redevelopment of brownfield properties, this Plan is intended to promote economic growth for the benefit of the residents of the City and all taxing units located within and benefited by the ACBRA.

This Plan is intended to apply to the eligible property identified in this Plan and, if tax increment revenues are proposed to be captured from that eligible property, to identify and authorize the eligible activities to be funded by such tax increment revenues.

This Plan is intended to be a living document, which may be modified or amended in accordance with the requirements of Act 381, as necessary to achieve the purposes of Act 381. The applicable sections of Act 381 are noted throughout the Plan for reference purposes.

This Plan is intended to be a “base” Plan which lays out a path for eligible activities to be undertaken by the County and future developer(s) for the completion of a mixed-use development and contains information required by Section 13(2) of Act 381.

## II. GENERAL PROVISIONS

---

### **A. Description of the Eligible Property (Section 13 (2)(h)) and the Project**

The property comprising the eligible property consists of 4 parcel(s) located at 431 Helen Avenue, Otsego, Michigan which were obtained by the County through tax foreclosure in 2012. Parcels 1 and 2 are both “facilities. Parcel 3 and Parcel 4 are blighted by virtue of tax foreclosure. Therefore Parcels 1-4 are eligible properties. Parcels 1-4 and all tangible personal property located thereon will comprise the eligible property and is referred to herein as the “Property.”

Attachment A includes a site map of the Property. The Property is located just north of the City’s downtown on the north side of the Kalamazoo River. Parcels 1, 2 and 4 are bounded by River Street to the north, the Kalamazoo River to the south, John Street to the east and a residential property to the west. Parcel 3 is bounded by River Street to the south and residential properties north, east and west of the parcel (see **Figure 1**).

**Attachment B** provides the individual legal descriptions for the eligible property.

Address	Parcel ID	Eligibility	Owner
431 Helen	Parcel 1: 54-015-006-00	Facility	Allegan County
431 Helen	Parcel 2: 54-015-006-00	Facility	Allegan County
431 Helen	Parcel 3: 54-015-006-00	Blighted	Allegan County
431 Helen	Parcel 4: 54-800-001-00	Blighted	Allegan County

The former RockTenn property consist of 4 parcels totaling approximately 47 acres. Parcels 1 and 2 contain a majority of the derelict buildings and also a capped waste disposal area which restricts the future use of disposal area. Parcel 3 was primarily used as a “borrow pit” as a source of sand for use in the waste disposal area where it was mixed with paper mill sludge and capped with clay. Some landfilling of polywaste may have also occurred on Parcel 3. Parcel 4 was primarily used for parking for the administrative staff at the papermill.

In keeping with the economic and development goals of the City and the desire by the County to eliminate safety concerns in the derelict buildings a Brownfield Plan has been prepared that consists of 2 parts. The first part is for the County to eliminate the safety concerns by demolishing the buildings and eliminating other hurdles to development such as soil contamination caused by the papermill operations. This will also eliminate a majority of the development hurdles that have kept interested developers on the sideline. The second part is to attract one or more developers to a site that is redevelopment ready. Once the buildings, including foundations and basements, are removed it is expected that there will be significantly more interest in redeveloping the property.

The County and the City are interested in a mixed-use development for the Property. This could include, but not limited to residential, commercial or light industrial uses. Once the buildings are demolished and the Property cleaned up, the City and County will be working together to attract developers that match the economic goals outline in the City’s master plan and to meet the MEDC’s Redevelopment Ready goals.

It is currently anticipated demolition and environmental due care activities will begin in the spring of 2021 and eligible activities will be completed within 6 months. It is expected that development and construction of the site will be completed within 5 years. Following demolition of the existing buildings, it is expected that mixed-use development will occur on the site. There is no project proposed for development at the time of this base Plan. The actual development may build on this Plan and may necessitate an amendment to this Plan. All material changes, as determined by sole discretion of the ACBRA and its staff shall be consistent with the overall nature of the proposed development, its proposed public purpose, and the purposes of Act 381.

Attachment C provides a description of the project to be completed at the Property (the “Project”).

**B. Basis of Eligibility (Section 13 (2)(h) and Section 2 (o))**

The Property is considered “eligible property” as defined by Act 381, Section 2 because (a) the Property was previously utilized for an industrial purpose; (b) the Property is determined to be a “facility”, as defined by Part 201, the Natural Resources Protection Act, and “blighted”, as it is “tax reverted property owned by a county”; and (c) it is a “qualified property” as a papermill in a community of less than 10,000 people on the Kalamazoo River, which allows for the addition of eligible activities to include site preparation and infrastructure improvements.

Parcels 1 and 2 were determined to be “facilities” based on the soil and groundwater testing completed as part of a Phase II investigation in 2012 (see Phase II ESA Report, City of Otsego, Allegan County, Michigan). A number of analyses at locations on these parcels indicate contamination at concentrations that are above Part 201 Generic Residential Cleanup Criteria (GRCC) in the soil. Additionally, a waste disposal storage facility, that is restricted from future development, and is located at the west end of these parcels.

Parcels 3 and 4 were determined to be “blighted” based on the fact that they are tax reverted property owned by a county.

**C. Summary of Eligible Activities and Description of Costs (Section 13 (2)(a),(b))**

The “eligible activities” that are intended to be carried out at the Property are considered “eligible activities” as defined by Section 2 of Act 381, because of Department Specific Activities that include: Baseline Environmental Assessment activities, due care activities, environmental response activities, demolition and lead and asbestos abatement, development and preparation of Brownfield Plans and/or work plan(s), infrastructure improvements, and site preparation activities.

ESTIMATED COSTS OF ELIGIBLE ACTIVITIES - ROCKTENN				
Local Only - Department Specific Eligible Activities (County)	# of Units	Unit Type	Cost/Unit	Estimated Total Cost
Total Local Only Department Specific Eligible Activities (includes Environmental Cleanup and Demolition of Buildings and Site)				\$ 1,644,000
<b>State and Local Department Specific Activities (Developer)</b>				
Baseline Environmental Assessment Activities (Phase I ESA, Phase II ESA, BEAs)				\$ 100,000
Total BEA Activities				\$ 115,000
Due Care Activities				
Total - Due Care Activities				\$ 1,282,250
Response Activities				
Total - Response Activities				\$ 230,000
Total - EGLE DEPARTMENT SPECIFIC - COUNTY AND DEVELOPER				\$ 3,156,250
<b>MSF Non-Environmental Eligible Activities - Developer or County</b>				
Demolition				
Total - Demolition -Parcel 3				\$ 100,000
Lead & Asbestos Abatement				
Total - Lead & Asbestos Abatement				\$ 10,000
Site Preparation				
Total - Site Preparation				\$ 1,500,000
Infrastructure Improvements				
Total - Infrastructure Improvements				\$ 2,875,000
15% Contingency on MSF Non-Environmental Eligible Activities				\$ 672,750
<b>TOTAL MSF NON-ENVIRONMENTAL ACTIVITIES -COUNTY AND DEVELOPER</b>				<b>\$ 5,157,750</b>
Brownfield Plan & Act 381 Work Plan Preparation				
Brownfield Plan and Brownfield Plan Amendments	3	LS	\$ 10,000	\$ 30,000
Act 381 Work Plan(s)	2	LS	\$ 20,000	\$ 40,000
Total - BP & Act 381 WP Preparation				\$ 70,000
<b>TOTAL EGLE DEPARTMENT SPECIFIC ACTIVITIES</b>				<b>\$ 3,186,250</b>
<b>TOTAL MSF NON-ENVIRONMENTAL ACTIVITIES</b>				<b>\$ 5,197,750</b>
INTEREST (simple 5% non-compounding)				\$ -
<b>Total Estimated Eligible Activities</b>				<b>\$ 8,384,000</b>

A summary of the eligible activities and the estimated cost of each eligible activity intended to be paid for with Tax Increment Revenues from the Property are shown in the table attached hereto as Attachment D. The eligible activities described in Attachment D are not exhaustive. Subject to the approval of the ACBRA in writing, additional eligible activities may be carried out at the Property, without requiring an amendment to this Plan, so long as such eligible activities are permitted by Act 381 and the performance of such eligible activities does not exceed the total costs stated in Attachment D.

The costs listed in Attachment D are estimated costs and may increase or decrease depending on the nature and extent of environmental contamination and other unknown conditions encountered on the Property. The actual cost of those eligible activities encompassed by this Plan that will qualify for reimbursement from tax increment revenues of the ACBRA from the Property shall be governed by the terms of the Reimbursement Agreement. No costs of eligible activities will be qualified for reimbursement except to the extent permitted in accordance with the terms and conditions of the Reimbursement Agreement and Act 381. The Reimbursement Agreement and this Plan will dictate the total cost of eligible activities subject to payment or reimbursement, provided that the total cost of eligible activities subject to payment or reimbursement under the Reimbursement Agreement shall not exceed the estimated costs set forth in Attachment D. As long as the total costs are not exceeded, line-item costs of eligible activities may be adjusted after the date this Plan is approved by the governing body, to the extent the adjustments do not violate the terms of the approved EGLE or MSF work plan.



**D. Estimate of Captured Taxable Value and Tax Increment Revenues (Section 13(2)(c)); Beginning Date of Capture of Tax Increment Revenues (Section 13(2)(f)); Impact of Tax Increment Financing on Taxing Jurisdictions (Section 13(2)(g))**

This Plan anticipates the capture of tax increment revenues to reimburse the County and the Developer(s) for the costs of eligible activities under this Plan in accordance with the Reimbursement Agreement. A table of estimated tax increment revenues to be captured is attached to this Plan as Attachment E.

Tax increments are projected to be captured and applied to (i) reimbursement of eligible activity costs and payment of ACBRA administrative and operating expenses, (ii) make deposits into the State Brownfield Redevelopment Fund, and (iii) make deposits into the ACBRA’s Local Brownfield Revolving Fund, as follows:

Developer Maximum Reimbursement	Proportionality	School & Local Taxes	Local-Only Taxes	Total
State	44.47%	\$ 3,728,640		\$ 3,728,640
Local	55.53%	\$ 4,655,360		\$ 4,655,360
<b>TOTAL</b>				
EGLE	38%	\$ 3,186,250	\$ 1,644,000	\$ 3,186,250
MSF	62%	\$ 5,197,750		\$ 5,197,750

			Estimated Capture	\$ 8,384,000
			Administrative Fees	\$ 317,753
			State Brownfield Redevelopment Fund	\$ 697,359
			Local Brownfield Revolving Fund	\$ 2,524,674
			<b>Debt Millage Capture</b>	<b>\$ 2,116,391</b>

In no event shall the duration of this Plan exceed thirty-five (35) years following the date of the governing body’s resolution approving this Plan, nor shall the duration of the tax capture exceed the lesser of the period authorized under subsection (3) and (5) of Section 13 of Act 381 or 30 years. Further, in no event shall the beginning date of the capture of tax increment revenues be later than five (5) years after the date of the governing body’s resolution approving this Plan.

**E. Plan of Financing (Section 13(2)(d)); Maximum Amount of Indebtedness (Section 13(2)(e))**

The eligible activities are to be financed by the County and future Developer(s). The ACBRA will reimburse the County and future Developer(s) for the cost of approved eligible activities, but only from tax increment revenues generated from the Property.

All eligible activities completed by the County are to be reimbursed with local only property tax revenues. All reimbursements authorized under this Plan shall be governed by the Reimbursement Agreements between the County and the ACBRA and the Developer(s) and the ACBRA. The inclusion of eligible activities and estimates of costs to be reimbursed in this Plan are intended to authorize the ACBRA to fund such reimbursements

and does not obligate the ACBRA or the County to fund any reimbursement or to enter into the Reimbursement Agreement providing for the reimbursement of any costs for which tax increment revenues may be captured under this Plan, or which are permitted to be reimbursed under this Plan. The amount and source of any tax increment revenues that will be used for purposes authorized by this Plan, and the terms and conditions for such use and upon any reimbursement of the expenses permitted by this Plan, will be provided solely under the Reimbursement Agreement contemplated by this Plan.

Unless otherwise agreed upon by future Developer(s), the ACBRA, and the State of Michigan, the ACBRA shall not incur any note or bonded indebtedness to finance the purposes of this Plan.

Interest shall not be paid under this Plan.

Reimbursements under the Reimbursement Agreement shall not exceed the cost of Eligible Activities permitted under this Plan.

**F. Duration of Plan (Section 13(2)(f))**

Subject to Section 13b(16) of Act 381, the beginning date of capture of tax increment revenues for each eligible property shall occur in accordance with the TIF table described in Exhibit E. In no event, however, shall this Plan extend beyond the maximum term allowed by Section 13(2)(f) of Act 381 for the duration of this Plan.

Furthermore, this Plan, or any subsequent amendment thereto, may be abolished or terminated in accordance with Section 14(8) of Act 381 in the event of any of the following:

a. The governing body may abolish this Plan (or any subsequent amendment thereto) when it finds that the purposes for which this Plan was established have been accomplished.

b. The governing body may terminate this Plan (or any subsequent amendment thereto) if the project for which eligible activities were identified in this Plan (or any subsequent amendment thereto) fails to occur with respect to the eligible property for at least two (2) years following the date of the governing body resolution approving this Plan (or any subsequent amendment thereto), provided that the governing body first does both of the following: (i) gives 30 days' written notice to future Developer(s) at its last known address by certified mail or other method that documents proof of delivery attempted; and (ii) provides the Developer(s) with an opportunity to be heard at a public meeting.

Notwithstanding anything in this subsection to the contrary, this Plan (or any subsequent amendment thereto) shall not be abolished or terminated until the principal and interest on bonds, if any, issued under Section 17 of Act 381 and all other obligations to which the tax increment revenues are pledged have been paid or funds sufficient to make the payment have been identified or segregated.

**G. Effective Date of Inclusion in Brownfield Plan**

The Property will become a part of this Plan on the date this Plan is approved by the governing body.

**H. Displacement/Relocation of Individuals on Eligible Property (Section 13(2)(i-l))**

There are no persons or businesses residing on the eligible property and no occupied residences will be acquired or cleared, therefore there will be no displacement or relocation of persons or businesses under this Plan.

**I. Local Brownfield Revolving Fund (“LBRF”) (Section 8; Section 13(2)(m))**

The ACBRA has established a Local Brownfield Revolving Fund (LBRF). The LBRF will consist of all tax increment revenues authorized to be captured and deposited in the LBRF, as specified in Section 13(5) of Act 381, under this Plan and any other plan of the ACBRA. It may also include funds appropriated or otherwise made available from public or private sources.

The amount of tax increment revenue authorized for capture and deposit in the LBRF is estimated at \$2,597,527. All funds, if any, deposited in the LBRF shall be used in accordance with Section 8 of Act 381.

**J. Brownfield Redevelopment Fund (Section 8a; Section 13(2)(m))**

The ACBRA shall pay to the Department of Treasury at least once annually an amount equal to 3 mills of the taxes levied under the state education tax, 1993 PA 331, MCL 211.901 to 211.906, that are captured under this Plan for up to the first twenty-five (25) years of the duration of capture of tax increment revenues for each eligible property included in this Plan. If the ACBRA pays an amount equal to 3 mills of the taxes levied under the state education tax, 1993 PA 331, MCL 211.901 to 211.906, on a parcel of eligible property to the Department of Treasury under Section 13b(14) of Act 381, the percentage of local taxes levied on that parcel and used to reimburse eligible activities for the Project under this Plan shall not exceed the percentage of local taxes levied on that parcel that would have been used to reimburse eligible activities for the Project under this Plan if the 3 mills of the taxes levied under the state education tax, 1993 PA 331, MCL 211.901 to 211.906, on that parcel were not paid to the Department of Treasury under Section 13b(14) of Act 381. This shall occur once an Act 381 Work Plan has been submitted and the Plan is capturing state school taxes.

**K. Developer’s Obligations, Representations and Warrants**

Future Developer(s) and its affiliates shall comply with all applicable laws, ordinances, executive orders, or other regulations imposed by the County or any other properly constituted governmental authority with respect to the Property and shall use the Property in accordance with this Plan.

The Developer(s), at its sole cost and expense, shall be solely responsible for and shall fully comply with all applicable federal, state, and local relocation requirements in implementing this Plan.

The Developer(s) represents and warrants that a Phase I Environmental Site Assessment (“ESA”), and if appropriate, a Phase II ESA, Baseline Environmental Assessment, and Response Activity Plan/Documentation of Due Care Compliance, pursuant to Part 201 of Michigan’s Natural Resources and Environmental Protection Act (MCL 324.20101 *et seq.*), has/have been performed on the Property (“Environmental Documents”).

The Developer further represents and warrants that the Project does not and will not include a State of Michigan Land Bank financing component.

Except as otherwise agreed to by the ACBRA, any breach of a representation or warranty contained in this Plan shall render the Plan invalid, subject to the Developer’s reasonable opportunity to cure as described in the Reimbursement Agreement.

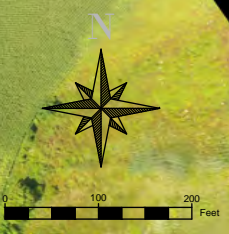
### **III. ATTACHMENTS**

**ATTACHMENT A**  
**Site Map (Boundary Survey)**





North line City of Otsego (North line, South 1/2, Southeast 1/4, Section 15)



Parcel 3

Parcel 2

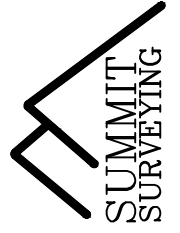
Parcel 4

Parcel 1

Kalamazoo River

REVISIONS:


SUMMIT SURVEYING, INC.  
P.O. Box 410  
Allendale, MI 49401  
Phone (616) 895-7190



Rock TENN  
Boundary Survey  
Otsego, Michigan

DRAWN BY:  
Todd Bronson

DATE:  
November 13, 2017

JOB NUMBER:  
2341703

SCALE:  
1"=200'

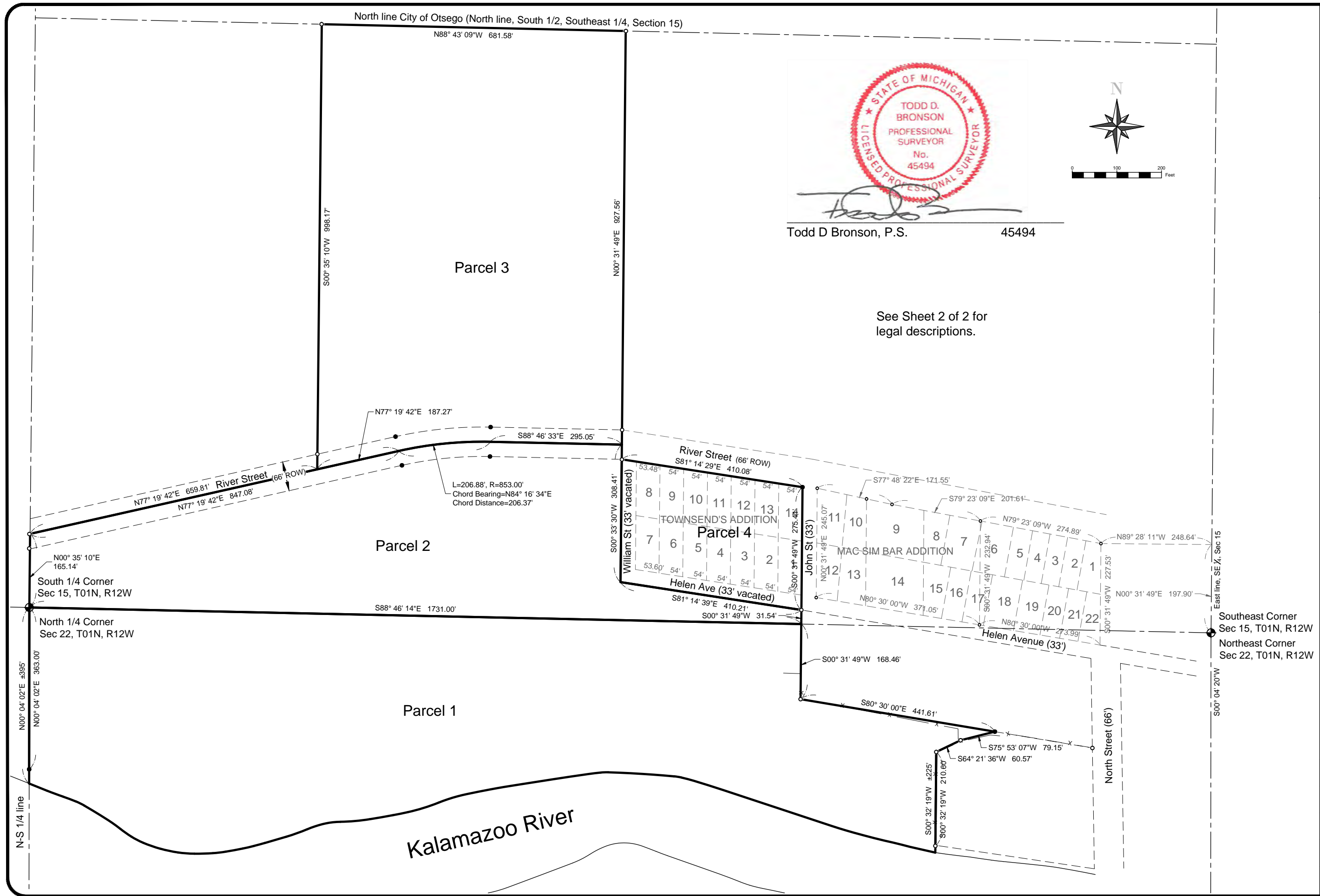
SHEET 3 of 4



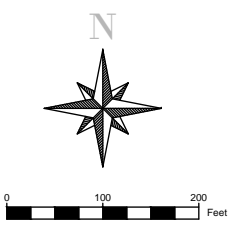
**ATTACHMENT B**

**Legal Descriptions of Eligible Property to which the Plan Applies from Survey**





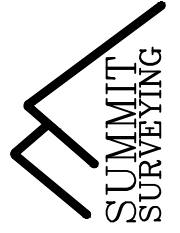
Todd D Bronson, P.S. 45494



See Sheet 2 of 2 for legal descriptions.

REVISIONS:


SUMMIT SURVEYING, INC.  
 P.O. Box 410  
 Allendale, MI 49401  
 Phone (616) 895-7190



Rock TENN  
 Boundary Survey  
 Otsego, Michigan

DRAWN BY: Todd Bronson
DATE: November 13, 2017
JOB NUMBER: 2341703
SCALE: 1"=200'
SHEET 1 of 4

Description per Chicago Title Insurance Company Commitment No. 031023725CML, Effective Date: February 23, 2017 at 8:00 AM

**Parcel 1:**  
 All that part of the Northeast quarter of Section 22, Township 1 North, Range 12 West, lying North of the Kalamazoo River and West of North Street as now laid out and existing in the City of Otsego, Michigan except that part lying North and East of the following described line, to-wit: Beginning at a point of the West line of said North Street distant 214.7 feet Southerly from the South line of Helen Avenue; thence Westerly in a straight line to a point distant 885.5 feet West of the East line of said Section 22 and distant two hundred 200 feet Southerly from the South line of said Helen Avenue; thence North parallel with said East line of said Section 22 to the North line of said Section 22 and there terminating. Except: A parcel of land situated in the Northeast quarter of Section 22, City of Otsego, Town 1 North, Range 12 West, being more particularly described as follows: Commencing at the Northeast corner of Section 22, Town 1 North, Range 12 West, thence South 00°03' 30" West 103.40 feet along the East line of said Section; thence North 79°16' 00" West 255.75 feet along the Southerly right-of-way of Helen Street; thence South 03°25' 00" West 198.12 feet along the Westerly right-of-way of North Street to the place of beginning; thence continuing South 03°25' 00" West 270.95 feet along said right-of-way to the Northerly bank of the Kalamazoo River; thence North 80°22' 28" West 353.51 feet along the Northerly bank of the Kalamazoo River; thence North 01°45' 20" East 210.60 feet; thence North 65°25' 00" East 60.43 feet; thence North 76°30' 20" East 79.50 feet; thence South 79°16' 00" East 230.00 feet to the place of beginning.

**Parcel 2:**  
 All that part of the Southeast quarter (SE 1/4) of Section 15, Township 1 North, Range 12 West, lying Southerly and Westerly of the following described line, to-wit: Beginning at a point where the center line of River Street intersects the West line of said Southeast quarter of said Section 15; thence Easterly along the center line of said River Street to the West line of Townsend's Addition to the Village (now City) of Otsego; thence South along the West line of said Townsend's Addition to the Southwest corner thereof; thence Easterly along the Southerly line of said Townsend's Addition to the Westerly line of John Street, extended; thence continuing Easterly along the South line of said Helen Avenue to a point distant 885.5 feet West of the East line of said Section 15; thence South on a line parallel to the East line of said Section 15 to the South line of said Section 15 and there terminating.

**Parcel 3:**  
 All that part of the East one-half of Section 15, Township 1 North, Range 12 West, described as follows: Beginning at a point in the center line of River Street as now laid out and existing in the City of Otsego, at a point where the East 1/8 line of Section 15 intersects the center line of said River Street; thence North parallel to the East line of said Section 15 to a concrete monument on the North line of said River Street; thence continuing North on said parallel line a distance of 1,153 feet more or less to a concrete monument on the Southwesterly line of the New York Central Railroad right-of-way; thence Northwesterly along said Southwesterly line of the railroad right-of-way to the West line of said East one-half of said Section 15; thence South along said West line a distance of 1,167.6 feet more or less to a concrete monument distant 2,640 feet North of the center line of said River Street; thence Northeasterly parallel to said River Street 543 feet more or less to a concrete monument distant 66 feet from said Southwesterly railroad right-of-way line, measured at right angles to said right-of-way; thence Southeasterly parallel to said railroad right-of-way 234.7 feet more or less to a concrete monument distant 86.4 feet North of the East and West quarter line of said Section 15; thence South parallel with the West line of said East one-half of said Section 15, 2,459.7 feet more or less to a concrete monument on the Northerly line of said River Street; thence South parallel with the West line of said East one-half of said Section 15 to the centerline of said River Street; thence Easterly along the center line of said River Street to point of beginning, Except: Any portion of the above property lying North of the Otsego City line.

**Parcel 4:**  
 Lots 1 through 14, inclusive of Townsends Addition to the Village (now City) of Otsego, including that part of vacated William Street and vacated Helen Avenue appertaining thereto, according to the recorded plat thereof on file and of record in the Office of the Register of Deeds in and for Allegan County, Michigan as recorded in Liber 2 of Plats on page 59.

Todd D Bronson, P.S. 45494

**AS SURVEYED DESCRIPTION:**

Part of the Northeast 1/4 of Section 22, part of the Southeast 1/4 of Section 15 and part of Townsend's Addition to the Village (now City) of Otsego all in Town 01 North, Range 12 West, City of Otsego, Allegan County, Michigan described as:

Parcel 1: All that part of the Northeast 1/4 of said Section 22 lying North of the Kalamazoo River commencing at the North 1/4 corner of said Section 22 thence South 88°46'14" East 1731.00 feet along the north line of said Section 22 to the West line of John Street extended South; thence South 00°31'49" West 168.46 feet along the West line of John Street extended South; thence South 80°30'00" East 441.61 feet parallel to the South line of Helen Avenue; thence South 75°53'07" West 79.15 feet; thence South 64°21'36" West 60.57 feet; thence South 00°32'19" West 225 feet more or less to the North bank of the Kalamazoo River; thence westerly along the North bank of the Kalamazoo River 2100 feet more or less to the West line of the Northeast 1/4 of said Section 22 and a point bearing South 00°04'02" West from the North 1/4 corner along the West line of the Northeast 1/4 of said Section 22; thence North 00°04'02" East 395 feet more or less to the Point of Beginning.

**ALSO:**  
 Parcel 2: Beginning at the South 1/4 corner of said Section 15; thence North 00°35'10" East 165.14 feet along the West line of the Southeast 1/4 of said Section 15 to the centerline of River Street; thence North 77°19'42" East 847.08 feet; thence easterly 206.88 feet along a 853.00 foot radius curve to the right (Chord Bearing North 84°16'34" East 206.37 feet); thence South 88°46'33" East 295.05 feet (the preceding three calls being along the centerline of River Street) to the West line of Townsend's Addition and the point where the East 1/8 line of Section 15 intersects the centerline of River Street; thence South 00°33'30" West 308.41 feet along the West line of Townsend's Addition; thence South 81°14'39" East 410.21 feet along the South line of Townsend's Addition to the West line of John Street extended South; thence South 00°31'49" West 31.54 feet along said extension to the South line of the Southeast 1/4 of said Section 15; thence North 88°46'14" West 1731.00 feet along the South line of the Southeast 1/4 of said Section 15 to the Point of Beginning.

**ALSO:**  
 Parcel 3: Commencing at the South 1/4 corner of said Section 15; thence North 00°35'10" East 165.14 feet along the West line of the Southeast 1/4 of said Section 15 to the centerline of River Street; thence North 77°19'42" East 659.81 feet to the Point of Beginning; thence continuing North 77°19'42" East 187.27 feet; thence easterly 206.88 feet along a 853.00 foot radius curve to the right (Chord Bearing North 84°16'34" East 206.37 feet); thence South 88°46'33" East 295.05 feet (the preceding four calls being along the centerline of River Street) to the West line of Townsend's Addition and the point where the East 1/8 line of Section 15 intersects the centerline of River Street; thence North 00°31'49" East 927.56 feet parallel with the East line of the Southeast 1/4 of said Section 15 to the North line of the South 1/2 of the Southeast 1/4 of said Section 22 (said line being the North line of the City of Otsego); thence North 88°43'09" West 681.58 feet along the North line of the South 1/2 of the Southeast 1/4 of said Section 22; thence South 00°35'10" West 998.17 feet parallel with the West line of the Southeast 1/4 of said Section 22 to the Point of Beginning.

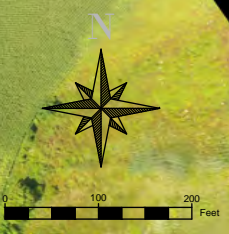
**ALSO:**  
 Parcel 4: Lots 1 through 14, inclusive of Townsend's Addition to the Village (now City) of Otsego, including that part of vacated William Street and vacated Helen Avenue appertaining thereto, according to the recorded plat thereof on file and of record in the Office of the Register of Deeds in and for Allegan County, Michigan as recorded in Liber 2 of Plats on Page 59.

REVISIONS:									
SUMMIT SURVEYING, INC. P.O. Box 410 Allendale, MI 49401 Phone (616) 895-7190									
Rock TENN					Boundary Survey				
Otsego, Michigan					Otsego, Michigan				
DRAWN BY: Todd Bronson									
DATE: November 13, 2017									
JOB NUMBER: 2341703									
SCALE: 1"=200'									
SHEET 2 of 4									





North line City of Otsego (North line, South 1/2, Southeast 1/4, Section 15)



Parcel 3

Parcel 2

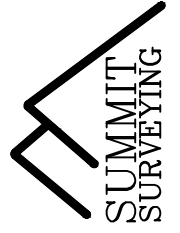
Parcel 4

Parcel 1

Kalamazoo River

REVISIONS:


SUMMIT SURVEYING, INC.  
P.O. Box 410  
Allendale, MI 49401  
Phone (616) 895-7190



Rock TENN  
Boundary Survey  
Otsego, Michigan

DRAWN BY:  
Todd Bronson

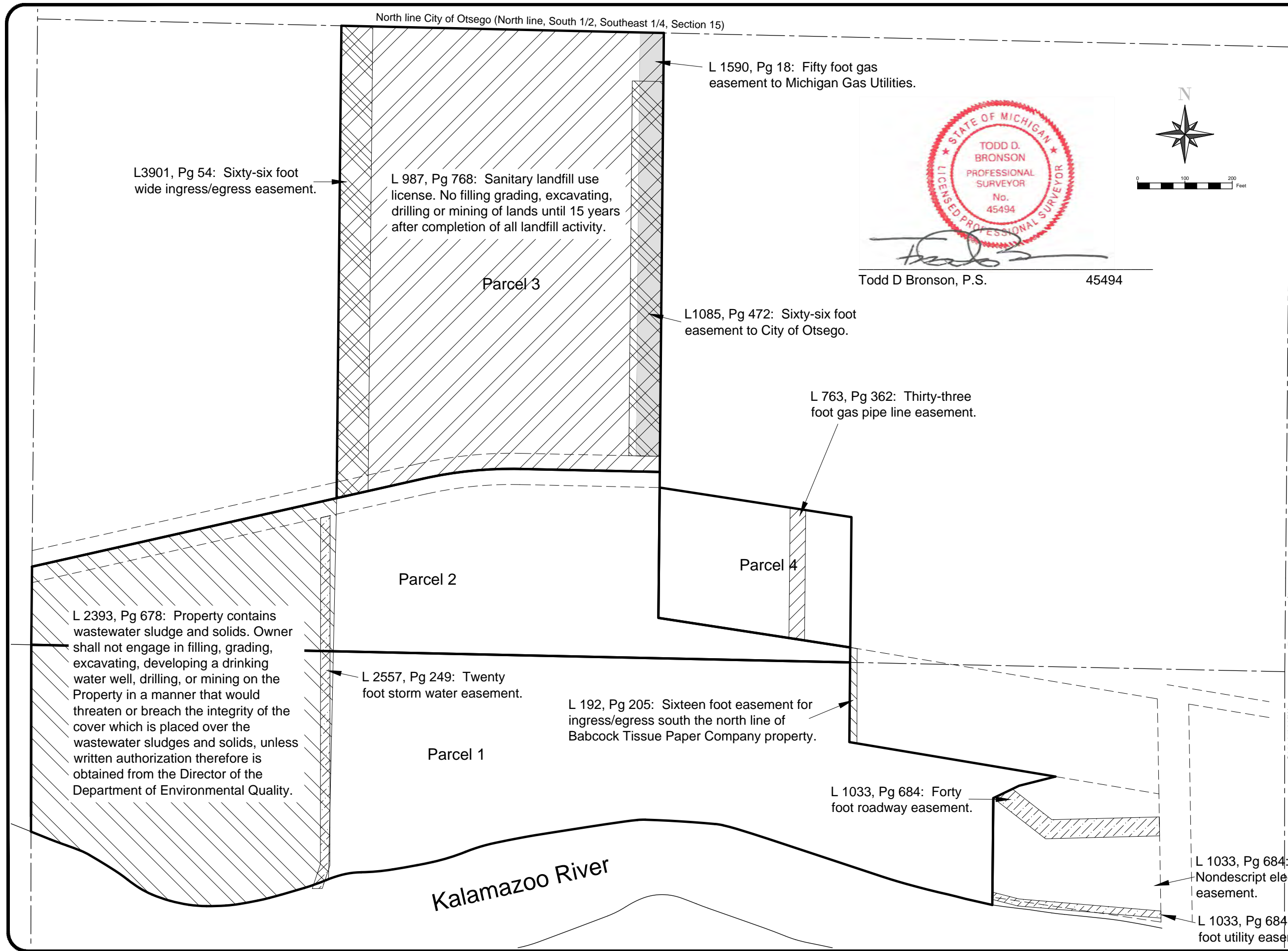
DATE:  
November 13, 2017

JOB NUMBER:  
2341703

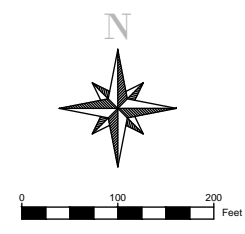
SCALE:  
1"=200'

SHEET 3 of 4






  
 Todd D Bronson, P.S.                      45494



REVISIONS:

SUMMIT SURVEYING, INC.  
 P.O. Box 410  
 Allendale, MI 49401  
 Phone (616) 895-7190



Rock TENN  
 Boundary Survey  
 Otsego, Michigan

DRAWN BY: Todd Bronson
DATE: November 13, 2017
JOB NUMBER: 2341703
SCALE: 1"=200'
SHEET 4 of 4

**ATTACHMENT C**

**Project Description**

## PROJECT DESCRIPTION

The former RockTenn papermill property was an industrial property for close to 100 years and has been vacant for approximately 10 years. Left behind from its industrial history are blighted buildings and contamination in proximity to the Kalamazoo River which stand in the way of meaningful development.

The City of Otsego has developed an economic strategy that centers around the attraction of new businesses, the redevelopment of underutilized properties and increasing the housing stock for new residents. Redevelopment of the RockTenn property fits this economic strategy.

The RockTenn property consist of 4 parcels totaling approximately 47 acres. Parcels 1 and 2 contain a majority of the derelict buildings and also a capped waste disposal area which restricts the future use of disposal area. Parcel 3 was primarily used as a “borrow pit” as a source of sand for use in the waste disposal area where it was mixed with paper mill sludge and capped with clay. Some landfilling of polywaste may have also occurred on Parcel 3. Parcel 4 was primarily used for parking for the administrative staff at the papermill.

In keeping with the economic and development goals of the City and the desire by the County to eliminate safety concerns in the derelict buildings a Brownfield Plan has been prepared that consist of 2 parts. The first part is for the County to eliminate the safety concerns by demolishing the buildings and eliminating other hurdles to development such as soil contamination caused by the papermill operations. This will also eliminate a majority of the development hurdles that have kept interested developers on the sideline. The second part is to attract one or more developers to a site that is significantly more development ready. Once the buildings, including foundations and basements, are removed it is expected that there will be significantly more interest in redeveloping the property.

For purposes of this Brownfield Plan, an investment of \$10 million has been used in order to reimburse the County \$1,644,000 for demolition and cleanup activities and \$6,740,000 to attract developers for demolition, cleanup, and site preparation and infrastructure improvements leading to expected mixed-use development.

Depending of findings following the demolition of the buildings, other cleanup funding sources will be explored with EGLE and EPA. Additionally, funding opportunities, for infrastructure improvements may be available.

It is expected that the demolition and cleanup by the County will occur in early 2021 while overall development of the 4 parcels to be completed by 2028.

**ATTACHMENT D**

**Estimated Cost of Eligible Activities Table 1**



TABLE 1 - ESTIMATED COSTS OF ELIGIBLE ACTIVITIES - ROCKTEEN

Local Only - Department Specific Eligible Activities (County)	# of Units	Unit Type	Cost/Unit	Estimated Total Cost
Demolition Specifications and Contractor Selection	1		\$ 25,000	\$ 25,000
DCMP	1	LS	\$ 5,000	\$ 5,000
Erosion Control for Demolition Activities	1		\$ 5,000	\$ 5,000
Health and Safety Plans for Demolition	1		\$ 2,000	\$ 2,000
Demolition - Including Basements and Foundations	1		\$ 1,200,000	\$ 1,200,000
Demolition Oversight and Project Management			\$ 50,000	\$ 50,000
Unanticipated Environmental Response Activities				\$ 100,000
Backfill of Basements	1	LS	\$ 50,000	\$ 50,000
<b>Sub-total of Local only Eligible Activities</b>				\$ 1,437,000
Contingency 15%			\$ 207,000	\$ 207,000
<b>Total Local Only Department Specific Eligible Activities</b>				\$ 1,644,000
<b>State and Local Department Specific Activities (Developer)</b>				
<b>Baseline Environmental Assessment Activities (Phase I ESA, Phase II ESA, BEAs)</b>				\$ 100,000
<b>Sub-Total BEA Activities</b>				\$ 100,000
Contingency 15%				\$ 15,000
<b>Total BEA Activities</b>				\$ 115,000
<b>Due Care Activities</b>				
Construction Site Soil Management Plan	1	LS	\$ 10,000	\$ 10,000
Work Plan	1	LS	\$ 20,000	\$ 20,000
Health and Safety Plan(s)	1	LS	\$ 4,000	\$ 4,000
Contaminated Areas - Soil Transport and Off-site Disposal				\$ 1,000,000
Project Management - Coordination and Oversight Hiring Contracting	1	LS	\$ 15,000	\$ 15,000
Temporary Erosion Control - Silt Fencing	1	LS	\$ 10,000	\$ 10,000
Temporary Erosion Control - Sediment Bags	1	LS	\$ 1,000	\$ 1,000
On-Site Environmental Construction Management	1	LS	\$ 5,000	\$ 5,000
Environmental Field Activity & Field Oversight During Due Care	40	days	\$ 1,000	\$ 40,000
Due Care - Project Management	1	LS	\$ 10,000	\$ 10,000
<b>Sub-Total - Due Care Activities</b>				\$ 1,115,000
Contingency 15%				\$ 167,250
<b>Total - Due Care Activities</b>				\$ 1,282,250
<b>Response Activities</b>				
Unanticipated Environmental Response Activities (Drums, USTs, associated contaminated soil)				\$ 200,000
<b>15% Response Activities</b>				\$ 30,000
<b>Total - Response Activities</b>				\$ 230,000
<b>Total - EGLE DEPARTMENT SPECIFIC - COUNTY AND DEVELOPER</b>				\$ 3,156,250
<b>MSF Non-Environmental Eligible Activities - Developer or County</b>	<b># of Units</b>	<b>Unit Type</b>	<b>Cost/Unit</b>	<b>Estimated Total Cost</b>
<b>Demolition</b>				
<b>Total - Demolition -Parcel 3</b>				\$ 100,000
<b>Lead &amp; Asbestos Abatement</b>				
<b>Total - Lead &amp; Asbestos Abatement</b>				\$ 10,000
<b>Site Preparation</b>				
<b>Total - Site Preparation</b>				\$ 1,500,000
<b>Infrastructure Improvements</b>				
<b>Total - Infrastructure Improvements</b>				\$ 2,875,000
<b>15% Contingency on MSF Non-Environmental Eligible Activities</b>				\$ 672,750
<b>TOTAL MSF NON-ENVIRONMENTAL ACTIVITIES -COUNTY AND DEVELOPER</b>				\$ 5,157,750
<b>Brownfield Plan &amp; Act 381 Work Plan Preparation</b>				
Brownfield Plan and Brownfield Plan Amendments	3	LS	\$ 10,000.00	\$ 30,000
Act 381 Work Plan(s)	2	LS	\$ 20,000.00	\$ 40,000
<b>Total - BP &amp; Act 381 WP Preparation</b>				\$ 70,000
<b>TOTAL EGLE DEPARTMENT SPECIFIC ACTIVITIES</b>				\$ 3,186,250
<b>TOTAL MSF NON-ENVIRONMENTAL ACTIVITIES</b>				\$ 5,197,750
<b>INTEREST (simple 5% non-compounding)</b>				\$ -
<b>Total Estimated Eligible Activities</b>				<b>\$ 8,384,000</b>

**ATTACHMENT E**

**TIF Tables**

**Tax Increment Revenue Capture Estimates**

RockTenn  
Otsego, Michigan  
December 2020

**RockTenn Tax Increment Finance Tables**

		Estimated Taxable Value (TV) Increase Rate: 1% per year														
		Assumes Years 1-5 as no significant tax capture will commence														
Plan Year		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Calendar Year		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
*Base Taxable Value	\$	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Estimated New TV	\$	-	-	-	-	-	-	5,000,000	5,050,000	10,100,500	10,201,505	10,303,520	10,406,555	10,510,621	10,615,727	10,721,884
Incremental Difference (New TV - Base TV)	\$	-	-	-	-	-	-	5,000,000	5,050,000	10,100,500	10,201,505	10,303,520	10,406,555	10,510,621	10,615,727	10,721,884

0

School Capture	Millage Rate															
State Education Tax (SET)	6.0000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,300	\$ 60,603	\$ 61,209	\$ 61,821	\$ 62,439	\$ 63,064	\$ 63,694	\$ 64,331
School Operating Tax	17.8020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 89,010	\$ 89,900	\$ 179,809	\$ 181,607	\$ 183,423	\$ 185,257	\$ 187,110	\$ 188,981	\$ 190,871
<b>School Total</b>	<b>23.8020</b>															

Local Capture	Millage Rate															
City Operating	11.6283	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,142	\$ 58,723	\$ 117,452	\$ 118,626	\$ 119,812	\$ 121,011	\$ 122,221	\$ 123,443	\$ 124,677
City Solid Waste	1.9089	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,545	\$ 9,640	\$ 19,281	\$ 19,474	\$ 19,668	\$ 19,865	\$ 20,064	\$ 20,264	\$ 20,467
Public Safety	1.9243	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,622	\$ 9,718	\$ 19,436	\$ 19,631	\$ 19,827	\$ 20,025	\$ 20,226	\$ 20,428	\$ 20,632
Allegan County Operating	4.5207	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,604	\$ 22,830	\$ 45,661	\$ 46,118	\$ 46,579	\$ 47,045	\$ 47,515	\$ 47,991	\$ 48,470
AAESA (education services ISD/Voc)	4.8728	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,364	\$ 24,608	\$ 49,218	\$ 49,710	\$ 50,207	\$ 50,709	\$ 51,216	\$ 51,728	\$ 52,246
Vet relief fund	0.0200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 101	\$ 202	\$ 204	\$ 206	\$ 208	\$ 210	\$ 212	\$ 214
Road Tax	0.9919	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,960	\$ 5,009	\$ 10,019	\$ 10,119	\$ 10,220	\$ 10,322	\$ 10,425	\$ 10,530	\$ 10,635
Senior Service	0.4890	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,445	\$ 2,469	\$ 4,939	\$ 4,989	\$ 5,038	\$ 5,089	\$ 5,140	\$ 5,191	\$ 5,243
Library	0.9832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,916	\$ 4,965	\$ 9,931	\$ 10,030	\$ 10,130	\$ 10,232	\$ 10,334	\$ 10,437	\$ 10,542
<b>BRA Local Total</b>	<b>27.3391</b>															

Non-Capturable Millages	Millage Rate															
School Debt	7.5000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,500	\$ 37,875	\$ 75,754	\$ 76,511	\$ 77,276	\$ 78,049	\$ 78,830	\$ 79,618	\$ 80,414
Sinking Fund Debt	0.9946	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,973	\$ 5,023	\$ 10,046	\$ 10,146	\$ 10,248	\$ 10,350	\$ 10,454	\$ 10,558	\$ 10,664
Library Debt	0.6100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,050	\$ 3,081	\$ 6,161	\$ 6,223	\$ 6,285	\$ 6,348	\$ 6,411	\$ 6,476	\$ 6,540
<b>Total Non-Capturable Taxes</b>	<b>9.1046</b>							\$ 45,523	\$ 45,978	\$ 91,961	\$ 92,881	\$ 93,809	\$ 94,748	\$ 95,695	\$ 96,652	\$ 97,618

TOTAL MILLAGES AVAILABLE FOR TAX CAPTURE **51.1411**

Total Tax Increment Revenue (TIR) Available for State Capture \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 119,010 \$ 120,200 \$ 240,412 \$ 242,816 \$ 245,244 \$ 247,697 \$ 250,174 \$ 252,676 \$ 255,202

**Tax Increment Revenue Capture Estimates**  
 RockTenn  
 Otsego, Michigan  
 December 2020

**RockTenn Tax Increment Finance Tables**

Estimated Taxable Value (TV) Increase Rate:

Assumes Years 1-5 as no significant tax capture will commence

Plan Year	15	16	17	18	19	20	21	22	23	24	25	26	27	TOTAL	
Calendar Year	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047		
*Base Taxable Value	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Estimated New TV	\$ 10,829,103	\$ 10,937,394	\$ 11,046,768	\$ 11,157,236	\$ 11,268,808	\$ 11,381,496	\$ 11,495,311	\$ 11,610,264	\$ 11,726,367	\$ 11,843,631	\$ 11,962,067	\$ 12,081,688	\$ 12,202,504		
Incremental Difference (New TV - Base TV)	\$ 10,829,103	\$ 10,937,394	\$ 11,046,768	\$ 11,157,236	\$ 11,268,808	\$ 11,381,496	\$ 11,495,311	\$ 11,610,264	\$ 11,726,367	\$ 11,843,631	\$ 11,962,067	\$ 12,081,688	\$ 12,202,504		
<b>School Capture</b>															
	Millage Rate														
State Education Tax (SET)	6.0000	\$ 64,975	\$ 65,624	\$ 66,281	\$ 66,943	\$ 67,613	\$ 68,289	\$ 68,972	\$ 69,662	\$ 70,358	\$ 71,062	\$ 71,772	\$ 72,490	\$ 73,215	\$ 966,159
School Operating Tax	17.8020	\$ 192,780	\$ 194,707	\$ 196,655	\$ 198,621	\$ 200,607	\$ 202,613	\$ 204,640	\$ 206,686	\$ 208,753	\$ 210,840	\$ 212,949	\$ 215,078	\$ 217,229	\$ 2,661,953
<b>School Total</b>	<b>23.8020</b>														
<b>Local Capture</b>															
	Millage Rate														
City Operating	11.6283	\$ 125,924	\$ 127,183	\$ 128,455	\$ 129,740	\$ 131,037	\$ 132,347	\$ 133,671	\$ 135,008	\$ 136,358	\$ 137,721	\$ 139,099	\$ 140,489	\$ 141,894	\$ 1,872,464
City Solid Waste	1.9089	\$ 20,672	\$ 20,878	\$ 21,087	\$ 21,298	\$ 21,511	\$ 21,726	\$ 21,943	\$ 22,163	\$ 22,384	\$ 22,608	\$ 22,834	\$ 23,063	\$ 23,293	\$ 307,383
Public Safety	1.9243	\$ 20,838	\$ 21,047	\$ 21,257	\$ 21,470	\$ 21,685	\$ 21,901	\$ 22,120	\$ 22,342	\$ 22,565	\$ 22,791	\$ 23,019	\$ 23,249	\$ 23,481	\$ 309,863
Allegan County Operating	4.5207	\$ 48,955	\$ 49,445	\$ 49,939	\$ 50,439	\$ 50,943	\$ 51,452	\$ 51,967	\$ 52,487	\$ 53,011	\$ 53,542	\$ 54,077	\$ 54,618	\$ 55,164	\$ 727,952
AAESA (education services ISD/Voc)	4.8728	\$ 52,768	\$ 53,296	\$ 53,829	\$ 54,367	\$ 54,911	\$ 55,460	\$ 56,014	\$ 56,574	\$ 57,140	\$ 57,712	\$ 58,289	\$ 58,872	\$ 59,460	\$ 784,650
Vet relief fund	0.0200	\$ 217	\$ 219	\$ 221	\$ 223	\$ 225	\$ 228	\$ 230	\$ 232	\$ 235	\$ 237	\$ 239	\$ 242	\$ 244	\$ 3,221
Road Tax	0.9919	\$ 10,741	\$ 10,849	\$ 10,957	\$ 11,067	\$ 11,178	\$ 11,289	\$ 11,402	\$ 11,516	\$ 11,631	\$ 11,748	\$ 11,865	\$ 11,984	\$ 12,104	\$ 159,722
Senior Service	0.4890	\$ 5,295	\$ 5,348	\$ 5,402	\$ 5,456	\$ 5,510	\$ 5,566	\$ 5,621	\$ 5,677	\$ 5,734	\$ 5,792	\$ 5,849	\$ 5,908	\$ 5,967	\$ 78,742
Library	0.9832	\$ 10,647	\$ 10,754	\$ 10,861	\$ 10,970	\$ 11,079	\$ 11,190	\$ 11,302	\$ 11,415	\$ 11,529	\$ 11,645	\$ 11,761	\$ 11,879	\$ 11,998	\$ 158,321
<b>BRA Local Total</b>	<b>27.3391</b>														
<b>Non-Capturable Millages</b>															
	Millage Rate														
School Debt	7.5000	\$ 81,218	\$ 82,030	\$ 82,851	\$ 83,679	\$ 84,516	\$ 85,361	\$ 86,215	\$ 87,077	\$ 87,948	\$ 88,827	\$ 89,716	\$ 90,613	\$ 91,519	\$ 1,743,397
Sinking Fund Debt	0.9946	\$ 10,771	\$ 10,878	\$ 10,987	\$ 11,097	\$ 11,208	\$ 11,320	\$ 11,433	\$ 11,548	\$ 11,663	\$ 11,780	\$ 11,897	\$ 12,016	\$ 12,137	\$ 231,198
Library Debt	0.6100	\$ 6,606	\$ 6,672	\$ 6,739	\$ 6,806	\$ 6,874	\$ 6,943	\$ 7,012	\$ 7,082	\$ 7,153	\$ 7,225	\$ 7,297	\$ 7,370	\$ 7,444	\$ 141,796
<b>Total Non-Capturable Taxes</b>	<b>9.1046</b>	\$ 98,595	\$ 99,581	\$ 100,576	\$ 101,582	\$ 102,598	\$ 103,624	\$ 104,660	\$ 105,707	\$ 106,764	\$ 107,832	\$ 108,910	\$ 109,999	\$ 111,099	\$ 2,116,391
<b>TOTAL MILLAGES AVAILABLE FOR TAX CAPTURE</b>	<b>51.1411</b>														
Total Tax Increment Revenue (TIR) Available for State Capture		\$ 257,754	\$ 260,332	\$ 262,935	\$ 265,565	\$ 268,220	\$ 270,902	\$ 273,611	\$ 276,348	\$ 279,111	\$ 281,902	\$ 284,721	\$ 287,568	\$ 290,444	\$ 5,532,845

**Tax Increment Revenue Reimbursement Table**  
**RockTenn Redevelopment Project**  
 Otsego, Michigan  
 December 2020

Developer Maximum Reimbursement	Proportionality	School & Local Taxes	Local-Only Taxes	Total
<b>State</b>	<b>44.47%</b>	<b>\$ 3,728,640</b>		<b>\$ 3,728,640</b>
<b>Local</b>	<b>55.53%</b>	<b>\$ 4,655,360</b>		<b>\$ 4,655,360</b>
<b>TOTAL</b>				
EGLE	38%	\$ 3,186,250	\$ 1,644,000	\$ 3,186,250
MSF	62%	\$ 5,197,750		\$ 5,197,750

Estimated Total  
Years of Plan: **30**

Estimated Capture	\$ 8,384,000
Administrative Fees	\$ 317,753
State Brownfield Redevelopment Fund	\$ 697,359
Local Brownfield Revolving Fund	\$ 2,524,674
<b>Debt Millage Capture</b>	<b>\$ 2,116,391</b>

	2020	1 2021	2 2022	3 2023	4 2024	5 2025	6 2026	7 2027	8 2028	9 2029	10 2030	11 2031	12 2032	13 2033
Total State Incremental Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 119,010	\$ 120,200	\$ 240,412	\$ 242,816	\$ 245,244	\$ 247,697	\$ 250,174	\$ 252,676
State Brownfield Redevelopment Fund (50% of SET)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,150	\$ 30,302	\$ 30,605	\$ 30,911	\$ 31,220	\$ 31,532	\$ 31,847
<b>State TIR Available for Reimbursement</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 104,010</b>	<b>\$ 105,050</b>	<b>\$ 210,111</b>	<b>\$ 212,212</b>	<b>\$ 214,334</b>	<b>\$ 216,477</b>	<b>\$ 218,642</b>	<b>\$ 220,828</b>
Total Local Incremental Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136,696	\$ 138,062	\$ 276,139	\$ 278,900	\$ 281,689	\$ 284,506	\$ 287,351	\$ 290,224
BRA Administrative Fee (5%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,835	\$ 6,903	\$ 13,807	\$ 13,945	\$ 14,084	\$ 14,225	\$ 14,368	\$ 14,511
<b>Local TIR Available for Reimbursement</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 129,861</b>	<b>\$ 131,159</b>	<b>\$ 262,332</b>	<b>\$ 264,955</b>	<b>\$ 267,605</b>	<b>\$ 270,281</b>	<b>\$ 272,983</b>	<b>\$ 275,713</b>
<b>Total State &amp; Local TIR Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 233,871</b>	<b>\$ 236,209</b>	<b>\$ 472,442</b>	<b>\$ 477,167</b>	<b>\$ 481,938</b>	<b>\$ 486,758</b>	<b>\$ 491,625</b>	<b>\$ 496,542</b>

DEVELOPER	Beginning Balance	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>DEVELOPER Reimbursement Balance</b>	<b>\$ 8,384,000</b>	<b>\$ 8,384,000</b>	<b>\$ 8,384,000</b>	<b>\$ 8,384,000</b>	<b>\$ 8,384,000</b>	<b>\$ 8,384,000</b>	<b>\$ 8,384,000</b>	<b>\$ 8,150,129</b>	<b>\$ 7,913,920</b>	<b>\$ 7,441,478</b>	<b>\$ 6,964,311</b>	<b>\$ 6,482,373</b>	<b>\$ 5,995,615</b>	<b>\$ 5,503,990</b>	<b>\$ 5,007,448</b>

<b>MSF Non-Environmental Costs</b>	<b>\$ 5,197,750</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,482	\$ 65,127	\$ 130,260	\$ 131,563	\$ 132,879	\$ 134,207	\$ 135,549	\$ 307,836
State Tax Reimbursement		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,482	\$ 65,127	\$ 130,260	\$ 131,563	\$ 132,879	\$ 134,207	\$ 60,283	\$ 136,905
Local Tax Reimbursement		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ 75,266	\$ 170,931
<b>Total MSF Reimbursement Balance</b>		<b>\$ 5,197,750</b>	<b>\$ 5,197,750</b>	<b>\$ 5,197,750</b>	<b>\$ 5,197,750</b>	<b>\$ 5,197,750</b>	<b>\$ 5,197,750</b>	<b>\$ 5,133,268</b>	<b>\$ 5,068,141</b>	<b>\$ 4,937,881</b>	<b>\$ 4,806,318</b>	<b>\$ 4,673,439</b>	<b>\$ 4,539,232</b>	<b>\$ 4,403,683</b>	<b>\$ 4,095,846</b>

<b>EGLE Environmental Costs</b>	<b>\$ 1,542,250</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,528	\$ 39,923	\$ 79,850	\$ 80,649	\$ 81,455	\$ 82,270	\$ 83,093	\$ 188,705
State Tax Reimbursement		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,528	\$ 39,923	\$ 79,850	\$ 80,649	\$ 81,455	\$ 82,270	\$ 36,954	\$ 83,923
Local Tax Reimbursement		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ 46,139	\$ 59,957
<b>Total MDEQ Reimbursement Balance</b>		<b>\$ 1,542,250</b>	<b>\$ 1,542,250</b>	<b>\$ 1,542,250</b>	<b>\$ 1,542,250</b>	<b>\$ 1,542,250</b>	<b>\$ 1,542,250</b>	<b>\$ 1,502,722</b>	<b>\$ 1,462,799</b>	<b>\$ 1,382,949</b>	<b>\$ 1,302,300</b>	<b>\$ 1,220,845</b>	<b>\$ 1,138,575</b>	<b>\$ 1,055,482</b>	<b>\$ 866,777</b>

<b>Local Only Costs</b>	<b>\$ 1,644,000</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129,861	\$ 131,159	\$ 262,332	\$ 264,955	\$ 267,605	\$ 270,281	\$ 272,983	\$ 44,825
Local Tax Reimbursement		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129,861	\$ 131,159	\$ 262,332	\$ 264,955	\$ 267,605	\$ 270,281	\$ 272,983	
<b>Total Local Only Reimbursement Balance</b>		<b>\$ 1,644,000</b>	<b>\$ 1,644,000</b>	<b>\$ 1,644,000</b>	<b>\$ 1,644,000</b>	<b>\$ 1,644,000</b>	<b>\$ 1,644,000</b>	<b>\$ 1,514,139</b>	<b>\$ 1,382,980</b>	<b>\$ 1,120,648</b>	<b>\$ 855,693</b>	<b>\$ 588,089</b>	<b>\$ 317,808</b>	<b>\$ 44,825</b>	
<b>Total Annual Developer Reimbursement</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 233,871</b>	<b>\$ 236,209</b>	<b>\$ 472,442</b>	<b>\$ 477,167</b>	<b>\$ 481,938</b>	<b>\$ 486,758</b>	<b>\$ 491,625</b>	<b>\$ 496,542</b>

**LOCAL BROWNFIELD REVOLVING FUND**

<b>LBRF Deposits *</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Tax Capture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Tax Capture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total LBRF Capture</b>	<b>\$ 2,524,674</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Up to five years of capture for LBRF Deposits after eligible activities are reimbursed. May be taken from DEQ & Local TIR only.

**Footnotes:**

BRA administrative fee is 5% . This amount may be adusted downward or upward based upon a plan's proportionate share of all tax increment revenue available and based upon maximum amounts that an authority can capture for administrative fees per PA 381.

**Tax Incremental Revenue Reimbursement Table**  
**RockTenn Redevelopment Project**  
Otsego, Michigan  
December 2020

	14	15	16	17	18	19	20	21	22	23	24	25	26	27	TOTAL
	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	
Total State Incremental Revenue	\$ 255,202	\$ 257,754	\$ 260,332	\$ 262,935	\$ 265,565	\$ 268,220	\$ 270,902	\$ 273,611	\$ 276,348	\$ 279,111	\$ 281,902	\$ 284,721	\$ 287,568	\$ 290,444	\$ 4,109,099
State Brownfield Redevelopment Fund (50% of SET)	\$ 32,166	\$ 32,487	\$ 32,812	\$ 33,140	\$ 33,472	\$ 33,806	\$ 34,144	\$ 34,486	\$ 34,831	\$ 35,179	\$ 35,531	\$ 35,886	\$ 36,245	\$ 36,608	\$ 697,359
<b>State TIR Available for Reimbursement</b>	<b>\$ 223,037</b>	<b>\$ 225,267</b>	<b>\$ 227,520</b>	<b>\$ 229,795</b>	<b>\$ 232,093</b>	<b>\$ 234,414</b>	<b>\$ 236,758</b>	<b>\$ 239,125</b>	<b>\$ 241,517</b>	<b>\$ 243,932</b>	<b>\$ 246,371</b>	<b>\$ 248,721</b>	<b>\$ 251,323</b>	<b>\$ 253,836</b>	<b>\$ 4,871,372</b>
Total Local Incremental Revenue	\$ 293,127	\$ 296,058	\$ 299,019	\$ 302,009	\$ 305,029	\$ 308,079	\$ 311,160	\$ 314,271	\$ 317,414	\$ 320,588	\$ 323,794	\$ 327,032	\$ 330,302	\$ 333,605	\$ 6,355,054
BRA Administrative Fee (5%)	\$ 14,656	\$ 14,803	\$ 14,951	\$ 15,100	\$ 15,251	\$ 15,404	\$ 15,558	\$ 15,714	\$ 15,871	\$ 16,029	\$ 16,190	\$ 16,352	\$ 16,515	\$ 16,680	\$ 317,753
<b>Local TIR Available for Reimbursement</b>	<b>\$ 278,470</b>	<b>\$ 281,255</b>	<b>\$ 284,068</b>	<b>\$ 286,908</b>	<b>\$ 289,777</b>	<b>\$ 292,675</b>	<b>\$ 295,602</b>	<b>\$ 298,558</b>	<b>\$ 301,543</b>	<b>\$ 304,559</b>	<b>\$ 307,604</b>	<b>\$ 310,681</b>	<b>\$ 313,787</b>	<b>\$ 316,925</b>	<b>\$ 6,037,302</b>
<b>Total State &amp; Local TIR Available</b>	<b>\$ 501,507</b>	<b>\$ 506,522</b>	<b>\$ 511,587</b>	<b>\$ 516,703</b>	<b>\$ 521,870</b>	<b>\$ 527,089</b>	<b>\$ 532,360</b>	<b>\$ 537,683</b>	<b>\$ 543,060</b>	<b>\$ 548,491</b>	<b>\$ 553,976</b>	<b>\$ 559,402</b>	<b>\$ 565,111</b>	<b>\$ 570,762</b>	<b>\$ 10,908,674</b>
<b>DEVELOPER</b>															
<b>DEVELOPER Reimbursement Balance</b>	<b>\$ 4,505,941</b>	<b>\$ 3,999,419</b>	<b>\$ 3,487,832</b>	<b>\$ 2,971,129</b>	<b>\$ 2,449,258</b>	<b>\$ 1,922,170</b>	<b>\$ 1,389,810</b>	<b>\$ 852,126</b>	<b>\$ 309,066</b>						<b>\$ 8,384,000</b>
<hr/>															
<b>MSF Non-Environmental Costs</b>	<b>\$ 310,915</b>	<b>\$ 314,024</b>	<b>\$ 317,164</b>	<b>\$ 320,336</b>	<b>\$ 428,975</b>	<b>\$ 527,089</b>	<b>\$ 532,360</b>	<b>\$ 537,683</b>	<b>\$ 543,060</b>	<b>\$ 264,241</b>					<b>\$ 5,197,750</b>
State Tax Reimbursement	\$ 138,274	\$ 139,657	\$ 141,053	\$ 142,464	\$ 190,779	\$ 234,414	\$ 236,758	\$ 239,125	\$ 241,517	\$ 117,517					\$ 2,677,264
Local Tax Reimbursement	\$ 172,641	\$ 174,367	\$ 176,111	\$ 177,872	\$ 238,196	\$ 292,675	\$ 295,602	\$ 298,558	\$ 301,543	\$ 146,725					\$ 2,520,486
<b>Total MSF Reimbursement Balance</b>	<b>\$ 3,784,932</b>	<b>\$ 3,470,908</b>	<b>\$ 3,153,744</b>	<b>\$ 2,833,408</b>	<b>\$ 2,404,433</b>	<b>\$ 1,877,345</b>	<b>\$ 1,344,985</b>	<b>\$ 807,301</b>	<b>\$ 264,241</b>	<b>\$ -</b>					<b>\$ -</b>
<b>EGLE Environmental Costs</b>	<b>\$ 190,592</b>	<b>\$ 192,498</b>	<b>\$ 194,423</b>	<b>\$ 196,368</b>	<b>\$ 92,895</b>										<b>\$ 1,542,250</b>
State Tax Reimbursement	\$ 84,763	\$ 85,610	\$ 86,466	\$ 87,331	\$ 41,314										\$ 910,037
Local Tax Reimbursement	\$ 105,830	\$ 106,888	\$ 107,957	\$ 109,036	\$ 51,582										\$ 632,213
<b>Total MDEQ Reimbursement Balance</b>	<b>\$ 676,184</b>	<b>\$ 483,686</b>	<b>\$ 289,263</b>	<b>\$ 92,895</b>	<b>\$ 0</b>										<b>\$ -</b>
<b>Local Only Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,644,000</b>
Local Tax Reimbursement															
<b>Total Local Only Reimbursement Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Annual Developer Reimbursement</b>	<b>\$ 501,507</b>	<b>\$ 506,522</b>	<b>\$ 511,587</b>	<b>\$ 516,703</b>	<b>\$ 521,870</b>	<b>\$ 527,089</b>	<b>\$ 532,360</b>	<b>\$ 537,683</b>	<b>\$ 543,060</b>	<b>\$ 309,066</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,384,000</b>
<hr/>															
<b>LOCAL BROWNFIELD REVOLVING FUND</b>															
<b>LBRF Deposits *</b>															
State Tax Capture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,480	\$ 246,371	\$ 284,721	\$ 251,323	\$ 253,836	\$ 1,142,732
Local Tax Capture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132,945	\$ 307,604	\$ 310,681	\$ 313,787	\$ 316,925	\$ 1,381,942
<b>Total LBRF Capture</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 239,425</b>	<b>\$ 553,976</b>	<b>\$ 595,402</b>	<b>\$ 565,111</b>	<b>\$ 570,762</b>	<b>\$ 2,524,674</b>

\* Up to five years of capture for LBRF Deposits after eli

**Allegan County Brownfield Redevelopment Authority**  
**Brownfield Plan for former Rock Tenn Property located 431 Helen Avenue, Otsego, MI, 49078.**

Assumptions used by the plan developer to generate the TIF revenue table (Attachment E).

1. We have assumed a phased project with a \$10 million investment over 5 years and another \$10 million over 8 years. Total investment of \$20 million. Creating an end taxable value of \$10 million.
2. For eligible activities we have used \$1.6 million estimate by demolition contractor and environmental consulting firm that includes demolition of the buildings including basements and foundations, the recovery of scrap metal and the reuse of crushed concrete to backfill many of the basement cavities, and contaminated soil associated with the demolition.
3. Much of the higher costs associated with cleanup and due care activities by the developer are associated with Parcel 3. This parcel has not been thoroughly investigated, has been encroached on the north property boundary by the papermill landfill and will require significant site preparation due to the removal of large quantities of sand that was used to mix with papermill waste in the capped waste disposal area.
4. We have used the infrastructure costs provided by the City of Otsego.
5. Administrative fees can be captured for the Allegan County Brownfield Redevelopment Authority (ACBRA) to manage the development (hiring legal, consultant's, accountants, etc.). We have assumed 5% for this fee. Most communities use between 5 and 10%.
6. We have assumed no interest charges for the developer.
7. We have included the opportunity to capture local taxes from years 22-27 in a local brownfield revolving fund (LBRF) that the County can use on other brownfield sites if they choose. Having an LBRF does not mean that the County has to use these funds, it only provides the opportunity.
8. The payback period with the assumptions we have used is 18 years (no capture until year 6) with an additional 5 years if the County has an LBRF.

John J. D'Addona, P.E.

Manager of Brownfield Services | Principal Engineer  
Environmental Consulting & Technology, Inc.

2200 Commonwealth Blvd., Suite 300 | Ann Arbor, MI 48105

734-769-3004 (Office) | 734-330-4542 (Mobile) | 734-769-3164 (Fax)

[jdaddona@ectinc.com](mailto:jdaddona@ectinc.com) | [www.ectinc.com](http://www.ectinc.com)

Questions and Answers to date:

1. Q: Does the County board decide between local TIF vs State TIF. A: The County Board would only approve local tax capture (in most cases) as we know that the State agencies (MEDC and EGLE) would not approve an Act 381 Work Plan in a timely manner in which to complete the work OR they just flat out wouldn't support a Project for whatever Policies they have in place at this time. In our case we have a combination right now of local and state TIF projections. The state dollars (SET and School operating) only get approved by the MEDC and EGLE, even if the County adopts the plan to include both, the capture of these taxes could not occur until an Act 381 Work Plan is approved by EGLE for environmental activities and by MEDC for non-environmental activities.



2. Q: Are there any additional steps needed to add a developer later in the process or after this plan is approved? A: If no Brownfield Plan amendment is necessary, the Developer can be added into the Plan with an administrative amendment and an amendment to the Reimbursement Agreement, which will be attached to the Brownfield plan and set up between the ACBRA and the Allegan County with whichever department named at the County will be paying for the demolition costs.
3. Q: Can we modify the plan after the plan is approved? A: You can Amend the Plan at any time to modify items that would trigger an amendment, which includes:
  - a. Increase in overall cost – so if you have a Plan approved for \$10M, but a developer comes along and states it will take \$11M in Eligible Activities to complete the work then you'd have to complete a formal amendment.
  - b. Addition of other Eligible Properties. So, if you wanted to add in additional parcels to increase the TIF capture, then you'd have to amend the Plan.
  - c. Otherwise you can adopt a policy that only requires an administrative Amendment for items such as line item adjustments. (for example, you have \$100K in Demo and \$200K in site prep. Verses \$200K in Demo and \$200K in site prep).
4. Q: With approval of this plan will any taxing unit loose existing tax review? A: No, the TIF is a tool the County can use to capture future tax revenue growth to reimburse the County for the expenditure used for demolition and clean up.
5. Q: Is there a Brownfield program fact sheet? A: See attached fact sheets from the Michigan Economic Development Corporation.

**NOTICE TO ALL TAXING JURISDICTIONS THE ALLEGAN COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY PROPOSES TO APPROVE A BROWNFIELD PLAN FOR THE PROPERTY LOCATED AT 431 HELEN AVENUE OTSEGO, MICHIGAN PRESENTLY KNOWN AS ROCK TENN**

The Allegan County Board of Commissioners has established a Brownfield Redevelopment Authority (the "Authority") in accordance with the Brownfield Redevelopment Act, Act 381 Public Acts of the State of Michigan of 1996, as amended (the "Act").

The Act provides a means for local units of government to facilitate the revitalization of environmentally distressed, functionally obsolete and/or blighted areas. The Authority has prepared and adopted a Brownfield Plan for redevelopment of the property located at 431 Helen Avenue, Otsego, Michigan (see attached legal description). The proposed reuse for this property is undetermined at this time. The Property is considered "eligible property" as defined by Act 381, Section 2 because (a) the Property was previously utilized for an industrial purpose; (b) the Property is determined to be a "facility", as defined by Part 201, the Natural Resources Protection Act, and "blighted" as it is tax reverted property owned by a county"; and (c) it is a "qualified property" as a papermill on the Kalamazoo River, which allows for the addition of eligible activities to include site preparation and infrastructure improvements.

This document is notification to local taxing units of the Brownfield Plan for the noted property, and of the County of Allegan's intent to approve the Brownfield Plan.

The Act permits the Authority to use tax increment financing for redevelopment projects included in a Brownfield Plan. Tax increment financing allows the Authority to capture tax revenues attributable to increases in the taxable value of real and personal property located on the "eligible property", which may include adjacent or contiguous parcels. Increases in taxable value may be attributable to various factors, including acquisition, remediation, new construction, rehabilitation, remodeling, alterations, additions, and installation of personal property on the contaminated, functionally obsolete, or blighted property.

The plan will be adopted at the (Date) meeting of the Allegan County Board of Commissioners held at 1 p.m. The public may participate in the meeting/public hearing by calling 1-929-205-6099, Meeting ID: 848 6387 9892 and Meeting Password 100820. For other options connecting to the meeting, please visit our meeting notice website at [www.allegancounty.org](http://www.allegancounty.org) or contact the County Administrator's Office. If you have any questions or comments concerning the Brownfield Redevelopment Authority you may attend the meeting and express those concerns during the public comment period. You may also direct inquires to the Office of the Allegan County Administrator at 269-673-0239, between 8:00AM and 5:00PM.

January XX, 2021

BOB GENETSKI, COUNTY CLERK

## Notice of Public Hearing to Adopt a Brownfield Plan

NOTICE OF PUBLIC HEARING ON THE ADOPTION OF A BROWNFIELD PLAN LOCATED AT 431 HELEN, OTSEGO, MICHIGAN PURSUANT TO AND IN ACCORDANCE WITH ACT 381 OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED.

PLEASE TAKE NOTICE THAT a Public Hearing shall be held before the Allegan County Board of Commissioners on the 28<sup>th</sup> day of January, 2021, at 1:00 p.m. on the adoption of a Brownfield Plan for 431 Helen, Otsego Michigan. The public may participate in the meeting/public hearing by calling 1-929-205-6099, Meeting ID: 848 6387 9892 and Meeting Password 100820. For other options connecting to the meeting, please visit our meeting notice website at [www.allegancounty.org](http://www.allegancounty.org) or contact the County Administrator's Office. The Brownfield Redevelopment Authority shall exercise its powers pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended.

The description of the proposed brownfield property is:

Land situated at 431 Helen Avenue of Otsego, County of Allegan, and State of Michigan, described as follows: Four parcels located on approximately 58 acres located in the City of Otsego on the site of a former Rock Tenn papermill along the Kalamazoo River. Three of the four parcels are located south of River Road and one parcel is located north of River Road. Please see attached legal description.

The proposed brownfield plan would allow [the developer, ACBRA, County, or other party] to be reimbursed for eligible costs incurred to prepare the brownfield property for redevelopment. Eligible costs may include environmental, demolition, and/or site preparation and infrastructure costs. The Brownfield Plan must first be approved by the Allegan County Brownfield Redevelopment Authority, the City of Otsego, followed by final approval by the Allegan County Board of Commissioners.

The legal description of the property along with any maps and a copy of the Brownfield Plan are available for public inspection online at [www.allegancounty.org](http://www.allegancounty.org) under Projects or on weekdays at the Office of the Allegan County Administrator (address below), between 8:00AM and 5:00PM.

Robert J. Sarro,  
County Administrator,  
3283 – 122nd Avenue,  
Allegan, Michigan, 49010  
269-673-0239

All aspects of the Brownfield Plan are open for discussion at the public hearing.

## COMMUNITY DEVELOPMENT BROWNFIELD PROGRAM OVERVIEW

The Brownfield Program uses tax increment financing (TIF) to reimburse brownfield related costs incurred while redeveloping contaminated, functionally obsolete, blighted or historic properties. It is also responsible for managing the Single Business Tax and Michigan Business Tax Brownfield Credit legacy programs (SBT/MBT Brownfield Credits).

The Michigan Strategic Fund (MSF) with assistance from the Michigan Economic Development Corporation (MEDC), administers the reimbursement of costs using state school taxes (School Operating and State Education Tax) for non-environmental eligible activities that support redevelopment, revitalization and reuse of eligible property. The MEDC also manages amendments to SBT/MBT Brownfield Credit projects approved by MSF. The Michigan Department of Environmental Quality (MDEQ) administers the reimbursement of environmental response costs using state school taxes for environmental activities, and local units of government sometimes use only local taxes to reimburse for eligible activities (i.e., “local-only” plans). The state statutory authority for the Brownfield Redevelopment Financing Act program is Act 381 of 1996, as amended (Act 381).

Two categories of eligible activities under TIF are available across the state; demolition and lead and asbestos abatement. Two additional eligible activities are available in any qualified local government unit<sup>1</sup> (QLGU) or on property owned by a land bank; site preparation and infrastructure improvements. Land banks may also be reimbursed for costs related to conveying and managing property that is in their possession. The non-environmental program generally targets industrial site reuse, and urban development with mixed-use components.

The Brownfield Redevelopment Authority (BRA) is the local jurisdiction entity that manages the development of brownfield plans. After approval of a brownfield plan by the local governing body, the BRA may request capture of state school taxes via a work plan submitted to the MEDC and/or MDEQ. There are 295 BRAs in Michigan, and approximately 467 brownfield plans that are active or have been completed across the state (as reported to the MEDC in September 2015). These

authorities vary in terms of their participation with MSF and/or MDEQ to request state school taxes for TIF reimbursement.

MEDC staff recommends policy documents, school tax capture work plans, school tax capture amendments and amendments to SBT/MBT brownfield credits to the MSF for consideration. The MEDC manages all work plans and SBT/MBT brownfield credits approved by the board, including assuring reporting obligations and compliance.

Eligible program uses under TIF include:

- Demolition
- Lead and asbestos abatement
- Site preparation
- Infrastructure improvements
- Assistance to land banks and local government units

Eligible program uses under legacy SBT/MBT Brownfield Credits include:

- Demolition
- Lead and asbestos abatement
- Building renovation
- New construction
- Purchased or leased equipment

### TAX INCREMENT FINANCING PROCESS

The work plan submission and approval is a multiple step process. Work plans are received on an ongoing basis and eligible activities must be in accordance with the Act 381 guidance issued by MEDC. Once a project is identified, the BRA or local government representative works with MEDC staff to perform the following steps:

#### I. Initial evaluation

- a. Project scoping and submittal of a draft work plan and other supporting documentation provided to MEDC community assistance team or business development manager to determine initial support.
- b. MEDC leadership consideration of initial support and if supported, letter of interest provided.

<sup>1</sup>As defined in PA 146 of 2000, MCL 125.2781 to 125.2797

## II. Work plan submission, review and MSF consideration

- a. BRA or local government representative submits a work plan or amended work plan, brownfield plan, approving resolutions, transmittal letter, and executed reimbursement agreement to MEDC after project is approved by local governing body.
- b. Due diligence performed to verify that BRA is compliant with Act 381 reporting requirements. MEDC staff reviews proposed eligible activities for compliance with MSF guidance, and makes a recommendation to the MSF board or delegated representative.
- c. MSF board or delegated representative determines support for the project.
- d. Local government unit administers TIF capture and is subject to reporting requirements.

## III. Reporting requirements (TIF work plans only)

- a. BRA submits information annually to MEDC via online portal for each project currently collecting tax increment revenue
- b. MEDC and MDEQ compiles information and provides report to legislature.

## SBT/MBT BROWNFIELD CREDITS

### I. Amendments

- a. Amendment application is submitted and amendment request is vetted by brownfield program staff and brownfield program leadership.
- b. If amendment is supported, remaining amendment request forms and any other materials required for review is submitted to brownfield program staff.
- c. MSF board or delegated representative determines support for the project.

### II. Project completion

- a. Qualified taxpayer sends certificate of completion request to MEDC brownfield staff.
- b. Certificate of completion request is reviewed and sent to MEDC compliance for review.
- c. If certificate of completion request fulfills statutory requirements, certificate of completion is issued. Qualified taxpayer may then submit the certificate of completion to Department of Treasury for refund, or tax abatement

## CONTACT INFORMATION

For more information, contact the MEDC customer contact center at 517.373.9808.



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—AMEND BOARD RULES**

**BE IT RESOLVED** that the Board of Commissioners amends page 3, by deleting Section 3aiii - Term of Office Limitation in the Board Rules of Organization and Procedure of the Allegan County 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

**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

# ALLEGAN COUNTY POLICY



**TITLE:** Budget Policy  
**POLICY NUMBER:** 211  
**APPROVED BY:** Board of Commissioners  
**EFFECTIVE DATE:** February 11, 2021

1. **PURPOSE:** The purpose of this Policy is to establish the requirements, responsibilities and general procedure for the preparation, adoption and maintenance of a balanced budget and to promote and sound financial health for the governmental unit.
2. **SERVICE AREA(s) AFFECTED:** Any department, service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the Board of Commissioners.
3. **DEFINITIONS:**
  - 3.1 Appropriation – An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose.
  - 3.2 Board of Commissioners (BOC) – The legislative body of the County.
  - 3.3 Budget – A plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds and the proposed means of financing the expenditures. A budget is not required to but may include any of the following:
    - 3.3.1 A fund for which the County acts as a trustee or agent;
    - 3.3.2 An internal service fund;
    - 3.3.3 An enterprise fund;
    - 3.3.4 A capital project fund;
    - 3.3.5 A debt service fund.
  - 3.4 Budgetary Center – A general operating department or any other service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the BOC.
  - 3.5 Budgetary Center Leader – An individual appointed, elected, employed or otherwise engaged by the County to supervise a budgetary center (service area directors, court administrators, elected officials).
  - 3.6 Capital Assets – Items valued at \$5,000 and greater with a useful life greater than two (2) years.

- 3.7 Capital Improvement Plan – A document/plan that summarizes the County’s infrastructure and large equipment needs.
- 3.8 Chief Administrative Officer (CAO) – The County Administrator appointed by the BOC, or his or her designee as permissible through applicable law or County policy.
- 3.9 Core Services – While each budgetary activity may support a variety of services, core services represent the main services provided through a budgetary activity from a broad perspective. Core services shall be identified in a manner that allows the full cost to be assessed for providing that service. Examples of core services are Road Patrol, Payroll, Emergency Dispatch, Building Maintenance, and Benefits Administration.
- 3.10 Cost Allocation Plan (CAP) – A document, prepared annually, that is used to distribute administrative and occupancy costs to various programs, grants, and funds. The CAP is prepared according to Federal principles.
- 3.11 Deficit – An excess of liabilities over assets within an activity or fund.
- 3.12 Disbursement – A payment.
- 3.13 Donation – money or goods (real or personal property), commonly equipment, supplies, vehicles, real estate, K9s, etc.) that are given to the County.
- 3.14 Donor – person or organization giving a donation.
- 3.15 Expenditure – The cost of goods delivered or services rendered, whether paid or unpaid.
- 3.16 Fund – A legal entity that provides for the segregation of moneys or other resources for specific activities or obligations in accordance with specific restrictions or limitations. A separate set of accounts must be maintained for each fund to show its assets, liabilities, reserves and fund balance, as well as its income and expenditures.
- 3.17 Fund Balance – The difference between assets and liabilities.
- 3.18 General Appropriations Act – The budget as adopted by the Board of Commissioners.
- 3.19 Grant – Funds or assets, given for a specific program, purchase or service, from a grantor, with a formal written agreement.
- 3.20 Grantor – The original financial source for a grant, typically in the form of a government agency or non-profit organization.
- 3.21 Grants Coordinator – Individual within Financial Services (or designee) responsible for oversight, coordination and financial management of the grant.



- 3.22 Maintenance of Effort (MOE) – A requirement that a grantee must maintain a specified level of financial effort in area for which State/Federal funds will be provided in order to receive the grant funds. The requirement is usually given in terms of a specific base year monetary amount.
- 3.23 Paid Time Off (PTO) Payout – An amount paid to an employee for unused PTO after the close of the fiscal year and/or at the time of separation consistent with policy and/or applicable labor agreement.
- 3.24 Personal Property: Any item of value, that is not real estate.
- 3.25 Project(s) non-capital – A one-time or periodic, yet infrequent, undertaking to engage services and/or acquire or replace an asset, or set of similar assets, for which the individual unit cost and/or useful life does not meet the criteria to be classified as a Capital Asset.
- 3.26 Program Manager – Individual that is responsible for managing the programmatic activities and requirements of the grant.
- 3.27 Real Property: Real estate.
- 3.28 Restricted Donation – any donation that specifies a particular use or “restricts” the use of the donation.
- 3.29 Service Area – A component of county government that is responsible to provide specific functions or services.
- 3.30 Surplus – An excess of assets over liabilities within an activity or fund.
- 3.31 Work Order – Process for routing and tracking requests to obtain specific levels of service and/or approval using County-approved software.
- 4. POLICY:** It is the policy of the County to operate under a balanced budget. This budget shall be approved by the BOC at its annual meeting (after September 14 but before October 16) unless otherwise authorized by the BOC.
  - 4.1 Debt or other obligations shall not be entered into unless approved by the BOC and consistent with applicable law(s) and/or County policy.
  - 4.2 Total expenditures within an activity shall not be made in excess of the amount authorized in the budget unless the necessary adjustments have been authorized.
  - 4.3 Funds may not be applied or diverted for purposes inconsistent with the appropriations.
  - 4.4 Cost Allocation Plan (CAP): To the extent practicable, all non-General Fund department budgets shall include an expenditure line for the CAP.

- 4.4.1 Unless CAP costs are disallowed by the funding source, all applications for new grant programs shall include a CAP expense equal to ten percent of the program's total expenditure budget.
  - 4.4.1.1 Once the grant is listed in the CAP document, the actual CAP costs shall be used in the grant budget.
- 4.4.2 Unless CAP costs are disallowed by the funding source, all grant renewal applications shall include a CAP expense.
- 4.4.3 The CAO may approve a phased-in approach for CAP costs, in cases where grants would experience programmatic challenges caused by the addition of the full CAP amount.
  - 4.4.3.1 The first year shall use ten percent of the CAP cost, with ten percent added in succeeding years, until such time as the full CAP is budgeted.
- 4.5 PTO Payout: The payout shall be appropriated from the PTO Liability Fund and shall be cost allocated to the applicable budgetary center either through the annual Cost Allocation Plan or other method.
- 4.6 Reimbursement of Personal Expenditures While Performing County Business
  - 4.6.1 Mileage: The County's mileage reimbursement rate shall equal the IRS rate, providing a County owned vehicle is not reasonably available for use.
    - 4.6.1.1 This policy applies to elected officials, employees, volunteer drivers, and interns.
    - 4.6.1.2 Supervisors are responsible for optimizing the use of County vehicles. If a County-owned vehicle is available, but a personal vehicle is used, the reimbursement rate shall be 60% of the IRS rate. Full IRS rate reimbursement for use of a personal vehicle shall be allowed in the limited instances that a supervisor has determined that the use of a personal vehicle is more cost effective than use of a County vehicle or in cases where an employee may have accessibility needs that cannot be appropriately met through the use of a county owned vehicle.
    - 4.6.1.3 When using a personal vehicle, mileage is measured from the closer of the duty station or point of departure to the destination and return.
    - 4.6.1.4 When considering travel, the least-costly travel method should be used. When traveling out of state the total cost of mileage reimbursement shall not exceed the published lowest airfare rate for the same trip unless authorized by the CAO.
  - 4.6.2 Meals: Meals while traveling on authorized County business are reimbursable expenses (if paid by the traveler) or allowable expenses (if paid by County funds) on the basis of actual expenses incurred, as supported by itemized receipts, subject to the following guidelines and

limits:

- 4.6.2.1 Reimbursement amounts shall conform to the current State of Michigan “In-State All Other” rates. As of January 1, 2021, those rates are:
  - \$8.50 breakfast
  - \$8.50 lunch
  - \$19.00 dinner
- 4.6.2.2 Meals that are included in registration fees, or that are supplied as part of a meeting, are not eligible for reimbursement.
- 4.6.2.3 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 the combined total of the applicable published meal rates of the eligible meals per day.
  - 4.6.2.3.1 Combined meal reimbursement requests shall require additional documentation, such as a conference or training agenda or proof of travel to demonstrate eligibility.
  - 4.6.2.3.2 Alcohol is not eligible for reimbursement.
- 4.7 Budgeted funds in the following line items are not available for reallocation by the budgetary center unless approved by the CAO or as approved by the BOC:
  - 701.00.00 through 726.99.9 – Salaries/Wages/Benefits
  - 748.00.00 – Gas, Oil, Grease & Antifreeze
  - 810.01.00 – Legal-Court Appt./Other Legal (except as outlined in Administrative Order No.1998-5 - Chief Judge Responsibilities; Local Intergovernmental Relations)
  - 920.00.00 – Public Utilities
- 4.8 Expenditures shall always be expensed to the appropriate line item regardless of available funds within that specific line item.
- 4.9 No payment shall be released if an activity is over budget except as authorized by the BOC.
- 4.10 Budget Amendments: The CAO is authorized to perform budget adjustments that are necessary to carry out the General Fund Surplus Distribution process.
  - 4.10.1 As soon as a Budgetary Center identifies the potential for an activity to exceed its overall budget and/or a line item(s) to be materially over budget the CAO shall be notified promptly and a plan to address such occurrence shall be recommended to the CAO.
  - 4.10.2 The CAO is authorized to make budget transfers between activities within a fund, between funds and between line items within an activity or any combination thereof in accordance with the established thresholds (Appendix 6.D) as long as no additional appropriation is required from contingency or fund balance.

- 4.10.3 The CAO shall maintain a list of any potential budget overages that may require adjustment and shall provide a copy of said list to the BOC no less than quarterly. Said list shall identify whether an adjustment has been made or will be recommended at a later date.
  - 4.10.4 The CAO shall recommend necessary adjustments to BOC when such adjustments exceed his or her authorized thresholds (Appendix 6.D).
  - 4.10.5 Amendments to the approved budget (General Appropriations Act) shall not cause estimated total expenditures, including any accrued deficit, to exceed total estimated revenues, including any available surplus.
- 4.11 Capital and other projects: Consistent with the Uniform Budgeting Act, the CAO is authorized to prepare and recommend a capital improvement program as part of the annual budget, outlining both current and future capital projects. Unless stated elsewhere within this policy, any capital or other projects shall be budgeted for and managed by the provisions within this section.
- 4.11.1 The annual program shall be driven by the Capital Improvement Plan.
    - 4.11.1.1 The Plan shall forecast capital projects and expenditures for the next 15 years. The Plan shall be maintained on an ongoing basis, and shall undergo a comprehensive review and update every 5 years, culminating with a new 15 year forecast window.
    - 4.11.1.2 The Capital Improvement Plan shall show projects in the general order of the BOC's priority. Those priorities are:
      - 4.11.1.2.1 Safety and Security: Item(s) that present an immediate or impending safety and security concern. These could be new, repairs or replacements;
      - 4.11.1.2.2 Repair and maintenance: Item(s) that are in a state of disrepair or require maintenance to be performed to continue functioning at acceptable levels within its identified life cycle;
      - 4.11.1.2.3 Replacement Plan: Item(s) identified within an existing replacement plan as a proactive measure to minimize unexpected disruption of services as the item approaches its end of life cycle.
      - 4.11.1.2.4 New Capital Requests/Strategic Initiatives: Approval of these items may carry operational increases or may increase one of the other categories above to maintain the level of service generated by its acquisition.
  - 4.11.2 Budgetary Centers shall complete a Project Scoping Form in order for the project to be eligible for consideration of funding and resource allocation.
  - 4.11.3 Funds for capital and non-capital projects are generally budgeted within and/or appropriated from the Capital Improvements Program (CIP) Fund (2450) or within a designated fund established within a Special Revenue Fund. A separate activity for each project shall be established once funds are officially requested and appropriated for the

project.

- 4.11.4 The capital improvements program shall show projects in the general order of the BOC's priority for a period of fifteen (15) years.
- 4.11.5 Capital projects shall be budgeted on a project basis. Any remaining funds after a capital project is completed shall not be available for use unless re-appropriated by the BOC. Surplus funds from each project shall revert back to the CIP fund from which the project funds were appropriated to fund other projects. For example: A new lawn mower has been approved with an estimated cost of \$15,500. The actual cost was \$14,500. The remaining \$1,000 of the budgeted amount would revert back to the CIP fund from which the project was funded, unless otherwise approved by the CAO and/or BOC subject to the established threshold (Appendix 6.D).
- 4.11.6 If a project extends past the fiscal year from which the original budget was established, departments shall request funds to be carried over and budgeted in the following year (using the same fund and account number) less any expenses already incurred. Absent a request for carry over, funds may be reallocated and/or removed from the project.

#### 4.12 General Fund (GF):

- 4.12.1 Zero Dollars (\$) shall be budgeted in a specific line item to be applied to the GF reserves.
- 4.12.2 GF Surplus Distribution: Following the annual financial audit, a GF budget surplus identified from the preceding fiscal year shall be distributed in the following manner:
  - 4.12.2.1 The GF fund balance shall be allocated that portion of the surplus that would maintain the GF fund balance as shown in Appendix 6.A;
  - 4.12.2.2 If the conditions in the preceding paragraph are met, then an allocation from the remaining annual General Fund surplus shall be transferred to the Budget Stabilization Fund to maintain that fund as shown in Appendix 6.A;
  - 4.12.2.3 If the conditions in the two preceding paragraphs are met, then an allocation from the remaining surplus shall be transferred to the PTO Liability Fund to maintain the fund as shown in Appendix 6.A;
  - 4.12.2.4 If the conditions in the three preceding paragraphs are met, then one hundred percent (100%) of the balance of the remaining annual budget surplus shall be transferred to the Liability Sinking Fund (2590).
  - 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 in accordance with the Budget Adjustments section of this policy.



- 4.12.3 Deficit. If it is determined that current year revenues plus transfers-in may not be sufficient to cover current year expenses plus transfers-out, operating expenses shall be reduced or an appropriation from fund balance shall be made so that total expenses plus transfers out equal total revenues plus transfers in.
- 4.12.3.1 If the GF fund balance is below the designated level as shown in Appendix 6.A the BOC may choose to budget funds specifically to increase the fund balance.
- 4.12.3.2 If the fund balance falls below five percent (5.0%) of the total GF Expense Budget then funds shall be transferred from the PTO Liabilities Fund (2580) to restore the GF fund balance to its level as outlined in Appendix 6.A.
- 4.12.4 GF Contingency. The GF Contingency account shall be established at an amount not to exceed two percent (2%) of the total General Operating Fund expense budget excluding budgeted fund balance.
- 4.12.5 The General Fund shall advance a total of \$250,000 to the Drain Revolving Fund, to be recorded as a Long-Term receivable.

4.13 Special Revenue Fund (SRF):

- 4.13.1 Deficit. Unless otherwise stated within this policy, if it is determined that current year revenues plus transfers-in may not be sufficient to cover current year expenses plus transfers-out within an SRF, operating expenses shall be reduced to equal projected revenues or an appropriation from the SRF's fund balance or other appropriate fund balance (subject to approval by the BOC) shall be made so that total expenses plus transfers-out equal total revenues plus transfers-in.
- 4.13.2 Parks (Fund 2080)
- 4.13.2.1 Cell Tower Revenue: Cell Tower Revenue shall be budgeted as a revenue to the Parks Fund, to be utilized towards Parks repairs and maintenance.
- 4.13.3 Central Dispatch (Fund 2110).
- 4.13.3.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:
- 4.13.3.1.1 If the conditions in the preceding paragraph are met, any remaining operational fund balance shall be transferred to a restricted fund balance account to be used to supplement revenue shortfalls outlined in the 17 year projection model where surcharge revenues are not sufficient to meet projected expenses, unless otherwise directed by the BOC.
- 4.13.3.2 As surcharge funds are received the operational portion shall be receipted into the operational fund and the capital portion receipted into the Central Dispatch Capital Projects Fund.
- 4.13.3.3 Surcharge. Since the main source of operating revenue for Central

Dispatch is received through the collection of a monthly surcharge on any device with the ability to access 911, the calculated monthly surcharge shall be presented to the BOC utilizing the formula in Appendix 6.B:

4.13.3.4 Capital. There shall be a separate capital fund established for Central Dispatch.

4.13.3.4.1 Funding for approved capital projects shall be funded through a monthly surcharge.

4.13.3.4.2 Capital projects shall be divided into three (3) categories based on the number of years to complete the project.

Short term projects 1-5years

Mid-term projects 6-10 years

Long-term projects over 10 years

4.13.3.4.3 The monthly surcharge needed to fund capital projects shall be determined by using the formula in Appendix 6.B.

4.13.4 Child Care Fund (Fund 2921)

4.13.4.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

4.13.4.1.1 100% shall be transferred to the Youth Home CIP fund (2465) and designated as Child Care Buildings & Infrastructure fund projects.

4.13.5 Senior Services (Fund 2950)

4.13.5.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess fund balance shall be used when a wait list for services exists, service capacity is available to meet those needs and funds are not available within the current annual approved operating budget. The funds shall be allocated in such a manner to reasonably ensure the increased service level is financially sustainable through the end of the term of the current authorized millage. The CAO is authorized to conduct a final review of such circumstances; direct the necessary budget adjustments to be made within the current fiscal year and report back any transfers made to the BOC.

4.13.6 Health Department (Fund 2210)

4.13.6.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

4.13.6.1.1 100% shall be used to reduce current year transfers in from the general operating fund (or transferred back to the General Fund.)

4.14 Drain Funds (Funds 6010 and 8010)

- 4.14.1 To the extent that the Drain Revolving Fund has a positive cash balance, individual Drain Fund expenses may draw upon that Fund.
- 4.14.2 At the point that the Drain Revolving Fund has been depleted, individual Drain Funds may draw upon positive balances in other Drain Funds. The Drain Commissioner shall issue Notes that acknowledge the borrowing. The Drain Commissioner and Treasurer shall agree upon an interest rate that reasonably splits the difference between the cost of external borrowing, and the investment rate of return. Internal borrowing shall not be undertaken if both the borrowing and lending Drain Funds do not realize an interest rate benefit, compared to external borrowing and investing. At no time shall internal Notes exceed the Drain Funds' collective available cash balance.
- 4.14.3 At any time, the Drain Commissioner may choose to issue external debt in lieu of, or in addition to, the methods listed above.

#### 4.15 Allocation of State Revenue Sharing (SRS) Funds

- 4.15.1 When the County has outstanding debt that is not matched by resources available in the Liability Sinking Fund, SRS shall be distributed in the following manner:
  - 4.15.1.1 The first \$1,300,000 shall be receipted into the Capital Improvements Fund (Fund 2450).
  - 4.15.1.2 The next \$900,000 shall be receipted into the Liability Sinking Fund (Fund 2590).
  - 4.15.1.3 SRS dollars received in excess of \$2,200,000 shall be distributed 60% to the Capital Improvements Funds and 40% to the Liability Sinking Fund.
- 4.15.2 When the County does not have outstanding debt, or when the County's outstanding debt is matched by the balance of the Liability Sinking Fund, 100% of SRS funds shall be receipted into the Capital Improvements Fund.

#### 4.16 Responsibilities:

- 4.16.1 The CAO shall:
  - 4.16.1.1 have final responsibility for budget preparation;
  - 4.16.1.2 present the budget to the BOC;
  - 4.16.1.3 have control of expenditures under the budget and the general appropriations act;
  - 4.16.1.4 transmit the recommended budget to the BOC according to an appropriate time schedule approved by the BOC which shall allow adequate time for review;
  - 4.16.1.5 accompany the recommended budget with a suggested General Appropriations Act Resolution to implement the budget;
  - 4.16.1.6 ensure budgetary centers are provided the necessary forms through the annual budget process.
- 4.16.2 The BOC shall:
  - 4.16.2.1 hold a public hearing as required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275 prior to final approval of the budget;

4.16.2.2 pass a general appropriations act, consistent with the uniform chart of accounts prescribed by the Department of Treasury, as formal approval of the budget for the General Fund and each Special Revenue Fund;

4.16.2.2.1 The general appropriations act (budget) shall:

4.16.2.2.1.4 state the total mills to be levied and the purpose for each millage levied (truth in budgeting act) consistent with the budget schedule (Appendix 6.C);

4.16.2.2.1.4 include amounts appropriated for expenditures to meet liabilities for the ensuing fiscal year in each fund;

4.16.2.2.1.4 include estimated revenues by source in each fund for the ensuing fiscal year;

4.16.2.2.1.4 The budgeted expenditures, including an accrued deficit, shall not exceed budgeted revenues, including available surplus and the proceeds from bonds or other obligations issued under the fiscal stabilization act, [Act 80 of 1981](#) MCL 141.1001 et al.).

4.16.2.3 determine the amount of money to be raised by taxation necessary to defray the expenditures and meet the liabilities of Allegan County for the ensuing fiscal year; shall order that money to be raised by taxation is within statutory and charter limitations; and shall cause the money raised by taxation to be paid into the funds of Allegan County (Appendix 6.A).

4.16.3 The leader of each budgetary center shall:

4.16.3.1 provide necessary information to the CAO for budget preparation;

4.16.3.2 be responsible for managing their budget consistent with all applicable policies, laws and best practices.

4.17 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.

4.17.1 Requirements:

4.17.1.1 Service Area Leadership must designate an individual to serve as the Program Manager. The Program Manager and Grants Coordinator are responsible to complete the Grant requirements contained within this section and the Grants Management Procedures.

4.17.1.2 A Work Order/RFA shall be completed by the Program Manager and/or the Grants Coordinator for the Grant application or renewal for the purpose of document tracking. The Work Order/RFA will be used to obtain the required review and recommendation from the Executive Director of Finance or his/her designee before consideration by County Administration.

4.17.1.3 All Grants require application approval and award approval from the BOC and/or the County Administrator; reference Appendix 6.D to

determine the level of approval needed.

- 4.17.1.4 All Grant requests must allow sufficient time for consideration and approval.
  - 4.17.1.4.1 Any Grant requiring BOC approval will need to be added to the BOC meeting agenda. Agenda items must be submitted to County Administration in the timeframe outlined in the BOC Rules of Organization.
  - 4.17.1.4.2 Any Grant requiring County Administrator approval must be submitted to County Administration allowing for a timeframe comparable to the BOC approval process outlined in the BOC Rules of Organization.
  - 4.17.1.4.3 Ongoing Grants should be renewed, whenever possible, through the annual budget process, therefore not requiring additional BOC approval.
  - 4.17.1.4.4 If the Grant application deadline does not allow sufficient time to obtain the appropriate level(s) of approval, the County Administrator may approve Grant applications in such emergency situations and report to BOC.
- 4.17.1.5 The only authorized signatory on behalf of Allegan County is the County Administrator or BOC Chairperson, unless otherwise designated by the BOC and/or the County Administrator. This designation, if appropriate, can be requested in the Work Order/RFA.
- 4.17.1.6 All Federal Grant spending must follow the Federal guidelines for allowable and unallowable costs as outlined in the Federal Register. Allegan County shall maintain a current membership in System for Award Management (SAM) to ensure the County's eligibility to apply for Federal grants.
- 4.17.1.7 Eligible Grant expenditures must follow both the purchasing requirements as outlined within the Grant documents and the County's Purchasing Policy. If there is conflict between these requirements, the Grant document requirements would supersede the Purchasing Policy.
- 4.17.1.8 All Federal Grant funding expended shall be reported on the Schedule of Expenditures of Federal Awards (SEFA) in the annual Single Audit filed with the appropriate State and Federal agencies.
- 4.17.1.9 Unless otherwise authorized by BOC, any position funded by a Grant shall be considered coterminous with Grant funding.
- 4.17.1.10 Each Grant must have clearly outlined objectives and desired outcomes which will be used to measure Grant performance. Grant closeout information, both financial and programmatic, must be reported back to County Administration after conclusion of Grant.

#### 4.18 Donations and Surplus Programs:

- 4.18.1 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.
- 4.18.2 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.

- 4.18.3 The Plan shall include the appropriate financial structure to support the transactions within or beyond a given fiscal year.
- 4.18.4 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.
- 4.18.5 Donations from service providers currently doing business with the County, having done business with the County in the last 12 months or likely to do business with the County in the next 12 months 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.
- 4.18.6 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).
- 4.18.7 Once approved for acceptance the Service Area receiving the donation shall acknowledge and express thanks to the donor(s) on behalf of the County.
- 4.18.8 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.
- 4.18.9 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.
- 4.18.10 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.
- 4.18.11 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:
  - 4.18.11.1 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.
  - 4.18.11.2 In determining review/approval levels, the estimated replacement value of an item shall be utilized and not the temporary ownership cost.
  - 4.18.11.3 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.

4.18.11.4 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.

4.18.11.5 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.

4.18.11.5.1 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).

4.18.11.5.2 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.

4.19 Budget Preparation: The CAO shall prepare and present a balanced recommended budget based on the following information collected from each budgetary center. Information shall be submitted to the CAO and presented to the BOC by the CAO consistent with the annual budget schedule (Appendix 6.C):

4.19.1 Goals & Objectives. This shall be prepared by each Budgetary Center Leader for each activity for which they have budgetary responsibility.

4.19.2 Core Service Expense/Revenue Budget. Based on the current year budget, Budgetary Centers shall provide a line item cost breakdown (expenses and revenues) for each core service including:

4.19.2.1 Actual expenditures/revenue for the most recently completed fiscal year;

4.19.2.2 Projected expenditures/revenue for the current fiscal year (to be arrived at by using actual expenditures to date and projecting expenditures to the end of the fiscal year);

4.19.2.3 An estimate of the expenditures/revenue for the next five fiscal years;

4.19.2.4 The projected Maintenance of Effort (MOE) required to maintain external funding sources, if applicable.

4.19.3 Personnel Costs.

4.19.3.1 Status Quo Personnel Costs. A report shall be compiled and reviewed by each Budgetary Center which outlines each position currently budgeted and the total compensation attached to each position.

4.19.3.2 Personnel Changes. Position change requests shall be prepared utilizing the appropriate forms by the Budgetary Center Leader and submitted as part of the budgeting process.

4.19.4 Operational Requests. Operational requests shall consist of a Budgetary Center's operational line items 727.00.00 through 969.99.99.

4.19.5 Capital Requests. A 15-year capital plan shall be presented to the BOC as

part of the budget process.

- 4.19.6 Grants. A Grants Master list shall be provided and contain, the Budgetary Center, Grant Name, Grant Purpose, # of Years the County has had the Grant, Grant Source, Anticipated Award, Local Match, Budget, \$ Breakdown of Funding Source, % Breakdown of Funding Source.
- 4.19.7 Fees. A county wide fee schedule shall be provided.
  - 4.19.7.1 Fees must exhibit the following characteristics:
    - 4.19.7.1.1 A user fee must serve a regulatory purpose rather than a revenue generating purpose.
    - 4.19.7.1.2 A user fee must be proportionate to the necessary costs of the service or commodity, and imposed on those benefiting from the right/service/improvement supported by the fee.
    - 4.19.7.1.3 A user fee is voluntary in nature as opposed to being compulsory.
  - 4.19.7.2 The following categories shall be considered when calculating the cost of services:
    - 4.19.7.2.1 Direct Salaries, benefits and allowable departmental expenditures.
    - 4.19.7.2.2 Departmental Overhead Departmental administration / management and clerical support.
    - 4.19.7.2.3 County-wide Overhead Central service costs such as payroll, human resources, budgeting, county management, etc. Often established through a cost allocation methodology or plan (In this case, the County provided these costs).
    - 4.19.7.2.4 Cross-Departmental Support Costs associated with review or assistance in providing specific services. For example, costs associated with the Planning Department's review of construction plans.
  - 4.19.7.3 The following methodology shall be used when calculating fees:
    - 4.19.7.3.1 Total costs minus dedicated revenue equals net cost
    - 4.19.7.3.2 Net cost divided by number of hours equals net hourly rate
    - 4.19.7.3.3 Net hourly rate times number of hours to perform service equals net cost per service
    - 4.19.7.3.4 Net cost per service times percent of user support equals user fee
    - 4.19.7.3.5 User fee plus other revenue = net cost per service
  - 4.19.7.4 The percent of user support shall be governed by the following schedule:
    - 4.19.7.4.1 Benefit Level 1 - Services that Provide General "Global" Community Benefit: 25% cost recovery
    - 4.19.7.4.2 Benefit Level 2 - Services that Provide Both "Global" Benefit and also a Specific Group or Individual Benefit: 50% cost recovery
    - 4.19.7.4.3 Benefit Level 3 - Services that Provide a Primary Benefit to an Individual or Group, with less "Global" Community

Benefit: 100% cost recovery

- 4.19.7.4.4 Unless otherwise prohibited by law, non-profit users (501(c)(3) organizations, schools, churches, and governments) shall receive a 25 percent discount of the calculated fee.

4.20 The CAO shall ensure the recommended balanced budget contains the following:

- 4.20.1 All funds (including but not limited to the General Fund and all Special Revenue Funds) shall be presented based on balancing revenues (including transfer-ins) to expenses (including transfer-outs) excluding beginning and ending fund balances.
- 4.20.2 Beginning and ending fund balance for each fund for each year;
- 4.20.3 An estimate of the amounts needed for deficiency, contingent, or emergency purposes;
- 4.20.4 Budget Summary. An overview of key recommendations and/or decisions made relative to the final recommended balanced budget shall be included in a summary document to emphasize such information that may not be easily interpreted from the numeric data (example: wage adjustment %.) Such summary may include other data relating to fiscal conditions that the CAO has used in the budget development and considerations that may be useful in analyzing the future financial needs of Allegan County.
- 4.20.5 While line item detail is be presented to the BOC throughout the budget preparation process, the final recommended balanced budget and the final adopted budget shall be activity based.

## **5. REFERENCES:**

- A. Michigan Department of Treasury Uniform Budget Manual
- B. Public Act 80 of 1981 Michigan Fiscal Stabilization Act
- C. Public Act 156 of 1851 MCL 46.1 County Board of Commissioners
- D. Public Act 621 of 1978 General Appropriations Act
- E. Public Act 154 of 1879 Elected Officials Salaries
- F. Public Act 267 of 1976 Michigan Open Meetings Act
- G. Allegan County Policy #511-Travel and Training
- H. Administrative Order No.1998-5 - Chief Judge Responsibilities;  
Local Intergovernmental Relations
- I. Allegan County Purchasing Policy
- J. Board of Commissioners Rules of Organization
- K. County Strategy Map

## **6. APPENDICES:**

- A. Table of Minimum Fund Balances
- B. 911 Surcharge Formula
- C. Annual Budget Schedule
- D. Board Thresholds

APPENDIX 6.A  
Table of Minimum Fund Balances

<b>Fund Title</b>	<b>Fund #</b>	<b>Types of Uses</b>	<b>Minimum Threshold</b>	<b>Distribution of Funds in Excess of Minimum Threshold and Other Transfers</b>
General	1010	General County Operations	Fund Balance – 11% of G. F. expense budget	Refer to Budget Policy text
Budget Stabilization	2570	May be used to cover a General Fund deficit, to prevent a reduction in services, to cover expenses of a natural disaster and more	Maximum allowed by statute	Refer to Budget Policy text
PTO Liability	2580	To fund the accrued liabilities of personnel (i.e. PTO, post-employment benefits, etc.)	Fully fund the PTO Liability per the most recent financial audit	Refer to Budget Policy text
Delinquent Tax Revolving	6160	Monies are used for the settlement of delinquent taxes with the local taxing units. The county purchases the delinquents taxes from the local units. Currently this is about \$7 million each year	The annual debt service payment for the Sheriff's Office and Corrections Center Bond shall be transferred to the Debt Service fund.  Ending cash balance shall be a minimum of 115% of the prior year settlement	Transfer to the Liability Sinking Fund 2590
Tax Reversion	6200	Tax reversion funds account for the process by which delinquent property taxes are collected, or in lieu of collection, the process which governs the disposition of real property upon which property taxes remain unpaid.		\$200,000 shall be transferred to the General Fund as part of the annual budget
Central Dispatch	2110		Fund Balance – 10% of current year operating expenses.  Capital Min - \$250,000 which shall be part of the surcharge formula. In the event the reserve may be utilized, in part or in whole, it shall be restored over a maximum of three years utilizing the capital surcharge formula.	



Child Care	2921		Fund Balance – 5% of current year operating expenses.	
Senior Services	2950		Fund Balance – 10% of current year operating expenses.	
Health Fund	2210		Fund balance shall be maintained at a level of 5% of the current year operating expenses or a percentage necessary to meet the annual requirements of the State’s Maintenance of Effort (MOE), whichever is less.	
Sheriff’s Dept Contracts for Service	2807		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 Additional \$20,000 reserved annually for DNR Trust Fund match, until \$100,000 is saved.	Transfer out to Parks fund to balance operating budget. Remaining fund balance may be utilized for Parks Capital and/or Economic Development Initiatives as approved by the BOC.

APPENDIX 6.B  
911 Surcharge Formula

PAEB = Projected Annual Expense Budget  
OR = Other Revenue (i.e. interest earned, training funds)  
FBA = Fund Balance Adjustment (from prior year audited financial statements)  
TSNO = Total Surcharge Needed For Operations  
CMSO = Current Monthly Surcharge Operations  
AMD = Average Monthly Devices [(((Total Surcharge January -> June)/January Monthly Surcharge)/6) + (((Total Surcharge July -> December)/July Monthly Surcharge)/6)]/2  
SRJJO = Surcharge Revenue January – June Operations  
TSNJyDO = Total Surcharge Needed July – December Operations  
NMSJyDO = New Monthly Surcharge July – December Operations  
TCMS = Total Capital Monthly Surcharge  
TMSJyJ = Total Monthly Surcharge July - June

Step 1)  $(PAEB - OR) +/- FBA = TSNO$

Step 2)  $(CMSO \times AMD) \times 6 = SRJJO$

Step 3)  $TSNO - SRJJO = TSNJyDO$

Step 4)  $(TSNJyDO/6) / AMD = NMSJyDO$

Step 5)  $NMSJyDO + TCMS = TMSJyJ$

Capital Formula (TCMS):

- \$ amount of capital needed in YR 1 = CAP1
- $CAP1 / 12 \text{ months} / AMD = C1$
  
- \$ amount of capital needed in YR 2 = CAP2
- $CAP2 / 24 \text{ months} / AMD = C2$
  
- \$ amount of capital needed in YR 3 = CAP3
- $CAP3 / 36 \text{ months} / AMD = C3$
  
- Continue this pattern for fifteen (15) years or 180 months
- All items would be totaled to equal total capital monthly surcharge (TCMS)

APPENDIX 6.C  
Annual Budget Schedule

<b>BUDGET ITEM</b>	<b>BUDGET PROCESS</b>	<b>Due Dates</b>
Budget Policy	BOC Approval	By 2 <sup>nd</sup> BOC of March
Budget Worksheets	All worksheets due to County Administration for review and development of recommended balanced budget.	May 31
BUDGET:	Planning Session (draft)	2 <sup>nd</sup> Planning Session of August
	BOC Discussion (proposed)	1 <sup>st</sup> BOC of September
	BOC Approval (Move final)	2 <sup>nd</sup> BOC of September
	ADMINISTRATION submits public hearing notice in publication of general circulation	September 28
	Public Hearing appears in paper	Minimum 6 days prior to 1 <sup>st</sup> BOC of October
	BOC Adopts Final Budget (P.A. 156 of 1851 MCL 46.1), Public Hearing, adopt millage, and general appropriations act. Based on the Uniform Budgeting Act, the budget shall be passed prior to the ensuing budget year. Michigan treasury manual states 1-2 months prior to the end of the fiscal year as a recommended timeline.	1 <sup>st</sup> BOC of October
	ADMINISTRATION & Service Area – Elected Officials Salaries (Act 154 of 1879)	2 <sup>nd</sup> BOC of October

APPENDIX 6.D - Budget Policy

Request	Information	Directly to Board Action	Board Discussion	CA Final Approval (Report back to Board)
Grant	<ul style="list-style-type: none"> <li>• Department Requesting</li> <li>• Name of Grant</li> <li>• Summary of Grant</li> <li>• Application/Acceptance</li> <li>• New/Renewal/Continuation</li> <li>• Amount of Grant (Not including Local Match)</li> <li>• Source of Grant Funds (% of allocation)</li> <li>• Type of Match (cash/in-kind)</li> <li>• Amount/Description/Source of Match</li> <li>• Term of Grant</li> <li>• Does It Involve Personnel</li> <li>• Does It Involve On Going Operational Activities (recoverable?)</li> <li>• Admin fees</li> <li>• Equipment/ongoing costs</li> <li>• Does it effect other operations?</li> <li>• Contact info/Resp parties/ownership</li> <li>• Disposition</li> <li>• Changes in grant</li> </ul>	Renewals \$25,001+ (not approved through the budget process)	New Grants (not approved through the budget process) \$25,001+	<ul style="list-style-type: none"> <li>• New grants under \$25,001</li> <li>• New grants and renewals of grants approved through the budget process.</li> </ul>
Donation	<ul style="list-style-type: none"> <li>• Department Requesting</li> <li>• Name of Donor</li> <li>• Summary of Donation</li> <li>• Amount of Donation</li> <li>• Included or not included in Donation Plan</li> <li>• Does it affect other operations?</li> <li>• Contact info/Resp parties/ownership</li> <li>• Disposition</li> </ul>	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 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"> <li>• Department</li> <li>• Item(s)</li> <li>• Total Bid Price</li> <li>• Budgeted (yes/no)</li> <li>• # of Bids Sent/Received</li> <li>• Prebid or qualifications</li> <li>• Tabulation Sheet</li> <li>• Recommendation of Award</li> <li>• Where it was advertised</li> <li>• Equipment/Service/Supplies</li> <li>• Contact Info/Resp parties/ownership</li> </ul>	\$25,001-\$100,000 budgeted	\$100,001+ budgeted All non budgeted purchases	<ul style="list-style-type: none"> <li>• Budgeted County direct purchases under \$25,001</li> <li>• Emergency Purchases</li> <li>• Budgeted reverse auction purchases of any amount</li> <li>• Budgeted cooperative agreement purchases of any amount</li> </ul>
Purchase Bud. Cap		\$50,001-\$100,000	<ul style="list-style-type: none"> <li>• \$100,001+ budgeted</li> <li>• All non budgeted purchases</li> </ul>	<ul style="list-style-type: none"> <li>• Budgeted capital under \$50,001</li> <li>• Emergency Purchases</li> <li>• All budgeted reverse auction purchases</li> <li>• All budgeted cooperative agreement purchases</li> </ul>
Contract	<ul style="list-style-type: none"> <li>• Parties</li> <li>• Duration</li> <li>• Amount</li> <li>• Purpose</li> <li>• Dept Contact</li> </ul>		New Contracts \$25,001+	<ul style="list-style-type: none"> <li>• Budgeted ongoing renewals</li> <li>• All contracts under \$25,001</li> </ul>
Budget Adjustments	<ul style="list-style-type: none"> <li>• Department</li> <li>• Fund, Activity, Account</li> <li>• Amount</li> <li>• Revenue/Expense</li> <li>• Explanation/Description</li> </ul>	\$25,001-\$100,000	<ul style="list-style-type: none"> <li>• \$100,001+</li> <li>• transfers from Fund Balance</li> </ul>	<ul style="list-style-type: none"> <li>• Line items moves within an activity</li> <li>• Year End Adjustments (Jan-Mar)</li> <li>• Adjustments/transfers under \$25,001 (between activities and between funds)</li> </ul>
Personnel	<ul style="list-style-type: none"> <li>• Backfilling Positions</li> <li>• RFA</li> <li>• Position Review Form</li> <li>• Budget Status Report</li> <li>• Position Changes</li> <li>• RFA</li> <li>• Summary of request</li> <li>• Cost analysis of request</li> <li>• Expenditure Status Report</li> </ul>		<ul style="list-style-type: none"> <li>• Non-budgeted changes</li> <li>• New positions</li> <li>• Compensation changes</li> </ul>	<ul style="list-style-type: none"> <li>• Filling existing budgeted unchanged positions</li> <li>• Creation of and/or changes to Irregular Part-Time and/or temporary positions within budget</li> <li>• Budget neutral changes in positions or changes resulting in reduced expenditures of budgeted positions</li> </ul>

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

## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**TRANSPORTATION—APPROVE FY2022 MDOT OPERATING AND CAPITAL ASSISTANCE APPLICATIONS**

**BE IT RESOLVED** that the Allegan County Board of Commissioners hereby approves the request from Allegan County Transportation Services to approve the attached FY2022 Michigan Department of Transportation (MDOT) applications for operating and capital assistance

- Regular Services - State Operating of \$655,991 and Federal Operating - Section 5311 of \$314,582
- Specialized Services Operating of \$40,600
- Job Access Reverse Commute of \$102,300
- Capital Section New Freedom-Mobility Management for \$66,500
- Capital Section Transit vehicles/equipment for \$553,980 and

**BE IT FURTHER RESOLVED** that the County Administrator is authorized to purchase transit vehicles as requested in the application; and

**BE IT FINALLY RESOLVED** that the Board Chairman and/or the County Administrator are authorized to sign the necessary documents and MDOT project authorizations, and the Executive Director of Finance is authorized to make necessary budget adjustments on behalf of the County.



# Allegan County Grants

## Section I - General Information

Name of Grant	Grant Period / Term
<b>MDOT FY 2022 annual grant application</b>	10/01/21 to 09/30/22
Source of Grant Funding - Agency Name	Federal, State, Local
MDOT	Federal & State
Submitted by and/or Program Manager	Service Area Requesting
Dan Wedge, Executive Director of Services	Transportation
Brief summary of Grant program	Requesting continued funding for Regular Service, Specialized Services, Job Access, Mobility Management and Capital.

## Section II - Application

Request Type	Grant Renewal	Work Order No.	198-710
Specific Action Requested	BOC Approval	Request Date	2/11/2021
Request Submission Deadline (Date)	2/15/2021	Approval Date	
Grant request approved by BOC with Budget			
Signatures Needed	County Administrator		
<b>Funding Sources</b>	<b>Estimated amounts approved with Grant Renewal list</b>	<b>Application Amount</b>	
Grant Funding	\$ -	\$	1,733,953.00
Required Local Match	\$ -	\$	-
County Funding	\$ -	\$	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$</b>	<b>1,733,953.00</b>

### Notes or Additional Information

Application amount includes \$620,480 for capital items. (\$66,500 for New Freedom Mobility)  
 This MDOT request is based on a general fund transfer of \$599,814 to balance.

### Metrics and Measurements at Application - Identify Goals and Purpose

Number of Trips Provided - Regular	Deliver Affordable and Accessible services
Number of Trips Provided - Job Access	Deliver Affordable and Accessible services
Number of Trips Provided - Specialized Services	Deliver Affordable and Accessible services
Number of Trips Provided - Mobility Mangement	Deliver Affordable and Accessible services

## Section III - Acceptance

Specific Action Requested		Work Order No.	
Request Submission Deadline Date		Request Date	
Signatures Needed		Approval Date	
<b>Funding Sources</b>	<b>Actual Award</b>		

# Allegan County Transportation MDOT Annual Application FY2022 Program description and funding request

- **Regular Service Operating Request: \$655,991 State \$314,582 Federal Total Budget \$1,747,678**
  - **General fund transfer of \$599,814**

This funding is used to provide service to the general public and help supplement transportation for the many agencies with contract fares and also includes Medicaid rides.

(FY 2018 - \$430,714 State \$247,307 Federal \$1,346,092 Total budget)

(FY 2019 - \$449,175 State \$211,995 Federal \$1,155,161 Total budget)

(FY 2020 - \$376,586 State \$183,017 Federal \$998,480 Total budget)

(FY 2021 - \$359,851 State \$176,055 Federal \$991,639 Total budget)

- **Specialized Services funding request: \$40,600 State Total Budget \$40,600**

Funding is used to provide transportation for persons with disabilities, veterans and seniors in Allegan County. This serves persons attending meal site, medical trips, shopping, and limited out of county rides primarily for medical. In 2022 will only be volunteer driver options.

(FY2018 - \$106,704 State – Total budget \$160,700)

(FY2019 - \$106,704 State – Total budget \$159,404)

(FY2020 - \$106,704 State – Total budget \$154,854)

(FY2021 - \$106,704 State – Total budget \$154,854)

- **Job Access Reverse Commute (JARC) request: \$102,300 Total Budget \$105,500**

These funds are for individuals who are receiving transportation to work and are often outside the normal boundaries or times of public transportation.

(FY2018 - \$102,300 Total budget \$108,600)

(FY2019 - \$102,300 Total budget \$108,100)

(FY2020 - \$102,300 Total budget \$107,400)

(FY2021 - \$102,300 Total budget \$105,500)

- **New Freedom Mobility Management Request: \$66,500 Total Budget *(FTA Considers Mobility Management a Capital funded project, listed below)***

Allegan County Transportation and Allegan County Senior Services is partnering on the grant to utilize a mobility manager full time to coordinate rides for persons with disabilities and seniors. The Mobility Manager coordinates rides between volunteer programs like the volunteer driver program, Community Action, Allegan County Transportation and any additional options.

(FY2018 - \$11,000 State \$44,000 Federal \$55,000 Total budget)

(FY2019 - \$11,600 State \$46,400 Federal \$58,000 Total budget)

(FY2020 - \$12,500 State \$50,000 Federal \$62,500 Total budget)

(FY2021 - \$12,980 State \$51,920 Federal \$64,900 Total budget)

- **Capital requests for FY2021**

a) Replacement buses (4 total) = \$397,980

b) Equipment = \$ 76,000

c) Storage building = \$ 80,000

d) Mobility Management (from above) = \$ 66,500

Total = \$620,480

## FY 2022 CONTRACT CLAUSES CERTIFICATION

Certification 1

I acknowledge that I have reviewed a copy of the Contract Clauses. I understand that the nature of the project will determine which requirements of the contract clauses apply and I will comply with all applicable clauses for all FTA-funded contracts for the application year.

### Name Of The Person Authorized To Sign A Contract Or Project Authorization

Robert J. Sarro

### Legal Organization Name

Allegan County Board of Commissioners

### Title Of Authorized Signer

County Administrator

### Signature Of Authorized Signer \*\* (See Below)

### Date

02/11/2021

\* If the organization has a master agreement with MDOT, **the organization name must match the name as it appears on the master agreement.** Organizations with multiple contracts must submit multiple contract clauses certifications.

\*\* If the organization has a master agreement with MDOT, the signature must be the same as the authorized signer of the master agreement or an individual with legal authority to sign a project authorization for the organization. Your agency can change, add or remove an authorized signer at any time by completing a signature resolution.

This form is required for all agencies applying for Regular Services, Section 5311 JARC, Section 5310, and/or New Freedom projects.

**Name of Applicant (legal organization name)**

Allegan County Board of Commissioners (Allegan County Transportation Services)

THE APPLICANT AGREES TO COMPLY WITH THE APPLICABLE REQUIREMENTS SELECTED BELOW:

- This organization has the necessary operational lifts on its vehicles as required by Act 51, [Section 10e (17) and 10e(18)] of the Public Acts of 1951, as amended, and the Americans with Disabilities Act of 1990.
- The organization also certifies that the lifts are maintained and cycled on a regularly scheduled basis.
- B. This organization has proof of insurance on file that meets the insurance requirements in exhibit a of your master agreement with the Michigan Department of Transportation.

The applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in statements submitted herein with this document. The truthfulness and accuracy of this document will enable the applicant to receive state funding.

**Name Of Applicant (legal organization name)**

Allegan County Board of Commissioners (Allegan County Transportation Services)

The Applicant agrees to comply with the applicable requirements of categories below. \*   
Those requirements that do not apply to you or your project will not be enforced.

<u>Categories</u>	<u>Descriptions</u>
01.	Certifications and Assurances Required of Every Applicant.
02.	Public Transportation Agency Safety Plans.
03.	Tax Liability and Felony Convictions.
04.	Lobbying.
05.	Private Sector Protections.
06.	Transit Asset Management Plan.
07.	Rolling Stock Buy America Reviews and Bus Testing.
08.	Formula Grants for Rural Areas.
09.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.
10.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.
11.	Alcohol and Controlled Substances Testing.
12.	Demand Responsive Service.
13.	Interest and Financing Costs.
14.	Construction Hiring Preferences.

FTA and MDOT intend that the certifications and assurances the Applicant has selected on this form should apply, as required, to each project for which the Applicant seeks FTA assistance during application year.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document, and acknowledges that the provisions of the program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. 3801 et.seq., and implemented by DOT regulations, 'Program Fraud Civil Remedies,' 49 CFR part 31 apply to any certification, assurance, or submission made to FTA. The criminal fraud provisions of 18 U.S. C. 1001 may apply to any certification, assurance, or submission made in connection with any program administered by FTA.



Name Of Applicant (legal organization name)

Allegan County Board of Commissioners (Allegan County Transportation Services)

is applying for Section 5311, 5311(f), and/or 5339 funding under Federal Transit Law, as amended, for the application year. We will be bound by the provisions of this special 5333(b) [former 13(c)] labor warranty for the period of the grant.

Does a union represent the applicant's employees?  Yes  No

Does agency use a third party transportation provider?  Yes  No

Indicate third party transportation provider and their union representation provider or none. (Agency hired by the applicant to perform public transportation services)

Third Party :  Union Names:  None

Are there other surface transportation providers in your area?  Yes  No

Note: Do not include school bus transportation providers and their unions

Indicate surface transportation providers and their union representation or none. (Providers serving the general public, including public agencies, private providers, and/or non-profit providers and their unions in your jurisdictional area)

Provider :	<input type="text" value="Macatawa Area Express"/>	Union Names:	<input type="text"/>	None	<input checked="" type="checkbox"/>
Provider :	<input type="text" value="Interurban (ITA)"/>	Union Names:	<input type="text"/>	None	<input checked="" type="checkbox"/>
Provider :	<input type="text"/>	Union Names:	<input type="text"/>	None	<input type="checkbox"/>
Provider :	<input type="text"/>	Union Names:	<input type="text"/>	None	<input type="checkbox"/>
Provider :	<input type="text"/>	Union Names:	<input type="text"/>	None	<input type="checkbox"/>

## FY 2022 ADA COMPLAINT INFORMATION

*You must retain copies of complaints for at least one year and a summary of all complaints for at least five years.*

**Name Of Applicant (legal organization name)**

Allegan County Board of Commissioners (Allegan County Transportation Services)

**Has the agency been named in any lawsuits or complaints in the last year which allege an individual was discriminated against or denied full participation in transportation based on disability.**

Yes  No

**In the last year, have you had ADA compliance review conducted on your transportation program as part of an overall FTA or MDOT Compliance Review?**

Yes  No

**Have any changes been made to your ADA Complaint Policy?**

Yes  No

Name Of Applicant (legal organization name)

Allegan County Board of Commissioners (Allegan County Transportation Services)

All FTA funds recipients, except for urban agencies that receive all of their FTA funds directly from FTA, must submit the following information that covers the period since your last MDOT application. First-time applicants should submit information for the previous fiscal year.

1. Are there any active lawsuits or complaints naming the applicant that allege discrimination based on race, color or national origin with respect to service or other transit benefits?

Yes  No

2. Have you had any Title VI compliance review activities conducted with regard to your transportation program, including triennial compliance reviews conducted by FTA and/or MDOT?

Yes  No

3. When was your last title VI program approved by MDOT or FTA  MM/DD/YYYY

4. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved?

Yes  No

5. Has your organization had any projects and/or service change that have Title VI, Limited English Proficiency (LEP), or Environmental Justice (EJ) impacts? Service change includes service expansion/reduction, route and/or hour changes, etc

Yes  No

6. During this reporting period, how were your employees educated about Title VI and their responsibility to ensure non-discrimination in any of your programs, services, or activities?

ACT posts Title Vi requirements in visible sight within the facility for all staff to see and review. Also, each revenue vehicle has a sticker attached indicating Title VI requirements. Promotional material will also contain Title VI language.

Annually, all bus drivers receive Recipient Rights and Sensitivity training helping to ensure drivers are sensitive to needs of disabled passengers and to be fully Title VI compliant.

**NOTICE: The Local Advisory Council(LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.**

Name of Applicant (legal organization name)

Allegan County Board of Commissioners (Allegan County Transportation Services)

1. Total D-R Fleet anticipated for application year (including locally funded vehicles)

28

2.Total Anticipated D-R Fleet Accessible or lift-equipped (including locally funded vehicles)

28

3. Has the agency made any changes in vehicle inventory described in No. 1 and No. 2 above since the last accessibility plan update was submitted?

(If "yes" explain changes and reasons for those changes below.)

Yes  No

4.Has the agency made any changes in the following since the last accessibility plan update was submitted?

A. Fare structure  Yes  No

B. Service area information  Yes  No

C. Service availability information  Yes  No

D. Service Hours/days of operation  Yes  No

E.Local advisory council membership  Yes  No

5.Has the agency made any other changes in its vehicle accessibility plan since last submission of an accessibility plan or annual update?

Yes  No

6. How frequently does the agency's LAC meet?

Anually  Quaterly  Monthly  Other

7. LAC MEMBER LIST (List below the members of your agency LAC. Attach a separate page of additional names if necessary.)

**NOTICE: The Local Advisory Council (LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.**

**NOTE: MDOT Administrative Rule 202 requires that the applicant agency shall establish a LAC composed of a minimum of three members. No LAC member shall be a staff or board member of the applicant agency. The applicant agency shall ensure all of the following:**

**1) 50% of the LAC membership represents persons who are 65 years of age or older and persons who have disabilities within the service area;**

**2) the LAC membership includes people who have diverse disabilities and the elderly who are users of public transportation; and**

**3) the applicant agency has approved at least one member, or 12% of the membership, jointly with the area agency on aging.**

Does the list of members reflect the membership in the minutes?

Yes  No

**1. CHAIRPERSON'S NAME**

Affiliation (Name of organization, if any)

Keith Behm

None

**This member represents**

- Persons with Disabilities
  Persons 65 years and older
  Neither of these groups

**This member is**

- Jointly appointed by an area agency on aging
  A user of public transportation
  None of these groups  
 Age 65 or older
  A Person with Disabilities

**2. NAME**

Affiliation (Name of organization, if any)

Andrew Iciek

None

**This member represents**

- Persons with Disabilities
  Persons 65 years and older
  Neither of these groups

**This member is**

- Jointly appointed by an area agency on aging
  A user of public transportation
  None of these groups  
 Age 65 or older
  A Person with Disabilities

**3. NAME**

Affiliation (Name of organization, if any)

Holly Harvey

Disability Network/Lakeshore

**This member represents**

- Persons with Disabilities
  Persons 65 years and older
  Neither of these groups

**This member is**

- Jointly appointed by an area agency on aging
  A user of public transportation
  None of these groups  
 Age 65 or older
  A Person with Disabilities

**4. NAME**

Affiliation (Name of organization, if any)

Kendrick Heinlein

Area Agency on Aging

**This member represents**

- Persons with Disabilities
  Persons 65 years and older
  Neither of these groups

**This member is**

- Jointly appointed by an area agency on aging
  A user of public transportation
  None of these groups  
 Age 65 or older
  A Person with Disabilities



**5. NAME**

**Affiliation (Name of organization, if any)**

Linda Escott

None

**This member represents**

- Persons with Disabilities       Persons 65 years and older       Neither of these groups

**This member is**

- Jointly appointed by an area agency on aging       A user of public transportation       None of these groups
- Age 65 or older       A Person with Disabilities

**6. NAME**

**Affiliation (Name of organization, if any)**

Stacy Engelsman

ARC

**This member represents**

- Persons with Disabilities       Persons 65 years and older       Neither of these groups

**This member is**

- Jointly appointed by an area agency on aging       A user of public transportation       None of these groups
- Age 65 or older       A Person with Disabilities

**Name of Applicant (legal organization name)**

Allegan County Board of Commissioners (Allegan County Transportation Services)

**Project Name**

Job Access Operating

**Category Of Project (e.g., Job Access operating and/or Reverse Commute operating; Job Access capital and/or Reverse Commute capital such as bus, equipment, marketing, planning, and/or mobility management). You must also submit capital and/or operating request in PTMS.**

Job Access Operating

Expansion     Continuation

**Amount Of FEDERAL Funds Requested For The Project    Amount Of STATE Funds Requested For The Project    Total Funding: \$**

51,150	51,150	102,300
--------	--------	---------

**Project Description**

The Job Access/Reverse commute project provides expanded access to employment transportation, Monday through Friday (6:00 am to 5:00 pm), to any employment site within our service area. Planned level of service is again anticipated to provide a total of 1,400 additional hours of employment related transit services and 1,450 employment related trips in 2022. This is over and above the regular service availability.

**Are There Multiple Providers For This Project/Service?**

No     Yes    if yes, please describe how the project/service provides for the coordination among the various providers

**Project Implementation Plan And Timeline**

The job access operating project will continue when funding becomes available for the period of Oct. 1, 2022 to Sept. 30, 2023..Allegan County Transportation has many years of prior successful JARC service. Allegan County Transportation was one of the first ten projects implemented by MDOT back in the year 2000. This service has enabled transit dependent employment seekers (including many individuals with a disability) to obtain employment that would otherwise not be available. This service also provides options for persons to maintain current employment.

**Additional Information**

Allegan County Transportation has many years of prior successful JARC service. Allegan County Transportation was one of the first ten projects implemented by MDOT back in the year 2000. This service has enabled transit dependent employment seekers (including many individuals with a disability) to obtain employment that would otherwise not be available. This service also provides options for persons to maintain current employment.

## FY 2022 COORDINATION PLAN FOR LOCAL BUS OPERATING ASSISTANCE

All agencies applying for Local Bus Operating Assistance must submit a coordination plan. (If an agency also is applying for Specialized Services Operating Assistance, only the Specialized Services coordination plan is required.)

Organizations must ensure that the level and quality of service will be provided without regard to race, color or national origin and that there is no disparate impact on groups protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations.

**Name of Applicant (legal organization name)**

Allegan County Board of Commissioners (Allegan County Transportation Services)

### TRANSIT PROVIDER/PURCHASER AND COORDINATION EFFORTS

Describe efforts for coordinating transit services with each of these agencies, including any purchase of service arrangements, training, maintenance, and dispatching services, etc. Also include a description of the process used to ensure coordination efforts are being pursued (i.e., LAC meetings, public hearings, etc.)

Allegan County sets quarterly Specialized Services meeting. These meetings have representatives from most of the partner agencies that utilize public transit. The Executive Director also regularly attend the Multi-Agency Collaborative Council made up of health and human services agencies.

Agencies purchasing service:

WMW  West Michigan Works - contract in place for transport of employment service clients  
DHHS - Dept. of Health & Human Services  arrangement in place for transport of special needs clients  
Allegan County Medical Care Facility - agreement in place for transport of special needs residents  
Allegan County Senior/Veteran Services - coordination of services for transit dependent seniors  
Evergreen Commons - coordination of services for transit dependent clients  
Community Action of Allegan County - coordination of services for transit dependent seniors

Providers:

Interurban Transit Authority  
Macatawa Area Express (MAX)

Coordination efforts are conducted through regularly held Specialized Services/LAC meetings with agencies discussing needs of individuals within the service area. Also, individual agency meetings are held to address any specific needs of clients and/or change in service levels.

## FUTURE TRANSIT OBJECTIVES

Describe your future objectives regarding coordination/consolidation of transit services:

ACT will continue to support Mobility Management services to seniors and persons with disabilities. We will continue to coordinate transit requests between volunteer drivers and regular ACT transit services to provide the most efficient use of resources.

**Name Of Applicant (legal organization name)**

Allegan County Board of Commissioners (Allegan County Transportation Services)

**A. DOES YOUR COORDINATION COMMITTEE MEET AT LEAST QUARTERLY?**

Yes  No

**If no, describe reasons for not meeting and efforts to establish quarterly meetings.**

Quarterly meetings are set annually, however occasionally we do cancel if there is a lack of agenda items or low turnout.

**B. Identify the coordination committee's basic responsibilities. Provide a brief narrative of activities and/or major accomplishments the committee achieved in the previous fiscal year. Consider the following examples of activities: community events, customer input opportunities, designated leadership roles, coordination of client rides, development of specific goals and objectives, clearinghouse, central dispatch, joint driver training programs, shared maintenance, performance reviews, and budget management.**

The Allegan County Specialized Services Committee meets quarterly to insure coordination of services within the county. Customer input is sought at any meeting, including the annual committee/LAC meeting. ACT coordinates services with numerous stakeholders. Meeting discussion includes methods to increase service, increase volunteer drivers, and discussion with the County Commissioners pertaining to expansions of services with a new funding model for 2022.

**C. DESCRIBE PLANNED ACTIVITIES FOR THE NEXT FISCAL YEAR.**

The Allegan County Specialized Services Committee will continue to meet quarterly. Increased opportunities will continue to be a major focus along with the continued expansion of volunteer transportation within the county. In 2021 the need for volunteer driver transportation continued to grow even with the pandemic. For 2022 the intent is to use Specialized Services funds to expand services to Persons with a disability and Seniors with volunteer drivers.

**D. Organizations must ensure that the level and quality of service will be provided without regard to race, color, or national origin and that these groups are not adversely affected by service changes. Please describe your efforts to comply with this requirement.**

Each revenue vehicle has a sticker attached indicating Title VI requirements. ACT posts the Title VI requirements in visible sight within the facility for staff to read and/or review.



E. Act 51 requires proposals for coordinated Specialized Services assistance funding be developed jointly between existing eligible authorities or eligible governmental agencies that provide public transportation services and the area agencies on aging or any other organization representing specialized services interests.

**COORDINATION COMMITTEE PARTICIPATION (List the people who have participated and the agency they represent.)**

<b>NAME</b>	Phyllis Yff	<b>AFFILIATION</b>	Interurban Transit
<b>NAME</b>	Dan Wedge	<b>AFFILIATION</b>	Allegan County Transportation
<b>NAME</b>	Tammy Chapin	<b>AFFILIATION</b>	Allegan County Transportation
<b>NAME</b>	Cathy Haas	<b>AFFILIATION</b>	Allegan County CMH
<b>NAME</b>	Lisa Evans	<b>AFFILIATION</b>	Community Action
<b>NAME</b>	Gale Dugan	<b>AFFILIATION</b>	Allegan County Commissioner
<b>NAME</b>	Dawn Sellars	<b>AFFILIATION</b>	MTM Transit
<b>NAME</b>	Jo VerBeek	<b>AFFILIATION</b>	Evergreen Commons
<b>NAME</b>	Judy Walczak	<b>AFFILIATION</b>	Michigan Works
<b>NAME</b>	Sherry Owens	<b>AFFILIATION</b>	Allegan County Senior Services
<b>NAME</b>	Keith Behm	<b>AFFILIATION</b>	Community Member
<b>NAME</b>	Holly Harvey	<b>AFFILIATION</b>	Disability Network/Lakeshore

Name Of Applicant (legal organization name)

Allegan County Board of Commissioners (Allegan County Transportation Services)

**A. Provide the following information for your proposed service**

**Regular Service/Paid Driver.**

**Description of service and information for applicant and/or each sub-applicant as applicable (service area, schedule, type of service, etc.).**

Service Area - Allegan County and out of county non-emergency medical transportation service.

Schedule - Available for request five days a week, Monday to Friday, 6:00 am to 5:00 pm.

Type of Service - Reservation service using volunteer drivers.

Note: Available funding for the area will be the same as the current fiscal year. Funds may be redistributed among subrecipients by agreement of the Coordination Committee.

Below, please provide the continuation funds being requested by the applicant...etc.

Applicant:

Dollar Amount Requested   by Mile Estimated Miles

Dollar Amount Requested   by Passenger Estimated Passengers

Do you have sub-applicants?  Yes  No

**Volunteer Driver Service**

Do You have volunteer Drivers?  Yes  No

**Description of service and information for applicant and/or each sub-applicant as applicable (service area, schedule, type of service, etc.).**

In 2022 ACT plans to increase the volunteer driver pool to transport both persons with a disability or seniors to medical appointment. The volunteer drivers are coordinated by the Allegan County Mobility Manager. The Volunteer drivers will also be reimbursed mileage by the local Commission on Aging. This is a major change in the use of these funds.

The \$1.20 per mile no longer comes close to covering the operation cost for paid driver service.

**MDOT continuation funds requested by applicant. Reimbursed based on miles only. Provide information for applicant and/or each sub-applicant as applicable.**

**Enter both estimated miles and passengers. The estimated miles and passengers should reflect the service level of each sub-applicant regardless what is funded.**

**APPLICANT:**

Dollar Amount Requested	40,600	<b>By Miles</b>	<b>Estimated Miles</b>	140,000
			<b>Estimated passengers</b>	925

**SUB-APPLICANT**

Name of Sub-applicant				
Dollar Amount Requested		<b>By Miles</b>	<b>Estimated Miles</b>	
			<b>Estimated passengers</b>	

Name of Sub-applicant				
Dollar Amount Requested		<b>By Miles</b>	<b>Estimated Miles</b>	
			<b>Estimated passengers</b>	

Name of Sub-applicant				
Dollar Amount Requested		<b>By Miles</b>	<b>Estimated Miles</b>	
			<b>Estimated passengers</b>	

**Describe training efforts relating to boarding equipment/assistance, sensitivity, etc, for agency staff and volunteer drivers. Provide information for applicant and/or each sub-applicant as applicable.**

Annually all volunteer driver receive training for defensive driving and passenger etiquette. All volunteers are screened prior to hire. In addition to the application interview process, this screening includes a police record check, a drug test, and verification of records with the Michigan Department of Motor Vehicles. Volunteer drivers receive sensitivity training annually, helping to meet the needs of persons with disabilities and the elderly.

Project 1

**Name Of Applicant (legal organization name)**

Allegan County Board of Commissioners (Allegan County Transportation Services)

**Project Name**

Mobility Management

**Category of project (e.g., New Freedom operating: New Freedom capital such as bus, equipment, marketing, planning, and/or mobility management). You must also submit capital and/or operating request in PTMS.**

Mobility Management

- Expansion       Continuation

Amount of FEDERAL funds requested for the project	Amount of STATE funds requested for the project	Local Match (If other than capital)	Total funding \$
50,000	12,500		62,500

**Source of local match funds for operating (be specific - identify each source and \$ amount).**

**General area served:**

- An urbanized area with population between 50,000 and 199,999  
 A non-urbanized area with population below 50,000

**Is this project in a tip:**

- Yes  
 No

**Estimated number of rides (one way trips) to be provided for individuals with disabilities as a result of the new freedom project**

870

**Project description**

Allegan County Transportation (ACT) and the Allegan County Senior Services will continue to collaborate providing transportation to seniors and persons with disabilities as a direct service of Allegan County through a combination of transportation services. A Mobility Specialist will be funded full time working to coordinate client transportation needs utilizing all available sources of transportation. Coordination of services has progressed to the point of refusing very few trip requests.

**Title of coordinated plan from which project is derived**

Allegan County Area Wide Coordinated Public Transit  
Human Service Plan

**Specific strategy project relates to: page number  
and section where the specific strategy is stated**

Page 6 - Transportation Service Plan□  
Page 7 - Ensure effective mobility management

**How does project address the identified strategy?**

The project has and will continue to reduce duplication by utilizing the existing services in the most effective manner.

**Are there multiple providers for this project/service?**

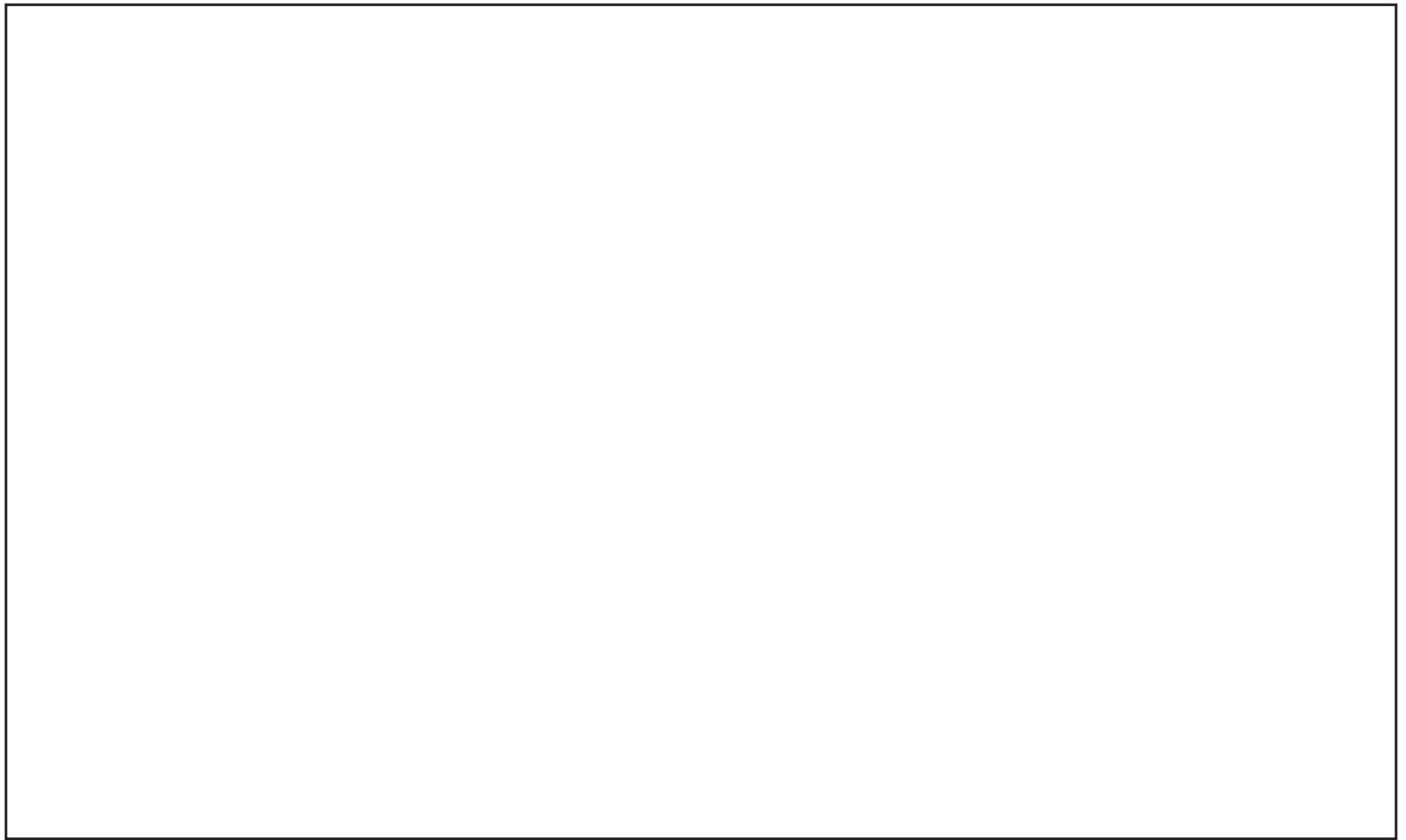
NO    YES   If yes, please describe how the project/service provides for the coordination among the various providers

**Project implementation plan and timeline**

Continuation of existing mobility manager position for the 2022 fiscal year



**Additional information**

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Name Of Applicant (legal organization name)

Allegan County Board of Commissioners (Allegan County Transportation Services)

Project Name

Allegan County Mobility Management - Part 2

Category of project (e.g., New Freedom operating: New Freedom capital such as bus, equipment, marketing, planning, and/or mobility management). You must also submit capital and/or operating request in PTMS.

Mobility Management

- Expansion
- Continuation

Amount of FEDERAL funds requested for the project	Amount of STATE funds requested for the project	Local Match (If other than capital)	Total funding \$
3,200	800		4,000

Source of local match funds for operating(be specific - identify each source and \$ amount).

General area served:

- An urbanized area with population between 50,000 and 199,999
- A non-urbanized area with population below 50,000

Is this project in a tip:

- Yes
- No

Estimated number of rides (one way trips) to be provided for individuals with disabilities as a result of the new freedom project

55

Project description

Increase in wages and Cost Allocation Plan - Allegan County Transportation (ACT) and the Allegan County Senior Services will continue to collaborate providing transportation to seniors and persons with disabilities as a direct service of Allegan County through a combination of transportation services. A Mobility Specialist will be funded full time working to coordinate client transportation.

**Title of coordinated plan from which project is derived**

Allegan County Area Wide Coordinated Public Transit  
Human Service Plan

**Specific strategy project relates to: page number  
and section where the specific strategy is stated**

Page 6 - Transportation Service Plan  
Page 7 - Ensure effective mobility management

**How does project address the identified strategy?**

The project has and will continue to reduce duplication by utilizing the existing services in the most effective manner.

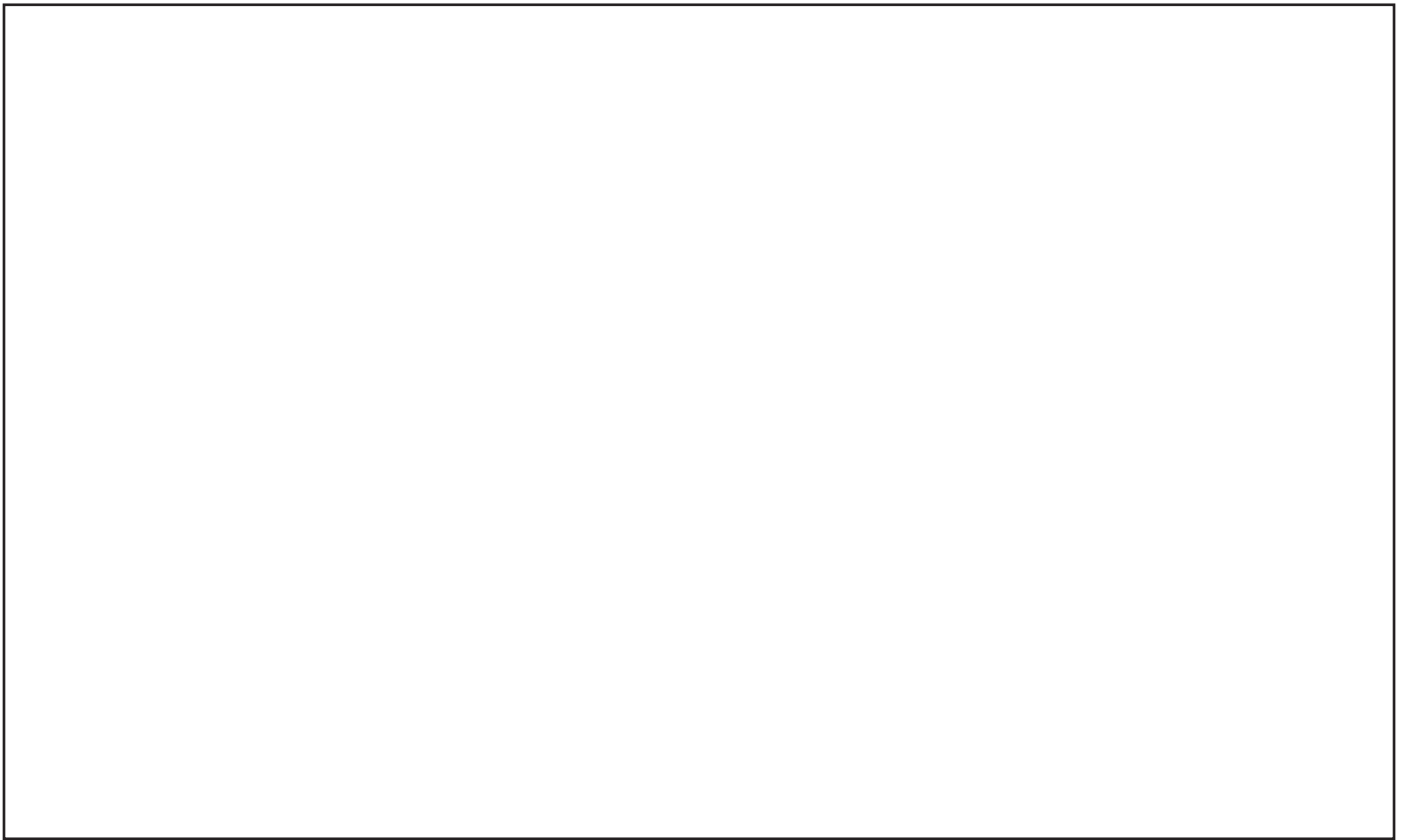
**Are there multiple providers for this project/service?**

NO     YES    If yes, please describe how the project/service provides for the coordination among the various providers

**Project implementation plan and timeline**

Continuation of existing mobility manager position for the 2022 fiscal year

**Additional information**

A large, empty rectangular box with a thin black border, intended for providing additional information. The box is currently blank.

**Allegan County - Transportation Services**

**750 Airway Drive  
Allegan, MI 49010**

**(269) 686-4529**

**Nonurban County**

**Regular Service**

**Annual Budgeted**

**2022**

**Operating Revenue: \$105,820**

**Total Eligible Expenses: \$1,747,678**

**Local Share: \$788,105**

**Comments: -Includes purposed County General Fund Transfer**

**Allegan County - Transportation Services**  
**Nonurban County**  
**Regular Service**  
**Annual Budgeted**  
**2022**

**Revenue Schedule Report**

<b>Code</b>	<b>Description</b>	<b>Amount</b>
<b>401 :</b>	<b>Farebox Revenue</b>	
40100	Passenger Fares (-)	\$105,820
<b>407 :</b>	<b>NonTrans Revenues</b>	
40720	Rental of Bldgs or Other Property (-Building leased to County)	\$11,000
40760	Gains from the Sale of Capital Assets <b>(Explain in comment field) </b> (-Vehicle sales)	\$16,471
<b>409 :</b>	<b>Local Revenue</b>	
40910	Local Operating Assistance (-New annual General Fund transfer)	\$599,814
40950	Local Service Contract/Local Source (-)	\$55,000
<b>411 :</b>	<b>State Formula and Contracts</b>	
41101	State Operating Assistance (-)	\$655,991
<b>413 :</b>	<b>Federal Contracts</b>	
41301	Section 5311 Operating (-)	\$314,582
41398	RTAP (-)	\$5,000
<b>Total Revenues: \$1,763,678</b>		



**Allegan County - Transportation Services**  
**Nonurban County**  
**Regular Service**  
**Annual Budgeted**  
**2022**

**Expense Schedule Report**

Code	Description	Amount
<b>501 :</b>	<b>Labor</b>	
50102	Other Salaries & Wages (-)	\$215,280
<b>502 :</b>	<b>Fringe Benefits</b>	
50200	Fringe Benefits (-)	\$96,720
<b>503 :</b>	<b>Services</b>	
50302	Advertising Fees (-)	\$1,200
50399	Other Services (-Contracted snow removal, janitorial, MTM admin services)	\$36,675
<b>504 :</b>	<b>Materials and Supplies</b>	
50401	Fuel & Lubricants (-)	\$159,800
50402	Tires & Tubes (-)	\$3,200
50499	Other Materials & Supplies (-Bldg maintenance, bus parts, supplies)	\$23,625
<b>505 :</b>	<b>Utilities</b>	
50500	Utilities (-)	\$41,000
<b>506 :</b>	<b>Insurance</b>	
50603	Liability Insurance (-)	\$25,000
<b>508 :</b>	<b>Purchased Trans Service</b>	
50800	Purchased Trans Service (-)	\$1,050,000
<b>509 :</b>	<b>Misc Expenses</b>	
50902	Travel, Meetings & Training (-)	\$5,000
50903	Association Dues & Subscriptions (-)	\$2,200
<b>512 :</b>	<b>Operating Leases &amp; Rentals</b>	

**Allegan County - Transportation Services**  
**Nonurban County**  
**Regular Service**  
**Annual Budgeted**  
**2022**

**Expense Schedule Report**

<b>Code</b>	<b>Description</b>	<b>Amount</b>
51200	Operating Leases & Rentals (-Cost allocation plan)	\$103,978
560 :	Ineligible Expenses	
56004	Ineligible Expenses Associated w/Rentals (-Building leased to County)	\$11,000
574 :	Ineligible Expenses	
57402	Ineligible RTAP (-)	\$5,000

**Total Expenses: \$1,763,678**

**Total Ineligible Expenses: \$16,000**

**Total Eligible Expenses: \$1,747,678**

**Allegan County - Transportation Services**  
**Nonurban County**  
**Regular Service**  
**Annual Budgeted**  
**2022**

**Non Financial Schedule Report**

**Public Service**

Code	Description	Weekday DR	Saturday DR	Sunday DR	Total
610	Vehicle Hours	30,000	0	0	30,000
611	Vehicle Miles	540,000	0	0	540,000
615	Unlinked Passenger Trips - Regular	19,500	0	0	19,500
616	Unlinked Passenger Trips - Elderly	20,500	0	0	20,500
617	Unlinked Passenger Trips - Persons w/Disabilities	20,000	0	0	20,000
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	15,000	0	0	15,000
622	Total Demand-Response Unlinked Passenger Trips	75,000	0	0	75,000
625	Days Operated	355	0	0	355

**Total Passengers: 75,000**

**Vehicle Information**

Code	Description	Quantity
655	Total Demand-Response Vehicles	26
656	Demand-Response Vehicle w/ Lifts	26
658	Total Transit Vehicles	26

**Total Vehicles: 26**

**Miscellaneous Information**

Code	Description	Quantity DR
------	-------------	-------------

**Allegan County - Transportation Services**

**750 Airway Drive  
Allegan, MI 49010**

**(269) 686-4529**

**Nonurban County**

**Job Access**

**Annual Budgeted**

**2022**

**Operating Revenue: \$3,200**

**Total Eligible Expenses: \$102,300**

**Local Share: \$3,200**

**Comments: -**

**Allegan County - Transportation Services**  
**Nonurban County**  
**Job Access**  
**Annual Budgeted**  
**2022**

**Revenue Schedule Report**

<b>Code</b>	<b>Description</b>	<b>Amount</b>
<b>401 :</b>	<b>Farebox Revenue</b>	
40100	Passenger Fares (-)	\$3,200
<b>411 :</b>	<b>State Formula and Contracts</b>	
41199	Other MDOT/OPT Contracts and Reimbursements (Explain in comment field) (-50% State JARC)	\$51,150
<b>413 :</b>	<b>Federal Contracts</b>	
41399	Other Federal Transit Contracts & Reimbursements (Explain in comment field) (-50% Federal JARC)	\$51,150

**Total Revenues: \$105,500**

**Allegan County - Transportation Services**  
**Nonurban County**  
**Job Access**  
**Annual Budgeted**  
**2022**

**Expense Schedule Report**

Code	Description	Amount
<b>501 :</b>	<b>Labor</b>	
50101	Operators Salaries & Wages (-)	\$20,300
50102	Other Salaries & Wages (-)	\$18,400
50103	Dispatchers' Salaries & Wages (-)	\$9,080
<b>502 :</b>	<b>Fringe Benefits</b>	
50200	Fringe Benefits (-)	\$13,500
<b>503 :</b>	<b>Services</b>	
50302	Advertising Fees (-)	\$175
50305	Audit Costs (-)	\$135
50399	Other Services (-Contracted snow removal, janitorial, MTM admin services)	\$3,800
<b>504 :</b>	<b>Materials and Supplies</b>	
50401	Fuel & Lubricants (-)	\$6,700
50402	Tires & Tubes (-)	\$215
50499	Other Materials & Supplies (-Bldg maintenance, bus parts, supplies)	\$2,400
<b>505 :</b>	<b>Utilities</b>	
50500	Utilities (-)	\$3,350
<b>506 :</b>	<b>Insurance</b>	
50603	Liability Insurance (-)	\$9,500
50699	Other Insurance (-)	\$8,550
<b>509 :</b>	<b>Misc Expenses</b>	



**Allegan County - Transportation Services**  
**Nonurban County**  
**Job Access**  
**Annual Budgeted**  
**2022**

**Expense Schedule Report**

<b>Code</b>	<b>Description</b>	<b>Amount</b>
50903	Association Dues & Subscriptions (-)	\$175
512 :	Operating Leases & Rentals	
51200	Operating Leases & Rentals (-Cost allocation plan)	\$9,220
570 :	Ineligible Expenses	
57099	Other Ineligible Federal/State/Local (Explain in comment field) (-JARC Passenger Funds)	\$3,200

**Total Expenses: \$105,500**

**Total Ineligible Expenses: \$3,200**

**Total Eligible Expenses: \$102,300**

**Allegan County - Transportation Services**  
**Nonurban County**  
**Job Access**  
**Annual Budgeted**  
**2022**

**Non Financial Schedule Report**

**Public Service**

Code	Description	Weekday DR	Saturday DR	Sunday DR	Total
610	Vehicle Hours	1,300	0	0	1,300
611	Vehicle Miles	28,600	0	0	28,600
615	Unlinked Passenger Trips - Regular	960	0	0	960
617	Unlinked Passenger Trips - Persons w/Disabilities	420	0	0	420
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	60	0	0	60
622	Total Demand-Response Unlinked Passenger Trips	1,440	0	0	1,440
625	Days Operated	254	0	0	254

**Total Passengers: 1,440**

**Vehicle Information**

Code	Description	Quantity
656	Demand-Response Vehicle w/ Lifts	2

**Total Vehicles: 0**

**Miscellaneous Information**

Code	Description	Quantity DR
660	Diesel/Gasoline Gallons Consumed	3,500

**Allegan County - Transportation Services**

**750 Airway Drive  
Allegan, MI 49010**

**(269) 686-4529**

**Nonurban County**

**Specialized Services/5310**

**Annual Budgeted**

**2022**

**Operating Revenue: \$0**

**Total Eligible Expenses: \$0**

**Local Share: \$0**

**Comments: -**

**Allegan County - Transportation Services**  
**Nonurban County**  
**Specialized Services/5310**  
**Annual Budgeted**  
**2022**

**Non Financial Schedule Report**

**Public Service**

<b>Code</b>	<b>Description</b>	<b>Agency</b>	<b>Volunteer</b>	<b>Total</b>
611	Vehicle Miles	0	140,000	140,000
616	Unlinked Passenger Trips - Elderly	0	625	625
617	Unlinked Passenger Trips - Persons w/Disabilities	0	200	200
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	0	100	100

**Total Passengers: 925**

**Vehicle Information**

<b>Code</b>	<b>Description</b>	<b>Quantity</b>
650	Number of Personal Vehicles in Service	12

**Total Vehicles: 0**

**Allegan County - Transportation Services  
Capital Requests For FY 2022**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
<b>2022</b>								
<b>STBG(STP)</b>								
Requested:1	Equipment	Desc:Power generator Replacement (Request submitted to Rural Task Force) Justn:Power generator has met it useful life (10yr) and needs replacement before failure. This vital for back-up power.	\$44,000	\$11,000	\$0	\$55,000	REPLACE	PRE-REQUESTED
Requested:1	Equipment	Desc:UPS System Replacement - Battery Back-up (Request submitted to Rural Task Force) Justn:UPS System has met it useful life (10yr) and needs replacement before failure. This vital for back-up power to support phones and computers. (Battery Back-up)	\$16,800	\$4,200	\$0	\$21,000	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$60,800</b>	<b>\$15,200</b>	<b>\$0</b>	<b>\$76,000</b>		
<b>2022</b>								
<b>OTHER</b>								
Requested:0	Facility	Desc:Storage out building. (Small Urban Funding 207256) Justn:Storage space to hold service truck, snow plow, floor sweeper, and new/used tires. Locally approved for Small Urban funding #207256.	\$64,000	\$16,000	\$0	\$80,000	EXPAND	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$64,000</b>	<b>\$16,000</b>	<b>\$0</b>	<b>\$80,000</b>		
<b>2022</b>								
<b>SEC 5317-NF</b>								
Requested:1	Mobility Mgt	Desc:Ongoing Mobility Management Justn:Ongoing Mobility Management	\$53,200	\$13,300	\$0	\$66,500	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$53,200</b>	<b>\$13,300</b>	<b>\$0</b>	<b>\$66,500</b>		
<b>2022</b>								
<b>SEC 5339 - Bus and Bus Facilities</b>								

**Allegan County - Transportation Services  
Capital Requests For FY 2022**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
Eligible/Pending:4 Requested:4	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Tablet & logo) Justin:Local number 34,35,36,40 eligible for replacement by age (7yr)	\$318,384	\$79,596	\$0	\$397,980	REPLACE	PRE- REQUESTED
<b>Sub Total By Program Type</b>			<b>\$318,384</b>	<b>\$79,596</b>	<b>\$0</b>	<b>\$397,980</b>		
<b>Sub Total By Request Year</b>			<b>\$496,384</b>	<b>\$124,096</b>	<b>\$0</b>	<b>\$620,480</b>		



**Allegan County - Transportation Services  
Capital Requests For FY 2022**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
<b>2023</b>	<b>SEC 5339 - Bus and Bus Facilities</b>							
Eligible/Pending:1	Vehicle	Desc:Small Bus, 176 in. wheelbase, w/ lift, propane (Tablet & Logo) Justn:Local number 41 eligible for replacement by age (7yr)	\$79,596	\$19,899	\$0	\$99,495	REPLACE	PRE-REQUESTED
Requested:1			<b>\$79,596</b>	<b>\$19,899</b>	<b>\$0</b>	<b>\$99,495</b>		
		<b>Sub Total By Program Type</b>	<b>\$79,596</b>	<b>\$19,899</b>	<b>\$0</b>	<b>\$99,495</b>		
		<b>Sub Total By Request Year</b>	<b>\$79,596</b>	<b>\$19,899</b>	<b>\$0</b>	<b>\$99,495</b>		

**Allegan County - Transportation Services  
Capital Requests For FY 2022**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
<b>2024</b>	<b>SEC 5339 - Bus and Bus Facilities</b>							
Eligible/Pending:2	Vehicle	Desc:Small Bus, 176 in. wheelbase, w/ lift, propane (Tablet & Logo) Justn:Local number 42, 43 eligible for replacement by age (7yr)	\$159,192	\$39,798	\$0	\$198,990	REPLACE	PRE-REQUESTED
Requested:2								
		<b>Sub Total By Program Type</b>	<b>\$159,192</b>	<b>\$39,798</b>	<b>\$0</b>	<b>\$198,990</b>		
		<b>Sub Total By Request Year</b>	<b>\$159,192</b>	<b>\$39,798</b>	<b>\$0</b>	<b>\$198,990</b>		

**Allegan County - Transportation Services  
Capital Requests For FY 2022**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
<b>2025</b>	<b>SEC 5339 - Bus and Bus Facilities</b>							
Eligible/Pending:2	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Tablet & Logo) Justn:Local number 44, 45 eligible for replacement by age (7yr)	\$159,192	\$39,798	\$0	\$198,990	REPLACE	PRE-REQUESTED
Requested:2								
	<b>Sub Total By Program Type</b>		<b>\$159,192</b>	<b>\$39,798</b>	<b>\$0</b>	<b>\$198,990</b>		
	<b>Sub Total By Request Year</b>		<b>\$159,192</b>	<b>\$39,798</b>	<b>\$0</b>	<b>\$198,990</b>		
	<b>Grand Total</b>		<b>\$894,364</b>	<b>\$223,591</b>	<b>\$0</b>	<b>\$1,117,955</b>		

**ALLEGAN COUNTY  
POLICY/PROCEDURE**



**TITLE:** Live Streaming and Publishing Recordings of Meetings  
Policy

**POLICY NUMBER:**

**EFFECTIVE DATE:**

**LAST REVISED DATE:**

**LAST REVIEWED DATE:**

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**1. PURPOSE:**

The 'Live Streaming and Publishing Recordings of Meetings Policy' (the Policy) provides information and procedures in relation to the recording and live streaming of public meetings convened by the Allegan County Board of Commissioners and taking place in the Board Room located at County Services Building.

**2. POLICY STATEMENT:**

This policy reflects the Board of Commissioners' commitment to transparent and accessible decision making processes, with the introduction of live streaming and short-term archiving of Public Meetings; noting that Closed Session Meetings not open to the public, in accordance with the Michigan Open Meetings Act, will not be recorded.

**3. OBJECTIVE:**

To improve public accessibility to decision making processes. Live streaming and publishing the video recordings of meetings on County's website will provide more flexible and convenient access to a wider cross section of Allegan County residents, by allowing the public to watch meetings 'in real time' without the need to attend in person.

This provides the community greater access to viewing Board of Commissioner debate and decisions, eliminates geographic and time barriers which may prevent the public from attending meetings in person; thereby resulting in greater community awareness and accountability of the decision making processes.

**4. SCOPE:**

This Policy applies to Regular and Special Meetings of the Board of Commissioners and members of the public, both as members of the audience and as contributors to said meetings held in the Board Room.

The policy does not extend to any closed session meetings in accordance with the Michigan Open Meetings Act.

## **5. PROCEDURES:**

### **5.1. Meetings to be Streamed Live and Recorded**

- 5.1.1.** Regular and Special Board Meetings held in the Board Room will be streamed live and made available to the public via an accessible link posted on the County's website at [www.allegancounty.org](http://www.allegancounty.org).
- 5.1.2.** The recording will then be uploaded to the County's website within 2 (two) business days of the recording date.
- 5.1.3.** There may be situations where, due to technical difficulties a live stream may not be available. While every effort will be made to ensure the live streaming and website are up and running smoothly, the County takes no responsibility for and cannot be held liable for, the live streaming or County website being temporarily unavailable due to technical issues beyond its control.
- 5.1.4.** Technical issues may include, but are not limited to, the availability of the internet connection, device failure or malfunction, unavailability of third-party media platforms (e.g. YouTube) or power outages.
- 5.1.5.** Closed sessions shall not be streamed or recorded.

### **5.2. Access to Archived Recordings**

- 5.2.1.** Regular and Special Board Meetings held in the Board Room that are streamed live and will later be archived for a period of 90 day (after which the minutes are the official record and all recordings shall be purged) and available to be viewed by the public free of charge from a link on the County's website ([www.allegancounty.org](http://www.allegancounty.org)).

### **5.3. Notice to Public**

- 5.3.1.** As a visitor in the meeting, your presence may be recorded. By attending the meeting, it is understood your consent is given if your name/voice/image/content is broadcast.
- 5.3.2.** At the commencement of each meeting, the Chair shall read a statement notifying those present that the meeting will be streamed live.
- 5.3.3.** [refer Attachment 11.1]

**5.3.4.** Signage to this effect shall also be visibly displayed in the foyer of the Board Room, on the County's website and printed in the meeting agenda. [refer Attachment 11.2]

## **5.4. Disclaimers**

**5.4.1.** All meetings of the Allegan County Board of Commissioners shall be conducted consistent with all applicable laws pertaining to meetings of a public body and County Policy.

**5.4.2.** In all likelihood individuals in attendance at a meeting of the Allegan County Board of Commissioners will be subject to audio/visual streaming and/or recording and such will be broadcast to a broader audience. An individual's attendance at such meetings constitutes their consent for the County to broadcast their name/voice/image/content.

**5.4.3.** The opinions or statements made during the meeting are those of the individuals, and not necessarily the opinions or statements of the County. The County does not necessarily endorse or support the views, opinions, standards, or information contained in the live streaming/recording of the Board meetings .

**5.4.4.** The County does not accept any responsibility for the oral comments made during Board meetings which are inaccurate, incorrect or defamatory and does not warrant nor represent that the material or statements made during the streamed meetings are complete, reliable, accurate or free from error. The County does not accept any responsibility or liability for any loss, damage, cost, or expense you might incur as a result of the viewing, use or reliance of information or statements provided in the live streaming/recording of County meetings.

## **6. RELATED POLICIES & STATUTORY OBLIGATIONS**

- Board Rules of Organization
- Michigan Open Meetings Act

## **7. POLICY REVIEW**

This operational Policy will be reviewed annually or as and when deemed necessary by the Board of Commissioners or at the recommendation of the County Administrator.

## **8. ATTACHMENTS**

### **8.1. Meeting Chairperson's Statement**

\*\* to be read at the commencement of each Board of Commissioners Meeting \*\*

Please note this meeting is being streamed live and recorded in accordance with the Board of Commissioner's Live Streaming and Recording of Meetings Policy, which can be viewed on the County's website.

Your attendance constitutes your consent to audio/visual streaming and/or recording and to permit the County to broadcast your name/voice/image/content to a broader audience.

## **8.2. Public Notice**

\*\* to display at entrance to the Board of Commissioner's Chamber \*\*  
and included in the Meeting Agendas

Please note Regular and Special Meetings of the Board of Commissioners held in the Board Room are streamed live and recorded in accordance with the Board of Commissioner's Live Streaming and Recording of Meetings Policy, which can be viewed on the County's website.

Your attendance constitutes your consent to audio/visual streaming and/or recording and to permit the County to broadcast your name/voice/image/content to a broader audience.

## **8.3. Website Disclaimer**

\*\* to be displayed on County's web site \*\*

All Regular and Special Meetings of the Allegan County Board of Commissioners held in the Board Room are streamed live and recorded and made available to the public after the meeting on Council's website.

Live streaming allows you to watch and listen to the meeting in real time, giving you greater access to Board's debate and decision making and encouraging openness and transparency.

There may be situations where, due to technical difficulties, a live stream may not be available due to technical issues beyond its control.

Technical issues may include, but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of third-party media platforms (e.g. YouTube) or power outages.