

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

FEBRUARY 11, 2021 SESSION

JOURNAL 69

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DRAFT

MORNING SESSION**FEBRUARY 11, 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 February 11, 2021 at 9:00 A.M. in accordance with the motion for adjournment of January 28, 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- Manlius Twp	DIST #5	TOM JESSUP - Cacso Twp
DIST #2	JIM STOREY - Allegan Twp	DIST #6	GALE DUGAN - Otsego Twp
DIST #3	MAX THIELE - Allegan Twp	DIST #7	RICK CAIN - Orange County FL
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 Thiele, seconded by Commissioner Dugan to adopt the meeting agenda as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

DISCUSSION ITEMS:**2021/22 BOARD PLANNING - STRATEGIC WORK PLAN**

4/ Administrator Sarro continued discussions on the Strategic Work Plan. Executive Director of Finance Lorna Nenciarini addressed the financial aspect of the Strategic Work Plan.

Moved by Commissioner DeYoung, seconded by Commissioner Dugan to accept the Strategic Work Plan as presented by the Administrator. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ADMINISTRATIVE UPDATE - 4TH QUARTER 2020 CAPITAL REPORT

5/ Administrator Sarro noted the COVID plan will be updated soon to allow singular use of the fitness center by employees. He also updated the Board on the variance issues with the Courthouse construction project.

Project Manager Valdis Kalnins updated the board on the 4th Quarter 2020 Capital Report.



2020 Capital Project Report - 4th Quarter

Status of Approved 2020 Capital Projects and Projects Remaining to be Completed from Previous Years								
	Projects	Unscheduled	Queued	Development	Contracting	Execution	Closure	Completed
Status at end of 2020	69	0	1	2	2	14	0	50
Status at end of 3rd Quarter	64	0	0	1	6	16	7	34
Status at end of 2nd Quarter	62	0	0	4	10	18	10	20
Status at end of 1st Quarter	61	0	0	14	9	20	10	8
Status at start of 2020	61	0	2	35	8	12	3	1
Status at end of 2019	59	0	0	1	6	10	2	40
Status at end of 2018	79	3	5	13	9	10	4	35
Status at end of 2017	65	8	2	6	5	9	0	35
Status at end of 2016	81	11	6	13	9	5	5	32
Status at end of 2015	62	12	0	5	4	16	4	24

Multi-Year CIP Project Data	Capital Project Funding Approved In:								TOTAL
	2013	2014	2015	2016	2017	2018	2019	2020	
Capital Projects:	30	37	25	29	28	38	32	49	268
Completed in 2013	10								10
Completed in 2014	11	12							23
Completed in 2015	3	11	10						24
Completed in 2016	3	9	8	12					32
Completed in 2017	0	2	5	10	18				35
Completed in 2018	2	1	1	4	6	21			35
Completed in 2019	0	2	0	1	2	12	23		40
Completed in 2020	0	0	1	1	2	4	7	35	50
Total Completed	29	37	25	28	28	37	30	35	249
Remaining to be Completed	1	0	0	1	0	1	2	14	19

Cumulative Project Metrics for 2020	Actual	# On Schedule	# On Budget	# In Scope	% On Schedule	% On Budget	% In Scope
1st Quarter Completed	8	7	8	7	88%	100%	88%
2nd Quarter Completed	20	17	20	18	85%	100%	90%
3rd Quarter Completed	34	30	34	29	88%	100%	85%
4th Quarter Completed	50	41	50	45	82%	100%	90%
Carryover Projects	19						

On Schedule - Project execution was completed in the month that was projected when the project schedule was established.

On Budget - Project was completed within the approved project budget appropriations.

In Scope - Major project outcomes were clearly defined and met upon project completion.

Status of Projects with Budgets over 100K - 12/31/2020

Projects Sorted by Total Approved Funding

#	Project ID	S	D	C	E	M	F	Project Name	Funding Year	Total Approved Funding	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	
1	1233-20							Courthouse Improvements - Construction	2020	\$ 1,823,428	S	S	D	D	D	D	D	C	C	E	E	E	
		Scope: Construct a new security entrance, add a sally port and improve holding cells.																					
		Update: Waiting on plan approval and permits. Contractor ready to begin.																					
2	11024-20A							Roof Replacement at ACSO - Section 1B	2020	\$ 520,000	C	C	E	E	E	E	E	E	M	Done	Done		
		Scope: Replace roofing materials on remaining 1/3 of Section 1. 2/3 completed in 2019 project.																					
		Update: Project completed.																					
3	11204-18							GL - Pavilion Replacement	2018	\$ 283,629	C	C	C	C	C	E	E	E	E	E	Done	Done	
		Scope: This project combines the following three major projects - ramp improvements, launch access road improvements and pavilion replacement along with necessary engineering services.																					
		Update: Pavilion replacement portion of project planned for 2020 completed.																					
4	15030							ROD Public Records Management System Upgrade	2018	\$ 270,000	E	Done	Done										
		Scope: Replace current software solution used by Register of Deeds to manage public land records and Clerk to manage vital records.																					
		Update: Project completed.																					
5	11095-20							Mobile Medical Unit Vehicle	2020	\$ 225,000											C	E	E
		Scope: Mid-year capital project approved to purchase a vehicle customized to serve as a Mobile Medical Unit with grant funding provided by the Gun Lake Tribe.																					
		Update: Vehicle is being outfitted and customized. Delivery expected around the end of January.																					
6	14000-15							Annual Heat Pump Replacements (Phase I and II)	2015	\$ 220,000	C	C	E	E	E	E	Done	E	Done				
		Scope: Replace up to 60 heat pumps in an ongoing effort to refurbish all 133 heat pumps at the courthouse. Replacement projects for 2015, 2016 and 2017 have been combined into a single project.																					
		Update: Project completed with replacement of 28 heat pumps.																					
7	11024-20B							Roof Replacement at Courthouse - Section 2 and 4	2020	\$ 215,000	S	D	C	C	E	E	E	E	M	Done	Done		
		Scope: Replace roofing materials on Section 2 and 4 of the County Courthouse.																					
		Update: Project completed.																					
8	14040-20D							Vehicles - Replace 6 Sheriff's Utility Vehicles	2020	\$ 201,000	C	C	M	M	M	M	Done	Done					
		Scope: Purchase 6 replacement Utility Vehicles for Sheriff's Patrol																					
		Update: Project completed, vehicles delivered and in use.																					
9	12081-18							Court Recording Solution Upgrade (Phase III)	2018	\$ 172,500	C	C	E	E	E	E	E	E	E	Done	Done		
		Scope: Upgrade court recording system and replace aging equipment. Carryover funding from 2018 combined with new funding appropriated with 2019 capital.																					
		Update: Project completed.																					
10	14004-17A							ACSO Parking Lot Improvements	2016	\$ 167,000					E	E	E	M	M	M	M	M	
		Scope: Front lot reconstruction to add parking spaces, improve ADA parking, pedestrian safety and signage.																					
		Update: Working on entrance signage installation to complete project.																					
11	16013-20							Dispatch CAD Upgrade	2020	\$ 160,000	C	C			E	E	E	E	E	E	E	E	
		Scope: Upgrade New World Computer Aided Dispatch System hardware and software.																					
		Update: Execution is progressing well - still on schedule for Go-Live on the upgraded system in May of 2021 and project completion by the end of July, 2021 as originally planned.																					
12	11025-20A							Body Scanner Replacement	2020	\$ 160,000					S	S	D	C	C	E	E	E	
		Scope: Purchase a body scanner to replace the one acquired through federal surplus.																					
		Update: Covid related manufacturing delays prevented delivery of scanner before the end of the year. Delivery now scheduled for 2/3. Will be paying for with CARES Act funds.																					
13	15013-17C							YH Surveillance and Intercom System Replacement	2013	\$ 138,571	E	E	E	M	M	M	M	M	M	M	M	M	
		Scope: Replace and enhance aging video surveillance and room intercom systems.																					
		Update: System installed and working well. Discussing re-location of one camera to complete project.																					
14	13074-20							911 Radio System - Barry County Back-up	2016	\$ 120,230						E	E	E	E	E	E	E	
		Scope: Related to the Radio System Replacement Project, this remaining item involves deploying a spare Allegan County console to Barry County to enable seamless back-up capability.																					
		Update: Motorola has almost completed Allegan's dispatch console hardware and software upgrade. Once complete, will deploy a new back-up console to Barry County.																					

Status of Projects with Budgets over 100K - 12/31/2020

Projects Sorted by Total Approved Funding

#	Project ID	S	D	C	E	M	F	Project Name	Funding Year	Total Approved Funding	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020
15	13074-20							911 Radio System - Enable GPS on CAD	2016	\$ 120,230	D	D	D	D	D	D	D	D	D	D	D	D
		Scope: Related to the Radio System Replacement Project, this remaining item involves enabling GPS locations of portable radios to show up on dispatch CAD maps to enhance location awareness.																				
		Update: On hold until Dispatch CAD Upgrade project is completed. It may be possible to enable GPS on the upgraded CAD version but won't know until it is available and																				
16	11019-19A							Dispatch Console Replacement	2019	\$ 120,000	E	M	M	M	M	Done						
		Scope: Replace aging dispatch consoles.																				
		Update: Project complete.																				
17	16021-20							Jail Security System Upgrade	2020	\$ 115,000	C	C			E	E	E	M	E	E	E	
		Scope: Replace jail security system servers, other critical equipment and upgrade software to ensure continued reliability of the system.																				
		Update: Go-Live originally planned for early November has been re-scheduled by the Contractor for 2021. Date has not been set.																				
18	11028-20B							YH Fire Safety System Improvements	2020	\$ 100,000	S	D	C	E	E	E	E	E	M	M	Done	
		Scope: Upgrade the fire suppression system in the Youth Home.																				
		Update: Project complete.																				
19	1175-20							Emergency Siren Activation Solution	2020	\$ 100,000					D	D	D	D			Postponed to 2021	
		Scope: Research and implement an alternate method to for siren activation that does not rely on maintaining any VHF infrastructure.																				
		Update: Various options and alternatives will continue to be explored for this strategically driven project. There is no near-term threat to the current system which remains completely functional.																				

Project Budget Status as of 12/31/2020

#	Project ID	Project Name	Prjct Year	Initial Funding Requested	Additional Funds Needed	Total Approved Funding	Expenditures To Date	Committed Funds	Available Funds	Turnback to Fund Balance	Project Completed?
	#2118	CENRTAL DISPATCH CIP									
1	16013-20	Dispatch CAD Upgrade	2020	\$ 160,000	\$ -	\$ 160,000	\$ 45,128	\$ 101,406	\$ 13,466	\$ -	No
2	13074	911 Radio System - Barry County Back-up	2020	\$ 120,230	\$ -	\$ 120,230	\$ -	\$ -	\$ 120,230	\$ -	No
3	13074	911 Radio System - Enable CAD GPS	2020	\$ 120,230	\$ -	\$ 120,230	\$ -	\$ -	\$ 120,230	\$ -	No
4	11019-19A	Dispatch Console Replacement	2019	\$ 120,000	\$ (3,833)	\$ 116,168	\$ 113,445	\$ -	\$ -	\$ 3,145	Yes
5	11075-20	Emergency Siren Activation Solution	2020	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	No
6	11006-20	911 Audio Call Recorder Upgrade	2020	\$ 15,000	\$ -	\$ 15,000	\$ 14,678	\$ -	\$ -	\$ 322	Yes
7	15013-20A	Dispatch Surveillance Camera Replacement	2020	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	Yes
8	11005-18	Dispatch PFN SIP Card Purchase	2019	\$ 12,000	\$ -	\$ 12,000	\$ 11,478	\$ -	\$ -	\$ 522	Yes
9	14004-20	Pavement Maintenance 2020 - Dispatch	2020	\$ 2,000	\$ -	\$ 2,000	\$ 1,583	\$ -	\$ -	\$ 417	Yes
		TOTALS FOR #2118 - CENTRAL DISPATCH CIP		\$ 664,459	\$ (3,833)	\$ 660,627	\$ 201,311	\$ 101,406	\$ 353,926	\$ 4,406	
	#2300	TRANSPORTATION GRANT									
10	11025-20B	ACT Tire Changer and Wheel Balancer Replacement	2020	\$ 16,000	\$ -	\$ 16,000	\$ 7,698	\$ -	\$ -	\$ 8,302	Yes
11	15013-20B	ACT Surveillance Camera Replacement	2020	\$ 6,000	\$ 489	\$ 6,489	\$ 6,489	\$ -	\$ -	\$ -	Yes
12	11025-20C	Vehicle Diagnostic Scanner Replacement	2020	\$ 5,500	\$ -	\$ 5,500	\$ 3,613	\$ -	\$ -	\$ 1,887	Yes
13	14004-20	Pavement Maintenance 2020 - Transportation	2020	\$ 2,000	\$ -	\$ 2,000	\$ 1,166	\$ -	\$ -	\$ 834	Yes
		TOTALS FOR #2300 - TRANSPORTATION GRANT		\$ 29,500	\$ 489	\$ 29,989	\$ 18,966	\$ -	\$ -	\$ 11,023	
	#2450	PUBLIC IMPROVEMENT FUND									
14	12033-20	Courthouse Improvements - Construction (see note at bottom)	2020	\$ 1,000,000	\$ 823,428	\$ 1,823,428	\$ 59,906	\$ 1,643,542	\$ 119,980	\$ -	No
15	11024-20A	Roof Replacement at ACSO - Section 1B	2020	\$ 520,000	\$ -	\$ 520,000	\$ 492,318	\$ -	\$ -	\$ 27,682	Yes
16	11024-20B	Roof Replacement at Courthouse - Section 2 and 4	2020	\$ 215,000	\$ -	\$ 215,000	\$ 180,544	\$ -	\$ -	\$ 34,456	Yes
17	12081-18	Court Recording Solution Upgrade (Part III - 2020)	2018	\$ 172,500	\$ 40,000	\$ 212,500	\$ 207,454	\$ -	\$ -	\$ 5,046	Yes
18	14040-20D	Vehicles - Replace 6 Sheriff's Utility Vehicles	2020	\$ 201,000	\$ -	\$ 201,000	\$ 198,574	\$ -	\$ -	\$ 2,426	Yes
19	14004-17A	ACSO Parking Lot Improvements	2016	\$ 198,000	\$ (31,000)	\$ 167,000	\$ 157,585	\$ 2,590	\$ 6,825	\$ -	No
20	14000-15	Annual Heat Pump Replacements - Phase I (2015)	2015	\$ 118,694	\$ -	\$ 118,694	\$ 118,694	\$ -	\$ -	\$ -	Yes
21	16021-20	Jail Security System Upgrade	2020	\$ 115,000	\$ -	\$ 115,000	\$ 48,537	\$ 20,540	\$ 45,923	\$ -	No
22	14000-17	Annual Heat Pump Replacements - 2016, 17 -Phase II	2020	\$ 101,306	\$ -	\$ 101,306	\$ 89,211	\$ -	\$ -	\$ 12,095	Yes
23	14004-18A	Resurface Front Lot at County Services Building	2018	\$ 65,000	\$ 31,000	\$ 96,000	\$ 95,228	\$ -	\$ -	\$ 772	Yes
24	14040-20A	Vehicles - Replace 3 Facilities Pick-ups	2020	\$ 90,000	\$ -	\$ 90,000	\$ 86,973	\$ -	\$ -	\$ 3,027	Yes
25	13096-20A	Pump House 1 Reconstruction	2020	\$ 50,000	\$ 25,000	\$ 75,000	\$ 72,657	\$ -	\$ -	\$ 2,343	Yes
26	11072-20	eTicket Solution Implementation	2020	\$ 70,000	\$ -	\$ 70,000	\$ 3,544	\$ 59,625	\$ 6,831	\$ -	No
27	11026-20A	Probate Court Microfilm Scanning	2020	\$ 60,000	\$ -	\$ 60,000	\$ 185	\$ 55,190	\$ 4,625	\$ -	No
28	13004-18	Pictometry Imagery (2020)	2020	\$ 56,000	\$ -	\$ 56,000	\$ 55,560	\$ -	\$ -	\$ 440	Yes
29	11030-20B	CSB HVAC Unit Replacement - 2020	2020	\$ 50,000	\$ -	\$ 50,000	\$ 37,667	\$ -	\$ -	\$ 12,333	Yes
30	11033-19A	Animal Shelter - Floor Refinishing	2019	\$ -	\$ 40,000	\$ 40,000	\$ 39,054	\$ -	\$ -	\$ 946	Yes
31	14040-20E	Vehicles - Equip Sheriff's Vehicles	2020	\$ 39,000	\$ -	\$ 39,000	\$ 26,726	\$ -	\$ 12,274	\$ -	No
32	14040-20B	Vehicles - Replace 2 Court Vehicles	2020	\$ 38,500	\$ -	\$ 38,500	\$ 37,512	\$ -	\$ -	\$ 988	Yes
33	11033-19B	Animal Shelter - HVAC Improvements	2019	\$ -	\$ 35,000	\$ 35,000	\$ 30,952	\$ -	\$ -	\$ 4,048	Yes
34	11055-20	Vehicles - Marine Shallow Water Boat and Trailer	2020	\$ 30,000	\$ -	\$ 30,000	\$ 28,630	\$ -	\$ -	\$ 1,371	Yes
35	14004-20	Pavement Maintenance 2020 - County	2020	\$ 30,000	\$ -	\$ 30,000	\$ 22,723	\$ -	\$ -	\$ 7,277	Yes
36	11019-20	CH Chair Replacement - 2020	2020	\$ 30,000	\$ -	\$ 30,000	\$ 29,293	\$ -	\$ -	\$ 707	Yes
37	13096-18	Repair Pump House Retaining Wall	2018	\$ 20,000	\$ -	\$ 20,000	\$ 18,223	\$ -	\$ -	\$ 1,777	Yes
38	13096-20B	Water Tower - Clean and Re-paint Interior	2020	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	Yes
39	13018-20	Scanner Replacements	2020	\$ 20,000	\$ -	\$ 20,000	\$ 12,800	\$ -	\$ -	\$ 7,200	Yes
40	13096-20C	Lagoon Structure Valve Replacement	2020	\$ 16,000	\$ -	\$ 16,000	\$ 14,753	\$ -	\$ -	\$ 1,247	Yes
41	11053-19	County Website Redesign	2019	\$ 16,000	\$ -	\$ 16,000	\$ 6,396	\$ 9,594	\$ 10	\$ -	No
42	13017-20	Copier Replacements	2020	\$ 16,000	\$ -	\$ 16,000	\$ 9,768	\$ -	\$ -	\$ 6,232	Yes
43	11030-20A	ACSO Relocate and Repair / Replace Heat Pumps	2020	\$ 16,000	\$ -	\$ 16,000	\$ 15,874	\$ -	\$ -	\$ 126	Yes
44	14004-17B	HSB Parking Lot Study	2017	\$ 15,000	\$ -	\$ 15,000	\$ 14,500	\$ -	\$ -	\$ 500	Yes
45	15014-20	Server Replacements	2020	\$ 15,000	\$ -	\$ 15,000	\$ 13,731	\$ -	\$ -	\$ 1,269	Yes
46	11002-20	ACSO Repair Domestic Water Boiler	2020	\$ 13,000	\$ -	\$ 13,000	\$ 9,229	\$ -	\$ -	\$ 3,771	Yes
47	11033-19C	Animal Shelter - Sink Replacement	2019	\$ -	\$ 10,000	\$ 10,000	\$ 6,562	\$ -	\$ -	\$ 3,438	Yes

Project Budget Status as of 12/31/2020

#	Project ID	Project Name	Prject Year	Initial Funding Requested	Additional Funds Needed	Total Approved Funding	Expenditures To Date	Committed Funds	Available Funds	Turnback to Fund Balance	Project Completed?
48	11059-20	Inmate Lookup Tool	2020	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	No
49	11086	Board Meeting Recording Solution	2020	\$ -	\$ 10,000	\$ 10,000	\$ 7,856	\$ -	\$ -	\$ 2,144	Yes
50	11030-20C	ACSO Dehumidification Controls for Air Handlers	2020	\$ 10,000	\$ -	\$ 10,000	\$ 8,495	\$ -	\$ -	\$ 1,505	Yes
51	11028-20	Friend of the Court Vault Renovation	2020	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	Yes
52	11007-20A	UPS Battery Replacement - CH	2020	\$ 6,000	\$ -	\$ 6,000	\$ 5,999	\$ -	\$ -	\$ 1	Yes
TOTALS FOR #2450 - PUBLIC IMPROVEMENT FUND				\$ 3,451,000	\$ 983,428	\$ 4,434,428	\$ 2,271,713	\$ 1,791,081	\$ 206,468	\$ 165,166	
#2465 CHILD CARE CAPITAL											
53	15013-17C	YH Surveillance and Intercom System Replacement	2013	\$ 70,000	\$ 68,571	\$ 138,571	\$ 113,632	\$ 200	\$ 24,739	\$ -	No
54	11028-20B	Youth Home Fire Safety System	2020	\$ 100,000	\$ -	\$ 100,000	\$ 83,992	\$ -	\$ -	\$ 16,008	Yes
55	11030-20D	Youth Home AC Replacement	2020	\$ 15,000	\$ -	\$ 15,000	\$ 13,850	\$ -	\$ -	\$ 1,150	Yes
56	11019-20B	Cheever Wardrobe Replacement	2020	\$ 10,000	\$ -	\$ 10,000	\$ 8,361	\$ -	\$ -	\$ 1,640	Yes
57	14004-20	Pavement Maintenance 2020 - Youth Home	2020	\$ 5,000	\$ -	\$ 5,000	\$ 3,835	\$ -	\$ -	\$ 1,165	Yes
58	11007-20B	UPS Battery Replacement - YH	2020	\$ 2,300	\$ -	\$ 2,300	\$ -	\$ -	\$ -	\$ 2,300	Yes
TOTALS FOR #2465 - CHILD CARE CAPITAL				\$ 202,300	\$ 68,571	\$ 270,871	\$ 223,670	\$ 200	\$ 24,739	\$ 22,263	
#2470 LOCAL GOVERNMENT REVENUE SHARING (PARKS)											
59	11204-18	Gun Lake Watercraft Launch - Construction	2018	\$ 180,925	\$ -	\$ 180,925	\$ -	\$ -	\$ 180,925	\$ -	No
60	14040-20C	Vehicles - Replace 3 Parks Vehicles	2020	\$ 93,000	\$ -	\$ 93,000	\$ 89,746	\$ -	\$ -	\$ 3,254	Yes
61	11204-18	Gun Lake Pavilion - Construction	2018	\$ 75,438	\$ -	\$ 75,438	\$ 75,438	\$ -	\$ -	\$ -	Yes
62	11208-20	Vault Outhouse Venting and Roof Replacement	2020	\$ 30,000	\$ -	\$ 30,000	\$ 11,750	\$ -	\$ -	\$ 18,250	Yes
63	11204-18	Gun Lake Watercraft Launch and Pavilion - Engineering	2018	\$ 27,266	\$ -	\$ 27,266	\$ 27,266	\$ -	\$ -	\$ -	Yes
64	14004-20	Pavement Maintenance 2020 - Parks	2020	\$ 25,000	\$ -	\$ 25,000	\$ 24,651	\$ -	\$ -	\$ 349	Yes
TOTALS FOR #2470 - LOCAL GOV. REV. SHARING (PARKS)				\$ 431,629	\$ -	\$ 431,629	\$ 228,851	\$ -	\$ 180,925	\$ 21,853	
#VARIOUS OTHER CAPITAL PROJECTS											
65	11095-20	Mobile Medical Unit Vehicle	2020	\$ 0	\$ 225,000	\$ 225,000	\$ 0	\$ 183,935	\$ 41,065	\$ 0	No
66	15030	ROD Public Records Management System Upgrade	2018	\$ 300,000	\$ (100,000)	\$ 200,000	\$ 187,363	\$ -	\$ -	\$ 12,637	Yes
67	11025-20A	Body Scanner Replacement	2020	\$ 160,000	\$ -	\$ 160,000	\$ -	\$ 139,000	\$ 21,000	\$ -	No
68	15043-20	RockTenn - Brownfield Plan and Demolition Consultant	2020	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	No
69	11018-20	Indigent Defense Offices	2020	\$ 30,000	\$ -	\$ 30,000	\$ 22,402	\$ -	\$ -	\$ 7,598	Yes
70	11033-20B	Animal Shelter Dog Run	2019	\$ 10,000	\$ -	\$ 10,000	\$ 2,240	\$ -	\$ -	\$ 7,760	Yes
71	11033-20	Animal Shelter Dog Kennels	2020	\$ -	\$ 6,500	\$ 6,500	\$ 6,473	\$ -	\$ -	\$ 27	Yes

Notes: Total number of projects may not match the summary as some projects are counted once in the summary but may be represented here by several rows to account for multiple funding sources.
 Project #14 Courthouse Improvements - Construction: Budget amount includes \$500,000 transfer in from Self-Insurance Fund #6770.

Project Schedule and Status as of 12/31/2020

#	Project ID	S	D	C	E	M	F	Project Name	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	On Time	In Budget	In Scope	
PROJECT COMPLETED																								
1	11007-20B							UPS Battery Replacement - YH	Done												Y	Y	Y	
2	15030							ROD Public Records Management System Upgrade	E	Done											N	Y	Y	
3	13018-20							Scanner Replacements	E	Done	E	E	Done								Y	Y	Y	
4	13096-20B							Water Tower - Clean and Re-paint Interior				Cancelled - Inspection revealed interior is in good condition										Y	Y	Y
5	11033-19C							Animal Shelter - Sink Replacement	E	M	Done										Y	Y	Y	
6	11033-19A							Animal Shelter - Floor Refinishing	E	M	Done										Y	Y	Y	
7	14000-15							Annual Heat Pump Replacements - Phase I (2015)	E	E	Done	E	E	Done							Y	Y	Y	
8	15014-20							Server Replacements	C	C	Done	E	F	Done							Y	Y	Y	
9	11033-19B							Animal Shelter - HVAC Improvements	E	M	M	Done									Y	Y	Y	
10	11019-20B							Cheever Wardrobe Replacement	C	E	E	Done	M	Done							Y	Y	Y	
11	11204-18							Gun Lake Watercraft Launch and Pavilion - Engineering	M	M	M	M	Done								N	Y	N	
12	11002-20							ACSO Repair Domestic Water Boiler	C	E	E	M	Done								Y	Y	Y	
13	14004-17B							HSB Parking Lot Study	C	E	E	E	Done	M	Done						Y	Y	Y	
14	11055-20							Vehicles -Marine Shallow Water Boat and Trailer	D	C	C	E	Done	M	Done						Y	Y	Y	
15	11019-19A							Dispatch Console Replacement	E	M	M	M	Done	Done							Y	Y	Y	
16	13096-20C							Lagoon Structure Valve Replacement	E	E	E	E	M	Done							Y	Y	Y	
17	11017-20							Copier Replacements	C	C	E	E	M	Done							Y	Y	Y	
18	14004-18A							Resurface Front Lot at County Services Building				E	E	Done	M	Done					Y	Y	Y	
19	11208-20							Vault Outhouse Venting and Roof Replacement		D	C	C	E	Done	M	Done					Y	Y	Y	
20	14000-17							Annual Heat Pump Replacements - 2016, 17 -Phase II	C	C	E	E	E	Done	E	Done					N	Y	Y	
21	11030-20C							ACSO Dehumidification Controls for Air Handlers	D	E	C	E	E	Done							Y	Y	Y	
22	14040-20D							Vehicles - Replace 6 Sheriff's Utility Vehicles	C	C	M	M	M	M	Done	Done					Y	Y	Y	
23	11028-20							Friend of the Court Vault Renovation		S	D	C	E	E	Done	Done					Y	Y	Y	
24	14040-20C							Vehicles - Replace 3 Parks Vehicles	C	C	M	M	M	M	Done	Done					Y	Y	Y	
25	11025-20C							Vehicle Diagnostic Scanner Replacement			S	D	C	C	Done	E	M	Done			Y	Y	Y	
26	11030-20B							CSB HVAC Unit Replacement - 2020	D	C	C	C	E	E	Done	E	M	Done			Y	Y	Y	
27	11086							Board Meeting Recording Solution				S	D	C	C	Done					Y	Y	Y	
28	14040-20B							Vehicles - Replace 2 Court Vehicles	C	C	M	M	M	M	M	Done					Y	Y	Y	
29	11006-20							911 Audio Call Recorder Upgrade	C	E	E	E	E	E	M	Done					Y	Y	Y	
30	11030-20A							ACSO Relocate and Repair / Replace Heat Pumps	D	C	C	C	C	C	E	Done					N	Y	N	
31	14040-20A							Vehicles - Replace 3 Facilities Pick-ups	C	C	M	M	M	M	M	Done					Y	Y	Y	
32	11030-20D							Youth Home AC Replacement	D	C	C	C	C	E	E	Done					Y	Y	N	
33	11018-20							Indigent Defense Offices	C	C	E	E	E	M	M	Done					Y	Y	Y	
34	15013-20B							ACT Surveillance Camera Replacement					C	E	E	E	Done	E	M	Done	Y	Y	N	
35	11007-20A							UPS Battery Replacement - CH					D	C	C	C	Done	E	M	Done	Y	Y	Y	
36	11024-20A							Roof Replacement at ACSO - Section 1B	C	C	E	E	E	E	E	M	Done	Done			Y	Y	Y	
37	11024-20B							Roof Replacement at Courthouse - Section 2 and 4	S	D	C	C	E	E	E	E	M	Done	Done		Y	Y	Y	
38	11033-20B							Animal Shelter Dog Run		C	C	C	C	C	C	C	E	Done			N	Y	Y	
39	11019-20							CH Chair Replacement - 2020				S				D	C	E	Done	M	Done	Y	Y	Y
40	12081-18							Court Recording Solution Upgrade (Part III - 2020)	C	C	E	E	E	E	E	E	E	Done			N	Y	Y	
41	11028-20B							Youth Home Fire Safety System	S	D	C	E	E	E	E	M	M	Done			Y	Y	Y	
42	11204-18							Gun Lake Pavilion - Construction	C	C	C	C	C	E	E	E	E	E	Done	Done	N	Y	N	
43	14004-20							Pavement Maintenance 2020	D	D	C	C	E	E	E	E	E	E	Done	Done	Y	Y	Y	
44	13096-18							Repair Pumhouse Retaining Wall		C	C	C	C	C	E	E	E	M	M	Done	Done	N	Y	Y
45	13096-20A							Pump House 1 Reconstruction			D	D	C	C	E	E	M	M	Done		Y	Y	Y	
46	11005-18							Dispatch PFN SIP Card Purchase	E	E	E	E	E	E	E	Ctovr	E	M	M	Done	N	Y	Y	
47	11033-20	x						Animal Shelter Dog Kennels							C	E	E	M	M	Done	Y	Y	Y	
48	11025-20B							ACT Tire Changer and Wheel Balancer Replacement			S	D	D	C	C	C	E	E	Done		N	Y	Y	
49	13004-18							Pictometry Imagery (2020)	M						E	E	M	M	Done		Y	Y	Y	
49	15013-20A							Dispatch Surveillance Camera Replacement					D		C	C	E	E	M	Done	Y	Y	Y	

X = Unplanned Project

Project Schedule and Status as of 12/31/2020

#	Project ID	S	D	C	E	M	F	Project Name	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	On Time	In Budget	In Scope		
PROJECTS IN DEVELOPMENT																									
PROJECTS IN EXECUTION																									
50	15013-17C							YH Surveillance and Intercom System Replacement	E	E	E	M	M	M	M	M	M	M	M	M					
51	11025-20A							Body Scanner Replacement					S	S	D	C	C	E	E	E					
52	14004-17A							ACSO Parking Lot Improvements				E	E	E	M	M	M	M	M	M					
53	14040-20E							Vehicles - Equip Sheriff's Vehicles	E	E	E	E	E	E	E	E	E	E	E	E					
54	11072-20							eTicket Solution Implementation		D	C	C	E	Eval	Eval	C	C	E	E	E					
55	11026-20A							Probate Court Microfilm Scanning			S		D	D	D	D	C	C	E	E					
56	15043-20	X						RockTenn - Brownfield Plan										C	E	E					
57	13074							911 Radio System - Barry County Back-up					E	E	E	E	E	E	E	E					
58	16021-20							Jail Security System Upgrade	C	C			E	E	E	E	E	E	E	E					
59	16013-20							Dispatch CAD Upgrade	C	C			E	E	E	E	E	E	E	E					
60	12033-20							Courthouse Improvements - Design	E	E	E	E	E	E	E	E	E	E	E	E					
61	12033-20							Courthouse Improvements - Construction	S	S	D	D	D	D	D	C	C	E	E	E					
62	11053-19							County Website Redesign	D	C	C	C	C	E	C	C	C	C	E	E	E				
63	11095-20	X						Mobile Medical Unit Vehicle										C	E	E					
PROJECTS IN CONTRACTING																									
64	11059-20							Inmate Lookup Tool	D	C	C		C	C	C	C	C	C	C	C					
65	11204-18							Gun Lake Watercraft Launch - Construction	C	C	C	C	Postponed to 2021												
PROJECTS IN DEVELOPMENT																									
66	13074							911 Radio System - Enable CAD GPS	D	D	D	D	D	D	D	D	D	D	D	D					
67	11075-20							Emergency Siren Activation Solution					D	D	D	D	Postponed to 2021								
PROJECTS BEING SCOPED																									
68	11070-20	X						CH Square Signage										S	S	S					

X = Unplanned Project
 Capital Project Report - 4th Quarter 2020

LISTING OF CARRY-OVER CAPITAL PROJECTS NEEDING A RE-APPROPRIATION OF FUNDS IN 2021
Updated as of 02/04/21

Tables A and B below summarize the maximum capital project funding appropriations that may need to be carried over into 2021. In approving the 2021 budget, the Allegan County Board of Commissioners authorizes the re-appropriation of funds necessary to complete any projects listed in the tables below that do not get completed by 12/31/20. The actual 2021 re-appropriation amounts shall not exceed the total approved funding less expenditures to date for any project that is not completed as of 12/31/2020.

TABLE A - Projects scheduled to be carried-over into 2021 showing re-appropriation of unspent funds needed.

#	Project ID	Project Name	Project Year	Total Approved Funding	Expenditures To Date	Re-Appropriation per Budget List	Re-Appropriate in 2021 - Actual	Change Since Budget Adoption	Project Stage
	#2118	CENTRAL DISPATCH CIP							
1	16013-20	Dispatch CAD Upgrade	2020	\$ 160,000	\$ 35,474	\$ 124,952	\$ 124,526	\$ (426)	Execution
2	13074	911 Radio System - Barry Co Backup	2020	\$ 120,230	\$ -	\$ 120,230	\$ 120,230	\$ -	Execution
3	13074	911 Radio System - Enable CAD GPS	2020	\$ 120,230	\$ -	\$ 120,230	\$ 120,230	\$ -	Development
4	11075-20	Emergency Siren Activation Solution	2020	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -	Development
		PROJECTED CARRY-OVER FOR #2118		\$ 500,460	\$ 35,474	\$ 465,412	\$ 464,986	\$ (426)	
	#2450	PUBLIC IMPROVEMENT FUND							
5	12033-20	Courthouse Improvements (see note at bottom)	2020	\$ 1,823,428	\$ 59,906	\$ 1,763,634	\$ 1,763,522	\$ (112)	Execution
6	11053-19	County Website Redesign	2019	\$ 16,000	\$ 6,396	\$ 16,000	\$ 9,604	\$ (6,396)	Execution
		PROJECTED CARRY-OVER FOR #2450		\$ 1,839,428	\$ 66,302	\$ 1,779,634	\$ 1,773,126	\$ (6,508)	
	#2470	LOCAL GOVERNMENT REVENUE SHARING							
7	15043-20	RockTenn Brownfield Plan / Demolition Consultant	2020	\$ 60,000	\$ 10,000	Not on List	\$ 50,000	N/A	Execution
8	11204-18	Gun Lake Watercraft Launch - Construction	2018	\$ 180,925	\$ -	\$ 180,925	\$ 180,925	\$ -	Contracting
		PROJECTED CARRY-OVER FOR #2470		\$ 240,925	\$ 10,000	\$ 180,925	\$ 230,925	\$ -	

Project #5 Courthouse Improvements - Project includes design, construction, furnishings, equipment and signage. Budget amount includes \$500,000 transfer in from Self-Insurance Fund #67/0.

TABLE B - Projects expected to be completed in 2020 showing 2021 re-appropriation of unspent funds needed because they were not.

#	Project ID	Project Name	Project Year	Total Approved Funding	Expenditures To Date	Re-Appropriation per Budget List	Re-Appropriate in 2021 - Actual	Change Since Budget Adoption	Project Stage
	#2118	CENTRAL DISPATCH CIP							
1	11019-19A	Dispatch Console Replacement	2019	\$ 116,168	\$ 113,023	\$ -	\$ -	\$ -	Completed
2	15013-20A	Dispatch Surveillance Camera Replacement	2020	\$ 15,000	\$ 13,913	\$ -	\$ -	\$ -	Completed
3	14004-20	Pavement Maintenance 2020 - Dispatch	2020	\$ 2,000	\$ 1,583	\$ -	\$ -	\$ -	Completed
4	11005-18	Dispatch PFN SIP Card Purchase	2019	\$ 12,000	\$ 11,478	\$ 12,000	\$ -	\$ (12,000)	Completed
		ADDITIONAL CARRY-OVER FOR #2118 IF NOT COMPLETED		\$ 145,168	\$ 139,997	\$ 12,000	\$ -	\$ (12,000)	
	#2300	TRANSPORTATION GRANT							
5	15013-20B	ACT Surveillance Camera Replacement	2020	\$ 6,489	\$ 6,489	\$ -	\$ -	\$ -	Completed
6	14004-20	Pavement Maintenance 2020 - Transportation	2020	\$ 2,000	\$ 1,166	\$ -	\$ -	\$ -	Completed
7	11025-20B	ACT Tire Changer and Wheel Balancer Replacement	2020	\$ 16,000	\$ 7,698	\$ 16,000	\$ -	\$ (16,000)	Completed
		ADDITIONAL CARRY-OVER FOR #2300 IF NOT COMPLETED		\$ 24,489	\$ 15,353	\$ 16,000	\$ -	\$ (16,000)	
	#2450	PUBLIC IMPROVEMENT FUND							
8	11007-20A	UPS Battery Replacement - CH	2020	\$ 6,000	\$ 5,999	\$ -	\$ -	\$ -	Completed
9	11024-20A	Roof Replacement at ACSO - Section 1B	2020	\$ 520,000	\$ 492,318	\$ -	\$ -	\$ -	Completed
10	11024-20B	Roof Replacement at Courthouse - Section 2 and 4	2020	\$ 215,000	\$ 180,544	\$ -	\$ -	\$ -	Completed
11	14004-20	Pavement Maintenance 2020 - County	2020	\$ 30,000	\$ 22,723	\$ -	\$ -	\$ -	Completed
12	12081-18	Court Recording Solution Upgrade (Part III - 2020)	2018	\$ 212,500	\$ 207,454	\$ -	\$ -	\$ -	Completed
13	11019-20	CH Chair Replacement - 2020	2020	\$ 30,000	\$ 29,293	\$ -	\$ -	\$ -	Completed
14	13095-18	Repair Pump House Retaining Wall	2018	\$ 20,000	\$ 18,223	\$ 7,250	\$ -	\$ (7,250)	Completed
15	13095-20A	Pump House 1 Reconstruction	2020	\$ 75,000	\$ 72,657	\$ 13,300	\$ -	\$ (13,300)	Completed
16	14040-20E	Vehicles - Equip Sheriff's Vehicles	2020	\$ 39,000	\$ 32,454	\$ 12,717	\$ 6,546	\$ (6,171)	Monitoring
17	14004-17A	ACSO Parking Lot Improvements	2016	\$ 167,000	\$ 157,585	\$ 9,415	\$ 2,600	\$ (6,815)	Execution
18	16021-20	Jail Security System Upgrade	2020	\$ 115,000	\$ 47,310	\$ 67,690	\$ 67,690	\$ -	Execution
19	11072-20	eTicket Solution Implementation	2020	\$ 70,000	\$ 33,400	\$ 66,456	\$ 36,600	\$ (29,856)	Execution
20	11026-20A	Probate Court Microfilm Scanning	2020	\$ 60,000	\$ -	\$ 60,000	\$ 60,000	\$ -	Execution
21	11059-20	Inmate Lookup Tool	2020	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	Contracting
		ADDITIONAL CARRY-OVER FOR #2450 IF NOT COMPLETED		\$ 1,559,500	\$ 1,299,960	\$ 236,828	\$ 173,436	\$ (63,392)	
	#2465	CHILD CARE CAPITAL							
22	11028-20B	Youth Home Fire Safety System	2020	\$ 100,000	\$ 83,992	\$ -	\$ -	\$ -	Completed
23	14004-20	Pavement Maintenance 2020 - Youth Home	2020	\$ 5,000	\$ 3,835	\$ -	\$ -	\$ -	Completed
24	15013-17C	YH Surveillance and Intercom System Replacement	2013	\$ 138,571	\$ 113,632	\$ 46,128	\$ 15,000	\$ (31,128)	Monitoring
		ADDITIONAL CARRY-OVER FOR #2465 IF NOT COMPLETED		\$ 243,571	\$ 201,459	\$ 46,128	\$ 15,000	\$ (31,128)	
	#2470	LOCAL GOVERNMENT REVENUE SHARING (PARKS)							
25	11204-18	Gun Lake Pavilion - Construction	2018	\$ 75,438	\$ 75,438	\$ -	\$ -	\$ -	Completed
26	14004-20	Pavement Maintenance 2020 - Parks	2020	\$ 25,000	\$ 24,651	\$ -	\$ -	\$ -	Completed
		ADDITIONAL CARRY-OVER FOR #2470 IF NOT COMPLETED		\$ 100,438	\$ 100,089	\$ -	\$ -	\$ -	
	#VARIOUS	OTHER CAPITAL PROJECTS							
27	11018-20	Indigent Defense Offices	2020	\$ 30,000	\$ 22,402	\$ -	\$ -	\$ -	Completed
28	11033-20B	Animal Shelter Dog Run	2019	\$ 10,000	\$ 2,240	\$ -	\$ -	\$ -	Completed
29	11025-20A	Body Scanner Replacement (Moved from #2450 to CARES Act)	2020	\$ 160,000	\$ -	\$ 160,000	\$ 160,000	\$ -	Execution
30	11095-20	Mobile Medical Unit Vehicle (BOC Added 10/22/20)	2020	\$ 225,000	\$ -	\$ 225,000	\$ -	\$ (225,000)	Execution
		ADDITIONAL CARRY-OVER IF NOT COMPLETED		\$ 425,000	\$ 24,642	\$ 385,000	\$ 160,000	\$ (225,000)	



2021 Capital Project Report - Start of Year

Status of Approved 2021 Capital Projects and Projects Remaining to be Completed from Previous Years								
	Projects	Unscheduled	Queued	Development	Contracting	Execution	Closure	Completed
Status at end of 2021								
Status at end of 3rd Quarter								
Status at end of 2nd Quarter								
Status at end of 1st Quarter								
Status at start of 2021	50	0	29	5	2	14	0	0
Status at end of 2020	69	0	1	2	2	14	0	50
Status at end of 2019	59	0	0	1	6	10	2	40
Status at end of 2018	79	3	5	13	9	10	4	35
Status at end of 2017	65	8	2	6	5	9	0	35
Status at end of 2016	81	11	6	13	9	5	5	32
Status at end of 2015	62	12	0	5	4	16	4	24

Multi-Year CIP Project Data	Capital Project Funding Approved In:									
	2013	2014	2015	2016	2017	2018	2019	2020	2021	TOTAL
Capital Projects:	30	37	25	29	28	38	32	49	31	299
Completed in 2013	10									10
Completed in 2014	11	12								23
Completed in 2015	3	11	10							24
Completed in 2016	3	9	8	12						32
Completed in 2017	0	2	5	10	18					35
Completed in 2018	2	1	1	4	6	21				35
Completed in 2019	0	2	0	1	2	12	23			40
Completed in 2020	0	0	1	1	2	4	7	35		50
Completed in 2021	0	0	0	0	0	0	0	0	0	0
Total Completed	29	37	25	28	28	37	30	35	0	249
Remaining to be Completed	1	0	0	1	0	1	2	14	31	50

Cumulative Project Metrics for 2020	Actual	# On Schedule	# On Budget	# In Scope	% On Schedule	% On Budget	% In Scope
1st Quarter Completed							
2nd Quarter Completed							
3rd Quarter Completed							
4th Quarter Completed							
Carryover Projects							

On Schedule - Project execution was completed in the month that was projected when the project schedule was established.
 On Budget - Project was completed within the approved project budget appropriations.
 In Scope - Major project outcomes were clearly defined and met upon project completion.

Status of Projects with Budgets over 100K - 1/1/2021

Projects Sorted by Total Approved Funding

#	Project Site ID	S	D	C	E	M	F	Project Name	Funding Year	Total Approved Funding	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 21	
1	1233-20							Courthouse Improvements - Construction	2020	\$ 1,823,428	E	E	E	E	E	E	E	E	E	E	M	Done	
	Scope: Construct a new security entrance, add a sally port and improve holding cells.																						
	Update: Waiting on plan approval and permits. Contractor ready to begin.																						
2	1206-21							MCT Replacement	2021	\$ 865,000	D	C	C	E	E	E	E	M	Done				
	Scope: Replace the set of Mobile Computer Terminals that have been in use by Law Enforcement for 7+ years.																						
	Update: Project to be engaged in Q1																						
3	1440-21C							Vehicles - Replace 7 Sheriff's Utility Vehicles	2021	\$ 245,000	C	C	E	E	E	E	E	E	Done				
	Scope: Purchase 7 replacement Utility Vehicles for Sheriff's Patrol																						
	Update: Vehicles specifications have been finalized and a Purchase Order is being processed to authorize the procurement.																						
4	11095-20							Mobile Medical Unit Vehicle	2020	\$ 225,000	E	E	Done										
	Scope: Mid-year capital project approved to purchase a vehicle customized to serve as a Mobile Medical Unit with grant funding provided by the Gun Lake Tribe.																						
	Update: Vehicle is being outfitted and customized. Delivery expected around the end of January.																						
5	11204-18							Gun Lake Park Boat Launch Replacement	2018	\$ 180,925	TBD												
	Scope: With the pavilion replacement completed, the focus of this project is the replacement of the boat launch ramp.																						
	Update: Assessing the potential for the DNR to assist with boat launch ramp replacement.																						
6	14004-17A							ACSO Parking Lot Improvements	2016	\$ 167,000	E	E	Done										
	Scope: Front lot reconstruction to add parking spaces, improve ADA parking, pedestrian safety and signage.																						
	Update: Working on entrance signage installation to complete project.																						
7	11025-20A							Body Scanner Replacement	2020	\$ 160,000	E	E	Done										
	Scope: Purchase a body scanner to replace the one acquired through federal surplus.																						
	Update: Covid related manufacturing delays prevented delivery of scanner before the end of the year. Delivery now scheduled for 2/3. Will be paying for with CARES Act funds.																						
8	16013-20							Dispatch CAD Upgrade	2020	\$ 160,000	E	E	E	E	Cutovr	E	E	E	Done				
	Scope: Upgrade New World Computer Aided Dispatch System hardware and software.																						
	Update: Execution is progressing well - still on schedule for Go-Live on the upgraded system in May of 2021 and project completion by the end of July, 2021 as originally planned.																						
9	1002-21							Law Enforcement Body Cameras	2021	\$ 140,000	S	D	D	D	D	D	C	C	C	E	E	E	
	Scope: Purchase and deploy body cameras to Law Enforcement Deputies.																						
	Update: Project to be engaged in Q1																						
10	15013-17C							YH Surveillance and Intercom System Replacement	2013	\$ 138,571	E	E	Done										
	Scope: Replace and enhance aging video surveillance and room intercom systems.																						
	Update: System installed and working well. Discussing re-location of one camera to complete project.																						
11	13074-20							911 Radio System - Barry County Back-up	2016	\$ 120,230	E	E	Done										
	Scope: Related to the Radio System Replacement Project, this remaining item involves deploying a spare Allegan County console to Barry County to enable seamless back-up capability.																						
	Update: Motorola has almost completed Allegan's dispatch console hardware and software upgrade. Once complete, will deploy a new back-up console to Barry County.																						
12	13074-20							911 Radio System - Enable GPS on CAD	2016	\$ 120,230													TBD
	Scope: Related to the Radio System Replacement Project, this remaining item involves enabling GPS locations of portable radios to show up on dispatch CAD maps to enhance location awareness.																						
	Update: On hold until Dispatch CAD Upgrade project is completed. It may be possible to enable GPS on the upgraded CAD version but won't know until it is available and																						
13	1004-21							Dispatch Tower HVAC System Replacement	2021	\$ 120,000	D	C	C	E	E	E	M	Done					
	Scope: Replace aging HVAC systems at each dispatch tower site at a rate of at least one per year.																						
	Update: Project to be engaged in Q1																						
14	1374-21							Dispatch Console Six Technology Deployment	2021	\$ 120,000			D	C	C	E	E	E	E	E	M	Done	
	Scope: Equip console six which was added in 2020 with the necessary technology to support dispatch operations.																						
	Update: Project to be engaged in Q1																						

Status of Projects with Budgets over 100K - 1/1/2021

Projects Sorted by Total Approved Funding

#	Project Site ID	S	D	C	E	M	F	Project Name	Funding Year	Total Approved Funding	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 21
15	1124-21							Roof Replacement at Courthouse - Section 1	2021	\$ 120,000	D	D	C	C	C	E	E	E	E	E	E	Done
Scope: Replace roofing materials on Section 1 (west wing) of the County Courthouse.																						
Update: Project to be engaged in Q1																						
16	1400-21							CH Heat Pump Replacements - 2021	2021	\$ 117,000			D	C	C	E	E	E	E	M	Done	
Scope: Replace nearly half of the remaining 32 heat pumps in an ongoing effort to gradually replace all 133 heat pumps at the courthouse.																						
Update: Project to be engaged in Q1																						
17	16021-20							Jail Security System Upgrade	2020	\$ 115,000	E	E	E	E	Done							
Scope: Replace jail security system servers, other critical equipment and upgrade software to ensure continued reliability of the system.																						
Update: Go-Live originally planned for early November has been re-scheduled by the Contractor for 2021. Date has not been set.																						
18	1175-20							Emergency Siren Activation Solution	2020	\$ 100,000	D	D	D	C	C	C	C	E	E	E	Done	
Scope: Research and implement an alternate method to for siren activation that does not rely on maintaining any VHF infrastructure.																						
Update: Various options and alternatives will continue to be explored for this strategically driven project. There is no near-term threat to the current system which remains completely functional.																						



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Project Budget Status as of 1/1/2021

#	Project ID	Project Name	Prject Year	Initial Funding Requested	Additional Funds Needed	Total Approved Funding	Expenditures To Date	Committed Funds	Available Funds	Turnback to Fund Balance	Project Completed?
	#2118	CENRTAL DISPATCH CIP									
1	1206-21	MCT Replacement	2021	\$ 865,000	\$ -	\$ 865,000	\$ -	\$ -	\$ 865,000	\$ -	No
2	16013-20	Dispatch CAD Upgrade	2020	\$ 160,000	\$ -	\$ 160,000	\$ 45,128	\$ 101,406	\$ 13,466	\$ -	No
3	1004-21	Tower HVAC System Replacement	2021	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000	\$ -	No
4	13074-20	911 Radio System - Barry County Back-up	2020	\$ 120,230	\$ -	\$ 120,230	\$ -	\$ -	\$ 120,230	\$ -	No
5	13074-20	911 Radio System - Enable CAD GPS	2020	\$ 120,230	\$ -	\$ 120,230	\$ -	\$ -	\$ 120,230	\$ -	No
6	1374-21	Console Six Technology Deployment	2021	\$ 120,000	\$ -	\$ 120,000	\$ -	\$ -	\$ 120,000	\$ -	No
7	1175-20	Emergency Siren Activation Solution	2020	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	No
8	1105-21	911 Phone Server Replacement	2021	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	No
9	1404-21	Pavement Maintenance 2020 - Dispatch	2021	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	No
		TOTALS FOR #2118 - CENTRAL DISPATCH CIP		\$ 1,687,459	\$ -	\$ 1,687,459	\$ 45,128	\$ 101,406	\$ 1,540,926	\$ -	
	#2300	TRANSPORTATION GRANT									
10	1404-21	Pavement Maintenance 2020 - Transportation	2021	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	No
		TOTALS FOR #2300 - TRANSPORTATION GRANT		\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	
	#2450	PUBLIC IMPROVEMENT FUND									
11	12033-20	Courthouse Improvements - Construction	2020	\$ 1,000,000	\$ 823,428	\$ 1,823,428	\$ 59,906	\$ 1,643,542	\$ 119,980	\$ -	No
12	1440-21C	Vehicles - Replace 7 Sheriff's Utility Vehicles	2021	\$ 245,000	\$ -	\$ 245,000	\$ -	\$ -	\$ 245,000	\$ -	No
13	1124-21	Roof Replacement at Courthouse - Section 1	2021	\$ 240,000	\$ -	\$ 240,000	\$ -	\$ -	\$ 240,000	\$ -	No
14	14004-17A	ACSO Parking Lot Improvements	2016	\$ 198,000	\$ (31,000)	\$ 167,000	\$ 157,585	\$ 2,590	\$ 6,825	\$ -	No
15	11025-20A	Body Scanner Replacement	2020	\$ 160,000	\$ -	\$ 160,000	\$ -	\$ 139,000	\$ 21,000	\$ -	No
16	1002-21	Law Enforcement Body Cameras	2021	\$ 140,000	\$ -	\$ 140,000	\$ -	\$ -	\$ 140,000	\$ -	No
17	1400-21	CH Heat Pump Replacements	2021	\$ 117,000	\$ -	\$ 117,000	\$ -	\$ -	\$ 117,000	\$ -	No
18	16021-20	Jail Security System Upgrade	2020	\$ 115,000	\$ -	\$ 115,000	\$ 48,537	\$ 20,540	\$ 45,923	\$ -	No
19	1440-21E	Vehicles - Replace and Outfit Vehicle - Wayland	2021	\$ 92,000	\$ -	\$ 92,000	\$ -	\$ -	\$ 92,000	\$ -	No
20	1440-21G	Vehicles - Equip Sheriff's Vehicles 2021	2021	\$ 77,000	\$ -	\$ 77,000	\$ -	\$ -	\$ 77,000	\$ -	No
21	11072-20	eTicket Solution Implementation	2020	\$ 70,000	\$ -	\$ 70,000	\$ 3,544	\$ 59,625	\$ 6,831	\$ -	No
22	1107-21	UPS Replacement - HSB	2021	\$ 65,000	\$ -	\$ 65,000	\$ -	\$ -	\$ 65,000	\$ -	No
23	11026-20A	Probate Court Microfilm Scanning	2020	\$ 60,000	\$ -	\$ 60,000	\$ 185	\$ 55,190	\$ 4,625	\$ -	No
24	1170-21	LED Conversion for ACSO Exterior Lights	2021	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	No
25	1396-21	Water and Sewer Asset Mgmt Plan	2021	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	No
26	1001-21	Jury Management Solution	2021	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	No
27	1126-21A	Scan Civil and Criminal Court Files	2021	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	No
28	14040-20E	Vehicles - Equip Sheriff's Vehicles 2020	2020	\$ 39,000	\$ -	\$ 39,000	\$ 26,726	\$ -	\$ 12,274	\$ -	No
29	1440-21B	Vehicles - Replace 1 EOC Truck	2021	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ -	\$ 38,000	\$ -	No
30	1404-21	Pavement Maintenance 2021 - County	2021	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	No
31	1119-21	Furniture Replacement	2021	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	No
32	1440-21A	Vehicles - Replace 1 Facilities Mail Vehicle	2021	\$ 26,000	\$ -	\$ 26,000	\$ -	\$ -	\$ 26,000	\$ -	No
33	1018-21	Network Switch Replacement	2021	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	No
34	1126-21A	District Court Microfilm	2021	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	No
35	11053-19	County Website Redesign	2019	\$ 16,000	\$ -	\$ 16,000	\$ 6,396	\$ 9,594	\$ 10	\$ -	No
36	1317-21	Copier Replacements	2021	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ -	No
37	11059-20	Inmate Lookup Tool	2020	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	No
38	1003-21	Wireless Monitor Solution for Courts	2021	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	No
		TOTALS FOR #2450 - PUBLIC IMPROVEMENT FUND		\$ 3,034,000	\$ 792,428	\$ 3,826,428	\$ 302,879	\$ 1,930,081	\$ 1,593,468	\$ -	
	#2465	CHILD CARE CAPITAL									
39	15013-17C	YH Surveillance and Intercom System Replacement	2013	\$ 70,000	\$ 68,571	\$ 138,571	\$ 113,632	\$ 200	\$ 24,739	\$ -	No
40	1130-21	YH HVAC System Replacement	2021	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -	No
41	1404-21	Pavement Maintenance 2020 - Youth Home	2021	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	No
		TOTALS FOR #2465 - CHILD CARE CAPITAL		\$ 135,000	\$ 68,571	\$ 203,571	\$ 113,632	\$ 200	\$ 89,739	\$ -	

Project Budget Status as of 1/1/2021

#	Project ID	Project Name	Prjct Year	Initial Funding Requested	Additional Funds Needed	Total Approved Funding	Expenditures To Date	Committed Funds	Available Funds	Turnback to Fund Balance	Project Completed?
	#2470	LOCAL GOVERNMENT REVENUE SHARING									
42	1012-18	Gun Lake Watercraft Launch - Construction	2018	\$ 180,925	\$ -	\$ 180,925	\$ -	\$ -	\$ 180,925	\$ -	No
43	1543-21	RockTenn - Demolition Consultant	2021	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	No
44	1440-21E	Vehicles - Replace 1 Parks Vehicle	2021	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ -	\$ 32,000	\$ -	No
45	1404-21	Pavement Maintenance 2020 - Parks	2021	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	No
46	1010-21	Parks - Restroom Floor Refinishing	2021	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	No
47	1016-21	Parks - Playground Equipment Replacement	2021	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	No
48	15043-20	RockTenn - Brownfield Plan	2020	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	No
49	1125-21	Parks - Vehicle Utility Box	2021	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	No
		TOTALS FOR #2470 - LOCAL GOV. REV. SHARING		\$ 287,925	\$ 60,000	\$ 347,925	\$ -	\$ 10,000	\$ 337,925	\$ -	
	#VARIOUS	OTHER CAPITAL PROJECTS									
50	1317-21	Copier Replacements - ROD	2021	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -	No
51	11095-20	Mobile Medical Unit Vehicle	2020	\$ -	\$ 225,000	\$ 225,000	\$ -	\$ 183,935	\$ 41,065	\$ -	No
52	1543-21A	RockTenn - Site Demolition	2021	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

Notes: Total number of projects may not match the summary as some projects are counted once in the summary but may be represented here by several rows to account for multiple funding sources.
 Project #14 Courthouse Improvements - Construction: Budget amount includes \$500,000 transfer in from Self-Insurance Fund #6770.

Project Schedule and Status as of 1/1/2021

#	Project Site	S	D	C	E	M	F	Project Name	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 21	On Time	In Budget	In Scope
PROJECTS COMPLETED																							
PROJECTS IN MONITORING / CLOSURE																							
PROJECTS IN EXECUTION																							
1	15043-20							RockTenn - Brownfield Plan	E	Done													
2	11072-20							eTicket Solution Implementation	E	Done													
3	15013-17C							YH Surveillance and Intercom System Replacement	E	E	Done												
4	14004-17A							ACSO Parking Lot Improvements	E	E	Done												
5	11025-20A							Body Scanner Replacement	E	E	Done												
6	14040-20E							Vehicles - Equip Sheriff's Vehicles 2020	E	E	Done												
7	11026-20A							Probate Court Microfilm Scanning	E	E	Done												
8	11095-20							Mobile Medical Unit Vehicle	E	E	Done												
9	13074-20							911 Radio System - Barry County Back-up	E	E	Done												
10	16021-20							Jail Security System Upgrade	E	E	E	E	Done										
11	16013-20							Dispatch CAD Upgrade	E	E	E	E	Cutover	E	E	E	Done						
12	12033-20							Courthouse Improvements - Design	E	E	E	E	E	E	E	E	E	E	M	Done			
13	12033-20							Courthouse Improvements - Construction	E	E	E	E	E	E	E	E	E	E	M	Done			
14	11053-19							County Website Redesign	E	E	E	E	E	E	E	E	E	E	E	Done			
PROJECTS IN CONTRACTING																							
15	11059-20							Inmate Lookup Tool	C	E	Done												
16	1012-18							Gun Lake Watercraft Launch - Construction	TBD														
PROJECTS IN DEVELOPMENT																							
17	1440-21C							Vehicles - Replace 7 Sheriff's Utility Vehicles	C	C	E	E	E	E	E	E	E	Done					
18	1170-21B							CH Square Signage	E	E	E	E	E	E	E	E	E	M	Done				
19	1543-21							RockTenn - Demolition Consultant	C	C	E	E	E	E	E	E	E	E	E	E	Done		
20	1175-20							Emergency Siren Activation Solution	D	D	D	D	C	C	C	C	E	E	E	Done			
21	13074-20							911 Radio System - Enable CAD GPS						TBD									
PROJECTS SCOPED AND QUEUED																							
22	1010-21							Parks - Restroom Floor Refinishing	C	C	E	E	E	M	Done								
23	1016-21							Parks - Playground Equipment Replacement	C	C	E	E	E	M	Done								
24	1125-21							Parks - Vehicle Utility Box	C	C	E	E	E	M	Done								
25	1170-21							LED Conversion for ACSO Exterior Lights	C	C	C	E	E	E	M	Done							
26	1004-21							Tower HVAC System Replacement	D	C	C	E	E	E	M	Done							
27	1396-21							Water and Sewer Asset Mgmt Plan	D	C	C	E	E	E	M	Done							
28	1206-21							MCT Replacement	D	C	C	E	E	E	E	M	Done						
29	1018-21							Network Switch Replacement	D	C	C	E	E	E	M	Done							
30	1440-21E							Vehicles - Replace and Outfit Vehicle - Wayland	C	C	E	E	E	E	E	E	E	Done					
31	1440-21A							Vehicles - Replace 1 Facilities Mail Vehicle	C	C	E	E	E	E	E	E	E	Done					
32	1440-21B							Vehicles - Replace 1 EOC Truck	C	C	E	E	E	E	E	E	E	Done					
33	1440-21F							Vehicles - Replace 1 Parks Vehicle	C	C	E	E	E	E	E	E	E	Done					
34	1105-21							911 Phone Server Replacement	D	C	C	E	E	E	E	E	M	Done					
35	1107-21							UPS Replacement - HSB			D	C	C	E	E	E	E	M	Done				
36	1400-21							CH Heat Pump Replacements			D	C	C	E	E	E	E	M	Done				
37	1404-21							Pavement Maintenance 2021 - County			D	C	C	E	E	E	E	E	M	Done			
37	1404-21							Pavement Maintenance 2020 - Parks															
37	1404-21							Pavement Maintenance 2020 - Youth Home															
37	1404-21							Pavement Maintenance 2020 - Dispatch															
37	1404-21							Pavement Maintenance 2020 - Transportation															
38	1374-21							Console Six Technology Deployment			D	C	C	E	E	E	E	E	M	Done			

X = Unplanned Project

Capital Project Report - Start of 2021

Project Schedule and Status as of 1/1/2021

#	Project Site	S	D	C	E	M	F	Project Name	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 21	On Time	In Budget	In Scope
39	1001-21							Jury Management Solution				D	C	C	E	E	E	E	M	Done			
40	1003-21							Wireless Monitor Solution for Courts				D	C	C	E	E	E	E	M	Done			
41	1126-21A							Scan Civil and Criminal Court Files				D	D	C	C	E	E	E	M	Done			
42	1317-21							Copier Replacements							D	C	E	E	M	Done			
43	1317-21							Copier Replacements - ROD							D	C	E	E	M	Done			
44	1124-21							Roof Replacement at Courthouse - Section 1	D	D	C	C	C	E	E	E	E	E	E	Done			
45	1126-21A							District Court Microfilm						D	D	C	C	E	E	Done			
46	1119-21							Furniture Replacement					D	D	C	C	E	E	E	Done			
47	1130-21							YH HVAC System Replacement						D	C	C	E	E	E	Done			
48	1440-21G							Vehicles - Equip Sheriff's Vehicles 2021	E	E	E	E	E	E	E	E	E	E	E	E			
49	1543-21A							RockTenn - Site Demolition					TBD										
50	1002-21							Law Enforcement Body Cameras	S	D	D	D	D	D	C	C	C	E	E	E			

X = Unplanned Project
 Capital Project Report - Start of 2021

PUBLIC PARTICIPATION - NO COMMENTS

6/ 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 25, 2021 AT 9:00 A.M.

7/ Moved by Commissioner Thiele, seconded by Commissioner Dugan to adjourn until February 25, 2021 at 9:00 A.M. The motion carried by roll call vote and the meeting was adjourned at 12:05 P.M. Yeas: 7 votes. Nays: 0 votes.

AFTERNOON SESSION**FEBRUARY 11, 2021 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

8/ The Board of Commissioners of the County of Allegan, State of Michigan, met remotely online connecting through a Zoom webinar on February 11, 2021 at 9:00 A.M. in accordance with the motion for adjournment of January 28, 2021, and rules of this board; Chairman Storey presiding.

The invocation was offered by District #2 Commissioner Storey.

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

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

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

PUBLIC HEARING - BROWNFIELD PLAN

9/ Chairman Storey opened the meeting for the public hearing at 1:06 P.M.

Deputy Clerk Tien read the Notice of Public Hearing on the Brownfield Plan that was published in the Allegan County News on February 4, 2021.

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 11th 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 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 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.

Chairman Storey opened the meeting for public input and as there were no comments from the public, he closed the hearing for public participation.

Chairman Storey closed the public hearing at 1:11 P.M.

BOARD OF COMMISSIONERS – ADOPT BROWNFIELD PLAN

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

ALLEGAN COUNTY BROWNFIELD
REDEVELOPMENT AUTHORITY

BROWNFIELD PLAN FOR THE
FORMER ROCKTENN PAPERMILL
REDEVELOPMENT PROJECT

Prepared by:

Allegan County
Address: 3283 122nd 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

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
State and Local Department Specific Activities (Developer)				
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
MSF Non-Environmental Eligible Activities - Developer or County				
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
TOTAL MSF NON-ENVIRONMENTAL ACTIVITIES - COUNTY AND DEVELOPER				\$ 5,157,750
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
TOTAL EGLE DEPARTMENT SPECIFIC ACTIVITIES				\$ 3,186,250
TOTAL MSF NON-ENVIRONMENTAL ACTIVITIES				\$ 5,197,750
INTEREST (simple 5% non-compounding)				\$ -
Total Estimated Eligible Activities				\$ 8,384,000

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
TOTAL				
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
			Debt Millage Capture	\$ 2,116,391

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

III-9

ATTACHMENT A

Site Map (Boundary Survey)



Rock TENN Boundary Survey Otsego, Michigan		 SUMMIT SURVEYING	SUMMIT SURVEYING, INC. P.O. Box 100 Alhambra, MI 49401 Phone (616) 892-7100		REVISIONS
DRAWN BY: Todd Bronson			DATE: November 13, 2017		
JOB NUMBER: 2341703		SCALE: 1"=200'		SHEET 3 of 4	

A-11

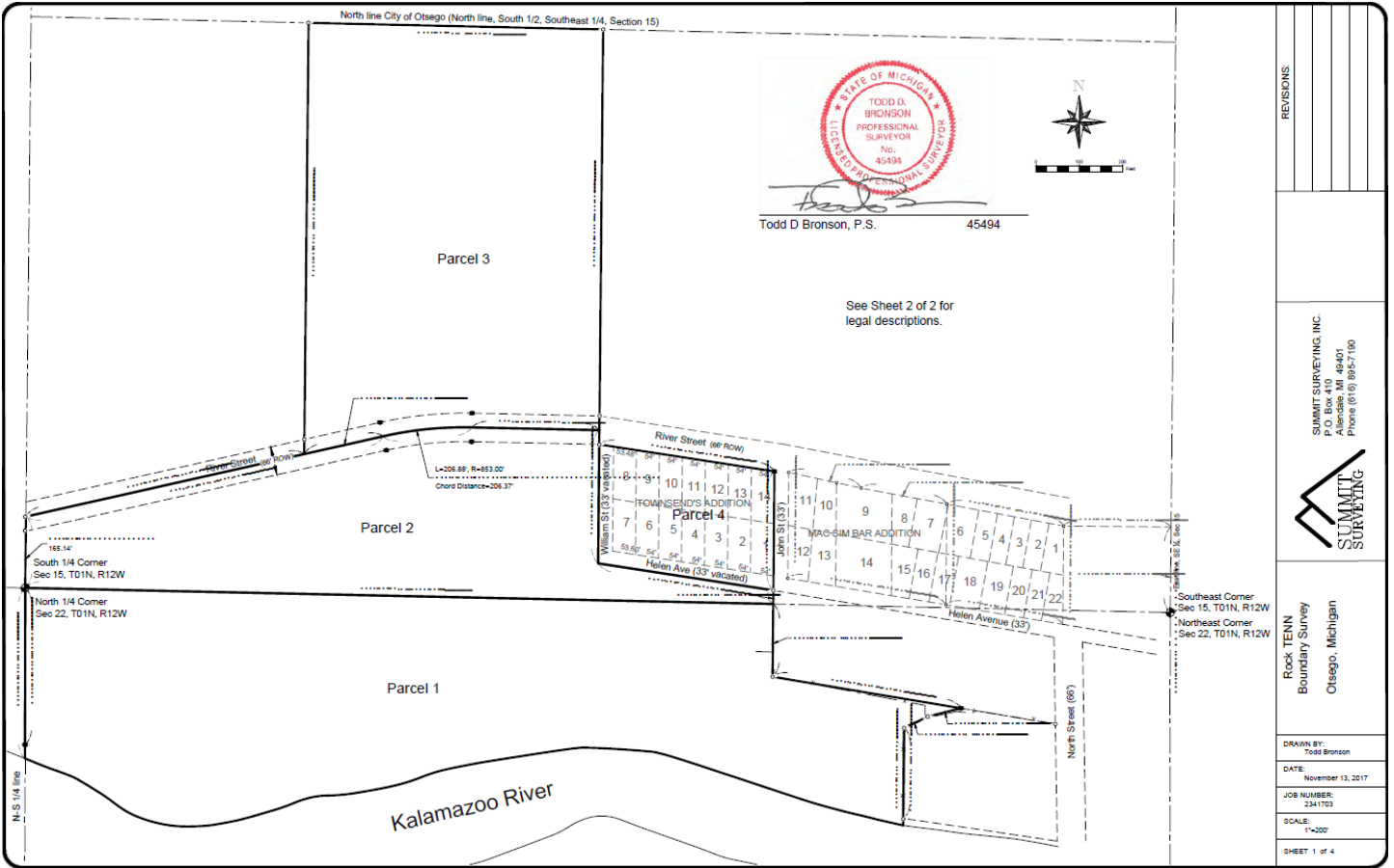
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ATTACHMENT B

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

B - 12

February 11, 2021 Session



REVISIONS
SUMMIT SURVEYING, INC. P.O. Box 100 Altona, MI 49401 Phone (616) 892-7190

Rock TENN Boundary Survey Otsego, Michigan
DRAWN BY: Todd Bronson
DATE: November 13, 2017
JOB NUMBER: 2341703
SCALE: 1"=200'
SHEET 1 of 4

B-13

DRAFT

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

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 West line of said Section 15 to the West 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 Northwesterly 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 East 441.61 feet parallel to the South line of Helen Avenue; thence South 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 along the West line of the Northeast 1/4 of said Section 22 or less to the Point of Beginning.

ALSO:
 Parcel 2: Beginning at the South 1/4 corner of said Section 15; thence North 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 West 308.41 feet along the West line of Townsend's Addition; thence South 927.56 feet along said extension to the South line of the Southeast 1/4 of said Section 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 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 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 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 100 Alpena, MI 49401 Phone (616) 894-7190	SUMMIT SURVEYING
Rock TENN Boundary Survey Otsego, Michigan	
DRAWN BY: Todd Bronson	
DATE: November 13, 2017	
JOB NUMBER: 2341703	
SCALE: 1"=200'	
SHEET 2 of 4	



B-15

DRAFT

REVISIONS

Rock TENN
Boundary Survey
Oshtemo, Michigan



SUMMIT SURVEYING, INC.
P.O. Box 100
Aldenale, MI 49401
Phone (616) 895-7190

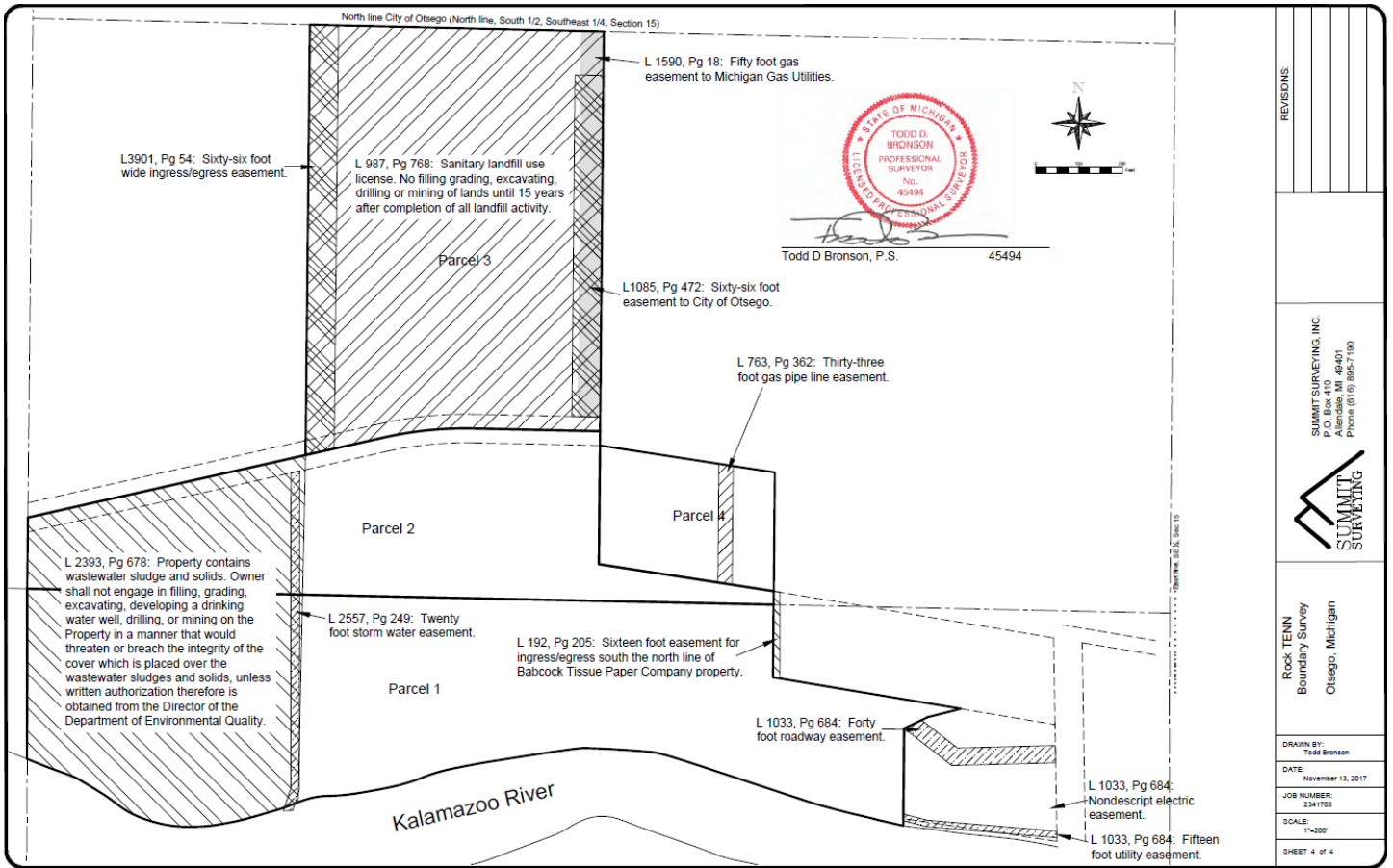
DRAWN BY:
Todd Bronson

DATE:
November 13, 2017

JOB NUMBER:
2341703

SCALE:
1"=200'

SHEET 3 of 4



B-16

DRAFT

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 - ROCKTENN				
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
Sub-total of Local only Eligible Activities				\$ 1,437,000
Contingency 15%			\$ 207,000	\$ 207,000
Total Local Only Department Specific Eligible Activities				\$ 1,644,000
State and Local Department Specific Activities (Developer)				
Baseline Environmental Assessment Activities (Phase I ESA, Phase II ESA, BEAs)				\$ 100,000
Sub-Total BEA Activities				\$ 100,000
Contingency 15%				\$ 15,000
Total BEA Activities				\$ 115,000
Due Care Activities				
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
Sub-Total - Due Care Activities				\$ 1,115,000
Contingency 15%				\$ 167,250
Total - Due Care Activities				\$ 1,282,250
Response Activities				
Unanticipated Environmental Response Activities (Drums, USTs, associated contaminated soil)				\$ 200,000
15% Response Activities				\$ 30,000
Total - Response Activities				\$ 230,000
Total - EGLE DEPARTMENT SPECIFIC - COUNTY AND DEVELOPER				\$ 3,156,250
MSF Non-Environmental Eligible Activities - Developer or County				
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
TOTAL MSF NON-ENVIRONMENTAL ACTIVITIES -COUNTY AND DEVELOPER				\$ 5,157,750
Brownfield Plan & Act 381 Work Plan Preparation				
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
Total - BP & Act 381 WP Preparation				\$ 70,000
TOTAL EGLE DEPARTMENT SPECIFIC ACTIVITIES				\$ 3,186,250
TOTAL MSF NON-ENVIRONMENTAL ACTIVITIES				\$ 5,197,750
INTEREST (simple 5% non-compounding)				\$ -
Total Estimated Eligible Activities				\$ 8,384,000

ATTACHMENT E

TIF Tables



E-21

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																																		
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14																				
Plan Year	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	
School Total	23.8020																																			
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	
BRA Local Total	27.3391																																			
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	
Total Non-Capturable Taxes	9.1046																																			
		\$	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		
School Capture															
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
School Total	23.8020														
Local Capture															
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
BRA Local Total	27.3391														
Non-Capturable Millages															
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
Total Non-Capturable Taxes	9.1046	\$ 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
TOTAL MILLAGES AVAILABLE FOR TAX CAPTURE	51.1411														
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
State	44.47%	\$ 3,728,640		\$ 3,728,640
Local	55.53%	\$ 4,655,360		\$ 4,655,360
TOTAL				
EGLE	38%	\$ 3,186,250	\$ 1,644,000	\$ 4,830,250
MSF	62%	\$ 5,197,750	\$ 1,644,000	\$ 6,841,750

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
Debt Millage Capture	\$ 2,116,391

	2020	1	2	3	4	5	6	7	8	9	10	11	12	13
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
State TIR Available for Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,010	\$ 105,050	\$ 210,111	\$ 212,212	\$ 214,334	\$ 216,477	\$ 218,642	\$ 220,828
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
Local TIR Available for Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129,861	\$ 131,159	\$ 262,332	\$ 264,955	\$ 267,605	\$ 270,281	\$ 272,983	\$ 275,713
Total State & Local TIR Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 233,871	\$ 236,209	\$ 472,442	\$ 477,167	\$ 481,938	\$ 486,758	\$ 491,625	\$ 496,542

DEVELOPER	Beginning Balance	2020	1	2	3	4	5	6	7	8	9	10	11	12	13
DEVELOPER Reimbursement Balance	\$ 8,384,000	\$ 8,384,000	\$ 8,384,000	\$ 8,384,000	\$ 8,384,000	\$ 8,384,000	\$ 8,384,000	\$ 8,384,000	\$ 8,150,129	\$ 7,913,920	\$ 7,441,478	\$ 6,964,311	\$ 6,482,373	\$ 5,995,615	\$ 5,507,990

MSF Non-Environmental Costs	\$ 5,197,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ 135,549	\$ 307,836
Local Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total MSF Reimbursement Balance	\$ 5,197,750	\$ 5,197,750	\$ 5,197,750	\$ 5,197,750	\$ 5,197,750	\$ 5,197,750	\$ 5,197,750	\$ 5,197,750	\$ 5,133,268	\$ 5,068,141	\$ 4,937,881	\$ 4,806,318	\$ 4,673,439	\$ 4,539,232	\$ 4,403,683	\$ 4,095,846

EGLE Environmental Costs	\$ 1,542,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ 83,093	\$ 188,705
Local Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total MDEQ Reimbursement Balance	\$ 1,542,250	\$ 1,542,250	\$ 1,542,250	\$ 1,542,250	\$ 1,542,250	\$ 1,542,250	\$ 1,542,250	\$ 1,542,250	\$ 1,502,722	\$ 1,462,799	\$ 1,382,949	\$ 1,302,300	\$ 1,220,845	\$ 1,138,575	\$ 1,055,482	\$ 866,777

Local Only Costs	\$ 1,644,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ 44,825
Total Local Only Reimbursement Balance	\$ 1,644,000	\$ 1,644,000	\$ 1,644,000	\$ 1,644,000	\$ 1,644,000	\$ 1,644,000	\$ 1,644,000	\$ 1,644,000	\$ 1,514,139	\$ 1,382,980	\$ 1,120,648	\$ 855,693	\$ 588,089	\$ 317,808	\$ 44,825	\$ -
Total Annual Developer Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 233,871	\$ 236,209	\$ 472,442	\$ 477,167	\$ 481,938	\$ 486,758	\$ 491,625	\$ 496,542

LOCAL BROWNFIELD REVOLVING FUND															
LBRF Deposits *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Tax Capture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Tax Capture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total LBRF Capture	\$ 2,524,674	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* 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 adjusted 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 Increment 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
State TIR Available for Reimbursement	\$ 223,037	\$ 225,267	\$ 227,520	\$ 229,795	\$ 232,093	\$ 234,414	\$ 236,758	\$ 239,125	\$ 241,517	\$ 243,932	\$ 246,371	\$ 248,721	\$ 251,323	\$ 253,836	\$ 4,871,372
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
Local TIR Available for Reimbursement	\$ 278,470	\$ 281,255	\$ 284,068	\$ 286,908	\$ 289,777	\$ 292,675	\$ 295,602	\$ 298,558	\$ 301,543	\$ 304,559	\$ 307,604	\$ 310,681	\$ 313,787	\$ 316,925	\$ 6,037,302
Total State & Local TIR Available	\$ 501,507	\$ 506,522	\$ 511,587	\$ 516,703	\$ 521,870	\$ 527,089	\$ 532,360	\$ 537,683	\$ 543,060	\$ 548,491	\$ 553,976	\$ 559,402	\$ 565,111	\$ 570,762	\$ 10,908,674
DEVELOPER															
DEVELOPER Reimbursement Balance	\$ 4,505,941	\$ 3,999,419	\$ 3,487,832	\$ 2,971,129	\$ 2,449,258	\$ 1,922,170	\$ 1,389,810	\$ 852,126	\$ 309,066						\$ 8,384,000
MSF Non-Environmental Costs															
MSF Non-Environmental Costs	\$ 310,915	\$ 314,024	\$ 317,164	\$ 320,336	\$ 428,975	\$ 527,089	\$ 532,360	\$ 537,683	\$ 543,060	\$ 264,241					\$ 5,197,750
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
Total MSF Reimbursement Balance	\$ 3,784,932	\$ 3,470,908	\$ 3,153,744	\$ 2,833,408	\$ 2,404,433	\$ 1,877,345	\$ 1,344,985	\$ 807,301	\$ 264,241	\$ -					\$ -
EGLE Environmental Costs															
EGLE Environmental Costs	\$ 190,592	\$ 192,498	\$ 194,423	\$ 196,368	\$ 92,895										\$ 1,542,250
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
Total MDEQ Reimbursement Balance	\$ 676,184	\$ 483,686	\$ 289,263	\$ 92,895	\$ 0										\$ -
Local Only Costs															
Local Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Local Only Reimbursement Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Annual Developer Reimbursement	\$ 501,507	\$ 506,522	\$ 511,587	\$ 516,703	\$ 521,870	\$ 527,089	\$ 532,360	\$ 537,683	\$ 543,060	\$ 309,066	\$ -	\$ -	\$ -	\$ -	\$ 8,384,000
LOCAL BROWNFIELD REVOLVING FUND															
LBRF Deposits *															
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
Total LBRF Capture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 239,425	\$ 553,976	\$ 595,402	\$ 565,111	\$ 570,762	\$ 2,524,674

* Up to five years of capture for LBRF Deposits after ell

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.

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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 lose existing tax revenue? 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.

DRAFT

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](tel: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.allegancountv.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 28th 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 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 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 unit¹ (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.

¹As 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.

COMMUNICATIONS

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

1. Kalkaska County & Alpena County resolution on the pandemic
2. Antrim County resolution in support of local businesses
3. Tuscola County resolution declaring Tuscola County a Constitutional Second Amendment Sanctuary County
4. Jackson County resolution in support of the request to reopen Jackson County

JANUARY 28, 2021 SESSION MINUTES - ADOPTED

12/ Moved by Commissioner Thiele, seconded by Commissioner DeYoung to approve the minutes for the January 28, 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 - ADOPTED AS PRESENTED

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

INFORMATIONAL SESSION

15/ Supervisor Cynthia Garcia-Weakley presented the annual report for the Allegan County Circuit Court Probation/Parole.

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 15th 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 13th agent was added in September 2019 and a 14th 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.

ADMINISTRATIVE REPORTS:

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

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

17/ **WHEREAS**, Administration has compiled the following claims for February 5, 2021 and February 12, 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.

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	
TOTAL AMOUNT OF CLAIMS	\$1,289,300.92	\$1,289,300.92	

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	
TOTAL AMOUNT OF CLAIMS	\$277,291.89	\$277,291.89	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for February 5, 2021 and February 12, 2021.

Moved by Commissioner Thiele, seconded by Commissioner DeYoung to adopt the report of claims for February 5, 2021 and February 12, 2021. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

BOARD MINUTES/RULES CORRECTION 12/10/20 (TERM OF OFFICE)

18/ 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.

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

FINANCE – APPROVE BUDGET POLICY #211

19/ 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.

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

**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 (\$0) 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
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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 to 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

Fund Title	Fund #	Types of Uses	Minimum Threshold	Distribution of Funds in Excess of Minimum Threshold and Other Transfers
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

BUDGET ITEM	BUDGET PROCESS	Due Dates
Budget Policy	BOC Approval	By 2 nd 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 nd Planning Session of August
	BOC Discussion (proposed)	1 st BOC of September
	BOC Approval (Move final)	2 nd 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 st 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 st BOC of October
	ADMINISTRATION & Service Area – Elected Officials Salaries (Act 154 of 1879)	2 nd 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"> • Department Requesting • Name of Grant • Summary of Grant • Application/Acceptance • New/Renewal/Continuation • Amount of Grant (Not including Local Match) • Source of Grant Funds (% of allocation) • Type of Match (cash/in-kind) • Amount/Description/Source of Match • Term of Grant • Does It Involve Personnel • Does It Involve On Going Operational Activities (recoverable?) • Admin fees • Equipment/ongoing costs • Does it effect other operations? • Contact info/Resp parties/ownership • Disposition • Changes in grant 	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"> • New grants under \$25,001 • New grants and renewals of grants approved through the budget process.
Donation	<ul style="list-style-type: none"> • Department Requesting • Name of Donor • Summary of Donation • Amount of Donation • Included or not included in Donation Plan • Does it affect other operations? • Contact info/Resp parties/ownership • Disposition 	Individual Donations \$25,001-\$100,000 to be used or expended in the current fiscal year.	Individual Donations valued \$100,001 or more to be used or expended in the current fiscal year. Donation plans of an ongoing nature and spanning multiple fiscal years. Any donation that relates to activities not generally funded through the Board approved budget.	Any monetary donation to be accepted as a general purpose revenue without resulting in additional expenditures. Individual donations under \$25,001 to be used or expended in the current fiscal year and is consistent with activities generally funded through the Board approved budget.
Purchase Operational (Budgeted)	<ul style="list-style-type: none"> • Department • Item(s) • Total Bid Price • Budgeted (yes/no) • # of Bids Sent/Received • Prebid or qualifications • Tabulation Sheet • Recommendation of Award • Where it was advertised • Equipment/Service/Supplies • Contact Info/Resp parties/ownership 	\$25,001-\$100,000 budgeted	\$100,001+ budgeted All non budgeted purchases	<ul style="list-style-type: none"> • Budgeted County direct purchases under \$25,001 • Emergency Purchases • Budgeted reverse auction purchases of any amount • Budgeted cooperative agreement purchases of any amount
Purchase Bud. Cap		\$50,001-\$100,000	<ul style="list-style-type: none"> • \$100,001+ budgeted • All non budgeted purchases 	<ul style="list-style-type: none"> • Budgeted capital under \$50,001 • Emergency Purchases • All budgeted reverse auction purchases • All budgeted cooperative agreement purchases
Contract	<ul style="list-style-type: none"> • Parties • Duration • Amount • Purpose • Dept Contact 		New Contracts \$25,001+	<ul style="list-style-type: none"> • Budgeted ongoing renewals • All contracts under \$25,001
Budget Adjustments	<ul style="list-style-type: none"> • Department • Fund, Activity, Account • Amount • Revenue/Expense • Explanation/Description 	\$25,001-\$100,000	<ul style="list-style-type: none"> • \$100,001+ • transfers from Fund Balance 	<ul style="list-style-type: none"> • Line items moves within an activity • Year End Adjustments (Jan-Mar) • Adjustments/transfers under \$25,001 (between activities and between funds)
Personnel	<ul style="list-style-type: none"> • Backfilling Positions • RFA • Position Review Form • Budget Status Report • Position Changes • Summary of request • Cost analysis of request • Expenditure Status Report 		<ul style="list-style-type: none"> • Non-budgeted changes • New positions • Compensation changes 	<ul style="list-style-type: none"> • Filling existing budgeted unchanged positions • Creation of and/or changes to Irregular Part-Time and/or temporary positions within budget • Budget neutral changes in positions or changes resulting in reduced expenditures of budgeted positions

TRANSPORTATION—APPROVE FY2022 MDOT OPERATING AND CAPITAL ASSISTANCE APPLICATIONS

20/ 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.

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

Allegan County Grants

Section I - General Information

Name of Grant		Grant Period / Term	
MDOT FY 2022 annual grant application		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		
Funding Sources	Estimated amounts approved with Grant Renewal list	Application Amount	
Grant Funding	\$ -	\$ 1,733,953.00	
Required Local Match	\$ -	\$ -	
County Funding	\$ -	\$ -	
TOTAL	\$ -	\$ 1,733,953.00	

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	
Funding Sources	Actual Award		

**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)	<u>= \$ 66,500</u>
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

Signature Of Authorized Signer ** (See Below)

Date

County Administrator

.....

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 : Union Names: None
- Provider : Union Names: None
- Provider : Union Names: None
- Provider : Union Names: None
- Provider : Union Names: None

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

FY 2022 TITLE VI INFORMATION

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?

Annually 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.)

NAME	Phyllis Yff	AFFILIATION	Interurban Transit
NAME	Dan Wedge	AFFILIATION	Allegan County Transportation
NAME	Tammy Chapin	AFFILIATION	Allegan County Transportation
NAME	Cathy Haas	AFFILIATION	Allegan County CMH
NAME	Lisa Evans	AFFILIATION	Community Action
NAME	Gale Dugan	AFFILIATION	Allegan County Commissioner
NAME	Dawn Sellars	AFFILIATION	MTM Transit
NAME	Jo VerBeek	AFFILIATION	Evergreen Commons
NAME	Judy Walczak	AFFILIATION	Michigan Works
NAME	Sherry Owens	AFFILIATION	Allegan County Senior Services
NAME	Keith Behm	AFFILIATION	Community Member
NAME	Holly Harvey	AFFILIATION	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	<input type="text" value="40,600"/>	By Miles	Estimated Miles	<input type="text" value="140,000"/>
			Estimated passengers	<input type="text" value="925"/>

SUB-APPLICANT

Name of Sub-applicant

Dollar Amount Requested	<input type="text"/>	By Miles	Estimated Miles	<input type="text"/>
			Estimated passengers	<input type="text"/>

Name of Sub-applicant

Dollar Amount Requested	<input type="text"/>	By Miles	Estimated Miles	<input type="text"/>
			Estimated passengers	<input type="text"/>

Name of Sub-applicant

Dollar Amount Requested	<input type="text"/>	By Miles	Estimated Miles	<input type="text"/>
			Estimated passengers	<input type="text"/>

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.

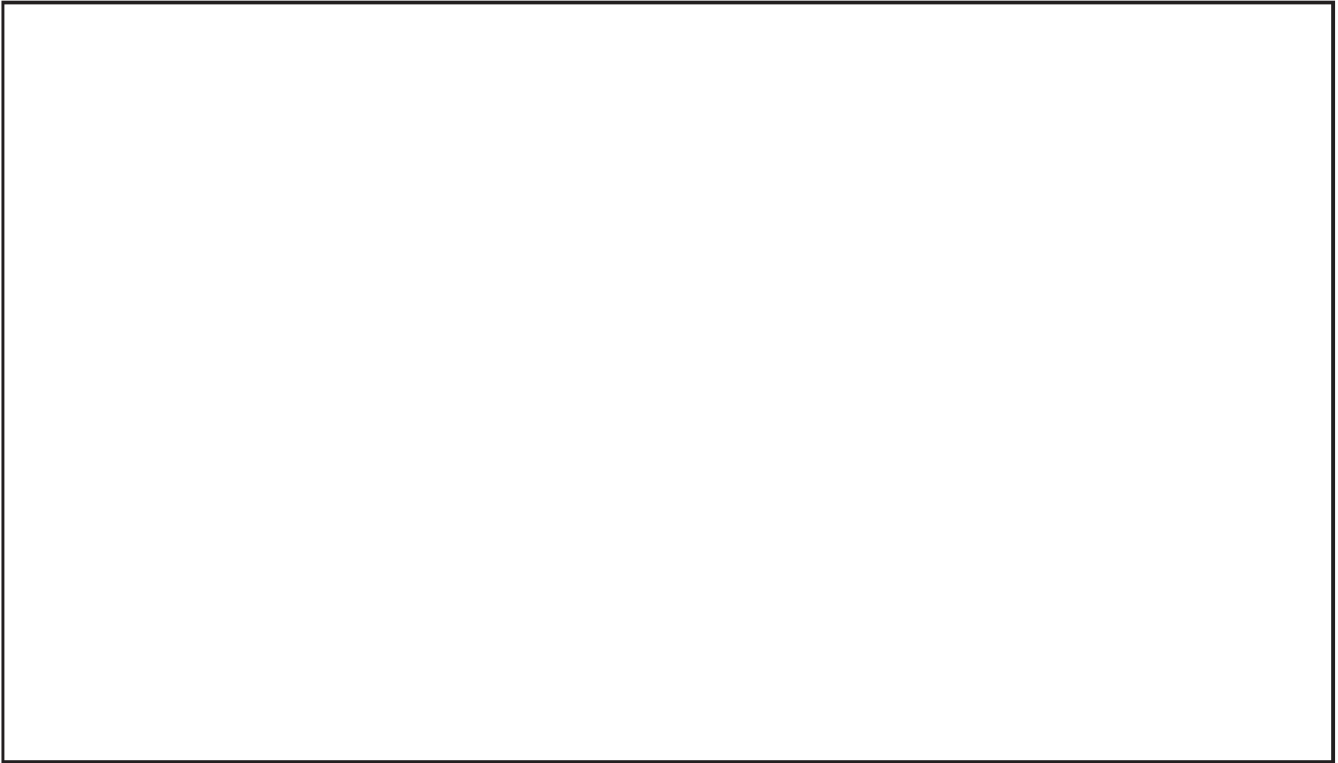
Are there multiple providers for this project/service?

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?

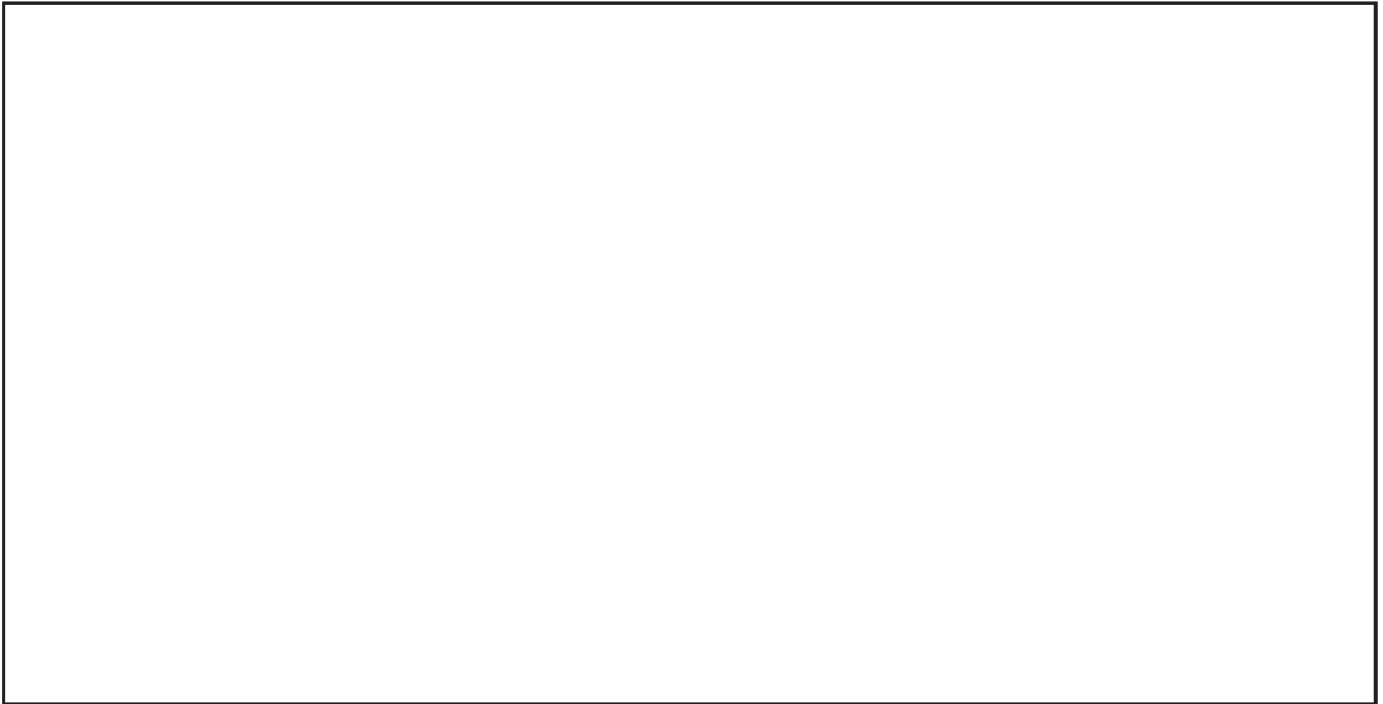
- NO** **YES** If yes, please describe how the project/service provides for the coordination among the various providers

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.

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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

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

Revenue Schedule Report

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

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

Expense Schedule Report

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

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

Expense Schedule Report

Code	Description	Amount
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

162

**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
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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: -

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

Revenue Schedule Report

Code	Description	Amount
401 :	Farebox Revenue	
40100	Passenger Fares (-)	\$3,200
411 :	State Formula and Contracts	
41199	Other MDOT/OPT Contracts and Reimbursements (Explain in comment field) (-50% State JARC)	\$51,150
413 :	Federal Contracts	
41399	Other Federal Transit Contracts & Reimbursements (Explain in comment field) (-50% Federal JARC)	\$51,150
Total Revenues: \$105,500		

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Allegheny County - Transportation Services
Nonurban County
Job Access
Annual Budgeted
2022

Expense Schedule Report

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

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

Expense Schedule Report

Code	Description	Amount
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

167

**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

168

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: -

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

Non Financial Schedule Report

Public Service

Code	Description	Agency	Volunteer	Total
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

Code	Description	Quantity
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
2022		STBG(STP)						
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
		Sub Total By Program Type	\$60,800	\$15,200	\$0	\$76,000		
2022		OTHER						
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
		Sub Total By Program Type	\$64,000	\$16,000	\$0	\$80,000		
2022		SEC 5317-NF						
Requested:1	Mobility Mgt	Desc:Ongoing Mobility Management Justn:Ongoing Mobility Management	\$53,200	\$13,300	\$0	\$66,500	REPLACE	PRE-REQUESTED
		Sub Total By Program Type	\$53,200	\$13,300	\$0	\$66,500		
2022		SEC 5339 - Bus and Bus Facilities						

**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		Desc: Small Bus, 158 in wheelbase, w/ lift, propane (Tablet & logo)	\$318,384	\$79,596	\$0	\$397,980	REPLACE	PRE-REQUESTED
Requested:4	Vehicle	Justn: Local number 34,35,36,40 eligible for replacement by age (7yr)						
Sub Total By Program Type			\$318,384	\$79,596	\$0	\$397,980		
Sub Total By Request Year			\$496,384	\$124,096	\$0	\$620,480		

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

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

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

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

LIVESTREAM POLICY - (TABLED 12/10/20)

21/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to take the Livestream Policy off the table. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

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

DRAFT



ALLEGAN COUNTY POLICY/PROCEDURE

TITLE: Live Streaming and Publishing Recordings of Meetings
Policy

POLICY NUMBER:

EFFECTIVE DATE:

LAST REVISED DATE:

LAST REVIEWED DATE:

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.
- 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).

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.

ELECTIONS - COMMUNITY MENTAL HEALTH BOARD

22/ Chairman Storey opened nominations to fill a 3-year term on the Community Mental Health Board; term to expire 03/31/2024.

Commissioner Thiele nominated the following applicants:

- Elizabeth Johnston, 2355 122nd Ave, Hopkins (Family Member)
- Kimberly Bartnick, 1125 144th Ave Apt A8, Wayland (General Public)
- Tom Belco, 411 Walnut Woods Ct., Plainwell (Family Member)
- Amy Clugston, 1745 Lorna Ln, Otsego MI (Family Member)

Moved by Commissioner Thiele, seconded by Commissioner DeYoung to close the nominations and cast a unanimous ballot for Elizabeth Johnston, Kimberly Bartnick, Tom Belco and Amy Clugston as nominated. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ELECTIONS - COMMISSION ON AGING

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

Commissioner Cain nominated Luesettie M. Phelps, 1064 Wedgewood Dr., Plainwell (Senior Representative)

Moved by Commissioner Cain, seconded by Commissioner DeYoung to close the nominations and cast a ballot for Luesettie M. Phelps as nominated. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

PUBLIC PARTICIPATION - NO COMMENTS

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

FUTURE AGENDA ITEMS

25/ Administrator Sarro noted to the board that the Drain Commission may be asking for time to speak before the board in the near future for an upcoming drain project.

ADJOURNMENT UNTIL FEBRUARY 25, 2021 AT 1:00 P.M.

26/ Moved by Commissioner Thiele, seconded by Commissioner Jessup to adjourn until February 25, 2021 at 1:00 P.M. The motion carried by roll call vote and the meeting was adjourned at 2:26 P.M. Yeas: 7 votes. Nays: 0 votes.

Jennifer Sten

Deputy Clerk