

# Allegan County Board of Commissioners



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<http://www.allegancounty.org>

# NOTICE

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**Special Board of Commissioners Meeting**  
Thursday, September 30, 2021 @ 9:00 AM

**LOCATION:**  
County Services Building – Board Room  
3283 122<sup>nd</sup> Avenue  
Allegan, MI 49010  
Virtual Connectivity Options (attached)

***RE: 2022 Draft Budget***

### **Mission Statement**

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



# Allegan County Board of Commissioners



# Allegan County Board of Commissioners Meeting

September 30, 2021



Allegan County  
3283 122<sup>nd</sup> Ave  
Allegan, MI 49010

# STEP 1: Connect to the Meeting

- OPTION 1: Zoom over Telephone

- Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
- Type in Meeting ID: 834 5928 5532, then #, then # again
- Type in Meeting Password: 93021, then #

- To raise your hand to speak, press \*9
- To Mute and Unmute, press \*6  
<STOP here>

You do not have to continue reading the rest of the instructions.

- OPTION 2: Youtube

- Open Internet Explorer or Chrome
- Navigate to <https://www.youtube.com/channel/UCQIiZQstN2Pa57QAItAWdKA>
- Click on image of “Live” video

<STOP here>

You do not have to continue reading the rest of the instructions.

- OPTION 3: Zoom over Web browser

- Open Internet Explorer or Chrome
- Navigate to <https://zoom.us/j/83459285532>
- Meeting Password: 93021

<Continue with the rest of the instructions>

# STEP 2: Enter registration information

The screenshot shows a web browser window with the URL `zoom.us/webinar/register/WN_YneHxuk_SjqfnMwchbtUEg`. The page title is "Webinar Registration".

Registration details:

- Topic: BOC Meeting - 4/9/2020
- Time: Apr 9, 2020 01:00 PM in Eastern Time (US and Canada)

Registration form fields (marked as required with a red asterisk):

- First Name \*
- Last Name \*
- Email Address \*
- Confirm Email Address \*

Below the form is a reCAPTCHA box with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. A blue button labeled "Join Webinar in Progress" is located below the reCAPTCHA box.

At the bottom of the page, there is a navigation menu with the following categories:

- About
  - Zoom Blog
  - Customers
  - Our Team
  - Why Zoom
  - Features
  - Careers
  - Integrations
  - Partners
  - Investors
- Download
  - Meetings Client
  - Zoom Rooms Client
  - Browser Extension
  - Outlook Plug-in
  - Lync Plug-in
  - iPhone/iPad App
  - Android App
- Sales
  - 1.888.799.9666
  - Contact Sales
  - Plans & Pricing
  - Request a Demo
  - Webinars and Events
- Support
  - Test Zoom
  - Account
  - Support Center
  - Live Training
  - Feedback
  - Contact Us
  - Accessibility

Four blue arrows with white text provide instructions:

1. Enter name and email (points to the name and email fields)
2. Click this box (points to the reCAPTCHA box)
3. Answer challenge question (points to the reCAPTCHA image grid)
4. Click when done. (points to the "Join Webinar in Progress" button)

STEP 3: This Window will appear when connected.



# STEP 4: Adjust audio settings (if needed)

The screenshot displays a meeting interface with a 'Settings' window open to the 'Audio' tab. A context menu is open over the 'Audio' tab in the settings window, with a blue arrow labeled '1' pointing to it. Another blue arrow labeled '2' points from the 'Audio' tab in the settings window to the 'Remote Audio' option in the context menu. The background shows a meeting document with text including 'Economic Development - Greg King, Director', 'ADMINISTRATIVE REPORTS:', and 'CONSENT ITEMS:'. The bottom of the screen has a meeting control bar with 'Chat', 'Raise Hand', and 'Q&A' buttons.

**Settings - Audio**

- Speaker: Test Speaker, Remote Audio
- Output Level: [Slider]
- Volume: [Slider]
- Microphone: Test Mic
- Input Level: [Slider]
- Volume: [Slider]
- Automatically adjust volume
- Use separate audio device to play ringtone simultaneously
- Automatically join audio by computer when joining a meeting
- Mute my microphone when joining a meeting
- Press and hold SPACE key to temporarily unmute yourself
- Sync buttons on headset

**Context Menu:**

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

**Meeting Document:**

Economic Development — Greg King, Director  
ADMINISTRATIVE REPORTS:

**CONSENT ITEMS:**

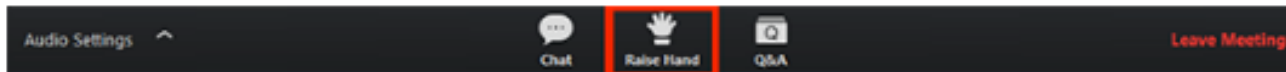
1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)

# STEP 5: Raise hand to be recognized to speak.

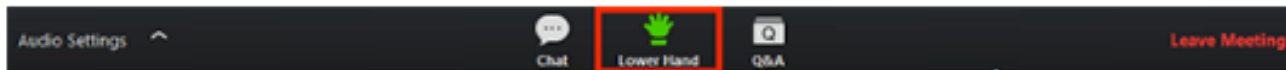
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

On bottom of screen.

1. Click **Raise Hand** in the Webinar Controls.



2. The host will be notified that you've raised your hand.
3. Click **Lower Hand** to lower it if needed.





# STEP 6: To leave the meeting

The screenshot shows a Zoom meeting interface. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. In the top right corner, there is an "Enter Full Screen" button. The main content is a document viewer displaying a Microsoft Word document titled "BOC20200409\_agenda [Compatibility Mode] - Word". The document header includes the "Allegan County Board of Commissioners" logo and contact information for County Services Building, Allegan, MI 49010, and lists Jim Storey as Chairperson and Gale Dugan as Vice Chairperson. The document title is "BOARD OF COMMISSIONERS MEETING – AGENDA". The agenda items are listed by district: DISTRICT 1 (Dean Kasperge), DISTRICT 2 (Jim Storey), DISTRICT 3 (Max R. Thiele), and DISTRICT 4 (Marilyn DeYoung). The agenda items include: Virtual Meeting – Connectivity Instructions (Attached), 1PM CALL TO ORDER, ROLL CALL, OPENING PRAYER, PLEDGE OF ALLEGIANCE, COMMUNICATIONS: Attached, APPROVAL OF MINUTES: Attached, PUBLIC PARTICIPATION, ADDITIONAL AGENDA ITEMS, APPROVAL OF AGENDA, PRESENTATIONS, PROCLAMATIONS, INFORMATIONAL SESSION: Attached, and ADMINISTRATIVE REPORTS. At the bottom of the document viewer, it says "PAGE 1 OF 2 251 WORDS" and "100%". Below the document viewer is a Zoom meeting control bar with icons for "Audio Settings", "Chat", "Raise Hand", and "Q&A". A red "Leave Meeting" button is located in the bottom right corner of the control bar, with a large blue arrow pointing to it.