

Allegan County Board of Commissioners



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

BOARD OF COMMISSIONERS MEETING – AGENDA *REVISION #1 - 1/7/20

Thursday, January 9, 2020 – 1PM
Board Room – County Services Building

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

1PM

CALL TO ORDER:

OPENING PRAYER: Commissioner Tom Jessup

PLEDGE OF ALLEGIANCE:

ROLL CALL:

COMMUNICATIONS:

APPROVAL OF MINUTES:

December 12, 2019

PUBLIC PARTICIPATION:

ADDITIONAL AGENDA ITEMS:

APPROVAL OF AGENDA:

PRESENTATIONS: None

PROCLAMATIONS: None

INFORMATIONAL SESSION: None

ADMINISTRATIVE REPORTS:

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

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

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

CONSENT ITEMS:

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (12/20/19 & 12/27/19 & 1/3/20 & 1/10/20)

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

ACTION ITEMS:

1. None

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

DISCUSSION ITEMS:

1. Health Department—approve 2020 Food Fee Schedule (187-660)

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

NOTICE OF APPOINTMENTS & ELECTIONS:

APPOINTMENTS:

1. Allegan Community Corrections Advisory Board
 - County Sheriff Representative—term expired 12/31/19 App. REC 12/12/19
 - District Court Judge/Designee—term expired 12/31/19 App. REC 12/13/19
 - *Criminal Defense/Public Defender Representative—term expired 12/31/19 Memo REC 1/7/20

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”

2. Brownfield Redevelopment Authority
 - One Representative—term expired 12/31/21
 - One Representative—term expired 12/31/19
3. Parks Advisory Board
 - One Representative—term expired 12/31/19
4. Local Emergency Planning Committee
 - Public Representative— term expired 12/31/19
5. Solid Waste Planning Committee
 - Two Solid Waste Industry Representative—term expired 12/31/19
 - One Township Representative—term expired 12/31/19
 - One General Public Representative—term expired 12/31/19
6. Area Agency on Aging Board of Directors
 - One Consumer Representative—term expires 1/31/20

ELECTIONS:

1. Community Mental Health Authority
 - General Public Representative—term expired 3/31/22
2. Human Services Board
 - One Representative—term expired 12/31/19
3. Economic Development Commission
 - Downtown Representative—term expired 12/31/19

PUBLIC PARTICIPATION:

FUTURE AGENDA ITEMS:

REQUEST FOR PER DIEM/MILEAGE:

BOARDS AND COMMISSIONS REPORTS:

ROUND TABLE:

CLOSED SESSION: Personnel Evaluation

ADJOURNMENT: Next Meeting - Thursday, January 23, 2020, 1:00PM @ **BOARD ROOM – COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX.**

ALLEGAN COUNTY BOARD OF COMMISSIONERS

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DECEMBER 12, 2019 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Zimmerman Room of the Human Services Building in the Township of Allegan on December 12, 2019 at 9:02 A.M. in accordance with the motion for adjournment of November 7, 2019, 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	DIST #5	TOM JESSUP-Arrived 9:39AM
DIST #2	JIM STOREY	DIST #6	GALE DUGAN
DIST #3	MAX THIELE	DIST #7	RICK CAIN
DIST #4	MARK DeYOUNG		

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 Kapenga, seconded by Commissioner DeYoung to adopt the meeting agenda as presented. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Excused: 1 vote.

DISCUSSION ITEMS:

BOARD OF COMMISSIONERS - ADOPT 2020-2024 ALLEGAN COUNTY 5-YEAR RECREATION PLAN

4/ Moved by Commissioner Kapenga, seconded by Commissioner Cain to move the adoption of the 2020-2024 Allegan County 5-Year Recreation Plan to the afternoon session. Motion carried by voice vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele. Excused: Jessup.

PARKS & RECREATION - GUN LAKE WATERCRAFT & PAVILION PROJECT

5/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to refer the Gun Lake Watercraft and Pavilion Project back to the Parks Advisory Board for further consideration and recommendation by the end of January 2020.

Moved by Commissioner DeYoung, seconded by Commissioner Cain to amend the motion to change the date of action be February 4, 2020 during the Parks Advisory Boards regularly scheduled meeting. Motion amendment carried by voice vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele. Excused: Jessup.

Amended motion carried by voice vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele. Excused: Jessup.

APPOINTMENTS: BOARD APPOINTMENTS

6/

ALLEGAN COMMUNITY CORRECTIONS ADVISORY BOARD

Moved by Commissioner Thiele, seconded by Commissioner Dugan to remove the position of Chief Public Defender/Criminal Defense Attorney from the appointment list for the Allegan County Corrections Advisory Board. Motion carried by voice vote. Yeas: Storey, Thiele, DeYoung, Jessup and Dugan. Nays: Kapenga and Cain.

Moved by Commissioner Thiele, seconded by Commissioner Jessup to designate the Chief Public Defender or his designee as a member of the Allegan Community Corrections Advisory Board. Motion failed by voice vote. Yeas: Thiele, DeYoung and Jessup. Nays: Kapenga, Storey, Dugan and Cain.

Chairman Storey announced the appointment of the following individuals to the Allegan Community Corrections Advisory Board to fill a 2-year term; term to expire 12/31/2021.

Dean Kapenga, 5634 136th Ave, Hamilton (County Commissioner)
 Jay Gibson, 170 Monroe St, Allegan (Chief of Police)
 Margaret Bakker, 113 Chestnut St, Allegan (Circuit Court Judge)
 Jonathan Blair, 113 Chestnut St, Allegan (Probate Court Judge Designee)
 Angelique Joynes, 3255 122nd Ave, Allegan (Public Health)
 Myrene Koch, 113 Chestnut St, Allegan (Prosecuting Attorney)
 Tom Schaap, 6381 Hidden Pond Dr, Holland (Business Community)
 Ryan Lewis, 1243 N. VanBruggen St, Otsego (Communications Media)
 Emily Gary, 5725 Woodschool Rd, Freeport (Workforce Development)
 Shannon Dobbins, 640 River St Suite 2, Allegan (Probation Officer)

AREA COMMUNITY SERVICES EMPLOYMENT & TRAINING COUNCIL

Chairman Storey announced the appointment of the following individuals to the Area Community Services Employment & Training Council to fill a 1-year term; term to expire 12/31/2020.

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

BROWNFIELD REDEVELOPMENT AUTHORITY

Chairman Storey announced the appointment of the following individual to the Brownfield Redevelopment Authority to fill a 3-year term; term to expire 12/31/2022.

Suzanne Dixon, PO Box 442, Douglas
 Nick Breedveld, 1101 Barton St, Otsego
 Gale Dugan, 318 21st St, Otsego

COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES

Chairman Storey announced the appointment of the following individuals to the Community Economic Development Strategies to fill a 1-year term; term to expire 12/31/2020.

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

PARKS ADVISORY BOARD

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

Samuel Dykstra, 202 N Locust St, Wayland
 Mark DeYoung, 4169 Hickory St, Dorr
 Jackie Metz, 4066 102nd Ave, Allegan
 Dean Kapenga, 5634 136th Ave, Hamilton

MSU EXTENSION DISTRICT COUNCIL

Chairman Storey announced the appointment of the following individuals to the MSU Extension District Council to fill a 2-year term; term to expire 12/31/2021.

Mark DeYoung, 4169 Hickory St, Dorr

MACATAWA AREA COORDINATING COUNCIL (MACC)

Chairman Storey announced the appointment of the following individuals to the Macatawa Area Coordinating Council to fill a 1-year term; term to expire 12/31/2020.

Jim Storey, 344 W 35th St, Holland
 Dean Kapenga, 5634 136th Ave, Hamilton (Alternate)

BOARD OF PUBLIC WORKS

Chairman Storey announced the appointment of the following individual to the Board of Public Works to fill a 3-year term; term to expire 12/31/2022.

Steve Schulz, 3255 118th Ave, Allegan

COMMUNITY ACTION OF ALLEGAN COUNTY

Chairman Storey announced the appointment of the following individuals to the Community Action of Allegan County to fill a 1-year term; term to expire 12/31/2020.

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

SOLID WASTE PLANNING COMMITTEE (ACT 641)

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

Matt Rosser, 700 56th Ave, Zeeland (Solid Waste Industry Rep.)

MULTI-AGENCY COLLABORATIVE COMMITTEE

Chairman Storey announced the appointment of the following individual to the Multi Agency Collaborative Committee to fill a 1-year term; term to expire 12/31/2020.

Dean Kapenga, 5634 136th Ave, Hamilton

SOUTHWEST MICHIGAN SOLID WASTE CONSORTIUM

Chairman Storey announced the appointment of the following individual to the Southwest Michigan Solid Waste Consortium to fill a 1-year term; term to expire 12/31/2020.

Max Thiele, 319 River St, Allegan

SPECIALIZED SERVICES TRANSPORTATION COMMITTEE

Chairman Storey announced the appointment of the following individual to the Specialized Services Transportation Committee to fill a 1-year term; term to expire 12/31/2020.

Gale Dugan, 318 21st St, Otsego

TOURIST COUNCIL

Chairman Storey announced the appointment of the following individuals to the Tourist Council to fill a 3-year term; term to expire 12/31/2022.

Chris Dulac, 2212 Westview Ct., Allegan
Deborah Laraway, PO Box 164, Pullman
Jamie Krupka, 16948 Ransom St, Holland

WEST MICHIGAN REGIONAL PLANNING COMMISSION

Chairman Storey announced the appointment of the following individuals to the West Michigan Regional Planning Commission to fill a 1-year term; term to expire 12/31/2020.

Jim Storey, 344 W. 35th St, Holland
Tom Jessup, 6717 108th Ave, South Haven (Alternate)
Stephen Sisson, 308 S. Wilmott St, Otsego (Private Sector Rep.)

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

ELECTIONS

7/

ALLEGAN COUNTY COMMISSION ON AGING

Chairman Storey opened nominations to fill the 3-year term on the Allegan County Commission on Aging; term to expire 12/31/2022. Commissioner Thiele nominated:

Dean Kapenga, 5634 136th Ave, Hamilton (Board Representative)
 Darlene Dewitt, 135 W 34th St, Holland (Member at Large)
 Thomas Peelle, 3855 Forrest Trail, Allegan (Senior Representative)
 Larry Ladenburger, 2723 106th Ave, Allegan (Senior Representative)

ECONOMIC DEVELOPMENT COMMISSION

Chairman Storey opened nominations to fill the 3-year term on the Economic Development Commission; term to expire 12/31/2022. Commissioner Thiele nominated:

Cheri Schulz, 3255 118th Ave, Allegan (Real Estate/Development Rep)
 Michelle Krcatovich, 3300 120th Ave, Allegan (Workforce Development Rep)
 Patrick Moran, 650 Grand St, Allegan (Non-Profit)
 John Shagonaby, 8 Heron Ct, Plainwell (Tourism/Recreation)

Moved by Commissioner Thiele, seconded by Commissioner Cain to close nominations and cast an unanimous ballot for the individuals as nominated. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

BREAK - 10:00 A.M.

8/ Upon reconvening at 10:13 A.M., the following Commissioners were present: Commissioner Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain. Absent: None.

FINANCE--APPOINT 2020 SURVEY AND REMONUMENTATION PEER REVIEW GROUP

9/ **WHEREAS**, the County has applied for the 2020 Survey and Remonumentation grant in accordance with MCL 54.269; and

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the recommendation of the County Surveyor to appoint the

following individuals to the Peer Review Group for the 2020 Survey and Remonumentation grant term:

- Steve Koerber of Arrow Land Surveys
- Cindy Koster of Pathfinder Engineering
- Ken Vierzen from Exxel Engineering, Inc
- Mark Jakubik of Wightman & Associates, Inc
- Randy Jonker of Jonker Land Surveys, PC
- Kevin Miedema of 42 North Surveying - County Surveyor as Remonumentation Grant Representative
- Ed Morse of Mitchell & Morse Land Surveying
- Luke Hansen of Allegan County Road Commission; and

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby appoints the Accounting Manager as the Grant Administrator for the Survey and Remonumentation Grant; and

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

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

MAINTAIN CURRENT OFFICERS 2020

10/ BE IT RESOLVED that the Allegan County Board of Commissioners approved to maintain the current Board Officers and Rules of Organization until the January 9, 2020, Organizational Board Meeting.

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

ADMINISTRATIVE UPDATE

11/ Administrator Sarro updated the board on changes that are being done to the Board Room with projectors and screens being upgraded; Facilities Management and Wishbone have been working together on the animal shelter projects and moving forward; Youth Home camera and intercom replacement is scheduled to be completed by the end of February 2020; County appraisers are working to complete the appraisal studies for the 2020 assessment rolls; SMART911 is now operational; and the work has been completed at Westside Park due to the erosion.

PUBLIC PARTICIPATION - NO COMMENTS

12/ 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 JANUARY 9, 2020 AT 9:00 A.M.

13/ Moved by Commissioner Dugan, seconded by Commissioner Cain to adjourn until January 9, 2020 at 9:00 A.M. The motion carried and the meeting was adjourned at 11:31 A.M.

AFTERNOON SESSION**DECEMBER 12, 2019 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

14/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on December 12, 2019 at 1:00 P.M. in accordance with the motion for adjournment of November 7, 2019, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #4 Commissioner DeYoung.

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	DIST #5	TOM JESSUP
DIST #2	JIM STOREY	DIST #6	GALE DUGAN
DIST #3	MAX THIELE	DIST #7	RICK CAIN
DIST #4	MARK DeYOUNG		

COMMUNICATIONS

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

1. Otsego County resolution supporting passage of legislation to adopt 4-year terms for County Commissioners
2. Marquette County and Crawford County - letter to State leaders to restore all local funding to current County programs and services that were vetoed/budget cuts in the 2020 State Budget.
3. Manistee County resolution requesting to declare the Great Lakes a disaster area and seeking assistance
4. Dorr Township letter informing the Board that the Dorr Township will be updating their Master Plan

NOVEMBER 7, 2019 SESSION MINUTES - ADOPTED

16/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the minutes for the November 7, 2019 session as distributed. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - COMMENTS

17/ Chairman Storey opened the meeting to public participation and the following individual offered comment:

1. Harold Michaels of 3905 40th Street in Overisel Township addressed the board regarding barking dog complaints they have issued against a neighbor

AGENDA - ADDITIONS

18/ Chairman Storey asked if there were any additions or changes to the agenda. Administrator Sarro asked to move the Collective Bargaining Agreement to the end of the meeting as a closed session may be needed. Commissioner Storey asked to take action on approving the 2020-2024 Allegan County 5-Year Recreation Plan as action item #3.

Moved by Commissioner Thiele, seconded by Commissioner Kapenga to adopt the changes to the meeting agenda as requested. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

AGENDA - ADOPTED AS AMENDED

19/ Moved by Commissioner Thiele, seconded by Commissioner Dugan to adopt the meeting agenda as amended. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

20/ WHEREAS, Administration has compiled the following claims for November 15, 2019; November 22, 2019; November 29, 2019; December 6, 2019 and December 13, 2019; 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 2018 Claims folder of the Commissioners' Record of Claims.

November 15, 2019

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	84,558.10	84,558.10	
Park/Recreation Fund - 2080	3,413.42	3,413.42	
Friend of the Court Office - 2151	1,146.10	1,146.10	
Health Department Fund - 2210	984.85	984.85	
Solid Waste – 2211	5,949.60	5,949.60	
Transportation Grant – 2300	71,618.00	71,618.00	
Local Corrections Officers Training Fund - 2640	35.50	35.50	
Justice Training Fund – P.A.302, 1982 - 2660	1,847.14	1,847.14	
Grants – 2790	19,194.00	19,194.00	
Victim Rights Grant - 2791	281.30	281.30	
Fillmore Township - 2804	297.77	297.77	
Casco Township - 2805	41.99	41.99	
Wayland Township - 2806	110.08	110.08	
Lee Township - 2808	147.71	147.71	
Child Care-Circuit/Family - 2921	5,566.80	5,566.80	
Senior Millage - 2950	1,128.85	1,128.85	

Delinquent Tax Revolving Fund - 6160	428.86	428.86	
Drain Equipment Revolving - 6390	837.15	837.15	
Fleet Management - 6612	25.98	25.98	
Self-Insurance Fund - 6670	41,656.71	41,656.71	
Drain Fund - 8010	41,172.41	41,172.41	
TOTAL AMOUNT OF CLAIMS	\$280,406.82	\$280,406.82	

November 22, 2019

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	153,304.60	153,304.60	
Park/Recreation Fund - 2080	1,767.15	1,767.15	
Central Dispatch/E911 Fund - 2110	6,734.63	6,734.63	
Friend of the Court Fund – 2150	722.00	722.00	
Friend of the Court Office - 2151	583.59	583.59	
Health Department Fund - 2210	1,196.77	1,196.77	
Solid Waste – 2211	48,253.04	48,253.04	
Transportation Grant – 2300	1,369.54	1,369.54	
Capital Improvement Fund - 2450	9,862.10	9,862.10	
Animal Shelter - 2550	4,410.00	4,410.00	
Register of Deeds Automation Fund – 2560	123.97	123.97	
Indigent Defense - 2600	25,539.92	25,539.92	
Justice Training Fund – P.A.302, 1982 - 2660	1,634.45	1,634.45	
Grants – 2790	21,513.76	21,513.76	
Wayland Township - 2806	4,814.68	4,814.68	
Child Care-Circuit/Family - 2921	10,933.07	10,933.07	
Soldiers Relief Fund - 2930	4,661.94	4,661.94	
Senior Millage - 2950	1,945.13	1,945.13	
Delinquent Tax Revolving Fund - 6160	91.38	91.38	
Self-Insurance Fund - 6770	1,365.74	1,365.74	
Drain Fund - 8010	74,922.52	74,922.52	
TOTAL AMOUNT OF CLAIMS	\$375,749.98	\$375,749.98	

November 29, 2019

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	137,111.88	137,111.88	

Park/Recreation Fund – 2080	1,240.16	1,240.16	
Central Dispatch/E911 Fund - 2110	13,305.84	13,305.84	
Central Dispatch CIP – 2118	56,167.50	56,167.50	
Friend of the Court Office – 2151	1,397.08	1,397.08	
Health Dept Fund – 2210	994.53	994.53	
Solid Waste – 2211	8,258.49	8,258.49	
Transportation Grant – 2300	534.64	534.64	
Capital Improvement Fund – 2450	662,242.45	662,242.45	
Register of Deeds Automation Fund – 2560	211.46	211.46	
Indigent Defense – 2600	12,386.50	12,386.50	
Palisades Emergency Planning Facility UP - 2630	124.55	124.55	
Justice Training Fund – P.A.302, 1982 - 2660	525.00	525.00	
Grants - 2790	4,873.40	4,873.40	
Fillmore Township - 2804	58.00	58.00	
Casco Township - 2805	128.80	128.80	
Wayland Township – 2806	86.49	86.49	
Lee Township - 2808	46.38	46.38	
Child Care-Circuit/Family – 2921	3,165.90	3,165.90	
Senior Millage – 2950	216,099.88	216,099.88	
Delinquent Tax Revolving Fund – 6160	1,503.98	1,503.98	
Delq Tax Revolving Fund – 2018 Taxes - 6198	15,454.32	15,454.32	
Fleet Management – 6612	1.53	1.53	
Self-Insurance Fund – 6770	1,266.92	1,266.92	
Drain Fund – 8010	75,559.90	75,559.90	
TOTAL	1,212,745.58	1,212,745.58	

December 6, 2019

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	86,047.33	86,047.33	
Park/Recreation Fund – 2080	561.40	561.40	
Friend of the Court Office – 2151	25.58	25.58	
Transportation Grant – 2300	425.68	425.68	
Indigent Defense – 2600	4,006.50	4,006.50	
Law Library Fund - 2690	2,033.28	2,033.28	
Grants - 2790	630.00	630.00	
Victims Rights Grant - 2791	568.90	568.90	

Child Care-Circuit/Family – 2921	4,634.51	4,634.51	
Senior Millage – 2950	1,475.06	1,475.06	
Drain Equip Revolving - 6390	438.95	438.95	
Fleet Management – 6612	93.40	93.40	
Self-Insurance Fund – 6770	344,243.47	344,243.47	
Drain Fund – 8010	1,035.06	1,035.06	
TOTAL	446,219.12	446,219.12	

December 13, 2019

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	198,125.21	198,125.21	
Park/Recreation Fund – 2080	970.45	970.45	
Central Dispatch/E911 Fund – 2110	20,603.95	20,603.95	
Friend of the Court Office – 2151	977.98	977.98	
Health Department Fund - 2210	4,530.07	4,530.07	
Solid Waste – 2211	2,415.36	2,415.36	
Transportation Grant – 2300	9,588.51	9,588.51	
Capital Improvement Fund – 2450	498.90	498.90	
Youth Home CIP - 2465	43,000.00	43,000.00	
Register of Deeds Automation Fund – 2560	24.89	24.89	
Indigent Defense – 2600	238.25	238.25	
Local Corrections Officers Training Fund - 2640	280.00	280.00	
CDBG Loan Repayment - 2771	5,000.00	5,000.00	
Grants – 2790	21,174.90	21,174.90	
Victims Rights Grant - 2791	888.16	888.16	
Casco Township – 2805	50.20	50.20	
Child Care-Circuit/Family – 2921	7,579.19	7,579.19	
Child Care-DHHS Board - 2922	57.83	57.83	
Soldiers Relief Fund – 2930	2,907.44	2,907.44	
Senior Millage – 2950	28,687.21	28,687.21	
Tax Reversion – 6200	9,214.73	9,214.73	
Drain Equip Revolving - 6390	308.58	308.58	
Self-Insurance Fund – 6770	23,763.06	23,763.06	
Drain Fund – 8010	10,486.89	10,486.89	
TOTAL	\$391,371.76	\$391,371.76	

December 12, 2019 Session

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for November 15, 2019; November 22, 2019; November 29, 2019; December 6, 2019 and December 13, 2019.

Moved by Commissioner DeYoung, seconded by Commissioner Cain to adopt the report of claims for November 15, 2019; November 22, 2019; November 29, 2019; December 6, 2019 and December 13, 2019. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ACTION ITEMS:

BOARD OF COMMISSIONERS—2020 ROAD COMMISSIONER COMPENSATION

21/ BE IT RESOLVED, that the Allegan County Board of Commissioners hereby approves the 2020 Road Commissioner Compensation package for Road Commissioners appointed before January 1, 2013, to be as follows:

- Commission Chairman annual salary \$7,624.74,
- Member annual salary \$7,038.75,
- Per diem and mileage rates consistent with the Allegan County Board of Commissioners,
- Life Insurance offered at 100% premium cost,
- Health/dental/vision plans with equivalent premium contribution as offered to Road Commission Exempt and Salaried employees, and equivalent rebate (opt-out) should they elect not to participate in the health insurance offerings,
- Road Commission Defined Benefit (B-2) Retirement Plan, with a 4% Commissioner contribution; and

BE IT FURTHER RESOLVED, new Road Commissioners appointed after January 1, 2013, shall be as follows:

- Commission Chairman annual salary \$8,158.47,
- Member annual salary \$7,531.46,
- Per diem and mileage rates consistent with the Allegan County Board of Commissioners,
- \$20,000 Life Insurance Policy,
- Annual health allowance of \$3,000, and shall be eligible to participate in Health insurance as offered to Road Commission Exempt and Salaried employees with Commissioner contribution 100% the illustrative rate and no rebate (opt out) compensation,
- not eligible for participation in the Road Commission MERS Defined Benefit Plan, or other retirement options such as a MERS 457; and

BE IT FINALLY RESOLVED that the Allegan County Road Commissioner compensation package be reviewed annually by the Board of Commissioners.

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.

BOARD OF COMMISSIONERS-ADOPT 2020-2024 ALLEGAN COUNTY 5-YEAR RECREATION PLAN

22/ WHEREAS, to be eligible for state grant funding the Michigan Department of Natural Resources requires that Recreation Plans be updated every five years; and

WHEREAS, Allegan County's current Recreation Plan will expire on December 31, 2019; and

WHEREAS, the County's Parks Advisory Board developed an Allegan County Recreation Plan in accordance with the most recent guidelines developed by the Department of Natural Resources; and

WHEREAS, on December 3, 2019, the Parks Advisory Board held a public hearing in the Zimmerman Room of the Allegan County Human Services Building (3255 122nd Ave, Allegan, MI 49010) to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the 2020-2024 Allegan County Recreation Plan; and

WHEREAS, after the public hearing (hearing no public issues with the draft), the Parks Advisory Board approved the 2020-2024 Allegan County Recreation Plan and recommended adoption by the County Board of Commissioners.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby adopts the 2020-2024 Allegan County Recreation Plan, as presented; and

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

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

**Copy of the 2020-2024 Allegan County 5-Year Recreation Plan can be found on the County website under the office of Parks & Recreation. <http://cms.allegancounty.org/sites/Office/Parks>

DISCUSSION ITEMS:**GROUNDWATER UPDATE**

23/ Randy Rapp from the Health Department gave an update to the Board on the possibility of a groundwater study similar to the one Ottawa County completed in 2018. Two options emerged as an approach for the proposed Allegan County ground water study. One was to bring stakeholders together and find out where the problem areas are that effect each stakeholder and concentrate time, budget and effort on those areas. The other was to blanket the County with a study of the overall make-up of the County's hydrogeology from well logic and find out where the problem areas are located and concentrate on those areas.

A majority of water utilized by residents and industry is groundwater from wells in Allegan County. By blending the two approaches the County will be able to collect data on what stakeholders know about the areas currently and also be able to generate data on what the future will look like.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to allow the County of Allegan to proceed to gather a complete project scope on the groundwater study for the County of Allegan as outlined by the Health Department of Allegan County's recommendation to include the 4 bullet points in the presentation on December 12, 2019 regular session of the Board of Commissioners:

- Quality water supply is essential to community resilience
- Blended approach: able to collect data now to identify current areas but also will be able to generate data on what the future will look like
- Local approach provides qualitative data from stakeholders of potential focus areas while they become vested in solutions
- Task #1 of the Big Picture Approach would be helpful in determining areas of potential water quantity and quality problems using data and modeling

Moved by Commissioner Thiele, seconded by Commissioner Dugan to amend the resolution to add a 5th bullet point - "in the eventuality the County finances 100% of Task #1, local units of government must be participating from the inception of this project as evidenced by their public commitment through resolution that they will participate and recognize a financial liability." Motion amendment failed by roll call vote. Yeas: Storey, Thiele, Dugan. Nays: Kapenga, DeYoung, Jessup and Cain.

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

BREAK - 2:35 P.M.

24/ Upon reconvening at 2:50 P.M., the following Commissioners were present: Commissioner Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain. Absent: None.

BOARD OF COMMISSIONERS - AUTHORIZE CREATION OF FUND 1084 AND ADOPT 2019 BUDGET

25/ WHEREAS, the Government Accounting Standards Board (GASB) has promulgated Standard 84, "Fiduciary Activities", which provides guidance regarding the identification and treatment of fiduciary activities by local governments; and

WHEREAS, Allegan County must adopt this Standard for the fiscal year that ends on December 31, 2019; and

WHEREAS, a new Fund 1084, titled "GASB 84 Fund", would allow for the collection of activities that are determined to now be non-fiduciary, such as Court-ordered Restitution that is collected from offenders and remitted to victims; and

WHEREAS, other accounts which also require revenue and expenditure budgets may be identified during year-end audit work; and

WHEREAS, Michigan Public Act 2 of 1968 requires Board action to create Funds and adopt budgets.

THEREFORE BE IT RESOLVED the Board of Commissioners authorizes the creation of Fund 1084, the "GASB 84 Fund"; and

BE IT FURTHER RESOLVED, the Board of Commissioners adopts the 2019 budget for Fund 1084, as follows:

Restitution Revenue \$250,000

Restitution Expenditure \$250,000; and

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the creation of additional accounts and budgets in Fund 1084, as necessary to comply with GASB 84; and

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

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

PUBLIC DEFENDER'S OFFICE RELOCATION

26/ WHEREAS, on March 28, 2019, the Board of Commissioners approved the temporary location for the Allegan County office of the Allegan/Van Buren Public Defender's Office to be the previous Probation/Parole suite in the Courthouse; and

WHEREAS, with the Indigent Defense System fully operational, collaborative discussions have occurred for the permanent location of this office; and

WHEREAS, the Chief Public Defender Director, Executive Directors of Operations and Services, and the County Administrator are recommending a relocation to the Human Services Building; and

WHEREAS, the Human Services Building will provide a more appropriate environment for the clients of the Public Defender's Office, increased availability to County and State services to aid in the County's holistic approach to defense and reduced cost of construction; and

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved one-time construction and office related funds for Allegan and Van Buren Counties in the amount of \$366,300.

THEREFORE BE IT RESOLVED, the Board of Commissioners approves the relocation of the Public Defender's Office to the Human Services Building, 3255 122nd Avenue, Allegan MI 49010; and

BE IT FURTHER RESOLVED, the County Administrator shall authorize the expenditures as necessary to ensure the completion of both the Van Buren office renovations and the new Allegan County location within the above noted MIDC budget; and

BE IT FURTHER RESOLVED that office space left vacant within the Courthouse due to this relocation shall remain unallocated until a Facilities Master Plan is completed and adopted by the Board of Commissioners; and

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

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

CLOSED SESSION: COLLECTIVE BARGAINING

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

RECONVENE/ROLL CALL

28/ Upon reconvening at 4:30 P.M., the following Commissioners were present: Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain.

BOARD OF COMMISSIONERS—AUTHORIZE COLLECTIVE BARGAINING AGREEMENTS/SETTLEMENTS

29/ Moved by Commissioner Dugan, seconded by Commissioner DeYoung to take the collective bargaining agreements off the table. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

BE IT RESOLVED consistent with prior closed session discussions, the Board of Commissioners (Board) authorizes the County Administrator to execute on its behalf the necessary settlement agreements; and

BE IT FURTHER RESOLVED that each agreement is contingent upon the units ratification; and

BE IT FURTHER RESOLVED the County Administrator is further authorized to amend and execute on its behalf the existing Collective Bargaining Agreements (CBA) and new 2020-2022 CBAs as necessary to reflect such settlement agreements; and

BE IT FURTHER RESOLVED the 2020-2022 wellness participation provisions are included as part of this Board approval; and

BE IT FURTHER RESOLVED that the Board authorizes the County Administrator to amend County personnel policies as necessary to incorporate provisions applying to eligible non-represented employees that are consistent with these bargaining parameters; and

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

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

PUBLIC PARTICIPATION - NO COMMENTS

30/ 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 JANUARY 9, 2020 AT 1:00 P.M.

31/ Moved by Commissioner Cain, seconded by Commissioner Dugan to adjourn until January 9, 2020 at 1:00 P.M. The motion carried and the meeting was adjourned at 4:50 P.M.

Jennifer Duen

Deputy Clerk

Board Chairperson

Minutes approved during the 00/00/2020 Session

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

FINANCE - CLAIMS & INTERFUND TRANSFERS

WHEREAS, Administration has compiled the following claims for 12/20/19, 12/27/19, 1/3/20 and 1/10/20; 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 2019/2020 Claims folder of the Commissioners' Record of Claims.

December 20, 2019

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	184,990.73	184,990.73	
Park/Recreation Fund - 2080	1,718.85	1,718.85	
Central Dispatch/E911 Fund - 2110	47,452.50	47,452.50	
Friend of the Court Office - 2151	2,649.28	2,649.28	
Health Department Fund - 2210	9,924.71	9,924.71	
Solid Waste - 2211	47,277.57	47,277.57	
Transportation Grant - 2300	52,329.24	52,329.24	
Capital Improvement Fund - 2450	53,637.08	53,637.08	
Register of Deeds Automation Fund - 2560	229.45	229.45	
Indigent Defense - 2600	16,183.18	16,183.18	
Palisades Emergency Planning Facility UP - 2630	273.84	273.84	
CDBG Loan Repayment - 2771	30.00	30.00	
Victims Rights Grant - 2791	88.88	88.88	
Child Care-Circuit/Family - 2921	30,023.40	30,023.40	
Soldiers Relief Fund - 2930	6,436.25	6,436.25	
Senior Millage - 2950	149,627.23	149,627.23	
Pension DB Debt - 3602	500.00	500.00	
Road Commission-Debt Service - 3650	500.00	500.00	
Otsego Water/Sewer Refunding Bond - 3669	250.00	250.00	
Delinquent Tax Revolving Fund - 6160	58,992.62	58,992.62	
Drain Equip Revolving - 6390	983.12	983.12	
Fleet Management - 6612	298.99	298.99	
Self-Insurance Fund - 6770	17,561.29	17,561.29	
Drain Fund - 8010	30,078.56	30,078.56	
TOTAL	\$712,036.77	\$712,036.77	

December 27, 2019

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	125,274.37	125,274.37	
Central Dispatch/E911 Fund - 2110	492.68	492.68	
Health Department Fund - 2210	13,409.43	13,409.43	
Transportation Grant – 2300	3,805.80	3,805.80	
Register of Deeds Automation Fund – 2560	134.21	134.21	
Indigent Defense - 2600	23,327.47	23,327.47	
Grants – 2790	3,755.90	3,755.90	
Child Care-Circuit/Family - 2921	3,079.65	3,079.65	
Senior Millage - 2950	3,843.96	3,843.96	
Delinquent Tax Revolving Fund - 6160	1,237.70	1,237.70	
Self-Insurance Fund - 6770	713.50	713.50	
Drain Fund - 8010	53,658.87	53,658.87	
TOTAL AMOUNT OF CLAIMS	\$232,733.54	\$232,733.54	

January 3, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	99,780.94	99,780.94	
Park/Recreation Fund - 2080	604.84	604.84	
Central Dispatch/E911 Fund - 2110	164.52	164.52	
Friend of the Court Office - 2151	2,742.15	2,742.15	
Health Department Fund - 2210	8,821.40	8,821.40	
Solid Waste – 2211	10,905.77	10,905.77	
Transportation Grant – 2300	6,657.53	6,657.53	
Public Improvement Fund - 2450	7,546.06	7,546.06	
Register of Deeds Automation Fund – 2560	10,409.40	10,409.40	
Law Library Fund – 2690	277.00	277.00	
Grants – 2790	1,641.36	1,641.36	
Child Care-Circuit/Family - 2921	1,925.55	1,925.55	
Senior Millage - 2950	6,096.00	6,096.00	
Delinquent Tax Revolving Fund - 6160	11,618.39	11,618.39	
Drain Fund - 8010	10,493.50	10,493.50	
TOTAL AMOUNT OF CLAIMS	\$179,684.41	\$179,684.41	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts

the report of claims for 12/20/19, 12/27/19, 1/3/20, 1/10/20, and
interfund transfers.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

HEALTH DEPARTMENT—APPROVE 2020 FOOD FEE SCHEDULE

WHEREAS, the Board of Commissioners (Board) adopted a methodology for the establishment of fees; and

WHEREAS, the Board slated the food fee services as a pilot to embed this new methodology; and

WHEREAS, the Health Department has proposed a new food fee schedule in alignment with the new methodology and Michigan Department of Agriculture and Rural Development requirements.

THEREFORE BE IT RESOLVED that the Board hereby approves the 2020 Food Fee Schedule, as attached, effective February 1, 2020; and

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

BE IT FINALLY RESOLVED that the food services fee schedule shall be reviewed annually for alignment with the methodology and confirmed through the annual budget process.



ALLEGAN COUNTY
REQUEST FOR ACTION FORM

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

RFA#: 187-660

Date: 12/27/19

Request Type Routine Items Select a Request Type to reveal and complete required form.
Department Requesting Health
Submitted By Angelique Joynes, MPH, RN and Randy Rapp, RS
Contact Information ajoynes@allegancounty.org or RRapp@allegancounty.org

Description

Respectfully requesting the Board of Commissioners to consider approving a revised Food Fee schedule for 2020, utilizing the recently-approved Board methodology. All fees have been updated. Deadline: These new fees need to be adopted by January 20, 2020 (before Martin Luther King Day) to meet MDARD requirements.

The annual licensing fees proposed represent a flat rate for profit entities and there will be a reduced flat rate for non-profit entities. The restaurants will still be categorized by risk for internal prioritization of inspections and to align with Michigan Department of Agriculture and Rural Development moving forward. Please see the proposed fee schedule.

ALLEGAN COUNTY HEALTH DEPARTMENT

3255 122nd Avenue, Suite 200

Allegan, MI 49010

Phone: (269) 673-5415

2019 FOOD FEE SCHEDULE

FIXED FOOD SERVICE ESTABLISHMENTS + State Fee	County Fee	State Fee	Total
0-15	380.00	30.00	410.00
16-49	427.00	30.00	457.00
50-100	473.00	30.00	503.00
101-125	519.00	30.00	549.00
125+	600.00	30.00	630.00
Tax Exempt/Non Profit	196.00	30.00	226.00
Profit – Limited License	254.00	30.00	284.00
SCHOOLS - Main Preparation Kitchen	485.00	30.00	515.00
SCHOOLS - Satellite Kitchen	254.00	30.00	284.00

MOBILE UNITS + State Fee	County Fee	State Fee	Total
Unit that returns to a fixed location commissary every 24 hours.	224.00	30.00	254.00

TEMPORARY LICENSES + State Fee	County Fee	State Fee	Total
Application received 10 business days prior to the event	106.00	9.00	115.00
LATE FEE \$50.00 if received < 10 business days prior to the event	156.00	9.00	165.00
Non Profit Organization > 10 business days prior to the event	80.00	5.00	85.00
LATE FEE \$50.00 if received < 10 business days prior to the event	130.00	5.00	135.00

Note: Individuals who hold a Veterans License, under authority of Act 309 PA 1921, check with this department regarding fees.

TRANSITORY FOOD UNIT (STFU) STATE MANDATED FEES	County Fee	State Fee	Total
License Fee	111.00	44.00	155.00
Non-Profit	111.00	5.00	116.00
Inspection Fee (submitted with Notice of Intent at least 4 days prior to start operation)			90.00

ALL LICENSING FEES DUE – APRIL 30 of every year Payable to the Allegan County Health Department (ACHD)
A LATE FEE of \$5.00 per day will be assessed if payment is not received or postmarked by April 30.

ENFORCMENT FEES	Total
Follow-up evaluation fee assessed on 2 and more follow ups AND on Increased Frequency Inspections	110.00
Administrative Review	220.00
Office Conference	220.00
Informal Hearing	440.00
Formal Hearing	880.00

EXISTING ESTABLISHMENT SITE REVIEW	Total
Site review of an existing establishment for a change of use, change of owner and or change of operation. (includes existing establishment walk through, equipment and standard operating procedures review – can be applied to the a plan review fee) Non – Profit establishments are exempt	231.00

PLAN REVIEW FEES - All fees will be doubled for starting construction without prior written approval.	Total
Special Transitory Food Unit (STFU) Plan Review OR Existing Unit Evaluation	346.00
REMODEL – Existing Establishment	346.00
CONSTRUCTION - New Food Service Establishment	693.00

ALLEGAN COUNTY HEALTH DEPARTMENT

3255 122nd Avenue, Suite 200

Allegan, MI 49010

Phone: (269) 673-5415

PROPOSED FEES TO BE REVIEWED BY THE BOC

FIXED FOOD SERVICE ESTABLISHMENTS + State Fee	County Fee	State Fee	Total
Flat Fee, no difference for seating capacity or menu	430	30	460
Flat Fee, Non-Profit	325	30	355

MOBILE UNITS + State Fee	County Fee	State Fee	Total
Unit that returns to a fixed location commissary every 24 hours.	135	30	165

FIXED FOOD LICENSE LATE FEES (Due April 30 of each year)	County Fee		
May 1-15	75		75
After May 15	165		165

Note: Individuals who hold a Veterans License, under authority of Act 309 PA 1921, check with this department regarding fees.

TRANSITORY FOOD UNIT (STFU)	STATE MANDATED FEES	County Fee	State Fee	Total
License Fee		111	44	155
Non-Profit License Fee		111	5	116
Inspection Fee (submitted with Notice of Intent at least 4 days prior to start operation)				90

TEMPORARY LICENSES + State Fee	County Fee	State Fee	Total
License and field evaluation	125	9	135
License and field evaluation – Non-profit	105	5	110
Less than 10 day notice Late Fee	85	9	94
Less than 10 day notice Late Fee – Non-profit	70	5	75
Less than 48 hour notice Late Fee	120	9	129
Less than 48 hour notice Late Fee – Non-profit	100	5	105

ENFORCMENT FEES	Total
Increased Frequency Evaluations and second and all subsequent follow up re-evaluation	170
Administrative Review	330
Office Conference	385
Informal Hearing	625
Formal Hearing	920

EXISTING ESTABLISHMENT SITE REVIEW	Total
Site review of an existing establishment for a change of use, change of owner and or change of operation. (includes existing establishment walk through, equipment and standard operating procedures review – can be applied to the a plan review fee) Non – Profit establishments are exempt	270

PLAN REVIEW FEES - All fees will be doubled for starting construction without prior written approval.	Total
Special Transitory Food Unit (STFU) Plan Review OR Existing Unit Evaluation	240
REMODEL – Existing Establishment	400
CONSTRUCTION - New Food Service Establishment	400

Summary of Board actions regarding Fee principles and methodology

January 24, 2019:

1. Confirm Compliance

1. A user fee must serve a regulatory purpose rather than a revenue generating purpose.
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.
3. A user fee is voluntary in nature as opposed to being compulsory.

2. Establish Cost

1. **Direct** Salaries, benefits and allowable departmental expenditures.
2. **Departmental Overhead** Departmental administration / management and clerical support.
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. **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.

3. Establish Benefit Level

1. Benefit Level 1 - Services that Provide General "Global" Community Benefit (0% – 30% cost recovery)
2. Benefit Level 2 - Services that Provide Both "Global" Benefit and also a Specific Group or Individual Benefit (>30% - 70% cost recovery)
3. Benefit Level 3 - Services that Provide a Primary Benefit to an Individual or Group, with less "Global" Community Benefit (>70% - 100% cost recovery)

March 28, 2019:

□ Methodology:

- Total Costs minus Dedicated Revenue = Net Cost
- Net Cost divided by # of hours = net hourly rate
- Net Hourly rate times number of hours to perform service= Net cost per service
- Net cost per service times % of user support = user fee
- User fee plus other revenue = net cost per service

September 12, 2019:

Level 1: Fees cover 0 - 30% of the cost	No services	25%
Level 2: Fees cover 30 - 70% of the cost	Few services	50%
Level 3: Fees cover 70 - 100% of the cost	Majority of County services - 100% or- 75%, depending upon service or customer	

IMPACT TALKING POINTS

PROPOSED FOOD FEES

FLAT RATE AT \$430 (PROFIT)

FLAT RATE AT \$325 (NON-PROFIT)

JANUARY 2, 2020

<u>CURRENT FEE DESCRIPTION</u>	<u># OF FACILITIES</u>	<u>CURRENT FEE W/O MDARD FEE</u>	<u>CHANGE</u>	<u>% of Total Facilities</u>
<u>Profits</u>				
0 – 15 SEATS	41	\$380	+\$50	15.5
16 – 49 SEATS	61	\$427	+\$3	23.0
50 – 100 SEATS	92	\$473	-\$43	34.7
101 – 125 SEATS	14	\$519	-\$89	5.3
125 +	48	\$600	-\$170	18.1
PROFIT LIMITED LICENSE	9	\$254	+\$176	3.4
<u>Non-profits</u>				
TAX EXEMPT/NON-PROFIT	40	\$196	+\$129	39.3
SCHOOL MAIN KITCHEN	30	\$485	-\$160	29.4
SCHOOL SATELLITE KITCHEN	32	\$254	+\$71	31.4

1. 96.6% of the “for profit” establishments’ licenses, will increase no more than \$50 or be reduced.
2. The profit limited license is effected the most however, there are 9 establishments, of this type, or 3.4% of the total. These are hotels, cinemas, hand dipped ice cream cones, etc...
3. The most effected establishments, outside of the “profit limited license”, will be “tax exempt/non-profit”, they will increase \$129 or 39.7%. These are churches, school concessions, government entities such as fire departments and non-profit clubs
4. The school main kitchen license fee will be reduced by \$160 or 33%.
5. Over 70% of the non-profits will see their license fee increase \$71 or more.