

Allegan County Board of Commissioners



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

Jim Storey, Chairperson
Gale Dugan, Vice Chairperson

BOARD OF COMMISSIONERS MEETING – AGENDA

Thursday, January 23, 2020 – 1PM

Board Room – County Services Building
3283 122nd Avenue, Allegan, MI 49010

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

1PM

CALL TO ORDER:

ROLL CALL:

OPENING PRAYER: Commissioner Gale Dugan

PLEDGE OF ALLEGIANCE:

COMMUNICATIONS: Attached

APPROVAL OF MINUTES: Attached

January 9, 2020

PUBLIC PARTICIPATION:

ADDITIONAL AGENDA ITEMS:

APPROVAL OF AGENDA:

PRESENTATIONS:

PROCLAMATIONS:

INFORMATIONAL SESSION:

Michigan State University Extension—Erin Moore, District Director

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 (1/17/20 & 1/24/20)
-

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

ACTION ITEMS:

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

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

DISCUSSION ITEMS:

1. Central Dispatch—CAD Upgrade Services (188-019)
 2. Budget Policy
 3. 2020 Board Planning
-

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

NOTICE OF APPOINTMENTS & ELECTIONS:

APPOINTMENTS:

1. Brownfield Redevelopment Authority
 - One Representative—term expired 12/31/21

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”

- One Representative—term expired 12/31/19
- 2. Parks Advisory Board
- One Representative—term expired 12/31/19
- 3. Local Emergency Planning Committee
- Public Representative— term expired 12/31/19
- 4. 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
- 5. Tourist Council
- One Representative—term expired 12/31/20

ELECTIONS:

1. Community Mental Health Authority
 - General Public Representative—term expired 3/31/22
2. 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:

ADJOURNMENT: Next Meeting - Thursday, February 13, 2020, 1:00PM @ **BOARD ROOM – COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX.**

ALLEGAN COUNTY BOARD OF COMMISSIONERS

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JANUARY 9, 2020 ORGANIZATIONAL MEETING - PLEDGE OF ALLEGIANCE, ROLL CALL

1/ 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 January 9, 2020 at 9:00 A.M. in accordance with the motion for adjournment of December 12, 2019, and rules of this board; County Clerk Bob Genetski presiding.

The invocation was offered by District #5 Commissioner Jessup.

The 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- Left 10:24 A.M. |
| DIST #4 | MARK DeYOUNG | | |

ELECTION OF TEMPORARY CHAIRMAN

2/ County Clerk Bob Genetski opened the meeting for nominations for Temporary Chairman for the 2020 Board of Commissioners.

Commissioner Cain nominated Commissioner Kapenga

Moved by Commissioner Cain, seconded by Commissioner Dugan to close nominations and elect Commissioner Kapenga as Temporary Chairman. The motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

Chairman Kapenga was elected as Temporary Chairman of the Board.

ELECTION FOR CHAIRMAN OF THE BOARD FOR 2020

3/ Temporary Chairman Kapenga opened the meeting for nominations for Chairman of the 2020 Board of Commissioners.

Commissioner Dugan nominated Commissioner Storey

Moved by Commissioner Dugan, seconded by Commissioner Cain to close nominations to elect Commissioner Storey as Chairman of the Board for 2020. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

Chairman Storey was elected as Chairman of the Board of Commissioners for 2020.

ELECTION OF 2020 VICE-CHAIRMAN OF THE BOARD

4/ Chairman Storey opened the meeting for nominations for Vice-Chairman for the 2020 Board of Commissioners.

Commissioner Cain nominated Commissioner Dugan.

Moved by Commissioner Kapenga, seconded by Commissioner DeYoung to close nominations and elect Commissioner Dugan as Vice-Chairman. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

Chairman Storey declared Commissioner Dugan as elected Vice-Chairman for 2020.

GUN LAKE CASINO AD VALOREM PROPERTY ASSESSMENT INFORMATION

5/ Equalization Director Matt Woolford addressed the board with a review of the Ad Valorem property status of the Gun Lake Casino. He also assisted the Wayland Township Assessor regarding the ad valorem valuation of the casino were it not exempt. All properties in the State of Michigan are to be valued according to the instructions and processes as laid out in the State Assessors Manual. In recognition that Indian Gaming facilities are unique, the State Tax Commission provided guidance to Assessors and Equalization Directors in the assessment of Indian gaming facilities in May 2009.

PUBLIC PARTICIPATION - COMMENTS

6/ Chairman Storey opened the meeting to public participation and the following individuals offered comments:

1. Jane Trejo of 4619 Fox Valley Dr, Portage MI from Bethany Christian Services addressed the board regarding law changes for refugee resettlement in Michigan
2. Mike Ureche of 720 W. Lovell St, Kalamazoo MI addressed the board regarding his positive experiences with foster refugee minors in the area

BREAK - 10:14 A.M.

7/ Upon reconvening at 10:24 A.M., the following Commissioners were present: Commissioner Kapenga, Storey, Thiele, DeYoung, Jessup and Dugan. Absent: Cain.

BOC AMEND BOARD RULES OF ORGANIZATION

8/ Administrator Sarro reviewed the current board rules of organization. Discussion followed.

Moved by Commissioner Thiele, seconded by Commissioner Jessup to approve the amended Board Rules of Organization as discussed during the January 9, 2020 Board Planning Session. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

Changes to include:

Amend item #6 - d - i to: "CANCELLATION: The chairperson in conjunction with the CAO may cancel these sessions by the end of business on Friday prior to the meeting for reason of lack of business to be considered by the Board.

Amend item #9 - a - iv to: "When a roll call vote is taken, no member present shall abstain from voting "yes" or "no".

COUNTY OF ALLEGAN

State of Michigan

Rules of Organization and Procedure

Of The

Allegan County Board of Commissioners (BOC)

Revised and Adopted: January 4, 1993 [Journal 39.6-15/11]

[Addendum A RE: Committee of the Whole adopted April, 28, 1994: Journal 41.199-201/58]

Amended: January 13, 1994 [Journal 41.3-4/6]

Amended: October 27, 1994 [Journal 41.424/32]

Amended: January 5, 1995 [Journal 42.7/11]

Amended: June 22, 1995 [Journal 42.260/35]

Amended: January 11, 1996 [Journal 43.4-5/10]

Amended: June 26, 1997 [Journal 44.330/28; 341/33]

Amended: January 2, 2003 [Journal 52.6-11/5]

[Revisions adopted January 9, 2003: Journal 52.13-22/29]

Amended: January 8, 2004 [Journal 53.3-9/7]

Amended: March 24, 2005 [Journal 54.197-203/36]

Amended: January 5, 2006 [Journal 55.4/11]

Amended: July 27, 2006 [Journal 55.492-499/44]

Amended: January 11, 2007 [Journal 56.26-32/38]

Amended: February 1, 2007 [Journal 56.85/86]

Amended: February 15, 2007 [Journal 56.95-96/41]

Amended: February 22, 2007 [Journal 56.117/57]

Amended: June 28, 2007 [Journal 56.280-281/51]

Amended: January 3, 2008 [Journal 57.5/14]

Amended: January 8, 2009 [Journal 58.3-4/8]

Amended: January 7, 2010 [Journal 59.3-4/8-12]

Amended: January 6, 2011 [Journal 60-7/4-12]

Approved: June 14, 2012 [Journal 61-12]

Amended: January 24, 2013 [Journal 62-13]

Amended: January 24, 2014 [Journal 63-14]

Reaffirmed: December 10, 2015 [Journal 64-15]

Amended: January 12, 2017 [Journal 65-17]

Amended: January 25, 2018 [Journal 66-4]

Amended: December 13, 2018 (Journal 66-13)

Amended: January 24, 2019 (Journal 67-3)

Amended: January 9, 2020 (Journal 68-8)

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1. **AUTHORITY:** These rules are adopted by the BOC of Allegan County pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.
2. **APPLICATION, SUSPENSION, AND AMENDMENT OF BOARD RULES**
 - a. These Rules shall guide and direct the Allegan County BOC's operations.
 - b. Any situation, which may arise and is not covered by these rules, shall be determined on the basis of Robert's Rules of Order. When the rules contained herein conflict with State of Michigan statutes, the statutes shall prevail.
 - c. No rule of the BOC shall be suspended or amended without concurrence of a majority of all BOC members elect.
 - d. Except during the organizational meeting, any proposed amendment(s) to the BOC rules shall be first referred to a BOC meeting for discussion only, with subsequent consideration given for action no later than one month thereafter.
3. **BOARD AND ADMINISTRATIVE OFFICERS**
 - a. **CHAIRPERSON**
 - i. **Statutory Powers and Duties [MSA 5.323]**
 - (1) Presides at all BOC meetings.
 - (2) Administers oaths and issues subpoenas. [MSA 5.323]
 - (3) Signs contracts [MSA 5.323] and Board-approved minutes [MSA 5.352] and certifies the equalized tax rolls. [MSA 7.52]
 - (4) With the advice and consent of the BOC, appoints Directors of an Economic Development Corporation [MSA 5.352 (4)].
 - (5) Upon the disqualification of the County Drain Commissioner (Chapter 16, Sec. 280.381 of the Michigan Drain Code, PA 40 of 1956) appoints Boards of Determination pursuant to Sec.'s 280.72 and 280.441 of that Code.
 - (6) Serves on Intra-county Drainage Boards (Chapter 20, Sec. 280.464) and Augmented **Inter**-county Drainage Boards (Chapter 21, Sec.280.515) and appoints additional member(s) to either when circumstances so warrant, as defined in the MI Drain Code, PA 40 of 1956.
 - (7) Reviews, with other officials, the Sheriff's determination of jail overcrowding. [MSA 28.1748-2]
 - (8) Carries out Emergency Management and Preparedness responsibilities in accordance with Public Act 390 and appoints BOC members to act in place of the Chairperson in his/her absence.
 - ii. **Other Duties**
 - (1) Serves ex-officio on all committees.
 - (2) Appoints BOC committees.
 - (3) Makes other county appointments subject to BOC approval.
 - (4) Preserves order and decides questions of order subject to approval of the BOC.
 - (5) Votes on all questions taken by roll call vote, except on Commissioners' appeals regarding a decision of the chair.
 - (6) Serves as spokesperson for BOC action or designates a spokesperson in writing.
 - (7) Attends regular meetings with the County Administrator for the purpose of providing assistance and planning in BOC related matters.
 - (8) Duties of the BOC Chairperson may be expanded by the BOC for purposes and durations deemed appropriate and necessary.
 - iii. **Term of Office Limitation**
 - (1) A Commissioner's tenure as Chairperson shall not exceed two (2) years, January 1 through December 31. If a Commissioner's partial year tenure as Chairperson is more than eight (8) months, that period shall be counted as a year with regard to the above limitation. If a Commissioner's partial year tenure is less than 8 months, that period shall not be counted as a year with regard to the above limitation.

- b. VICE CHAIRPERSON
 - i. With the exception of instances when the Chair has initiated specific alternatives, in the absence of the Chair, the Vice-Chair assumes all authorities and performs such duties as enumerated in Section 3.a above.
- c. CLERK-OF-THE-BOARD
 - i. Shall be the County Clerk or, in the Clerk's absence, a Deputy County Clerk.
 - ii. Duties shall be as specified by law, MSA 5.324, MSA 5.330, MSA 5.325, MSA 5.352.
- d. COUNTY ADMINSTRATOR (CAO): The BOC employs a County Administrator who is recognized as the Chief Administrative/Executive Officer of the County. The authorities and duties of the CAO are listed in Attachment "A".
- e. FREEDOM OF INFORMATION ACT (FOIA) COORDINATOR: The Chairperson shall designate the CAO (or his/her designee) as the FOIA Coordinator for the County of Allegan [MSA4.18016].

4. BOARD COMMITTEES

- a. COMMITTEE OF THE WHOLE: The BOC shall generally operate as a Committee-of-the-Whole, perform as the County Board of Public Health when necessary, and establish other committees as it deems appropriate.
- b. ESTABLISHMENT OF COMMITTEES
 - i. The BOC may establish committees which shall perform specific functions including but not limited to research, analysis, oversight or forming a recommendation regarding a project, policy, issue, ordinance or plan that authorized by resolution of the BOC.
 - ii. Committee members shall be appointed by the Chairperson.
 - iii. Each committee shall have a Chairperson and Vice-Chairperson.
 - iv. Each committee Chairperson shall be responsible for keeping a written record of committee proceedings.
 - v. The number of BOC members on any committee shall not exceed one (1) less than a majority number of those elected and serving on the full BOC although the committee may contain other members.
- c. PROCEDURES FOR USE OF COMMITTEES
 - i. Committees shall address items only referred by the BOC.
 - ii. Items which have been referred to a committee by the BOC shall be addressed in accordance with these rules.
 - iii. If a committee determines that additional county resources to address its responsibilities or if procedural clarifications are necessary to perform its duties, the committee shall ask for assistance from the CAO.
 - iv. When the committee has completed its charge, its written findings shall be forwarded to the BOC via the CAO, and placed on the BOC's next regular business meeting for review and determination subsequent to Section 7.b herein.
 - v. The BOC shall, subsequent to receiving a finding/recommendation from a committee and lending review, give consideration through one of the following:
 - (1) Vote on the finding/recommendation.
 - (2) Table the finding/recommendation.
 - (3) Return the finding/recommendation for further consideration with direction(s) or forward it to another committee with direction(s).

- 5. OTHER BOARDS, COMMISSIONS, and COMMITTEES:** Due to statutory requirements, by invitation, or through the exercise of its discretion, the BOC appoints or elects BOC members, member-alternates, and other persons to boards, commissions, and committees which exist internally and externally to the Allegan County government organization.
- a. Any BOC member so appointed or elected shall make available the minutes or other informations of record of those same boards, commissions or committees to the BOC upon its request in times sufficient to the BOC's considerations and by a manner herein directed.
 - i. **ELECTION/APPOINTMENTS:** All elections and/or appointments shall be conducted in accordance with all applicable state statute and/or by-laws specific to each board, commission, and committee.
 - (1) When an appointment is in order, the BOC Chairperson shall make the appointment subject to BOC confirmation.
 - (2) The BOC shall not elect or appoint individuals to any board, commission, or committee upon receiving first notice of a vacancy.
 - (3) **ANNUAL NOTICE:**
 - (a) The BOC shall publish two notices annually (March & October) in a local newspaper and the County website seeking potential candidates for future elections/appointments as a result of a term expiring or vacancy during an existing term.
 - (b) The CAO shall be responsible for placing on the agenda a month in advance the offices that will be voted upon at a subsequent meeting.
- 6. MEETINGS:** All meetings of the BOC shall be noticed and conducted in accordance with the Michigan Open Meetings Act.
- a. **ORGANIZATIONAL MEETING:** The first meeting in each calendar year shall be the organizational meeting. At each such meeting the county clerk shall initially preside.
 - i. **OATH OF OFFICE:** The county clerk shall administer the oath of office to the BOC members-elect, if the oath had not previously been administered.
 - ii. **ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**
 - (1) The Clerk shall call for nominations for the office of temporary chairperson.
 - (2) When nominations are closed by majority vote or no other nominations are forthcoming the clerk shall order the roll to be called
 - (3) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the temporary chairperson and the County Clerk shall retire to his/her position as Clerk-of-the-Board.
 - (4) The temporary chairperson shall seek the BOC's determination of the Chairperson's term of office, one year or two years.
 - (5) Upon determination of the Chair's term of office, the temporary chairperson shall call for nominations for the office of Chairperson.
 - (6) The temporary chairperson shall seek the BOC's determination of the use of secret balloting for the Chairperson.
 - (7) When nominations are closed by majority vote or no other nominations are forthcoming the temporary Chairperson shall order the roll to be called or the secret balloting completed.
 - (8) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the chairperson.
 - iii. **SCHEDULE OF REGULAR MEETINGS:** The BOC shall establish a schedule of regular meeting if it has not previously been adopted.
 - b. **ANNUAL MEETING:** Shall be held in the evening between September 14 and October 16; per Act 156 of 1985, 46.1; Sec. 1.1.
 - c. **REGULAR MEETINGS:** The regular meetings of the BOC shall be scheduled in accordance with its annually approved schedule and shall be held at 1:00PM on the second and fourth Thursdays of each month unless otherwise posted (see Agenda Format A).

- i. **CHANGES/CANCELLATION:** The schedule of regular meetings shall not be changed except under the following conditions:
 - (1) Upon the majority decision of the BOC during any noticed meeting.
 - (2) Upon the determination of the Chairperson due to circumstances of imminent danger to the health, safety, and welfare of the public and/or others that may be in attendance.
 - (3) When the Clerk-of-the-Board, upon receipt of written communications from a majority of BOC members, has determined a quorum will not be present. Upon said determination, the Clerk-of-the-Board shall immediately give notice to each BOC members at least 24 hours before scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.

- d. **PLANNING SESSIONS:** The BOC tentatively schedules these sessions to conduct planning (strategic or project related), policy review, and other matters it may deem necessary (See Agenda Format B) at 9:00AM, unless otherwise posted, on the morning of the same day as regular scheduled BOC meetings.
 - i. **CANCELLATION:** The chairperson in conjunction with the CAO may cancel these sessions by the end of business on Friday prior to the meeting for reason of lack of business to be considered by the Board.

- e. **SPECIAL MEETINGS:** Special meetings may be set by one of the following methods:
 - i. By a majority of the BOC members during any noticed meeting.
 - ii. At the "Call of the Chairperson".
 - iii. By the Clerk-of-the-Board upon receipt of a written request signed by one-third (1/3) of the BOC members. Upon receipt of said request, the Clerk-of-the-Board shall immediately give notice to each of the BOC members at least 24 hours before the scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.

- f. **PLACE OF MEETINGS:** Unless otherwise noticed, meetings of the BOC shall take place in the County Services Building – Board Room, 3283 122nd Avenue, Allegan, MI 49010.

- g. **START OF MEETING:** The Chairperson shall take the chair at the time specified in the meeting notice; the BOC shall then be called to order and the roll of BOC members called.

- h. **QUORUM:** A majority of the BOC members elected and serving shall constitute a quorum for the transaction of the ordinary business of the county. [MSA 5.323] Excluding procedural votes, the final passage or adoption of any measure or resolution or the allowance of any claim against the county shall be determined by a majority of all BOC members elected and serving [MSA 5.323].

- i. **BOC MEMBER ATTENDANCE:** Any BOC member who shall be late to a session shall upon his/her arrival report his presence to the Clerk-of-the-Board. Furthermore, a BOC member that will knowingly be late/absent from an official proceeding of the BOC shall notify the Chairperson or the Administrative Office as soon as possible prior to said meeting.
 - i. **REMOTE ATTENDANCE:** BOC members may be connected to a meeting remotely under the following conditions:
 - (1) The request has been submitted to the CAO at least 24 hours in advance of the meeting.
 - (2) The remote connectivity is sufficient and will not interfere with the progress of the meeting.
 - (3) The BOC member's participation shall not be considered attendance for the purpose of establishing a quorum or receiving per diem.

- j. **PUBLIC PARTICIPATION:** The right of public address is granted by the Michigan Open Meetings Act under rules established by the BOC [MSA 4.1800 (13) & (5)]. The public shall be allowed to address the BOC within the following parameters:
 - i. Public comment shall be permitted during the public participation portion(s) of the agenda subsequent to the SPEAKER'S declaration of
 - (1) Name and address, and

- (2) The topic which they wish to address
 - (3) In general, a maximum of five (5) minutes shall be granted to each person desiring to make a public comment; however, that time may be modified at the discretion of the Chair.
 - ii. Public comment is permitted during discussion items on an approved agenda, providing a related motion is not in the BOC's possession (a motion having been made, seconded and recognized by the Chair)
 - iii. Public comment shall not be permitted during action items on an approved agenda.
 - iv. Any exception to the rules of public participation shall be at the discretion of the Chairperson
- k. DISTRIBUTION OF AGENDAS/MINUTES: A copy of a completed agenda and approved minutes of previous, monthly proceedings shall be available online as soon as possible by the Clerk-of-the-Board. A printed copy of the minutes of the monthly BOC proceedings shall be available at the County Clerk's office.

7. AGENDA(S)

- a. DEVELOPMENT: BOC agendas shall be managed by the CAO in conjunction with the BOC Chairperson and Clerk-of-the-Board (as needed).
- b. AGENDA ITEM(S) FOR CONSIDERATION: With the exception of BOC members (see Section 7.b.i) agenda items must be submitted to County Administration not less than ten (10) **business** days prior to the next scheduled Regular Meeting for placement on the agenda. The submission shall include all necessary supporting documentation/information requisite to the BOC's full consideration.
 - i. A BOC member's intent to add an item or amend/rescind a previous item shall be introduced to the BOC during the "future agenda items" portion of a preceding meeting. The BOC shall not add items to an agenda if said item has been previously acted upon by the BOC unless approved in advance by the BOC and/or the provisions of Section 9.c. have been met. See attached Flow Chart, Attachment "B".
 - ii. All agenda items for consideration shall be submitted with complete documentation (see "Attachment C" Request for Action [RFA] Form) through the County work order system. The work order system will automatically assign a work order number which is transmitted to the requestor so that they may refer to it when communicating with the CAO. The CAO shall review the request and take one of the following actions:
 - (1) Request additional information as needed before making recommendation or taking action.
 - (2) Approve or deny items under the authority of the CAO. Items denied may be appealed in writing to the Chairperson of the BOC detailing specific reasons why an item should be considered. Requests for consideration/appeal must be received within 10 business days from the receipt of the denial.
 - (3) Report items requiring action to the BOC with recommendation/resolution on disposition of action.
- c. AGENDA FORMAT FOR REGULAR MEETINGS (Format A):
 - (1) Call to order
 - (2) Roll call, Determination of Quorum
 - (3) Opening Prayer
 - (4) Pledge of Allegiance
 - (5) Public/Budget Hearing and related communications (As needed)
 - (6) (Other) Communications
 - (7) Approval of minutes
 - (8) Public participation
 - (9) Additional agenda items

- (10)Approval of the agenda
- (11)Presentations
- (12)Proclamations
- (13)Informational Sessions
- (14)Administrative Reports
- (15)Consent Items
- (16)Action Items
- (17)Discussion Items
- (18)Appointments
- (19)Elections
- (20)Public participation
- (21)Future Agenda Items
- (22)Requests for Per Diem/Mileage
- (23)Boards and Commissions Reports
- (24)Round table
- (25)Closed Session
- (26)Adjournment

d. AGENDA FORMAT FOR PLANNING SESSIONS (Format B):

- (1) Call to Order
- (2) Roll Call, Determination of Quorum
- (3) Opening Prayer
- (4) Pledge of Allegiance
- (5) Public Participation
- (6) Additional Agenda Items
- (7) Approval of Agenda
- (8) Discussion Items
- (9) Other Items
- (10)Public Participation
- (11)Closed Session
- (12)Adjournment

e. INFORMATION FLOW TO THE BOC MEMBERS

- i. INFORMATIONAL SESSIONS: Departmental Information Sessions or presentations from public or other agencies shall be given a specific time and duration. All presenters shall be limited to a twenty (20) minute maximum, including a question/answer period. Departments will be asked to supply their presentation to the BOC prior to their scheduled date to allow the BOC's review and an opportunity to supply questions to departments in advance of their presentation.
- ii. REGULAR MEETING PACKETS: In general, on the Friday before each BOC meeting, County Administration shall provide the BOC with a written recommendation and relative background information within the meeting packet for each item to be addressed by the BOC. Any questions or additional information needed by BOC members should be directed to County Administration by the Tuesday prior to the meeting, and that information shall be provided back to all BOC members before the meeting.
- iii. PLANNING SESSION PACKETS: Materials will be provided as they become available. However, the intent of the Planning Session is for discussion, feedback, updates, etc., therefore, it should be expected materials may be provided up to the time of the meeting.
- iv. CHANGES TO THE PUBLISHED AGENDA: At the discretion of the CAO and/or BOC Chairperson, agenda items (except those added under 7.b.i) may be changed (including but not limited to additions, deletions, and order) prior to the close-of-business on the Tuesday prior to the scheduled BOC meeting. Changes shall be for substantial reasons i.e. urgency, lack of supporting materials, availability of presenter. The BOC shall receive a revised [final](#) agenda at the close of business that same day, reflecting any changes to the agenda with appropriate revision number noted. If no changes have been made, the meeting packet

previously sent shall be considered the final agenda unless changed by the BOC during the meeting.

(1) Any changes to the final agenda by the BOC after noon on Tuesday must be accomplished at the beginning of the meeting by a two-thirds (2/3) majority vote of those elected and serving.

- v. DISCUSSION ITEMS: Items may be of a specific nature on which action will be required at a future meeting and/or of a broader nature requiring discussion on subsequent agendas. Following discussion of each item, the BOC Chairperson should clarify the intent of further action or discussion needed. Generally, items requiring BOC action shall start as discussion items and be moved to a future agenda for action. However, routine and time-sensitive items may be moved for immediate action.

8. RULES OF FORM

- a. SPEAKING TO A QUESTION: Every BOC member, previous to speaking upon a question shall address the chair. When two or more BOC members speak at once, the chair shall designate the BOC member who shall be first to speak.
- b. CALL TO ORDER: When a BOC member is speaking on any question before the BOC, the member shall not be interrupted except to be called to order. A member called to order shall immediately be silent unless permitted to explain, and the BOC, if appealed to, shall decide the case. If there is no appeal, the decision of the BOC Chair shall stand.
- c. SUBMISSION OF MOTION: No motion shall be debated or put in the minutes unless the same is seconded. It shall be stated by the Chairperson before debate, and any such motion shall be reduced to writing if any members desire it, or at the request of the Chairperson or Clerk-of-the-Board.
- d. WITHDRAWAL OF MOTION: After a motion is stated by the Chairperson, it shall be deemed to be in possession of the BOC, but may be withdrawn at any time by permission of the BOC. All BOC decisions shall be entered in the record of BOC proceedings.
- e. MOTIONS DURING DEBATE: When a question is under debate, no motions shall be received but to adjourn, to call the previous question, to table, to postpone indefinitely, to postpone to a day certain, to refer, and/or to amend...
- f. MOTION TO ADJOURN: The motion to adjourn shall always be in order, and the motion to table shall be decided without debate. A motion simply to adjourn shall be understood to mean for the day only.
- g. PREVIOUS QUESTION: When moved, and seconded, a 2/3rds affirmative vote ends all discussion/debate and the BOC shall proceed immediately to any related amendments and then the main motion (as amended).
- h. DIVISION OF QUESTION: If the question being discussed contains two or more points, any BOC member may request to have it divided for separate considerations.
- i. PETITIONS/MEMORIALS: Shall be addressed to the BOC, in writing, and presented to the Chairperson for appropriate action.
- j. RECORDING: In all cases, every written report, resolution, or motion shall bear the name of the originating committee (if applicable), and the names of the BOC member moving and the BOC member seconding shall be entered into the record of the BOC's proceedings.
- k. COMMENTS ENTERED INTO THE RECORD: A BOC member, wishing to have his/her comment(s) entered into the record of the BOC's proceedings, shall submit the comment(s) in

writing to the Clerk-of-the-Board.

- I. SPECIAL ORDERS: Any measure or motion having been placed on special orders for some future time shall not be taken up prior to that time except by unanimous consent of the BOC members present.

9. VOTING

- a. ROLL CALL:
 - i. The names and votes of BOC members shall be recorded on board actions to adopt final measures as ordinances and the appointment or election of officers, etc [MCLA 46.3a].
 - ii. Conflicts of Interest: BOC members "shall not be interested directly or indirectly in any contract or other business transaction with the county (or other county agency) during the time for which they are elected or appointed nor for one year thereafter unless the contract or transaction has been approved by three fourths of the members of the (BOC) and so shown in the minutes of the board together with a showing that the board is cognizant of the (former) member's interest [MCLA 46.30]" and shall make such declarations of real or perceived conflict of interest at the time appropriately prior to any final, related action by the BOC.
 - iii. A roll call vote will be taken when requested by any BOC member.
 - iv. When a roll call vote is taken, no member present shall abstain from voting "yes" or "no".
 - v. For the voting of the BOC at each session, the Clerk-of-the-Board shall vary the order of calling the roll.
 - vi. During a roll call vote, members of the BOC shall be given one opportunity to vote. Each BOC member's vote shall be presented as follows and so recorded by the Clerk-of-the-Board:
 - (1) "Yes" – representing any response in the affirmative
 - (2) "No" – representing any response in the negative
 - (3) "Abstaining" – only in the instance of a conflict of interest as defined in 9.a.ii above, and
 - (4) "Absent" – BOC member was not present at the time of the vote.
- b. TIE VOTES: In the event of a tie vote of the BOC upon any matter presented to them for consideration, the motion or proposal does not pass for lack of a majority approval; the matter, however, may be proposed to the BOC for reconsideration in the identical, similar or revised form at any time, to be voted on by the same number of BOC members, or more, present at the time of the tie vote.
- c. RESCIND/AMEND: A motion to rescind or amend any question previously acted upon may be made on any day of any session under the following conditions:
 - i. The action caused by the original question has not already been carried out to a point that cannot be undone.
 - ii. The motion to rescind or amend must be moved and seconded by the BOC members, who voted with the majority, but there must be as many BOC members, or more, present as there was when the matter to be rescinded was first voted upon.

10. BOARD COMPENSATION

- a. SALARY and FRINGE BENEFITS: BOC members shall receive an annual compensation package that shall be established prior to each new term and shall be maintained consistent with applicable laws. See Attachment "D" for current compensation package.
- b. TRAVEL: BOC members shall receive travel and training reimbursement in accordance with County Employee Policy 511.
- c. BOC PER DIEM: Shall be paid to BOC members and to members of other bodies statutorily connected to the BOC per diem at the rate established through BOC resolution, as attached, and processed based on the following parameters:

- i. The total meeting(s) time in one (1) day more than four (4) hours shall be considered one (1) full day. The total meeting(s) time in one (1) day of four (4) hours or less shall be considered one half (1/2) day. Travel time is included.
 - ii. All BOC member per diem shall be expensed from the BOC's budget financial activity.
 - iii. The following BOC related meetings shall be eligible for BOC per diem and mileage:
 - (1) Regular County BOC meetings,
 - (2) BOC Planning Sessions,
 - (3) Special BOC Meetings,
 - (4) Quarterly Interdepartmental Meetings normally held the last Wednesday of January, April, July, and October,
 - (5) Attendance (in-person or through remote connectivity if meeting is held out-of-County) in any meeting of a board, commission, or committee or official activity, i.e. training or conferences to which a BOC member has been appointed by the BOC or BOC Chairperson in writing. See Attachment "E" for identified boards, commissions and committees,
 - (6) Attendance (in-person or through remote connectivity) in Michigan Association of Counties (MAC) activities in which participation or appointment has been confirmed by the BOC,
 - iv. Attendance (in-person or through remote connectivity) by any elected Commissioner serving on the MAC Board of Directors and/or any other MAC Boards & Committees' activities, conferences and meetings related to their role that compensation is not provided for by the Association shall receive per diem & mileage.
- d. **BOC CHAIRPERSON:** The Chairperson (or his/her BOC member designee) is authorized to receive up to two (2) half day BOC per diems in a single month to attend additional meetings, events, etc. at the request of the CAO to best represent the interests of the County. Unless otherwise approved by the BOC, the Chairperson shall not receive BOC per diem for regular meetings with the CAO as listed under the duties of the Chairperson.
- e. **OTHER MEETINGS:** All other meetings or events shall be subject to the BOC's approval to receive mileage and per diem including but not limited to the following:
 - i. Conference and/or related training,
 - ii. District specific or BOC member prerogative type meetings,
 - iii. Special Use Committees,
 - iv. Workgroups, taskforce, etc. established under an existing Board, Commission, or Committee.
- f. **DOCUMENTATION:** Each BOC member shall be responsible to submit the necessary attendance record (Attachment "F"), and audit his/her own monthly reports for compensation.

11. MISCELLANEOUS RULES

- a. **CLAIMS:** Each Wednesday, by 12:00PM (noon), the BOC shall receive/have available a compilation of the weekly claims for their review.
 - i. During weeks in which the BOC does not have a regular scheduled meeting or during weeks in which that meeting is not held: BOC members shall, subsequent to their review of the weekly claims, submit any questions regarding a claim via email to the CAO, Executive Assistant, and Director of Finance by each Thursday 5PM. If the question(s) cannot be readily addressed, only those claim(s) in question shall be withheld from payment until the next scheduled BOC meeting for final action. If the County will be adversely affected i.e. shut off of utilities, finance charges, the Chairperson is authorized to review, release or continue to hold the claim in question.
 - (1) The CAO (or designee in his/her absence) is authorized to release for payment all claims after Friday 8AM except those held for question.
 - ii. During weeks in which the BOC holds a regularly scheduled meeting the BOC shall approve (or choose to withhold) claims processed for that same week.
 - iii. The Clerk-of-the-Board shall print in the BOC proceedings a report of the total of accounts

payable claims against the different funds as they are submitted, rather than a detailed report of the individual claims. The BOC will take final action to accept claims into record and provide final signatures.

- b. SIGNATORY AUTHORITY:
 - i. The Chairperson (or designee declared in writing if permitted by law) is the official signatory of the BOC where Chairperson/BOC signature is required by law or as specifically required by grant or BOC resolution.
 - ii. The County Administrator (or designee declared in writing) is designated as the official signatory of the County and shall approve BOC approved leases, contracts and other legal documents including documents consistent with the execution of the duties of the position and as authorized through BOC approved policy. This designation does not diminish the authority of the Chairperson.
 - iii. Other signatory authority is limited to that contained within BOC approved policy.
- c. ORDINANCES: County ordinances that have been enacted by the BOC shall be numbered for reference in the following manner: The first ordinance, 1001; the second, 1002; the third, 1003 and so forth.
- d. COMPATIBILITY OF POSITIONS: No BOC member, while a member of the BOC shall be eligible for election or appointment to any other County office or position, the election of which is within the jurisdiction of the County BOC unless otherwise permitted by law. [MSA 5.323]

ALLEGAN COUNTY

COUNTY ADMINISTRATOR

General Summary

Under the direction and oversight of the Allegan County Board of Commissioners as a body, serves as the Chief Administrative Officer of the County and performs a wide range of difficult-to-complex administrative activities that serve to support effective and efficient county government operations; advises and assists the Board in planning, policy and operational matters; and directs and coordinates the administration of county government in accordance with policies and directives issued by the Board as a whole, pursuant to all applicable state and federal laws and regulations.

SCOPE OF RESPONSIBILITY AND AUTHORITY

The County Administrator is responsible for the following departments: Budget and Finance, Central Dispatch, Equalization, Facilities Management, Health Department, Human Resources, Information Services, Land Information Services, Senior and Veteran Services, Transportation and County Development and performs the full range of managerial-oversight functions. Acts as final appointing authority and retains authority over organizational structure, budget, staffing levels and configuration, financial management, planning, administrative policy development and implementation, performance management and prioritization of fiscal, human and capital resources.

The County Administrator carries overall responsibility and authority for the “business” and service delivery aspects of Allegan County government. In matters of governance and public policy, the position oversees the implementation and administration of Board-established policies. The administrator helps maintain good working relationships between the Board’s office and other elected officials.

Essential Functions

1. Works with the Board to understand their vision and strategic policy direction. Assists the Board in developing and managing public policy matters. Oversees staff implementation of Board goals and policies. Directs and oversees near-term and long range work planning: goal setting, prioritization, funding, monitoring and reporting.
2. Provides assistance to the Board and committees of the Board to facilitate action on matters requiring their attention (based on County policy) and is a liaison to other boards and agencies. Investigates and researches various issues and projects assigned by the Board and reports the results with possible alternatives and recommended courses of action. Provides a recommendation on all non-political matters to be considered by the Board of Commissioners.
3. Acts as the first step and/or liaison for all matters to be considered by the Board of Commissioners. Manages the development of Board and committee meeting agendas with the assistance of the Board or Committee Chairperson and/or the County Clerk and attends meetings to advise, counsel, and present pertinent data and information to aid the Board in making decisions and establishing policies. Researches, analyzes and implements issues considered and approved by the Board.
4. Maintains the fiscal oversight of the County. Administers, reviews, and analyzes budgets including general operating, applicable county funds, and capital outlay. Approves major purchases and contracts for services, forecasts financial status, and creates and implements related policy. Consistent with the Uniform Budgeting Act, develops an annual balanced budget to be presented to the Board of Commissioners for final approval.
5. Negotiates, develops, reviews, and/or approves (based on County policy) a variety of legal documents including but not limited to contracts, purchase agreements, grants, and interagency agreements, ensuring the County’s interest is represented.

ALLEGAN COUNTY

COUNTY ADMINISTRATOR

6. Coordinates legal matters in conjunction with corporation counsel. Seeks legal advice and opinions on behalf of the County. Exercises settlement authority with established limits and recommends action on other matters to the Board. Designated County representative to liability insurance carrier and is responsible for the administration of all liability claims.
7. Leads labor negotiations and the administration of all labor agreements within County government. Provides leadership and direction for personnel related matters including final decision authority on personnel matters.
8. Confers with all county departments and seeks to resolve operating problems within current practices and policies. Revises and develops policy dealing with new or changing circumstances for consideration of the Board. Advises departments of relevant Board and committee actions.
9. Continuously monitors and evaluates the efficiency, effectiveness and cost-effectiveness of the County's service delivery and governance, with emphasis on departments and functions under the authority of the Board. Recommends and implements action to maintain and improve services.
10. Participates in planning of county infrastructures including facilities, capital outlay, budget, and critical long-range needs.
11. Represents the County Board of Commissioners, as a Body, acting as a liaison with the Board, county departments, other elected officials, local units of government, various agencies, and other committees on federal, state, county, and community issues.
12. Represents the County at various functions such as making speeches at civic and business association meetings. Meets with community members, developers, and officials to establish goodwill and resolve/respond to issues. Serves as the County's representative on numerous boards, committees, associations, and other groups on behalf of the Board of County Commissioners. Collaborates on federal/state/county/community issues.
13. Serves as the Public Information Officer for all matters under the authority of the Board of Commissions and at times for the whole organization. Develops, reviews, and distributes press releases based on formal decisions of the Board of Commissioners and factual information. Interacts directly with all forms of media.

Employment Qualifications

Education: Bachelor's Degree in Public or Business Administration, Master's Degree preferred, and/or a combination of education and experience that would be beneficial to the position as determined by the Allegan County Board of Commissioners within its sole discretion.

Experience: Seven or more years of responsible administrative/supervisory experience in local government.

1. **Knowledge:** Principles and practices of business administration including general accounting and fiscal management practices; governmental budgeting; personnel practices and employment laws, office procedures and business operating systems; and the appropriate method and means of dealing with human behavior situations in a variety of circumstances.
2. **Skill:** Communicate effectively, verbally and in writing, with and in a diverse range of audiences and settings; persuasion and negotiation of conflicts and problems; assessing operational, program, staffing and fiscal needs; interpreting legal documents, law and government regulations; evaluating fiscal and financial reports, forms and data; analyzing complex written documents; identifying and resolving administrative problems; working long and irregular hours under pressure conditions; delegating responsibility and achieving results through subordinates; and maintaining order in an environment of changing priorities.

ALLEGAN COUNTY
COUNTY ADMINISTRATOR

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

- Ability to access departmental files.
- Ability to enter and retrieve information from computers.
- Ability to access all locations of County government.

Working Conditions:

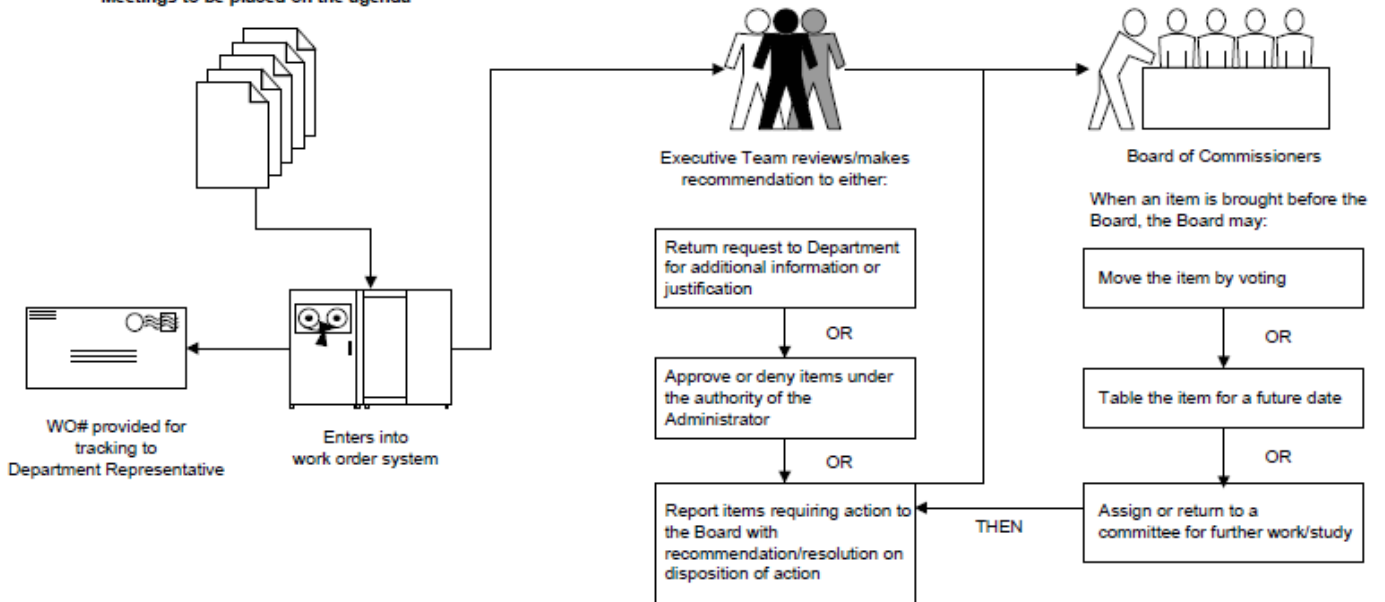
- Works in office conditions.

Allegheny County Board of Commissioners

Board Procedure and Action Flow

Revised January 7, 2010

Items for consideration by BOC should be submitted by Department Heads/Elected Officials with a Request for Action Form through the work order system
Must be not less than 10 business days prior to the next scheduled Regular and Board Committee Meetings to be placed on the agenda



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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

BOARD OF COMMISSIONERS: SET FY2019-20 COMMISSIONER COMPENSATION

BE IT RESOLVED, that the Allegan County Board of Commissioners does hereby approve the 2019 compensation package for Board of Commissioners to be as follows:

- Commissioner Chairman annual salary:
 - o 2019 - \$12,345.79
 - o 2020 - \$12,530.96
- Member annual salary:
 - o 2019 - \$10,647.45
 - o 2020 - \$10,807.16
- Per diem rates for Board members attendance at regular board and committee meetings, and appointed boards or committees, shall be \$50 for half days and \$100 for full days (refer to Rules of Organization and Procedures),
- Life Insurance - County Policy of \$50,000,
- County Municipal Employee Retirement System (MERS) Defined Contribution Plan with 7% County base contribution and a Commissioner contribution of 3%, or access to a 457 Deferred Compensation Plan with the same county contribution as the MERS Defined Contribution plan,
- Access to additional 457 Deferred Compensation Plans and Roth plan options with no County contribution,
- Eligible to receive \$300 annual payment for participation in the Wellness Program as defined by County policy; and

BE IT FURTHER RESOLVED that the Board of Commissioners shall be offered:

- Priority Health PPO 70% Plan - deductibles are \$500/\$1,000 with 70% co-insurance provided after deductible,
- Priority Health HDHP HSA Plan 100% - deductibles are \$3,300/\$6,600 with 100% co-insurance provided after deductible. Deductibles represent an amount required to qualify this High Deductible Health Plan (HDHP) for a Health Savings Account (HSA) subject to IRS requirements. The HDHP for this HSA shall meet and continue to meet all IRS requirements,
- Priority Health HDHP HSA Plan 80% - deductibles are \$3,300/\$6,600 with 80% co-insurance provided after

deductible. Deductibles represent an amount required to qualify this High Deductible Health Plan (HDHP) for a Health Savings Account (HSA) subject to IRS requirements. The HDHP for this HSA shall meet and continue to meet all IRS requirements; and

BE IT FINALLY RESOLVED that this action shall supersede any previous action.

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

ATTEST, A TRUE COPY



_____, Clerk-Register

APPROVED: December 13, 2018

cc: Admin. - Finance - Human Resources

DRY

ALLEGAN COUNTY BOARDS & COMMISSIONS

ALLEGAN-KENT SUSTAINABLE BUSINESS PARK ADVISORY COMMITTEE
AREA AGENCY ON AGING, INC
AREA COMMUNITY SERVICES EMPLOYMENT & TRAINING COUNCIL
BOUNDARY COMMISSION
BROWNFIELD REDEVELOPMENT AUTHORITY
BUILDING AUTHORITY
CANVASSERS, BOARD OF
CASINO LOCAL REVENUE SHARING BOARD
CLEAN AIR ORDINANCE COMMITTEE
COMMISSION ON AGING
COMMUNITY ACTION AGENCY OF ALLEGAN COUNTY
COMMUNITY CORRECTIONS ADVISORY BOARD
COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES COMMITTEE
COMMUNITY MENTAL HEALTH SERVICES BOARD
ECONOMIC DEVELOPMENT COMMISSION
EMERGENCY MANAGEMENT ADVISORY COUNCIL
HUMAN SERVICES, BOARD OF
JURY BOARD
LAKE BOARDS
LAKESHORE REGIONAL ENTITY - OVERSIGHT POLICY BOARD
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
MACATAWA AREA COORDINATING COUNCIL (MACC)
MICHIGAN ASSOCIATION OF COUNTIES EXECUTIVE BOARD
MICHIGAN STATE EXTENSION DISTRICT 7 ADVISORY COUNCIL
MULTI-AGENCY COLLABORATIVE COMMITTEE
PARKS ADVISORY BOARD
PLAT BOARD
PUBLIC WORKS, BOARD OF
ROAD COMMISSION
SOLDIERS/SAILORS RELIEF COMMISSION
SOLID WASTE PLANNING COMMITTEE
SOUTHWEST MICHIGAN AREA REGION THREE (SMART)
SOUTHWEST MICHIGAN SOLID WASTE CONSORTIUM
SPECIALIZED SERVICES TRANSPORTATION COMMITTEE
TOURIST COUNCIL
WEST MICHIGAN REGIONAL AIRPORT AUTHORITY
WEST MICHIGAN REGIONAL PLANNING COMMISSION
911 CENTRAL DISPATCH AUTHORITY
911 OPERATIONAL POLICY & PROCEDURE COMMITTEE

ALLEGAN COUNTY
TRAVEL EXPENSE/ REIMBURSEMENT CLAIM



Month _____ Year 2020

EMPLOYEE NAME _____

Meal rates may be combined, if an employee is eligible for reimbursement of more than one meal in a day.

- 1) Meals that are included in registration fees or that are supplied as part of a meeting, are not eligible for reimbursement.
- 2) Reimbursement shall be limited to not more than the combined total of the applicable published meal rates of the eligible meals.
- 3) Combined meal reimbursement requests shall require additional documentation, such as a conference or training agenda or proof of travel to demonstrate eligibility.

Service Area _____ Title _____

Vendor Number _____

Mileage reimbursement per mile (IRS rate) \$ 0.575
 Personal vehicle (if county car is available) \$ 0.345

Daily Meal Rates Breakfast (B) \$ 8.50
 Lunch (L) \$ 8.50
 Dinner (D) \$ 19.00

| Date mm/dd/yy | Description | Travel | | | Meals | | Lodging / Other Expenses | Daily Total |
|--------------------|-------------|--|-------|--------------|--------|--|--------------------------------|----------------|
| | | Per Diem: Half Day (H) or Full Day (F) | Miles | Mileage Rate | Amount | if bunding meals, check the eligible meals that were bundled per day | | |
| | | | | 0 | - | <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D | | - |
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| TOTALS | | | | | \$ - | | \$ - | \$ - |
| Grand Total | | | | | | | | \$ - |

I HEREBY CERTIFY ALL ITEMS OF EXPENSE INCLUDED IN THIS STATEMENT WERE INCURRED IN THE DISCHARGE OF AUTHORIZED OFFICIAL COUNTY BUSINESS, THAT THE AMOUNTS ARE CORRECT, AND THAT THEY REPRESENT PROPER CHARGES AGAINST THE COUNTY.

NATURE OF BUSINESS Board Representative - Routine Travel

SIGNED - Employee _____

APPROVED - Supervisor / Manager signature _____

Enter FUND _____

Enter ACTIVITY _____

Enter ACCOUNT _____

961.00 - Mileage, Meals, Misc. _____

961.01 - Room & Board, Meals, Misc. _____

961.02 - Mileage, Airfare, Taxi, Parking _____

Other _____

TOTAL \$ -

Last Modified May 1, 2019



AMEND MEETING AGENDA

9/ Moved by Commissioner Thiele, seconded by Commissioner Kapenga to move the remainder of the agenda (Budget Policy, Board Planning and Administrative Update) to the afternoon session. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

ADJOURNMENT UNTIL JANUARY 23, 2020 AT 9:00 A.M.

10/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to adjourn until January 23, 2020 at 9:00 A.M. The motion carried and the meeting was adjourned at 11:55 A.M.

AFTERNOON SESSION

JANUARY 9, 2020 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL

11/ 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 January 9, 2020 at 1:00 P.M. in accordance with the motion for adjournment of December 12, 2019, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #5 Commissioner Jessup.

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 - ABSENT |
| DIST #4 | MARK DeYOUNG | | |

COMMUNICATIONS

12/ Deputy Clerk Tien noted to the board that they received the following communication:

1. Letter from Brent & Caitlin Boersma of 1931 Damal Drive, Allegan MI requesting the Board to allow for the refugee resettlement program to continue in Allegan County

DECEMBER 12, 2019 SESSION MINUTES - ADOPTED

13/ Moved by Commissioner Kapenga, seconded by Commissioner Thiele to approve the minutes for the December 12, 2019 session as distributed. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

PUBLIC PARTICIPATION - NO COMMENTS

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

AGENDA - ADDITIONS

15/ Chairman Storey asked if there were any additions or changes to the agenda. Commissioner Dugan asked to add the balance of the morning session to the discussion items - Budget Policy, Board Planning & Administrative Update. Moved by Commissioner Dugan, seconded by Commissioner Thiele to approve the additions as requested. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

AGENDA - ADOPTED AS AMENDED

16/ Moved by Commissioner Dugan, seconded by Commissioner Thiele to adopt the meeting agenda as amended. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

ADMINISTRATIVE REPORTS:

17/ Administrator Rob Sarro highlighted on his written report: the storage barn near the County Services Building has been removed, the animal shelter floor repairs/HVAC upgrades/medical sink project will begin on 01/20/2020, local revenue sharing, Gun Lake Park watercraft cleaning stations have been installed, Parks office relocation, and senior services updates.

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

18/ **WHEREAS**, Administration has compiled the following claims for December 20, 2019; December 27, 2019; January 3, 2020; January 10, 2020; 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.

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 | |

January 10, 2020

| | TOTAL AMOUNT CLAIMED | AMOUNT ALLOWED | AMOUNT DISALLOWED |
|---|----------------------|----------------|-------------------|
| General Fund – 1010 | 205,696.03 | 205,696.03 | |
| Central Dispatch/E911 Fund – 2110 | 373.09 | 373.09 | |
| Friend of the Court Office – 2151 | 1,491.72 | 1,491.72 | |
| Health Department Fund – 2210 | 8,139.92 | 8,139.92 | |
| Transportation Grant – 2300 | 65,648.85 | 65,648.85 | |
| Capital Improvement Fund - 2450 | 53,217.18 | 53,217.18 | |
| Youth Home CIP – 2465 | 23,168.04 | 23,168.04 | |
| Register of Deeds Automation Fund – 2560 | 40,911.80 | 40,911.80 | |
| Local Corrections Officers Training Fund – 2640 | 280.00 | 280.00 | |
| Justice Training Fund—P.A.302, 1982 – 2660 | 3,481.59 | 3,481.59 | |
| Law Library Fund – 2690 | 1,603.22 | 1,603.22 | |
| Grants – 2790 | 8,970.22 | 8,970.22 | |
| Victims Rights Grant - 2791 | 24.33 | 24.33 | |
| Child Care-Circuit/Family – 2921 | 22,244.44 | 22,244.44 | |
| Soldiers Relief Fund – 2930 | 1,496.42 | 1,496.42 | |
| Senior Millage – 2950 | 16,830.50 | 16,830.50 | |

January 9, 2020 Session

| | | | |
|--------------------------------------|---------------------|---------------------|--|
| Delinquent Tax Revolving Fund - 6160 | 5,847.61 | 5,847.61 | |
| Tax Reversion – 6200 | 30,958.60 | 30,958.60 | |
| Drain Equip Revolving - 6390 | 297.73 | 297.73 | |
| Self-Insurance Fund – 6770 | 351,051.97 | 351,051.97 | |
| Drain Fund – 8010 | 2,330.00 | 2,330.00 | |
| TOTAL | \$844,063.26 | \$844,063.26 | |

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for December 20, 2019; December 27, 2019; January 3, 2020; and January 10, 2020.

Moved by Commissioner DeYoung, seconded by Commissioner Dugan to adopt the report of claims for December 20, 2019; December 27, 2019; January 3, 2020; and January 10, 2020. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

DISCUSSION ITEMS:

HEALTH DEPARTMENT – 2020 FOOD FEE SCHEDULE

19/ Administrator Sarro addressed the board on the 2020 Food Fee Schedule. Discussion followed.

Moved by Commissioner Jessup, seconded by Commissioner Thiele to take action on approving the 2020 Food Fee Schedule during the January 23, 2020 Board Session. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

DISCUSS BUDGET POLICY

20/ Administrator Sarro reviewed the Budget Policy with the board. He noted this will be discussed further at the next meeting with final approval during the February 2020 session.

DISCUSS BOARD PLANNING

21/ Commissioners agreed to have the January 23, 2020 planning session dedicated solely for board and project planning.

APPOINTMENTS

22/ ALLEGAN COMMUNITY CORRECTIONS ADVISORY BOARD

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.

Frank Baker, 640 River St, Allegan MI (County Sheriff)

Mark Ponitz, 113 Chestnut St, Allegan MI (District Court Judge Designee)

Matt Antkoviak, 416 Hubbard St, Allegan MI (Public Defender Designee)

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to approve the appointments as made. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

ELECTIONS

23/ HUMAN SERVICES BOARD

Chairman Storey opened nominations to fill the 3-year term on the Human Services Board; term to expire 12/31/2022.

Commissioner Thiele nominated James Stein, 2705 6th St, Shelbyville MI

Moved by Commissioner DeYoung, seconded by Commissioner Thiele to close the nominations and cast a unanimous ballot for James Stein as nominated. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

PUBLIC PARTICIPATION - COMMENTS

24/ Chairman Storey opened the meeting to public participation and the following individuals offered comments:

1. Zach Osburn of 3582 Dumont Rd, Allegan MI addressed the board with an email his wife Jordyn sent to the board regarding the refugee resettlement program in Allegan County
2. Caitlin Boersma of 1931 Damal Dr, Allegan MI addressed the board regarding the refugee resettlement program in Allegan County
3. Carlyn Sperling from Bethany Christian Services addressed the board regarding the refugee resettlement program in Allegan County

CLOSED SESSION: PERSONNEL EVALUATION & ATTORNEY OPINION

25/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to recess to closed session to discuss personnel evaluation and attorney opinion. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup and Dugan. Nays: Thiele. Absent: Cain.

RECONVENE/ROLL CALL

26/ Upon reconvening at 4:42 P.M., the following Commissioners were present: Kapenga, Storey, Thiele, DeYoung, Jessup and Dugan. Absent: Cain.

REFUGEE RESETTLEMENT PROGRAM

27/ WHEREAS, on September 26, 2019, the President of the United States issued Executive Order No. 13888 ("Executive Order"), entitled "Enhancing State and Local Involvement in Refugee Resettlement"; and

WHEREAS, the Executive Order requires the United States Secretary of State and the United States Secretary of Health and Human Services to develop and implement a process to determine, before refugees are resettled within a state or locality, whether the state and locality both consent, in writing, to the resettlement of refugees within the state or locality; and

WHEREAS, on December 10, 2019, Governor Gretchen Whitmer sent a letter to Secretary of State Michael R. Pompeo providing consent to the resettlement of refugees within the State of Michigan; and

WHEREAS, Allegan County is currently home to resettled refugees, and churches and families have supported the arrival and integration of refugee families within Allegan County; and

WHEREAS, the United States extensively vets individuals who apply for refugee status;

RESOLVED, that the Board of Commissioners of Allegan County consents to the continued resettlement of refugees within Allegan County.

BE IT FURTHER RESOLVED, that the Board of Commissioners of Allegan County directs the County Administrator to affirmatively undertake to comply with any process developed by the Secretary of State and/or Secretary of Health and Human Services, if any, to perfect the Board of Commissioners' consent, on behalf of Allegan County, under the terms of the Executive Order.

BE IT FURTHER RESOLVED, that the County Administrator will transmit a letter confirming consent and copy of this resolution by first class mail to:

Secretary Michael R. Pompeo
U.S. Department of State
Bureau of Population, Refugees, and Migration
2201 C Street NW
Washington, DC 20520; and

Secretary Alex Azar
U.S. Department of Health & Human Services
Hubert H. Humphrey Building
200 Independence Avenue SW
Washington, DC 20201

BE IT FURTHER RESOLVED, that the County Administrator will also transmit a copy of this resolution by first class mail to the Governor of the State of Michigan, and State Representatives and local elected boards as appropriate.

RESOLUTION approved this 9th day of January, 2020, by the Board of Commissioners of Allegan County.

Moved by Commissioner Dugan, seconded by Commissioner Jessup to adopt the resolution as presented. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

ADJOURNMENT UNTIL JANUARY 23, 2020 AT 1:00 P.M.

28/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to adjourn until January 23, 2020 at 1:00 P.M. The motion carried and the meeting was adjourned at 4:54 P.M.

Jennifer Duen

Deputy Clerk

Kalkaska County Board of Commissioners

Resolution 2019-51

In Support of Line 5 Tunnel

At a Regular Meeting of the Kalkaska County Board of Commissioners, on November 20, 2019: Motioned by West. Supported by Comai:

WHEREAS, Enbridge's Line 5 has been operating safely and reliably in the Straits of Mackinac for more than 66 years; and

WHEREAS, Enbridge's Line 5, a light crude and natural gas liquids pipeline, helps to safely meet Michigan's energy needs by fulfilling more than half of the propane needs of the state, and 69% of the needs of Upper Peninsula residents; and

WHEREAS, the products delivered to regional refineries provide jobs and ultimately fuel our lives; and

WHEREAS, issues have been raised by several concerned parties regarding the possibility and impact of a breach of Line 5 into the Straits of Mackinac. Multiple and extensive inspections and safety tests over the last several years have confirmed the integrity of Line 5 at the Straits of Mackinac.

WHEREAS, consequences to energy supply, local producers, regional airports and refineries, jobs, local economies and the pocketbook of Michiganders across the entire state are too great for Line 5 to be shut down before the tunnel replacement can be completed.

WHEREAS, the State of Michigan, under the Snyder administration, and Enbridge negotiated an "agreement" for a 5 year \$500 million project, to construct a tunnel 100 feet below bedrock to encase Line 5, the entire length of the Straits, in one-foot-thick concrete walls in order to mitigate the chances of any leaks of product into the Great Lakes.

WHEREAS, the recently elected Michigan Attorney General, Dana Nessel, has subsequently opposed the negotiated "agreement" and filed a law-suit in Ingham County Circuit Court to close down Line 5 immediately, effectively canceling all efforts to begin construction of the tunnel; and

WHEREAS, this action may very well provide unintended consequences for all parties as the litigation to close down Line 5 may take years to be resolved in the court with no assurance of the outcome and;

WHEREAS, the time to resolved the litigation may simply result in the delay of the start of the construction of the tunnel thereby leaving the existing Line 5 in place unnecessarily for several additional years.

WHEREAS, Enbridge has demonstrated a willingness to work with the State to both protect the Great Lakes and ensure the continued safe delivery of energy we all rely on.

NOW, THEREFORE BE IT RESOLVED, the Kalkaska County Board of Commissioners hereby joins with other Michigan Counties in extending its support for Enbridge's proposed tunnel replacement project and urges the State of Michigan to work with Enbridge to complete the tunnel project as quickly as possible and not disrupt Line 5 service before the tunnel can be completed.

AND, BE IT FURTHER RESOLVED, that Mackinac County sends this resolution to all counties of Michigan as an invitation to join in expressing support for increasing the safety of our current energy infrastructure as our society simultaneously seeks energy efficiencies and energy alternatives that will continue to reduce risks to our environment.

Motioned by West. Supported by Comai. Roll call vote:

Yeas: West, Comai, Cox, Ngirarsaol, Fisher.

Nays: Crambell, Sweet.

Absent: None

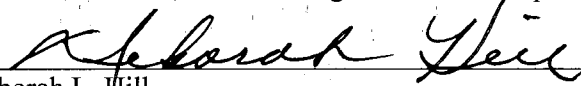
5 yeas. 2 nays.

Motion Carried.

 12-10-2019

Kohn E. Fisher,
Chairman of the Board of Commissioners Kalkaska County

I, the undersigned, Clerk of Kalkaska County, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Kalkaska County Board of Commissioners, at its Regular Meeting on November 20, 2019 the original of which is part of the Board's minutes.



Deborah L. Hill
Clerk of the Board of Commissioners Kalkaska County

/

**Kalkaska County Board of Commissioners
Resolution 2019-56
Supporting Passage of Legislation to Adopt 4-Year
Terms for County Commissioners**

At a Regular Meeting of the Kalkaska County Board of Commissioners, on December 18, 2019:

WHEREAS the 1963 Michigan Constitution stipulated four-year terms for the County Board of Supervisors, the preceding body to today's Board of Commissioners; and

WHEREAS the Legislature voted in 1966 to abolish Boards of Supervisors and formally replace them with the Boards of Commissioners after the 1968 elections; and

WHEREAS Public Act 261 of 1966 promulgated that the length of terms for the new County Commissioners shall be concurrent with that of State Representatives, as specified, as specified in Article IV, Section 3 of the Michigan Constitution; and

WHEREAS the scope of duties of a County Commissioner has greatly increased in the last century – road patrols, indigent defense, mental health treatment and substance abuse prevention programming, solid waste pick-up and disposal, food and water supply safety, park operations, economic development efforts, emergency management and response, etc.; and

WHEREAS Michigan is one of only five states in the United States that provides for exclusively two-year terms for County Commissioners; and

WHEREAS all other county and township elected officials in Michigan are elected to terms of at least four years; and

WHEREAS the position of County Commissioner is a highly complex oversight role that requires years to master; and

WHEREAS legislation to amend state law to enact four-years terms has been filed in the form of House Bills 4937-38 and Senate Bills 504-505; and

WHEREAS the Michigan Association of Counties supports the legislation as introduced;

THEREFORE, BE IT RESOLVED that the Kalkaska County Board of Commissioners supports House Bills 4937-38 and Senate Bills 504-505 to enact four-year terms for County Commissioners.

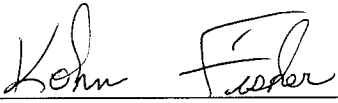
Motioned by West to adopt Resolution 2019-56. Supported by Comai. Roll call vote:

Yeas: West, Comai, Crambell, Sweet, Fisher.

Nays: None

Absent: Cox, Ngirarsaol

5 yeas. 0 nays. 2 absent. Motion Carried.

 12-18-2019

Kohn E. Fisher,
Chairman of the Board of Commissioners Kalkaska County

I, the undersigned, Clerk of Kalkaska County, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Kalkaska County Board of Commissioners, at its Regular Meeting on December 18, 2019 the original of which is part of the Board's minutes.



Deborah L. Hill
Clerk of the Board of Commissioners Kalkaska County



Allegan County 2019 ANNUAL REPORT

BY THE NUMBERS



3,608 Allegan County youth involved in 4-H and other youth development programs



2,562 Apple Crunchers, the annual Farm-to-School month event to raise awareness for Michigan Apples



MSU Extension website received 14,868 Allegan visits



32 certified Extension Master Gardeners



\$12,148,571 total economic impact in Allegan County



\$491,865 spending with local businesses



650 Growers statewide served with Delayed Planting Education



MSU disbursed \$3,436,332 in financial aid to Allegan County students

MESSAGE FROM THE DISTRICT DIRECTOR

Over the past year, MSU Extension has continued to provide exceptional programming in Allegan County. MSU Extension works to meet community needs by partnering with local organizations to bring programming that directly impacts county residents' lives.

We're excited to present the 2019 Annual Report that gives an overview of MSU Extension's accomplishments and ongoing work.

We're passionate about serving Allegan County and we look forward to a new year. Thank you for your continued support of MSU Extension and for partnering with us to make a difference.

Erin Moore
District 7 Director



CONTACT



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3255 122nd Ave., Suite 200
Human Services Building
Allegan, MI 49010



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Michigan State University Extension



269-673-0370



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MICHIGAN STATE
UNIVERSITY

Extension

Program Highlights



A group of Allegan County Junior Rotarian showing off their origami cranes after hearing the “Sadako & 1000 Paper Cranes” story.

THE ART OF ORIGAMI

Jan Brinn, Children & Youth Extension Educator, created the “Art of Origami” program and delivered it to the Allegan County Rotary Club and at the Allegan County STEM Family Night. The program elegantly incorporates the four H’s in its teaching – head, heart, hands and health. Participants learned the connection of origami with STEM (science, technology, engineering, mathematics) and about the Japanese culture. Some participants challenged themselves to learn how to make the origami crane and learned about the “Sadako and 1000 Paper Cranes” story.



“Feelings”, by Brooklyn Collison, age 11, of Allegan County was one of the pieces of art sent as a gift to youth in China.

CHINA ART EXCHANGE

For over 25 years, Michigan children, grades K-6th have been communicating with children their own age in China through the 4-H Children’s Art Exchange. Communication is done by creating ‘visual letters’. A ‘visual letter’ is like a written letter in that both tell stories, share important ideas and feelings, and connect children on two sides of the globe. The medium however is different in that visual letters use images and written letters use words. Clearly, the written letter is limited with the language differences. Thus, visual letters took shape as the primary means of communicating. Allegan County had 40 children participate.



Camp Leaders and counsellors learn ice breaker activities to use with their campers.

CAMP KIDWELL TRAINING

MSU Extension Children & Youth Educators, Janis Brinn and Janelle Stewart were asked by Camp Kidwell Director, K.J. Kelly, to facilitate staff development trainings during the week of the Allegan and Van Buren County 4-H Camp Kidwell Staff and Counselor Leadership Training. Jan and Janelle worked with staff to become aware of the importance of icebreakers and teambuilding not only with each other, but also with the campers they would be working with during the summer. They were also trained to recognize their leadership strengths and challenges and to appreciate those of others.

Program Highlights

LIVESTOCK JUDGING TEAM

Approximately 19 youth were involved in Livestock Judging in Allegan County. The group met once a week beginning in March and attended several contests. Judging livestock includes giving reasons for why you placed the class the way you placed them. The club skillset involves public speaking and knowing animal condition scores and how to tell the difference. An exhibitor is judged on their reasons and how they present themselves. Giving oral reasons sounds like an actual Livestock judge that is judging a class. The team placed 5th at the National Livestock Judging contest!



Livestock Judging Team: Bridget Weller, Katrina Tucker, Kinsee Lettinga, Blake Pillars, and Kendra VanOrder posing with their ribbons!

4-H DAIRY TEAM

Allegan 4-H Dairy Teams spent four months preparing for state level competitions in Dairy Judging, Dairy Quiz Bowl, Dairy Management and showing their cattle at the state Dairy Days event held at the Michigan State University Pavilion for Livestock and Agriculture July 15-19, 2019. Allegan County 4-H'ers have represented the county for more than twenty years at the annual event celebrating all things dairy in Michigan. The teams are coached by Bev Berens, Robyn Wixom, Jennie Orantes, Christina Ybema, Shelby Berens and Allie Elzinga. Orantes, Ybema, Berens and Elzinga are all 4-H team graduates who enjoy helping and watching students grow and achieve through 4-H.



The Dairy Team poses for a photo opportunity at Dairy Days held on campus at Michigan State University.

FESTIVAL OF TREES

Each winter, MSU Extension and the 4-H Camp Kidwell board turn camp into a "Winter Wonderland" featuring beautifully decorated trees and wreaths. The money raised at the Festival of Trees goes to finance the operational side of 4-H Camp Kidwell. People come from all over the county for a chance to visit with Santa, make cookies with Mrs. Claus and have a meal with family and friends! This year, the Festival of Trees raised over \$45,000 for camp and scholarships for kids. A huge thank you to all those who volunteered and attended!



Santa and Mrs. Claus pose at the Festival of Trees.

Program Highlights



MSU Extension helps veterans access the benefits they have fought for.

VETERAN OUTREACH

In 2019, MSU Extension was awarded a USDA/MDHHS grant for Veteran Outreach. Steve Whittington joined the MSU Extension team in May as a Program Instructor for SNAP (Supplemental Nutrition Assistance Program) Outreach to Veterans. He participated in the Allegan County Homeless Veteran Stand Down where he reached 100 veteran service providers and veterans that were in attendance. Steve is dedicated to working with veterans and veteran families to help them determine their benefit eligibility, evaluate their options and learn about additional support services.



The District 7 MSU Extension Advisory Council visits Camp Kidwell and honed their robotics skills.

ALLEGAN SHOWCASE

This year, the District 7 MSU Extension Advisory Council chose to showcase Allegan County programs with a tour through the County. The first stop, 4-H Camp Kidwell, participants were able to channel their inner child by competing in a robotics competition. The next stop showcased the research being conducted at Trevor Nichols AgBio Research Center. The primary objective of TNRC is to find the best ways to keep fruit pest-free in Michigan while preserving the environment and ensuring economic viability for the state's fruit growers. After a delicious lunch at the famous Crane's Pie Pantry Restaurant and Vineyard, participants headed to Walters Gardens to learn about nematode research being conducted by MSU's Dr. Marisol Quintanilla Torneel.



March Garden Day featured lectures on topics such as pollinators, pests, and community gardens.

CONSUMER HORTICULTURE

MSU Extension co-hosted a March Garden Day with the West Michigan Nursery and Landscape Association. The event was held at the Grand Haven Community Center. Consumer Horticulture Educator, Rebecca Finneran, delivered the keynote presentation entitled, "Romantic, Inspiring, Educational—Public Gardens of Today". This lecture brought together a historic look at public gardening throughout the centuries to emphasize the importance of research-based learning at university gardens and other noted gardens. There were 161 people in attendance, of which 17 were from Allegan County.

Program Highlights

EXTENSION MASTER GARDENERS

The MSU Extension Master Gardener Volunteer Training Program is a long-standing program that trains Michigan residents to share science-based, environmentally-sound gardening knowledge. Additionally, Extension Master Gardeners share environmentally responsible gardening practices, ideas for improving food security, and are committed to improving the quality of life in Michigan through horticulture-based volunteerism. In Allegan County, there are 32 certified Extension Master Gardeners. Additionally, 50 Allegan residents took advantage of the EMG promoted soil testing.



Master Gardener Coordinator, Deb Gulick, and Allegan County Master Gardener, Barry Andersen, show off tomatoes in the Holland Community Garden. Barry has over 10,000 volunteer hours with MSU Extension!

2019 APPLE CRUNCH

On October 10th, 2019, students and adults alike participated in the annual Farm-to-School month event that helps raise awareness for Michigan Apples. Statewide, over 850 institutions participated (schools, hospitals, early childhood centers, non-profits, businesses, colleges/universities). MSU Extension Educators collaborated on this project to provide support for development of the registration page, crunch resource guides, local apple sourcing support, promotion of the event through Facebook, and participation in Crunch events in our region. In Allegan County, there were 2562 apple crunchers!



With more than 900 million pounds of apples produced per year, apples are Michigan's largest fruit crop.

MASTER NATURALIST

2019 saw the revival of the MSU Extension Master Naturalist Program. The mission of the MIMN is to educate and involve diverse communities of individuals in environmental and conservation issues in Michigan. As a certified Michigan Master Naturalist, participants are encouraged to share their knowledge gained through enhancing their professional abilities, direct practice on their properties, and volunteer activities in their home communities. Participants experienced hands-on learning at two locations in Allegan County – Trevor Nichols Research Center and Allegan Pine Plains Natural Area. There were 31 graduates from the program.



Participants in the Master Naturalist program explore an oak barrens near Fennville in the Allegan State Game Area. Photo credit, Beth Clawson.

Program Highlights



Dining with Diabetes covers topics such as healthy eating, being active, monitoring, taking medications and reducing risks.

MOKA LIFE SKILLS

MSU Extension Disease Prevention Educator, Christi Demitz, participated in the MOKA Foundation's Allegan Life Skills event. Participants are adults with developmental disabilities, some of whom are living with diabetes and not managing it well. Christi delivered a one-time presentation on the Diabetes Plate Method, which is part of the Dining with Diabetes Curriculum. Dining with Diabetes is typically a five-session series conducted by MSU Extension and community health partners. Participants have the opportunity to explore and taste foods prepared from diabetes-friendly recipes.

NUTRITION EDUCATION

In 2019, Sue Elwell, Community Nutrition Instructor, cumulatively reached 358 youth and 62 adults with nutrition education. Sue shares that "during my Show Me Nutrition series with 3rd graders at Brandon Elementary, a young gal shared that after sharing what she learned during our class, she and her mom started walking together every day. It was fun together time for them and they both feel better. They have increased their fruit and vegetables and have made a few smoothies. They are now reading the nutrition labels, paying more attention to the ingredients as well as the good and bad fats."

BLUEBERRY PRODUCTION

Small fruit Educators, Carlos Garcia-Salazar and Mark Longstroth, hosted various workshops on in the fruit belt (Van Buren, Allegan, Ottawa) to equip farmers with the knowledge needed for successful harvests. Topics included advances in pest and disease control in blueberries that resulted in trials conducted at MSU Extension. Additionally, there were two special trainings for Hispanic blueberry growers that covered spotted winged drosophila and integrated pest management. The small-fruit team continues to look for innovative ways to protect one of Michigan's most treasured crops.



MSU Extension aims to improve the knowledge, skills and behavior of how individuals view nutrition.



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

Program Highlights

REGIONAL FISHERIES WORKSHOP

Sea Grant Educator, Daniel O'Keefe, works with Steelheaders and Great Lakes Anglers from along the Southwest Michigan coast line. O'Keefe regularly updates the groups on Sea Grant citizen science and updates on the status of Lake Michigan fisheries and stocking rates. In April, O'Keefe presented at the South Haven Moose Lodge to attendants from Van Buren, Allegan and Kalamazoo Counties. Michigan Sea Grant is a partnership between Michigan State University and the University of Michigan



Michigan Sea Grant is part of the National Sea Grant College Program and receives funding from state, tribal, business and other sources.

SMaRT ON-FARM RESEARCH

Allegan County Soybean Educator, Mike Staton, hosted an educational session on the 2018 SMaRT on-farm research results and recommendations for managing soybean cyst nematodes that was attended by 17 Allegan County growers. Turning point and open-ended questions were used to gather input from the participants regarding research topics for 2019 and recruited new trial cooperators. Production topics evaluated in 2019 were planting rates, seed treatments, row spacing, fertilizer, fungicide, spring tillage, cover crops and planting date.



SMaRT trial harvest in progress. Photo credit: Mike Staton

SOYBEAN TOUR

Selecting high-yielding and pest-resistant soybean varieties is one of the most important decisions made by producers. Allegan County producers are fortunate to have one of eight MSU soybean variety performance trials conducted in the county. To increase awareness about, and showcase the quality of the trial, MSU Extension cooperated with four local agribusinesses and a local producer to plan and conduct a tour of the MSU Soybean Variety Performance Trial in Wayland. Nearly 60 soybean producers and agronomists participated in the trial tour and learned new information. The participants asked many questions of the presenters and expressed interest in receiving and examining the trial results.



Extension Educator, Mike Staton, covered recommendations for harvesting and handling frost-damaged or wet soybeans.

Featured County Story—Delayed Planting



Photo: Deep ruts created by harvesting soybeans in wet soil conditions. Photo by Mike Staton, MSU Extension

The issue: Throughout Michigan and the Midwest, prolonged wet weather and flooding in spring 2019 put farmers in a difficult financial position. Many farmers delayed planting and greatly adjusted management practices. Some fields were not planted at all. Due to these conditions, farmers faced a unique set of challenges in fall of 2019 making harvest related decisions.

How MSU Extension is helping: MSU Extension's statewide network of agricultural educators have responded to this situation by tracking growing conditions, working individually with farmers, hosting crop update sessions and writing educational articles detailing how farmers could adjust to inhospitable conditions, make difficult choices and apply for crop damage assistance. Because this issue has the potential to greatly affect farm income, many farmers found themselves under financial stress.

MSU Extension provides programming dedicated to [serving farmers under stress](#) - whether it be physical, financial, emotional or some combination of pressures. Farmers who are struggling can find a [MSU Extension expert](#) who can help them or utilize the [ask a question online](#) resource so MSU Extension can connect them to the proper resources.

Managing farm stress: Taking care of crops and animals is hard on farmers and agribusiness professionals. Caring for your own health and wellness in this high-stress profession is often overlooked but is just as critical as caring for your farm business.

From weather, to equipment breakdowns, a lot of things can cause stress. Researchers at MSU Extension are conducting a research study to learn more about struggles Michigan farmers experience and what types of information may help.

Farmers know how to take care of their animals and crops, taking careful steps to ensure they are healthy and safe, yet farmers may need support and encouragement to tend to their own mental and physical stress and fatigue. Stress becomes especially intense when an on-farm injury occurs, commodity prices are low or natural disasters decrease yield.

Whether these stresses come from a financial issue or the stresses of everyday life, MSU Extension can help. If you're concerned about yourself, a family member, a friend or a neighbor MSU Extension has resources and educators that can help you identify and manage stress.

****MSU Extension was granted a one time \$500,000 award to implement farm stress programs. Please visit our dedicated farm stress site to learn more about programs offered and the research being conducted. https://www.canr.msu.edu/managing_farm_stress/index ****

Collaboration Across MSU Extension

MSU Extension is an organization comprised of individuals with broad knowledge of subject matters related a particular discipline, such as field crops, nutrition, or youth development. Having four MSU Extension Institutes gives the ability to bring together cross-disciplinary expertise to address issues that are multifaceted and complex. For example, MSU Extension Educators and Program Instructors have worked together on physical and financial health issues, agricultural and stress issues, economic and community development and conservation issues, and issues that span generations.

Your local office is housed with experts in particular fields. Individuals may serve in the Agricultural and Agribusiness Institute, the Children and Youth Institute, the Health and Nutrition Institute or our Community, Food & Environment Institute. However, even if you do not have a local expert for the Extension issue that you need addressed, MSU Extension has the unique functionality of drawing from a statewide pool of experts to make sure that you have the information that you need. In addition, the MSU Extension website www.msue.msu.edu is maintained and updated on a regular basis. We are always looking for ways to collaborate with each other to apply knowledge to the critical issues you face.

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

Thank you Allegan County!



MISSION:

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

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

MSU Extension staff located in Allegan County

| | | | |
|--------------|-----------------------------------|-----------|------------------|
| Jan Brinn | Youth Development Educator | Ext. 2555 | brinn@msu.edu |
| Tina Conklin | Associate Director-Product Center | Ext. 2558 | conkli7@msu.edu |
| Sue Elwell | Community Nutrition Instructor | Ext. 2559 | elwell@msu.edu |
| Dian Liepe | 4-H Program Coordinator | Ext. 2557 | liepe@msu.edu |
| Erin Moore | District 7 Director | Ext. 2553 | mooree16@msu.edu |
| Mike Staton | Senior Soybean Educator | Ext. 2562 | staton@msu.edu |

Additional MSU Extension staff serving Allegan County

| | | | |
|-----------------------|--------------------------------|--------------|-------------------|
| Joanne Davidhizar | MSU Product Center | 269-944-4126 | davidhiz@msu.edu |
| Christi Demitz | Disease Prevention Educator | 616-632-7881 | demitzch@msu.edu |
| Beth Ferry | Swine Educator | 269-445-4438 | franzeli@msu.edu |
| Rebecca Finneran | Consumer Horticulture Educator | 616-632-7886 | finneran@msu.edu |
| Carlos Garcia-Salazar | Blueberries Educator | 616-994-4545 | garcias4@msu.edu |
| Charles Gould | Bioenergy Crops Educator | 616-994-4126 | gouldm@msu.edu |
| Ron Goldy, PhD | Vegetable Educator | 269-944-4545 | goldy@msu.edu |
| Kevin Gould | Beef/Livestock Educator | 616-527-5357 | gouldk@msu.edu |
| Tom Guthrie | Equine Educator | 517-788-4292 | guthri19@msu.edu |
| Jane Hart | Food Safety Educator | 231-724-6694 | hartjan@msu.edu |
| Amy Irish-Brown | Fruit Educator | 616-632-7891 | irisha@msu.edu |
| Glenda Kilpatrick | Supervising 4-H Educator | 616-632-7879 | kilpatri@msu.edu |
| Heidi Lindberg | Nursery & Greenhouse Educator | 616-994-4701 | wollaege@msu.edu |
| Martin Mangual | Dairy Educator | 616-994-4581 | carrasq1@msu.edu |
| Stephanie Marino | Supervising Nutrition Educator | 616-632-7889 | marinos1@msu.edu |
| Jill O'Donnell | Christmas Tree Educator | 231-779-9480 | odonne10@msu.edu |
| Dan O'Keefe | Sea Grant Educator | 616-994-4572 | okeeefed@msu.edu |
| Jinnifer Ortquist | Financial Management Educator | 616-632-7874 | ortquisi@msu.edu |
| Georgina Perry | Social Emotional Educator | 616-632-7884 | perrygeo@msu.edu |
| Jeannine Schwehofer | Meat Quality Educator | 810-989-6935 | grobbelej@msu.edu |
| Holly Tiret | Social Emotional Educator | 616-632-7893 | tiret@msu.edu |
| Steve Whittington | Veteran Program Instructor | 616-632-7890 | whitti34@msu.edu |
| Garrett Ziegler | Community Foods Educator | 616-608-7436 | zieglerg@msu.edu |

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 1/17/20 & 1/24/20; 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 2020 Claims folder of the Commissioners' Record of Claims.

January 17, 2020

| | TOTAL AMOUNT CLAIMED | AMOUNT ALLOWED | AMOUNT DISALLOWED |
|--|-------------------------|---------------------|----------------------|
| General Fund – 1010 | 199,642.66 | 199,642.66 | |
| Park/Recreation Fund – 2080 | 4,526.58 | 4,526.58 | |
| Central Dispatch/E911 Fund – 2110 | 9,622.93 | 9,622.93 | |
| Friend of the Court Office – 2151 | 483.74 | 483.74 | |
| Health Department Fund – 2210 | 2,053.77 | 2,053.77 | |
| Transportation Grant – 2300 | 69,851.33 | 69,851.33 | |
| Register of Deeds Automation Fund – 2560 | 5,576.08 | 5,576.08 | |
| Indigent Defense - 2600 | 9,874.45 | 9,874.45 | |
| Law Library Fund – 2690 | 277.00 | 277.00 | |
| Grants – 2790 | 3,020.00 | 3,020.00 | |
| Child Care-Circuit/Family – 2921 | 7,863.81 | 7,863.81 | |
| Soldiers Relief Fund – 2930 | 2,672.35 | 2,672.35 | |
| Senior Millage – 2950 | 165,136.10 | 165,136.10 | |
| Delinquent Tax Revolving Fund - 6160 | 5,293.74 | 5,293.74 | |
| Tax Reversion – 6200 | 65.93 | 65.93 | |
| Drain Equip Revolving - 6390 | 58.10 | 58.10 | |
| Fleet Management – 6612 | 2.86 | 2.86 | |
| Self-Insurance Fund – 6770 | 15,237.00 | 15,237.00 | |
| Drain Fund – 8010 | 51,559.73 | 51,559.73 | |
| TOTAL | \$552,818.16 | \$552,818.16 | |

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for 1/17/20 & 1/24/20, 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.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

CENTRAL DISPATCH—AUTHORIZE CAD UPGRADE SERVICES

WHEREAS, through the 2020 budget process, the County Board of Commissioners appropriated \$160,000 in capital #2118 funding to upgrade the New World CAD Software and interconnected systems to newest version.

THEREFORE BE IT RESOLVED that the Allegan County Board of Commissioners authorizes the County Administrator to negotiate an agreement with the County's existing provider (sole source) Tyler Technologies, Inc. of 840 West Long Lake Road, Troy, MI, 48098; to provide said services; and

BE IT FURTHER RESOLVED the cost shall not to exceed the amount of \$107,110; and

BE IT FINALLY RESOLVED that the Board Chairperson and/or County Administrator is authorized to sign the necessary contracts on behalf of the County.



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#: 188019
Date: 1/9/2020

Request Type Purchases - Capital Budget Select a Request Type to reveal and complete required form.
Department Requesting Central Dispatch
Submitted By Kristin VanAtter on behalf of Jeremy Ludwig
Contact Information ext. 2612

Item(s):
Requesting authorization for procurement of services from Tyler Technologies to upgrade New World CAD Software as part of capital project #16013-20.

Total Bid Price \$107,110.00
Budgeted? Yes No
No. Bids Sent 1.00
No. Bids Received 1.00

Prebid or Qualifications:
Proposal was solicited and sole sourced from Tyler Technologies as they are the software developer for the County's New World System.

Recommendation of Award:
Tyler Technologies

Equipment / Service / Supplies:
Procurement of services from Tyler Technologies to upgrade New World CAD Software

Where it was advertised n/a

REMINDER - Include Tabulation Sheet

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

COUNTY OF ALLEGAN – 2020 GENERAL APPROPRIATIONS ACT

WHEREAS, pursuant to MCLA 141.421 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on October 3, 2019, and a public hearing on the proposed budget was held on October 10, 2019; and

WHEREAS, the Board of Commissioners intends to levy and collect the general property tax on all real and personal property within the County upon the current tax roll an allocated millage of 4.5407 mills for County operations, which includes the Allocated Veterans Relief fund; voter approved millage of .4890 for Senior Services, and a voter approved millage of 0.9919 mills for County road tax for a total millage of 6.0216; and

WHEREAS, the Board of Commissioners has reviewed the recommended balanced budget and through this resolution is appropriating funds through Line Items contained within each budgetary Activity to each Department, as attached, and County officials responsible for the expenditures authorized in the budget may expend the funds up to, but not to exceed, the total appropriation authorized for each Activity and in accordance with the Board approved Budget Policy; and

WHEREAS, the 2020 proposed budget includes the 2020 Capital and the 2020 non-capital projects and grant funds received from State, Federal and other sources, as outlined in the attached lists.

THEREFORE BE IT RESOLVED, in cases where there may be benefit financially and operationally, 2020 Capital Projects may proceed effective immediately upon adoption, contingent upon approval by the County Administrator. Subsequently, the Executive Director of Finance is authorized to perform necessary budget adjustments; and

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the Board Chairman and/or County Administrator to approve to apply for and accept when awarded all grants included in the 2020 budget submission as attached; and

BE IT FURTHER RESOLVED, the Board Chairman and/or County Administrator is authorized to sign any necessary grant documents on behalf of the County, and the Executive Director of Finance is authorized to perform any necessary budget adjustments related to these grants; and

BE IT FURTHER RESOLVED, any position fully funded through a grant shall be coterminous with the available program and grant funds; and

BE IT FURTHER RESOLVED, the Board of Commissioners adopts the proposed 2020 budget as the fiscal year 2020 Budget for the County of Allegan; and

BE IT RESOLVED, the County Administrator and/or Board of Commissioners shall make any necessary corrections and adjustments to the 2020 Budget in accordance with Board approved County policy.

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

ATTEST, A TRUE COPY



_____, Clerk-Register

APPROVED: October 10, 2019

cc: Admin. - Finance - Human Resources

2020 Project List

#2450 CIP Public Improvements Fund

| # | Project Name | Project Description | Capital Cost |
|----|--|--|--------------|
| 1 | Pictometry Aerial Imagery | The total project cost of \$168,000 was spread over three years. Third of three payments is due in 2020. Although the County is contractually obligated to cover the full amount up to 50% of the cost may be recovered from participating Local Units which have contributed 27% of the total project cost to date. | \$ 56,000 |
| 2 | Pump House 1 Reconstruction | Demolish and reconstruct crumbling Pump House #1 building. | \$ 50,000 |
| 3 | Friend of the Court Vault Renovation | Implement fire suppression system in vault to support use of the vault for existing office space. | \$ 8,000 |
| 4 | Roof Replacement - Sheriff's Office - Section 1B | Per Roof Maintenance Plan, combine with \$150,000 remaining from \$800,000 appropriation to replace Section 1A in 2019 and use to replace Section 1B to complete replacement of entire Section 1 of the Sheriff's Office in 2020. | \$ 370,000 |
| 5 | Roof Replacement - Courthouse - Section 2 | Per Roof Maintenance Plan, retrofit Section 2 of the Courthouse roof. | \$ 175,000 |
| 6 | Roof Replacement - Courthouse - Section 4 | Per Roof Maintenance Plan, replace Section 4 of the Courthouse roof. | \$ 40,000 |
| 7 | Pavement Maintenance | Secure a contractor to provide crack-filling and other pavement maintenance services to all County owned pavement surfaces on an annual basis. | \$ 30,000 |
| 8 | Water Tower - Clean and Repaint Interior | Sandblast, clean and repaint the interior of the Water Tower if fall 2019 inspection confirms anticipated maintenance is necessary. | \$ 20,000 |
| 9 | Lagoon Structure Valve Replacement | Replace six below-ground valves that control flow of water through the sewage lagoon irrigation system. | \$ 16,000 |
| 10 | ACSO Relocate and Repair/Replace Heat Pumps | Both Heat Pumps controlling classroom temperatures have failed and are inaccessible for diagnostics and repairs. This project is to relocate the heat pumps and associated ductwork to a more accessible location, diagnose the failure and make the necessary heat pump repairs or replacements. | \$ 16,000 |
| 11 | Repair ACSO Domestic Water Boiler | Domestic Water Boiler #3 at the ACSO has a cracked heat exchanger that needs to be replaced. | \$ 13,000 |
| 12 | UPS Battery Replacement - CH | UPS Maintenance Plan - Batteries will be 5 years old and due for replacement. | \$ 6,000 |
| 13 | Vehicles - 6 Sheriff Patrol Vehicles | Vehicle Replacement Plan - Purchase and equip six Ford Utility vehicles. | \$ 201,000 |
| 14 | Jail Security System Upgrade (release reserves) | Reduce \$400,000 reserves by up to \$115,000 to fund replacement of jail security system servers, other critical equipment and upgrade software as may be necessary to ensure continued reliable functionality of the system. | \$ (115,000) |
| 14 | Jail Security System Upgrade | Expend up to \$115,000 to fund replacement of jail security system servers, other critical equipment and upgrade software as may be necessary to ensure continued reliable functionality of the system. | \$ 115,000 |

| | | | |
|----|--|--|---------------------|
| 15 | Vehicles - 3 Facilities Pick-ups | Vehicle Replacement Plan - Purchase and equip 3 Pick-up trucks: 2 Ford F250 4x4 and 1 Ford F150 4x4 Crew Cab , equipment included. | \$ 90,000 |
| 16 | CSB HVAC System Replacement | Replace three complete HVAC systems and replace furnaces on two systems. | \$ 50,000 |
| 17 | Vehicles - 2 Court Vehicles | Vehicle Replacement Plan - Purchase and equip two Ford Fusion SE | \$ 38,500 |
| 18 | Vehicles - Sheriff Patrol Vehicle Equipment | Vehicle Replacement Plan - Purchase and install equipment for 6 patrol vehicles @ 6,500 each | \$ 39,000 |
| 19 | Furniture Replacement | Entering year 4 of a 5-year plan to replace Courthouse chairs. Some funds may be used to replace chairs in other buildings based on need. | \$ 30,000 |
| 20 | Scanner Replacements | Technology Replacement Plan - Replace two Records Management Scanners | \$ 20,000 |
| 21 | Copier Replacements | Technology Replacement Plan - Replace three Copiers | \$ 16,000 |
| 22 | Server Replacement | Technology Replacement Plan - Replace County Server(s) | \$ 15,000 |
| 23 | Inmate Lookup Tool | Implement an on-line interface to allow anyone to look-up inmate information and status which currently requires a phone call to the Sheriff's Office where staff need to look it up. | \$ 10,000 |
| 24 | Marine Shallow Water Boat, Motor and Trailer Replacement | Inflatable sections of 27 year-old Marine Patrol Boat purchased with grant funds have dry rotted and no longer hold air leaving only one shallow-water boat available for the entire county. | \$ 30,000 |
| 25 | Probate Court Microfilm Scanning | Re-image microfilm to protect it from vinegar syndrome. Also scan microfilm and index it to make an easily accessible digital copy. | \$ 60,000 |
| 26 | eTicket Solution Implementation | Deploy e-Ticketing solution (software and printers) to 37 patrol cars. | \$ 70,000 |
| 27 | Body Scanner Replacement | Body Scanner acquired by Sheriff's Office through federal surplus program is no longer working. The Sheriff's Office would like to have it replaced. | \$ 160,000 |
| 28 | ACSO add Dehumidification Controls to Air Handlers | Add controls to Air Handlers to enable system to better manage building humidity. | \$ 10,000 |
| | | TOTAL - All 2020 Requests Received and Identified | \$ 1,639,500 |

Courthouse Improvement Project

The following Courthouse improvement project is to be funded through a use of \$500,000 in #2450 – CIP Public Improvement Fund Balance, and a transfer-in of up to \$500,000 from the Fund Balance of #6770 – Self-Insurance Fund to 2450 - CIP Public Improvement Fund to reimburse actual expenditures on this project.

| # | Project Name | Project Description | Budget |
|--|-------------------------|--|---------------------|
| 29 | Courthouse Improvements | Improvements to the County Courthouse: 1) New central entrance; 2) Sally port; 3) Holding cell improvements. | \$ 1,000,000 |
| TOTAL 2020 Capital Funding Appropriation upon Budget Approval | | | \$ 1,000,000 |

Recommended Fund Balance Transfers

Transfer all remaining funds from 2460 to 2450 (\$4,817.36 as of 8/5/2019) at the end of 2019 to consolidate funds and simplify planning and management of capital and other general fund projects

Transfer all remaining funds from 2475 to 2450 (\$296,026.13 as of 8/5/2019) at the end of 2019 to consolidate funds and simplify planning and management of capital and other general fund projects

Parks Capital Projects

The following parks projects are to be funded through a Transfer In of up to \$273,700 from the Fund Balance of #2470 – Local Revenue Sharing Fund available to fund Parks Capital and/or Economic Development Initiatives as approved by the Board of Commissioners per Budget Policy parameters to #2450 – Public Improvement Fund as needed to reimburse actual expenditures on the listed projects.

| # | Project Name | Project Description | Budget |
|--|---|--|-------------------|
| 30 | Vehicles - 3 Parks Pick-ups | Vehicle Replacement Plan. Purchase and equip 3 pick-ups: 1 Ford F350 4x4, 1 Ford F250 4x4, 1 Ford F150 4x4, equipment included. Sell 3 vehicles. | \$ 93,000 |
| 31 | Pavement Maintenance | Secure a contractor to provide crack-filling and other pavement maintenance services to all County owned pavement surfaces on an annual basis. | \$ 25,000 |
| 32 | Vault Outhouses - Venting and Roofing - Ely Lake and Silver Creek | Install venting at 12 vault outhouses (Ely Lake and Silver Creek) and replace corrugated fiberglass roofing at 5 vault outhouses (Silver Creek) | \$ 30,000 |
| 33 | Silver Creek Park Improvements | Local match for DNR Trust Fund Grants approved by Board 3/14/2019 if grant application for park improvements is approved by the State. | \$ 125,700 |
| TOTAL 2020 Capital Funding Appropriation upon Budget Approval | | | \$ 273,700 |

| #2465 Child Care Capital | | | |
|--|--------------------------------------|---|-------------------|
| # | Project Name | Project Description | Budget |
| 34 | Fire Suppression System Improvements | Inspection and certification of the new Fire Panel in the Youth Home requires numerous upgrades to the fire suppression system. | \$ 100,000 |
| 35 | AC System Replacement | Air Handling Units for cooling are well past their life expectancy. Intent is to replace one in 2020 to better determine replacement costs for the 6 remaining units. | \$ 15,000 |
| 36 | Pavement Maintenance | Secure a contractor to provide crack-filling and other pavement maintenance services to all County owned pavement surfaces on an annual basis. | \$ 5,000 |
| 37 | UPS Battery Replacement | UPS Maintenance Plan - Batteries will be 5 years old and due for replacement. | \$ 2,300 |
| 38 | Cheever Wardrobe Replacement | Replace aging wardrobes and plastic nightstands with heavy duty metal furniture. | \$ 10,000 |
| TOTAL 2020 Capital Funding Appropriation upon Budget Approval | | | \$ 132,300 |

| #2118 Central Dispatch Capital | | | |
|--|--|--|-------------------|
| # | Project Name | Project Description | Budget |
| 39 | Audio Call Recorder Upgrade | Upgrade software to record incoming digital calls and replace the server which has been in service for the past 7 years. | \$ 15,000 |
| 40 | New Siren Activation Mechanism | Sirens are currently activated through the old VHF system which continues to be maintained for this purpose. This project would implement an alternate method for siren activation and allow for the complete decommissioning of the VHF system. | \$ 100,000 |
| 41 | Dispatch CAD Upgrade | Upgrade New World CAD software and interconnected systems to newest version. | \$ 160,000 |
| 42 | Dispatch Surveillance Camera Replacement | Replace 18 year-old CCTV camera system at Central Dispatch with a new system. | \$ 15,000 |
| 43 | Pavement Maintenance | Secure a contractor to provide crack-filling and other pavement maintenance services to all County owned pavement surfaces on an annual basis. | \$ 2,000 |
| TOTAL 2020 Capital Funding Appropriation upon Budget Approval | | | \$ 292,000 |

| #2300 Transportation Grant | | | |
|--|---|--|-------------------|
| # | Project Name | Project Description | Budget |
| 44 | Vehicles - 4 Transit busses | Vehicle Replacement Plan - Purchase and equip 4 propane busses at \$98,115 | \$397,460 |
| 45 | Tire Changer and Wheel Balancer Replacement | Equipment purchased in 2010 is starting to wear out and has met MDOT criteria for replacement. | \$16,000 |
| 56 | Vehicle Diagnostic Scanner Replacement | Current scanner is no longer supported by manufacturer and can't be used to run diagnostics on newer vehicles. | \$5,500 |
| 47 | Pavement Maintenance | Secure a contractor to provide crack-filling and minor repair services to all County owned pavement surfaces on an annual basis. | \$ 2,000 |
| 48 | Building Video Surveillance System | Implement new interior and exterior building video surveillance system. | \$6,000 |
| TOTAL 2020 Capital Funding Appropriation upon Budget Approval | | | \$ 426,960 |

**ALLEGAN COUNTY
POLICY**

TITLE: Budget Policy
POLICY NUMBER: 211
APPROVED BY: Board of Commissioners
EFFECTIVE DATE: ~~May-February 13, 2020~~ 13, 2020



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 – 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 Expenditure – The cost of goods delivered or services rendered, whether paid or unpaid.
- 3.14 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.
- 3.15 Fund Balance – The difference between assets and liabilities.
- 3.16 General Appropriations Act – The budget as adopted by the Board of Commissioners.
- 3.17 Grant – Funds or assets, given for a specific program, purchase or service, from a grantor, with a formal written agreement.
- 3.18 Grantor – The original financial source for a grant, typically in the form of a government agency or non-profit organization.
- 3.19 Grants Coordinator – Individual within Financial Services (or designee) responsible for oversight, coordination and financial management of the grant.
- 3.20 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.

- 3.21 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.
- 3.22 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.
- 3.23 Program Manager – Individual that is responsible for managing the programmatic activities and requirements of the grant.
- 3.24 Service Area – A component of county government that is responsible to provide specific functions or services.
- 3.25 Surplus – An excess of assets over liabilities within an activity or fund.
- 3.26 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: 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 ~~es~~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 Feb 1, 2019, 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 If an employee is eligible for reimbursement of more than one meal in a day, the amount expended for particular meals in the day is left to the employee's discretion. Reimbursement shall be limited to not more than the

combined total of the applicable published meal rates of the eligible meals.

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.

4.6.2.4 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:

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.

- 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 Unless stated elsewhere within this policy, any capital or other projects shall be budgeted for and managed by the provisions within this section.
- 4.11.5 The capital improvements program shall show projects in the general order of the BOC's priority for a period of fifteen (15) years.
- 4.11.6 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).
- 4.11.7 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).

4.12.3 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 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:
 - 4.13.2.2.1.1 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 COA 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: The County recognizes that Grants provide significant resources to enhance the County's ability to provide services and activities not otherwise available. It is the policy of the County that it will consider Grants for activities that are determined to further core County functions or that provide for activities which are in the best interest of our citizens and stakeholders.

4.17.1 The purpose of these grant requirements are to:

4.17.1.1 ensure that Grants are within the vision and scope of Allegan County's Strategy.

4.17.1.2 continuously improve Grants management processes and internal controls to ensure Allegan County maintains compliance with Generally Accepted Accounting Principles, Federal Register (OMB Super-Circular), and audit requirements for Federal/State awards.

4.17.1.3 establish and outline policy and internal controls to ensure Allegan County Grants are under the authority and approval of Allegan County Leadership.

4.17.1.4 evaluate Grant objectives at commencement and conclusion for effectiveness and, if applicable, ongoing participation.

4.17.1.5 facilitate communication of Grant responsibilities between Allegan County Leadership and Service Areas throughout the County.

4.17.2 Requirements:

4.17.2.1 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.

4.17.2.2 A Work Order 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 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.

4.17.2.3 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.

4.17.2.4 All Grant requests must allow sufficient time for consideration and approval.

4.17.2.4.1 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 (see Section 7b).

- 4.17.2.4.2 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.
 - 4.17.2.4.3 Ongoing Grants should be renewed, whenever possible, through the annual budget process, therefore not requiring additional BOC approval.
 - 4.17.2.4.4 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.
 - 4.17.2.5 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.
 - 4.17.2.6 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.
 - 4.17.2.7 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.
 - 4.17.2.8 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.
 - 4.17.2.9 Unless otherwise authorized by BOC, any position funded by a Grant shall be considered coterminous with Grant funding.
 - 4.17.2.10 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 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):
- 4.18.1 Goals & Objectives. This shall be prepared by each Budgetary Center Leader for each activity for which they have budgetary responsibility.
 - 4.18.2 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:
 - 4.18.2.1 Actual expenditures/revenue for the most recently completed fiscal year;
 - 4.18.2.2 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);

- 4.18.2.3 An estimate of the expenditures/revenue for the next five fiscal years;
- 4.18.2.4 The projected Maintenance of Effort (MOE) required to maintain external funding sources, if applicable.
- 4.18.3 Personnel Costs.
 - 4.18.3.1 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.
 - 4.18.3.2 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.
- 4.18.4 Operational Requests. Operational requests shall consist of a Budgetary Center's operational line items 727.00.00 through 969.99.99.
- 4.18.5 Capital Requests. A 15-year capital plan shall be presented to the BOC as part of the budget process.
- 4.18.6 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.

~~Fees. A county wide fee schedule shall be developed and maintained by Finance and shall include: Total Costs, Benefit Level and Market Analysis if it requires a change to the fee schedule.~~

~~4.18.7 Fees. A county wide fee schedule shall be provided. and shall include: Total Costs, Benefit Level and Market Analysis if it requires a change to the fee schedule.~~

~~4.18.7.1 Fees must exhibit the following characteristics:~~

~~4.18.7.1.1 A user fee must serve a regulatory purpose rather than a revenue generating purpose.~~

~~4.18.7.1.2 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.~~

~~4.18.7.1.3 A user fee is voluntary in nature as opposed to being compulsory.~~

~~4.18.7.2 The following categories shall be considered when calculating the cost of services:~~

~~4.18.7.2.1 Direct Salaries, benefits and allowable departmental expenditures.~~

~~4.18.7.2.2 Departmental Overhead Departmental administration / management and clerical support.~~

~~4.18.7.2.3 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).~~

~~4.18.7.2.4 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.~~

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- 4.18.7.3 The following methodology shall be used when calculating fees:
- 4.18.7.3.1 Total costs minus dedicated revenue equals net cost
 - 4.18.7.3.2 Net cost divided by number of hours equals net hourly rate
 - 4.18.7.3.3 Net hourly rate times number of hours to perform service equals net cost per service
 - 4.18.7.3.4 Net cost per service times percent of user support equals user fee
 - 4.18.7.3.5 User fee plus other revenue = net cost per service
- 4.18.7.4 The percent of user support shall be governed by the following schedule:
- 4.18.7.4.1 Benefit Level 1 - Services that Provide General "Global" Community Benefit: 25% cost recovery
 - 4.18.7.4.2 Benefit Level 2 - Services that Provide Both "Global" Benefit and also a Specific Group or Individual Benefit: 50% cost recovery
 - 4.18.7.4.3 Benefit Level 3 - Services that Provide a Primary Benefit to an Individual or Group, with less "Global" Community Benefit: 100% cost recovery
 - 4.18.7.4.4 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.

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

- 4.19.1 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.
- 4.19.2 Beginning and ending fund balance for each fund for each year;
- 4.19.3 An estimate of the amounts needed for deficiency, contingent, or emergency purposes;
- 4.19.4 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.
- 4.19.5 While line item detail is be presented to the BOC throughout the budget preparation process, the final recommended balanced budget and the final adopted budget shall be activity based.

5. REFERENCES:

- A. Michigan Department of Treasury Uniform Budget Manual
- B. Public Act 80 of 1981 Michigan Fiscal Stabilization Act
- C. Public Act 156 of 1851 MCL 46.1 County Board of Commissioners
- D. Public Act 621 of 1978 General Appropriations Act

- E. Public Act 154 of 1879 Elected Officials Salaries
- F. Public Act 267 of 1976 Michigan Open Meetings Act
- G. Allegan County Policy #511-Travel and Training
- H. Administrative Order No.1998-5 - Chief Judge Responsibilities;
Local Intergovernmental Relations
- I. Allegan County Purchasing Policy
- J. Board of Commissioners Rules of Organization
- K. County Strategy Map

6. APPENDICES:

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

APPENDIX 6.A
Table of Minimum Fund Balances

| 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 | 2800's | | \$10,000 per contract fund | Transfer to the Liability Sinking Fund 2590 |
| Local Government Revenue Sharing | 2470 | | 10% of current year revenue \$45 <u>25</u> ,000 reserved for Agricultural Incubator match | Transfer out to Parks fund to balance operating budget. Additional \$20,000 reserved annually for DNR Trust Fund match. Remaining fund balance after minimum threshold and DNR Trust are met may be utilized for Parks Capital and/or Economic Development Initiatives as approved by the BOC. |

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 |

Budget Policy 211

APPENDIX 6.D

Board Thresholds

| 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. |
| 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 | \$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 | \$101,000+ Contingency or Fund Balance of any fund | <ul style="list-style-type: none"> • Line items moves within an activity • Year End Adjustments (Jan-Mar) • Adjustments/transfers under \$25,001 (between activities and between funds) |
| Personnel | <ul style="list-style-type: none"> • Backfilling Positions • RFA • Position Review Form • Budget Status Report • Position Changes • RFA • 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 |



January 16, 2020 – Board Planning Session

I. Review Overarching Strategic Components (15 min)

<http://cms.allegancounty.org/Docs/StrategyMap.pdf>

II. Previous Project Closeout: (15 min)

(Please see 1/21/20 Board Inquiry Report for project status)

WHEREAS, the Board of Commissioners through prior planning sessions identified these projects; and

THEREFORE BE IT RESOLVED that the Board recognizes that these projects have been satisfactorily completed:

2019

- Policy/Planning:
 - Fee Policy/Study
 - Pay off Jail Bond at the 10 year point – (Policy Review)
- Operations:
 - Establishment of an Indigent Defense System

III. 2019-20 Projects – Next Steps & Prioritization: (60min)

(This list is contains items from previous approved lists and recent Board action.)

- Tribal Agreement
- Facility:
 - 421 Helen Ave, Otsego Property (formerly Rock Tenn) project through the completion of final sale
 - Final sale of 277 North Street, Allegan Property (formerly CMH-ACC)
 - Courthouse Square Planning
- Stable Funding – Identify Stable Funding Source for service delivery (may include but not yet decided: (Headlee, Public Safety/Sheriff, Domestic Violence, Transportation, Prosecutor, School Safety Officer). Project End Date: (August or November of 2020)

Annual Projects:

- Update and adopt Board Rules of Organization
- Update and adopt 2019 Budget Policy
 - Balance Budget
 - Capital Plan
 - Clean Audit
- Collective Bargaining Policy
 - Adopt successor Bargaining Agreements

Board Directed Administrative Focus Areas:

(This list is inclusive of the Learning & Growth Plans of the County Administrator. Recent review process is underway.)

- Delegation
- Communication
- Planning vs. Results
- Work Life Balance
- Deadlines

Other Board Projects

- Saugatuck Harbor Grant Initiative
- Erosion, Lake Level
- Water availability

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

2020 BOARD PLANNING - COMPLETE PROJECTS

WHEREAS, the Board of Commissioners through prior planning sessions identified these projects.

THEREFORE BE IT RESOLVED that the Board recognizes that these projects have been satisfactorily completed:

2019

- Policy/Planning:
 - Fee Policy/Study
 - Pay off Jail Bond at the 10 year point
- Operations:
 - Establishment of an Indigent Defense System