

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

JANUARY 23, 2020 SESSION

JOURNAL 68

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JANUARY 23, 2020 SESSION - 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 23, 2020 at 9:00 A.M. in accordance with the motion for adjournment of January 9, 2020, and rules of this board; Chairman Storey presiding.

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

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

- | | | | |
|---------|--------------|---------|------------|
| DIST #1 | DEAN KAPENGA | DIST #5 | TOM JESSUP |
| DIST #2 | JIM STOREY | DIST #6 | GALE DUGAN |
| DIST #3 | MAX THIELE | DIST #7 | RICK CAIN |
| DIST #4 | MARK DeYOUNG | | |

PUBLIC PARTICIPATION - NO COMMENTS

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

AGENDA - ADDITIONS

3/ Chairman Storey asked if there were any additions or changes to the agenda. Commissioner Dugan asked to take action on amending the term dates for the Area Agency on Aging of West Michigan (AAAWM) during the afternoon session.

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

AGENDA - ADOPTED AS AMENDED

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

CLOSED SESSION: PERSONNEL EVALUATION

5/ Moved by Commissioner Dugan, seconded by Commissioner DeYoung to recess to closed session to discuss a personnel evaluation. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: 0 votes. Absent: Thiele.

RECONVENE/ROLL CALL

6/ Upon reconvening at 11:45 A.M., the following Commissioners were present: Storey, Thiele, DeYoung, Jessup, Dugan and Cain. Absent: Kapenga.

PERSONNEL EVALUATION

7/ Moved by Commissioner Jessup, seconded by Commissioner Cain to amend the memorandum dated November 25, 2019 for the County Administrator's 2019 Learning and Growth Plan which was discussed during the closed session. Motion carried by voice vote. Yeas: Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele. Absent: Kapenga.

QUARTERLY PERFORMANCE EVALUATIONS

8/ Moved by Commissioner Thiele, seconded by Commissioner Jessup to hold quarterly performance evaluations within the Personnel Committee consisting of the Chairman of the Board, the Vice-Chairman of the Board, County Administrator and others that want to attend for the purpose of enhancing communications on performance, goals and results for the County Administrator. Meetings will take place the beginning of April 2020, July 2020, October 2020 and January 2021. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

ADJOURNMENT UNTIL FEBRUARY 13, 2020 AT 9:00 A.M.

9/ Moved by Commissioner Cain, seconded by Commissioner Dugan to adjourn until February 13, 2020 at 9:00 A.M. The motion carried and the meeting was adjourned at 11:57 A.M.

AFTERNOON SESSION

JANUARY 23, 2020 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL

10/ 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 23, 2020 at 1:00 P.M. in accordance with the motion for adjournment of January 9, 2020, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #6 Commissioner Dugan.

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

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

- | | | | |
|---------|---------------------|---------|------------------------|
| DIST #1 | DEAN KAPENGA-ABSENT | DIST #5 | TOM JESSUP-LEFT 3:17PM |
| DIST #2 | JIM STOREY | DIST #6 | GALE DUGAN |
| DIST #3 | MAX THIELE | DIST #7 | RICK CAIN-LEFT 4:00PM |
| DIST #4 | MARK DeYOUNG | | |

COMMUNICATIONS

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

1. Resolution from Kalkaska County in support of the Line 5 Tunnel and another resolution supporting 4-year terms for County Commissioners.

JANUARY 9, 2020 SESSION MINUTES - ADOPTED

12/ Moved by Commissioner Dugan, seconded by Commissioner Cain to approve the minutes for the January 9, 2020 session as distributed. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

PUBLIC PARTICIPATION - COMMENTS

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

1. Andrew Iciek of 1912 Jack Pine Dr, Dorr MI addressed the board regarding the county transportation system

2. Art Oldebeken of 2729 146th Ave, Salem Township addressed the board regarding drain assessments

AGENDA - ADOPTED AS AMENDED DURING PLANNING SESSION

14/ Moved by Commissioner Thiele, seconded by Commissioner Dugan to adopt the meeting agenda as amended during the planning session with the addition of action item #2 amending the term dates for the Area Agency on Aging of West Michigan (AAAWM). Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

INFORMATIONAL SESSION: MICHIGAN STATE UNIVERSITY EXTENSION

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

DRAFT



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



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Michigan State University Extension



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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 it's 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 Tornel.



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.



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.

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.

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!

MICHIGAN STATE
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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
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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	grobbej@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

ADMINISTRATIVE REPORT:

16/ Administrator Rob Sarro highlighted on his written report: Charter Communications broadband access to GIS data, wellness program calendar of events, courthouse construction project, LED Lighting project, Windows 7 support, central dispatch console upgrades, inmate healthcare, public health field service delivery is at 100%, animal shelter closure update, Resource Recovery EGLE grant opportunity, parks department partnership with Outdoor Discovery Center.

Facilities Management Director Carl Chapman updated the board on the LED lighting project with the results seen since implementation.

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

17/ WHEREAS, Administration has compiled the following claims for January 17, 2020 and January 24, 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.

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	

JANUARY 24, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	82,369.59	82,369.59	
Park/Recreation Fund - 2080	127.13	127.13	
Central Dispatch CIP - 2118	75,814.89	75,814.89	
Friend of the Court Office - 2151	597.81	597.81	
Health Department Fund - 2210	2,636.74	2,636.74	
Solid Waste – 2211	51,789.64	51,789.64	
Transportation Grant – 2300	2,657.87	2,657.87	
Animal Shelter - 2550	4,410.00	4,410.00	
Local Corrections Officers Training Fund – 2640	1,322.00	1,322.00	
Grants – 2790	11,591.75	11,591.75	
Child Care-Circuit/Family - 2921	50,034.64	50,034.64	
Soldiers Relief Fund - 2930	3,299.75	3,299.75	
Senior Millage - 2950	28,600.41	28,600.41	
Delinquent Tax Revolving Fund - 6160	21.45	21.45	
Tax Reversion – 6200	13,295.03	13,295.03	
Self-Insurance Fund - 6770	216.10	216.10	
Drain Fund - 8010	81,587.33	81,587.33	
TOTAL AMOUNT OF CLAIMS	\$410,372.13	\$410,372.13	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for January 17, 2020 and January 24, 2020.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to adopt the report of claims for January 17, 2020 and January 24, 2020. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

ACTION ITEMS:

HEALTH DEPARTMENT – APPROVE 2020 FOOD FEE SCHEDULE

18/ 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.

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

DRAFT

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

2019 fee schedule approved by the Allegan County Commissioners on December 12, 2013.
 Corrected to State memo on 1/22/2019

EFFECTIVE DATE FEBRUARY 1, 2014

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.

APPOINTMENTS: AMENDING TERM DATES FOR THE AREA AGENCY ON AGING OF WEST MICHIGAN BOARD OF DIRECTORS (AAAWM)

19/ BE IT RESOLVED that the Allegan County Board of Commissioners appoints the following representatives in accordance with the AAWM bylaws, specifically for membership with the corrected two year term:

Rick Cain, 2554 Seymour Dr, Shelbyville MI 49344 (Commissioner Rep)
(Term ending date of January 31, 2021)

Stuart Peet, 102 118th Ave, Allegan MI 49010 (Consumer Rep)
(Term starting February 1, 2020 and term ending January 31, 2022)

Moved by Commissioner Thiele, seconded by Commissioner DeYoung to approve the corrected term dates as presented. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

DISCUSSION ITEMS:

CENTRAL DISPATCH - CAD UPGRADE SERVICES

20/ Moved by Commissioner Dugan, seconded by Commissioner Jessup to table discussion on Central Dispatch's CAD Upgrade Services until the February 13, 2020 session and be placed on the agenda as an action item. Motion carried by voice vote. Yeas: Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele. Absent: Kapenga.

BUDGET POLICY

21/ Administrator Sarro updated the board on the proposed amendments to the Budget Policy. Discussion followed on the Cost Allocation Plan.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to put the Budget Policy on the February 13, 2020 agenda as an action item. Motion carried by voice vote. Yeas: Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele. Absent: Kapenga.

BREAK - 3:10 P.M.

22/ Upon reconvening at 3:17 P.M., the following Commissioners were present: Commissioner Storey, Thiele, DeYoung, Dugan and Cain. Absent: Kapenga and Jessup.

2020 BOARD PLANNING

23/ Administrator Sarro updated the Board on projects that have been satisfactorily completed in 2019.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to put the 2020 Board Planning completed project resolution on the February 13, 2020 agenda as an action item. Motion carried by voice vote. Yeas: Storey, DeYoung, Dugan and Cain. Nays: Thiele. Absent: Kapenga and Jessup.

Administrator Sarro updated the board on the Tribal Agreement. The Tribe received communication inclusive of the revised agreement back on November 19, 2019. Tribal representatives have agreed to an update meeting with the County Administrator, the meeting is currently being scheduled.

Moved by Commissioner Dugan, seconded by Commissioner Cain to table discussion on the 2020 Board Planning. Motion carried by voice vote. Yeas: Storey, DeYoung, Dugan and Cain. Nays: Thiele. Absent: Kapenga and Jessup.

SECOND AMENDMENT SANCTUARY RESOLUTIONS

24/ Sheriff Baker, Prosecuting Attorney Koch and County Clerk Genetski updated the Board on multiple resolutions that are being generated throughout the State requesting counties to adopt pro-Second Amendment sanctuary resolutions.

2020 BOARD PLANNING CONTINUED

25/ Moved by Commissioner Thiele, seconded by Commissioner Dugan to take the 2020 Board Planning off the table. Motion carried by voice vote. Yeas: 4 votes. Nays: 0 votes. Absent: 3 votes.

Administrator Sarro continued with the status report on 2019-2020 Board of Commissioners Priorities. Discussion followed on the property at 421 Helen Avenue in Otsego (former Rock Tenn); the final sale of 277 North Street in Allegan (former CMH-ACC); and Courthouse Square planning.

Moved by Commissioner Thiele, seconded by Commissioner by Commissioner DeYoung to table discussion until February 13, 2020 on the document titled "Status Report on 2019-2020 Board of Commissioners Priorities." Motion carried by voice vote. Yeas: 4 votes. Nays: 0 votes. Absent: 3 votes.

PUBLIC PARTICIPATION - COMMENTS

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

1. Tim Ross of 2115 Fox Mountain Drive in Otsego addressed the board regarding an organization he founded "Patriot American Flag Retirement" whose mission is to ensure the proper handling and retiring of American Flags. He also addressed the Board regarding rights that are protected under the Second Amendment.

ADJOURNMENT UNTIL FEBRUARY 13, 2020 AT 1:00 P.M.

27/ Moved by Commissioner Dugan, seconded by Commissioner Thiele to adjourn until February 13, 2020 at 1:00 P.M. The motion carried and the meeting was adjourned at 5:30 P.M.

Jennifer Duen

Deputy Clerk

Board Chairperson

Minutes approved during the 00/00/2020 Session