

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, February 13, 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 Jim Storey

PLEDGE OF ALLEGIANCE:

COMMUNICATIONS: Attached

APPROVAL OF MINUTES: Attached

January 23, 2020

PUBLIC PARTICIPATION:

ADDITIONAL AGENDA ITEMS:

APPROVAL OF AGENDA:

PRESENTATIONS:

Commissioner DeYoung—Years of Service Recognition

PROCLAMATIONS:

INFORMATIONAL SESSION: N/A

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 (1/31/20 & 2/7/20 & 2/14/20)
-

DISTRICT 5

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

ACTION ITEMS:

1. Finance—approve 2020 Budget Policy #211
 2. 2020 Board Planning—Completed Projects
 3. Central Dispatch—authorize CAD Upgrade Services (188-019)
-

DISTRICT 6

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

DISCUSSION ITEMS:

1. Finance—approve Capital Budget Adjustments/FY2020 Capital and other Projects (188-044)
2. Transportation—approve FY2021 MDOT Operating and Capital Assistance Applications (188-048)
3. Parks—approve Gun Lake Watercraft Launch and Pavilion (188-665)

DISTRICT 7

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

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”

4. Human Resources—adopt Municipal Employees’ Retirement System (MERS) Defined Contribution Plan Adoption Agreements (188-674)
 5. Human Resources—adopt Municipal Employees’ Retirement System (MERS) Defined Benefit Plan Adoption Agreement (188-675)
-

NOTICE OF APPOINTMENTS & ELECTIONS:

APPOINTMENTS:

1. Brownfield Redevelopment Authority
 - One Representative—term expired 12/31/21
 - 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 27, 2020, 1:00PM @ **BOARD ROOM – COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX.**



BOARD OF COMMISSIONERS

County Building
P.O. Box 70, Room 131
Cheboygan, Michigan 49721

Tel ~ (231) 627-8855
Fax ~ (231) 627-8881
E-mail ~ ccao@cheboygancounty.net

CHEBOYGAN COUNTY BOARD OF
COMMISSIONERS COUNTY OF CHEBOYGAN
RESOLUTION #20-01 TO DECLARE CHEBOYGAN
COUNTY TO BE A

"SECOND AMENDMENT SANCTUARY
COUNTY"

THE COUNTY BOARD OF COMMISSIONERS OF THE COUNTY OF CHEBOYGAN,
STATE OF MICHIGAN, STATES:

WHEREAS, the County Board of Commissioners of the County of CHEBOYGAN, State of Michigan, pursuant to Michigan statute, is vested with the authority of administering the affairs of the County government of CHEBOYGAN County, Michigan, and is organized as a body corporate with powers and immunities provided by law, and to protect the health, safety, and welfare of the residents of CHEBOYGAN County and the employees of the CHEBOYGAN County government; and

WHEREAS, the Second Amendment to the United States Constitution, ratified in 1791 as part of the Bill of Rights, protects the right of the people to keep and bear arms; and

WHEREAS, the United States Supreme Court in *District of Columbia v. Heller*, 554 U.S.570 (2008), affirmed an individual's right to possess a firearm, unconnected with service in a militia, and to use that firearm for traditionally lawful purposes, such as self-defense within the home; and

WHEREAS, the United States Supreme Court in *McDonald v. Chicago*, 561 U.S. 742 (2010), affirmed that the right of an individual to "keep and bear arms," as protected under the Second Amendment, is incorporated to the States by the Due Process Clause of the Fourteenth Amendment; and

WHEREAS, the United States Supreme Court in *United States v. Miller*, 307 U.S. 174 (1939), opinioned that possession or use of a firearm that has some reasonable relationship to the preservation of a well-regulated militia is protected by the Second Amendment; and

WHEREAS, Article I, Section 6 of the Michigan Constitution (1963) provides that "Every person has a right to keep and bear arms for the defense of himself and the state"; and

District 1
Mary Ellen Tryban

District 2
Richard B. Sangster
Vice-Chairman

District 3
Michael Newman

District 4
Cal Gouline

1

District 5
Roberta Matelski

District 6
John B. Wallace
Chair

District 7
Steve Warfield

WHEREAS, it is the desire of this Board to declare its support of the Second Amendment to the United States Constitution and to the provisions of the Michigan Constitution which protect CHEBOYGAN County citizens' individual rights to keep and bear arms; and

WHEREAS, each CHEBOYGAN County Commissioner, as provided by Article IX, Section 1, of the Michigan Constitution (1963), took an oath to support the United States Constitution and the Michigan Constitution.

NOW THEREFORE, IT IS HEREBY RESOLVED, by the CHEBOYGAN County Board of Commissioners, that the County of CHEBOYGAN, Michigan, be, and hereby is, declared to be a "Second Amendment Sanctuary County."

IT IS FURTHER RESOLVED, that this Board affirms its support for the CHEBOYGAN County Sheriff and the Cheboygan County Prosecuting Attorney, in the exercise of their sound discretion to not enforce against any citizen an unconstitutional firearms law.

BE IT FURTHER RESOLVED, that the Board directs it's staff to forward a copy of this resolution to the County's fellow county elected officials, the Michigan State Legislature (House of Representatives and State Senators), the Governor of Michigan and all of the Michigan U.S. Congress members.

This Resolution was adopted by the CHEBOYGAN County Board of Commissioners at a regular meeting held at the CHEBOYGAN County Board Chambers, CHEBOYGAN County Courthouse, CHEBOYGAN County, Michigan, by an affirmative vote of no less than four (4) of the members of the County Board of Commissioners who are elected and serving, on this 28th day of January 2020.

This Resolution was offered by Commissioner Cal Gouine, and seconded by Commissioner Michael Newman.

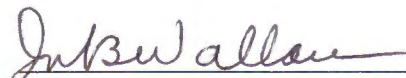
A roll call vote was taken and this Resolution was passed by a vote of: 6 to 1.

Those Commissioners voting in favor: Commissioner Mary Ellen Tryban; Richard Sangster; Michael Newman; Cal Gouine; John Wallace and Steve Warfield.

Those Commissioners voting against: Commissioner Roberta Matelski.

Those Commissioners abstaining: Zero (0).

The Resolution Was Declared Adopted.


John B. Wallace, Chairman
Cheboygan County Board of Commissioners

ATTEST: Karen L. Brewster
Karen L. Brewster, Cheboygan County Clerk

MACKINAC COUNTY BOARD OF COMMISSIONERS

COUNTY OF MACKINAC

RESOLUTION TO DECLARE MACKINAC COUNTY TO BE A

“SECOND AMENDMENT SANCTUARY COUNTY”

THE COUNTY BOARD OF COMMISSIONERS OF THE COUNTY OF MACKINAC, STATE OF MICHIGAN, STATES:

WHEREAS, the County Board of Commissioners of the County of Mackinac, State of Michigan, pursuant to Michigan statute, is vested with the authority of administering the affairs of the County government of Mackinac County, Michigan, and is organized as a body corporate with powers and immunities provided by law, and to protect the health, safety, and welfare of the residents of Mackinac County and the employees of the Mackinac County government; and

WHEREAS, the Second Amendment to the United States Constitution, ratified in 1791 as part of the Bill of Rights, protects the right of the people to keep and bear arms; and

WHEREAS, the United States Supreme Court in *District of Columbia v. Heller*, 554 U.S.570 (2008), affirmed an individual’s right to possess a firearm, unconnected with service in a militia, and to use that firearm for traditionally lawful purposes, such as self-defense within the home; and

WHEREAS, the United States Supreme Court in *McDonald v. Chicago*, 561 U.S. 742 (2010), affirmed that the right of an individual to “keep and bear arms,” as protected under the Second Amendment, is incorporated to the States by the Due Process Clause of the Fourteenth Amendment; and

WHEREAS, the United States Supreme Court in *United States v. Miller*, 307 U.S. 174 (1939), opined that possession or use of a firearm that has some reasonable relationship to the preservation of a well-regulated militia is protected by the Second Amendment; and

WHEREAS, Article I, Section 6 of the Michigan Constitution (1963) provides that “Every person has a right to keep and bear arms for the defense of himself and the state”; and

WHEREAS, it is the desire of this Board to declare its support of the Second Amendment to the United States Constitution and to the provisions of the Michigan Constitution which protect Mackinac County citizens’ individual rights to keep and bear arms; and

WHEREAS, each Mackinac County Commissioner, as provided by Article IX, Section 1, of the Michigan Constitution (1963), took an oath to support the United States Constitution and the Michigan Constitution.

NOW THEREFORE, IT IS HEREBY RESOLVED, by the Mackinac County Board of Commissioners, that the County of Mackinac, Michigan, be, and hereby is, declared to be a "Second Amendment Sanctuary County."

IT IS FURTHER RESOLVED, that this Board affirms its support for the Mackinac County Sheriff and the Mackinac County Prosecuting Attorney in the exercise of their sound discretion to not enforce against any citizen an unconstitutional firearms law.

This Resolution was adopted by the Mackinac County Board of Commissioners at a regular meeting held at the Mackinac County Board Chambers, Mackinac County Courthouse, Mackinac County, Michigan, by an affirmative vote of no less than three of the members of the County Board of Commissioners who are elected and serving, on this 23rd day of January, 2020.

This Resolution was offered by Commissioner Krause, and supported by Commissioner McPhee.

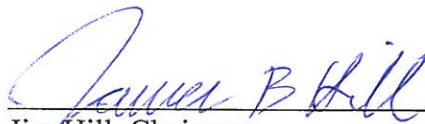
A roll call vote was taken and this Resolution was passed by a vote of: 5.

Those Commissioners voting in favor: Hill, Krause, Litzner, McPhee,
and Patrick

Those Commissioners voting against: None


Those Commissioners abstaining: None

The Resolution Was Declared Adopted.



Jim Hill, Chairman
Mackinac County Board of Commissioners

ATTEST:


Lori Johnston
Mackinac County Clerk

“Menominee County – Where the best of Michigan Begins”

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858
www.menomineecounty.com*

*Jason Carviou – County Administrator
Sherry DuPont – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

RESOLUTION 2020-04

RESOLUTION REQUESTING THE GREAT LAKES SHORELINE BE DECLARED A DISASTER AREA AND SEEKING ASSISTANCE

WHEREAS, record high water levels in the Great Lakes, Green Bay, and tributaries have contributed to on-going shoreline erosion across the State of Michigan; and

WHEREAS, it is anticipated that ice flows and jams will have a devastating impact on shorelines and property in Menominee County and the State of Michigan; and

WHEREAS, the US Army Corps of Engineers – Detroit District has published one forecast predicting that Lake Michigan could rise an additional 7-10 inches in 2020; and

WHEREAS, the State of Michigan boast 3,288 miles of Great Lakes shoreline, which support more than 200,000 jobs and generates millions of dollars in tourism revenue; and

WHEREAS, the County of Menominee recognizes the effects of storms, high water, and wind-driven wave action that is causing severe erosion to the shorelines, infrastructure, and private property along the Great Lakes; and

WHEREAS, the conditions of the Great Lakes shorelines directly effects businesses and tourism in the State of Michigan by limiting access to beaches, boat landings, and parks along the shorelines; and loss and damaged property directly effects the local, county, and state tax base; and

WHEREAS, Menominee County as well as other shoreline communities in the State of Michigan are desperately in need of additional resources to combat shoreline erosion and protect our natural resources;

SANILAC COUNTY RESOLUTION AFFIRMING THE SECOND AMENDMENT OF THE UNITED STATES CONSTITUTION

WHEREAS, the County Board of Commissioners of the County of Sanilac, State of Michigan, pursuant to Michigan statute, is vested with the authority of administering the affairs of the County government of Sanilac County, Michigan, and is organized as a body corporate with powers and immunities provided by law, and to protect the health, safety, and welfare of the residents of Sanilac County and the employees of the Sanilac County government; and

WHEREAS, the Second Amendment to the United States Constitution, ratified in 1791 as part of the Bill of Rights, protects the right of the people to keep and bear arms; and

WHEREAS, the United States Supreme Court has affirmed an individual's right to possess a firearm, unconnected with service in a militia, and to use that firearm for traditionally lawful purposes, such as self-defense within the home; and

WHEREAS, the United States Supreme Court has also affirmed that the right of an individual to "keep and bear arms," as protected under the Second Amendment, is incorporated to the States by the Due Process Clause of the Fourteenth Amendment; and

WHEREAS, the United States Supreme Court has opined that possession or use of a firearm that has some reasonable relationship to the preservation of a well-regulated militia is protected by the Second Amendment; and

WHEREAS, Article I, Section 6 of the Michigan Constitution (1963) provides that "Every person has a right to keep and bear arms for the defense of himself and the state"; and

WHEREAS, it is the desire of this Board to declare its support of the Second Amendment to the United States Constitution and to the provisions of the Michigan Constitution which protect Sanilac County citizens' individual rights to keep and bear arms; and

WHEREAS, each Sanilac County Commissioner, as provided by Article IX, Section 1, of the Michigan Constitution (1963), took an oath to support the United States Constitution and the Michigan Constitution.

NOW THEREFORE, IT IS HEREBY RESOLVED, by the Sanilac County Board of Commissioners, that the County of Sanilac, Michigan, affirm and hereby declares support of this Second Amendment, whereby Sanilac County's citizens may expect to be free from further infringement of their Second Amendment rights without due process.

IT IS FURTHER RESOLVED, that this Board affirms its support for the Sanilac County Sheriff and the Sanilac County Prosecuting Attorney, in the rightful exercise of their sound discretion to ensure that unconstitutional firearms laws, which further abridge these rights referenced above, and as determined by a Federal court, are not applied against any citizen of Sanilac County.

BE IT, FURTHER RESOLVED, that the Board directs its staff to forward a copy of this resolution to the County's fellow county elected officials, the Michigan State Legislature (House of Representatives and State Senators), the Governor of Michigan and all of the Michigan U.S. Congressmen.

This Resolution was adopted by the Sanilac County Board of Commissioners at a regular meeting held at the Sanilac County Courthouse, Board Chambers, Sandusky, Michigan, by an affirmative vote of no less than three (3) of the members of the County Board of Commissioners who are elected and serving, on this 21st day of January, 2020.



Bob Conely, Sanilac County Board Chairman

ALLEGAN COUNTY BOARD OF COMMISSIONERS

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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



CONTACT



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



canr.msu.edu/outreach
msue.allegancounty@msu.edu



Michigan State University Extension



269-673-0370



@MSUExtension

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
UNIVERSITY | **Extension**

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

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

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 1/31/20, 2/7/20 & 2/14/20; 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 31, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	156,664.14	156,664.14	
Park/Recreation Fund - 2080	1,580.33	1,580.33	
Central Dispatch/E911 Fund - 2110	1,124.00	1,124.00	
Friend of the Court Office - 2151	23.07	23.07	
Health Department Fund - 2210	1,122.97	1,122.97	
Solid Waste - 2211	6,853.35	6,853.35	
Transportation Grant - 2300	3,522.18	3,522.18	
Indigent Defense - 2600	31,383.75	31,383.75	
Grants - 2790	14,363.83	14,363.83	
Victims Rights Grant - 2791	20.37	20.37	
Child Care-Circuit/Family - 2921	8,467.57	8,467.57	
Soldiers Relief Fund - 2930	1,368.71	1,368.71	
Senior Millage - 2950	1,150.18	1,150.18	
Fleet Management - 6612	15.66	15.66	
Self-Insurance Fund - 6770	5,306.42	5,306.42	
Drain Fund - 8010	15,498.03	15,498.03	
TOTAL	\$248,464.56	\$248,464.56	

February 7, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	217,338.80	217,338.80	
Park/Recreation Fund - 2080	4,142.30	4,142.30	
Friend of the Court Office - 2151	414.00	414.00	
Health Department Fund - 2210	1,514.15	1,514.15	

Solid Waste - 2211	611.00	611.00	
Transportation Grant - 2300	5,589.93	5,589.93	
Capital Improvement Fund - 2450	37,143.90	37,143.90	
Register of Deeds Automation Fund - 2560	6,194.45	6,194.45	
Indigent Defense - 2600	670.05	670.05	
Palisades Emergency Planning Facility UP - 2630	249.10	249.10	
Concealed Pistol Licensing Fund - 2635	2,355.62	2,355.62	
Local Corrections Officers Training Fund - 2640	264.40	264.40	
Justice Training Fund - P.A.302, 1982 - 2660	745.00	745.00	
Law Library Fund - 2690	2,739.66	2,739.66	
CDBG Loan Repayment - 2771	30.00	30.00	
Grants - 2790	13,285.10	13,285.10	
Child Care-Circuit/Family - 2921	8,762.50	8,762.50	
Senior Millage - 2950	3,267.15	3,267.15	
Delinquent Tax Revolving Fund - 6160	1,296.04	1,296.04	
Tax Reversion - 6200	13,591.78	13,591.78	
Fleet Management - 6612	4.44	4.44	
Self-Insurance Fund - 6770	393,890.59	393,890.59	
Drain Fund - 8010	8,810.12	8,810.12	
TOTAL	722,910.08	722,910.08	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for 1/31/20, 2/7/20, 2/14/20, 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

FINANCE—APPROVE 2020 BUDGET POLICY #211

BE IT RESOLVED, that the Allegan County Board of Commissioners hereby adopts the 2020 Budget Policy #211, as attached, effective February 13, 2020; and

BE IT FURTHER RESOLVED that Administration shall post the policy to the County website.

**ALLEGAN COUNTY
POLICY**



TITLE: Budget Policy
POLICY NUMBER: 211
APPROVED BY: Board of Commissioners
EFFECTIVE DATE: February 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 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.
- 4.18.7 Fees. A county wide fee schedule shall be provided.
 - 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.
 - 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 to be presented to the BOC throughout the budget preparation process, the final recommended balanced budget and the final adopted budget shall be activity based.

5. REFERENCES:

- A. Michigan Department of Treasury Uniform Budget Manual
- B. Public Act 80 of 1981 Michigan Fiscal Stabilization Act
- C. Public Act 156 of 1851 MCL 46.1 County Board of Commissioners
- D. Public Act 621 of 1978 General Appropriations Act
- E. Public Act 154 of 1879 Elected Officials Salaries
- F. Public Act 267 of 1976 Michigan Open Meetings Act
- G. Allegan County Policy #511-Travel and Training
- H. Administrative Order No.1998-5 - Chief Judge Responsibilities;
Local Intergovernmental Relations
- I. Allegan County Purchasing Policy
- J. Board of Commissioners Rules of Organization
- K. County Strategy Map

6. APPENDICES:

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

APPENDIX 6.A
Table of Minimum Fund Balances

Fund Title	Fund #	Types of Uses	Minimum Threshold	Distribution of Funds in Excess of Minimum Threshold and Other Transfers
General	1010	General County Operations	Fund Balance – 11% of G. F. expense budget	Refer to Budget Policy text
Budget Stabilization	2570	May be used to cover a General Fund deficit, to prevent a reduction in services, to cover expenses of a natural disaster and more	Maximum allowed by statute	Refer to Budget Policy text
PTO Liability	2580	To fund the accrued liabilities of personnel (i.e. PTO, post-employment benefits, etc.)	Fully fund the PTO Liability per the most recent financial audit	Refer to Budget Policy text
Delinquent Tax Revolving	6160	Monies are used for the settlement of delinquent taxes with the local taxing units. The county purchases the delinquents taxes from the local units. Currently this is about \$7 million each year	The annual debt service payment for the Sheriff's Office and Corrections Center Bond shall be transferred to the Debt Service fund. Ending cash balance shall be a minimum of 115% of the prior year settlement	Transfer to the Liability Sinking Fund 2590
Tax Reversion	6200	Tax reversion funds account for the process by which delinquent property taxes are collected, or in lieu of collection, the process which governs the disposition of real property upon which property taxes remain unpaid.		\$200,000 shall be transferred to the General Fund as part of the annual budget
Central Dispatch	2110		Fund Balance – 10% of current year operating expenses. Capital Min - \$250,000 which shall be part of the surcharge formula. In the event the reserve may be utilized, in part or in whole, it shall be restored over a maximum of three years utilizing the capital surcharge formula.	

Child Care	2921		Fund Balance – 5% of current year operating expenses.	
Senior Services	2950		Fund Balance – 10% of current year operating expenses.	
Health Fund	2210		Fund balance shall be maintained at a level of 5% of the current year operating expenses or a percentage necessary to meet the annual requirements of the State's Maintenance of Effort (MOE), whichever is less.	
Sheriff's Dept Contracts for Service	2800's		\$10,000 per contract fund	Transfer to the Liability Sinking Fund 2590
Local Government Revenue Sharing	2470		10% of current year revenue \$25,000 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

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

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

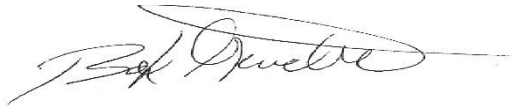
BE IT FURTHER RESOLVED, any position fully funded through a grant shall be coterminous with the available program and grant funds; and

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

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**FINANCE—APPROVE CAPITAL BUDGET ADJUSTMENTS/CARRYOVER FY2019
CAPITAL AND OTHER PROJECTS**

WHEREAS, section 4.11.7 of the County Budget Policy states, "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."; and

WHEREAS, requests for carry over for projects from 2019 and prior years have been compiled by Project Management, reviewed by the Executive Director of Finance are being recommended by the County Administrator; and

WHEREAS, requested carry over appropriations are all less than or equal to the original appropriation less expenditures made in 2019 and prior years with the exception of the Court Recording Solution project which requires an additional appropriation of \$21,673 to complete.

THEREFORE BE IT RESOLVED that the Board of Commissioners hereby approves a budget adjustment to the 2020 Budget to fund the approved 2019 and prior year projects listed in Attachment A to Resolution 188-044: Project and Budget Adjustments for Approved 2019 and Prior Year Projects dated February 5, 2020; and

BE IT FINALLY RESOLVED that the Board Chairman and/or the County Administrator are authorized to sign any necessary documentation on behalf of the County and that the Executive Director of Finance is authorized to perform the necessary adjustments to the 2020 budget to complete this action.



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#: 188044

Date: 1/9/2020

Request Type Routine Items Select a Request Type to reveal and complete required form.
Department Requesting Finance
Submitted By Valdis Kalnins on behalf of Lorna Nenciorini
Contact Information Valdis - x2532, Lorna - x2652

Description

Per the 2019 Budget Policy section 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."

Consistent with this policy, the Project Management Team working with Finance and impacted Departments has prepared a list of previously approved projects that are recommended for a carry-over into into 2020. A request is hereby being made to re-appropriate unspent funds less any expenses already incurred for the listed projects and allocate additional funds where necessary to complete approved projects.

Attachment A to Resolution 188-044

List of Approved 2019 and Prior Year Projects							
#	Project Name	Project Description and Status	Scope Change	Approval Year	Previously Approved Amount	2019 & Prior Year Expenditures	Budget Adjustment for 2020
#2450 CIP Public Improvements Fund							
1	Heat Pump Replacement - Courthouse	Asset Replacement Plan to systematically replace the heat pumps at the Courthouse that are past their operational life expectancy. One contract signed with RW LaPine to replace an initial set of 17 heat pumps, a second contract is pending to replace approximately 13 more using up the remaining budget.	No	2015, 2016, 2017	\$ 220,000	\$ -	\$ 220,000
2	HSB Parking Lot Study	Fund field investigations (drain video imaging, soil boring and ground penetrating radar) to determine structural integrity of HSB parking lots and root cause of issues. In process of awarding contract based on proposals received from RFP.	No	2017	\$ 15,000	\$ -	\$ 15,000
3	ACSO Front Parking Lot Improvements	Reconstruct front parking lot adding/reconfiguring parking spaces and sidewalks to increase capacity and improve safety. Contract fully executed to have work done in summer of 2020.	No	2017	\$ 167,000	\$ -	\$ 167,000
4	Resurface Front Lot CSB	Pavement Maintenance Plan. Front lot can no longer be sealcoated. Needs to be resurfaced. Contract fully executed to have work done in summer of 2020.	No	2018	\$ 96,000	\$ -	\$ 96,000
5	Repair Pumphouse Retaining Wall	Retaining wall is collapsing towards pump house entry and erosion is undercutting the concrete access stairway. RFP to be re-released in 2020, no proposals received from initial release in fall 2019.	No	2018	\$ 20,000	\$ -	\$ 20,000
6	Court Recording Solution Upgrade - Phase III	Technology Replacement Plan. BIS court recording system is 10 years old and needs replacement to maintain reliability. 7 Courtrooms completed in 2019 through Phase II. Three smaller hearing rooms remain to be completed in Phase III. Equipment to be replaced was not fully identified on initial budgetary quotes provided by vendor and final quotes for hearing rooms came in higher than budgeted. The \$40,000 appropriation needed to complete the project includes a carryover amount of \$18,327 plus a new appropriation of \$21,673.	No	2018	\$ 172,500	\$ 154,173	\$ 40,000
7	County Website Redesign	Redesign County Website, migrate to a newer platform and enable usage on portable electronic devices. RFP drafted and being reviewed before release in Q1 of 2020.	No	2019	\$ 16,000	\$ -	\$ 16,000
8	Animal Shelter - Flooring Repairs	Replace floor covering at the animal shelter. Contract fully executed, scheduled for completion in Q1 of 2020.	No	2019	\$ 40,000	\$ -	\$ 40,000
9	Animal Shelter - HVAC Improvements	HVAC System Improvements. Contract fully executed, scheduled for completion in Q1 of 2020.	No	2019	\$ 35,000	\$ -	\$ 35,000
10	Animal Shelter - Medical Sink	Install medical sink at the animal shelter. Contract fully executed, scheduled for completion in Q1 of 2020.	No	2019	\$ 10,000	\$ -	\$ 10,000
11	ACSO Roof Replacement - Section 1	Replace Section 1 of the roof at the ACSO. Project is split over two years with approx. 2/3 being done in 2019 and the remaining 1/3 in 2020. \$150,000 remaining from 2019 to be carried over and added to \$370,000 already appropriated for this project in 2020.	No	2019	\$ 800,000	\$ 648,970	\$ 150,000
12	Pavement Maintenance - County Lots	Apply treatments necessary to maintain pavement. New funds approved and appropriated in 2020 as part of a new project intended to comprehensively maintain all of the County's paved surfaces.	Yes CANCEL	2019	\$ 25,000	\$ -	\$ -
Total Budget Appropriation					\$ 1,616,500	\$ 803,143	\$ 809,000

Attachment A to Resolution 188-044

List of Approved 2019 and Prior Year Projects							
#	Project Name	Project Description and Status	Scope Change	Approval Year	Previously Approved Amount	2019 & Prior Year Expenditures	Budget Adjustment for 2020

Parks Capital Projects

The following parks projects are to be funded through a Transfer-In of up to \$139,000 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.

13	Gun Lake Park Watercraft Launch and Pavilion Improvements	Engineering and construction to improve pavilion, boat launch and access drive at Gun Lake Park. Bids received were higher than budget appropriation, Board sent back to Parks Advisory Board for review, prioritization and recommendation.	Under Review	2018	\$ 283,630	\$ 18,630	\$ 265,000
14	DNR Trust Fund - Silver Creek Park Improvements	County was noticed by DNR in December that Trust Fund Grant applied for in 2019 was not awarded.	Yes CANCEL	2019	\$ 125,700	\$ -	\$ -
15	Pavement Maintenance - Parks Lots	Apply treatments necessary to maintain pavement. New funds approved and appropriated in 2020 as part of a new project intended to comprehensively maintain all of the County's paved surfaces.	Yes CANCEL	2019	\$ 25,000	\$ -	\$ -
Total Budget Appropriation					\$ 434,330	\$ 18,630	\$ 265,000

#2465 Child Care Capital

16	Youth Home Intercom and Surveillance Camera System Replacement	Replace aging building wide intercom system and surveillance camera system. Project is in execution and expected to be completed in Q1 of 2020. Appropriation adjusted to reflect decreased project cost based on contract.	No	2014	\$ 140,000	\$ 43,000	\$ 75,000
17	Pavement Maintenance - YH Lot	Apply treatments necessary to maintain pavement. New funds approved and appropriated in 2020 as part of a new project intended to comprehensively maintain all of the County's paved surfaces.	Yes CANCEL	2019	\$ 5,000	\$ -	\$ -
Total Budget Appropriation					\$ 145,000	\$ 43,000	\$ 75,000

#2118 Central Dispatch Capital

18	SIP Card Purchase and Installation	Needed to allow VIPER phone system to connect to the PFN ESINet to enable Smart911 services. SIP integration is scheduled with Intrado to occur in Q3 of 2020 in coordination with the PFN cutover.	No	2019	\$ 12,000	\$ -	\$ 12,000
19	Dispatch Console Replacement	Replace five existing dispatch consoles and add a sixth console to accommodate additional staffing during major events and allow for future growth. Project in execution and expected to be completed in Q1 of 2020. Appropriation adjusted to reflect decreased project cost based on contract.	No	2019	\$ 120,000	\$ 56,168	\$ 60,000
20	Pavement Maintenance - 911 Lot	Apply treatments necessary to maintain pavement. New funds approved and appropriated in 2020 as part of a new project intended to comprehensively maintain all of the County's paved surfaces.	Yes CANCEL	2019	\$ 6,000	\$ -	\$ -
Total Budget Appropriation					\$ 138,000	\$ 56,168	\$ 72,000

#2300 Transportation Grant

21	Pavement Maintenance - ACT Lot	Apply treatments necessary to maintain pavement. New funds approved and appropriated in 2020 as part of a new project intended to comprehensively maintain all of the County's paved surfaces.	Yes CANCEL	2019	\$ 2,000	\$ -	\$ -
Total Budget Appropriation					\$ 2,000	\$ -	\$ -

Attachment A to Resolution 188-044

List of Approved 2019 and Prior Year Projects							
#	Project Name	Project Description and Status	Scope Change	Approval Year	Previously Approved Amount	2019 & Prior Year Expenditures	Budget Adjustment for 2020
#2550 Animal Shelter Donations Fund							
22	Dog Run Barrier	The 2019 appropriation of \$33,000 did not align to specific projects. The carry-over amount is specifically for the installation of a concrete barrier along the dog run fencing. This project is fully scoped and ready for bid. Any additional projects will be brought to the Board for approval mid-year once they are fully scoped.	Yes	2018	\$ 33,000	\$ -	\$ 10,000
Total Budget Appropriation					\$ 33,000	\$ -	\$ 10,000
#2560 – Register of Deeds Automation Fund							
23	Replace Public Records Management System	Purchase a new Public Records Management System with associated conversion, installation and training services. New system installed and conversion / Go Live completed in Q3 of 2019. Supplemental contract fully executed to integrate Kofile with BS&A to allow for electronic transfer of records between ROD and Treasury to be completed in Q1. Appropriation adjusted to reflect decreased amount needed to complete project.	No	2019	\$ 200,000	\$ 175,363	\$ 8,000
Total Budget Appropriation					\$ 200,000	\$ 175,363	\$ 8,000

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

TRANSPORTATION—APPROVE FY2021 MDOT OPERATING AND CAPITAL ASSISTANCE APPLICATIONS

BE IT RESOLVED that the Allegan County Board of Commissioners hereby approves the attached FY2021 Michigan Department of Transportation (MDOT) applications for operating and capital assistance

- Regular Services - State Operating of \$359,851 and Federal Operating - Section 5311 of \$176,055,
- Specialized Services Operating of \$124,918,
- Job Access Reverse Commute of \$102,300,
- Capital Section New Freedom-Mobility Management for \$64,900,
- Capital Section Transit vehicles/equipment for \$644,500; and

BE IT FURTHER RESOLVED that the County Administrator is authorized to purchase transit vehicles as requested in the application; and

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the use of up to \$150,000 in Transportation Fund Balance, as intended by Allegan County Transportation Services to supplement and sustain the above programs; and

BE IT FINALLY RESOLVED that the Board Chairman and/or the County Administrator are authorized to sign the necessary documents and MDOT project authorizations, and the Executive Director of Finance is authorized to make necessary budget adjustments on behalf of the County.

Allegan County Grants

Section I - General Information

Name of Grant	Grant Period / Term
MDOT FY 2021 annual grant application	10/01/20 to 09/30/21
Source of Grant Funding - Agency Name	Federal, State, Local
MDOT	Federal & State
Submitted by and/or Program Manager	Service Area Requesting
Dan Wedge, Executive Director of Services	Transportation
Brief summary of Grant program	Requesting continued funding for Regular Service, Specialized Services, Job Access, Mobility Management and Capital.

Section II - Application

Request Type	Grant Renewal	Work Order No.	188048
Specific Action Requested	BOC Approval	Request Date	1/30/2020
Request Submission Deadline (Date)	2/15/2020	Approval Date	
Grant request approved by BOC with Budget			
Signatures Needed	County Administrator		
Funding Sources	Estimated amounts approved with Grant Renewal list	Application Amount	
Grant Funding	\$ -	\$	1,472,524.00
Required Local Match	\$ -	\$	-
County Funding	\$ -	\$	-
TOTAL	\$ -	\$	1,472,524.00

Notes or Additional Information

Application amount includes \$709,400 for capital items. (\$64,900 for New Freedom Mobility)

Metrics and Measurements at Application - Identify Goals and Purpose

Number of Trips Provided - Regular	Deliver Affordable and Accessible services
Number of Trips Provided - Job Access	Deliver Affordable and Accessible services
Number of Trips Provided - Specialized Services	Deliver Affordable and Accessible services
Number of Trips Provided - Mobility Mangement	Deliver Affordable and Accessible services

Section III - Acceptance

Specific Action Requested		Work Order No.	
Request Submission Deadline Date		Request Date	
Signatures Needed		Approval Date	
Funding Sources	Actual Award		

Allegan County Transportation MDOT Annual Application FY2021

Program description and funding request

- **Regular Service Operating Request: \$359,851 State \$176,055 Federal Total Budget \$991,639**
This funding is used to provide service to the general public and help supplement transportation for the many agencies with contract fares and also includes Medicaid rides.
(FY 2018 - \$430,714 State \$247,307 Federal \$1,346,092 Total budget)
(FY 2019 - \$449,175 State \$211,995 Federal \$1,155,161 Total budget)
(FY 2020 - \$376,586 State \$183,017 Federal \$998,480 Total budget)
- **Specialized Services funding request: \$124,918 State Total Budget \$154,854**
Funding is used to provide transportation for persons with disabilities, veterans and seniors in Allegan County. This serves persons attending meal site, medical trips, shopping, and limited out of county rides primarily for medical. In 2021 adding volunteer driver options.
(FY2018 - \$106,704 State – Total budget \$160,700)
(FY2019 - \$106,704 State – Total budget \$159,404)
(FY2020 - \$106,704 State – Total budget \$154,854)
- **Job Access Reverse Commute (JARC) request: \$102,300 Total Budget \$105,500**
These funds are for individuals who are receiving transportation to work and are often outside the normal boundaries or times of public transportation.
(FY2018 - \$102,300 Total budget \$108,600)
(FY2019 - \$102,300 Total budget \$108,100)
(FY2020 - \$102,300 Total budget \$107,400)
- **New Freedom Mobility Management Request: \$64,900 Total Budget (FTA Considers Mobility Management a Capital funded project, listed below)**
Allegan County Transportation and Allegan County Senior Services is partnering on the grant to utilize a mobility manager full time to coordinate rides for persons with disabilities and seniors. The Mobility Manager coordinates rides between volunteer programs like the volunteer driver program, Community Action, Allegan County Transportation and any additional options.
(FY2018 - \$11,000 State \$44,000 Federal \$55,000 Total budget)
(FY2019 - \$11,600 State \$46,400 Federal \$58,000 Total budget)
(FY2020 - \$12,500 State \$50,000 Federal \$62,500 Total budget)
- **Capital requests for FY2021**

a) Replacement buses (7 total)	= \$638,000
b) Equipment	= \$ 6,500
c) Mobility Management (from above)	= \$ 64,900
Total	= \$709,400

I acknowledge that I have reviewed a copy of the Contract Clauses. I understand that the nature of the project will determine which requirements of the contract clauses apply and I will comply with all applicable clauses for all FTA-funded contracts for the application year.

Name Of The Person Authorized To Sign A Contract Or Project Authorization

Robert J. Sarro

Legal Organization Name

Allegan County Board of Commissioners

Title Of Authorized Signer

Signature Of Authorized Signer ** (See Below)

Date

County Administrator

.....

02/13/2020

**** If the organization has a master agreement with MDOT, the organization name must match the name as it appears on the master agreement and the signature must be the same as the authorized signer of the master agreement or an individual with legal authority to sign a project authorization for the organization. Your agency can change, add or remove and authorized signer at any time by completing a signature resolution.**

This form is required for all agencies applying for Regular Services, Section 5311 JARC, Section 5310, and/or New Freedom projects.

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

THE APPLICANT AGREES TO COMPLY WITH THE APPLICABLE REQUIREMENTS SELECTED BELOW:

- This organization has the necessary operational lifts on its vehicles as required by Act 51, [Section 10e
A. (17) and 10e(18)] of the Public Acts of 1951, as amended, and the Americans with Disabilities Act of 1990.
The organization also certifies that the lifts are maintained and cycled on a regularly scheduled basis.
- B. This organization has proof of insurance on file that meets the insurance requirements in exhibit a of your master agreement with the Michigan Department of Transportation.

The applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in statements submitted herein with this document. The truthfulness and accuracy of this document will enable the applicant to receive state funding.

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

The Applicant agrees to comply with the applicable requirements of categories below. *
Those requirements that do not apply to you or your project will not be enforced.

<u>Categories</u>	<u>Descriptions</u>
01.	Certifications and Assurances Required of Every Applicant.
02.	Tax Liability and Felony Convictions.
03.	Lobbying.
04.	Private Sector Protections.
05.	Transit Asset Management Plan.
06.	Rolling Stock Buy America Reviews and Bus Testing.
07.	Formula Grants for Rural Areas.
08.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.
09.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.
10.	Alcohol and Controlled Substances Testing.
11.	Demand Responsive Service.
12.	Interest and Financing Costs.
13.	Construction Hiring Preferences

FTA and MDOT intend that the certifications and assurances the Applicant has selected on this form should apply, as required, to each project for which the Applicant seeks FTA assistance during application year.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document, and acknowledges that the provisions of the program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. 3801 et.seq., and implemented by DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance, or submission made to FTA. The criminal fraud provisions of 18 U.S. C. 1001 may apply to any certification, assurance, or submission made in connection with any program administered by FTA.

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

is applying for Section 5311, 5311(f), and/or 5339 funding under Federal Transit Law, as amended, for the application year. We will be bound by the provisions of this special 5333(b) [former 13(c)] labor warranty for the period of the grant.

Does a union represent the applicant's employees? Yes No

Does agency use a third party transportation provider? Yes No

Indicate third party transportation provider and their union representation provider or none. (Agency hired by the applicant to perform public transportation services)

Third Party : Union Names: None

Are there other surface transportation providers in your area? Yes No

Note: Do not include school bus transportation providers and their unions

Indicate surface transportation providers and their union representation or none. (Providers serving the general public, including public agencies, private providers, and/or non-profit providers and their unions in your jurisdictional area)

Provider :	<input type="text" value="Macatawa Area Express"/>	Union Names:	<input type="text" value="Amalgamated Local 836"/>	None	<input type="checkbox"/>
Provider :	<input type="text" value="Interurban (ITA)"/>	Union Names:	<input type="text"/>	None	<input checked="" type="checkbox"/>
Provider :	<input type="text"/>	Union Names:	<input type="text"/>	None	<input type="checkbox"/>
Provider :	<input type="text"/>	Union Names:	<input type="text"/>	None	<input type="checkbox"/>
Provider :	<input type="text"/>	Union Names:	<input type="text"/>	None	<input type="checkbox"/>

FY 2021 ADA COMPLAINT INFORMATION

You must retain copies of complaints for at least one year and a summary of all complaints for at least five years.

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

Has the agency been named in any lawsuits or complaints in the last year which allege an individual was discriminated against or denied full participation in transportation based on disability?

Yes No

In the last year, have you had an ADA compliance review conducted on your transportation program as part of an overall FTA or MDOT Compliance Review?

Yes No

Have any changes been made to your ADA Complaint Policy?

Yes No

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

All FTA funds recipients, except for urban agencies that receive all of their FTA funds directly from FTA, must submit the following information that covers the period since your last MDOT application. First-time applicants should submit information for the previous fiscal year.

1. Are there any active lawsuits or complaints naming the applicant that allege discrimination based on race, color or national origin with respect to service or other transit benefits?

Yes No

2. Have you had any title vi compliance review activities conducted with regard to your transportation program, including triennial compliance reviews conducted by fta and/or mdot?

Yes No

3. When was your last title VI program approved by MDOT or FTA MM/DD/YYYY

4. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved?

Yes No

5. Has your organization had any projects and/or service change that has Title VI, Limited English Proficiency (LEP), or Environmental Justice (EJ) impacts? Service change includes service expansion/reduction, route and/or hour changes, etc

Yes No

6. During this reporting period, how were your employees educated about Title VI and their responsibility to ensure non-discrimination in any of your programs, services, or activities?

ACT posts Title Vi requirements in visible sight within the facility for all staff to see and review. Also, each revenue vehicle has a sticker attached indicating Title VI requirements. Promotional material will also contain Title VI language.

Annually, all bus drivers receive Recipient Rights and Sensitivity training helping to ensure drivers are sensitive to needs of disabled passengers and to be fully Title VI compliant.

NOTICE: The Local Advisory Council(LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

1. Total D-R Fleet anticipated for application year (including locally funded vehicles)

28

2.Total Anticipated D-R Fleet Accessible or lift-equipped (including locally funded vehicles)

28

3. Has the agency made any changes in vehicle inventory described in No. 1 and No. 2 above since the last accessibility plan update was submitted?

(If "yes" explain changes and reasons for those changes below.)

Yes No

4.Has the agency made any changes in the following since the last accessibility plan update was submitted?

A. Fare structure Yes No

B. Service area information Yes No

C. Service availability information Yes No

D. Service Hours/days of operation Yes No

E.Local advisory council composition Yes No

One past senior member resigned and one senior member was added. One agency representing persons with a disability assigned a new representative.

5.Has the agency made any other changes in its vehicle accessibility plan since last submission of an accessibility plan or annual update?

Yes No

LAC Change in membership.

6. Please indicate the number of times per year the agency's LAC meets

Annually Quaterly Monthly Other

7. LAC MEMBER LIST (List below the members of your agency LAC. Attach a separate page of additional names if necessary.)

NOTICE: The Local Advisory Council (LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.

NOTE: MDOT Administrative Rule 202 requires that the applicant agency shall establish a LAC composed of a minimum of three members. No LAC member shall be a staff or board member of the applicant agency. The applicant agency shall ensure all of the following:

1) 50% of the LAC membership represents persons who are 65 years of age or older and persons who have disabilities within the service area;

2) the LAC membership includes people who have diverse disabilities and the elderly who are users of public transportation; and

3) the applicant agency has approved at least one member, or 12% of the membership, jointly with the area agency on aging.

Does the list of members reflect the membership in the minutes?

Yes **No**

1. CHAIRPERSON'S NAME

Affiliation (Name of organization, if any)

Keith Behm

None

This member represents

- Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

This member is

- Jointly appointed by an area agency on aging
 A user of public transportation
 None of these groups
 Age 65 or older
 A Person with Disabilities

2. NAME

Affiliation (Name of organization, if any)

Andrew Iciek

None

This member represents

- Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

This member is

- Jointly appointed by an area agency on aging
 A user of public transportation
 None of these groups
 Age 65 or older
 A Person with Disabilities

3. NAME

Affiliation (Name of organization, if any)

Holly Harvey

Disability Network/Lakeshore

This member represents

- Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

This member is

- Jointly appointed by an area agency on aging
 A user of public transportation
 None of these groups
 Age 65 or older
 A Person with Disabilities

4. NAME

Affiliation (Name of organization, if any)

Stacie Gerken

Area Agency on Aging

This member represents

- Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

This member is

- Jointly appointed by an area agency on aging
 A user of public transportation
 None of these groups
 Age 65 or older
 A Person with Disabilities

5. NAME

Affiliation (Name of organization, if any)

Linda Escott

None

This member represents

- Persons with Disabilities Persons 65 years and older Neither of these groups

This member is

- Jointly appointed by an area agency on aging A user of public transportation None of these groups
- Age 65 or older A Person with Disabilities
-

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

Project Name

Job Access Operating

Category Of Project (e.g., Job Access operating and/or Reverse Commute operating; Job Access capital and/or Reverse Commute capital such as bus, equipment, marketing, planning, and/or mobility management). You must also submit capital and/or operating request in PTMS.

Job Access Operating

Expansion Continuation

Amount Of FEDERAL Funds Requested For The Project Amount Of STATE Funds Requested For The Project Total Funding: \$

51,150	51,150	102,300
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Project Description

The Job Access/Reverse commute project provides expanded access to employment transportation, Monday through Friday (6:00 am to 5:00 pm), to any employment site within our service area. Planned level of service is again anticipated to provide a total of 1,650 additional hours of employment related transit services and 1,850 employment related trips in 2021. This is over and above the regular service availability.

Are There Multiple Providers For This Project/Service?

No Yes if yes, please describe how the project/service provides for the coordination among the various providers

Project Implementation Plan And Timeline

The job access operating project will continue when funding becomes available for the period of Oct. 1, 2020 to Sept. 30, 2021..Allegan County Transportation has many years of prior successful JARC service. Allegan County Transportation was one of the first ten projects implemented by MDOT back in the year 2000. This service has enabled transit dependent employment seekers (including many individuals with a disability) to obtain employment that would otherwise not be available. This service also provides options for persons to maintain current employment.

Name Of Applicant (legal organization name)

Allegan County Board of Commissioners - (Allegan County Transportation Services)

A. DOES YOUR COORDINATION COMMITTEE MEET AT LEAST QUARTERLY?

Yes No

If no, describe reasons for not meeting and efforts to establish quarterly meetings.

Quarterly meetings are set annually, however occasionally we do cancel if there is a lack of agenda items or low turnout.

B. PLEASE IDENTIFY BASIC RESPONSIBILITIES OF THE COORDINATION COMMITTEE, LOOK AT THE FOLLOWING EXAMPLES OF ACTIVITIES, AND PROVIDE A BRIEF NARRATIVE OF THOSE ACTIVITIES OR MAJOR ACCOMPLISHMENTS YOU ACHIEVED DURING THE PREVIOUS FISCAL YEAR. Example of Activities: communication events; obtaining customer input; designated leadership roles; coordination of client rides; develop specific goals and objectives; clearinghouse; central dispatch; joint driver training programs; shared maintenance; review performance; and review and adjust budgets.

The Allegan County Specialized Services Committee meets quarterly to insure coordination of services within the county. Customer input is sought at any meeting, including the annual committee/LAC meeting. ACT coordinates services with numerous stakeholders. Typical meeting discussion includes methods to increase service, increase volunteer drivers, new programming from stakeholders, and discussion with the County Commissioners pertaining to expansions of services with a new funding model.

C. DESCRIBE PLANNED ACTIVITIES FOR THE NEXT FISCAL YEAR.

The Allegan County Specialized Services Committee will continue to meet quarterly. Increased opportunities will continue to be a major focus along with the continued expansion of volunteer transportation within the county. Continued work updating the five year strategic plan will continue to be a high priority for this committee. Seeking to use the increase in Specialized Services funds to expand services to Persons with a disability and Seniors.

D. Organizations must ensure that the level and quality of service will be provided without regard to race, color, or national origin and that there is not a disparate impact on groups protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations. This is especially important if the same service has been provided for several years and demographic changes may have occurred in your community or if service changes have been made.

PLEASE DESCRIBE YOUR EFFORTS TO COMPLY WITH THIS REQUIREMENT.

Each revenue vehicle has a sticker attached indicating Title VI requirements. ACT posts the Title VI requirements in visible sight within the facility for staff to read and/or review.

E. Act 51 requires proposals for coordinated Specialized Services assistance funding be developed jointly between existing eligible authorities or eligible governmental agencies that provide public transportation services and the area agencies on aging or any other organization representing specialized services interests.

COORDINATION COMMITTEE PARTICIPATION (List the people who have participated and the agency they represent.)

NAME	Phyllis Yff	AFFILIATION	Interurban Transit
NAME	Dan Wedge	AFFILIATION	Allegan County Transportation
NAME	Tammy Chapin	AFFILIATION	Allegan County Transportation
NAME	Cathy Haas	AFFILIATION	Allegan County CMH
NAME	Lisa Evans	AFFILIATION	Community Action
NAME	Gale Dugan	AFFILIATION	Allegan County Commissioner
NAME	Dawn Sellars	AFFILIATION	MTM Transit
NAME	Jo VerBeek	AFFILIATION	Evergreen Commons
NAME	Judy Walczak	AFFILIATION	Michigan Works
NAME	Sherry Owens	AFFILIATION	Allegan County Senior Services
NAME	Keith Behm	AFFILIATION	Community Member
NAME	Holly Harvey	AFFILIATION	Disability Network/Lakeshore
NAME		AFFILIATION	

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

A. Provide the following information for your proposed service

Regular Service/Paid Driver.

Description of service and information for applicant and/or each sub-applicant as applicable (service area, schedule, type of service, etc.).

Service Area - Allegan County and out of county medical transportation service.
Schedule - Available for request five days a week, Monday to Friday, 6:00 am to 5:00 pm.
Type of Service - Reservation service.

Available funding for the area will be the same as the current fiscal year. Funds may be redistributed among subrecipients by agreement of the Coordination Committee.

MDOT continuation funds requested by applicant and method of reimbursement (per mile or per passenger). Provide information for applicant and/or each sub-applicant as applicable (do not list volunteer drivers).

Applicant:

Dollar Amount Requested by Mile Estimated Miles

Dollar Amount Requested by Passenger Estimated Passengers

Do you have sub-applicants? Yes No

Volunteer Driver Service

Do You have volunteer Drivers? Yes No

Description of service and information for applicant and/or each sub-applicant as applicable (service area, schedule, type of service, etc.).

Use volunteer driver pool to transport both persons with a disability or seniors to medical appointment. The volunteer drivers are coordinated by the Allegan County Mobility Manager. Current Volunteer drivers are reimbursed mileage by the local Commission on Aging. This will add additional options.

MDOT continuation funds requested by applicant. Reimbursed based on miles only. Provide information for applicant and/or each sub-applicant as applicable.

Enter both estimated miles and passengers. The estimated miles and passengers should reflect the service level of each sub-applicant regardless what is funded.

APPLICANT:

Dollar Amount Requested	2,175	By Miles	Estimated Miles	7,500
			Estimated passengers	

SUB-APPLICANT

Name of Sub-applicant				
-----------------------	--	--	--	--

Dollar Amount Requested		By Miles	Estimated Miles	
			Estimated passengers	

Name of Sub-applicant				
-----------------------	--	--	--	--

Dollar Amount Requested		By Miles	Estimated Miles	
			Estimated passengers	

Name of Sub-applicant				
-----------------------	--	--	--	--

Dollar Amount Requested		By Miles	Estimated Miles	
			Estimated passengers	

FY 2021 SECTION 5310/NEW FREEDOM
GENERAL INFORMATION

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

Check One :

Urbanized Area Non Urbanized Area

Name of urbanized area

Is your agency within a metropolitan planning organization (MPO)?

Yes No

Services Provided by applicant (including how 5310 vehicles will be used, service area, days and hours of operation, and reservation requirements)

Services provided include scheduling requested trips with an volunteer driver or, if necessary, refer the client to ACT transit services utilizing a revenue vehicle. Service is typically provided Monday through Saturday, 8am to 5pm. No MDOT vehicles will be used providing this service, only volunteers vehicles and/or county owned vehicles.

Estimated Percentage of Ridership(%)

Elderly % Disabled % Other %

Specify Other

Vehicles are intended to:

Replace Existing Vehicles Expand Existing Service Start New Service

Select One:

- Attached are letters of support from each public and private transit and paratransit operator in the proposed service area indicating that he or she does not, and is not intending to, offer similar service in the same area; or proof of a good faith effort made in obtaining letters of support if an operator will not respond.
- A public notice has been published (attach a copy of published public notice in PTMS).

Project 1

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

Project Name

Mobility Management

Category of project (e.g., New Freedom operating: New Freedom capital such as bus, equipment, marketing, planning, and/or mobility management). You must also submit capital and/or operating request in PTMS.

Allegan County Mobility Management

- Expansion Continuation

Amount of FEDERAL funds requested for the project	Amount of STATE funds requested for the project	Local Match (If other than capital)	Total funding \$
51,920	12,980		64,900

Source of local match funds for operating (be specific - identify each source and \$ amount).

General area served:

- An urbanized area with population between 50,000 and 199,999
 A non-urbanized area with population below 50,000

Is this project in a tip:

- Yes
 No

Project description

Allegan County Transportation (ACT) and the Allegan County Senior Services will continue to collaborate providing transportation to seniors and persons with disabilities as a direct service of Allegan County through a combination of transportation services. A Mobility Specialist will be funded full time working to coordinate client transportation needs utilizing all available sources of transportation. Coordination of services has progressed to the point of refusing very few trip requests.

Title of coordinated plan from which project is derived

Allegan County Area Wide Coordinated Public Transit Human Service Plan

Specific strategy project relates to: page number and section where the specific strategy is stated

Page 6 - Transportation Service Plan
Page 7 - Ensure effective mobility management

How does project address the identified strategy?

The project has and will continue to reduce duplication by utilizing the existing services in the most effective manner.

Are there multiple providers for this project/service?

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

Project implementation plan and timeline

Allegan County Area Wide Coordinated Public Transit Human Service Plan

Allegan County - Transportation Services

**750 Airway Drive
Allegan, MI 49010**

(269) 686-4529

Nonurban County

Regular Service

Annual Budgeted

2021

Operating Revenue: \$92,400

Total Eligible Expenses: \$978,079

Local Share: \$295,910

Comments: -Use up to \$150,000 in reserves

Allegan County - Transportation Services
Nonurban County
Regular Service
Annual Budgeted
2021

Revenue Schedule Report

Code	Description	Amount
401 :	Farebox Revenue	
40100	Passenger Fares (-)	\$92,400
407 :	NonTrans Revenues	
40720	Rental of Bldgs or Other Property (-)	\$9,060
40760	Gains from the Sale of Capital Assets (Explain in comment field) (-Vehicle Sales)	\$12,500
409 :	Local Service Contract	
40950	Local Service Contract/Local Source (-)	\$181,950
411 :	State Formula and Contracts	
41101	State Operating Assistance (-)	\$359,851
413 :	Federal Contracts	
41301	Section 5311 Operating (-)	\$176,055
41398	RTAP (-)	\$4,500
Total Revenues: \$836,316		

Allegan County - Transportation Services
Nonurban County
Regular Service
Annual Budgeted
2021

Expense Schedule Report

Code	Description	Amount
501 :	Labor	
50101	Operators Salaries & Wages (-)	\$218,060
50102	Other Salaries & Wages (-)	\$241,716
50103	Dispatchers' Salaries & Wages (-)	\$108,766
502 :	Fringe Benefits	
50200	Fringe Benefits (-)	\$68,733
503 :	Services	
50302	Advertising Fees (-)	\$594
50305	Audit Costs (-)	\$1,274
50399	Other Services (-)	\$30,091
504 :	Materials and Supplies	
50401	Fuel & Lubricants (-)	\$85,583
50402	Tires & Tubes (-)	\$5,547
50499	Other Materials & Supplies (-)	\$19,396
505 :	Utilities	
50500	Utilities (-)	\$32,886
506 :	Insurance	
50603	Liability Insurance (-)	\$18,129
50699	Other Insurance (-)	\$75,541
509 :	Misc Expenses	

Allegan County - Transportation Services
Nonurban County
Regular Service
Annual Budgeted
2021

Expense Schedule Report

Code	Description	Amount
50902	Travel, Meetings & Training (-)	\$3,566
50903	Association Dues & Subscriptions (-)	\$1,823
512 :	Operating Leases & Rentals	
51200	Operating Leases & Rentals (-)	\$79,934
560 :	Ineligible Expenses	
56004	Ineligible Expenses Associated w/Rentals (-)	\$9,060
574 :	Ineligible Expenses	
57402	Ineligible RTAP (-)	\$4,500

Total Expenses: \$991,639

Total Ineligible Expenses: \$13,560

Total Eligible Expenses: \$978,079

Allegan County - Transportation Services
Nonurban County
Regular Service
Annual Budgeted
2021

Non Financial Schedule Report

Public Service

Code	Description	Weekday DR	Saturday DR	Sunday DR	Total
610	Vehicle Hours	13,000	320	0	13,320
611	Vehicle Miles	338,000	8,320	0	346,320
615	Unlinked Passenger Trips - Regular	9,500	0	0	9,500
616	Unlinked Passenger Trips - Elderly	5,200	0	0	5,200
617	Unlinked Passenger Trips - Persons w/Disabilities	9,500	75	0	9,575
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	5,500	300	0	5,800
621	Total Line-Haul Unlinked Passenger Trips	29,700	375	0	30,075
625	Days Operated	250	50	0	300

Total Passengers: 30,075

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	24
656	Demand-Response Vehicle w/ Lifts	24
658	Total Transit Vehicles	24

Total Vehicles: 24

Miscellaneous Information

Code	Description	Quantity DR
660	Diesel/Gasoline Gallons Consumed	19,500

Allegan County - Transportation Services

**750 Airway Drive
Allegan, MI 49010**

(269) 686-4529

Nonurban County

Job Access

Annual Budgeted

2021

Operating Revenue: \$3,200

Total Eligible Expenses: \$102,300

Local Share: \$3,200

Comments: -

Allegan County - Transportation Services
Nonurban County
Job Access
Annual Budgeted
2021

Revenue Schedule Report

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

Total Revenues: \$105,500

Allegan County - Transportation Services
Nonurban County
Job Access
Annual Budgeted
2021

Expense Schedule Report

Code	Description	Amount
501 :	Labor	
50101	Operators Salaries & Wages (-)	\$23,209
50102	Other Salaries & Wages (-)	\$25,727
50103	Dispatchers' Salaries & Wages (-)	\$11,577
502 :	Fringe Benefits	
50200	Fringe Benefits (-)	\$7,314
503 :	Services	
50302	Advertising Fees (-)	\$63
50305	Audit Costs (-)	\$135
50399	Other Services (-)	\$3,203
504 :	Materials and Supplies	
50401	Fuel & Lubricants (-)	\$9,109
50402	Tires & Tubes (-)	\$590
50499	Other Materials & Supplies (-)	\$2,065
505 :	Utilities	
50500	Utilities (-)	\$3,500
506 :	Insurance	
50603	Liability Insurance (-)	\$1,930
50699	Other Insurance (-)	\$8,040
509 :	Misc Expenses	

Allegan County - Transportation Services
Nonurban County
Job Access
Annual Budgeted
2021

Expense Schedule Report

Code	Description	Amount
50902	Travel, Meetings & Training (-)	\$380
50903	Association Dues & Subscriptions (-)	\$194
512 :	Operating Leases & Rentals	
51200	Operating Leases & Rentals (-)	\$8,464
574 :	Ineligible Expenses	
57402	Ineligible RTAP (-JARC Fares)	\$3,200

Total Expenses: \$105,500

Total Ineligible Expenses: \$3,200

Total Eligible Expenses: \$102,300

Allegan County - Transportation Services
Nonurban County
Job Access
Annual Budgeted
2021

Non Financial Schedule Report

Public Service

Code	Description	Weekday DR	Saturday DR	Sunday DR	Total
610	Vehicle Hours	1,417	0	0	1,417
611	Vehicle Miles	36,500	0	0	36,500
615	Unlinked Passenger Trips - Regular	1,025	0	0	1,025
617	Unlinked Passenger Trips - Persons w/Disabilities	425	0	0	425
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	250	0	0	250
622	Total Demand-Response Unlinked Passenger Trips	1,700	0	0	1,700
625	Days Operated	250	0	0	250

Total Passengers: 1,700

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	2
656	Demand-Response Vehicle w/ Lifts	2
658	Total Transit Vehicles	2

Total Vehicles: 2

Miscellaneous Information

Code	Description	Quantity DR
660	Diesel/Gasoline Gallons Consumed	3,041

FY 2021 SPECIALIZED SERVICES
BUDGET DATA FORM

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

REVENUE SCHEDULE

FY 2021

Passenger Fares(paid by rider)		\$	<input type="text" value="3,200"/>
Contract Fares (paid by another organization)		\$	<input type="text"/>
Local (source)	<input type="text" value="Comission on Aging"/>	\$	<input type="text" value="25,000"/>
	<input type="text" value="Retained Earnings"/>	\$	<input type="text" value="1,736"/>
State (source)	<input type="text" value="Specialized Services"/>	\$	<input type="text" value="124,918"/>
	<input type="text"/>	\$	<input type="text"/>
Federal (source)	<input type="text"/>	\$	<input type="text"/>
	<input type="text"/>	\$	<input type="text"/>
Other (source)	<input type="text"/>	\$	<input type="text"/>
	<input type="text"/>	\$	<input type="text"/>
Total Operating Revenue		\$	<input type="text"/>

EXPENSE SCHEDULE

Labor and Fringe Benefits		\$	<input type="text" value="98,119"/>
Services, Materials and Supplies (gas, oil, work performed by another agency)		\$	<input type="text" value="23,000"/>
Casualty and Liability insurance		\$	<input type="text" value="14,858"/>
Purchased Transportation Service Within Service Area		\$	<input type="text"/>
Leases and Rentals		\$	<input type="text" value="12,813"/>
Depreciation and Amortization		\$	<input type="text"/>
All Other		\$	<input type="text" value="6,064"/>
Total Operating Expenses		\$	<input type="text" value="154,854"/>

**Allegan County - Transportation Services
Capital Requests For FY 2021**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2021 CMAQ								
Eligible/Pending:4 Requested:4	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Tab \$200 ea. Radio installation \$425 ea. Logo @375.) Justn:Replace eligible local units 30, 37, 38, 39 based on age. This buses are 2015 and a 5 year bus. Jobnet #206831 for 2020	\$316,800	\$79,200	\$0	\$396,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$316,800	\$79,200	\$0	\$396,000		
2021 SEC 5310								
Requested:0	Mobility Mgt	Priority: Desc:On going Mobility Management Justn:On going Mobility Management	\$51,920	\$12,980	\$0	\$64,900	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$51,920	\$12,980	\$0	\$64,900		
2021 OTHER								
Eligible/Pending:2 Requested:2	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, gas engine (Tab \$200 ea. Radio Installation \$425 ea. Logo \$375 ea.) Justn:Replace eligible local units 30, 31, based on age. These buses are 2015 and a 5 year bus. Rural Task force Jobnet #207021 for 2021	\$129,600	\$32,400	\$0	\$162,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$129,600	\$32,400	\$0	\$162,000		

**Allegan County - Transportation Services
Capital Requests For FY 2021**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2021	5311 Capital							
Eligible/Pending:1 Requested:1	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, gas engine (Tab \$200 ea. Radio Installation \$425 ea. Logo \$375 ea.) Justn:Replace Eligible vehicle #31 Eligible for both miles and age.	\$64,000	\$16,000	\$0	\$80,000	REPLACE	PRE- REQUESTED
Requested:1	Equipment	Desc:Overhead fluid distribution system. Justn:Mechanic area has 4 vehicle location with only 3 overhead fluid system. Add one fluid system.	\$5,200	\$1,300	\$0	\$6,500	EXPAND	PRE- REQUESTED
Sub Total By Program Type			\$69,200	\$17,300	\$0	\$86,500		
Sub Total By Request Year			\$567,520	\$141,880	\$0	\$709,400		

**Allegan County - Transportation Services
Capital Requests For FY 2021**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2022	OTHER							
Requested:1	Facility	Desc:Storage facility Justn:Storage space to hold service truck, snow plow, floor sweeper, and new/used tires. Locally approved for Small Urban funding.	\$68,000	\$17,000	\$0	\$85,000	EXPAND	PRE-REQUESTED
Sub Total By Program Type			\$68,000	\$17,000	\$0	\$85,000		
2022	5311 Capital							
Eligible/Pending:4 Requested:4	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, gas engine (Tab \$200 ea. Radio Installation \$425 ea. Logo \$375 ea.) Justn:Replace eligible local units 34, 35, 36, 40, based on age. This buses are 2015 and a 7 year bus.	\$265,600	\$66,400	\$0	\$332,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$265,600	\$66,400	\$0	\$332,000		
Sub Total By Request Year			\$333,600	\$83,400	\$0	\$417,000		

**Allegan County - Transportation Services
Capital Requests For FY 2021**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2023	SEC 5339 - Bus and Bus Facilities							
Eligible/Pending:1 Requested:1	Vehicle	Desc:(Small Bus, 176 in. wheelbase, w/ lift, propane (Lettering)) Justn:Local number 41 replaced due to age	\$76,000	\$19,000	\$0	\$95,000	REPLACE	PRE- REQUESTED
Sub Total By Program Type			\$76,000	\$19,000	\$0	\$95,000		
Sub Total By Request Year			\$76,000	\$19,000	\$0	\$95,000		
Grand Total			\$977,120	\$244,280	\$0	\$1,221,400		

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

PARKS—APPROVE GUN LAKE PARK IMPROVEMENTS

WHEREAS, in 2019, through the competitive bidding process, bids exceeded the remaining capital allocation of \$265,000 for the Gun Lake Park Improvements; and

Budget Breakdown/Costs

Pavilion Improvements	\$ 81,250
Crosswalk Improvements	\$ 15,655
Boat Launch Ramp Improvements	\$ 130,195
Access Land and Maneuver Area Improvements	\$ 137,700
Lighting/Drainage	\$ 18,100
Permits, Inspections, General Conditions	\$ 17,100
Alternate C-1 New Gates	\$ 13,100
Kayak Launch Addition	\$ 49,000
Committed GMB Costs	\$ 13,350
MDEQ Consultant and Permits	\$ 5,000
Contingency (1%)	\$ 3,500
Total:	\$ 483,950

WHEREAS, on December 12, 2019, the Board referred this project back to the Parks Advisory Board for re-evaluation; and

WHEREAS, on February 4, 2020, the Parks Advisory Board recommended focus on the pavilion and boat launch ramp.

THEREFORE, BE IT RESOLVED that the Board of Commissioners authorizes the County Administrator to proceed with replacement of the pavilion and boat launch ramp for an amount not to exceed the remaining capital allocation of \$265,000; and

BE IT FURTHER RESOLVED this includes the authorization to negotiate with the Department of Natural Resources for its potential work on the boat launch and rebid the projects if necessary to reduce costs; and

BE IT FURTHER REOSLVED if there are any remaining funds left after satisfactory completion of the pavilion and ramp, the County Administrator is authorized to proceed with access and maneuver area improvements in accordance with the County policies; and

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

DRAFT



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#: 188665

Date: 1/28/2020

Request Type	Routine Items	Select a Request Type to reveal and complete required form.
Department Requesting	Parks	
Submitted By	Brandy Gildea	
Contact Information	Ext 2542	

Description

At the December 12, 2019 BOC meeting a motion was made on the Gun Lake Improvements:

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

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

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

Parks Advisory Board will review at their February 4, 2020. Recommendation/minutes from that meeting will then be attached to Work Order.

Attached is also the breakdown of the Gun Lake Project Costs.

Allegan County Parks Advisory Board



Allegan County Parks, Recreation &
Tourism
3283 122nd Ave
Allegan, MI 49010
269-686-9088
parks@allegancounty.org
<http://www.allegancounty.org>

Chairperson: Bruce Brandon
Vice Chairperson: John Clark III

PARKS ADVISORY BOARD MEETING – DRAFT MINUTES

Tuesday, February 4, 2020 @ 8:30am

Zimmerman Room - Human Service Building -3255 122nd Ave, Allegan, MI 49010

**Bruce
Brandon**
269-214-8825
South Haven

John Clark III
269-274-2736
Allegan

**Mark
DeYoung**
616-318-9612
Dorr

Gale Dugan
269-694-5276
Otsego

**Samuel
Dykstra**
269-792-2945
Wayland

Dean Kapenga
616-218-2599
Hamilton

Jackie Metz
269-521-6524
Allegan

**Maryl
Langeance**
269-694-9326
Otsego

CALL TO ORDER: Meeting was called to order by Chairman Brandon at 8:33am

ROLL CALL:

Members Present: Bruce Brandon, John Clark III, Gale Dugan, Samuel Dykstra, Dean Kapenga, Maryln Langeance, Jackie Metz

Members Absent: Mark DeYoung

Also Present: Brandy Gildea, Ronda Foreman, Steve Walma, Vicki Walma

ELECTION OF OFFICERS:

- **Chairman:** A nomination was made by Langeance, seconded by Clark to name Bruce Brandon as the Chairman of the Parks Advisory Board.

With no further nominations, a motion was made by Kapenga, seconded by Dugan to elect Bruce Brandon as the Parks Advisory Board Chairman for 2020. The motion carried.

- **Vice-Chairman:** A nomination was made by Dugan, seconded by Langeance to name John Clark III as the Vice-Chairman of the Parks Advisory Board.

With no further nominations, a motion was made by Dugan, seconded by Langeance to elect John Clark III as the Parks Advisory Board Vice-Chairman for 2020. The motion carried.

- **Secretary:** A nomination was made by Kapenga, seconded by Dugan to name Langeance as the Secretary of the Parks Advisory Board.

With no further nominations, a motion was made by Dugan, seconded by Brandon to elect Langeance as the Parks Advisory Board Secretary for 2020. The motion carried.

APPROVAL OF MINUTES: Clark brought to attention that under item 8. Park Updates, West Side Park was not identified in the first sentence; should read ‘Unfortunately the entire south access structure *at West Side Park* has been removed....’

A motion was made by Clark, seconded by Kapenga to amend the December 3, 2019 minutes by adding West Side Park to the first sentence under item 8. The motion carried.

A motion was made by Dugan, seconded by Kapenga to approve the December 3, 2019 minutes as amended. The motion carried.

PUBLIC PARTICIPATION: No comment at this time

ADDITIONAL AGENDA ITEMS: None

APPROVAL OF AGENDA: A motion was made by Kapenga, seconded by Dugan to approve the agenda as presented. The motion carried.

PARK ADMINISTRATION UPDATES: Gildea has started a Park Administrative Update report that summarizes happenings within the department since the last meeting, and will be continually updated in preparation for the next meeting; the report is included in the agenda packet and was also displayed on the white board. Information on the report includes updates for each park and campground, approved special events, upcoming park programs, status of capital improvement projects, park usage and revenue comparisons.

REVIEW ITEMS:

1. Financial Statements

Gildea reviewed the closing financial reports for 2019 and the beginning reports for 2020, which are included in the agenda packet and displayed on the white board. She reports we are off to a slow start this year; with the ability to make year-round reservations, people are making their reservations in the previous year.

a. Quarterly Revenue Comparison (2019 - 4th Quarter)

Gildea reviewed the quarterly revenue comparison reports included in the agenda packet.

RECOMMENDATION/ACTION ITEMS:

2. Parks Advisory Board By-Laws – Update

Included in the agenda packet are the suggested updated by-laws with tracked changes; Gildea stated there were issues that were brought to attention last year regarding some of the verbiage surrounding memberships, meetings, quorums and absences of members. After reviewing the changes and some discussion, Gildea stated the by-laws need to be sent to the Board of Commissioners for their approval.

A motion was made by Clark, seconded by Brandon recommending the amended by-laws as presented be sent to the Board of Commissioners for their approval. The motion carried.

3. Gun Lake Park Improvement Project

Gildea reports the bid for the Gun Lake Park project came back over budget; \$265,000 was appropriated for the projects and the lowest bid came in at \$483,950. The bids went to the Board of Commissioners in December, and they sent it back to the Parks Advisory Board for the parks board to make a recommendation on how they would like to see the project move

forward; displayed on the white board, Gildea reviewed the project and costs lists, and also the casino revenue share funds and how they are appropriated.

Gildea presented how the BOC and the Project Team prioritize projects that need to be completed. When prioritizing capital projects, the first item to consider is safety and security, then repair and maintenance, then replacement and lastly new requests. With all this in mind, Gildea went over all the parts of the project and explained where each scope fit in term of using the prioritization set by the BOC. Based on the available funding and using the prioritization order she would recommend that the parks board look at replacing the pavilion (which would include a new concrete foundation/floor) due to the wood supports are rotting. She also recommends replacing the boat launch (under water) that is failing. She has had a lot of complaints of boats and trailers getting damaged. Gildea was asked why the cost is so high for the boat launch; she stated contractors want to de-water the area to do the job. The DNR construction crew does not de-water and could complete the work for around \$30,000 however, they do not have a time-line of when it could be done or even a confirmation that they could do it for us; they are currently short staffed. Kapenga stated if we can get the DNR to do the boat launch replacement and save \$100,000, we could then revisit the remaining improvements that had been planned.

A motion was made by Langeance, seconded by Clark to recommend the Board of Commissioners move forward with the Gun Lake Park pavilion and boat launch ramp improvements and obtain updated bids for these two areas. If the DNR is able to complete the boat launch ramp replacement at a lower cost, it is recommended that the remaining funds go towards making improvements to the Access Land and Maneuver Areas. The motion carried.

DISCUSSION ITEMS:

1. Future/Next MNRTF Grant Project

Gildea stated we did not get the Silver Creek grant that was applied for last year; it did not score as high as others did with little room to increase the points, It did not offer enough recreational opportunities. Gildea is asking the Parks Board to decide by the next meeting what grant project to apply for next; we would then need to make a recommendation to the Board of Commissioners for their approval so work can begin on the site plan and application to be submitted in April of 2021.

Gildea stated we are better off waiting on West Side Park due to the beach and continuing erosion, otherwise the park itself is in good shape along with Dumont Lake Park. Littlejohn Lake has some projects including a new modern campground and the disc golf course, and New Richmond Bridge Park could use an additional day use parking lot, kayak launch and educational area. Kapenga asked about Ely Lake Campground since it makes the most revenue; Gildea stated a grant would not get us far due to costs. Brandon suggested matching the grant requirements with the park projects to determine which project has the best chance of obtaining the grant; with everyone in agreement Gildea stated she will work on putting together some options for the next meeting.

NOTICE OF PARK ADVISORY BOARD APPOINTMENTS:

- **Vacancy: term expires 12/22**

FUTURE AGENDA ITEMS: Clark requests Littlejohn Lake Park disc golf course be added to the next agenda.

ROUND TABLE:

Clark is now part of the PDGA (Professional Disc Golf Association) Committee.

Dykstra enjoyed the meeting; if needed will assist Gildea with the bidding paperwork.

Dugan stated Kapenga testified for emergency funds on the lakeshore.

Kapenga asked if Gildea has thought about reaching out to the boy scouts or other volunteers who may be able to help with improvements at the parks; Gildea stated there are a lot of opportunities for marketing and getting groups involved with projects within the parks, and plans to concentrate more on those prospects this year.

ADJOURNMENT: A motion was made by Dugan, seconded by Langeance to adjourn the meeting at 9:58am. The motion carried.

Next Meeting –Tuesday, April 7, 2020 @ 8:30 in **Zimmerman Room (Human Service Building – 3255 122nd Ave, Allegan, MI 49010)**

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**HUMAN RESOURCES—ADOPT MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM
(MERS) DEFINED CONTRIBUTION PLAN ADOPTION AGREEMENTS**

BE IT RESOLVED that the Allegan County Board of Commissioners hereby adopts the attached MERS Defined Contribution Plan Adoption Agreements:

- Compensation Definition; Divisions 110228 & 110229 effective October 1, 2013,
- Compensation Definition; Divisions 107243, 107251, 107485, 107643, 107797, 108331 and 109730 effective January 1, 2004; and

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



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#: 188674

Date: 01/28/2020

Request Type	Contract	Select a Request Type to reveal and complete required form.
Department Requesting	Human Resources	
Submitted By	Lyn Holoway	
Contact Information	ext. 2646 or lholoway@allegancounty.org	

Parties:

Rob Sarro
 Lyn Holoway/Vickie Herzberg

Duration 01/01/2004 - ongoing

Amount

Purpose:

Attached is the MERS amendment document to update our MERS set up documents.
 1) update to specify the accurate calculation of total compensation for all divisions - MERS advises to use the actual date we began calculating compensation this way - HR entered 1/1/2004 for all divisions except 2 - the other two are 10/1/2013 their effective date

MERS Defined Contribution Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or court within the state of Michigan that has adopted MERS coverage, hereby establishes the following Defined Contribution Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document.

I. Employer Name Allegan County **Municipality #:** 0302

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

Vesting credit from date of hire No vesting credit

This division is for new hires, rehires, and transfers of current Defined Benefit* division # _____ and/or current Hybrid division # _____

Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation. (The amount may be adjusted for any benefit modifications that may have taken place since then.)

Current active (defined benefit or hybrid) employees (select one of the following and see [Plan Document](#), Section 64 for more information):

Will have a one-time opportunity to convert the value of their current defined benefit from the existing defined benefit or hybrid plan into the new Defined Contribution Plan as a lump sum, or continue accruing service in the Defined Benefit. (Complete *MERS Defined Contribution Conversion Addendum*.)

Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Defined Contribution plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for employees to make their election is: __/__/____

Will be required to cease service accrual in Defined Benefit and will transfer to Defined Contribution for future service accrual.

**By completing the section above, the Employer acknowledges receiving Projection Study results and understands the municipality's obligation to continue funding the liability associated with the closed Defined Benefit division.*

B. If this is an **amendment** of an existing Adoption Agreement (existing division number ^{*} _____), the **effective date shall be the first day of** January _____, **20**⁰⁴.

Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

*Divisions 107243,
107251, 107485,
107643, 107797,
108331, 109730.

MERS Defined Contribution Plan Adoption Agreement

- C. If this is to **separate employees** from an existing *Defined Contribution division* (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.
- D. If this is to **merge division(s)** _____ into division(s) _____, the effective date shall be the first of _____, 20____.

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Defined Contribution division – e.g. All Full Time Employees, or General After 7/01/13)

To further define eligibility, (check all that apply):

- Probationary periods** are allowed in one-month increments, no longer than 12 months. During this introductory period the Employer will not report or make contributions for this period, including retroactively. Service will begin after the probationary period has been satisfied. The probationary period will be _____ month(s).
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement. The temporary exclusion period will be _____ month(s).

MERS Defined Contribution Plan Adoption Agreement

IV. Provisions

1. **Vesting** (Check one):

- Immediate
- Cliff Vesting (fully vested after below number years of service)
 - 1 year 2 years 3 years 4 years 5 years
- Graded Vesting
 - _____ % after 1 year of service
 - _____ % after 2 years of service
 - _____ % after 3 years of service (min 25%)
 - _____ % after 4 years of service (min 50%)
 - _____ % after 5 years of service (min 75%)
 - _____ % after 6 years of service (min 100%)

Vesting will be credited using (check one):

- Elapsed time method – Employees will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- Hours reported method – Employees will be credited with one vesting year for each calendar year in which _____ hours are worked

In the event of disability or death, an employee's (or his/her beneficiary's) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) _____

If an employee is still employed with the municipality at the age specified here, their entire employer contribution balance will become 100% vested regardless of years of service.

2. **Contributions**

- a. Will be remitted according to Employer's payroll withholding which represents the actual period amounts are withheld from employee paychecks, or within the month during which amounts are withheld (check one):
 - Weekly
 - Bi-Weekly (every other week)
 - Semi-Monthly (twice each month)
 - Monthly
 - Other (must specify) _____
- b. Required Employee Contribution Structure to DC (subject to Internal Revenue Code 415(c) limitations). Select one:
 - Employees are required to contribute per payroll period, the percentage _____% OR flat dollar amount \$_____
 - Employees are required to contribute within the following range for each payroll:
Percentage range from _____% to _____% OR
dollar amount range \$_____ to \$_____
 - Direct Required Employee Contributions pre-tax

MERS Defined Contribution Plan Adoption Agreement

c. **Employer Contributions**

Non-Matching Contributions

The Employer hereby elects to make contributions to the Program without regard to an employee's contribution to the Program. The Employer elects the following contribution formula (check one):

Annual Contributions: A one-time annual contribution of \$_____ OR _____% of compensation per employee.

\$ _____ or _____% of compensation per employee for each payroll period.

Matching Contributions

The Participating Employer may make matching contributions and/or non-matching contributions into the Defined Contribution plan based on an employee's voluntary election as outlined in the *Matching Employer Contribution Addendum (MD-073)*.

d. Post-tax voluntary employee contributions are allowable into a Defined Contribution account subject to Section 415(c) limitations of the Internal Revenue Code.

3. **Compensation**

Employers may designate the definition of compensation per division participating in Defined Contribution pursuant to section 49 of the MERS Plan Document (check one):

All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals (Note: this definition aligns to MERS' 457 definition of compensation)

Medicare taxable wages reported in Box 5 of Form W-2

Base wages, to which any of the following may be included:

Longevity pay

Overtime pay

Shift differentials

Pay for periods of absence from work by reason of vacation, holiday, and sickness

Workers' compensation weekly benefits (if reported and are higher than regular earnings)

A member's pre-tax contributions to a plan established under Section 125 of the IRC

Transcript fees paid to a court reporter

A taxable car allowance

Short term or long term disability payments

Payments for achievement of established annual (or similar period) performance goals

Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications

Lump sum payments attributable to the member's personal service rendered during the FAC period

Other: Paid Time Off & Compensatory Time Payouts

Other 2: Temporary Supervisor Pay, On Call Pay & Field Training Officer Pay

NOTE: For purposes of applying the Internal Revenue Code Section 415(c) limits on annual additions, compensation shall be defined as required under that law.

MERS Defined Contribution Plan Adoption Agreement

4. **Loans:** shall be permitted shall not be permitted
If Loans are elected, please complete and attach the *MERS Defined Contribution Loan Addendum*.
5. **Rollovers** from qualified plans are permitted and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Contribution Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the *MERS Reporting and Contribution Enforcement Policy*, the terms of which are incorporated herein by reference;
4. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains, pursuant to the Internal Revenue Code;
5. Should the Employer fail to make its required contribution(s) when due, MERS may implement any applicable interest charges and penalties pursuant to the *MERS Reporting and Contribution Enforcement Policy* and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the MERS Defined Contribution Plan, to authorize the transfer of any defined benefit assets to the MERS Defined Contribution Plan, or to continue administration by MERS or any third-party administrator of the MERS Defined Contribution Plan.

MERS Defined Contribution Plan Adoption Agreement



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B. If this is an **amendment** of an existing Adoption Agreement (existing division number ^{*} _____), the **effective date shall be the first day of** October, **20**¹³.

Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

*Divisions 110228 & 110229

MERS Defined Contribution Plan Adoption Agreement

- C. If this is to **separate employees** from an existing *Defined Contribution division* (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.
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MERS Defined Contribution Plan Adoption Agreement

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MERS Defined Contribution Plan Adoption Agreement

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A member's pre-tax contributions to a plan established under Section 125 of the IRC

Transcript fees paid to a court reporter

A taxable car allowance

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Other 2: Temporary Supervisor Pay, On Call Pay & Field Training Officer Pay

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MERS Defined Contribution Plan Adoption Agreement

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VI. Modification of the terms of the Adoption Agreement

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VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the *MERS Reporting and Contribution Enforcement Policy*, the terms of which are incorporated herein by reference;
4. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains, pursuant to the Internal Revenue Code;
5. Should the Employer fail to make its required contribution(s) when due, MERS may implement any applicable interest charges and penalties pursuant to the *MERS Reporting and Contribution Enforcement Policy* and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the MERS Defined Contribution Plan, to authorize the transfer of any defined benefit assets to the MERS Defined Contribution Plan, or to continue administration by MERS or any third-party administrator of the MERS Defined Contribution Plan.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**HUMAN RESOURCES—ADOPT MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM
(MERS) DEFINED BENEFIT PLAN ADOPTION AGREEMENT**

BE IT RESOLVED that the Allegan County Board of Commissioners hereby adopts the attached MERS Defined Benefit Plan Adoption Agreement; and

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



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#: 188-675

Date: 01/28/2020

Request Type Contract Select a Request Type to reveal and complete required form.
Department Requesting Human Resources
Submitted By Lyn Holoway
Contact Information ext. 2646 or lholoway@allegancounty.org

Parties:
Rob Sarro
Lyn Holoway/Vickie Herzberg

Duration 08/01/2019 - ongoing

Amount _____

Purpose:
Attached are the MERS amendment documents to update two items in our MERS set up documents.
1) update to service credit criteria for the for the MERS DB plans - all divisions - change effective 8/1/2019 - making this 80 hours a month
2) update to specify the accurate calculation of total compensation for all divisions - MERS advises to use the actual date we began calculating compensation this way - HR entered 1/1/2004 for all divisions except 2 - the other two are 10/1/2013 their effective date

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name Allegan County **Municipality #:** 0302

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20____.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

- All prior service from date of hire
- Prior service proportional to assets transferred; all service used for vesting
- Prior service and vesting service proportional to assets transferred
- No prior service but grant vesting credit
- No prior service or vesting credit

Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number * _____), the effective date shall be the first day of August, 2019. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ for Defined Benefit division number _____.
Last day of month
Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

D. If this is to **separate employees** from an existing Defined Benefit division (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.

E. If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20____.

*Divisions
01, 02, 08, 09,
10, 12, 15, 16,
17, 20, 21, 22.

Defined Benefit Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

Only retirees will be in this division.

These employees are (check one or both):

In a collective bargaining unit (attach cover page, retirement section, signature page)

Subject to the same personnel policy

To receive one month of service credit (check one):

An employee shall work 10 _____ hour days.

An employee shall work ⁸⁰_____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

Probationary Periods are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be _____ month(s).

Temporary employees in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

Our MERS representative presented and explained the valuation results to the

_____ on _____.
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

As an authorized representative of this municipality, I _____
(Name)

_____ waive the right for a presentation of the results.
(Title)

Defined Benefit Plan Adoption Agreement

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

2. Benefit Multiplier (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

- Termination Final Average Compensation (calculated over the members entire wage history)
- Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. Final Average Compensation (Min 3 yr, increments of 1 yr) _____ years

4. Vesting (5 -10 yrs, increments of 1 yr) _____ years

5. Normal Retirement Age will be the later of: _____ (any age from 60-70), or the vesting provision selected above (#4).

6. Required employee contribution (Max 10%, increments of 0.01%) _____ %

7. Compensation for the Defined Benefit Plan means the salary or wages paid to an employee for personal services rendered while a member of MERS. Compensation and any applicable employee contributions must be reported to MERS on a monthly basis.

Employers shall define compensation using the following options (choose one):

- Compensation including all items as allowed in the MERS Plan Document (Section 14).
If anything varies, specify here:

Included: _____

Excluded: _____

- Base wages only.

If any items should be included, specify here:

Included: _____

- Medicare taxable wages as reported on W2.

- Wages plus amounts otherwise not reported as gross compensation, such as elected amounts for Section 125(a) or 457(b) deferrals.

Defined Benefit Plan Adoption Agreement

8. Unreduced Early Retirement/Service Requirements:

<input type="checkbox"/> Age 50 – 54 _____ Service of either <input type="checkbox"/> 25 or <input type="checkbox"/> 30 years
<input type="checkbox"/> Age 55 – 65 _____ Service between 15 and 30 years _____
<input type="checkbox"/> Service only (must be any number from 20 – 30 years accrued service): _____
<input type="checkbox"/> Age + Service Points (total must be from 70 – 90): _____ points

9. Other

- Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the employee’s benefit
- Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- Deferred Retirement Option Program (DROP)
- Annuity Withdrawal Program (AWP)
 - Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
 - Interest rate for employee contributions as determined by the Retirement Board, or
 - MERS’ assumed rate of return as of the date of the distribution.

10. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date <input type="checkbox"/> Retirees who retire between _____/01/____ and _____/01/____	<input type="checkbox"/> Future retirees who retire after effective date
Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

- Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

Defined Benefit Plan Adoption Agreement

11. Service Credit Purchase Estimates are:

- Not permitted
- Permitted

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

