

# Allegan County Board of Commissioners



County Services Building  
3283 – 122<sup>nd</sup> 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*

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## **BOARD OF COMMISSIONERS MEETING – AGENDA**

Thursday, September 10, 2020 – 1PM

Virtual Meeting – Connectivity Instructions **Attached**

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

1PM

### **CALL TO ORDER:**

### **ROLL CALL:**

**OPENING PRAYER:** Commissioner Gale Dugan

### **PLEDGE OF ALLEGIANCE:**

**COMMUNICATIONS:** Attached

**APPROVAL OF MINUTES:** Attached

August 27, 2020

### **PUBLIC PARTICIPATION:**

### **ADDITIONAL AGENDA ITEMS:**

### **APPROVAL OF AGENDA:**

### **PRESENTATIONS:**

### **PROCLAMATIONS:**

### **INFORMATIONAL SESSION:**

County Treasurer—Sally Brooks

### **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 (9/4/20 & 9/11/20)

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

### **ACTION ITEMS:**

1. None

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

### **DISCUSSION ITEMS:**

1. Courthouse Project Update/Signage
2. 2021 Budget Overview

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

### **NOTICE OF APPOINTMENTS & ELECTIONS: N/A**

### **APPOINTMENTS:**

1. Brownfield Redevelopment Authority
  - One Representative—term expired 12/31/19
2. Parks Advisory Board
  - One Representative—term expired 12/31/19

### **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”

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 Application REC 9/2/20
  - One City Gov. Representative—term expires 12/31/20
5. Tourist Council
  - One Representative—term expired 12/31/20

**ELECTIONS:**

1. Economic Development Commission
  - Downtown Representative—term expired 12/31/19
2. Commission on Aging:
  - One Member At Large—term expires 12/31/21

**PUBLIC PARTICIPATION:**

**FUTURE AGENDA ITEMS:**

**REQUEST FOR PER DIEM/MILEAGE:**

**BOARDS AND COMMISSIONS REPORTS:**

**ROUND TABLE:**

**ADJOURNMENT:** Next Meeting – Thursday, September 24, 2020, 1:00PM @  
**BOARD ROOM – COUNTY SERVICES BUILDING, COUNTY SERVICES  
COMPLEX.**



# Allegan County Board of Commissioners

Meeting  
September 10, 2020 @ 1:00p

Connecting via Zoom Webinar



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

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# STEP 1: Connect to the Zoom Site

- OPTION 1: Telephone

- Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
- Type in Meeting ID: 893 6779 3931, then #, then # again
- Type in Meeting Password: 91020, then #

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

<STOP here>

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

- OR -

- OPTION 2: Web browser

- Open Internet Explorer or Chrome
- Navigate to <https://zoom.us/j/89367793931>
- Meeting Password: 91020

<Continue with the rest of the instructions>

# STEP 2: Enter registration information

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

Registration details:

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

Registration form fields (marked as required with an asterisk):

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

Below the form is a reCAPTCHA challenge with the text "I'm not a robot" and a "Join Webinar in Progress" button.

Four blue arrows with white text provide instructions:

1. Enter name and email (points to the name fields)
2. Click this box (points to the reCAPTCHA "I'm not a robot" checkbox)
3. Answer challenge question (points to the reCAPTCHA image grid)
4. Click when done. (points to the "Join Webinar in Progress" button)

The footer contains navigation links:

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

STEP 3: This Window will appear when connected.



# STEP 4: Adjust audio settings (if needed)

1

2

Settings

- General
- Video
- Audio**
- Share Screen
- Virtual Background
- Recording
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

**Speaker**

Test Speaker Remote Audio

Output Level: \_\_\_\_\_

Volume:

**Microphone**

Test Mic \_\_\_\_\_

Input Level: \_\_\_\_\_

Volume:

Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Advanced

269-673-4514  
mblee@allegancounty.org

**Economic Development — Greg King, Director**  
**ADMINISTRATIVE REPORTS:**

**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 (3/20/20 & 3/27/20)

Audio Settings ^

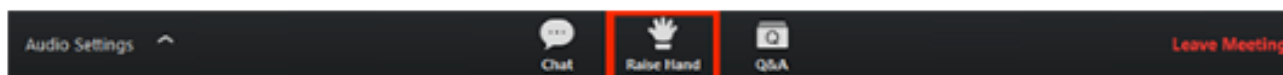
Chat Raise Hand Q&A

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

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

On bottom of screen.

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



2. The host will be notified that you've raised your hand.

3. Click **Lower Hand** to lower it if needed.





# STEP 6: To leave the meeting

The screenshot shows a Zoom meeting window. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. The main content is a document viewer displaying a Microsoft Word document titled "BOC20200409\_agenda [Compatibility Mode] - Word". The document header includes the "Allegan County Board of Commissioners" logo and contact information for Jim Storey and Gale Dugan. The agenda items listed are: Virtual Meeting - Connectivity Instructions (Attached), CALL TO ORDER, ROLL CALL, OPENING PRAYER, PLEDGE OF ALLEGIANCE, COMMUNICATIONS: Attached, APPROVAL OF MINUTES: Attached, PUBLIC PARTICIPATION, ADDITIONAL AGENDA ITEMS, APPROVAL OF AGENDA, PRESENTATIONS, PROCLAMATIONS, INFORMATIONAL SESSION: Attached, ADMINISTRATIVE REPORTS, and CONSENT ITEMS. The document footer shows "PAGE 1 OF 2" and "251 WORDS". At the bottom of the Zoom window, there is a control bar with "Audio Settings", "Chat", "Raise Hand", "Q&A", and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.

**ALCONA COUNTY RESOLUTION #2020-13**

***RESOLUTION IN OPPOSITION TO CONTINUING COVID EMERGENCY EXECUTIVE ORDERS FROM LANSING***

***Whereas***, United States Constitution Article. VII. – Ratification - The Ratification of the Conventions of nine States, shall be sufficient for the Establishment of this Constitution between the States so ratifying the Same. Done in Convention by the Unanimous Consent of the States present the Seventeenth Day of September in the Year of our Lord one thousand seven hundred and eighty-seven and of the Independence of the United States of America the Twelfth. In Witness whereof, we have hereunto subscribed our names; and

***Whereas***, the unanimous Declaration of the thirteen United States of America: We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable rights, that among these are life, liberty, and the pursuit of happiness. That, to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed; and

***Whereas***, the Declaration of Independence does not guarantee the protection to stay safe or healthy, that is an individual responsibility.; *and*

***Whereas***, the opening regional map drawn make absolutely no sense. The county north of us has higher urban areas, more cases and is on the least restrictive path to opening where we are lumped in with counties with mass populations (nothing in common geographically); and

***Whereas***, from Iosco county to Manistee north to the tip there are as of July 31,2020 1114 cases and the Upper Peninsula 454 cases for a total combined 1568. Wayne 12,829, Washtenaw 2,071, Saginaw 1727, Oakland 11,357 Macomb 9,107, Kent 6,426 Genesee 2,775 and Detroit 12,695 have far greater totals; and

***Whereas***, as a county, prior to your 147 order mask were not always worn and social distancing was not always observed and the current total amount of cases is at 23. When making the statement “Mask’s Save Lives” there was no control group to make the case. I believe we serve as said control group and disprove that statement; and

***Whereas***, the original concept was to lessen the impact on the hospital system and has been change to keep people from getting the disease. That is an unrealistic and unachievable goal. The orders have gone beyond the original intent; and

***Whereas***, there has been other unequal treatments of other counties and provision for all the restrictive actions. Secretary of State kiosks for registration and license tab do not exist in this area from a line north of Iosco to Manistee to the Upper Peninsula except for Traverse City and Gaylord, however many locations south of Bay City; and

***Whereas***, the unanimous Declaration of the thirteen United States of America: (continued)--That whenever any Form of Government becomes destructive of these ends, it is the Right of the People to alter or to abolish it, and to institute new Government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to affect their Safety and Happiness. Prudence, indeed, will dictate that Governments long established should not be changed for light and transient causes; and accordingly all experience hath shewn, that mankind are more disposed to suffer,

while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same Object evinces a design to reduce them under absolute Despotism, it is their right, it is their duty, to throw off such Government, and to provide new Guards for their future security; and

**Whereas**, we are not advocating to over-throw or abolishment, but if these practices continue, civil disobedience and ignoring the over-reaching and oppressive Executive Orders that have been afflicted on our citizens, akin to the "Boston Tea Party", which was respectful to the cargo vessels but not to the cargo itself. Thoreau declared that if the government required people to participate in injustice by obeying "unjust laws," then people should "break the laws" even if they ended up in prison. "Under a government which imprisons any unjustly," he asserted, "the true place for a just man is also a prison.;" and

**Whereas**, basically using a one size fits all solution when a majority of the hot zones fall below the line from Iosco to Manistee counties has been devastating the north regions economically and damaging "our happiness" (per the original meaning of the phrase); and

**Therefore, Be It Resolved**, that we, the Alcona County Commissioners are respectfully requesting you cease issuing any more executive orders concerning matter. That you allow us as a governing to board use our judgement and health resource officer, rather than your lack of knowledge of our local area; and

**Therefore, Be It Resolved**, that we, the Alcona County Commissioners will respectfully also request you work with the elected legislative body on this matter, since they were elected to represent us in all matters and not be dictated by one branch which is supposed to be checked by the legislator.; and

**Therefore, Be It Further Resolved**, that a copy of this Resolution be sent to Governor Gretchen Whitmer, Senator Jim Stamas, House Representative Susan M. Allor, and the other 82 Counties in the State of Michigan.

This resolution was adopted by the Alcona County Board of Commissioners at a regular meeting held at the Alcona County Courthouse, Harrisville, Michigan by an affirmative vote of no less than 3 (three) of the members of the County Board of Commissioners who are elected and serving on this 19<sup>th</sup> day of August, 2020.

This resolution was offered by Commissioner Gary Wnuk and supported by Commissioner Dan Gauthier.

A roll call vote was taken and this Resolution was passed by a vote of 5 – 0.

Those Commissioners voting in favor: Carolyn Brummund, Craig Johnston, Gary Wnuk, Adam Brege and Dan Gauthier.

Those Commissioners voting against: None.

Those Commissioners abstaining. None.

This Resolution was declared adopted.

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Craig Johnston, Board Chairman

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Stephany Eller, Alcona County Clerk

SEAL

***RESOLUTION OPPOSING EXECUTIVE DIRECTIVE 2020-9, PROTESTER VIOLENCE, THE FALSE NARRATIVE OF AMERICAN BEING SYSTEMIC RACIST AND FALSE HISTORY AND SUPPORT FOR LOCAL LAW ENFORCEMENT UNJUSTLY PORTRAYED***

**Whereas**, United States Constitution Article 4 Section 4. The United States shall guarantee to every state in this union a republican form of government, and shall protect each of them against invasion; and on application of the legislature, or of the executive (when the legislature cannot be convened) against domestic violence.; and

**Whereas**, United States Constitution Amendment I Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.; and

**Whereas**, The right of the people peaceably to assemble does not include the destruction of private property, theft of private property and the assaulting of people who are defending their private property.; and

**Whereas**, "But there is something that I must say to my people who stand on the warm threshold which leads into the palace of justice. In the process of gaining our rightful place we must not be guilty of wrongful deeds. Let us not seek to satisfy our thirst for freedom by drinking from the cup of bitterness and hatred. We must forever conduct our struggle on the high plane of dignity and discipline. We must not allow our creative protest to degenerate into physical violence. Again and again we must rise to the majestic heights of meeting physical force with soul force. The marvelous new militancy which has engulfed the Negro community must not lead us to a distrust of all white people, for many of our white brothers, as evidenced by their presence here today, have come to realize that their destiny is tied up with our destiny. And they have come to realize that their freedom is inextricably bound to our freedom. We cannot walk alone." I Have a Dream", speech by The Reverend Doctor Martin Luther King August 28, 1963.; and

**Whereas**, Anarchy is anarchy is anarchy. Neither race nor color nor frustration is an excuse for either lawlessness or anarchy." — Thurgood Marshall Associate Justice of the United States Supreme Court from October 1967 until October 1991.; and

**Whereas**, There has been historical facts left out of public education as to promote a false narrative about our country being a racist nation founded by Deists and were rich white slave owners and that Black American Issues only started being addressed in the 1960's.; and

**Whereas**, When queried, on our Deist founding fathers most citizens can only point to Benjamin Franklin and Thomas Jefferson and when further queried about slave owners most citizens can only identify Thomas Jefferson from a copy of the painting of the signing of the Declaration of Independence, they are not familiar with the remaining 54 as to include or exclude them from the answer.; and

**Whereas, Declaring Independence: Drafting the Documents** Jefferson's "original Rough draught" of the Declaration of Independence 'he has waged cruel war against human nature itself, violating its most sacred rights of life & liberty in the persons of a distant people who never offended him, captivating & carrying them into slavery in another hemisphere, or to incur miserable death in their transportation thither. this piratical warfare, the opprobrium of **infidel** powers, is the warfare of the CHRISTIAN king of Great Britain. determined to keep open a market where MEN should be bought & sold, he has prostituted his negative for suppressing every legislative attempt to prohibit or to restrain this execrable commerce: and that this assemblage of horrors might want no fact of distinguished die, he is now exciting those very people to rise in arms among us, and to purchase that liberty of which he has deprived them, & murdering the people upon whom he also obtruded them; thus paying off former crimes committed against the **liberties** of one people, with crimes which he urges them to commit against the **lives** of another.". This is Professor Julian Boyd's reconstruction of Thomas Jefferson's "original Rough draught" of the Declaration of Independence before it was revised by the other members of the Committee of Five and by Congress. From: *The Papers of Thomas Jefferson*. Vol. 1, 1760-1776. Ed. Julian P. Boyd. Princeton: Princeton University Press, 1950, pp 243-247); and

**Whereas**, Thomas Jefferson's Declaration was modified since it was a Unanimous Declaration the states of Georgia and South Carolina would not sign it with that charge in its list of complaints since they were not in support of the abolishment of slavery.; and

**Whereas**, REVEREND HENRY HIGHLAND GARNET, [SERMON] "LET THE MONSTER PERISH" February 12, 1865 within days of Congress's adoption of the 13th Amendment banning slavery [Delivered in the U.S. Capitol]. What is slavery? Too well do I know what it is. I will present to you a bird's eye view of it; and it shall be no fancy picture, but one that is sketched by painful experience. I was born among the cherished institutions of slavery. My earliest recollections of parents, friends, and the home of my childhood are clouded with its wrongs. The first sight that met my eyes was a Christian mother enslaved by professed Christians, but, thank God, now a saint in heaven. ... Thomas Jefferson said at a period of his life, when his judgment was matured, and his experience was ripe, "There is preparing, I hope, under the auspices of heaven, a way for a total emancipation." ... The other day, when the light of Liberty streamed through this marble pile, and the hearts of the noble band of patriotic statesmen leaped for joy, and this our national capital shook from foundation to dome with the shouts of a ransomed people, then methinks the spirits of Washington, Jefferson, the Jays, the Adamses, and Franklin, and Lafayette, and Giddings, and Lovejoy, and those of all the mighty, and glorious dead, remembered by history, because they were faithful to truth, justice, and liberty, were hovering over the august assembly. Though unseen by mortal eyes, doubtless they joined the angelic choir, and said, Amen. ... Patrick Henry said, "We should transmit to posterity our abhorrence of slavery." So also thought the Thirty-eighth Congress. Lafayette proclaimed these words: "Slavery is a dark spot on the face of the nation." God be praised, that stain will soon be wiped out. Jonathan Edwards declared "that to hold a man in slavery is to be every day guilty of robbery, or of man stealing."

**Whereas**, When queried Most people are ignorant of "The First Colored Senator and Representatives, Currier & Ives lithography, 1872 Left to right: Senator Hiram Revels (MS), Representatives Benjamin Turner (AL), Robert DeLarge (SC), Josiah Walls (FL), Jefferson Long (GA), Joseph Rainey (SC), and Robert Elliott (SC)(which can easily be found in a google search); and

**Whereas**, When queried Most people when asked if the U.S. Congress had a speaker of the house who was black have no knowledge of Joseph Hayne Rainey congressman South Carolina.; and

**Whereas**, When queried, most citizens do not even know of The Civil Rights Act of 1875 sometimes called the Enforcement Act or the Force Act, [which] was a United States federal law enacted during the Reconstruction era in response to civil rights violations against African Americans. The bill [which] was passed by the 43rd United States Congress and signed into law by President Ulysses S. Grant on March 1, 1875 written by Charles Sumner Senator and predecessor of Daniel Webster of Massachusetts.; and

**Whereas**, A repeated false narrative is that "the Constitution was a pro-slavery document", Reverend Fredrick Douglass initially endorsed the views of the radical abolitionist William Lloyd Garrison, who believed that the Constitution was a pro-slavery document, a "covenant with Hell." In 1851, Douglass announced a "change of opinion." Persuaded by such abolitionist writers as Lysander Spooner and William Goodell, he concluded that human bondage was inconsistent with the Constitution, properly interpreted. Slavery was "a system of lawless violence; that it never was lawful, and never can be made so." Frederick Douglass: Selected Speeches and Writings, ed., Philip S. Foner (Chicago: Chicago Review Press, 1999), Page 174.; and

**Whereas**, Michigan Constitution states: Article 8 – Education - Section 1 – Encouragement of Education - Religion, morality and knowledge being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged.; and

**Whereas**, In the U.S Supreme Court case *Church of the Holy Trinity v. United States*, 143 U.S. 457 (1892) MR. JUSTICE BREWER delivered the opinion of the Court. Page 143 U. S. 471 If we pass beyond these matters to a view of American life, as expressed by its laws, its business, its customs, and its society, we find everywhere a clear recognition of the same truth. Among other matters, note the following: the form of oath universally prevailing, concluding with an appeal to the Almighty; the custom of opening sessions of all deliberative bodies and most conventions with prayer; the prefatory words of all wills, "In the name of God, amen;" the laws respecting the observance of the Sabbath, with the general cessation of all secular business, and the closing of courts, legislatures, and other similar public assemblies on that day; the churches and church organizations which abound in every city, town, and hamlet; the multitude of charitable organizations existing everywhere under Christian auspices; the gigantic missionary associations, with general support, and aiming to establish Christian missions in every quarter of the globe. These, and many other matters which might be noticed, add a volume of unofficial declarations to the mass of organic utterances that this is a Christian nation. In the face of all these, shall it be

believed that a Congress of the United States intended to make it a misdemeanor for a church of this country to contract for the services of a Christian minister residing in another nation?; and

**Whereas,** Since we no longer deem religion and morality as being necessary we lose sight of man's heart Jeremiah 17:9 The heart is deceitful above all things, and desperately wicked; who can know it? We forgot these truths: That we came from one common ancestry Acts 17:26 And hath made of one blood all nations of men for to dwell on all the face of the earth, and hath determined the times before appointed, and the bounds of their habitations; That God does not discriminate and neither should we Romans 2:11 For there is no respect of persons with God. And finally forgiveness and moving forward (which does not mean letting wrong behavior go unpunished) Matthew 6:14-15 For if ye forgive men their trespasses, your heavenly Father will also forgive you: But if ye forgive not men their trespasses, neither will your Father forgive your trespasses.; and

**Whereas,** THE LIFE, EXPERIENCE, AND GOSPEL LABOURS OF THE Rt. Rev. RICHARD ALLEN (Allen, Richard, 1760-1831) To you who are favoured with freedom--let your conduct manifest your gratitude toward the compassionate masters who have set you free; and let no rancour or ill-will lodge in your breast for any bad treatment you may have received from any. If you do, you transgress against God, who will not hold you guiltless. He would not suffer it even in his beloved people Israel; and you think he will allow it unto us? Many of the white people have been instruments in the hands of God for our good; even such as have held us in captivity, are now pleading our cause with earnestness and zeal; and I am sorry to say, that too many think more of the evil than of the good they have received, and instead of taking the advice of their friends, turn from it with indifference. Much depends upon us for the help of our colour--more than many are aware. If we are lazy and idle, the enemies of freedom plead it as a cause why we ought not to be free, and say we are better in a state of servitude, and that giving us our liberty would be an injury to us, and by such conduct we strengthen the bands of oppression, and keep many in bondage who are more worthy than ourselves. I entreat you to consider the obligations we lie under to help forward the cause of freedom. We who know how bitter the cup is of which the slave hath to drink, O how ought we to feel for those who yet remain in bondage! will even our friends excuse--will God pardon us--for the part we act in making strong the hands of the enemies of our colour?; and

**Whereas,** From President Lincoln's Second Inaugural Address "With malice toward none, with charity for all, with firmness in the right as God gives us to see the right, let us strive on to finish the work we are in, to bind up the nation's wounds, to care for him who shall have borne the battle and for his widow and his orphan, to do all which may achieve and cherish a just and lasting peace among ourselves and with all nations"; and

**Whereas,** Booker T. Washington- "There is another class of coloured people who make a business of keeping the troubles, the wrongs, and the hardships of the Negro race before the public. Having learned that they are able to make a living out of their troubles, they have grown into the settled habit of advertising their wrongs — partly because they want sympathy and partly because it pays. Some of these people do not want the Negro to lose his grievances, because they do not want to lose their jobs. There is a certain class of race-problem solvers who don't want the patient to get well."; and

**Whereas,** Painting all police officers as having the same attitude and lack of character as Derek Chauvin, the individual charged with a recent crime, is just as racist as saying "all the black protesters are there only to riot and loot". Both are stereotypes and equally wrong.; and

**Whereas,** That the real problem we face, are those who do not get involved in their local government, elect good Sheriff's, County Boards, and in general good local government and then complain when situations like this arise and have gone too far. This is not a federal issue where Washington D.C. needs to make more grievous legislation to fix a state and local issue.; and

**Therefore, Be It Resolved,** That we, the Alcona County Commissioners respectfully request that Governor Whitmer rescind her Executive Directive 2020-9 Addressing Racism as a Public Health Crisis.; and

**Therefore, Be It Resolved,** That we, the Alcona County Commissioners support our sheriff and his department for the courteous and respectful service they provide, and none of these allegations have been lodged against them.; and

**Therefore, Be It Resolved,** That we, the Alcona County Commissioners stand opposed to any misrepresentation of history and "A nation which does not remember what it was yesterday, does not know what it is today, nor what it is trying to do.

We are trying to do a futile thing if we do not know where we came from or what we have been about." - President Woodrow Wilson.; and

**Therefore, Be It Resolved,** That, The Alcona Board of Commissioners reject the notion that from its inception, this country has been systemically racist. For its' short time of existence, we as a nation have worked diligently to better ourselves and are not the racist nation that certain individuals have claimed we are.; and

**Therefore, Be It Resolved,** That we, the Alcona County Board of Commissioners encourage citizens to do their diligence in electing their public servants.; and

**Therefore, Be It Further Resolved,** that a copy of this Resolution be sent to Governor Gretchen Whitmer, Senator Jim Stamas, House Representative Susan M. Allor, and the other 82 Counties in the State of Michigan.

This resolution was adopted by the Alcona County Board of Commissioners at a regular meeting held at the Alcona County Courthouse, Harrisville, Michigan by an affirmative vote of no less than 3 (three) of the members of the County Board of Commissioners who are elected and serving on this 19<sup>th</sup> day of August, 2020.

This resolution was offered by Commissioner Gary Wnuk and supported by Commissioner Dan Gauthier.

A roll call vote was taken and this Resolution was passed by a vote of 5 – 0.

Those Commissioners voting in favor: Adam Brege, Dan Gauthier, Carolyn Brummund, Gary Wnuk and Craig Johnston.

Those Commissioners voting against: None.

Those Commissioners abstaining. None.

This Resolution was declared adopted.

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Craig Johnston, Chairman

SEAL

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Stephany Eller, Alcona County Clerk

**BOARD OF COMMISSIONERS**

- Tony Ansonge, District #1
- Debra L. Rushton, District #2
- William J. Bunek, District #3
- Ty Wessell, District #4
- Patricia Soutas-Little, District #5
- Carolyn Rentenbach, District #6
- Melinda C. Lautner, District #7



Chet Janik, County Administrator

Leelanau County Government Center  
 8527 E. Government Center Drive, Suite #101  
 Suttons Bay, Michigan 49682  
 (231) 256-9711 ♦ (866) 256-9711 toll free  
 (231) 256-0120 fax  
 www.leelanau.gov ♦ cjanik@leelanau.gov

**Leelanau County Resolution #2020-014  
 Resolution to Condemn Racism in Leelanau County**

**WHEREAS**, the Leelanau County Board of Commissioners has promoted and continues to promote diversity, inclusion, equality, and equity in all aspects of county government; and

**WHEREAS**, racism, defined as “a belief that certain races are by birth and nature superior to others (Merriam Webster)”, can present itself in many forms, conscious and unconscious, but often manifests through attitudes, beliefs, and actions; and

**WHEREAS**, racism unfairly disadvantages specific individuals and communities; and

**WHEREAS**, communities that experience racism are more likely to experience poor health, socio-economic, educational, and other challenges; and

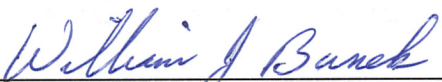
**WHEREAS**, the Leelanau County Board of Commissioners stands with the residents of Leelanau County in their condemnation of any form of racism and discrimination.

**NOW, THEREFORE, BE IT RESOLVED**, that the Leelanau County Board of Commissioners is committing its full attention to advocating for equality, equity, and improving the quality of life and health of all of our residents.

**BE IT FURTHER RESOLVED**, that the Leelanau County Board of Commissioners will assess internal policies and procedures to ensure equality and racial equity is a core element in all organizational practices.

**BE IT FURTHER RESOLVED**, that the Leelanau County Board of Commissioners will promote, support, and participate in the necessary professional development programming to support the purposes of this resolution for all employees, Commissioners and elected officials.

**BE IT FURTHER RESOLVED**, that the Leelanau County Board of Commissioners requests that the County Clerk forward copies of this resolution to Governor Gretchen Whitmer, Senator Gary Peters, Senator Debbie Stabenow, Representative Jack Bergman, Senator Curt VanderWall, Representative Jack O’Malley, the Michigan Association of Counties, the other 82 Counties, and local units of government within Leelanau County.

  
 \_\_\_\_\_  
 William J. Bunek, Chairman, District #3

  
 \_\_\_\_\_  
 Melinda C. Lautner, Vice-Chairman, District #7


  
 \_\_\_\_\_  
 Tony Ansonge, District #1 Commissioner

  
 \_\_\_\_\_  
 Debra Rushton, District #2 Commissioner

  
 \_\_\_\_\_  
 Ty Wessell, District #4 Commissioner

  
 \_\_\_\_\_  
 Patricia Soutas-Little, District #5 Commissioner

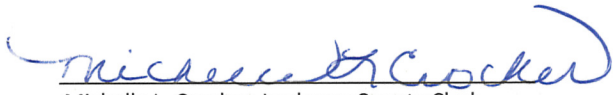
  
 \_\_\_\_\_  
 Carolyn Rentenbach, District #6 Commissioner

  
 \_\_\_\_\_  
 Chet Janik, Administrator

State of Michigan  
 County of Leelanau



I, Michelle Crocker, Clerk of said County and Clerk of Circuit Court for said County, the same being a Court of record having a seal, do hereby certify that the above is a true copy of the Record now remaining in my office of the whole thereof. In testimony whereof, I have hereto set my hand and affixed the seal of the Circuit Court the 18<sup>th</sup> day of August, 2020.

  
 \_\_\_\_\_  
 Michelle L. Crocker, Leelanau County Clerk  
 Clerk to the County Board of Commissioners



## ALLEGAN COUNTY BOARD OF COMMISSIONERS

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AUGUST 27, 2020 SESSION

JOURNAL 68

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**AFTERNOON SESSION****AUGUST 27, 2020 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met remotely online connecting through a Zoom webinar on August 27, 2020 at 1:00 P.M. in accordance with the motion for adjournment of August 13, 2020, and rules of this board; Chairman Storey presiding.

The invocation was offered by District #5 Commissioner Jessup.

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

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

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

**AUGUST 13, 2020 SESSION MINUTES - ADOPTED**

2/ Moved by Commissioner Thiele, seconded by Commissioner Dugan to approve the minutes for the August 13, 2020 session as distributed. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - NO COMMENTS**

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

**AGENDA - ADOPTED AS PRESENTED**

4/ Moved by Commissioner Dugan, seconded by Commissioner Thiele to adopt the meeting agenda as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**PRESENTATIONS: 2019 AUDIT**

5/ Joe Verlin, CPL from Gambridge & Company addressed the board with the audit for year ended December 31, 2019. The full report can be found on the County website.

Moved by Commissioner Dugan, seconded by Commissioner Cain to accept the audit report for year ended December 31, 2019 as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**INFORMATIONAL SESSION**

6/ Director Tim Click from the Department of Human Services addressed the board with his annual report. He highlighted on programs offered through DHS.

**ADMINISTRATIVE REPORTS:**

7/ Administrator Sarro noted his written report was submitted to Commissioners. Highlights included temperature checkpoints, telework policy, and in house counsel job classifications. Discussion followed

**FINANCE COMMITTEE – CLAIMS & INTERFUND TRANSFERS**

8/ **WHEREAS**, Administration has compiled the following claims for August 21, 2020 and August 28, 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 2020 Claims folder of the Commissioners' Record of Claims.

August 21, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	62,853.26	62,853.26	
Park/Recreation Fund - 2080	2,794.21	2,794.21	
Central Dispatch/E911 Fund - 2110	19.07	19.07	
Central Dispatch CIP - 2118	426.67	426.67	
Friend Of the Court Office - 2151	709.80	709.80	
Health Department Fund – 2210	3,688.15	3,688.15	
Solid Waste – 2211	33,242.46	33,242.46	
Transportation Grant – 2300	2,213.92	2,213.92	
Capital Improvement Fund - 2450	3,155.00	3,155.00	
Animal Shelter - 2550	6,250.00	6,250.00	
Indigent Defense – 2600	4,287.40	4,287.40	
CDBG Loan Repayment – 2771	30.00	30.00	
Grants - 2790	6,267.42	6,267.42	
Fillmore Township - 2804	50.00	50.00	
Wayland Township - 2806	287.75	287.75	
Saugatuck City – 2811	94.00	94.00	
Child Care-Circuit/Family – 2921	32,325.03	32,325.03	
Soldiers Relief Fund – 2930	45.98	45.98	
Senior Millage – 2950	195,117.82	195,117.82	
Delinquent Tax Revolving Fund - 6160	100,530.86	100,530.86	
Tax Reversion – 6200	438.97	438.97	
Fleet Management – 6612	684.13	684.13	
Self-Insurance Fund – 6770	14,676.06	14,676.06	
Drain Fund – 8010	18,482.18	18,482.18	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$488,670.14</b>	<b>\$488,670.14</b>	

August 28, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	107,895.04	107,895.04	
Park/Recreation Fund - 2080	4,389.00	4,389.00	
Central Dispatch/E911 Fund - 2110	5,524.70	5,524.70	
Friend Of the Court Office - 2151	626.82	626.82	
Health Department Fund – 2210	1,447.74	1,447.74	

Solid Waste – 2211	33,484.54		33,484.54
Transportation Grant – 2300	3,176.87		3,176.87
Capital Improvement Fund - 2450	163,630.89		163,630.89
Youth Home CIP – 2465	55,846.00		55,846.00
Register of Deeds Automation Fund – 2560	134.15		134.15
Indigent Defense – 2600	1,399.55		1,399.55
Grants - 2790	6,284.88		6,284.88
Victims Rights Grant - 2791	320.55		320.55
Child Care-Circuit/Family – 2921	3,544.37		3,544.37
Senior Millage – 2950	2,079.40		2,079.40
Delinquent Tax Revolving Fund - 6160	27,571.10		27,571.10
Tax Reversion – 6200	88.35		88.35
Self-Insurance Fund – 6770	78,692.94		78,692.94
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$496,136.89</b>		<b>\$496,136.89</b>

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for August 21, 2020 and August 28, 2020.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to adopt the report of claims for August 21, 2020 and August 28, 2020. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ACTION ITEMS:**

**PUBLIC HEALTH COVID-19 TESTING AND CONTAINMENT PLAN**

**9/ WHEREAS**, on May 28, 2020, Health Officer Angelique Joynes updated the Allegan County Board of Commissioners (Board) on the mitigation strategies, current COVID-19 case summary and proposed testing strategies; and

**WHEREAS**, at that same meeting it was moved by Commissioner Dugan, seconded by Commissioner Cain to accept the Health Department's report of "Allegan County Public Health Proposed Testing Strategies", any changes to the evolving strategies will be brought back to the board for modifications as needed"; and

**WHEREAS**, the Health Officer has presented an updated plan to the Board entitled the "Appendix 11.2: COVID-19 Testing and Containment Plan" which includes an updated testing strategies document.

**THEREFORE BE IT RESOLVED** the Board accepts the plan as presented and authorizes the Health Officer to adjust the plan as necessary to ensure appropriate mitigation and response to the COVID-19 pandemic; and

**BE IT FURTHER RESOLVED** the Health Officer, working with the County Administrator shall keep the Board apprised of any significant changes to the plan.

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

**PUBLIC HEALTH COVID-19 TESTING AND CONTAINMENT PLAN FOLLOW UP REVIEW**

**10/** Moved by Commissioner Dugan, seconded by Commissioner Jessup to have the comments from Commissioner Thiele regarding the Public Health COVID-19 Testing and Containment Plan be forwarded to the Health Department for their comment and response. Information will be forwarded to all commissioners for further consideration. Motion carried by roll call vote. Yeas: Storey, Thiele, DeYoung, Jessup and Dugan. Nays: Kapenga and Cain.

**DISCUSSION ITEMS:****COVID-19 PREPAREDNESS, RESPONSE AND SAFE WORK PLAN**

**11/** Moved by Commissioner Dugan, seconded by Commissioner Cain to accept the revised Allegan County COVID-19 Preparedness, Response and Safe Workplace Plan dated August 7, 2020 as attached. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.



**Allegan County**  
**COVID-19 Preparedness, Response and Safe Workplace**  
**Plan**

**Date Approved: May 14, 2020**

**Date Last Revised: August 7, 2020**

August 27, 2020 Session

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## COVID-19 PREPAREDNESS AND RESPONSE PLAN

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, Allegan County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated by the County Administrator (COVID-19 Workplace Coordinator) as this situation evolves or as state or local orders, or federal guidance, related to COVID-19 are issued or amended.

This plan is intended to cover aspects that are generally applicable to the overall County organization. In consideration of the different work environments and nature of the offices that operate within Allegan County facilities the COVID Workplace Coordination Team - Appendix G will work with each office to understand specific needs and customized plan development. It is important that each area focus on “root issues” in identifying whether to bring staff on-site or introduce increased visitors on-site. A root issue approach would look at the actual service gap that may exist as opposed to focusing on physical presence and considering alternatives to resolve that gap.

**Please contact Facilities Management by submitting a Track-It work order or by calling 673-0474 to assist in the development of specific plans that may be needed for your service are to continue operations.**

### PROTECTIVE SAFETY MEASURES

#### *Remote Work*

All employees who are not essential to operations, and whose job duties reasonably allow them to telework, will work remotely under the following parameters

- Staff remains available for work.
- Staff reports for work at their normal designated times from their home location, unless otherwise directed.
- Employees assist in supporting the work of other service areas if their own workload becomes limited.
- If all workloads or assignments become limited, employees are expected to participate in online education and development.
  - There are many skill building opportunities available. Examples may include:
    - EAP – Stress and Mental Health Courses
    - Think HR – Customer Service Skills, Workplace Safety, Workplace Management and Employment Law, Office Safety
    - Microsoft – Office 365 Training
  - For the most up to date information, the County will post onto the Intranet; link below: <http://connect/hr/SitePages/Training.aspx>; also found under the Quick Link entitled, *Training*.
- All employees are to stay in contact with their supervisor and if time availability exists, they are to offer assistance to their department and the County in general through a number of review and planning tasks that normal business times do not always allow for. Examples include:
  - Developing or reviewing standard operating procedures for all tasks performed on a daily basis, and reviewing policies;
  - Developing multi-year budget plans including updating goals and objectives;
  - Reviewing and updating departmental Continuity of Operations Plans;



- Developing or updating strategic plans;
- Researching ideas to create efficiency in our processes or improve delivery of service;
- Reviewing email accounts for emails that can be deleted or need to be filed elsewhere, organizing and maintaining electronically stored files in employee, departmental and other shared storage locations, and many more tasks that often get cast aside in our daily work.

Employees in need of assistance, such as training or templates, to conduct any of these tasks may contact Human Resources.

- If supervisors and employees in good faith meet the above criteria, employees shall receive pay for their normal work schedule. Employees are to fill out a timecard as normal.
- If employees do not wish to be available for work, they are to follow the normal process for requesting and recording leave, unpaid time could apply if due to special circumstances.

### ***Employee Screening Before Entering the Workplace***

To protect health and safety in the workplace the following mandatory employee monitoring process is in effect:

1. Each day an employee is required to report in-person for work (e.g. to a County building/property, field inspection, response to a call-in, response to a call for service, or any other means of being physically present at a worksite), the employee shall complete the COVID-19 Workplace Health Screening Form (Appendix A) at home, before reporting into work. To the furthest extent possible, employees shall utilize the electronic form through the link at the top of Appendix A or by visiting [www.allegancounty.org/safeworkplan](http://www.allegancounty.org/safeworkplan) and accessing the Workplace Health Screening Form – Online.
2. Employees that are scheduled to work remotely, at home or from another approved designated location, shall submit a screening form on any scheduled workday if they experience a temperature of 100.4 or greater or could answer yes to any question on the screening form.
3. A department head may require daily scheduled-workday submission of the screening form for remote workers (even if symptoms are not present) if it is necessary due to the nature of work and operations of the department and is required of all departmental employees that are working remotely.
4. The screening questions are to be answered in consideration to new or worsening symptoms. In any case where an employee is experiencing a new symptom or existing symptom that my normally be expected and has suddenly become worse, the employee shall answer “yes” to such symptom.
5. In the event the employee has an existing condition that may explain the presence of a symptom regularly experienced, the employee may answer “no”.
  - a. Example 1: Diarrhea in connection with Crohn’s disease, irritable bowels, lactose intolerance, etc.
  - b. Example 2: Chronic cough due to a certain blood pressure medication.
  - c. Example 3: Runny nose or congestion due to chronic allergies.
6. If an employee answers “yes” to any of the symptoms or has a temperature greater than 100.4 degrees Fahrenheit:
  - a. The employee is to stay home and immediately contact their supervisor.
  - b. The employee should contact a health provider via telemedicine (If covered by Priority Health – call 844-322-7374 for telemedicine access) for additional guidance.
  - c. The employee shall keep their supervisor updated on their status.
  - d. Immediately upon receiving initial notification from the employee that they answered “yes” for a symptom or had temperature of 100.4 or greater the supervisor shall contact Human Resources for further instruction and guidance on the appropriate leave type options.

- e. If the employee is identified as Probable or Confirmed for COVID-19 or as a Close Contact, the supervisor and employee shall reference the EMPLOYEES WITH PROBABLE OR CONFIRMED COVID-19 CASES OR CLOSE CONTACTS section of this plan.
  - f. In the event an employee has not sought guidance from a health provider within 72 hours of answering “yes” to a symptom or having a temperature, the County may require the employee to get an evaluation from a health provider of its selection.
  - g. In all cases, the employee may not return to work until the conditions of Appendix B “Return to Work” are met.
7. If employee answers “no” to all questions, the employee is to email the completed form (or provide a paper copy) to their supervisor once they report to work.
  8. Temperatures are required to be taken. Employees are strongly encouraged to take their temperature at home if they have access to a medical thermometer. If the employee does not have a medical thermometer, they shall submit their screening form with regard to all other symptoms. Once they arrive at the office, they shall utilize the departmental thermometer (disinfecting it before and after use). If the temperature is 100.4 or greater the employee shall notify the supervisor immediately and return home.
  9. Employees are reminded to follow all hygiene and social distancing precautions outlined within this plan.

### ***Self-Monitoring for Symptoms***

Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. See CDC, Watch for Symptoms list.

### ***Becoming Sick at Work***

Allegan County will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

1. Not allowing known or suspected cases to report to or remain at their work location.
2. Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
3. Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Any onsite employee who appears to have a respiratory illness may be separated from other employees and/or other individuals and sent home. If such a situation arises, Allegan County will identify a designated area with closable doors to serve as an isolation room until such potentially sick employees can be removed from the workplace. Personnel entering any designated area will be strictly limited.

### ***Personal Protective Equipment (PPE)***

Allegan County shall provide and make available to all workers performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, face masks and physical barriers (such as clear plastic sneeze guards) as appropriate for the activity being performed by the worker. Any in-person worker able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space. Employees are also encouraged to use PPE on public transportation. **Organizational PPE and cleaning supplies may be obtained through Facilities Management by submitting a Track-It work order or by calling 673-0474.**

**Face Masks** – An initial supply of individually wrapped prewashed face masks covering the nose and mouth were delivered to departments. Priority was given to those employees whom did not

already have their own. Employees who already have a suitable non-medical mask and prefer to use their own may continue to do so.

As more employees report back to work, supervisors are to ask each employee if they need a mask; report your findings to [HR@allegancounty.org](mailto:HR@allegancounty.org). Human Resources will provide masks upon request.

Employees are required to wear a cloth mask (see below for the proper way to wear) when they are working directly with the public, in a shared office space with other employees, in other shared spaces, e.g. lunch rooms, lobby's, common areas etc., if they go into any shared public space (store, restaurant, etc.) as part of their duties or any time during work hours, and any other time employees may be in general proximity of other individuals in the workplace. Allegan County will also consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace.

Employees should wash their facemask(s) once a day by hand or machine using detergent. The face covering should be fully dry before using. Employees should have a couple of face coverings so they can rotate for washing.

#### *How to Wear a Cloth Face Covering*



Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

#### *Enhanced Social Distancing*

Supervisors will direct employees to perform their work in such a way so as to reasonably **avoid coming within six feet of other individuals**. Where possible, employees may be relocated or provided additional

resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Employees should remain in their assigned work areas as much as possible. Ground markings, signs, or physical barriers may also be used, if needed.

While County Services will remain in operation; the organization's focus is to prioritize everyone's health and safety in a sustainable way by trying to minimize close contact and spread of germs while continuing to serve the public.

**Meal and Break Periods** - The number of employees permitted in any break areas or shared kitchen/dining areas shall be limited to ensure the necessary social distancing restrictions can be adhered to. To the furthest extent possible, schedules shall be staggered to avoid increased traffic in these areas.

**Fitness Centers and Activities** – The Fitness Centers shall remain closed throughout the term of this plan or until amended. All in-person wellness activities are suspended (one-on-one health risk assessments, fitness classes, etc.) until further notice.

**Meetings** - Any nonessential meetings or gatherings to be cancelled or converted to a call-in or online meeting. In general, “essential” should be considered absolutely necessary for safety or continued operations. When meetings are essential, avoid close contact by keeping separation of at least six feet where possible and wear the appropriate face covering. Ensure that there is proper ventilation in the meeting room.

**Travel** - All nonessential travel, conferences, trainings, etc. shall be suspended or converted to a call-in or online event. In cases where an employee may need to travel for business or personal reasons the employee shall notify their supervisor and the supervisor in conjunction with the Executive Director Human Resources shall develop an after travel return to work plan if necessary, commensurate with the nature of the travel.

**Alternative Work Options** – Supervisors should consider scheduling changes to leverage telecommuting (remote work), staggered shifts, decreasing number of employees to report for in-person work, decreasing face-to-face interactions, and limiting number of non-employees who are able to enter facilities or areas within facilities.

### ***Enhanced Hygiene***

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer, including upon entry at their worksite. Employees are also encouraged to use hand sanitizer on public transportation. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

On March 10, 2020, the County implemented the following OSHA protocols and building signage was posted;

- Stay home if you are sick. (Such absences may qualify for leave under the FMLA).
- Wash hands frequently with soap and water, for at least 20 seconds, or use sanitizer if soap and water are not available.
- Avoid touching nose, mouth and eyes.

- Cover coughs and sneezes with tissues (or in elbow rather than hand if a tissue is not available).
- Wash hands or use hand sanitizer after sneeze or cough.
- Avoid close contact with coworkers and customers (maintain separation of at least six feet).
- Avoid shaking hands and always wash hands after contact with others.
- Avoid using other employees' phones, desks, offices or other work tools and equipment. Clean all equipment frequently.
- Use email and phones to communicate as much as possible.
- Minimize meetings. When meetings are necessary, avoid close contact by keeping separation of at least six feet where possible. Ensure that there is proper ventilation in the meeting room.

### ***Enhanced Cleaning and Disinfecting***

To assist in limiting the spread of viruses and germs, the County has hired additional custodial resources and increased frequency of schedules to disinfect door handles and hardware, plumbing fixtures, hardware, knobs etc. with hospital grade disinfectant as part of their day today standard operating procedures. In addition to the existing hand sanitizing stations in services areas, mobile hand sanitizing stations were purchased and placed in public areas near building entrances. Increased signage was placed throughout buildings to provide guidance. On March 24, 2020, Facilities Management began distributing individual cartons of disinfecting wipes to departments throughout all facilities. Staff continues to work on increasing supply stock and will maintain an emergency stock for future events such as this.

When choosing cleaning chemicals, Allegan County will consult information from the EPA regarding approved disinfectant labels with claims against emerging viral pathogens. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

Enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have COVID-19 have been in the workplace. The methods in Appendix H will be used for enhanced cleaning and disinfection.

Employees are encouraged to continue to use existing standard procedures for work or cleaning requests by using the [Track-IT](#) work order system or if unable to do so, call 269-673-0474. Track-IT remains the best and most efficient method of communicating any needs of staff and buildings.

### ***Tools and Equipment***

Allegan County limits the sharing of tools and equipment among in-person employees. Should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. Allegan County will provide employees with disinfectant wipes and other disinfecting products for this purpose.

### ***Reporting Unsafe Working Conditions***

Allegan County is concerned for your safety and the safety of all visitors and clients. If you believe that an unsafe or unhealthful working condition exists in the workplace you have the right, and are encouraged, to make a report (verbal or written) of the condition.

1. Promptly report the unsafe or unhealthful working conditions to your supervisor or directly to Human Resources at [HR@allegancounty.org](mailto:HR@allegancounty.org) or (269) 673-0205.
2. Correction of the conditions are essential to protect the health and safety of our employees.
3. Supervisors are responsible for correcting health and safety hazards in your workplace and providing specific instructions on proper safety procedures and practices.
4. If the unsafe condition cannot be corrected by your supervisor, the supervisor will submit a Track-it work order to Facilities Management or to Human Resources if the issue involves personnel policy.

5. If you believe that there is immediate danger to life or health make a report, as quickly as possible, by calling Facilities Management at (269) 673-0474 .
6. A summary of findings will be available within 15 days after reporting the unsafe condition.
7. If you have questions, please Human Resources at (269) 673-0205.

Anyone who reports an unsafe or unhealthful workplace condition or hazard will not be subject to retaliation, discrimination, or reprisal.

## **VISITORS AND CONTRACTORS**

While County Services will remain in operation; the organization's focus is to prioritize everyone's health and safety in a sustainable way by trying to minimize close contact and spread of germs while continuing to serve the public. To the degree possible, visitors and contractors entering into county facilities should be limited by trying to assist individuals over the phone, guiding them to online resources, postponing non-essential visits, etc. When in person services are essential, individuals shall maintain the recommended social distancing protocols.

All visitors entering the building shall be screened prior to entering the building. A screening questionnaire (Appendix C) should be utilized to decide if the visitor can enter the building. This may include a temperature reading. If a visitor presents with symptoms of COVID-19, answers yes to any of the screening questions or presents with a temperature of 100.4 degrees or greater do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

Allegan County requires that any member of the public, including contractors, able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public/shared space.

Contractors are expected to follow all precautions applicable to employees working within the same environment. The supervisor of the service area (hosting the contractor's visit) shall review all precautions with the contractor and shall ensure a Workplace Health Screening Form - Appendix A is filled out by each contractor prior to entering the workplace/County facilities each day. The supervisor shall plan ahead for contractor visits and communicate with other service areas as necessary to ensure a successful visit. Such planning may include but is not limited to avoiding interactions/exposure to employees and visitors, minimizing time needed on-site, discussing recent travel that may increase risk of spread and considering alternatives to on-site work.

The COVID-19 Workplace Coordinator or designee(s) will communicate on a regular basis with each building to determine the level of public access needed to maintain services and the health and safety of the staff and public. The Youth Home, Medical Care Community, Community Mental Health, Sheriff's Office/Corrections Center and Central Dispatch currently remain under a limited or no visitor protocol. The Animal Shelter is available by appointment only. All continue to provide in-house services and are available to the public via phone or other means.

The Courthouse and Human Service Buildings remain open; however, a press release was sent to reduce the need for visitors and update the public on the other buildings as well. Courts and elected offices may choose to alter service processes, further limit need for public appearance, go to appointment only, etc. as appropriate for their office.

As restrictions loosen proportionate to the level of COVID-19 spread within the community, the COVID-19 Workplace Coordinator or designee(s) will engage each department and building to develop a phased approach to increasing access to the buildings in a manner that maintains social distancing and precautions.

### **SICK LEAVE**

Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

The purpose of this section is to provide guidance to employees on the availability of leave benefits that have been newly created by the Families First Coronavirus Response Act, a federal law that will become effective on April 1, 2020.

Under the law, employees may be eligible for paid leave for absences that meet certain criteria related to the COVID-19 pandemic, and the County will provide leave consistent with the federal law. Details are discussed below.

Please contact Human Resources at 269-673-0205 ext. 2649 or [HR@allegancounty.org](mailto:HR@allegancounty.org) for questions or assistance, as needed.

#### ***Emergency Paid Sick Leave***

Effective April 1, 2020, all regular full-time and part-time employees who are unable to work (or telework) due to one or more of the following reasons related to the outbreak of COVID-19 will be eligible to receive up to 80 hours of Emergency Paid Sick Leave (part-time employees are eligible to receive paid leave equal to the average number of hours that the employee works over a 2-week period):

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine related to COVID-19;
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. The employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. The employee is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services.

#### ***Pay Rates:***

Employees utilizing Emergency Paid Sick Leave for reasons 1, 2, or 3 shall be paid at their regular rate of pay up to a maximum of \$511 per day and \$5,110 in the aggregate (over a 2-week period).

Employees utilizing Emergency Paid Sick Leave for reasons 4, 5, or 6 shall be paid at 2/3 their regular rate of pay up to a maximum of \$200 per day and \$2,000 in the aggregate (over a 2-week period).

***Public Health Emergency FMLA Leave***

Effective April 1, 2020, all regular full-time and part-time employees who have been employed with the County for at least 30 days prior to beginning leave under this provision will be eligible to receive up to 12 weeks of family and medical leave if the employee is unable to work (or telework) because the employee needs to care for his or her minor child whose school or place of care has been closed, or whose child care provider is unavailable, due to a COVID-19 emergency declared by a Federal, State, or local authority (part-time employees are eligible for leave for the number of hours that the employee is normally scheduled to work over that 12-week period).

The first 10 days of leave under this provision will be unpaid. However, during the first 10 days, the employee may be eligible to utilize Emergency Paid Sick Leave, as described above, or may choose to be compensated with PTO or COMP time.

FMLA leave taken by the employee for other FMLA-qualifying reasons reduces the amount of leave available under this provision.

***Pay Rate:***

Employees utilizing leave under this provision shall be paid at 2/3 their regular rate of pay up to a maximum of \$200 per day and \$10,000 in the aggregate (over a 10-week period).

***Medical Certification***

The County may require employees seeking leave to provide a medical certification describing the reason(s) the employee requires leave.

**Symptoms**

Employees are encouraged to contact their primary care physician if they are exhibiting the following symptoms:

- Fever
- Cough
- Shortness of breath

Employees who exhibit these symptoms at work may be directed to go home and will be eligible to utilize Emergency Paid Sick Leave for their absence if they are unable to perform their job duties remotely.

**Notice**

Employees should provide notice of their need for leave as soon as practicable.

**Exclusions**

The law gives the County the right to exclude healthcare providers and emergency responders from taking these leaves. Requests for leave by healthcare providers and emergency responders will be considered on a case-by-case basis.

**Expiration**

The leaves provided under the federal law expire on December 31, 2020, and leave time may not be carried over into 2021.

All other qualified leaves of absences continue to apply. Additional information found on the County website under Human Resources and Employee Handbook.



**EMPLOYEES WITH PROBABLE OR CONFIRMED COVID-19 CASES OR CLOSE CONTACTS**

Allegan County will contact the Local Health Department of the identified Probable or Confirmed COVID-19 cases (based on residency) to ensure the Local Health Department is aware. There can be delays in the reporting local health departments receive. As such, they will work with the County to identify who else in the organization might be at risk.

COVID-19 is considered a specific condition or diagnosis. Due to confidentiality and privacy requirements the County cannot disclose such information identifying a specific employee. Allegan County must protect the confidentiality of the employee. Legally, they cannot identify the employee by name. Allegan County cannot disclose to other staff or third persons the name or other personal or health information of the employee who tested positive for COVID-19 except to the local health department (MCL 333.5111(1)b; HIPAA §164.512(b); R 325.173).

The County is committed to ensuring a safe working environment and to notifying employees if the County learns they have been in contact with COVID-19 in the work environment. In any case when an employee tested positive or is diagnosed as a probable, the employee is interviewed and the case investigation is completed. Any individuals (including other employees, contractors, or suppliers) who may have come into close contact would then be notified and put on mandated home quarantine by the Local Health Department. If they have not been notified they should continue to follow appropriate precautions at all times.

***Probable Cases***

An employee will be considered to have a Probable Case of COVID-19 if they are experiencing:

<b>One or more of the following:</b>
Subjective fever (felt feverish)
New or worsening cough
Shortness of breath or difficulty breathing
Chills
Headache*
Sore throat
Loss of smell or taste
Runny nose or congestion*
Muscle aches
Abdominal pain
Fatigue
Nausea
Vomiting
Diarrhea*

**OR**

<b>A temperature of 100.4 degrees or higher</b>
---

*\*New or worsening symptoms outside of what individual defines as normal.*

**AND**

They have been exposed to a COVID-19 positive individual (confirmed or probable), meaning:

- A household member has tested positive or is a probable case of COVID-19; or
- In the last 14 days, the employee came in close contact with someone who has tested positive or is a probable case of COVID-19.

If an employee believes or has been told by the Local Health Department that they qualify as a probable case (as a described above), they must:

- Immediately notify their supervisor and Human Resources; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a probable case, then Allegan County will work with their Local Health Department to:

- Notify all employees who have been identified as a close contact, being within approximately six feet of an individual who tests positive for COVID-19, or is a probable case of COVID-19, for a prolonged period of time, with the employee two days before their onset of symptoms (while not disclosing the identity of the employee to ensure the individual's privacy).
- Ensure that the employee's work area is thoroughly cleaned.
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and communicate with employees about the presence of a probable case, the cleaning/disinfecting plans, and when the workplace will reopen.

### *Confirmed Cases*

An employee will be considered a confirmed case of COVID-19 if they have received a lab confirmed positive result.

If an employee believes that they qualify as a confirmed case, they must:

- Immediately notify supervisor and Human Resources contact of their diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a confirmed case, then Allegan County will:

- Notify the Local Health Department.
- Notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case within 24 hours while not disclosing the identity of the employee to ensure the individual's privacy;
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with the necessary employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen (if applicable).

### *Close Contact*

An employee will be considered a close contact" when they have been determined by the Local Health Department to have been within approximately six feet of an individual who tests positive for COVID-19, or is a Probable Case of COVID-19, for a prolonged period of time.

If an employee has been told by the Local Health Department that they qualify as a close contact, the employee must:

- Immediately notify their supervisor and Human Resources; and
- Remain out of the workplace until they are cleared to return to work.

In the event a close contact begins to experience symptoms, they will then be considered a probable case and the protocols for a probable case will then be followed.

Whether an employee is considered a probable case, confirmed case or close contact the employee shall not return to the worksite until the provisions of the Employee Return To Work Plan - Appendix B have been met.

## **ADDITIONAL WORKPLACE PROTECTIONS**

### ***Engineering Controls***

Allegan County will implement as appropriate engineering controls which may include:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.
- Installing drop-box locations where applicable to limit customers needing to enter the building and/or if it becomes necessary, consider drive-up services.

### ***Administrative Controls***

Allegan County will review and implement any other necessary administrative controls as appropriate. Specifically, Allegan County will make changes in work policy or procedures to reduce or minimize exposure to a hazard.

### ***Working with Insurance Companies and State and Local Health Agencies***

Allegan County will work with applicable insurance companies and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

### ***Training***

Allegan County will coordinate and provide training to employees related to COVID-19. At minimum, training will be provided as required under state executive orders and will include following:

- Workplace infection-control practices.\*
- The proper use of PPE.\*
- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.\*
- Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- How to report unsafe working conditions.\*

\* *Required under Executive Order 114*

**Recordkeeping**

Allegan County shall maintain the required recordkeeping under state executive orders.

The following records are required to be maintained:

1. Required employee training.
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, any required notifications that are made.

**Workplace Coordinator and Worksite Supervisors**

Allegan County will designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this COVID-19 Preparedness and Response Plan. The supervisor(s) will be on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role(s). See Appendix I for worksite supervisors plan.

**EMPLOYEE CLASSIFICATIONS**

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. Allegan County has evaluated employee risk levels and has determined that we have employees in the following risk categories: high, medium and low as follows:

WC Code		Factor per dollar of wages	
8810	Clerical	0.0011	LOW
8820	Attorney	0.0011	LOW
8868	Schools-Professional	0.0034	LOW
9058	Hotel Restaurant	0.0099	MED
8831	Hospital-Vet	0.0104	MED
9410	Municipal EE	0.0109	MED
8833	Hospital-Professional EE	0.0111	MED
7720	Police & Drivers	0.0159	HIGH
8835	Public Health Nurses	0.0206	HIGH
8829	Convalescent Home	0.0212	HIGH
8395	Auto Repair Facility	0.0229	MED
9015	Buildings	0.0288	HIGH

We will implement appropriate protections based on each job classification’s risk level.

**BUSINESS CONTINUITY PLANS**

Each County department has an existing Continuity of Operations Plan (COOP) in place as part of the County's overall emergency preparedness strategy. These COOP plans shall be referenced and updated as necessary to ensure consideration of COVID-19.

The COVID-19 Workplace Coordinator and/or designee(s) will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

APPENDIX A



COVID-19 Workplace Health Screening (June 30)

Available in electronic survey format at <https://www.surveymzmo.com/s3/5708647/COVID-19-Workplace-Screening>

Company Name: \_\_\_\_\_ Your Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time In: \_\_\_\_\_

In the last 24 hours, have you experienced:

Subjective fever (felt feverish):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of smell or taste:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny nose or congestion*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Abdominal pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Temperature:		

*\*New or worsening symptoms outside of what individual defines as normal.*

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Traveled via mass transit (airplane, bus, trains) internationally or domestically?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer "yes" to any of the symptoms/questions listed above OR your temperature is 100.4°F or higher, please do not enter the worksite/County facilities.

- Employees shall refer to the *Employee Screening Before Entering the Workplace* section of the Allegan County COVID-19 Preparedness, Response and Safe Work plan.

Contractors shall conduct screening prior to proceeding to the worksite/County facilities and shall coordinate with the service area hosting the visit to discuss the impact of travel plans.

If you receive a probable diagnosis or test positive for COVID-19 call your local health department to ensure they are aware.

For questions, visit [www.allegancounty.org/health](http://www.allegancounty.org/health). Contact the Allegan County Health Department at (269) 696-4546 or [COVID-19@allegancounty.org](mailto:COVID-19@allegancounty.org).

May 15, 2020

## APPENDIX B

## EMPLOYEE RETURN TO WORK PLAN

Employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who are considered a Confirmed Positive for COVID-19 or display one or more of the symptoms of COVID-19 will not be permitted to return to work until either:

1. 10 days have passed since their symptoms first appeared, at least 24 hours without a fever have passed since last fever without the use of fever-reducing medications and improvement in symptoms or for asymptomatic individuals ten days have passed since they were swabbed for the test that yielded the positive result; or
2. They receive two negative COVID-19 test results at least 24 hours apart; or
3. The employee has provided evidence that their symptoms have been diagnosed as non-COVID-19 related and the employer has agreed to allow the employee to return.

Employees\* who have been named a “close contact” (determined by the Local Health Department to have been within approximately six feet of an individual who tests positive for COVID-19, or who is a Probable Case of COVID-19, for a prolonged period of time) will not be permitted to return to work until:

14 days have passed since the last close contact with the Confirmed Positive or Probable Case individual.

If a close contact develops symptoms then they will become a probable case and will be subject to the same requirements as a Confirmed Positive.

In all cases where the local or state public health officer has placed the employee under mandated quarantine the employee shall not return to work until such quarantine is lifted.

\*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

SAMPLE VISITOR  
COVID-19 QUESTIONNAIREA banner for COVID-19 screening. On the left is a 3D model of a coronavirus particle. To its right, the text "COVID-19" is in large white letters, with "Screening" below it. On the far right is the Allegheny County Health Department logo, which includes a circular seal with a bird and the text "HEALTH Department" and "updated April 29, 2020". Below the banner is a red bar with the text "BEFORE ENTERING THIS BUILDING:" in white.

**COVID-19**  
Screening

HEALTH  
Department  
updated April 29, 2020

**BEFORE ENTERING THIS BUILDING:**

- Do you have a fever or feel feverish?
- Do you have any chills?
- Do you have a headache?
- Do you have a sore throat?
- Do you have a runny nose or congestion?
- Do you have a new or worsening cough?
- Do you have shortness of breath?
- Do you have a loss of smell or taste?
- Do you have muscle aches?
- Are you fatigued or tired?
- Are you nauseous or vomiting?
- Do you have diarrhea?
- Have you been in contact with anyone with confirmed Coronavirus (COVID-19)?

**If the answer is YES to any of the questions, do not enter the building. Call your medical provider for guidance or the Allegheny County Health Department COVID-19 Hotline at 269-686-4546.**



SIGNS FOR BUILDINGS

Allegheny County Public Health has worked with Human Resources in developing signage utilized both internally at offices and at entrances:



Per Governor Whitmer's Executive Order 2020-59,

**YOU MUST WEAR A  
FACE MASK TO ENTER  
THE BUILDING**

A face mask includes a homemade cloth mask, scarf, or bandana. Your mask must cover your nose and mouth.



**KNOW THE SYMPTOMS OF COVID-19**



Fever



Dry Cough



Shortness of Breath

**BEFORE ENTERING THIS BUILDING:**

- Are you sick with a cough?
- Do you have a fever?
- Any difficulty breathing?
- Have you been in contact with anyone with confirmed Coronavirus (COVID-19)?

**If YES to the above questions, do not enter the building. Call your medical provider for guidance. Please consider doing business with us by phone, email or at [www.alleghenycounty.org](http://www.alleghenycounty.org)**



**KNOW THE SYMPTOMS OF COVID-19**



Fever



Dry Cough



Shortness of Breath

**PRACTICE & REINFORCE GOOD PREVENTION HABITS**

COVID-19 has made a lot of people sick. Scientists and doctors think that most people will be ok, especially kids, but some people might get pretty sick. Everyone should continue to take the following basic personal-hygiene measures to prevent the spread of the virus.

**WHAT CAN I DO SO THAT I DON'T GET COVID-19?**

- **Wash your hands** often with soap & water or use hand sanitizer
- **Avoid** touching your eyes, nose, and mouth with unwashed hands
  - This keeps the germs out of your body!
- **Cover** your mouth and nose with a tissue or elbow when coughing or sneezing
- **Avoid** handshakes
- **Avoid** contact with sick people who are sick
- **Stay home when you are sick**
  - Just like you don't want to get other people's germs in your body, other people don't want to get your germs either.



**KEEP THINGS CLEAN!**



Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

APPENDIX E

ALLEGAN COUNTY  
COVID-19 PREPAREDNESS AND RESPONSE PLAN


Certification by Responsible Public Official

This is to certify that I have reviewed the Allegan County COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with Michigan Executive Order #2020-114.
2. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
3. The plan is available on the Allegan County website [www.allegancounty.org](http://www.allegancounty.org) which is accessible from each Allegan County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: Allegan County

Signature: 

Name of Official: Robert J. Sarro

Title: County Administrator

Date: June 30, 2020

## APPENDIX F

**Frequently Asked Questions (FAQ) Related to the Guidance on  
Leave Related to COVID-19**

These questions and answers apply to regular full-time and regular part-time employees effective April 1, 2020.

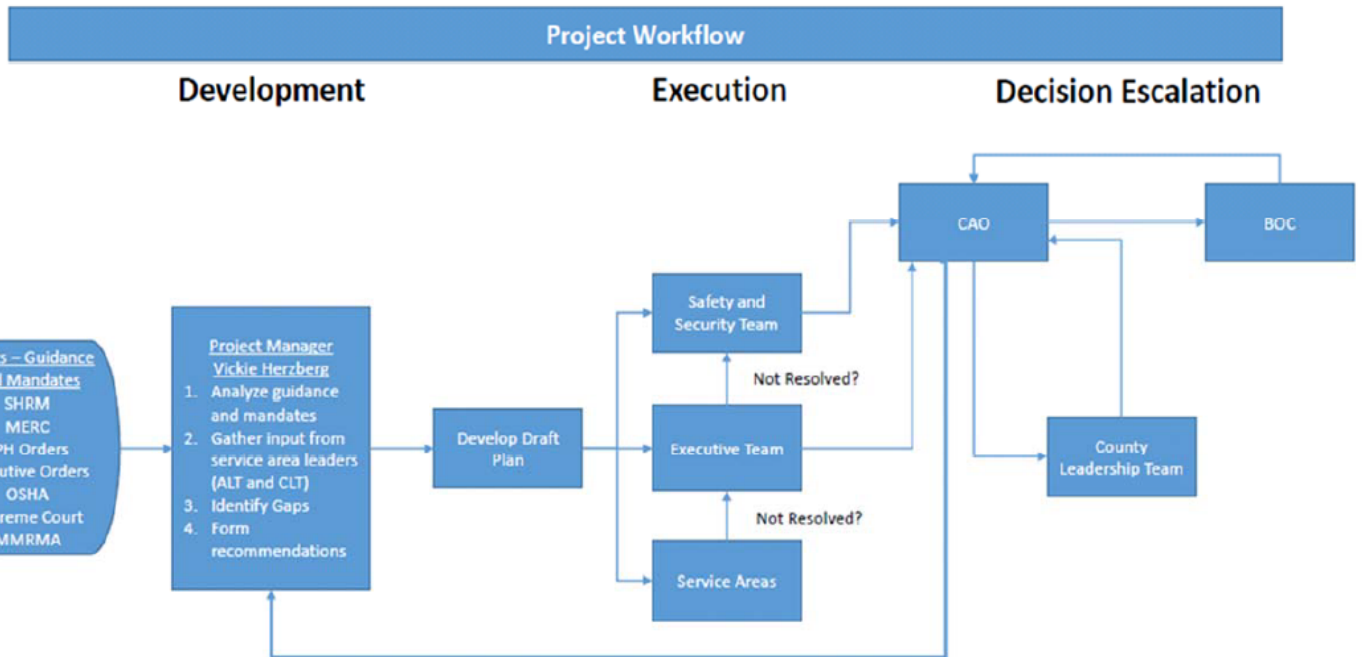
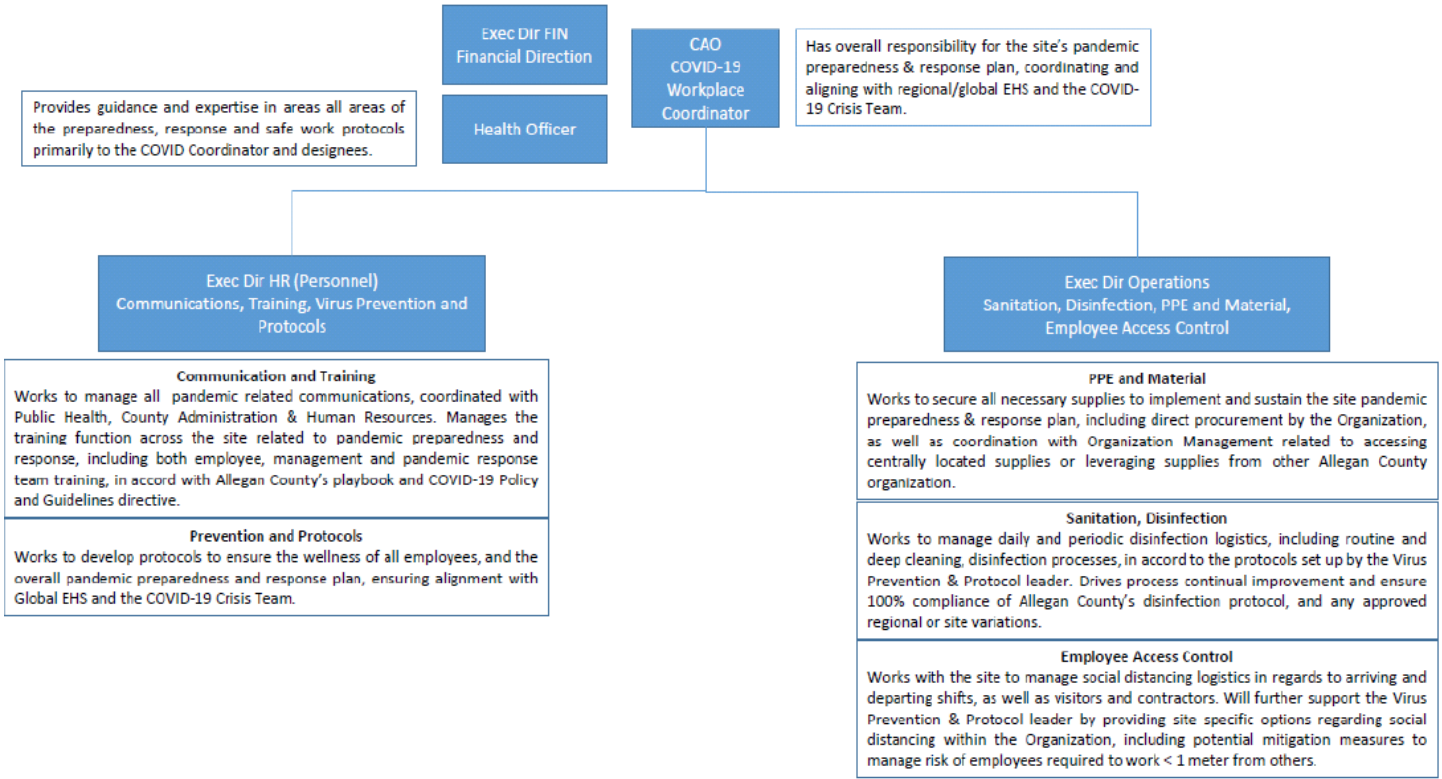
1. **Question:** I personally am diagnosed with COVID-19 and am unable to work how will I be paid? What options are available to me as an employee with Allegan County?
  - a. *Answer:* You need to apply for a leave of absence, contact Human Resources (HR) at [hr@allegancounty.org](mailto:hr@allegancounty.org). You will be given paperwork to complete including Short Term Disability (STD) paperwork. You are eligible to submit a claim for STD. If you are approved for STD, your replacement wages will begin after a 7 day wait period. Your wages through STD will cover 2/3 of your regular wages. You will be eligible to receive up to 80 hours of Emergency Paid Sick Leave. These hours can be used to cover the 7 day wait period for STD and to make your pay whole for each week you receive STD replacement wages. For a 40 hour employee, this is 13 hours per week. Once your Emergency Paid Sick Leave (up to 80 COVID hours) is used up, you can then use your PTO or COMP or choose to take this time unpaid and receive only the STD replacement wages.
  
2. **Question:** If I self-quarantine, have not been advised by a medical provider to do so, and am not able to work remotely, how will I be paid? Or, if I am caring for an individual who has self-quarantined and has not been advised by a medical provider to do so, and am not able to work remotely, how will I be paid?
  - a. *Answer:* Subject to your supervisor's approval, you are able to utilize PTO, COMP time or be unpaid.
  
3. **Question:** If I am working remotely, but may at times not get all my hours worked due to lack of work or lack of work duties, how will I be paid?
  - a. *Answer:* If leaders and employees in good faith meet the criteria below, employees will receive pay for their normal work schedule. Therefore, if the criteria is met please fill out your timecard as you would normally.
    - i. Remote staff shall remain available for work;
    - ii. Staff shall be considered to be working remotely and shall report for work at their normal designated times from their home location, unless otherwise directed.
    - iii. Employees shall assist in supporting the work of other service areas if their own workload becomes limited.
    - iv. If all workloads or assignments became limited, employees shall be expected to participate in online education and development (links were provided).  
All employees shall stay in contact with their supervisor and if time availability exists, they shall offer assistance to their department and the County in general through a number of review and planning tasks that normal business times do not always allow for. Examples include developing or reviewing standard operating procedures for all tasks performed on a daily basis, reviewing policies, etc.

4. **Question:** I am a first responder (e.g. Sheriff Deputy, Public Health Employee, Corrections Officer) what makes me eligible for workers' compensation pay when it comes to COVID-19?
  - a. *Answer:* Please follow the normal process for submitting a Workers' Compensation claim. Please contact HR at [HR@allegancounty.org](mailto:HR@allegancounty.org) for assistance.
  
5. **Question:** If a high-risk employee chooses to stay home and there is no work to perform from home, will the employee be paid?
  - a. *Answer:* Subject to your supervisor's approval, you are able to utilize PTO, COMP time or be unpaid.
  
6. **Question:** If a high-risk employee stays home and is working from home, will the employee be paid?
  - a. *Answer:* Yes, in this situation the employee would be treated the same as any other employee who is working from home.
  
7. **Question:** What is the definition of a high-risk employee?
  - a. *Answer:* A high-risk employee is an employee at risk of severe illness. These individuals include, but are not limited to older adults and persons of any age with underlying medical conditions, such as persons with a blood disorder (e.g., sickle cell disease or a disorder being treated with blood thinners), an endocrine disorder (e.g., diabetes mellitus), or a metabolic disorder (such as inborn error of metabolism); those with heart disease, lung disease (including asthma or chronic obstructive pulmonary disease), chronic kidney disease, or chronic liver disease; those with a compromised immune system (e.g., those who are receiving treatments such as radiation or chemotherapy, who have received an organ or bone marrow transplant, who are taking high doses of immunosuppressant, or who have HIV or AIDS); those who are currently pregnant or were pregnant in the last two weeks; and those with neurological or neurological and neurodevelopment conditions.
  
8. **Question:** What is the difference between the terms, self-isolation or self-quarantine?
  - a. *Answer:* The Center for Disease Control and Prevention provides the following definitions:
    - i. Isolation separates sick people with a contagious disease from people who are not sick.
    - ii. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.
  
9. **Question:** I would like to know more about COVID-19, but there is so much information available. Are there credible sources available?
  - a. *Answer:* According to our Public Health Team:
    - i. Updates will continue to be posted on our Facebook and website. Follow [@AlleganCountyHD](https://www.facebook.com/AlleganCountyHD) on Facebook and visit [www.allegancounty.org/health](http://www.allegancounty.org/health).
    - ii. Our COVID-19 informational hotline at (269) 686-4546 (operational from 8:00am to 8:00pm daily) and email [COVID-19@allegancounty.org](mailto:COVID-19@allegancounty.org) are available for all residents.
    - iii. Additional accurate information is available at [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus); [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

APPENDIX G

COVID-19 Workplace Coordination Team

COVID-19 Preparedness, Response and Safe Work Plan - Roles



**APPENDIX H**

**TITLE:** Enhanced Cleaning and Disinfecting Procedure for COVID-19

**POLICY/PROCEDURE NUMBER:**

**APPROVED BY (POSITION):** Steve Sedore

**PREPARED BY (OPTIONAL):** Carl Chapman

**EFFECTIVE DATE:** 6/15/2020

**LAST REVISED DATE:** 6/16/2020

**LAST REVIEWED DATE:** 6/16/2020

**1. PURPOSE:**

This procedure follows the Center for Disease Control's recommendations for cleaning and disinfecting rooms or areas within a community facility. It also outlines the protocols for increased disinfecting efforts within an area for a suspected or confirmed COVID-19 case. It is aimed at limiting the survival of SARS-CoV-2 in key environments.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

**2. POLICY:**

This procedure is also follows the County's COVID-19 Preparedness and Response Plan ([http://cms.allegancounty.org/Alerts/Shared%20Documents/AC\\_COVID-19\\_Preparedness\\_and\\_Response\\_Plan.pdf](http://cms.allegancounty.org/Alerts/Shared%20Documents/AC_COVID-19_Preparedness_and_Response_Plan.pdf))

**3. SERVICE AREA(s) AFFECTED:** All service areas in all County buildings**4. CLEANING STAFF SHALL:**

- a. Be trained on proper safety protocols for cleaning and disinfecting.
- b. Be trained on proper use of cleaning products and tools.
- c. Follow cleaning and disinfecting standard operating procedures and checklists.
- d. Wear gloves while cleaning.
  - i. Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
  - ii. Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- e. Never mix cleaning chemicals with one another.
- f. Prevent chemical contact with food during cleaning.
- g. Handle used towels, gloves, etc. as little as possible.
- h. Wash hands often with soap and water for at least 20 seconds.
- i. Use alcohol-based hand rubs and gels when transitioning between spaces.
- j. Avoid touching your eyes, nose, and mouth.

- k. Follow social distancing measures recommended by the Centers for Disease Control and Prevention (“CDC”), including remaining at least six feet from people to the extent feasible under the circumstances.
- l. Wear a face covering over his or her nose and mouth when in any enclosed public space.

## 5. CLEANING AND DISINFECTING PROCEDURES:

- a. Facilities Management shall maintain a proactive checklist identifying cleaning and disinfecting activities.
- b. This checklist shall include:
  - i. Emptying of trash
  - ii. Emptying of recycle bins
  - iii. Cleaning and disinfecting desks, file cabinets, and overheads
  - iv. Cleaning and disinfecting counter tops and shared work surfaces
  - v. Cleaning and disinfecting door handles, crash bars and push points.
  - vi. Cleaning and disinfecting stair rails
  - vii. Cleaning and disinfecting elevators
  - viii. Cleaning and disinfecting office electronics
  - ix. Cleaning and disinfecting drinking fountains
  - x. Cleaning and disinfecting bathrooms
  - xi. Cleaning and disinfecting breakrooms / conference rooms / kitchens
- c. Hard (Non-porous) Surfaces:
  - i. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
  - ii. Use an EPA approved disinfectant against the COVID-19 as identified on their list of products - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- d. Soft (Porous) Surfaces:
  - i. For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
  - ii. After cleaning, if the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 external icon and that are suitable for porous surfaces
- e. Electronics
  - i. For electronics such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present.
  - ii. Clean with alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens.

- iii. Dry surfaces thoroughly to avoid pooling of liquids.

## **6. SUSPECTED OR CONFIRMED CASE CLEANING AND DISINFECTING PROCEDURES:**

- a. Facilities Management shall maintain a custom checklist for each office within each building identifying decontamination activities to be performed above the standard cleaning and disinfecting protocols exercised in daily/weekly cleaning process.
- b. Within 24 hours of notice from the Executive Director of Human Resources or the Executive Director of Operations, Facilities Management will execute the following steps to address the situation.
- c. STEP 1: Site Review
  - i. Facilities Management Director or Deputy Director will assess the office environment and determine how to best isolate the space of concern. This may include the need to rope off an isolated area, isolate HVAC, or evacuate the entire office suite or building.
  - ii. If evacuation of the suite or building is needed, Facilities Management Director will first contact the Executive Director of Operations and the Service Area leader to discuss the recommendation and impact to the service area before closing off any large area of the space.
- d. STEP 2: Decontamination Team Deployment
  - i. Facilities Management Director or Deputy Director will coordinate the deployment of a decontamination team that has received specific decontamination training for situations such as this and maintain contact with the team throughout the cleaning and disinfecting process.
    - 1. The Team will all be dressed in a way signifying them as the response team.
  - ii. The Decontamination Team will exercise the established Suspected or Confirmed Case Cleaning and Disinfecting Protocol Checklist in the areas identified by the FM Director or Deputy Director.
- e. STEP 3: Mitigation Review
  - i. Upon completion of the cleaning and disinfecting, the FM Director or Deputy Director will audit the Decontamination checklist for compliance. Any area of concern or non-compliance will be revisited accordingly.
  - ii. Once the space has been verified by the FM Director or Deputy Director, notice will be sent to the Executive Director of Human Resources and the Executive Director of Operations that this space has been mitigated according to decontamination protocol.



DRAFT

- f. STEP 4: Debrief and Close out
  - i. The FM Director will construct a debrief report of the situation and all mitigation activity performed. This report will be sent to the Executive Director of Human Resources and the Executive Director of Operations.

## 7. DEFINITIONS:

- a. **Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- b. **Disinfecting** works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

## 8. REFERENCES:

- a. “Cleaning and Disinfection for Community Facilities” - <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- b. “Allegan County Preparedness, Response and Safe Workplace Plan” - [http://cms.allegancounty.org/Alerts/Shared%20Documents/AC\\_COVID-19\\_Preparedness\\_and\\_Response\\_Plan.pdf](http://cms.allegancounty.org/Alerts/Shared%20Documents/AC_COVID-19_Preparedness_and_Response_Plan.pdf)
- c. “6 Steps for Safe and Effective Disinfectant Use” - <https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>

## 9. APPENDICES:

## APPENDIX I

**WORKSITE SUPERVISOR ASSIGNMENTS**

Allegan County operates several facilities with various agencies working in different capacities, some operating 24/7. While Allegan County may have additional resources on-site (through its leadership structure and central services personnel) at any point in time for the purpose of auditing safety protocols, each department/agency must assign individual(s) to ensure all safety protocols are being followed during hours of operation.

Whether directly on-site or not the Allegan County Facilities Management Director and alternatively Facilities Management Assistant Director shall act as the central worksite supervisor. Issues not able to be resolved at the departmental level shall be escalated to either the Director or Deputy Director by reporting the issue through the Facilities Management Emergency line at 269-673-0474.

For the purpose of Executive Order 114 “worksite supervisor” responsibilities will be distributed to on-site staff and supervisors in the following manner:

**Employees Responsibilities for Safety**

Each employee is expected, as a condition of employment for which they are paid, to work in a manner which will not cause injury to themselves or to those with whom they works. It is important to the concept of safety that each employee understand that responsibility for their own safety is part of their job requirement, to that end:

- Each employee shall comply with all safety standards, rules, regulations, and orders issued by Allegan County and are responsible for his/her own actions and conduct.
- Employees shall use safety equipment, personal protective equipment, and other devices and procedures provided or directed by Allegan County necessary for their protection.
- Employees are expected to report unsafe and unhealthful working actions and conditions to appropriate supervisors or officials.

**Supervisor Responsibilities for Safety**

Supervisors must ensure a safe and healthful workplace for employees. Employees must be able to report unsafe or unhealthful workplace conditions or hazards to a supervisor without fear of reprisal. The following is a list of primary responsibilities that supervisors have in the area of occupational safety and health for all employees under their supervision:

- **Conduct Orientation and Training of Employees**  
Train and instruct employees so they can perform their work safely. Know what personal protective equipment is needed for each task and how this equipment must be properly used, stored and maintained. When there are mandated safety training courses, ensure that your employees take them and that they are appropriately documented.
- **Enforce Safe Work Practices**

It is the supervisor's responsibility to enforce safe work practices and procedures; failure to do so is an invitation for accidents to occur.

- **Correct Unsafe Conditions**

Supervisors must take immediate steps to correct unsafe or unhealthful workplace conditions or hazards within their authority and ability to do so. When an unsafe or unhealthful workplace condition or hazard cannot be immediately corrected, the supervisor must take temporary precautionary measures. Supervisors must follow-up to ensure that corrective measures are completed in a timely manner to address the hazard. Depending on the issue this could be Executive Director of Human Resources, Executive Director of Operation or Executive Director of Services.

### **Facility Operations Team Site Safety Responsibilities**

When it comes to workplace safety compliance, regular review and monitoring are important. Monitoring can provide the information needed for the Organizational Safety and Security Team to assess progress and decide what, if any, additional measures are needed to carry forward the transformation towards a positive culture of safety compliance. It is also appropriate to build in periodic reviews and evaluations of how well the changes being implemented are contributing towards achievement of the desired outcomes. This includes receiving feedback from leaders, workers and other interested partners. By obtaining this 360-degree perspective of the current state of health and safety compliance, it is easier to see what needs to be put into place any further action, if needed. The Team shall:

- Respond to site safety and security issues if feasible and warranted ; encourage adherence to safety policies and procedures
- Handle emergencies appropriately according to established procedures; prepare and file safety reports

Monitor and report day-to-day non-adherence to safety and security policies and procedures of the organization

### **Workplace Coordination Team Responsibilities**

- **County Administrator (Workplace Coordinator) Responsibilities**

- Has overall responsibility for the site's pandemic preparedness & response plan, coordinating the COVID-19 Workplace Coordination Team.

- **Executive Director of Human Resources Responsibilities for Safety and Security**

- **Communication and Training**

Works to manage all pandemic related communications, coordinated with Public Health, County Administration & Human Resources. Manages the training function across the site related to pandemic preparedness and response, including both employee, management and pandemic response team training, in accord with Allegan County's COVID-19 Preparedness, Response and Safe Workplace Plan and COVID-19 Policy and Guidelines directive.

- **Prevention and Protocols**

Works to develop protocols to ensure the wellness of all employees, and the overall pandemic preparedness and response plan, ensuring alignment with

Allegan County Public Health and Environmental Health Services and the COVID-19 Crisis Team (Administrative Executive Team).

- **Executive Director of Operations Responsibilities for Safety and Security**

- **PPE and Material**

- Works to secure all necessary supplies to implement and sustain the site pandemic preparedness & response plan, including direct procurement by the Organization, as well as coordination with Organization Management related to accessing centrally located supplies or leveraging supplies from other Allegan County organizations.

- **Sanitation and Disinfection**

- Works to manage daily and periodic disinfection logistics, including routine and deep cleaning, disinfection processes. Drives process continual improvement and ensure 100% compliance of Allegan County's disinfection protocol, and any approved regional or site variations.

- **Employee Access Control**

- Works with the site to manage social distancing logistics in regards to employees arriving and departing shifts, as well as visitors and contractors. Will provide site specific options regarding social distancing within the organization, including potential mitigation measures to manage risk of employees required to work 6 feet from others.

**FY2021 ELECTED OFFICIALS AND CHIEF DEPUTY POSITION SALARIES**

**12/ WHEREAS**, pursuant to MCL 45.471 et seq., the Allegan County Board of Commissioners have established salaries for non-judicial County elected officials for 2021; and

**WHEREAS**, on August 24, 2017, the Board of Commissioners established salary parameters for elected officials and chief deputy positions, as shown in the chart below.

**THEREFORE BE IT RESOLVED** that the Allegan County Board of Commissioners hereby establishes the salaries for the following officials; and

	<b>2021 Salary</b>	<b>Parameters</b>
Clerk-Register	\$80,916.94	20% above Chief Deputy
Chief Deputy County Clerk	\$67,430.74	13% above the combined average of the top step of their highest supervised
Chief Deputy Register of Deeds	\$67,430.74	
Drain Commissioner	\$80,916.94	20% above Chief Deputy
Chief Deputy Drain Commissioner	\$67,430.74	13% above the combined average of the top step of their highest supervised
Prosecuting Attorney	\$118,884.74	2% wage adjustment
Chief Prosecuting Attorney	\$101,600.72	
Sheriff	\$103,941.50	
Undersheriff	\$94,843.32	5% above Captains
Treasurer	\$80,916.94	20% above Chief Deputy
Chief Deputy Treasurer	\$67,430.74	13% above the combined average of the top step of their highest supervised

**BE IT FURTHER RESOLVED** these salaries shall become effective as of January 1, 2021.

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

**FY2021-22 COMMISSIONER COMPENSATION**

**13/ BE IT RESOLVED**, that the Allegan County Board of Commissioners does hereby approve the years 2021 and 2022 compensation package for Board of Commissioners to be as follows:

- Commissioner Chairperson annual salary:
  - 2021 - \$12,781.60
  - 2022 - \$13,037.18
- Member annual salary:
  - 2021 - \$11,023.22
  - 2022 - \$11,243.70
- Per diem rates for Board members attendance at regular board and committee meetings, and appointed boards or committees, shall be \$50 for half days and \$100 for full days (refer to Rules of Organization and Procedures),
- Life Insurance - County Policy of \$50,000,
- County Municipal Employee Retirement System (MERS) Defined Contribution Plan with 7% County base contribution and a Commissioner contribution of 3%, or access to a 457 Deferred Compensation Plan with the same county contribution as the MERS Defined Contribution plan,
- Access to additional 457 Deferred Compensation Plans and Roth plan options with no County contribution,
- Eligible to receive \$300 annual payment for participation in the Wellness Program as defined by County policy; and

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

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

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

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

**FY2021 ROAD COMMISSIONER COMPENSATION**

**14/ BE IT RESOLVED**, that the Allegan County Board of Commissioners hereby approves the 2021 Road Commissioner Compensation package for Road Commissioners appointed before January 1, 2013, to be as follows:

- Commission Chairperson annual salary \$7,777.23,
- Member annual salary \$7,179.53,
- Per diem and mileage rates consistent with the Allegan County Board of Commissioners,
- Life Insurance offered at 100% premium cost,
- Health/dental/vision plans with equivalent premium contribution as offered to Road Commission Exempt and Salaried employees, and equivalent rebate (opt-out) should they elect not to participate in the health insurance offerings,
- Road Commission Defined Benefit (B-2) Retirement Plan, with a 4% Commissioner contribution; and

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

- Commission Chairperson annual salary \$8,321.64,
- Member annual salary \$7,682.09,
- Per diem and mileage rates consistent with the Allegan County Board of Commissioners,
- \$20,000 Life Insurance Policy,
- Annual health allowance of \$3,000, and shall be eligible to participate in Health insurance as offered to Road Commission Exempt and Salaried employees with Commissioner contribution 100% the illustrative rate and no rebate (opt out) compensation,
- not eligible for participation in the Road Commission MERS Defined Benefit Plan, or other retirement options such as a MERS 457; and

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

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

**BREAK - 3:09 P.M.**

**15/** Upon reconvening at 3:18 P.M., the following Commissioners were present: Commissioner Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain. Absent: None.

**2021 BUDGET OVERVIEW**

**16/** Administrator Sarro referenced the 2021 draft budget. Budget materials were distributed to Commissioners for their review. Sarro asked for input on anything else they would like to see in their packets. Final approval of the 2021 Budget will take place at the October 8, 2020 board session.



**PUBLIC PARTICIPATION - NO COMMENTS**

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

**ADJOURNMENT UNTIL SEPTEMBER 10, 2020 AT 1:00 P.M.**

18/ Moved by Commissioner Cain, seconded by Commissioner Dugan to adjourn until September 10, 2020 at 1:00 P.M. The motion carried and the meeting was adjourned at 5:39 P.M.

*Jennifer Dien*

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Deputy Clerk

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Board Chairperson

Minutes approved during the 00/00/2020 Session

DRAFT

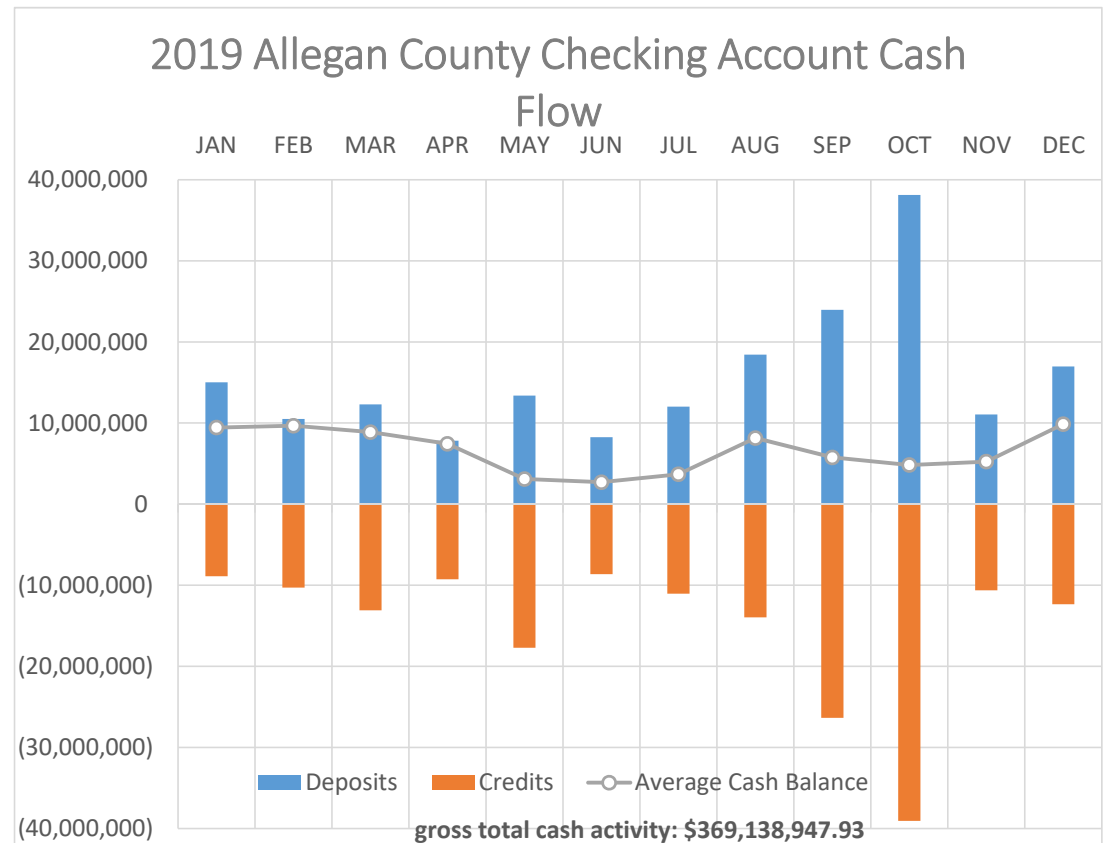


# Allegan County Treasurer Annual Report 2019

*Prepared by:* Sally Brooks Allegan County Treasurer

# Custodian of County Funds:

- The County Treasurer's Office is the depository for all county funds by Board resolution and in accordance with Act No. 40, Public Acts of Michigan 1932. Fund management activities include receipt for revenues, coordinate cash drawers, maintain bank accounts, reconcile receivables, coordinate disbursement of funds held in trust, and coordinate signature on and transfer of funds to cover county disbursements.
- This chart shows the monthly transactions in our main checking account for 2019



# Delinquent Property Tax Administration

- It is the responsibility of the County Treasurer to collect delinquent real property taxes. Functions associated with delinquent taxes include writing receipts, processing tax roll adjustments to prior year tax rolls (for up to 20 years), processing bankruptcy claims, and managing the annual forfeiture and foreclosure process, and being the Foreclosing Unit of Government.

Annual March settlement with local units mostly done on line and no longer in person we miss seeing our local Treasurers.

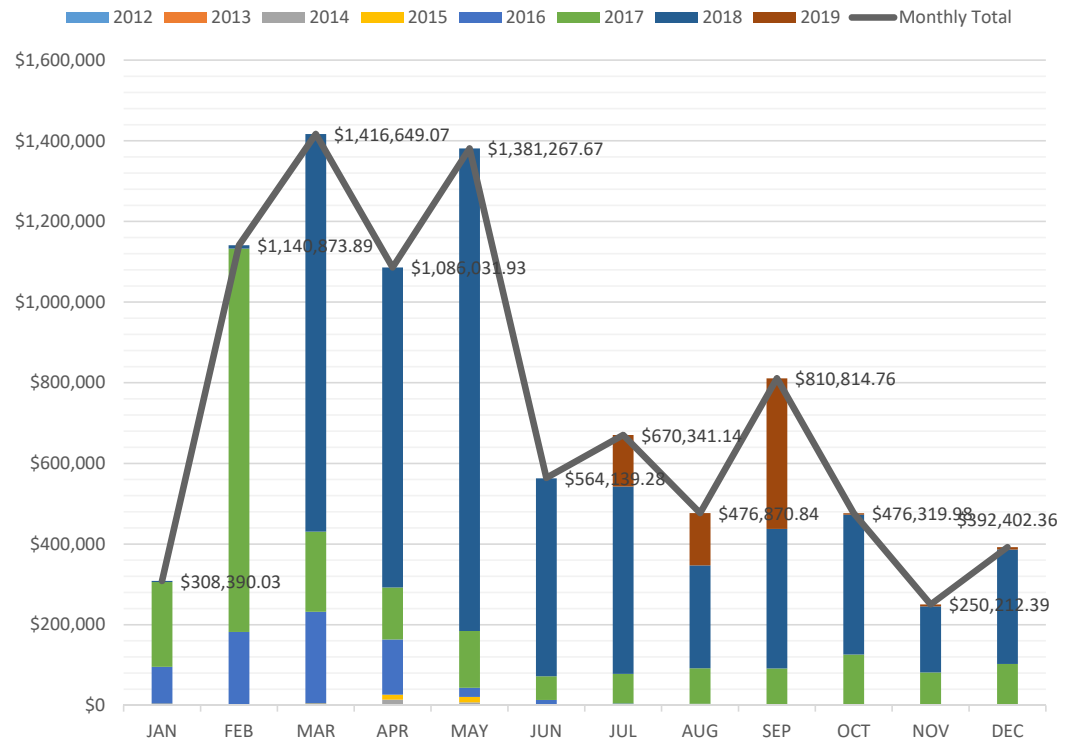


Year	2017	2018	2019
<b>March Delinquent Pay Out</b>			
No. of properties	5,738	6,221	5,869
	6,432,142	7,134,415	7,061,814
<b>Forfeited and Foreclosed</b>			
Certified Mail Count	3814	4430	4398
Property Forfeited	814	837	905
Property Foreclosed	47	54	48
Financial Harship given	33	47	34
<b>Tax Collection</b>			
Receipts Written	8274	7692	8377
	\$7,824,617	\$7,235,384	\$8,974,313
Interest & Fees	851,225	1,019,943	1,197,116
<b>Tax Roll Adjustments</b>			
No. Processed	460	645	480

## Delinquent Tax Cash Flow

Last year we collected \$8,974,313.34 in delinquent taxes

### 2019 Delinquent Tax Collection for all years



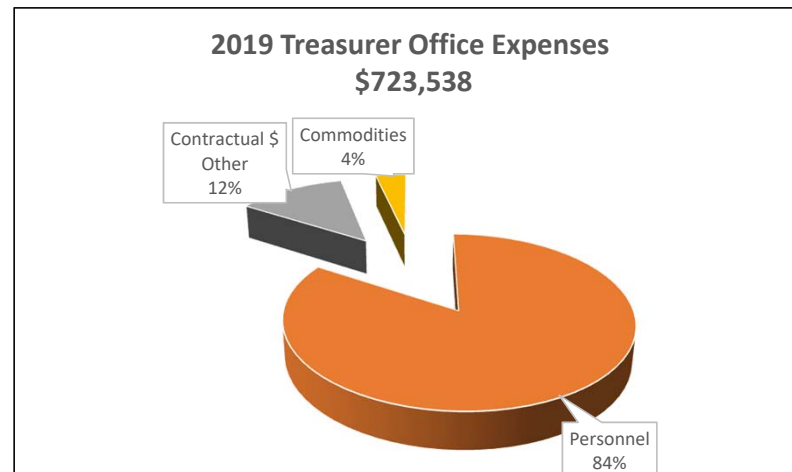
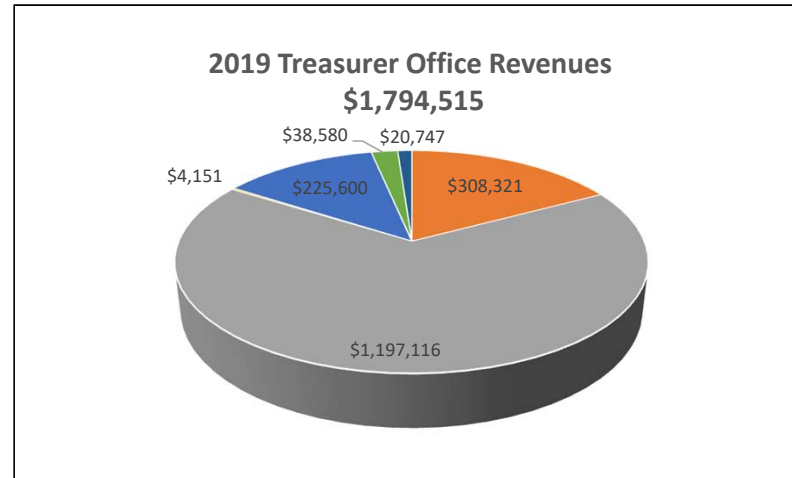
# Treasurer Revenue vs. Expense

## 2019 Treasurer Office Revenue

Interest	\$ 308,321
DTRF Fees & Interest	\$ 1,197,116
Tax Search	\$ 4,151
Property Sales	\$ 225,600
Dog License Sales	\$ 38,580
Deed Certification	\$ 20,747
<b>Total Revenue</b>	<b>\$ 1,794,515</b>

## 2019 Treasurer Office Expenses

Personnel	\$ 466,455
Contractual	\$ 31,542
Commodities	\$ 9,198
Delinquent Tax Efforts	
Personnel	141,751
Commodities	16,174
Contractual	58,418
	216,343
<b>Total Expenses</b>	<b>\$723,538</b>



# Disabled Veterans Exemption Information

## P.A. 161 of 2013 Eligibility Requirement:

- (a) Has been determined by the United States department of veterans' affairs to be permanently and totally disabled as a result of military service and entitled to veterans' benefits at the 100% rate.
- (b) (b) Has a certificate from the United States veterans' administration, or its successors, certifying that he or she is receiving or has received pecuniary assistance due to disability for specially adapted housing.
- (c) (c) Has been rated by the United States department of veterans' affairs as individually unemployable.

The unremarried surviving spouse of the disable veteran is eligible for the exemption based upon the eligibility of their spouse; therefore the spouse must also be a Michigan resident. The exemption will continue only as long as the surviving spouse remains unremarried.

For more information and the Affidavit to be filed with local twp or city go to [www.Michigan.gov/statetaxcommission](http://www.Michigan.gov/statetaxcommission).

**In 2019 265 disabled veterans received a property tax exemption in Allegan County , the SEV amount of \$23,763,600 and the taxable of \$17,656,790.**

**Our office as a courtesy sent out in 2019 25 reminder letters to veterans to file there yearly requirement of an affidavit confirming their eligibility with their local unit.**



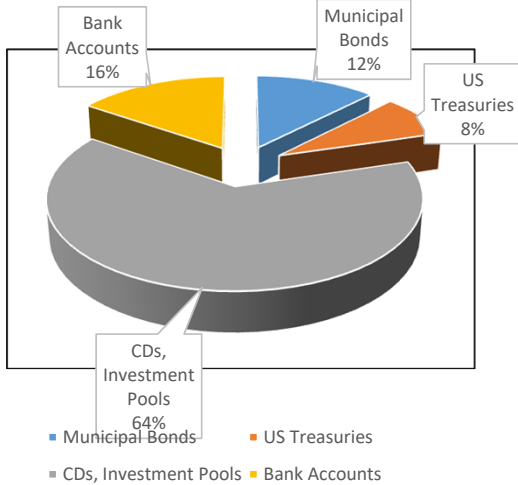
2019 Revenue Ending Dec 31

Investment Earnings	\$	872,092
Delinquent Fees & Interest	\$	1,197,116
Dog Licenses	\$	41,195

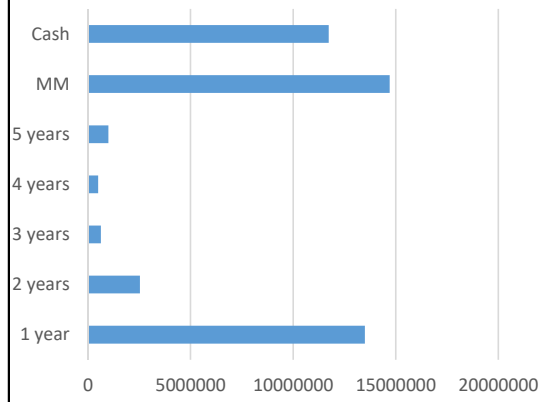
Investment Institution Summary

Bank or Brokerage	Amount	Percent
Fifth Third Securities	6,740,299	15%
Huntington Bank	9,414,421	21%
United Bank	1,000,000	2%
Class MBIA	11,820,544	27%
Chemical Bank	8,150,844	18%
USB Securities	2,560,218	6%
Macatawa Bank	2,058,383	5%
Wells Fargo	500,854	1%
Comerica Securities	2,350,003	5%

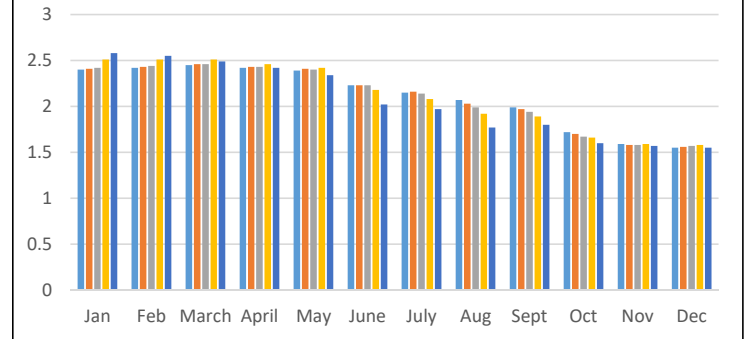
Diversification by Investment Type



Diversification by Maturity Date

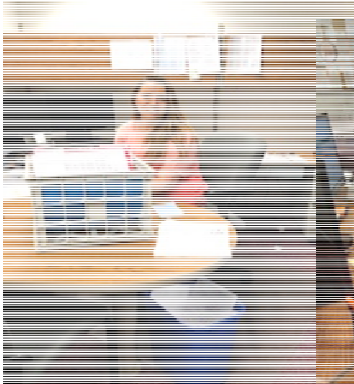


2019 Treasury Bill Rate average rate of 2.09 vs. 2.28 by our portfolio earnings





# County Treasurer Staff



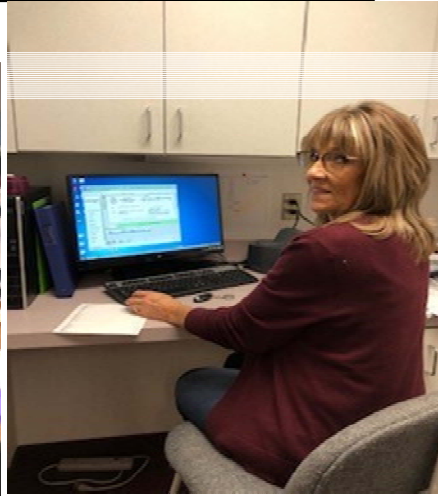
Christina Andress



Missy Goodman



Kolleen Dodgen



Vicki Wedge



Jennifer Morris



Savannah Anderson



Sheila Buckleitner



Larry Ladenburger  
aka enforcement officer



Vickie Van Horn

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 9/4/20 and 9/11/20; 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.

September 4, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	117,923.91	117,923.91	
Park/Recreation Fund - 2080	126.88	126.88	
Friend Of the Court Office - 2151	196.72	196.72	
Health Department Fund - 2210	45,908.19	45,908.19	
Solid Waste - 2211	8,987.28	8,987.28	
Transportation Grant - 2300	2,259.49	2,259.49	
Capital Improvement Fund - 2450	18,174.28	18,174.28	
Palisades Emergency Planning Facility UP - 2630	275.95	275.95	
Grants - 2790	15,074.00	15,074.00	
Child Care-Circuit/Family - 2921	1,754.61	1,754.61	
Senior Millage - 2950	1,053.99	1,053.99	
Delinquent Tax Revolving Fund - 6160	1,048.64	1,048.64	
Drain Equip Revolving - 6390	382.25	382.25	
Self-Insurance Fund - 6770	357,284.38	357,284.38	
Drain Fund - 8010	12,536.47	12,536.47	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$582,987.04</b>	<b>\$582,987.04</b>	

September 11, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	143,380.16	143,380.16	
Park/Recreation Fund - 2080	2,925.18	2,925.18	
Friend of the Court Fund - 2150	304.00	304.00	
Friend Of the Court Office - 2151	399.86	399.86	
Health Department Fund - 2210	3,852.88	3,852.88	

Transportation Grant - 2300	7,116.32	7,116.32	
Multi Agency Collaborative Committee - 2400	1,649.97	1,649.97	
Capital Improvement Fund - 2450	5,999.20	5,999.20	
Grants - 2790	26,575.75	26,575.75	
Child Care-Circuit/Family - 2921	37,881.62	37,881.62	
Soldiers Relief Fund - 2930	575.35	575.35	
Senior Millage - 2950	5,183.19	5,183.19	
Delinquent Tax Revolving Fund - 6160	17,515.33	17,515.33	
Drain Equip Revolving - 6390	102.68	102.68	
Drain Fund - 8010	38,354.67	38,354.67	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$291,816.16</b>	<b>\$291,816.16</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for 9/4/20, 9/11/20 and interfund transfers.



M E M O

TO: Board of Commissioners

DATE: September 10, 2020

**RE: FY2021 Draft Proposed Budget**

I am pleased on behalf of our administrative teams and the collective organization to present the FY2021 draft proposed budget for your consideration. This document comes as a result of the outstanding work and efforts of the County's administrative teams led by Vickie Herzberg, Lorna Nenciarini, Steve Sedore, Dan Wedge in addition to many other service area leaders. In normal years, the County team of all leaders and supporting staff contribute to the budget process; this year, their assistance was even more important as we respond to the challenges created by the COVID-19 pandemic. Financially, the upcoming year is planned to maintain a stable level of service and operations, while striving to manage an unstable revenue picture. The budget reflects our commitment to our largest asset, the County employees that are responsible for ensuring that the County continues to progress and prosper. Funds are also directed to the maintenance of the County's portfolio of facilities, vehicles, and parks.

On an ongoing basis the Board is engaged in the budget process particularly at the governance and policy level. Each year the Board reviews and adopts the Budget Policy which provides general direction and specific parameters for the development of a recommended budget. The Board also establishes personnel compensation parameters which impacts the majority portion of the budget. Capital parameters and priorities are set by the Board which provide direction for the development of the Capital plan. On an ongoing basis, the Board receives Revenue and Expenditure status reports, Capital reports, departmental performance reports and annual presentations all aimed at keeping the Board engaged with the budget and related activities as well as departmental needs. Of course, overall financial accountability is reflected in the annual audit presented to the Board.

Notwithstanding the high degree of engagement and direction Administration seeks from the Board, process improvement is always a focus. As such, commissioner input is sought each year regarding the budget process, including the opportunity for each commissioner to request specific information while the draft budget documents are being created. The pages that follow address the high-level issues that are included in the budget numbers. The two Board meetings in September also provide opportunity to address Board concerns. To stay on track with the timeline adopted in the Budget Policy, a Resolution to establish a Public Hearing on the budget will be included in the packet for the meeting of September 24, with the Hearing date set for October 8. October 8 is also the target date for adoption of the FY 2021 budget.

## Operating Budgets

For the fifth year in a row, expense operating budgets remained materially consistent from 2020 to 2021, without across-the-board reduction and with some allowances made for inflationary items such as utility and software maintenance increases. Revenues are substantially lagging the 2% to 4% increase we would have expected absent the impact of COVID-19.

## General Fund

	2020 Budget	2021 Proposed	Percent Change
Property Tax	23,810,565	24,656,612	3.6%
Fees/Charges for Services	3,924,217	3,542,052	-9.7%
Interest/Rents	743,844	491,744	-33.9%
Budget Stabilization	-	-	0.0%
Other Revenue	5,376,125	5,356,704	0.0%
Total Budgeted Revenues	33,854,751	34,047,112	0.6%
General Fund Expenditures			
Personnel	21,187,112	22,491,960	6.1%
Operational	7,722,869	7,749,711	0.3%
Transfer Out	4,944,770	5,201,769	5.2%
UAL Debt Service (included above)	976,840	976,840	0.0%
Contingency (included above)	516,270	516,270	0.0%
Total Budgeted Expenditures	33,854,751	35,443,440	4.7%

## Items of Note – General Fund

### Revenues

- Property Tax:** This category as a whole, which includes Trailer Tax and Industrial Facilities Tax, in addition to Real and Personal Property Tax, is anticipated to increase by **3.6%**. Focusing on Real and Personal Property Tax, 2020's taxable value increased by almost 5%; 2021's taxable value is projected to grow by **3.8%** (**1.3%** CPI, plus 2.5% growth) over 2020's expected collections. This equates to a \$750,000 budget increase. If 2021 were to perform closer to 2020's 5% rate, an additional \$350,000 could be realized. **The estimation of CPI has increased by 0.27%, due to strong increases in food prices in June and July. This increase returns an additional \$72,000 in Property Tax revenue.**
- Personal Property Tax/Local Community Stabilization Act:** This line, which is not included in the Property Tax category above, continues to be budgeted at \$1,000,000 for 2021. The County has received approximately \$1.2 million in previous fiscal years. As the funding formula and total amount to be allocated among units is subject to legislative action, it is recommended to maintain a conservative budget for this line.
- District Court Fines and Fees:** This category is included in the Fees/Charges for Services category above. As explained in earlier revenue analyses, it is difficult to forecast the revenues that have been permanently lost (reduced traffic infractions in April

of 2020, for instance) versus revenue that is delayed (defendants are being given more time to make payments, and enforcement efforts are curtailed at the present). As such, revenues are projected to decrease by \$370,000, or 17%. Circuit Court revenues do not show the same volatility.

- *Interest/Rents:* The County acts as a landlord for several agencies, such as the Department of Health and Human Services, Michigan Works, and ACLAC. The rent paid by the DHHS for the use of the Human Services Building is planned to decrease by \$245,000, as bond principal and interest will no longer be included.
- *MERS DC Forfeiture Account:* If participants in the County’s Defined Contribution retirement plan leave before they are fully vested, the County’s retirement contributions revert to the County. These funds may only be used to fund future County retirement contributions. In the 2019 budget process, it was recommended to use \$125,000 annually, over the next four years, to consume the approximate \$450,000 balance. The 2021 budget process will be year three of the strategy. At the end of the four years there will be a gap if revenue does not grow sufficiently. Such a gap would be made up through allocation of Budget Stabilization Funds unless able to be derived elsewhere.
- *Budget Stabilization Fund:* Generally, expenditures should be balanced to revenue without the use of Budget Stabilization. In years where services would otherwise be significantly reduced, it is appropriate to use Budget Stabilization as a tool in a reasonably sustainable manner. This has been the case for the past decade as demonstrated in the following table.

Year	Beginning Balance	Transfers In	Transfers Out	Ending Balance	Maximum Funding
2004	1,897,690	-	-	1,897,690	
2005	1,897,690	-	-	1,897,690	
2006	1,897,690	-	-	1,897,690	
2007	1,897,690	2,228,333		4,126,023	
2008	4,126,023	181,373	-	4,307,396	
2009	4,307,396		25,368	4,282,028	
2010	4,282,028	742,695	500,000	4,524,723	
2011	4,524,723	829,634	740,723	4,613,634	yes
2012	4,613,634	680,439	750,000	4,544,073	yes
2013	4,544,073	806,277	567,440	4,782,910	yes
2014	4,782,910		323,811	4,459,099	yes
2015	4,459,099	555,149	808,185	4,206,063	no
2016	4,206,063	282,005	500,000	3,988,068	yes
2017	3,988,068	641,172	725,967	3,903,273	yes
2018	3,903,273	672,218	874,919	3,700,572	yes
2019	3,700,572	900,924	695,000	3,906,496	yes
2020	3,906,496	752,411	-	4,658,907	yes

If left unadjusted, the General Fund would experience an approximate \$1.4 million deficit largely due to decreased revenue, a degree of which is in connection with the COVID-19 pandemic. Typically, use of Budget Stabilization Fund dollars would be suggested to cover a portion of this amount. Because 2021 will feel the continued effects of the COVID-19 pandemic, a new method is being proposed – one which utilizes the CARES Act funding the County should receive in 2020.

Annually, shortly after the presentation of the audit, the amount of General Fund fund balance that is in excess of 11% is distributed to the Budget Stabilization Fund, then the PTO Liability Fund, and finally, the Debt Sinking Fund. As the table shows below, the majority of the fund balance generated in 2020 is expected to be related to COVID-19 activity – both revenues and expenditures. Applying these funds to the 2021 budget, and potentially subsequent budgets, not only adjusts the General Fund to be balanced but also results in an appropriate use of the reimbursements received to sustain services during the pandemic.

<b>2020 Projected Operational Results</b>	
Increased Revenue: PSPHPRP Grant	1,402,304
Increased Revenue: CLRGG Grant	825,000
Excluding TaxRev Transfer, 1.6%	
reduced income compared to July 2019	(554,763)
Tax Reversion Transfer In unlikely	(200,000)
Decreased Expenditure: Contingency	516,270
Decreased Expenditure: Travel/Training	138,000
Excluding Travel & Contingency, 2.3%	
reduced spending compared to July 2019	768,585
	<b>2,895,396</b>

A three-year “COVID-19 Distribution” method is proposed. At the conclusion of the 2020, 2021, and potentially 2022 audits, dollars in excess of the required 11% fund balance would be distributed to the Budget Stabilization and PTO Funds, as usual. Next, rather than increasing the Debt Sinking Fund, the remaining dollars would be held *in the General Fund*, in a COVID-19 Fund Balance Reserve account. These dollars would be available, upon Board authorization, to smooth out future years’ COVID-19 challenges.

- *Transfer In from Tax Reversion Fund:* For a number of years, and currently, the Budget Policy directs a \$200,000 transfer to the General Fund, from Tax Reversion Funds. As such, the 2021 budget does include a \$200,000 Transfer In. This transfer did not occur in 2018 and 2019, and does not look likely in 2020. The County Treasurer has indicated that she would prefer that this transfer not be planned, due to outstanding litigation.

## Expenditures

- **Personnel:** The overall General Fund personnel increase of 6.1% includes:
  - step increases that range from 2.29% to 3.35% depending upon where an employee may be within the wage table,
  - the Board approved 2% across-the-board wage adjustment,
  - health care increase of 3.3%,
  - MERS Defined Benefit Contribution increase, and
  - approved personnel position changes.
- **Health Care Costs:** In accordance with P.A. 152 (“Hard Cap”) directives, a 3.3% increase has been budgeted for health care (medical, dental, and vision) costs.
- **MERS Defined Benefit Contributions:** As anticipated, the County’s required MERS contribution has increased from \$540,000 to \$830,000. This cost is typically spread among the remaining active employees in that plan. Between the shrinking employee base, due to retirements, and the increased dollars that need to be allocated, individual fringe rates would be too high to be accepted by granting sources. Thus, costs were spread on the same rate as 2020, and a \$290,000 lump-sum payment has been added to the budget, right next to the UAL Bond payment.
- **Mid-2020 Personnel Changes:** During the first Board meeting in August, the Board authorized the County Administrator to immediately create, fill or change the following positions coterminous with the external funding source or materially consistent with the reallocated funding sources described:

Dept	Position Request	2021	2022	2023	2024	2025	5 Year Total	Recommendation
Fully Funded review in August								
Circuit Court - Cheever	Reclass Part-time Treatment Specialist to Full-time							Completed - Board Previously Updated
Admin.	New Administrative Legal Counsel	96,666	101,449	106,418	111,671	116,534	532,738	Reallocating existing legal contractual or personnel funds
Clerk	New Part-time Deputy Circuit Court Clerk (25 hours a week)	35,451	36,999	38,616	40,288	42,074	193,428	Utilizing CPL funds
Health	New Epidemiologist	86,077	90,236	94,605	99,209	104,048	474,174	Additional ELPHS funds
Health	New Health Educator	64,346	67,112	70,017	73,036	76,218	350,730	Additional ELPHS funds and reallocation of Personal Health Assistant
Health	Eliminate Public Health Assistant (1/1/2021)	(55,893)	(58,228)	(60,042)	(61,310)	(62,609)	(298,082)	

The timely approval has enabled us to provide more accurate personnel costs at this early stage of the budget review. As such, the changes have already been built into the 2021 recommended budget. These position changes may reflect a personnel increase; however, the increase is offset by changes in the other funding sources. While the exact amounts for each position were not part of the Board’s action and only reflect general estimates subject to final hiring outcomes, the amounts have been included based on a commissioner’s request for illustrative purposes.

- **Legal Counsel:** Consistent with accounting practice, a new Activity (1010.256), “Legal Counsel” has been created. The Legal-Contractual line has been moved from the Board Activity (1010.101) to this new Activity reflecting a reduction in the Board-Legal line item of \$185,000 in the General Fund Expenditures report. The new Activity also houses the Administrative Legal Counsel position that was recently authorized.
- **Janitorial Service:** The Facilities Management budget reflects a janitorial service staffed by full-time and part-time County employees, supplemented by a small



amount of contracted labor, to ensure the level of cleanliness required in today's COVID-19 environment. No further position changes are planned in 2021.

- *Contingencies:* The amount earmarked for unforeseen or emergency expenditures has traditionally been \$200,000. In 2020, the Contingency line was increased to \$516,270. This level has been maintained for 2021, due to COVID-19 uncertainty.

### Special Revenue Funds:

	2020 Budget	2021 Draft	Percent Change
Revenue	29,386,389	30,938,191	5.3%
Expense	29,626,546	30,983,481	4.6%
Expense Detail:			
Personnel	12,089,022	12,662,486	4.7%
Operational	11,961,936	12,867,462	7.6%
Capital	3,793,582	3,635,622	-4.2%
Transfer Out	1,782,006	1,817,911	2.0%
Total Expense	29,626,546	30,983,481	4.6%

### Items of note – Special Revenue Funds

- *Road Commission Fund:* The Allegan County Road Commission (ACRC) is a separate “component unit” of Allegan County. The ACRC Board is responsible for the development and administration of its annual budget. **New for the 2021 budget, the ACRC plans to hold its own public hearing on its budget; thus, no ACRC numbers will be included in the County budget. The County Board of Commissioners will still need to set and adopt the ACRC millage rate next June, when all County millages are authorized.**
- *Personnel:* In general the 4.7% increase in Special Revenue personnel is attributable to the same factors as outlined in the General Fund – Personnel section. Specific position changes were approved by the Board during the first Board meeting in August. The positions of Epidemiologist and are listed below and were funded through increased program revenue and reallocation of an existing position
- *Central Dispatch Capital Fund:* In addition to funding Dispatch capital needs, this Fund is responsible for making payments for the Motorola radio system. This is done through a Transfer Out to a debt service fund. A higher-than required payment is budgeted, in an effort to retire the debt three years early.
- *Transportation Fund:* Due to the loss of key contracts, the Transportation Fund has relied on the use of fund balance to maintain reduced service levels. Absent a new funding source, the current level of operations will not be able to be sustained after 2021.
- *Public Improvement (Capital Projects) Fund:* Per the Budget Policy, this Fund receives the first \$1.3 million of State Revenue Sharing (SRS) dollars. While the State has not released its SRS funding plan (that begins on October 1), it is a fairly safe to assume that the funding amount will be less than previous years. Because the total amount that is typically received is in the \$2.2 million range, \$1.3 million may still be collected. The County's annual capital needs are projected to exceed \$1.3 million for the foreseeable future.

- *Local Revenue Sharing Fund:* This Fund’s revenues are derived from the Gun Lake Revenue Sharing Board. The revenues support the County’s Park Operating and Capital Funds, through Transfers Out. While the Fund is not projected to have revenue challenges in 2021, its available fund balance may be significantly depleted as a result of 2020’s operations; specifically, the reduced receipts due to the 2 ½ months of casino closure.
- *Liability Sinking Fund:* Per Budget Policy, this Fund receives the next \$900,000 of State Revenue Sharing dollars (after the first \$1.3 million is directed to Capital), plus 40% of SRS revenue that exceeds \$2.2 million. It is unlikely that 2021’s SRS will reach this level. In addition to the \$900,000 annual set-aside, the Budget Policy proscribes that excess fund balance in the General Fund be distributed to the Budget Stabilization; PTO Liability; and Liability Sinking Fund, in that order. As a result of 2019’s operations, the Liability Sinking Fund will receive a \$1,349,103 contribution, which will boost the total fund balance to \$4.7 million. The total outstanding bond principal is \$22.2 million. As mentioned earlier in this memo, it is proposed that the results of 2020’s General Fund operations be maintained in the General Fund, so that fund balance may balance 2021’s budget.
- *Sheriff (Township/City) Contract Funds:* Local units that desire increased law enforcement services have contracted with the County; the most recent addition being the City of Saugatuck. Historically, each contract was assigned a separate Fund, which has resulted in several small Funds that are unwieldy to manage. It is proposed to merge all Funds into one, with the possible exception of Fund 2806, the Wayland Township Contract Fund. This Fund receives vehicle lease payments, which is unique among the contracts. Absent Board direction to the contrary, the final Fund structure will be designed and implemented, with concurrence from the County’s auditors. **This consolidation has been implemented.**
- *Child Care Fund:* Wavering from its track record of enacting at least one large funding/accounting change each fiscal year, the State has not announced new changes for the 2021 year. The County has received a Child and Parent Legal Representation (CPLR) grant, as an addition to its base allotment, to ensure that all parties have appropriate representation during trying periods.
  - *Senior Services Millage Fund:* In order to meet increased service levels (no wait lists) and multi-year contract costs, the 2021 budget projects a use of \$239,634 of fund balance.

## **Grants:**

A comprehensive list of anticipated grants is included in this packet. With the exception of Health grants, which require a special Maintenance of Effort calculation, the amount of County funding required by the granting source may be found in the column titled “Local Match Required.” Amounts found in the “Anticipated Additional County Funding” column may be reduced without fear of losing the underlying grant funds, although service levels, including staffing, may be impacted. In accordance with Budget Policy guidance, grant applications now request reimbursement for indirect costs, when the grant allows for cost recovery. A column, indicating the status of indirect costs, is included on the Grants master list.

## Position Changes:

The list of positions requested by Departments during the budget process has been shared with the Board at meetings in July and August, with action taken on a portion of them already. The outstanding requests are as follows:

<u>Dept</u>	<u>Position Request</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>5 Year Total</u>
<b>Additional Appropriation Requested - New Requests for Consideration with 2021 Budgets</b>							
District Court	New Two Full-time Deputy District Court Clerks	121,537	126,733	132,158	137,764	143,745	661,937
FOC	New Bench Warrant Officer	27,566	28,787	30,059	31,426	32,799	150,638
Pros. Attny	Reclass Two IRPT Legal Admin. To Two Full-time Specialists	91,044	95,846	100,943	106,342	111,903	506,079
<b>Additional Appropriation - Previous Requests for evaluation later in 2021</b>							
Pros. Attny	New Two Assistant Prosecuting Attorneys	193,331.76	202,898	212,837	223,341	233,068	1,065,476
Sheriff	New Criminal Sexual Assault Detective	106,566	108,892	111,287	113,725	116,207	556,677
Sheriff	New Domestic Violence Detective	106,566	108,892	111,287	113,725	116,207	556,677
Sheriff	New General Case Detective	106,566	108,892	111,287	113,725	116,207	556,677
Sheriff	New Deputy Sheriff - Road Patrol	81,052	84,669	88,409	92,429	96,469	443,027
	<b>Grand Total</b>	736,749	772,446	809,705	849,124	887,573	4,055,598
Medical coverage assumed to be Family coverage (3.3% known increase for 2021, 3% estimate for future years)							
Assumes a 2% Across the Board Increase 2021-2025							
Totals on this page reflect total compensation (including all benefits)							
Reclasses show the net effect of replacing an approved position with the increased position							

The costs listed for the position requests are wages and benefits only. Additional expenses, such as vehicles for detectives, or office space and technology for staff, have not been included. As referenced in the August 13, 2020, resolution, the requested positions have merit for consideration and are indicative of operational needs that may exist. Based on the written requests submitted by the requestors and the subsequent discussions, the Bench Warrant Officer aside, stated needs are interrelated to other areas and processes. As such, it remains unclear as to whether needs could only be addressed through additional personnel or if some needs are process driven and could be met through technology, contracting or even workflow/scheduling changes. Each requestor has been asked if there are existing funds or services that could be reprioritized to address the position(s) and at current time, no such funds have been identified. Given the 2021 revenue shortfall of approximately \$1.4 million as stated previously, it is not administratively feasible to recommend any additional position changes at this time outside of existing funds. If the Board were to direct a change to advance at this point in the budget, funding would have to be allocated from additional fund balance use or by reprioritization of services/funding.

All requests above are components of the judicial and law enforcement areas. The two areas combined account for over 60% of the General Fund. As these areas represent a strong focus of the tax limitation discussions that have occurred with the Board, it is recommended these requests be revisited after the November 3 election. It is further recommended that the Courts, Prosecutor, Sheriff and Defender meet and review interrelated needs to identify any solutions available using existing resources, or potentially additional resources if funding becomes available.

## **Capital Projects:**

Consistent with the Budget Policy, \$1.3 million in State Revenue Sharing dollars are directed to capital projects in 2021. The needs of the County will exceed that amount in many future years. A full list of projects for 2021 is attached. New this year, a separate document that lists current capital projects that may need to be carried forward into 2021, is included in the budget packet. The proposed Budget Resolution authorizes the continuation of current projects into the next year. This will replace the action that the Board typically authorizes in January of each year.

## **Fleet List:**

New this year, a list of vehicles, boats, and trailers is included in this budget packet. The intent is to establish the fleet size, and document the original source of funds. Absent new grant funding or donations, items that were originally procured through a grant or donation are not planned for replacement through the County's capital process. It is recommended, and will be offered in the upcoming Budget Policy update, that any increases to the fleet size would require Board action.

9-10-2020 Summary of Budget Changes Since 8-27-2020 Board Documents:

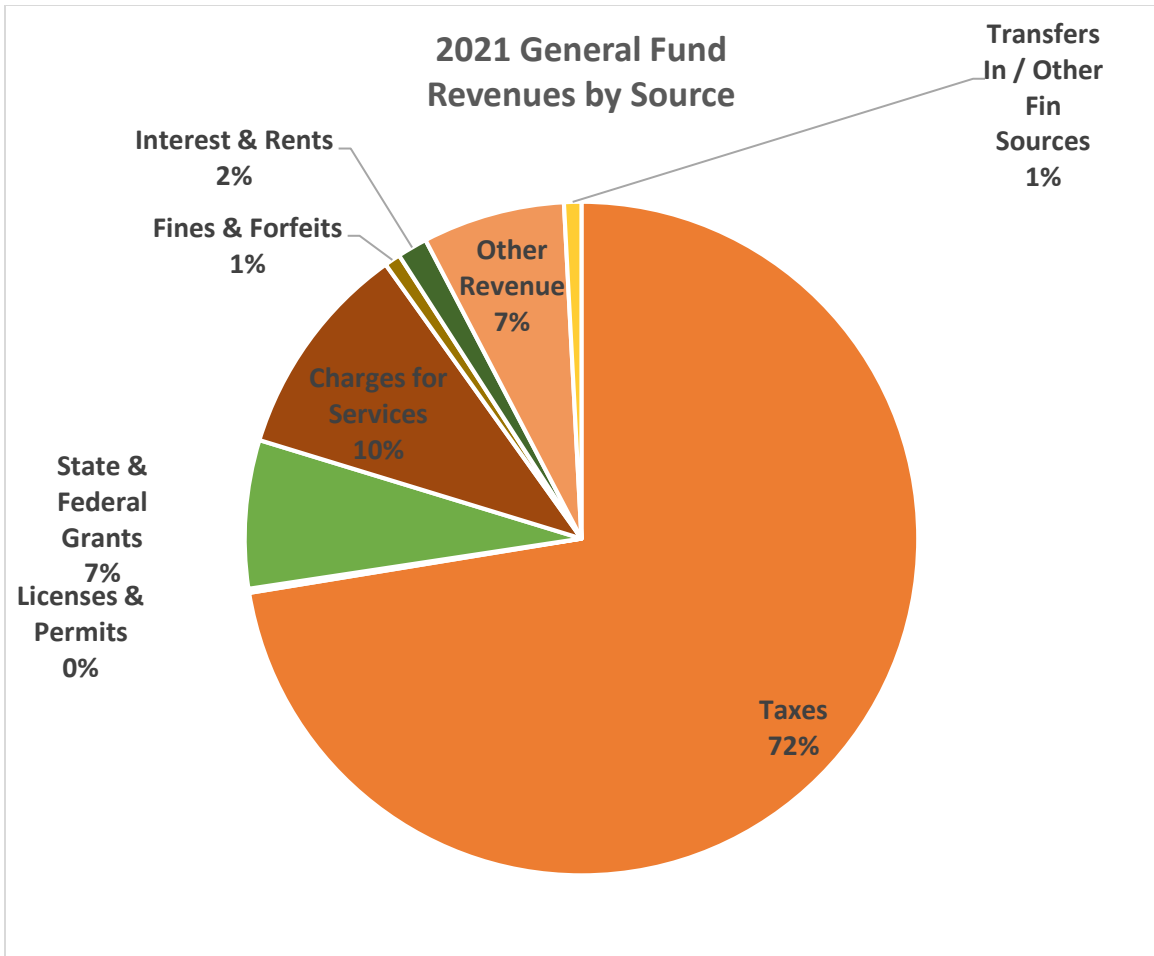
1. General Fund Property Tax Revenue was increased by \$72,000. (1010.253.403.00.00)
2. The allocation of the Executive Director of Services' (Dan Wedge) time was updated from 25/75% Administration/Transportation, to 40/60%. The \$22,868 increase to the General Fund expense was offset by the same decrease to the Legal Contract in Activity 256. The contract line is now at \$66,038, in addition to wages and fringes for the Assistant Legal Counsel position. Please keep in mind, none of these changes result in a net increase from the 2020 approved budget and the changes remain budget neutral.
3. During a final review of Indirect cost allocations, a \$28,319 expense was added to the Secondary Road Patrol grant.
4. Law Enforcement Contract Funds (Fund #s 2801, 2804, 2805, 2808, 2809, 2811) have been consolidated into one Fund, 2807. The General Fund Transfers Out account numbers were changed to match the new Fund. There is no net change to amounts.
5. Fund 2895 (Technology Contracts) revenue was increased by \$4,500. (2895.259.682.00.00)

**Allegan County**  
**General Fund Operating Budget**  
**Fiscal Year 2021**

	2019 Actual	2020 Projected	2021 Recommended
<b>Revenues By Source:</b>			
Taxes (1010.253.401 to 449.98)	22,866,370	23,810,565	24,656,612
Licenses & Permits (450.00 to 499.99)	54,856	67,101	67,101
State & Federal Grants (500.00 to 599.99)	2,797,954	2,430,231	2,419,576
Charges for Services (600.00 to 654.99)	4,371,794	3,924,217	3,542,052
Fines & Forfeits (655.00 to 663.99)	389,680	281,150	261,150
Interest & Rent (664.00 to 670.99)	819,455	743,844	491,744
Other Revenue (671.00 to 698.00)	2,375,013	2,314,732	2,325,966
Transfers In / Other Fin Sources (699.03 - FOC, Del Tax)	1,308,271	282,911	282,911
<b>Total Revenues</b>	<b>34,983,393</b>	<b>33,854,751</b>	<b>34,047,112</b>

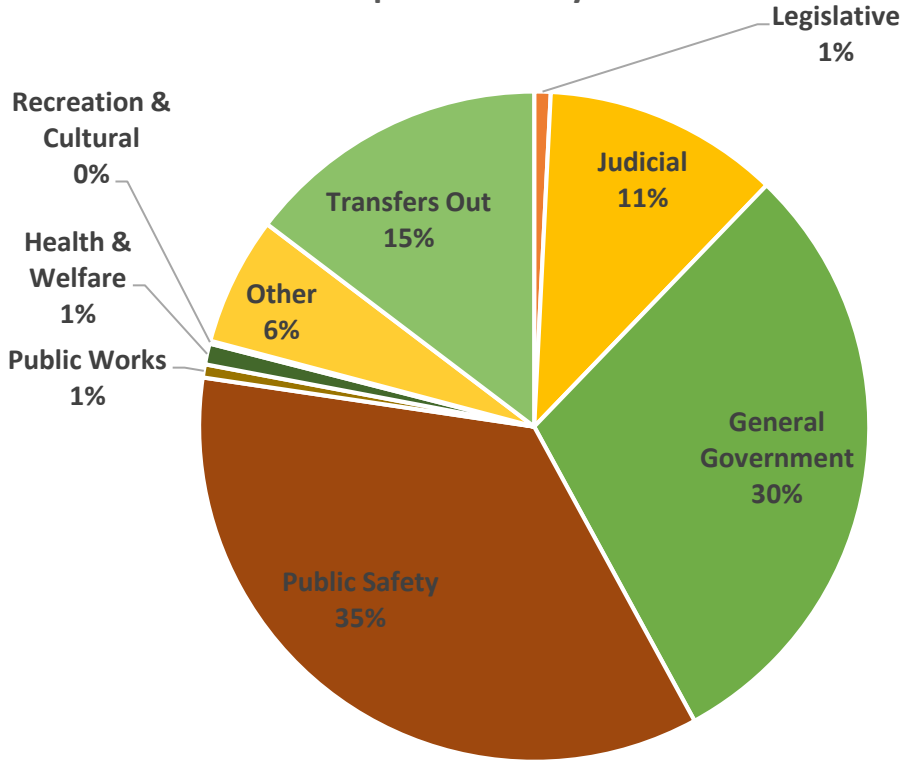
<b>Expenditures by Function:</b>			
Legislative (101)	413,180	468,226	280,276
Judicial (131 to 169)	3,864,780	3,983,951	4,043,457
General Government (170 to 299)	9,280,774	9,984,710	10,583,047
Public Safety (300 to 439)	11,675,513	11,949,782	12,507,185
Public Works (440 to 499)	185,034	224,493	224,896
Health & Welfare (500 to 699)	315,141	340,709	356,757
Recreation & Cultural (700 to 799)	50,000	50,000	50,000
Other (851 to 890)	1,388,871	1,908,110	2,196,053
Transfers Out (900 to 999)	6,248,627	4,944,770	5,201,769
<b>Total Expenditures</b>	<b>33,421,920</b>	<b>33,854,751</b>	<b>35,443,440</b>
Net of Revenues/Expenditures	1,561,473	-	(1,396,328)
Beginning Fund Balance	5,486,547	5,985,505	5,985,505
Ending Fund Balance	5,985,505	5,985,505	4,589,177
Fund Balance as a Percent of Expenditures	17.91%	17.68%	12.95%

<b>Expenditures by Type:</b>			
Personnel (701 to 726)	20,495,115	21,187,112	22,491,960
Operating (727 to 969)	6,677,602	7,722,869	7,749,711
Transfers Out (970-999)	6,249,203	4,944,770	5,201,769
	<b>33,421,920</b>	<b>33,854,751</b>	<b>35,443,440</b>



	2021
Revenues By Source:	Recommended
Taxes	24,656,612
Licenses & Permits	67,101
State & Federal Grants	2,419,576
Charges for Services	3,542,052
Fines & Forfeits	261,150
Interest & Rents	491,744
Other Revenue	2,325,966
Transfers In / Other Fin Sources	282,911
<b>Total Estimated Revenues</b>	<b>34,047,112</b>

### 2021 General Fund Expenditures by Function



Expenditures by Function:	2021 Recommended
Legislative	280,276
Judicial	4,043,457
General Government	10,583,047
Public Safety	12,507,185
Public Works	224,896
Health & Welfare	356,757
Recreation & Cultural	50,000
Other	2,196,053
Transfers Out	5,201,769
<b>Total Expenditures</b>	<b>35,443,440</b>



## 2021 General Fund Revenues - Proposed

<u>Activity</u>	<u>Title</u>	2019 Actual	2020 Projected	2021 Proposed
001	TRANSFER IN	1,308,271	282,911	282,911
131	CIRCUIT COURT	19,087	11,300	11,300
136	DISTRICT COURT	1,898,578	1,801,705	1,520,000
148	PROBATE COURT	41,750	36,000	39,670
149	FAMILY COURT JUDICIAL	44,188	64,500	64,500
152	PROBATION-DISTRICT COURT	255,737	306,000	220,000
201	FINANCE DEPARTMENT	126,000	125,000	125,000
215	CLERK	454,804	327,080	337,080
225	EQUALIZATION	15,877	16,175	16,175
229	PROSECUTING ATTORNEY	5,309	7,500	7,500
236	REGISTER OF DEEDS	1,304,457	1,093,200	1,093,100
253	TREASURER	27,242,901	27,669,623	28,515,670
259	NETWORK SYSTEMS	62,443	59,414	22,414
261	FACILITIES MANAGEMENT - COURTHOUSE	0	50	0
262	911/CENTRAL DISPATCH (FACILITIES)	40	75	40
263	FACILITIES MANAGEMENT - HUMAN SERVICES	412,753	450,034	198,594
264	FACILITIES MANAGEMENT - MCF BUILDING	240,715	300,550	300,300
265	FACILITIES MANAGEMENT	1,538	2,050	1,000
266	FACILITIES MANAGEMENT-MAIL/COPY SERVICE	18,446	24,000	21,000
267	FACILITIES MANAGEMENT-ACC BUILDING	0	0	0
268	FACILITIES MANAGEMENT -CMH CLINIC	71,431	72,926	72,000
269	FACILITIES MANAGEMENT SHERIFF/JAIL	280	500	200
270	FACILITIES MANAGEMENT-COUNTY SERVICES	68,552	75,300	75,300
271	FAC MGMT-TRANSPORTATION BLDG	0	0	0
275	DRAIN COMMISSIONER	83,678	47,797	47,797
301	SHERIFFS DEPARTMENT	81,634	55,311	55,311
303	WEMET-SHERIFFS DEPT.	48,000	24,000	24,000
305	ENFORCEMENT/SECONDARY ROAD PATROL	118,048	120,000	120,000
314	AUXILIARY SERVICES	33,942	30,000	30,000
315	DETECTIVE SERVICES	3,381	0	0
331	MARINE LAW ENFORCEMENT	68,100	70,000	70,000
351	JAIL	544,063	358,500	358,500
352	INMATE PROGRAMS	88,163	103,750	103,750
403	LAND INFORMATION SERVICES (LIS)	1,149	7,500	2,000
426	EMERGENCY MANAGEMENT	32,771	32,000	32,000
427	L.E.P.C.	0	0	0
430	ANIMAL SHELTER	18	0	0
448	MONUMENTATION PROGRAM	92,743	90,000	90,000
630	SUBSTANCE ABUSE	194,562	190,000	190,000
681	VETERANS SERVICES	0	0	0
728	ECONOMIC DEVELOPMENT	0	0	0
<b>Total</b>		<b>34,983,409</b>	<b>33,854,751</b>	<b>34,047,112</b>

## 2021 General Fund Expenditures - Proposed

<u>Activity</u>	<u>Title</u>	2019 Actual	2020 Projected	2021 Proposed
101	BOARD OF COMMISSIONERS	413,180	468,226	280,276
131	CIRCUIT COURT	674,061	649,639	664,032
136	DISTRICT COURT	1,473,502	1,536,370	1,561,363
141	FRIEND OF THE COURT	0	0	0
147	JURY BOARD	4,679	6,862	6,806
148	PROBATE COURT	480,130	487,030	476,458
149	FAMILY COURT JUDICIAL	681,850	713,458	731,476
150	GUARDIAN/CONSERVATORS	34,465	40,000	43,500
151	PROBATION-CIRCUIT COURT	7,847	7,480	7,480
152	PROBATION-DISTRICT COURT	499,066	527,987	537,217
166	FAMILY COUNSELING SERVICES	9,180	15,125	15,125
172	ADMINISTRATIVE DEPARTMENT	303,634	366,681	347,713
191	ELECTIONS	94,986	169,139	219,900
201	FINANCE DEPARTMENT	416,211	420,907	436,458
202	AUDITING	54,500	55,000	56,000
215	CLERK	627,847	664,695	708,406
225	EQUALIZATION	461,032	530,214	586,515
226	HUMAN RESOURCE DEPARTMENT	404,861	451,332	458,783
228	VICTIMS RIGHT ACT	1,124	0	0
229	PROSECUTING ATTORNEY	1,277,761	1,465,537	1,539,022
236	REGISTER OF DEEDS	313,004	328,759	339,184
253	TREASURER	512,066	560,256	575,176
256	ADMINISTRATION LEGAL COUNSEL	0	0	193,303
257	COOPERATIVE EXTENSION	94,067	97,144	98,939
258	PROJECT MANAGEMENT	176,407	201,580	207,373
259	NETWORK SYSTEMS	1,265,411	1,300,688	1,390,898
260	FACILITIES MANAGEMENT - ANIMAL CONTROL	37,487	33,219	33,219
261	FACILITIES MANAGEMENT - COURTHOUS	334,082	316,904	324,855
262	911/CENTRAL DISPATCH (FACILITIES)	121,489	149,401	149,588
263	FACILITIES MANAGEMENT - HUMAN SERV	271,364	242,589	272,974
264	FACILITIES MANAGEMNET - MCF BUILDIN	228,322	297,800	297,800
265	FACILITIES MANAGEMENT	648,286	682,159	703,468
266	FACILITIES MANAGEMENT-MAIL/COPY SE	192,500	191,718	192,321
267	FACILITIES MANAGMENT-ACC BUILDING	9,220	13,000	13,000
268	FACILITIES MANAGEMENT -CMH CLINIC	27,056	18,000	18,000
269	FACILITIES MANAGEMENT SHERIFF/JAIL	701,982	646,756	649,613
270	FACILITIES MANAGEMENT-COUNTY SERV	134,216	163,545	148,352
271	FACILITIES MANAGEMENT-TRANSPORT BLDG	5,339	0	0
272	FACILITIES MANAGEMENT-COUNTY SVC C	59,814	47,201	47,388
273	FACILITIES MANAGEMENT - YOUTH HOM	60,302	78,500	78,500
275	DRAIN COMMISSIONER	355,341	398,091	399,934
291	RECORDS MGT	91,063	93,895	96,365

## 2021 General Fund Expenditures - Proposed

<u>Activity</u>	<u>Title</u>	2019 Actual	2020 Projected	2021 Proposed
301	SHERIFFS DEPARTMENT	5,118,661	4,911,086	5,139,373
303	WEMET-SHERIFFS DEPT. 1/1 → 9/30	126,771	112,045	119,043
305	ENFORCEMENT/SECONDARY ROAD PATRO	339,614	332,681	343,203
314	RESERVES	54,492	76,771	79,554
315	DETECTIVE BUREAU	756,629	783,212	711,398
316	COURTHOUSE SECURITY	227,757	266,871	550,460
331	MARINE LAW ENFORCEMENT	122,270	140,496	144,234
351	JAIL	4,220,631	4,507,367	4,568,399
352	INMATE PROGRAMS	303,093	355,791	356,594
401	PLAT BOARD	238	959	959
403	LAND INFORMATION SERVICES (LIS)	180,130	194,528	200,749
426	EMERGENCY MANAGEMENT	115,417	123,817	128,087
427	L.E.P.C.	35,113	36,595	37,437
430	ANIMAL SHELTER	72,652	105,513	125,645
431	LIVESTOCK CLAIMS	2,045	2,050	2,050
441	DEPARTMENT OF PUBLIC WORKS	11,149	12,493	12,896
445	DRAINS-PUBLIC BENEFIT	81,142	117,000	117,000
448	MONUMENTATION PROGRAM	92,743	95,000	95,000
630	SUBSTANCE ABUSE	0	0	0
636	COMMUNICABLE DISEASES	1,172	7,500	7,500
648	MEDICAL EXAMINER	202,223	205,544	226,250
681	VETERANS SERVICES	111,746	127,665	123,007
728	ECONOMIC DEVELOPMENT	50,000	50,000	50,000
851	EMPLOYEES OTHER FRINGE BENEFITS	1,003,871	1,006,840	1,294,783
865	INSURANCE AND BONDS	385,000	385,000	385,000
890	CONTINGENCIES	0	516,270	516,270
970	TRANSFERS OUT-MENTAL HEALTH	346,095	346,095	346,095
981	TRANSFERS OUT-LAW LIBRARY	25,000	30,000	30,000
981	TRANSFERS OUT-HEALTH DEPT.	769,764	838,621	916,899
981	TRANSFERS OUT-CHILD CARE-PROBATE	2,815,125	2,535,355	2,600,757
981	TRANSFERS OUT-MEDICAL CARE FACILITY	144,192	144,192	144,192
981	TRANSFERS OUT-SHERIFF CONTRACTS	168,000	168,000	280,000
981	TRANSFERS OUT - OTHER	1,980,451	852,468	853,787
981	TRANSFER OUT-TECHNOLOGY CONTRACTS	0	30,039	30,039
<b>Total</b>		<b>33,421,920</b>	<b>33,854,751</b>	<b>35,443,440</b>

**LISTING OF CARRY-OVER CAPITAL PROJECTS NEEDING A RE-APPROPRIATION FUNDS IN 2021**

Updated as of 09/01/20

Tables A and B below summarize the maximum capital project funding appropriations that may need to be carried over into 2021. In approving the 2021 budget, the Allegan County Board of Commissioners authorizes the re-appropriation of funds necessary to complete any projects listed in the tables below that do not get completed by 12/31/20. The actual 2021 re-appropriation amounts shall not exceed the total approved funding less expenditures to date for any project that is not completed as of 12/31/2020.

**TABLE A - Projects expected to be carried-over into 2021 showing projected maximum re-appropriation of funds needed.**

#	Project ID	Project Name	Project Year	Total Approved Funding	Expenditures To Date	Re-Appropriate in 2021	Project Stage
	<b>#2118</b>	<b>CENRTAL DISPATCH CIP</b>					
1	<a href="#">16013-20</a>	Dispatch CAD Upgrade	2020	\$ 160,000	\$ 34,194	\$ 125,806	Execution
2	<a href="#">13074</a>	911 Radio System - Barry Co Backup	2020	\$ 120,230	\$ -	\$ 120,230	Execution
3	<a href="#">13074</a>	911 Radio System - Enable CAD GPS	2020	\$ 120,230	\$ -	\$ 120,230	Contracting
4	<a href="#">11075-20</a>	Emergency Siren Activation Solution	2020	\$ 100,000	\$ -	\$ 100,000	Development
		<b>PROJECTED CARRY-OVER FOR #2118</b>		<b>\$ 500,460</b>	<b>\$ 34,194</b>	<b>\$ 466,266</b>	
	<b>#2450</b>	<b>PUBLIC IMPROVEMENT FUND</b>					
5	<a href="#">12033-20</a>	Courthouse Improvements - Design and Construction Admin	2019	\$ 64,700	\$ 45,178	\$ 19,522	Execution
6	<a href="#">12033-20</a>	Courthouse Improvements - Construction (see note at bottom)	2020	\$ 935,300	\$ 10,131	\$ 925,169	Contracting
7	<a href="#">11053-19</a>	County Website Redesign	2019	\$ 16,000	\$ -	\$ 16,000	Contracting
		<b>PROJECTED CARRY-OVER FOR #2450</b>		<b>\$ 1,016,000</b>	<b>\$ 55,309</b>	<b>\$ 960,691</b>	
	<b>#2470</b>	<b>LOCAL GOVERNMENT REVENUE SHARING (PARKS)</b>					
8	<a href="#">11204-18</a>	Gun Lake Watercraft Launch - Construction	2018	\$ 180,925	\$ -	\$ 180,925	Contracting
		<b>PROJECTED CARRY-OVER FOR #2470</b>		<b>\$ 180,925</b>	<b>\$ -</b>	<b>\$ 180,925</b>	

Project #6 Courthouse Improvements - Construction: Budget amount includes \$500,000 transfer in from Self-Insurance Fund #6770.

**TABLE B - Projects expected to be completed in 2020 showing maximum 2021 re-appropriation currently needed if they are not.**

#	Project ID	Project Name	Project Year	Total Approved Funding	Expenditures To Date	Re-Appropriate in 2021	Project Stage
	<b>#2118</b>	<b>CENRTAL DISPATCH CIP</b>					
1	<a href="#">11019-19A</a>	Dispatch Console Replacement	2019	\$ 116,168	\$ 110,069	\$ 6,099	Monitoring
2	<a href="#">11005-18</a>	Dispatch PFN SIP Card Purchase	2019	\$ 12,000	\$ -	\$ 12,000	Execution
3	<a href="#">14004-20</a>	Pavement Maintenance 2020 - Dispatch	2020	\$ 2,000	\$ -	\$ 2,000	Execution
4	<a href="#">15013-20A</a>	Dispatch Surveillance Camera Replacement	2020	\$ 15,000	\$ -	\$ 15,000	Contracting
		<b>ADDITIONAL CARRY-OVER FOR #2118 IF NOT COMPLETED</b>		<b>\$ 145,168</b>	<b>\$ 110,069</b>	<b>\$ 35,099</b>	
	<b>#2300</b>	<b>TRANSPORTATION GRANT</b>					
5	<a href="#">15013-20B</a>	ACT Surveillance Camera Replacement	2020	\$ 6,489	\$ -	\$ 6,489	Execution
6	<a href="#">14004-20</a>	Pavement Maintenance 2020 - Transportation	2020	\$ 2,000	\$ -	\$ 2,000	Execution
7	<a href="#">11025-20B</a>	ACT Tire Changer and Wheel Balancer Replacement	2020	\$ 16,000	\$ -	\$ 16,000	Contracting
		<b>ADDITIONAL CARRY-OVER FOR #2300 IF NOT COMPLETED</b>		<b>\$ 24,489</b>	<b>\$ -</b>	<b>\$ 24,489</b>	
	<b>#2450</b>	<b>PUBLIC IMPROVEMENT FUND</b>					
8	<a href="#">11024-20A</a>	Roof Replacement at ACSO - Section 1B	2020	\$ 520,000	\$ 443,086	\$ 76,914	Monitoring
9	<a href="#">11024-20B</a>	Roof Replacement at Courthouse - Section 2 and 4	2020	\$ 215,000	\$ -	\$ 215,000	Monitoring
10	<a href="#">14040-20E</a>	Vehicles - Equip Sheriff's Vehicles	2020	\$ 39,000	\$ -	\$ 39,000	Monitoring
11	<a href="#">12081-18</a>	Court Recording Solution Upgrade (Part III - 2020)	2018	\$ 194,173	\$ 173,607	\$ 20,566	Monitoring
12	<a href="#">14004-17A</a>	ACSO Parking Lot Improvements	2016	\$ 167,000	\$ 157,585	\$ 9,415	Execution
13	<a href="#">16021-20</a>	Jail Security System Upgrade	2020	\$ 115,000	\$ 32,465	\$ 82,535	Execution
14	<a href="#">13096-20A</a>	Pump House 1 Reconstruction	2020	\$ 75,000	\$ -	\$ 75,000	Execution
15	<a href="#">14004-20</a>	Pavement Maintenance 2020 - County	2020	\$ 30,000	\$ -	\$ 30,000	Execution
16	<a href="#">13096-18</a>	Repair Pumphouse Retaining Wall	2018	\$ 20,000	\$ -	\$ 20,000	Execution
17	<a href="#">11007-20A</a>	UPS Battery Replacement - CH	2020	\$ 6,000	\$ -	\$ 6,000	Execution
18	<a href="#">11019-20</a>	CH Chair Replacement - 2020	2020	\$ 30,000	\$ -	\$ 30,000	Execution
19	<a href="#">11072-20</a>	eTicket Solution Implementation	2020	\$ 70,000	\$ 3,155	\$ 66,845	Contracting
20	<a href="#">11059-20</a>	Inmate Lookup Tool	2020	\$ 10,000	\$ -	\$ 10,000	Contracting
21	<a href="#">11025-20A</a>	Body Scanner Replacement	2020	\$ 160,000	\$ -	\$ 160,000	Contracting
22	<a href="#">11026-20A</a>	Probate Court Microfilm Scanning	2020	\$ 60,000	\$ -	\$ 60,000	Development
		<b>ADDITIONAL CARRY-OVER FOR #2450 IF NOT COMPLETED</b>		<b>\$ 1,711,173</b>	<b>\$ 809,898</b>	<b>\$ 901,275</b>	
	<b>#2465</b>	<b>CHILD CARE CAPITAL</b>					
23	<a href="#">15013-17C</a>	YH Surveillance and Intercom System Replacement	2013	\$ 138,571	\$ 92,443	\$ 46,128	Monitoring
24	<a href="#">11028-20B</a>	Youth Home Fire Safety System	2020	\$ 100,000	\$ 41,996	\$ 58,004	Execution
25	<a href="#">14004-20</a>	Pavement Maintenance 2020 - Youth Home	2020	\$ 5,000	\$ -	\$ 5,000	Execution
		<b>ADDITIONAL CARRY-OVER FOR #2465 IF NOT COMPLETED</b>		<b>\$ 243,571</b>	<b>\$ 134,439</b>	<b>\$ 109,132</b>	
	<b>#2470</b>	<b>LOCAL GOVERNMENT REVENUE SHARING (PARKS)</b>					
26	<a href="#">11204-18</a>	Gun Lake Pavilion - Construction	2018	\$ 64,700	\$ 45,178	\$ 19,522	Execution
27	<a href="#">14004-20</a>	Pavement Maintenance 2020 - Parks	2020	\$ 25,000	\$ -	\$ 25,000	Execution
		<b>ADDITIONAL CARRY-OVER FOR #2470 IF NOT COMPLETED</b>		<b>\$ 89,700</b>	<b>\$ 45,178</b>	<b>\$ 44,522</b>	
	<b>#VARIOUS</b>	<b>OTHER CAPITAL PROJECTS</b>					
28	<a href="#">11018-20</a>	Indigent Defense Offices	2020	\$ 30,000	\$ 21,242	\$ 8,758	Monitoring
29	<a href="#">11033-20B</a>	Animal Shelter Dog Run	2019	\$ 10,000	\$ -	\$ 10,000	Contracting
		<b>ADDITIONAL CARRY-OVER IF NOT COMPLETED</b>		<b>\$ 40,000</b>	<b>\$ 21,242</b>	<b>\$ 18,758</b>	

## Allegan County - Vehicle Asset List

VIN (last 4 digits)	Year	Make	Model	Notes	Funding Source
<b>Courts 11</b>					
3836	2017	Ford	TRANSIT CONNECT WAGON		County CIP
2243	2017	Ford	TRANSIT 350 VAN		County CIP
7554	2017	Ford	FUSION		County CIP
3316	2019	Ford	FUSION		County CIP
2020	2017	Ford	FUSION		County CIP
2021	2017	Ford	FUSION		County CIP
8759	2020	Ford	FUSION		County CIP
3317	2019	Ford	FUSION		County CIP
8768	2020	Ford	FUSION		County CIP
3620	2018	Ford	TRANSIT CONNECT WAGON		County CIP
7553	2017	Ford	FUSION		County CIP
<b>Drain Commission 3</b>					
4322	2017	Ford	AWD UTILITY PATROL		County CIP
0830	2018	Ford	F-250 Super CAB 4X4 Pickup		Drain Fund
8943	2017	Ford	F-250 CREW CAB 4X4 Pickup		Drain Fund
<b>Emergency Management 3</b>					
0755	2014	Ford	F-150 SUPER CREW 4X4 SSV	CIP replacement 2021	County CIP
8860	2004	Ford	SUPER WAGON	Replacement by existing pool only	Grant / Donated / Reassigned
4446	2005	Ford	BORNFREE MOBILE COMMAND		Grant / Donated / Reassigned
<b>Parks 7</b>					
1587	2017	Ford	F-150 SUPER CAB 4X2 Pickup		County CIP
1586	2017	Ford	F-150 SUPER CAB 4X2 Pickup		County CIP
1588	2017	Ford	F-150 SUPER CAB 4X2 Pickup		County CIP
9704	2020	Ford	F-150 SUPER CAB 4X4 Pickup		County CIP
0652	2020	Ford	F-350 SUPER CAB 4X4 Pickup		County CIP
9494	2019	Ford	F-250 SUPER CAB 4X4 Pickup		County CIP
0758	2009	Ford	F-150 Pick-up	CIP replacement 2021	County CIP
<b>Facilities Department 9</b>					
8793	2020	Ford	F-250 SUPER CAB 4X4 Pickup		County CIP
9701	2020	Ford	F-150 SUPER CREW 4X4 Pickup		County CIP
0831	2018	Ford	F-250 SUPER CAB 4X4 Pickup		County CIP
9112	2018	Ford	Transit MR-150 Cargo Van		County CIP
8792	2020	Ford	F-250 Super CAB 4X4 Pickup		County CIP
8791	2020	Ford	F-250 Super CAB 4X4 Pickup		County CIP
9492	2019	Ford	F-250 Super CAB 4X4 Pickup		County CIP
2866	2007	Ford	ESCAPE	CIP replacement 2021	County CIP
9493	2019	Ford	F-250 SUPER CAB 4X4 Pickup		County CIP
<b>Health Department 8</b>					
0433	2016	Ford	FUSION		County CIP
0453	2016	Ford	FUSION		County CIP
2503	2020	Ford	AWD UTILITY PATROL		County CIP
2504	2020	Ford	AWD UTILITY PATROL		County CIP
2505	2020	Ford	AWD UTILITY PATROL		County CIP
2510	2020	Ford	AWD UTILITY PATROL		County CIP
2507	2020	Ford	AWD UTILITY PATROL		County CIP
0485	2016	Ford	FUSION		County CIP

## Allegan County - Vehicle Asset List

VIN (last 4 digits)	Year	Make	Model	Notes	Funding Source
<b>I.S. &amp; EQ Department 3</b>					
2508	2020	Ford	AWD UTILITY PATROL		County CIP
2509	2020	Ford	AWD UTILITY PATROL		County CIP
5595	2017	Ford	AWD UTILITY PATROL		County CIP
<b>Medical Care Facility 2</b>					
9685	2006	Ford	14 PASS CUTAWAY BUS	Insurance only	Medical Care Facility
3424	2010	Chrysler	TOWN AND COUNTRY ADA VAN	Insurance only	Medical Care Facility
<b>Pool Vehicle 6</b>					
5472	2017	Ford	FUSION		County CIP
5471	2017	Ford	FUSION		County CIP
5470	2017	Ford	FUSION		County CIP
2019	2017	Ford	FUSION		County CIP
0167	2015	Ford	FUSION	Replacement by existing pool only	County CIP
0145	2015	Ford	FUSION	Replacement by existing pool only	County CIP
<b>Public Defender 2</b>					
4524	2013	Ford	FUSION		County CIP
4518	2013	Ford	FUSION		County CIP
<b>Sheriffs Department 75</b>					
5599	2017	Ford	AWD UTILITY PATROL		County CIP
5593	2017	Ford	AWD UTILITY PATROL		County CIP
8916	2016	Ford	AWD UTILITY PATROL		County CIP
1771	2016	Ford	AWD UTILITY PATROL		County CIP
0668	2016	Ford	AWD UTILITY PATROL		County CIP
8179	2016	Ford	AWD UTILITY PATROL	CIP replacement 2021	County CIP
6803	2017	Ford	AWD UTILITY PATROL		County CIP
6805	2017	Ford	AWD UTILITY PATROL		County CIP
2327	2016	Ford	AWD UTILITY PATROL		County CIP
5591	2017	Ford	AWD UTILITY PATROL		County CIP
6804	2017	Ford	AWD UTILITY PATROL		County CIP
5590	2017	Ford	AWD UTILITY PATROL		County CIP
8183	2016	Ford	AWD UTILITY PATROL	CIP replacement 2021	County CIP
0669	2016	Ford	AWD UTILITY PATROL		County CIP
5598	2017	Ford	AWD UTILITY PATROL		County CIP
2506	2020	Ford	AWD UTILITY PATROL		County CIP
Pending	2020	Ford	AWD UTILITY PATROL	2020 crash replacement	County CIP
8918	2016	Ford	AWD UTILITY PATROL		County CIP
2325	2016	Ford	AWD UTILITY PATROL		County CIP
2326	2016	Ford	AWD UTILITY PATROL		County CIP
1767	2016	Ford	AWD UTILITY PATROL		County CIP
5597	2017	Ford	AWD UTILITY PATROL		County CIP
2324	2016	Ford	AWD UTILITY PATROL		County CIP
3962	2015	Ford	AWD UTILITY PATROL	CIP replacement 2021	County CIP
3967	2015	Ford	AWD UTILITY PATROL		County CIP
6802	2017	Ford	AWD UTILITY PATROL		County CIP
5596	2017	Ford	AWD UTILITY PATROL		County CIP
3965	2015	Ford	AWD UTILITY PATROL	CIP replacement 2021	County CIP
3963	2015	Ford	AWD UTILITY PATROL	CIP replacement 2021	County CIP
5600	2017	Ford	AWD UTILITY PATROL		County CIP
0467	2015	Ford	AWD UTILITY PATROL	CIP replacement 2021	County CIP
8178	2016	Ford	AWD UTILITY PATROL	CIP replacement 2021	County CIP
1770	2016	Ford	AWD UTILITY PATROL		County CIP

## Allegan County - Vehicle Asset List

VIN (last 4 digits)	Year	Make	Model	Notes	Funding Source
1769	2016	Ford	AWD UTILITY PATROL		County CIP
3960	2015	Ford	AWD UTILITY PATROL	CIP replacement 2021	County CIP
8919	2016	Ford	AWD UTILITY PATROL	CIP replacement 2021	County CIP
5592	2017	Ford	AWD UTILITY PATROL		County CIP
8917	2016	Ford	AWD UTILITY PATROL		County CIP
0672	2016	Ford	AWD UTILITY PATROL		County CIP
3966	2015	Ford	AWD UTILITY PATROL		County CIP
5594	2017	Ford	AWD UTILITY PATROL		County CIP
0675	2016	Ford	AWD UTILITY PATROL		County CIP
1768	2016	Ford	AWD UTILITY PATROL		County CIP
8182	2016	Ford	AWD UTILITY PATROL		County CIP
3635	2018	Ford	TRANSIT CONNECT WAGON		County CIP
6870	2020	Ford	TRANSIT CONNECT WAGON		County CIP
7391	2019	Ford	TRANSIT 350 VAN		County CIP
7798	2009	Ford	TRANSIT VAN - PRISONER		County CIP
3176	2016	Ford	F-150 Super Cab		County CIP
5364	2012	Ford	F-150 Pick-up	Replacement by existing pool only	Grant / Donated / Reassigned
7551	2017	Ford	FUSION		County CIP
0454	2016	Ford	FUSION		County CIP
7552	2017	Ford	FUSION		County CIP
0828	2018	Ford	FUSION		County CIP
0486	2016	Ford	FUSION		County CIP
0434	2016	Ford	FUSION		County CIP
0829	2018	Ford	FUSION		County CIP
6415	2008	Ford	EXPEDITION	Replacement by existing pool only	Grant / Donated / Reassigned
3169	2016	Ford	F-150 Crew Cab		County CIP
0754	2009	Ford	F-150 Pick-up	Replacement by existing pool only	Grant / Donated / Reassigned
2341	1992	Am General	Hum-V Stock #2320013897558	1033 program	Grant / Donated / Reassigned
5685	New	Am General	Hum-V Stock #2320014133739	1033 program	Grant / Donated / Reassigned
2694	1991	Am General	Hum-V	1033 program	Grant / Donated / Reassigned
2349	2007	International	Armored assault vehicle	1033 program	Grant / Donated / Reassigned
9113	2018	Ford	F150- Transit Van		County CIP
5418	2003	Ford	EXCURSION	Replacement by existing pool only	Grant / Donated / Reassigned
3964	2015	Ford	AWD UTILITY PATROL		County CIP
1589	2017	Ford	F-150 SUPER CAB 4X4 Pickup		County CIP
6114	2019	Ford	F-150 SUPER CAB 4X4 Pickup		County CIP
1590	2017	Ford	F-150 SUPER CAB 4X4 Pickup		County CIP
6115	2019	Ford	F-150 SUPER CAB 4X4 Pickup		County CIP
3934	2010	Ford	Ford CVI	Replacement by existing pool only	County CIP
0466	2015	Ford	AWD UTILITY PATROL	Replacement by existing pool only	County CIP
5072	2014	Ford	AWD UTILITY PATROL	Replacement by existing pool only	County CIP
5074	2014	Ford	AWD UTILITY PATROL	Replacement by existing pool only	County CIP

## Allegan County - Vehicle Asset List

VIN (last 4 digits)	Year	Make	Model	Notes	Funding Source
<b>Transportation 29</b>					
4796	2016	Ford	F-350 4x4 Truck		MDOT
2782	2011	Dodge	ADA MINI VAN		MDOT
3585	2011	Ford	16 PASS SUPREME		MDOT
5843	2012	Ford	15 PASS CUTAWAY		MDOT
5842	2012	Ford	15 PASS CUTAWAY	MDOT replacement 2021	MDOT
9285	2012	Ford	20 PASS CUTAWAY	MDOT replacement 2021	MDOT
9284	2012	Ford	20 PASS CUTAWAY	MDOT replacement 2021	MDOT
0103	2015	Ford	16 PASS CUTAWAY		MDOT
5439	2015	Ford	16 PASS CUTAWAY		MDOT
5440	2015	Ford	16 PASS CUTAWAY		MDOT
0069	2015	Ford	10 PASS CUTAWAY		MDOT
5423	2015	Ford	10 PASS CUTAWAY		MDOT
5424	2015	Ford	10 PASS CUTAWAY		MDOT
7725	2015	Ford	ELDORADO BUS		MDOT
0758	2016	Ford	16 PASS CUTAWAY		MDOT
3282	2017	Ford	E450 BUS		MDOT
3283	2017	Ford	E450 BUS		MDOT
8713	2018	Ford	ELDORADO BUS		MDOT
8714	2018	Ford	ELDORADO BUS		MDOT
4244	2019	Ford	ELDORADO BUS		MDOT
4247	2019	Ford	ELDORADO BUS		MDOT
4248	2019	Ford	ELDORADO BUS		MDOT
4252	2019	Ford	ELDORADO BUS		MDOT
7660	2019	Ford	TRANSIT 350 VAN		MDOT
8723	2020	Ford	ELDORADO BUS		MDOT
8728	2020	Ford	ELDORADO BUS		MDOT
8729	2020	Ford	ELDORADO BUS		MDOT
8730	2020	Ford	ELDORADO BUS		MDOT
8731	2020	Ford	ELDORADO BUS		MDOT



## Allegan County - Trailer and Equip. Asset List

VIN (last 4 digits)	Year	Make	Model	Notes	Funding Source
<b>Court</b>					
4651	2009	KING COBRA	TRAILER KC58SA		County CIP
<b>Drain Commission</b>					
0544	2009		UTILITY TRAILER		Drain Fund
Pending	2020		UTILITY TRAILER		Drain Fund
3981	2014	John Deere	XUV 825I Olive & Black		Drain Fund
<b>Emergency Management</b>					
4353	2003	INTERSTATE	TRAILER		Grant / Donated
2955	2006	PACE	Trailer CS714TA2		Grant / Donated
2957	2006	PACE	Trailer CS714TA2		Grant / Donated
2955	2006	PACE	Trailer CS714TA2		Grant / Donated
4375	2008	KING COBRA	Trailer 6X12TA2		Grant / Donated
1368	2010	INTERSTATE	SFC716TA2		Grant / Donated
8336	2006	PACE	VC717TA2		Grant / Donated
6808	2021	Formula	Trailer FSCBA5		Grant / Donated
7346	2018	Karavan Trailers	KHD-2990-72-12-PR		Grant / Donated
0129	2017	Ez-Go	TXT 2+2 Golf Cart		Grant / Donated
<b>Parks/Facilities Department</b>					
7316	N/A	Loadtrailer	6 X 10 UTILITY TRAILER		County CIP
no VIN	N/A	Old tractor trailer	UTILITY TRAILER		County CIP
0238	2015	Gold Star Enterprize	7' x 18' UTILITY TRAILER		County CIP
0239	2015	US Trailer Sales	7' x 18' UTILITY TRAILER		County CIP
2899	2019	Multiquip	WATER TANK TRAILER		County CIP
no VIN	N/A	N/A	5 X 10 UTILITY TRAILER		County CIP
no VIN	N/A	N/A	5 X 10 UTILITY TRAILER		County CIP
1776	2016	Kubota	RTV500		County CIP
0082	2018	BIG TEX	20ft BK-MR UTILITY TRAILER		County CIP
2823	2018	Dump Big Tex Box	14ft XL Dump Trailer		County CIP
2636	2019	Vermeer	Pull behind truck Wood Chipper		County CIP
<b>Sheriffs Department</b>					
0782	N/A	UNITED EXP.	UTILITY TRAILER		County CIP
5450	1998	UNITED EXP.	UTILITY TRAILER		County CIP
5417	N/A	RANCE ALM. FAB	UTILITY TRAILER		County CIP
5298	1997	CLASSIC MFG INC.	UTILITY TRAILER		County CIP
2956	2006	PACE AMERICAN	UTILITY TRAILER		County CIP
3505	2001	MOBILE STRUCTURES INC.	UTILITY TRAILER		County CIP
7226	2012	NASH CAR TRAILER	UTILITY TRAILER		County CIP
0082	2019	BIG TEX	HORSE TRAILER		County CIP

## Allegan County - Sheriff Watercraft Asset List

VIN / Hull Number (last 4 digits)	Unit ID	Year	Length	Make	Model	Engine	Engine S/N	Funding Source
F203	PB-01	2003	28'	Triton	Enforcer	2017 Yamaha 225 HP	BAGJ1801924	County CIP
	PB-01					2017 Yamaha 225 HP	BAHJ1800764	County CIP
8472	PB-01	2003		Loadmaster	Tri-axle Aluminum			County CIP
G798	PB-02	1998	16'	Scout	Sportfish	2004 Yamaha 90 HP	6H3L490060	County CIP
0139	PB-02	2009		Phoenix				County CIP
E999	PB-03	1999	14'	Scout	Sportfish	1999 Yamaha 50 HP	415169	County CIP
4077	PB-03	1999		Eagle				County CIP
E001	PB-04	2001	16'	Alumacraft	AW1650	2010 Mercury Jet 40 HP	1C122235	County CIP
0686	PB-04	2001		EZ Loader				County CIP
E919	PB-05	2019	18'	LOWE	Roughneck RX18PT	2019 Mercury Jet 80 HP	2B682525	County CIP
2051	PB-05	2020		Karavan	LB-1800-64-ST			County CIP
J889	PB-06	1989	11' 6"	Bombard	Inflatable	None	N/A	County CIP
HE45	PB-06	N/A		EZ Loader	Alumituff			County CIP
J192	PB-07	1992	14'	Boston Whaler	N/A	2007 Mercury 40 HP	N/A	County CIP
2305	PB-07	1992		Trailmaster			N/A	County CIP
B707	PB-08	2007	14'	Alumacraft	Jon Boat	2007 Mariner 8 HP	0G095228	County CIP
8305	PB-08	2007		EZ Loader	Alumituff			County CIP
C494	PB-09	1994	17'	Carolina	Skiff	2018 Mercury 60 HP	1C541857	County CIP
1804	PB-09	1994		EZ Loader				County CIP
M80A	PB-10	1980	18'	Boston Whaler	Walkabout	2018 Mercury 80 HP	2B560062	County CIP
None	PB-10	1979		Spartan				County CIP
G494	PB-11	1994	12' 6"	Hoverguard 600	Hovercraft	1994 Yamaha 50 HP	L05-000-763	County CIP
5082	PB-11	1994		Hovertchnics	Flatbed Trailer			County CIP
None	PB-12	2005		Nationwide	PWC Trailer	N/A	N/A	County CIP