

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

DECEMBER 10, 2020 SESSION

JOURNAL 68

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MORNING SESSION**DECEMBER 10, 2020 SESSION - 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 December 10, 2020 at 9:00 A.M. in accordance with the motion for adjournment of November 5, 2020, and rules of this board; Chairman Storey presiding.

County Clerk Genetski performed the Oath of Office swearing in the Commissioners for the 2021-2022 term. Clerk Genetski also gave a post-election update to the board on the November 3, 2020 General Election.

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

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

DIST #1	DEAN KAPENGA - Manlius Twp	DIST #5	TOM JESSUP-Allegan Twp-Left 11:36 AM
DIST #2	JIM STOREY - Holland	DIST #6	GALE DUGAN - Allegan Twp
DIST #3	MAX THIELE - Allegan Twp	DIST #7	RICK CAIN - Wayland Twp
DIST #4	MARK DeYOUNG - Dorr Twp		

PUBLIC PARTICIPATION - NO COMMENTS

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

AGENDA ADDITIONS

3/ Chairman Storey asked if there were any additions or changes to the agenda. Administrator Sarro asked to have a closed session to discuss a security related plan not subject to the open meetings act.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to recess into closed session. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

AGENDA - ADOPTED AS AMENDED

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

CIRCUIT COURT ADMINISTRATOR UPDATE

5/ Former Circuit Court Administrator Erin Stender started her new position as Assistant Corporation Counsel. She noted that Circuit Court has hired her replacement for the Circuit Court Administrator and gave a brief background of the individual. Brian Patrick started on 12/07/2020.

CLOSED SESSION: SECURITY RELATED PLAN

6/ Commissioners recessed into closed session to discuss a security related plan not subject to the open meetings act.

RECONVENE/ROLL CALL

7/ Upon reconvening at 10:57 A.M., the following Commissioners were present: Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain.

RESOLUTION FROM CLOSED SESSION - COVID-19 RESPONSE

8/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to adopt the statements made during the closed session as the policy of the Allegan County Board of Commissioners and adopt the language for the purpose of the COVID-19 response. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele and Jessup.

"Relative to the plans specifically being formed with regard to the COVID-19 pandemic (as discussed during closed session), the Board of Commissioners authorizes temporary use of the restricted area (rear undeveloped storage area) as a secured Point of Vaccination for Allegan County EMS, Fire and Law Enforcement personnel and for training of volunteer personnel administering vaccines, for a period through March 10, 2021. Subject to confirmation by the fire marshall for such temporary use. Notwithstanding the authorization to utilize the restricted area for this purpose, the Health Officer shall make the final determination of its use.

This decision shall be for response to the COVID-19 pandemic and only for the timeframe provided above. Any continued use of this area of the facility beyond the use of storage shall require Board of Commissioners' approval and shall not be considered eligible for response planning purposes."

BREAK - 11:03 A.M.

9/ Upon reconvening at 11:13 P.M., the following Commissioners were present: Commissioner Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain. Absent: None.

APPOINTMENTS

10/

AREA COMMUNITY SERVICES EMPLOYMENT & TRAINING COUNCIL

Chairman Storey announced the appointment of the following individuals to the Area Community Services Employment & Training Council to fill a 1-year term; term to expire 12/31/2021.

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

BOUNDARY COMMISSION

Chairman Storey announced the appointment of the following individuals to the Boundary Commission to fill a 3-year term; term to expire 12/31/2023. Appointment order received from Probate Judge Buck on December 8, 2020.

Sam Dykstra, 202 N. Locust St., Wayland MI - City Rep.
Kenneth Prins, 3105 44th St., Hamilton MI - Alternate Township Rep.
Elizabeth Peterson, 411 River St., Allegan MI - Alternate City Rep.

BROWNFIELD REDEVELOPMENT AUTHORITY

Chairman Storey announced the appointment of the following individuals to the Brownfield Redevelopment Authority to fill a 3-year term; term to expire 12/31/2023.

Mike Vandenberg, 979 9th St., Plainwell MI
 Aaron Mitchell, 817 Windigo Ln., Otsego MI

COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES COMMITTEE

Chairman Storey announced the appointment of the following individuals to the Community Economic Development Strategies Committee to fill a 1-year term; term to expire 12/31/2021.

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

LAKESHORE REGIONAL ENTITY

Chairman Storey announced the appointment of the following individuals to the Lakeshore Regional Entity to fill a 3-year term; term to expire 12/31/2023.

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

PARKS ADVISORY BOARD

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

Pam Brown, 2295 114th Ave., Allegan MI

Chairman Storey announced the appointment of the following individuals to the Parks Advisory Board to fill a 3-year term; term to expire 12/31/2023.

Kevin Formsma, 4120 Pine Trail Ln., Hamilton MI

BUILDING AUTHORITY

Chairman Storey announced the appointment of the following individual to the Building Authority to fill the remainder of a 3-year term; term to expire 12/31/2021.

Carl Chapman, 3283 122nd Ave., Allegan MI

CLEAN AIR ORDINANCE COMMITTEE

Chairman Storey announced the appointment of the following individual to the Clean Air Ordinance Committee to fill a 2-year term; term to expire 12/31/2022.

Mark DeYoung, 4169 Hickory St., Dorr MI

HUMAN SERVICES

Chairman Storey announced the appointment of the following individual to the Human Services to fill a 2-year term; term to expire 12/31/2022.

Gale Dugan, 318 21st St., Otsego MI

MACATAWA AREA COORDINATING COUNCIL (MACC)

Chairman Storey announced the appointment of the following individuals to the Macatawa Area Coordinating Council (MACC) to fill a 1-year term; term to expire 12/31/2021.

Jim Storey, 344 W. 35th St., Holland MI
Dean Kapenga, 5634 136th Ave., Holland MI - Alternate

BOARD OF PUBLIC WORKS

Chairman Storey announced the appointment of the following individuals to the Board of Public Works to fill a 3-year term; term to expire 12/31/2023.

Al Meshkin, 3965 65th St., Holland MI
Gale Dugan, 318 21st St., Otsego MI

COMMUNITY ACTION OF ALLEGAN COUNTY

Chairman Storey announced the appointment of the following individuals to the Community Action of Allegan County to fill a 1-year term; term to expire 12/31/2021.

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

SOLID WASTE PLANNING COMMITTEE

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

Jack Brown, 2471 Wilshire Dr., Jenison MI - Solid Waste Industry Rep

Chairman Storey announced the appointment of the following individuals to the Solid Waste Planning Committee to fill a 2-year term; term to expire 12/31/2022.

Gale Dugan, 318 21st St., Otsego MI - Regional Solid Waste Planning Rep
Tom Jessup, 6717 108th Ave., South Haven MI - County Commissioner

SOUTHWEST MICHIGAN SOLID WASTE CONSORTIUM

Chairman Storey announced the appointment of the following individuals to the Southwest Michigan Solid Waste Consortium to fill a 1-year term; term to expire 12/31/2021.

Gale Dugan, 318 21st St., Otsego MI
Rosemary Graham, 3255 122nd Ave., Ste. 200, Allegan MI

SPECIALIZED SERVICES TRANSPORTATION COMMITTEE

Chairman Storey announced the appointment of the following individual to the Specialized Services Transportation Committee to fill a 1-year term; term to expire 12/31/2021.

Gale Dugan, 318 21st St., Otsego MI

TOURIST COUNCIL

Chairman Storey announced the appointment of the following individual to the Tourist Council to fill a 3-year term; term to expire 12/31/2023.

Maria Albright, 4316 Golden Oaks Ln., Allegan MI

WEST MICHIGAN REGIONAL AIRPORT AUTHORITY

Chairman Storey announced the appointment of the following individuals to the West Michigan Regional Airport Authority to fill a 2-year term; term to expire 12/31/2022.

Jim Storey, 344 W. 35th St., Holland MI
Dean Kapenga, 5634 136th Ave., Holland MI - Alternate

WEST MICHIGAN REGIONAL PLANNING COMMISSION

Chairman Storey announced the appointment of the following individuals to the West Michigan Regional Planning Commission to fill a 1-year term; term to expire 12/31/2021.

Tom Jessup, 6717 108th Ave., South Haven MI
Jim Storey, 344 W. 35th St., Holland MI - Alternate
Rob Sarro, 3283 122nd Ave., Allegan MI

MULTI-AGENCY COLLABORATIVE COMMITTEE

Chairman Storey announced the appointment of the following individuals to the Multi-Agency Collaborative Committee to fill a 1-year term; term to expire 12/31/2021.

Dean Kapenga, 5634 136th Ave., Holland MI

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

ELECTIONS

11/

CASINO LOCAL REVENUE SHARING BOARD

Chairman Storey opened nominations to fill the 2-year term on the Casino Local Revenue Sharing Board; term to expire 12/31/2022.

Commissioner Storey nominated:

Rick Cain, 2554 E. Selkirk Lake, Shelbyville MI

Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to close the nominations and cast a unanimous ballot for the individual as nominated. Motion failed by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele. Absent: Jessup.

Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to close nominations and vote for the individual as nominated. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele. Absent: Jessup.

COMMISSION ON AGING

Chairman Storey opened nominations to fill the remainder of a 3-year term on the Commission on Aging; term to expire 12/31/2021. Commissioner Storey nominated:

Richard Butler, 55 M89, Plainwell MI - Member at Large

Chairman Storey opened nominations to fill the 3-year term on the Commission on Aging; term to expire 12/31/2023. Commissioner Storey nominated:

Stuart Peet, 102 118th Ave., Shelbyville MI - Senior Representative
Patricia Petersen, 2538 135th Ave., Hopkins MI - Member at Large

Moved by Commissioner Thiele, seconded by Commissioner Cain to close the nominations and vote for the individuals as nominated. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

ECONOMIC DEVELOPMENT COMMISSION

Chairman Storey opened nominations to fill the 3-year term on the Economic Development Commission; term to expire 12/31/2023. Commissioner Storey nominated:

Rich Okoniewski, 2891 116th Ave., Allegan MI - Education Representative
Jim Storey, 344 W. 35th St., Holland MI

Moved by Commissioner Cain, seconded by Commissioner Thiele to close the nominations and vote for the individuals as nominated. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

MAINTAIN CURRENT OFFICERS 2021

12/ BE IT RESOLVED that the Allegan County Board of Commissioners approves to maintain the current Board Officers until the January 14, 2021, Organizational Board Meeting.

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

2021/2022 BOARD PLANNING

13/ Administrator Sarro addressed the board with a draft of the internal input survey to invited participants (Commissioners, Judges and Elected Officials). The survey aligns to the summary of the National Citizen Survey to help set board goals for the upcoming term. Results will be compiled and presented to the Board at the January 14, 2021 Planning Session.

Moved by Commissioner Dugan, seconded by Commissioner Cain to have further discussion on the matter during the afternoon agenda as discussion item #7. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele. Absent: Jessup.

AMEND MEETING AGENDA

14/ Moved by Commissioner Thiele, seconded by Commissioner Kapenga to move the closed session regarding the Administrator's evaluation to the afternoon session as discussion item #8. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

ADJOURNMENT UNTIL JANUARY 14, 2021 AT 9:00 A.M.

15/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to adjourn until January 14, 2021 at 9:00 A.M. The motion carried and the meeting was adjourned at 12:18 P.M.

AFTERNOON SESSION**DECEMBER 10, 2020 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

16/ The Board of Commissioners of the County of Allegan, State of Michigan, met remotely online connecting through a Zoom webinar on December 10, 2020 at 9:00 A.M. in accordance with the motion for adjournment of November 5, 2020, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #6 Commissioner Dugan.

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

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

DIST #1	DEAN KAPENGA - Manlius Twp	DIST #5	TOM JESSUP - Allegan Twp.
DIST #2	JIM STOREY - Holland	DIST #6	GALE DUGAN - Allegan Twp.
DIST #3	MAX THIELE - Allegan Twp.	DIST #7	RICK CAIN - Wayland Twp
DIST #4	MARK DeYOUNG - Dorr Twp		-left meeting 4:12PM

COMMUNICATIONS

17/ Deputy Clerk Tien noted to the board that they received the following resolution:

1. Resolution from Kalkaska County recommending the impeachment of Governor Whitmer

NOVEMBER 5, 2020 SESSION MINUTES - ADOPTED

18/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to approve the minutes for the November 5, 2020 session as distributed. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - COMMENTS

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

1. Scott Beltman of 3110 130th Ave., Hopkins addressed the board regarding support for a countywide ORV ordinance
2. Karen Minnenforf of Dorr Township addressed the board regarding support for a countywide ORV ordinance
3. Bob Myers of 2939 County Line Rd, Manistee MI addressed the board and noted Lake County has a countywide ORV ordinance
4. Shawn Moulenbelt of 1496 138th Ave., Wayland addressed the board regarding support of a countywide ORV ordinance

AGENDA - ADDITIONS

20/ Chairman Storey asked if there were any additions or changes to the agenda. Commissioner Storey noted that from the morning session that the planning survey will be placed as discussion item #7 and the closed session for the Administrator's evaluation as discussion item #8.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to adopt the changes to the meeting agenda as requested

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

AGENDA - ADOPTED AS AMENDED

21/ Moved by Commissioner Kapenga, seconded by Commissioner DeYoung to adopt the meeting agenda as amended. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ADMINISTRATIVE REPORTS

22/ Administrator Rob Sarro reviewed his written report with Commissioners and noted the hard copy will be distributed to Commissioners later today.

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

23/ **WHEREAS**, Administration has compiled the following claims for November 13, 2020; November 20, 2020; November 27, 2020; December 4, 2020; December 11, 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.

November 13, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	32,522.63	32,522.63	
Park/Recreation Fund - 2080	1,968.40	1,968.40	
Central Dispatch/E911 Fund – 2110	2,027.61	2,027.61	
Friend of the Court Office – 2151	194.57	194.57	
Health Department Fund – 2210	1,952.05	1,952.05	
Solid Waste – 2211	2,466.18	2,466.18	
Transportation Grant – 2300	8,152.45	8,152.45	
Public Improvement Fund – 2450	199.90	199.90	
Youth Home CIP – 2465	21,189.15	21,189.15	
Register of Deeds Automation Fund – 2560	134.42	134.42	
Justice Training Fund—P.A.302, 1982 - 2660	1,234.14	1,234.14	
CDBG loan Repayment – 2771	30.00	30.00	
Grants – 2790	4,428.45	4,428.45	
Child Care-Circuit/Family – 2921	3,650.81	3,650.81	
Soldiers Relief Fund – 2930	2,457.92	2,457.92	
Senior Millage – 2950	136,584.80	136,584.80	
Delinquent Tax Revolving Fund - 6160	367.97	367.97	
Tax Reversion Fund – 2018 6209	26.32	26.32	
Drain Equip Revolving - 6390	110.53	110.53	
Fleet Management - 6612	556.23	556.23	
Self-Insurance Fund – 6770	18,528.08	18,528.08	
Drain Fund – 8010	9,037.29	9,037.29	
TOTAL AMOUNT OF CLAIMS	\$247,819.90	\$247,819.90	

November 20, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	191,199.51	191,199.51	
Park/Recreation Fund - 2080	1,602.82	1,602.82	
Central Dispatch/E911 Fund – 2110	10,856.53	10,856.53	
Central Dispatch CIP - 2118	426.67	426.67	
Friend of the Court Office – 2151	824.06	824.06	
Health Department Fund – 2210	18,977.55	18,977.55	
Solid Waste – 2211	5,749.55	5,749.55	

Transportation Grant – 2300	56,787.32	56,787.32	
Public Improvement Fund – 2450	80,305.42	80,305.42	
Animal Shelter - 2550	6,250.00	6,250.00	
Indigent Defense - 2600	1,437.05	1,437.05	
Grants – 2790	2,410.06	2,410.06	
Saugatuck City – 2811	19.00	19.00	
Child Care-Circuit/Family – 2921	8,676.05	8,676.05	
Soldiers Relief Fund – 2930	3,340.78	3,340.78	
Senior Millage – 2950	58,228.91	58,228.91	
Delinquent Tax Revolving Fund - 6160	187.11	187.11	
Tax Reversion - 6200	63.90	63.90	
Fleet Management - 6612	352.16	352.16	
Self-Insurance Fund – 6770	1,560.36	1,560.36	
Drain Fund – 8010	8,615.36	8,615.36	
TOTAL AMOUNT OF CLAIMS	\$457,870.17	\$457,870.17	

November 27, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	107,470.71	107,470.71	
Park/Recreation Fund - 2080	668.25	668.25	
Central Dispatch/E911 Fund – 2110	566.96	566.96	
Friend of the Court Office – 2151	141.44	141.44	
Health Department Fund – 2210	15,401.17	15,401.17	
Solid Waste – 2211	61,841.73	61,841.73	
Transportation Grant – 2300	2,205.82	2,205.82	
Multi Agency Collaborative Committee – 2400	113.49	113.49	
Public Improvement Fund – 2450	24,790.84	24,790.84	
Register of Deeds Automation Fund - 2560	134.22	134.22	
Palisades Emergency Planning Facility UP - 2630	126.40	126.40	
Grants – 2790	11,912.19	11,912.19	
Casco Township - 2805	97.00	97.00	
Wayland Township - 2806	105.27	105.27	
Saugatuck City – 2811	124.00	124.00	
Child Care-Circuit/Family – 2921	2,890.28	2,890.28	
Soldiers Relief Fund – 2930	1,536.12	1,536.12	
Senior Millage – 2950	1,841.34	1,841.34	
Tax Reversion – 6200	6,809.39	6,809.39	
Fleet Management - 6612	57.18	57.18	

Self-Insurance Fund – 6770	101,366.54	101,366.54	
Drain Fund – 8010	63,857.93	63,857.93	
TOTAL AMOUNT OF CLAIMS	\$404,058.27	\$404,058.27	

December 4, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	85,345.95	85,345.95	
Park/Recreation Fund - 2080	6,696.75	6,696.75	
Central Dispatch/E911 Fund – 2110	58,728.18	58,728.18	
Central Dispatch CIP – 2118	11,478.07	11,478.07	
Friend of the Court Office – 2151	117.24	117.24	
Health Department Fund – 2210	1,020.00	1,020.00	
Transportation Grant – 2300	229.25	229.25	
Indigent Defense – 2600	1,465.50	1,465.50	
Local Corrections Officers Training Fund – 2640	4,989.15	4,989.15	
CDBG Loan Repayment – 2771	30.00	30.00	
Grants – 2790	3,151.00	3,151.00	
Victims Rights Grant - 2791	79.10	79.10	
Child Care-Circuit/Family – 2921	4,842.79	4,842.79	
Senior Millage – 2950	653.21	653.21	
Drain Equip Revolving – 6390	21.99	21.99	
Fleet Management – 6612	878.82	878.82	
Self-Insurance Fund – 6770	25,520.69	25,520.69	
Drain Fund – 8010	20,022.50	20,022.50	
TOTAL AMOUNT OF CLAIMS	\$225,270.19	\$225,270.19	

December 11, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	106,497.44	106,497.44	
Park/Recreation Fund - 2080	1,039.88	1,039.88	
Central Dispatch/E911 Fund – 2110	12,647.00	12,647.00	
Friend of the Court Fund – 2150	455.50	455.50	
Friend of the Court Office – 2151	437.12	437.12	
Health Department Fund – 2210	2,050.70	2,050.70	
Transportation Grant – 2300	56,716.02	56,716.02	

Capital Improvement Fund - 2450	16,429.60	16,429.60	
Register of Deeds Automation Fund – 2560	125.00	125.00	
Indigent Defense – 2600	2,605.00	2,605.00	
Justice Training Fund—P.A.302, 1982 – 2660	1,490.00	1,490.00	
Law Library Fund - 2690	2,221.20	2,221.20	
Grants – 2790	5,497.00	5,497.00	
Victims Rights Grant - 2791	29.98	29.98	
Casco Township – 2805	89.00	89.00	
Wayland Township – 2806	45.00	45.00	
Lee Township - 2808	106.00	106.00	
Salem/Leighton/Dorr – 2809	44.38	44.38	
Saugatuck City - 2811	124.86	124.86	
Child Care-Circuit/Family – 2921	12,571.08	12,571.08	
Soldiers Relief Fund - 2930	4,285.88	4,285.88	
Senior Millage – 2950	1,342.52	1,342.52	
Tax Reversion Fund – 2018 - 6209	23.41	23.41	
Drain Equip Revolving – 6390	86.46	86.46	
Fleet Management – 6612	319.92	319.92	
Self-Insurance Fund – 6770	320,006.77	320,006.77	
Drain Fund – 8010	32,515.00	32,515.00	
TOTAL AMOUNT OF CLAIMS	\$579,801.72	\$579,801.72	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for November 13, 2020; November 20, 2020; November 27, 2020; December 4, 2020; December 11, 2020.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to adopt the report of claims for November 13, 2020; November 20, 2020; November 27, 2020; December 4, 2020; December 11, 2020. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

BOARD OF COMMISSIONERS – RULES OF ORGANIZATION & PROCEDURE

24/ Commissioners reviewed the potential changes to the Board Rules of Organization and Procedure.

Moved by Commissioner Cain, seconded by Commissioner Kapenga to approve the changes on page 3 – Section 3aiii – Term of Office Limitation – to read “Commissioners have it in existing powers to not re-elect any chair or vice chair. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele and Jessup.

Moved by Commissioner Cain, seconded by Commissioner Kapenga to approve the changes on page 13 – Section 11e – Commissioner Equipment Stipend as presented. Moved by Commissioner Thiele, seconded by Commissioner DeYoung to amend the language on page 13 – Section 11e – to read:

"COMMISSIONER'S ANNUAL, EQUIPMENT STIPEND PROGRAM - A stipend in the amount of \$50 per month shall be paid the first payroll of each month to each commissioner. The stipend is intended to reimburse each commissioner for partial use of a personal cell phone, an internet connection, and/or other equipment/services/supplies that may be used to conduct official County business. Any commissioner may opt-out of the program by submitting a written statement indicating such to the Human Resources Department prior to January 2 of each year for that year's program. Once a commissioner has opted-out of the program for a given year, the commissioner is no longer be eligible to participate until the next year."

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

Moved by Commissioner Cain, seconded by Commissioner Kapenga to approve the motion for the changes on page 13 - Section 11e as amended. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung and Cain. Nays: Thiele, Jessup and Dugan.

WHEREAS, on October 8, 2020, the Board of Commissioners (Board) created a Special Committee to review the Board Rules; and

WHEREAS, on November 5, 2020, the Board was presented with the Special Committee's findings, as attached; and

WHEREAS, if approved the changes would take effect January 1, 2021.

THEREFORE BE IT RESOLVED that the Board authorizes County Administration to incorporate said changes into the official Rules of Organization & Procedure and post online.

Moved by Commissioner Cain, seconded by Commissioner Kapenga to approve the remainder of the document with the outlined changes. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner Cain, seconded by Commissioner DeYoung to approve the Rules of Organization and Procedure of the Allegan County Board of Commissioners as amended during the December 10, 2020 board session. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele and Jessup.

COUNTY OF ALLEGAN

State of Michigan

Rules of Organization and Procedure

Of The

Allegan County Board of Commissioners (BOC)

Committee Review:
RED – Proposed Changes
BLUE – Outcome
GREEN - Grammatical

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

January 9, 2020 (Journal 68-8)

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1. AUTHORITY: These rules are adopted by the BOC of Allegan County pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.

2. APPLICATION, SUSPENSION, AND AMENDMENT OF BOARD RULES

- a. These Rules shall guide and direct the Allegan County BOC's operations.
- b. Any situation, which may arise and is not covered by these rules, shall be determined on the basis of Robert's Rules of Order. When the rules contained herein conflict with State of Michigan statutes, the statutes shall prevail.
- c. No rule of the BOC shall be suspended or amended without concurrence of a majority of all BOC members elect.
- d. Except during the organizational meeting, any proposed amendment(s) to the BOC rules shall be first referred to a BOC meeting for discussion only, with subsequent consideration given for action no later than one month thereafter.

3. BOARD AND ADMINISTRATIVE OFFICERS

a. CHAIRPERSON

- i. Statutory Powers and Duties [MSA 5.323]
 - (1) Presides at all BOC meetings.
 - (2) Administers oaths and issues subpoenas. [MSA 5.323]
 - (3) Signs contracts [MSA 5.323] and Board-approved minutes [MSA 5.352] and certifies the equalized tax rolls. [MSA 7.52]
 - (4) With the advice and consent of the BOC, appoints Directors of an Economic Development Corporation [MSA 5.352 (4)].
 - (5) Upon the disqualification of the County Drain Commissioner (Chapter 16, Sec. 280.381 of the Michigan Drain Code, PA 40 of 1956) appoints Boards of Determination pursuant to Sec.'s 280.72 and 280.441 of that Code.
 - (6) Serves on intra-county Drainage Boards (Chapter 20, Sec. 280.464) and Augmented Inter-county Drainage Boards (Chapter 21, Sec.280.515) and appoints additional member(s) to either when circumstances so warrant, as defined in the MI Drain Code, PA 40 of 1956.
 - (7) Reviews, with other officials, the Sheriff's determination of jail overcrowding. [MSA 28.1748-2]
 - (8) Carries out Emergency Management and Preparedness responsibilities in accordance with Public Act 390 and appoints BOC members to act in place of the Chairperson in his/her absence.
- ii. Other Duties
 - (1) Serves ex-officio on all committees.
 - (2) Appoints BOC committee **members subject to BOC approval.**
(#1, Thiele, 10-14-2020: clarification, consistency, removes repetitive second entry @ 4.b.ii) [10-29-20, Cain, DeYoung and Thiele concurred]
 - (3) Makes other county appointments subject to BOC approval.
 - (4) Preserves order and decides questions of order subject to approval of the BOC.
 - (5) Votes on all questions taken by roll call vote, except on Commissioners' appeals regarding a decision of the chair.
 - (6) Serves as spokesperson for BOC action or designates a spokesperson in writing.
 - (7) Attends regular meetings with the County Administrator for the purpose of providing assistance and planning in BOC related matters.
 - (8) Duties of the BOC Chairperson may be expanded by the BOC for purposes and durations deemed appropriate and necessary.

~~iii. Term of Office Limitation REPEAL: (Cain and DeYoung): Commissioners have it in existing powers to not re-elect any chair or vice-chair. [10-29-20, Cain and DeYoung concurred, Thiele dissented]~~

~~(1) A Commissioner's tenure as Chairperson shall not exceed two (2) years, January 1 through December 31. If a Commissioner's partial year tenure as Chairperson is more than eight (8) months, that period shall be counted as a year with regard to the above limitation. If a Commissioner's partial year tenure is less than 8 months, that period shall not be counted as a year with regard to the above limitation.~~

b. VICE CHAIRPERSON

i. With the exception of instances when the Chair has initiated specific alternatives, in the absence of the Chair, the Vice-Chair assumes all authorities and performs such duties as enumerated in Section 3.a above.

c. CLERK-OF-THE-BOARD

i. Shall be the County Clerk or, in the Clerk's absence, a Deputy County Clerk.
ii. Duties shall be as specified by law, MSA 5.324, MSA 5.330, MSA 5.325, MSA 5.352.

d. COUNTY ADMINISTRATOR (CAO): The BOC employs a County Administrator who is recognized as the Chief Administrative ~~DELETE: "Executive" (#2, Thiele, 10-14-2020: deletion, clarification, consistency with job description, the application of the title, "Executive", is politically confusing in consideration of the existence of elected county executives in other Michigan county jurisdictions) [10-29-20 Cain, DeYoung and Thiele concurred]~~ Officer of the County. The authorities and duties of the CAO are listed in Attachment "A".

e. FREEDOM OF INFORMATION ACT (FOIA) COORDINATOR: The Chairperson shall designate the CAO (or his/her designee) as the FOIA Coordinator for the County of Allegan [MSA4.18016].

f. ~~COMMISSIONER INQUIRIES — In reporting Commissioner inquiries, the Administrator shall report the amount of the time needed by administrative staff, spelled out in hours or major fraction thereof, to assemble a response to the inquiry. (Cain and DeYoung). [10-29-20, Thiele and DeYoung concurred to reject this addition, Cain dissented]~~

4. BOARD COMMITTEES

a. COMMITTEE OF THE WHOLE: The BOC shall generally operate as a Committee-of-the-Whole, perform as the County Board of Public Health when necessary, and establish other committees as it deems appropriate.

b. ESTABLISHMENT OF COMMITTEES

i. The BOC may establish committees which shall perform specific functions including but not limited to research, analysis, oversight or forming a recommendation regarding a project, policy, issue, ordinance or plan that authorized by resolution of the BOC.

- ii. ~~Committee members shall be appointed by the Chairperson. (#3, Thiele, 10-14-2020: Deletion: Repetitive, see 3.a.ii (2))~~ **[10-29-20 Cain, DeYoung and Thiele concurred]**
 - iii. Each committee shall have a Chairperson and Vice-Chairperson **elected by its members. (#4, Thiele, clarification, codification of BOC established practice, consistency with Robert's Rules of Order... ". . the committee by a majority of its number elects a chairman. . .")** **[10-29-20 Cain, DeYoung and Thiele concurred]**
 - iv. Each committee Chairperson shall be responsible for keeping a written record of committee proceedings.
 - v. The number of BOC members on any committee shall not exceed one (1) less than a majority number of those elected and serving on the full BOC although the committee may contain other members.
- c. PROCEDURES FOR USE OF COMMITTEES
- i. Committees shall address items only referred by the BOC.
 - ii. Items which have been referred to a committee by the BOC shall be addressed in accordance with these rules.
 - iii. If a committee determines that additional county resources to address its responsibilities or if procedural clarifications are necessary to perform its duties, the committee shall ask for assistance from the CAO.
 - iv. When the committee has completed its charge, its written findings shall be forwarded to the BOC via the CAO, and placed on the BOC's next regular business meeting for review and determination subsequent to Section 7.b herein.
 - v. The BOC shall, subsequent to receiving a finding/recommendation from a committee and lending review, give consideration through one of the following:
 - (1) Vote on the finding/recommendation.
 - (2) Table the finding/recommendation.
 - (3) Return the finding/recommendation for further consideration with direction(s) or forward it to another committee with direction(s).
5. OTHER BOARDS, COMMISSIONS, and COMMITTEES: Due to statutory requirements, by invitation, or through the exercise of its discretion, the BOC appoints or elects BOC members, member-alternates, and other persons to boards, commissions, and committees which exist internally and externally to the Allegan County government organization.
- a. Any BOC member so appointed or elected shall make available the minutes or other informations of record of those same boards, commissions or committees to the BOC upon its request in times sufficient to the BOC's considerations and by a manner herein directed.
 - i. ELECTION/APPOINTMENTS: All elections and/or appointments shall be conducted in accordance with all applicable state statute and/or by-laws specific to each board, commission, and committee.
 - (1) When an appointment is in order, the BOC Chairperson shall make the appointment subject to BOC confirmation.
 - (2) The BOC shall not elect or appoint individuals to any board, commission, or committee upon receiving first notice of a vacancy.
 - (3) ANNUAL NOTICE:
 - (a) The BOC shall publish two notices annually (March & October) in a local newspaper and the County website seeking potential candidates for future

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elections/appointments as a result of a term expiring or vacancy during an existing term.

- (b) The CAO shall be responsible for placing on the agenda a month in advance the offices that will be voted upon at a subsequent meeting.

6. MEETINGS: All meetings of the BOC shall be noticed and conducted in accordance with the Michigan Open Meetings Act.

- a. ORGANIZATIONAL MEETING: The first meeting in each calendar year shall be the organizational meeting. At each such meeting the county clerk shall initially preside.
 - i. OATH OF OFFICE: The county clerk shall administer the oath of office to the BOC members-elect, if the oath had not previously been administered.
 - ii. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON
 - (1) The Clerk shall call for nominations for the office of temporary chairperson.
 - (2) When nominations are closed by majority vote or no other nominations are forthcoming the clerk shall order the roll to be called
 - (3) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the temporary chairperson and the County Clerk shall retire to his/her position as Clerk-of-the-Board.
 - (4) The temporary chairperson shall seek the BOC's determination of the Chairperson's term of office, one year or two years.
 - (5) Upon determination of the Chair's term of office, the temporary chairperson shall call for nominations for the office of Chairperson.
 - (6) The temporary chairperson shall seek the BOC's determination of the use of secret balloting for the Chairperson.
 - (7) When nominations are closed by majority vote or no other nominations are forthcoming the temporary Chairperson shall order the roll to be called or the secret balloting completed.
 - (8) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the chairperson.
 - iii. SCHEDULE OF REGULAR MEETINGS: The BOC shall establish a schedule of regular meeting if it has not previously been adopted.
- b. ANNUAL MEETING: Shall be held in the evening between September 14 and October 16; per Act 156 of 1851, 46.1; Sec. 1.1.
- c. REGULAR MEETINGS: The regular meetings of the BOC shall be scheduled in accordance with its annually approved schedule and shall be held at 1:00PM on the second and fourth Thursdays of each month unless otherwise posted (see Agenda Format A).
 - i. CHANGES/CANCELLATION: The schedule of regular meetings shall not be changed except under the following conditions:
 - (1) Upon the majority decision of the BOC during any noticed meeting.
 - (2) Upon the determination of the Chairperson due to circumstances of imminent danger to the health, safety, and welfare of the public and/or others that may be in attendance.
 - (3) When the Clerk-of-the-Board, upon receipt of written communications from a majority of BOC members, has determined a quorum will not be present. Upon said determination, the Clerk-of-the-Board shall immediately give notice to each BOC members at least 24 hours before scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.
- d. PLANNING SESSIONS: The BOC tentatively schedules these sessions to conduct planning

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- (strategic or project related), policy review, and other matters it may deem necessary (See Agenda Format B) at 9:00AM, unless otherwise posted, on the morning of the same day as regular scheduled BOC meetings.
- i. CANCELLATION: The **Chairperson (capitalize chairperson - possible formatting error transitioning from PDF to WORD)** in conjunction with the CAO may cancel these sessions by the end of business on Friday prior to the meeting for reason of lack of business to be considered by the Board.
 - e. SPECIAL MEETINGS: Special meetings may be set by one of the following methods:
 - i. By a majority of the BOC members during any noticed meeting.
 - ii. At the "Call of the Chairperson".
 - iii. By the Clerk-of-the-Board upon receipt of a written request signed by one-third (1/3) of the BOC members. Upon receipt of said request, the Clerk-of-the-Board shall immediately give notice to each of the BOC members at least 24 hours before the scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.
 - f. PLACE OF MEETINGS: Unless otherwise noticed, meetings of the BOC shall take place in the County Services Building – Board Room, 3283 122nd Avenue, Allegan, MI 49010.
 - g. START OF MEETING: The Chairperson shall take the chair at the time specified in the meeting notice; the BOC shall then be called to order and the roll of BOC members called.
 - h. QUORUM: A majority of the BOC members elected and serving shall constitute a quorum for the transaction of the ordinary business of the county. [MSA 5.323] Excluding procedural votes, the final passage or adoption of any measure or resolution or the allowance of any claim against the county shall be determined by a majority of all BOC members elected and serving [MSA 5.323].
 - i. BOC MEMBER ATTENDANCE: Any BOC member who shall be late to a session shall upon his/her arrival report his presence to the Clerk-of-the-Board. Furthermore, a BOC member that will knowingly be late/absent from an official proceeding of the BOC shall notify the Chairperson or the Administrative Office as soon as possible prior to said meeting.
 - i. REMOTE ATTENDANCE: BOC members may be connected to a meeting remotely under the following conditions:
 - (1) The request has been submitted to the CAO at least 24 hours in advance of the meeting.
 - (2) The remote connectivity is sufficient and will not interfere with the progress of the meeting.
 - (3) The BOC member's participation shall not be considered attendance for the purpose of establishing a quorum, **ADD: unless otherwise permitted by the Open Meetings Act [10-29-20 Cain, DeYoung and Thiele concurred]. DELETE: or receiving per diem. [10-14-20 Cain and DeYoung concurred, no formal vote was taken on the matter]**
 - (4) ~~Pursuant to state law, BOC members may remotely attend meetings for military duty, state or local emergency, or medical condition until December 31, 2021. [10-29-20, note, this change is now addressed by the language in item 3 above]~~
 - j. PUBLIC PARTICIPATION: The right of public address is granted by the Michigan Open Meetings Act under rules established by the BOC [MSA 4.1800 (13) & (5)]. The public shall be allowed to address the BOC within the following parameters:
 - i. Public comment shall be permitted during the public participation portion(s) of the agenda subsequent to the SPEAKER'S declaration of

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

7. AGENDA(S)

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

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- (5) Public/Budget Hearing and related communications (As needed)
 - (6) (Other) Communications
 - (7) Approval of minutes
 - (8) Public participation
 - (9) Additional agenda items
 - (10) Approval of the agenda
 - (11) Presentations
 - (12) Proclamations
 - (13) Informational Sessions
 - (14) Administrative Reports
 - (15) Consent Items
 - (16) Action Items
 - (17) Discussion Items
 - (18) Appointments
 - (19) Elections
 - (20) Public participation
 - (21) Future Agenda Items
 - (22) Requests for Per Diem/Mileage
 - (23) Boards and Commissions Reports
 - (24) Round table
 - (25) Closed Session
 - (26) Adjournment
- d. AGENDA FORMAT FOR PLANNING SESSIONS (Format B):
- (1) Call to Order
 - (2) Roll Call, Determination of Quorum
 - (3) Opening Prayer
 - (4) Pledge of Allegiance
 - (5) Public Participation
 - (6) Additional Agenda Items
 - (7) Approval of Agenda
 - (8) Discussion Items
 - (9) Other Items
 - (10) Public Participation
 - (11) Closed Session
 - (12) Adjournment
- e. INFORMATION FLOW TO THE BOC MEMBERS
- i. INFORMATIONAL SESSIONS: Departmental Information Sessions or presentations from public or other agencies shall be given a specific time and duration. All presenters shall be limited to a twenty (20) minute maximum, including a question/answer period. Departments will be asked to supply their presentation to the BOC prior to their scheduled date to allow the BOC's review and an opportunity to supply questions to departments in advance of their presentation.
 - ii. REGULAR MEETING PACKETS: In general, on the Friday before each BOC meeting, County Administration shall provide the BOC with a written recommendation and relative background information within the meeting packet for each item to be addressed by the BOC. Any questions or additional information needed by BOC members should be directed to County Administration by the Tuesday prior to the meeting, and that information shall be provided back to all BOC members before the meeting.
 - iii. PLANNING SESSION PACKETS: Materials will be provided as they become available. However, the intent of the Planning Session is for discussion, feedback, updates, etc.,

therefore, it should be expected materials may be provided up to the time of the meeting. iv. CHANGES TO THE PUBLISHED AGENDA: At the discretion of the CAO and/or BOC Chairperson, agenda items (except those added under 7.b.i) may be changed (including but not limited to additions, deletions, and order) prior to the close-of-business on the Tuesday prior to the scheduled BOC meeting. Changes shall be for substantial reasons i.e. urgency, lack of supporting materials, availability of presenter. The BOC shall receive a revised **(remove red font color and the underline) final** agenda at the close of business that same day, reflecting any changes to the agenda with appropriate revision number noted. If no changes have been made, the meeting packet previously sent shall be considered the final agenda unless changed by the BOC during the meeting.

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

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

8. RULES OF FORM

- a. SPEAKING TO A QUESTION: Every BOC member, previous to speaking upon a question shall address the chair. When two or more BOC members speak at once, the chair shall designate the BOC member who shall be first to speak.
- b. CALL TO ORDER: When a BOC member is speaking on any question before the BOC, the member shall not be interrupted except to be called to order. A member called to order shall immediately be silent unless permitted to explain, and the BOC, if appealed to, shall decide the case. If there is no appeal, the decision of the BOC Chair shall stand.
- c. SUBMISSION OF MOTION: No motion shall be debated or put in the minutes unless the same is seconded. It shall be stated by the Chairperson before debate, and any such motion shall be reduced to writing if any members desire it, or at the request of the Chairperson or Clerk-of-the Board.
- d. WITHDRAWAL OF MOTION: After a motion is stated by the Chairperson, it shall be deemed to be in possession of the BOC, but may be withdrawn ~~at any time by permission of the BOC~~ **by the member who made the motion, with the concurrence of the member seconding the motion, if there is no objection by any other member of the BOC. (#5, Thiele, 10-14-2020: modification of rule: consistency with practice.) [10-29-20 Cain, DeYoung and Thiele concurred]** All BOC decisions shall be entered in the record of BOC proceedings.
- e. MOTIONS DURING DEBATE: When a question is under debate, no motions shall be received but to adjourn, to call the previous question, to table, to postpone indefinitely, to postpone to a day certain, to refer, and/or to amend...
- f. MOTION TO ADJOURN: The motion to adjourn shall always be in order, and the motion to table shall be decided without debate. A motion simply to adjourn shall be understood to mean for the day only.

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- g. PREVIOUS QUESTION: When moved, and seconded, a 2/3rds affirmative vote ends all discussion/debate and the BOC shall proceed immediately to any related amendments and then the main motion (as amended).
- h. DIVISION OF QUESTION: If the question being discussed contains two or more points, any BOC member may request to have it divided for separate considerations.
- i. PETITIONS/MEMORIALS: Shall be addressed to the BOC, in writing, and presented to the Chairperson for appropriate action.
- j. RECORDING: In all cases, every written report, resolution, or motion shall bear the name of the originating committee (if applicable), and the names of the BOC member moving and the BOC member seconding shall be entered into the record of the BOC's proceedings.
- k. COMMENTS ENTERED INTO THE RECORD: A BOC member, wishing to have his/her comment(s) entered into the record of the BOC's proceedings, shall submit the comment(s) in writing to the Clerk-of-the-Board.
- l. SPECIAL ORDERS: Any measure or motion having been placed on special orders for some future time shall not be taken up prior to that time except by unanimous consent of the BOC members present.

9. VOTING

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

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- i. The action caused by the original question has not already been carried out to a point that cannot be undone.
- ii. The motion to rescind or amend must be moved and seconded by the BOC members **DELETE COMMA;** who voted with the majority, but there must be **ADD: at least** as many BOC members **DELETE: , or more,** present as there was when the matter to be rescinded was first voted upon.

10. BOARD COMPENSATION

- a. SALARY and FRINGE BENEFITS: BOC members shall receive an annual compensation package that shall be established prior to each new term and shall be maintained consistent with applicable laws. See Attachment "D" for current compensation package.
- b. TRAVEL: BOC members shall receive travel and training reimbursement in accordance with County Employee Policy 511.
- c. BOC PER DIEM: Shall be paid to BOC members and to members of other bodies statutorily connected to the BOC per diem at the rate established through BOC resolution, as attached, and processed based on the following parameters:
 - i. The total meeting(s) time in one (1) day more than four (4) hours shall be considered one (1) full day. The total meeting(s) time in one (1) day of four (4) hours or less shall be considered one half (1/2) day. Travel time is included.
 - ii. All BOC member per diem shall be expensed from the BOC's budget financial activity.
 - iii. The following BOC related meetings shall be eligible for BOC per diem and mileage: (1) **Regular County BOC meetings,**
 - (2) BOC Planning Sessions,
 - (3) Special BOC Meetings,
 - (4) Quarterly Interdepartmental Meetings normally held the last Wednesday of January, April, July, and October,
 - (5) Attendance (in-person or through remote connectivity if meeting is held out-of-County) in any meeting of a board, commission, or committee or official activity, i.e. training or conferences to which a BOC member has been appointed by the BOC or BOC Chairperson in writing. See Attachment "E" for identified boards, commissions and committees,
 - (6) Attendance (in-person or through remote connectivity) in Michigan Association of Counties (MAC) activities in which participation or appointment has been confirmed by the BOC,
 - iv. Attendance (in-person or through remote connectivity) by any elected Commissioner serving on the MAC Board of Directors and/or any other MAC Boards & Committees' activities, conferences and meetings related to their role that compensation is not provided for by the Association shall receive per diem & mileage.
- d. BOC CHAIRPERSON: The Chairperson (or his/her BOC member designee) is authorized to receive up to two (2) half day BOC per diems in a single month to attend additional meetings, events, etc. at the request of the CAO to best represent the interests of the County. Unless otherwise approved by the BOC, the Chairperson shall not receive BOC per diem for regular meetings with the CAO as listed under the duties of the Chairperson.
- e. OTHER MEETINGS: All other meetings or events shall be subject to the BOC's approval to receive mileage and per diem including but not limited to the following: i. Conference and/or related training, ii. District specific or BOC member prerogative type meetings, iii. Special Use Committees, iv. Workgroups, taskforce, etc. established under an existing Board, Commission, or Committee.

- f. DOCUMENTATION: Each BOC member shall be responsible to submit the necessary attendance record (Attachment "F"), and audit his/her own monthly reports for compensation.

11. MISCELLANEOUS RULES

- a. CLAIMS: Each Wednesday, by 12:00PM (noon), the BOC shall receive/have available a compilation of the weekly claims for their review.
 - i. During weeks in which the BOC does not have a **regularly (#6, Thiele, 10-14-2020, grammatical correction)** scheduled meeting or during weeks in which that meeting is not held: BOC members shall, subsequent to their review of the weekly claims, submit any questions regarding a claim via email to the CAO, Executive Assistant, and Director of Finance by each Thursday 5PM. If the question(s) cannot be readily addressed, only those claim(s) in question shall be withheld from payment until the next scheduled BOC meeting for final action. If the County will be adversely affected i.e. shut off of utilities, finance charges, the Chairperson is authorized to review, release or continue to hold the claim in question. (1) The CAO (or designee in his/her absence) is authorized to release for payment all claims after Friday 8AM except those held for question.
 - ii. ~~During weeks in which the BOC holds a regularly scheduled meeting the BOC shall approve (or choose to withhold) claims processed for that same week.~~ (#7, Thiele, 10-14-2020: clarification. To me this is confusing language. Does it not mean and is it not better represented by the following, "During weeks in which the BOC holds a regularly scheduled meeting, the BOC shall approve previously reviewed, processed, and released payments for claims but may choose to withhold approval of claims not reviewed but processed for payment that same week.") **[10-29-20 Cain, DeYoung and Thiele concurred].**
 - iii. The Clerk-of-the-Board shall print in the BOC proceedings a report of the total of accounts payable claims against the different funds as they are submitted, rather than a detailed report of the individual claims. The BOC will take final action to accept claims into record and provide final signatures.
- b. SIGNATORY AUTHORITY:
 - i. The Chairperson (or designee declared in writing if permitted by law) is the official signatory of the BOC where Chairperson/BOC signature is required by law or as specifically required by grant or BOC resolution.
 - ii. The County Administrator (or designee declared in writing) is designated as the official signatory of the County and shall approve BOC approved leases, contracts and other **(legal) documents including documents, (#8, Thiele, 10-14-2020: Deletion: grammatical clarification)** consistent with the execution of the duties of the position ~~and~~ **(#9, Thiele, 10-14-2020: same as #8)** as authorized through BOC approved policy. This designation does not diminish the authority of the Chairperson **as stated above in 11.b.i. (#10, Thiele, 10-14-2020: clarification)**
 - iii. Other signatory authority is limited to that contained within BOC approved policy.
- c. ORDINANCES: County ordinances that have been enacted by the BOC shall be numbered for reference in the following manner: The first ordinance, 1001; the second, 1002; the third, 1003 and so forth.

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- d. COMPATIBILITY OF POSITIONS: No BOC member, while a member of the BOC shall be eligible for election or appointment to any other County office or position, the election of which is within the jurisdiction of the County BOC unless otherwise permitted by law. [MSA 5.323]

C. COMMISSIONER EQUIPMENT STIPEND - A stipend in the amount of \$50 shall be paid to each commissioner in the first payroll of each month. The stipend is intended to reimburse each commissioner for partial use of a personal cell phone, internet connection, or other equipment/services that may be used to conduct official County business. [10-29-20 A stipend was discussed in place of a request for County provided equipment. Cain and DeYoung concurred with the stipend, Thiele dissented.]

The Committee considered the following items on 10-14-20 and did not recommend the items for change or inclusion:

Under Section 7, Agenda(s), b. "Agenda Item(s) for Consideration". The current rule requires any BOC board member to introduce a new agenda item at a previous board meeting, meaning that at least two weeks, sometimes three weeks, must pass before an agenda item can be submitted for a future meeting's agenda. Suggest that the rule be changed to allow members to submit agenda items one week in advance of a meeting. For example, for a Thursday meeting, an agenda item would, under this rule change, only need to be submitted one week in advance on the previous Thursday.

Under Section 7, Agenda (s) c. "Agenda Format for Regular Meetings (Format A): current agenda has 26 line entries. If a Commissioner speaks once or more at each line entry, the length of meeting is automatically extended. The Michigan Townships Association advises that effective meetings last no longer than two hours. In 8 years serving on the BOC, meetings rarely end within the two hour optimum that MTA and other organizations have identified for public board meetings. This optimal goal can be advanced by two actions:

- A. Reduce the number of items in the pro forma agenda. For example, combine reports of boards and commissions, requests for per diem and mileage, and roundtable in a new item such as "Commissioner Reports".
- B. Set limits on the time allotted each agenda item. For example, limit administrator's talking report to 30 minutes; limit discussion of any one item to 10 minutes, and so on. Roberts rules provide that the board can extend the time for each item if the time limit is reached by a simple majority vote. Existing rules already set a 20 minute limit for informational sessions from outside speakers such as judges and elected officers of the county. Should apply a similar time limitation to other agenda items.

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General Summary

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

SCOPE OF RESPONSIBILITY AND AUTHORITY

The County Administrator is responsible for the following departments: Budget and Finance, Central Dispatch, Equalization, Facilities Management, Health Department, Human Resources, Information Services, Land Information Services, Senior and Veteran Services, Transportation, and ~~County Development~~ **Public Defender** (#11, Thiele, 10-14-2020: “County Development” no longer exists; “Public Defender” has been added since the last writing, and this document has not been updated to reflect the two (2) changes.) and performs the full range of managerial-oversight functions. Acts as final appointing authority and retains authority over organizational structure, budget, staffing levels and configuration, financial management, planning, administrative policy development and implementation, performance management and prioritization of fiscal, human and capital resources.

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

Essential Functions

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

Coordinates legal matters in conjunction with corporation counsel. Seeks legal advice and opinions on behalf of the County. Exercises settlement authority with established limits and recommends action on other matters

BOARD OF COMMISSIONERS-AMEND 2020 APPORTIONMENT REPORT

25/ WHEREAS, the General Property Tax Law (PA 206 of 1983, as amended) outlines the responsibility of the Board of Commissioners with respect to the annual Apportionment Report; and

WHEREAS, the Board of Commissioners examines certificates of each local taxing jurisdiction and directs millage rates to be spread on taxable valuations; and

WHEREAS, the Board of Commissioners also determines the dollar requirements necessary to fund the assessment for drains to be spread on the respective township and city rolls; and

WHEREAS, at its meeting on October 22, 2020, the Board of Commissioners approved the 2020 Apportionment Report; and

WHEREAS, an error was also found within the calculation of the Drain Tax of a different of \$20; and

WHEREAS, on November 3, 2020, the voters in Laketown Township approved a 1.00 mill levy for fire which requires the Apportionment Report to be amended, and

WHEREAS, on November 3, 2020, the Fennville Schools approved a .50 mill levy for Public Recreation and Playground, which requires the Apportionment Report to be amended.

THEREFORE BE IT RESOLVED that the Board of Commissioners hereby approves the amended 2020 Apportionment Report; and

BE IT FURTHER RESOLVED that the Board approves the levy of the following County Drain Tax for the year 2020,

COUNTY DRAIN TAX (to be levied as \$1,732,013.26 per specific Drainage Districts); and

BE IT FINALLY RESOLVED that the Board of Commissioners does hereby authorize and direct the Clerk of the Board to sign the updated millage rate certificates.

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

FINANCE-APPOINT 2021 SURVEY AND REMONUMENTATION PEER REVIEW GROUP

26/ WHEREAS, the County has applied for the 2021 Survey and Remonumentation grant in accordance with MCL 54.269; and

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the recommendation of the County Surveyor to appoint the following individuals to the Peer Review Group for the 2021 Survey and Remonumentation grant term:

- Steve Koerber of Arrow Land Surveys
- Cindy Koster of Pathfinder Engineering
- Ken Vierzen from Exxel Engineering, Inc.
- Greg Vaughn of Wightman & Associates, Inc.
- Randy Jonker of Jonker Land Surveys, PC.

- Kevin Miedema of 42 North Surveying - County Surveyor as Remonumentation Grant Representative
- Ed Morse of Mitchell & Morse Land Surveying
- Luke Hansen of Allegan County Road Commission; and

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

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

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

EMERGENCY MANAGEMENT RESOLUTION

27/ Administrator Sarro presented a draft of the Emergency Management Resolution of 2020 to replace the Emergency Management Resolution of 1995. Discussion followed.

Moved by Commissioner Dugan, seconded by Commissioner Thiele to take action on the Emergency Management Resolution of 2020 at the January 14, 2021 board session. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ADMINISTRATION—EXTEND COVID-19 PREPAREDNESS, RESPONSE AND SAFE WORK PLAN

28/ WHEREAS, on May 14, 2020, the Board adopted the County's COVID-19 Preparedness, Response and Safe Work Plan; and

WHEREAS, as the pandemic remains a concern.

THEREFORE BE IT RESOLVED, the County's plan and related maintenance of the plan shall be extended through March 31, 2021; and

BE IT FINALLY RESOLVED the Board will evaluate the need for further extension prior to this expiration date.

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

ADMINISTRATION—ADOPT REVISED EMPLOYMENT CLASSIFICATIONS POLICY #305

29/ BE IT RESOLVED, that the Allegan County Board of Commissioners hereby adopts the revised Employment Classifications Policy, as attached, effective immediately; and

BE IT FURTHER RESOLVED that this action shall supersede any previously adopted policies; and

BE IT FINALLY RESOLVED that Administration shall post the policy to the County website and Employee Handbook.

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

**ALLEGAN COUNTY
POLICY****TITLE: EMPLOYMENT CLASSIFICATIONS
POLICY NUMBER: 305****APPROVED BY: Board of Commissioners****EFFECTIVE DATE: December 10, 2020**

1. **CLASSIFICATIONS OF EMPLOYEES:** The employment classifications below are not intended to imply a guaranteed term of employment for any employee. If applicable, benefits are mentioned under each classification (see specific benefit section for more in-depth information). Any employee, regardless of classification, working a regular schedule of less than 20 hours per week (or less than 1,040 per year) is not eligible to receive benefits.
 - 1.1 **Regular Full-Time Employee.** A regular full-time employee is normally scheduled to work 36 to 40 hours per week. Regular full-time employees qualify for all benefits set forth in this Handbook, subject to various eligibility rules and applicable collective bargaining agreements.
 - 1.2 **Regular Part-Time Employee.** A regular part-time employee is normally scheduled to work at least 20 hours per week but less than 36 hours per week. Regular part-time employees are eligible for most benefits on a pro rata basis, subject to various eligibility guidelines and applicable collective bargaining agreements.
 - 1.3 **Irregular Part-Time Employee.** An irregular part-time employee is normally scheduled to work less than 20 hours per week, or works on an irregular part-time basis regardless of the number of hours worked. Irregular part-time employees are not eligible to receive benefits.
 - 1.4 **Temporary Employee.** A temporary employee may work up to 40 hours per week for a period not to exceed 180 working days. Temporary employees are not eligible to receive benefits.
 - 1.5 **Student Internship (Intern).** Students who are enrolled in or accepted for enrollment in a qualifying educational institution may have an opportunity to work either part-time or full-time to explore career paths related to their academic fields of study or career interests. Student interns are generally not eligible to receive benefits. Whether a student internship is paid or unpaid will be determined based on the facts and circumstances of the particular opportunity and the provisions of applicable law.

SHERIFF'S OFFICE - SPECIAL REVENUE FUND

30/ WHEREAS, budget adjustments that affect fund balance must be brought to the Board of Commissioners for consideration; and

WHEREAS, dollars (fund balance) in Special Revenue Funds are either maintained in those Funds as a legal mandate, or as a buffer for emergent needs; and

WHEREAS, the Local Corrections Officers Training Fund (2640) fund balance may only be used to support State-mandated training.

THEREFORE BE IT RESOLVED that the following adjustment to the 2020 budget is authorized:

Account No.	Title	Original Budget	Adjusted Budget	Difference
2640.362.861.01.00	Educ/Trng/Room/Board	2,500	5,803	3,303
2640.362.861.03.00	Educ/Trng/Regis/Tuition	9,000	17,165	8,168

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

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

ADMINISTRATION - LIVESTREAM POLICY

31/ Administrator Sarro reviewed the Livestream Policy with Commissioners. Discussion followed.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to send the Livestream Policy to corporate counsel to identify censorship issues and risk factors of the policy and bring back to the board during the February 11, 2021 session. Moved by Commissioner Dugan, seconded by Commissioner Kapenga to rescind the motion from the floor.

Moved by Commissioner Dugan, seconded by Commissioner Thiele to table discussion on the Livestream Policy until the board meeting on February 11, 2021. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

2021/2022 BOARD PLANNING - RELEASE INTERNAL INPUT SURVEY

32/ Discussion continued on the 2021/2022 board planning regarding the internal input survey.

WHEREAS, as the Board of Commissioners routinely conducts a planning process to establish annual and term based goals; and

WHEREAS, an internal input survey has been developed to assist in the planning process for the 2021-22 term and incorporates the summary results of the citizen survey completed this year.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes the release of the input survey to each commissioner, chief judge, and elected official; and

BE IT FINALLY RESOLVED that the County Administrator shall also submit an input survey.

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

CLOSED SESSION: ADMINISTRATOR'S EVALUATION - TABLED

33/ Moved by Commissioner Kapenga, seconded by Commissioner Cain to table the closed session on the Administrator's evaluation and hold a special closed session on December 22, 2020 at 9:00 A.M. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

PUBLIC PARTICIPATION - COMMENTS

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

1. Scott Beltman of 3110 130th Ave., Hopkins wished Commissioners happy holidays
2. Bob Myers of 2939 County Line Rd., Manistee - unknown statement - inaudible on the recording
3. Sheriff Baker wished Commissioners happy holidays

ADJOURNMENT UNTIL JANUARY 14, 2021 AT 1:00 P.M.

35/ Moved by Commissioner Cain, seconded by Commissioner Dugan to adjourn until January 14, 2021 at 1:00 P.M. The motion carried and the meeting was adjourned at 4:35 P.M.

Jennifer Dien

Deputy Clerk

James M. Storey

Board Chairperson

Minutes approved during the 01/14/2021 Session