

# 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*

## **BOARD PLANNING SESSION-AGENDA** \*REVISION #1 - 12/7/21

Thursday, December 9, 2021, @ 9:00AM  
County Services Building, Board Room  
Virtual Meeting Options - Instructions **Attached**

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

9:00AM **CALL TO ORDER:**

**ROLL CALL:**

**OPENING PRAYER:** Commissioner Gale Dugan

**PLEDGE OF ALLEGIANCE:**

**PUBLIC PARTICIPATION:**

**ADDITIONAL AGENDA ITEMS:**

**APPROVAL OF AGENDA:**

**DISTRICT 2**  
Jim Storey  
616-848-9767  
jstorey@  
allegancounty.org

**DISTRICT 3**  
Max R. Thiele  
269-673-4514  
mthiele@  
allegancounty.org

---

### **\*DISCUSSION ITEMS:**

1. Board of Commissioners—ratify Letters of Agreement
2. Broadband—approve Project Manager Position
3. Downtown Development Authority Policy Update/Notification Memo to Local Units
4. Boards & Commissions Appointments/Elections
5. Administration—Healthy Workplace Plan
6. Board of Commissioners—Board Rules of Organization
7. Legal Expenses Clarification—Commissioner Jessup
8. National Opioids Settlement
9. Finance—apply/accept Coronavirus Emergency Supplemental Funding (CESF) (207-606)
10. Administrative Update

**DISTRICT 4**  
Mark DeYoung  
616-318-9612  
mdeyoung@  
allegancounty.org

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

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

---

### **OTHER ITEMS:**

**PUBLIC PARTICIPATION:**

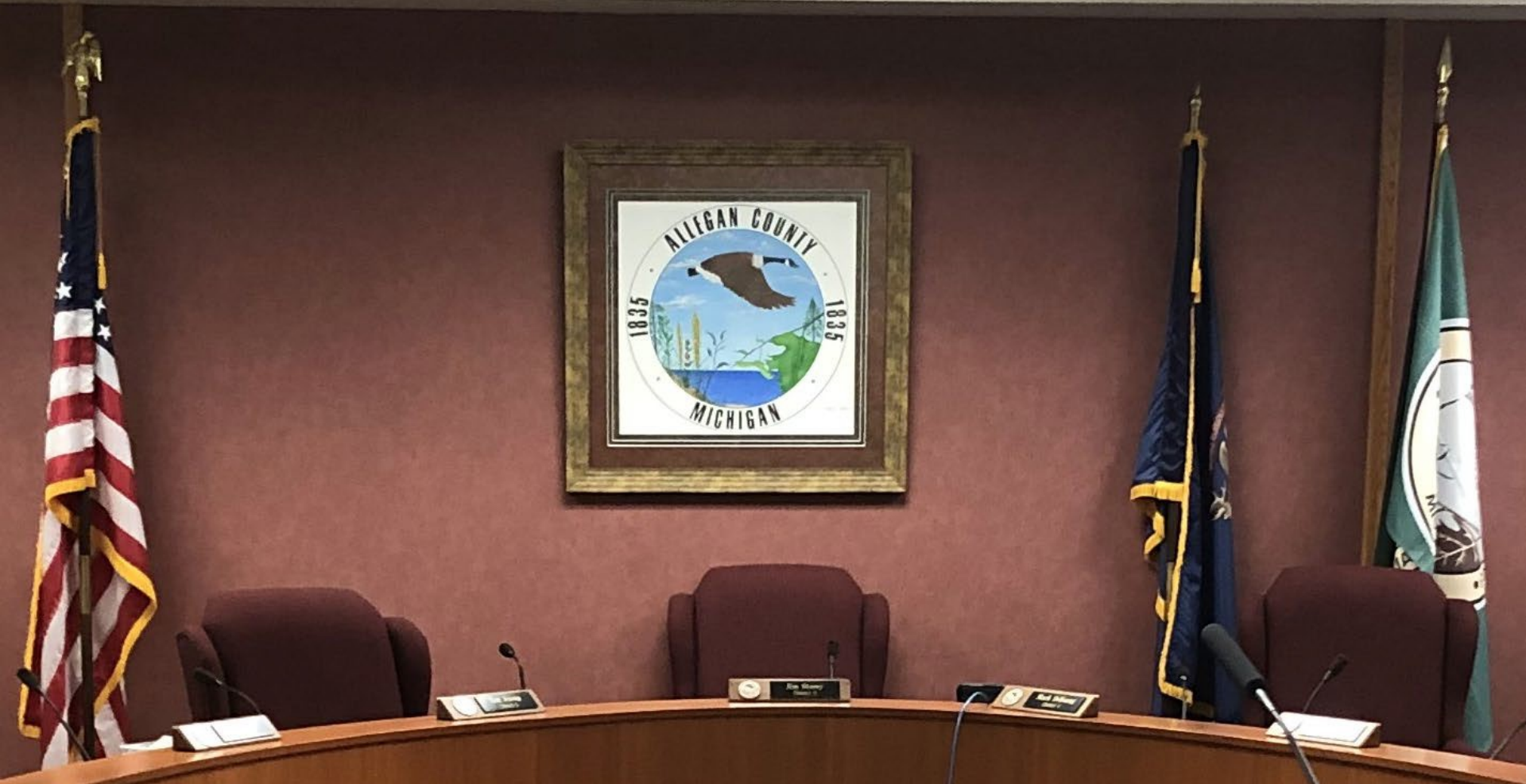
**ADJOURNMENT:** Next Meeting—(ORGANIZATIONAL) Thursday, January 13, 2022,

9:00AM @ COUNTY SERVICES BUILDING, BOARD ROOM.

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

#### **Mission Statement**

“The Allegan County Board of Commissioners shall plan, develop, and evaluate the necessary policies and resources to ensure our county continues to progress and prosper”



# Allegan County Board of Commissioners



# Allegan County Board of Commissioners Meeting

December 9, 2021



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

# STEP 1: Connect to the Meeting

- OPTION 1: Zoom over Telephone

- Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
- Type in Meeting ID: 840 4063 8663, then #, then # again
- Type in Meeting Password: 12921, 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.

- OPTION 2: Youtube

- Open Internet Explorer or Chrome
- Navigate to <https://www.youtube.com/channel/UCQIiZQstN2Pa57QAItAWdKA>
- Click on image of “Live” video

<STOP here>

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

- OPTION 3: Zoom over Web browser

- Open Internet Explorer or Chrome
- Navigate to <https://zoom.us/j/84040638663>
- Meeting Password: 12921

<Continue with the rest of the instructions>

# STEP 2: Enter registration information

Webinar Registration - Zoom

zoom.us/webinar/register/WN\_YneHxuk\_SjqfnMwchbtUEg

## Webinar Registration

Topic BOC Meeting - 4/9/2020

Time Apr 9, 2020 01:00 PM in Eastern Time (US and Canada)


\* Required information

First Name \*

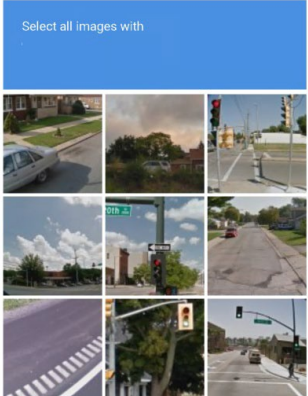
Last Name \*

Email Address \*

Confirm Email Address \*

I'm not a robot  reCAPTCHA Privacy - Terms

Join Webinar in Progress

Select all images with 

US Dollars

VERIFY

Language: English

Current Location: US Dollars

Footer:

- 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

1. Enter name and email

2. Click this box

3. Answer challenge question

4. Click when done.

STEP 3: This Window will appear when connected.



# STEP 4: Adjust audio settings (if needed)

The screenshot shows the Zoom application interface. A large black vertical bar on the left side of the screen is highlighted with a blue arrow labeled '1'. A blue arrow labeled '2' points to the 'Audio' settings panel in the Zoom settings window. The 'Audio' settings panel includes options for Speaker and Microphone, with volume sliders and checkboxes for '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', and 'Sync buttons on headset'. The 'Advanced' button is visible at the bottom right of the settings panel. The background shows a meeting agenda with items like 'Economic Development - Greg King, Director' and 'ADMINISTRATIVE REPORTS: CONSENT ITEMS: 1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)'. The bottom of the screen shows the Zoom meeting controls with 'Chat', 'Raise Hand', and 'Q&A' buttons.

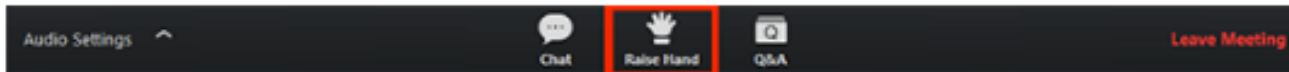


# STEP 5: Raise hand to be recognized to speak.

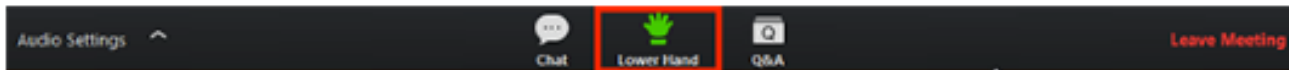
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

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 interface. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. In the top right corner, there are window control icons and a button labeled "Enter Full Screen". The main content area displays a Microsoft Word document titled "BOC20200409\_agenda [Compatibility Mode] - Word" by "Steve Sedore". The document header includes the "Allegan County Board of Commissioners" logo and contact information for County Services Building (3283 - 122nd Avenue, Allegan, MI 49010) and Chairperson Jim Storey and Vice Chairperson Gale Dugan. The agenda items are listed under "BOARD OF COMMISSIONERS MEETING - AGENDA":

- DISTRICT 1**: Dean Kapenga (616-216-2599, [dkapenga@allegancounty.org](mailto:dkapenga@allegancounty.org)) - Virtual Meeting - Connectivity Instructions **Attached**
- DISTRICT 2**: Jim Storey (616-848-9767, [jstorey@allegancounty.org](mailto:jstorey@allegancounty.org))
- DISTRICT 3**: Max R. Thiele (269-673-4514, [mthiele@allegancounty.org](mailto:mthiele@allegancounty.org))
- DISTRICT 4**: (partially visible)

The agenda items include: 1PM 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.

At the bottom of the Zoom window, there is a toolbar with "Audio Settings", "Chat", "Raise Hand", and "Q&A" buttons. A large blue arrow points to the "Leave Meeting" button in the bottom right corner.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**BOARD OF COMMISSIONERS—AUTHORIZE LETTERS OF AGREEMENT**

**BE IT RESOLVED** the Board of Commissioners (Board) authorizes the County Administrator to ratify the 2022-2026 Letter of Agreement (LOA), as presented for all unions; and

**BE IT FURTHER RESOLVED** the County Administrator is authorized to amend and execute on its behalf the existing Collective Bargaining Agreements (CBA) as necessary to reflect such LOAs; and

**BE IT FURTHER RESOLVED** that the Board authorizes the County Administrator to amend County personnel policies as necessary to incorporate provisions within the LOA that apply to eligible non-represented employees; and

**BE IT FURTHER RESOLVED** that consistent with the effects of the LOAs on organizational wages, the Board hereby establishes the salaries for the following officials effective January 1, 2022; and

<u>TITLE</u>	<u>2022</u>
Clerk-Register	\$83,542.68
Chief Deputy Reg. of Deeds	\$69,618.90
Chief Deputy Clerk	\$69,618.90
Drain Commissioner	\$83,542.68
Chief Deputy Drain Commissioner	\$69,618.90
Treasurer	\$83,542.68
Chief Deputy Treasurer	\$69,618.90
Sheriff	\$107,319.68
Undersheriff	\$97,908.72
Prosecuting Attorney	\$122,748.60
Chief Asst. Prosecuting Attorney	\$104,902.72

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

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**BROADBAND - APPROVE PROJECT MANAGER POSITION**

**WHEREAS**, the Board of Commissioners (Board) approved a 2021/22 Strategic Plan project to advance broadband in Allegan County; and

**WHEREAS**, the Plan identifies steps to create a broadband workgroup and hire a directly employed or contracted project lead (and possibly team) to lead the project and deliver results for Board approved Specific, Measurable, Actionable, Realistic, Time-based (S.M.A.R.T.) goals pending ARPA eligibility; and

**WHEREAS**, a Broadband Action Workgroup was formed and the actions above have been reviewed with the workgroup; and

**WHEREAS**, the workgroup, in conjunction with Administration, recommends contracting for a Project Manager position and other necessary personnel and operational resources; and

**WHEREAS**, ARPA eligibility has been confirmed.

**THEREFORE BE IT RESOLVED** the Board authorizes Administration to contract position(s) and procure the necessary services and supplies with an initial budget of \$1.5 million for 3 years; and

**BE IT FURTHER RESOLVED** that positions, services and supplies shall not incur any financial liability expenses that are not eligible for ARPA funds; and

**BE IT FINALLY RESOLVED** the County Administrator is authorized to sign any necessary documents on behalf of the County and the Executive Director of Finance is authorized to perform all budget adjustments to complete this action.

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**BOARD OF COMMISSIONERS—AMEND POLICY ON DOWNTOWN DEVELOPMENT  
AUTHORITIES**

**WHEREAS**, on August 26, 2021, the Board authorized the County Administrator to incorporate the following into the Budget Policy with regard to DDA captures, which reflected the elimination of tax sharing agreements from policy as the County now provides numerous supports to economic development in other ways:

*"the County will not permit the capture of county property tax revenues in any new or amended development districts or plans thereof".*

**THEREFORE BE IT RESOLVED**, to the extent permitted by law, the County will not permit the capture of county property tax revenues in any new development district or any new or amended DDA plan"; and

**BE IT FURTHER RESOLVED**, with regard to what may be referred to as "renewals", to the extent that all projects have been rendered complete, and all debts paid under a current DDA plan, renewals are considered new plans (with or without changes) and the County will not permit the capture of county property tax revenues; and

**BE IT FURTHER RESOLVED**, to the extent a DDA plan is renewed solely for extension of time, without other change, and still has projects under a current plan for which county taxes have been captured, the renewed capture of county property tax revenues will be permitted until such time as those specific projects (unchanged) are completed; and

**BE IT FINALLY RESOLVED**, the County Administrator is authorized to release the memorandum to Allegan County local units as reviewed by the Board clarifying the County's policy on DDA captures consistent with this resolution.



**MEMORANDUM**

December 9, 2021

TO: Allegan County Local Official  
RE: 2021 Allegan County Policy Statement/Downtown Development Authorities

On August 26, 2021, the Board took action to update its policy on the capture of county taxes through Downtown Development Authorities (DDAs). Moving forward, “to the extent permitted by law, the County will not permit the capture of county property tax revenues in any new development district or any new or amended DDA plan.” In addition, consideration of tax captures through a tax sharing agreement has been removed from the policy.

With regard to what may be referred to as “renewals”, to the extent that all projects have been rendered complete, and all debts paid under a current DDA plan, renewals are considered new plans (with or without changes) and the County will not permit the capture of county property tax revenues. To the extent a DDA plan is renewed solely for extension of time, without other change, and still has projects under a current plan for which county taxes have been captured, the renewed capture of county property tax revenues will be permitted until such time as those specific projects (unchanged) are completed.

Enclosed for your records is a copy of the County Board Resolution.

Sincerely,

Robert J. Sarro

cc: Allegan County Board of Commissioners

Enclosure

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**POLICY ON DOWNTOWN DEVELOPMENT AUTHORITIES**

**WHEREAS**, on June 28, 2007, the Board of Commissioners (Board) adopted a resolution establishing a policy on tax sharing agreements; and

**WHEREAS**, the resolution established in 2007 that "the County will not permit the capture of county property tax revenues in any new or amended development districts unless the Allegan County Board of Commissioners has approved a tax sharing agreement with the affected Downtown Development Authority and/or Local Development Finance Authority and the affected municipality"; and

**WHEREAS**, since the time of said resolution the County has progressed as a resource and facilitator for economic development of the County through numerous initiatives including but not limited to, conducting a county-wide study on economic development needs, creating an Economic Development Commission, providing centralized data as a county-wide support, establish County personnel as liaisons for development discussions, and maintaining a contract for economic development services (currently \$55,000 per year paid by the County); and

**WHEREAS**, the County's general operating funds through its operating millage and special revenue funds supported by dedicated millage serve to provide mandated and necessary county-wide services to the benefit of all citizens without limitation to a specific location within the County; and

**WHEREAS**, the County generally supports localized projects by providing local units the option of utilizing the County's full faith and credit and beneficial bond rating when advantageous.

**THEREFORE BE IT RESOLVED** the Board authorizes the County Administrator to incorporate the following into the Budget Policy with regard to DDA captures, which reflects the elimination of tax sharing agreements from policy as the County now provides numerous supports to economic development in other ways:

*"the County will not permit the capture of county property tax revenues in any new or amended development districts or plans thereof"*

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

Moved by Commissioner Thiele, seconded by Commissioner Cain to approve the draft resolution as amended during discussions for immediate action. Motion carried by roll call vote. Yeas: Kapenga, Storey, Thiele, DeYoung, Jessup and Cain. Nays: Dugan.

ATTEST, A TRUE COPY



\_\_\_\_\_, Clerk-Register

APPROVED: August 26, 2021

cc: Admin. - Finance - Human Resources

ALLEGAN COUNTY BOARDS & COMMISSIONS - APPOINTMENTS		TERM EXPIRES	BOARD ACTION
<b>ALLEGAN COMMUNITY CORRECTIONS ADVISORY BOARD</b>		2 year term	
	<u>Dean Kapenga</u> , County Commissioner 5634 136th Ave. Hamilton, MI 49419	12/31/2021	12/12/2019
<b>APPLICATION REC 10/28/21</b>	Frank Baker, County Sheriff 640 River Street Allegan, MI 49010	12/31/2021	12/12/2019
<b>APPLICATION REC 11/18/21</b>	Jay Gibson, Chief of Police 170 Monroe Street Allegan, MI 49010	12/31/2021	12/12/19
<b>APPLICATION REC 10/28/21</b>	Margaret Bakker, Circuit Court Judge 113 Chestnut Street Allegan, MI 49010	12/31/2021	12/12/19
<b>APPLICATION REC 10/28/21</b> <i>Dan Norbeck</i>	Mark Ponitz, District Court Judge Designee 113 Chestnut Street Allegan, MI 49010	12/31/2021	1/9/20
<b>APPLICATION REC 10/28/21</b>	Jonathan Blair, Probate Court Judge designee 113 Chestnut Street Allegan, MI 49010	12/31/2021	12/12/19
<b>APPLICATION REC 10/28/21</b>	Angelique Joynes, Public Health 3255 122nd Ave Allegan, MI 49010	12/31/2021	12/12/19
<b>APPLICATION REC 10/28/21</b>	Myrene Koch, Prosecuting Attorney 113 Chestnut Street Allegan, MI 49010	12/31/2021	12/12/19
<b>APPLICATION REC 11/12/21</b>	Matt Antkoviak Public Defender Designee 416 Hubbard Street Allegan, MI 49010	12/31/2021	1/9/20
	Tom Schaap, Business Community Is not interested in serving another term 6381 Hidden Pond Dr Holland, MI 49423	12/31/2021	12/12/19
<b>APPLICATION REC 10/28/21</b> <i>Garyle Voss</i>	Ryan Lewis, Communications Media 1243 N. VanBruggen Street Plainwell, MI 49080	12/31/2021	12/12/19
<b>APPLICATION REC 10/28/21</b>	Emily Gary, Workforce Development 5725 Woodschool Rd Freeport, MI 49325	12/31/2021	12/12/19
<b>APPLICATION REC 10/28/21</b> <i>Lindsey C. Meyer</i>	Shannon Dobbins Circuit Ct Probation 640 River Street, Suite 2 Allegan, MI 49010	12/31/2021	12/12/19
<b>AREA AGENCY ON AGING OF WEST MI BOARD OF DIRECTORS</b>		2 year term	
	<u>Rick Cain</u> 2554 East Selkirk Lake Shelbyville, MI 49344	1/31/2022	1/14/21
	Stuart Peet 102 118th Avenue Shelbyville, MI 49344	1/31/2022	1/23/20
<b>AREA COMMUNITY SERVICES EMPLOYMENT &amp; TRAINING COUNCIL</b>		1 year term	
<b>Governing Board:</b>	<u>B/C Chairperson Jim Storey</u> 344 W 35th Holland,MI 49423	12/31/2021	12/10/2020
	<u>Mark DeYoung</u> County Commissioner 4169 Hickory Street Dorr, MI 49323	12/31/2021	12/10/2020



			TERM	BOARD
<b>BROWNFIELD REDEVELOPMENT AUTHORITY</b>			3 year term	
	Darrell Oakley	323 Water Street Allegan, MI 49010	12/31/2021	5/14/2020
<b>APPLICATION REC 12/2/21</b>	Erik Wilson	211 N Main Plainwell, MI 49080	12/31/2021	12/13/2018
	Jeff Balgoyen	5939 Preservation Dr. Hamilton, MI 49419	12/31/2021	12/13/2018
	VACANCY		12/31/2019	12/8/2016
<b>PARKS ADVISORY BOARD</b>			3 year term	
	<u>Gale Dugan</u>	318 21st Street Otsego, MI 49078	12/31/2021	12/13/2018
	VACANCY		12/31/2022	12/12/2019
	Marilyn Langeance Is not interested in serving another term	112 Edsell Otsego, MI 49078	12/31/2021	12/13/2018
<b>COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES COMMITTEE</b>			1 year term	
	<u>Rick Cain</u>	2554 East Selkirk Lake Shelbyville, MI 49344	12/31/2021	12/10/2020
<b>APPLICATION REC 11/11/21</b>	Nora Bolgoyen-Williams - Public Sector Rep.	2188 36th St Allegan, MI 49010	12/31/2021	12/10/2020
<b>HUMAN SERVICES, BOARD OF</b>			3 year term	
<b>APPLICATION REC 11/11/21</b>	Nora Balgoyen-Williams	2188 36th Street Allegan, MI 49010	10/31/2021	5/13/2021
	State appointments: Maureen B. Godfrey	3391 Dumont Rd Allegan, MI 49010	10/31/2024	<b>Pending</b> (Letter)
<b>MACATAWA AREA COORDINATING COUNCIL (MACC)</b>			1 year term	
	<u>Jim Storey</u>	344 W 35th Holland, MI 49423	12/31/2021	12/10/2020
	Alternate: <u>Dean Kapenga</u>	5634 136th Ave Hamilton, MI 49419	12/31/2021	12/10/2020
<b>MSU EXTENSION DISTRICT COUNCIL</b>			2 year term	
	Mark DeYoung	4169 Hickory Street Dorr, MI 49323	12/31/2021	12/12/2019
<b>PUBLIC WORKS, BOARD OF</b>			3 year term	
	<u>Max Thiele</u>	319 River Street Allegan, MI 49010	12/31/2021	12/13/2018
<b>APPLICATION REC 10/28/21</b>	Larry Brown	2484 122nd Avenue Allegan, MI 49010	12/31/2021	12/13/2018
<b>APPLICATION REC 10/28/21</b>	Steve Jurczuk	2114 Hilltop View Drive Dorr, MI 49323	12/31/2021	12/13/2018

			TERM	BOARD
<b>COMMUNITY ACTION OF ALLEGAN COUNTY (formerly ACRDC)</b>			1 year term	
	<u>Dean Kapenga</u>	5634 136th Avenue Hamilton, MI 49419	12/31/2021	12/10/2020
	<u>Jim Storey</u>	344 W. 35th St. Holland, MI 49423	12/31/2021	12/10/2020
<b>SOLID WASTE PLANNING COMMITTEE (ACT 641)</b>			2 year term	
<b>APPLICATION REC 10/29/21</b>	Jack Brown--Solid Waste Industry Rep.	2471 Wilshere Dr. Jenison, MI 49428	12/31/2021	12/10/2020
<b>APPLICATION REC 11/18/21</b>	Matt Rosser--Solid Waste Industry Rep.	Autumn Hills Landfill 700 56th Avenue Zeeland, MI 49464	12/31/2021	12/12/2019
	VACANCY--Solid Waste Industry Rep.		12/31/2020	12/13/2018
	VACANCY--Township Rep.		12/31/2019	12/14/2017
<b>APPLICATION REC 11/09/21</b>	Garth Llewellyn--General Public Representative	435 Green Meadow Ct. SE Caledonia, MI	12/31/2021	9/10/2020
	VACANCY--Solid Waste Rep.		12/31/2019	12/14/2017
	VACANCY--General Public Rep.		12/31/2020	12/13/2018
	VACANCY--Industrial Waste Generator Rep.		12/31/2020	12/13/2018
<b>SOUTHWEST MICHIGAN SOLID WASTE CONSORTIUM</b>			1 year term	
	<u>Gale Dugan</u> --County Commissioner	318 31st St Otsego, MI 49078	12/31/2021	12/10/2020
<b>APPLICATION REC 10/29/21</b>	Rosemary Graham--TAC Rep.	Health Department 3255 122nd Ave., Ste. 200 Allegan, MI 49010	12/31/2021	12/10/2020
<b>SPECIALIZED SERVICES TRANSPORTATION COMMITTEE</b>			1 year term	
	<u>Gale Dugan</u>	318 31st St Otsego, MI 49078	12/31/2021	12/10/2020
<b>TOURIST COUNCIL</b>			3 year term	
<b>APPLICATION REC 10/28/21</b>	Matthew Helmus	3896 65th Street Holland, MI 49423	12/31/2021	12/13/2018
	<u>Rick Cain</u>	2554 East Selkirk Lake Shelbyville, MI 49344	12/31/2021	12/13/2018
<b>APPLICATION REC 11/5/21</b>	VACANCY		12/31/2020	5/10/2018
<b>APPLICATION REC 11/16/21</b>	Tim Perrigo	120 Robinson Street Allegan, MI 49010	12/31/2021	8/13/2020
<b>WEST MICHIGAN REGIONAL PLANNING COMMISSION</b>			1 year term	
	<u>Tom Jessup</u>	6717 108th Ave. South Haven, MI 49453	12/31/2021	12/10/2020
	Alternate: <u>Jim Storey</u>	344 W 35th Holland, MI 49423	12/31/2021	12/10/2020
	Rob Sarro--Private Sector Rep.	3283 122nd Avenue Allegan, MI 49010	12/31/2021	12/10/2020

	TERM	BOARD
<b>MULTI-AGENCY COLLABORATIVE COMMITTEE</b> <u>Dean Kapenga</u>  5634 136th Avenue Hamilton MI 49419	12/31/2021	12/10/2020

**WATER STUDY WORKGROUP**

Two County Commissioner Representatives

**BROADBAND ACTION WORKGROUP**

**CORRECTION:**  
*Gerald Williams*

One City or Township (East Side) Representative

**APPLICATION REC 10/4/21**  
*Penny Bursma*

Industry/Large Employer Representative

One Agri-business Representative

ALLEGAN COUNTY BOARDS & COMMISSIONS - ELECTIONS			TERM EXPIRES	BOARD ACTION
<b>COMMISSION ON AGING</b>			3 year term	
	<u>Rick Cain</u> --Commissioner	2554 East Selkirk Lake Shelbyville, MI 49344	12/31/2021	12/13/2018
<b>APPLICATION REC 11/10/21</b>	Alice Kelsey--Member At-Large	1632 10th Street Martin, MI 49070	12/31/2021	12/13/2018
<b>APPLICATION REC 10/28/21</b>	Richard Butler--Member At-Large	55 M89 Plainwell, MI 49080	12/31/2021	12/10/2020
<b>APPLICATION REC 12/2/21</b>	Luesettie Phelps--Senior Representative	1064 Wedgewood Dr Shelbyville, MI 49344	12/31/2021	2/11/2021
	VACANCY--Member At-Large		12/31/2022	12/12/2019
<b>ECONOMIC DEVELOPMENT COMMISSION</b>			3 year term	
	<u>Rick Cain</u>	2554 East Selkirk Lake Shelbyville, MI 49344	12/31/2021	12/13/2018
Arts & Culture Rep	Julie DeCook Is not interested in serving another term		12/31/2021	12/13/2018
Mfg./Industry Rep	Steve Ramus Is not interested in serving another term	515 Eastern Avenue Allegan, MI 49010	12/31/2021	12/13/2018
Real Estate/ Development Rep	VACANCY		12/31/2022	12/12/2019
Utilities Rep <b>APPLICATION REC 11/18/21</b>	Nora Balgoyen-Williams	2188 36th Street Allegan, MI 49010	12/31/2021	12/13/18
Private Sector Rep <b>APPLICATION REC 11/23/21</b>	JD Chamberlin	359 Highland Ct. Plainwell, MI 49080	12/31/2021	5/14/2020

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

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

**WHEREAS**, on March 11, 2021, the Board extended the County's Plan through December 31, 2021; and

**WHEREAS**, there remains the need to maintain reasonable mitigation strategies and plans, not just for COVID-19, but infectious disease prevention and overall physical and mental well-being.

**THEREFORE BE IT RESOLVED**, the County's Plan and related maintenance of the Plan shall be extended through March 31, 2022 to allow appropriate time for consideration of and transition to a Healthy Workplace Plan.



---

**MEMORANDUM**  
December 9, 2021

**TO:** Board of Commissioners

**RE:** **Legal Expenses Clarification**

On November 4, 2021, Commissioner Thiele questioned certain legal services that were sought on September 15 & 16 as referenced in a September 16 email from Chairperson Storey.

During the November 4, Board discussion, Commissioner Jessup requested the legal expenses tied to these services be added to the December 9, Board agenda.

Commissioner Thiele recently inquired as to whether the invoice for these legal services were approved by the Board for release. After Administration reviewed the September billing, a call was made to Corporation Counsel to clarify those services. As a direct result of the September 15 and 16 discussions held with legal, confirmation was provided by Corporation Counsel to the Board Chairperson that all COVID-19 information previously presented to the Board through County Administration was indeed accurate. Corporation Counsel had previously confirmed the information supplied by County Administration to be accurate via email on September 13.

In consideration of the information above, Corporation Counsel decided to not bill the County for the discussions with Chairperson Storey. This decision was made with the understanding the request, while outside of normal process, was an isolated matter, under unique circumstances, with a result of simply confirming information that was already provided to the Board.

**\*\*\*Substitute RFA\*\*\***

#208-002 RE: Review Opioid Settlement Process

December 2, 2021

Submitted by: Executive Director of Finance Lorna Nenciarini

**Opioid Settlement:** At its November 7, 2019 meeting, the Board was briefed on the class action lawsuits against opioid manufacturers and distributors. At that time, the Board directed Administration to continue as part of the class. This was done by “doing nothing”, because the action that needed to be taken at that time was a decision to opt out. The Board minutes are as follows:

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**ADMINISTRATIVE REPORT: OPIOID CLASS ACTION LAWSUIT**

Sarro updated the board on the class action lawsuit on the opioid crisis. Counties and cities across the country have sued manufacturers, distributors and retailers of prescription opiate drugs seeking, among other things, reimbursement for monies spent addressing the opioid crisis.

Moved by Commissioner Cain, seconded by Commissioner Dugan to do nothing on the class action lawsuit on the opioid crisis as by doing so leaves the County as part of the class action lawsuit. Motion carried by voice vote. Yeas: Kapenga, DeYoung, Dugan and Cain. Nays: Storey, Thiele and Jessup.

The County has recently been notified that tentative settlements have been reached, and that it is time to sign documents that affirmatively opt in to the proposed settlements. Continuing to “do nothing” would remove the County from the class. This means that the County would not participate in any monetary distributions. It would also allow the County to pursue individual legal action against the range of defendants.

The State of Michigan’s portion of the proposed settlement, which governs how much each County receives, is dependent upon the number of counties that opt-in (more participants = more money per participant), and could be as much as \$776 million. If Allegan opts in, and the State receives the full distribution, the County would receive approximately \$1.4 million, spread over 18 years. Again, if the County chooses not to sign the documents, signaling that it chooses not to be a part of the class, no dollars would be received.

While details are not yet available, initial guidance indicates that the dollars to be received are expected to support addiction reduction activities and opioid remediation, and that some level of reporting will be required. It is unknown if portions of the funding may be applied to past expenses, or if “safe harbor” uses (such as passing the funds to a mental health agency) will be defined. Also undefined is whether the funds may supplant, rather than supplement, existing funds that are used for the same purpose. Without opting in, these details will not matter to the County. If the County chooses to opt in, the first payment of the settlement dollars is expected to be received in April 2022, with the second payment being received in July 2022.



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

## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**FINANCE - APPLY/ACCEPT CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING  
(CESF)**

**WHEREAS**, the County of Allegan received notice through the Michigan Byrne JAG of available CESF funds in which the County sought to seek up to \$150,000 to reimburse the courts for expenses directly related to prevention of, preparation for, or response to coronavirus from January 1, 2022 through December 31, 2022.

**THEREFORE BE IT RESOLVED** that the Board authorizes the County Administrator to apply for and accept the CESF; and

**BE IT FINALLY RESOLVED** that the County Administrator is authorized to sign the necessary documents on behalf of the County and the Executive Director of Finance is authorized to perform the necessary budget adjustments to complete this action.

# Allegan County Grants

## Request for Action (RFA) Form - Application

### Section I - General Information

<b>Name of Grant</b>	<b>Grant Period / Term</b>
<b>Coronavirus Emergency Supplemental Funding (CESF)</b>	1/1/2022-12/31/2022
<b>Source of Grant Funding - Agency Name</b>	<b>Federal, State, Local</b>
Byrne JAG	Federal
<b>Submitted by and/or Program Manager</b>	<b>Service Area Requesting</b>
Linda Lenahan	On behalf of District Court, Circuit Court, Probate Court
<b>Brief summary of Grant program</b>	Reimbursement based grant directly related to prevention of, preparation form, or response to coronavirus. Allocation Amounts: up to \$150,000 Max

### Section II - Application

<b>Request Type</b>	New Grant	<b>Work Order No.</b>	207368
<b>Specific Action Requested</b>	Emergency Approval	<b>Request Date</b>	11/10/2021
<b>Request Submission Deadline (Date)</b>	11/19/21 at 12pm(noon)	<b>Approval Date</b>	
<b>Grant request approved by BOC with Budget</b>	No		
<b>Signatures Needed</b>	County Administrator		
<b>Funding Sources</b>	<b>Estimated amounts approved with Grant Renewal list</b>	<b>Application Amount</b>	
Grant Funding	\$ -	\$	150,000.00
Required Local Match	\$ -	\$	-
County Funding	\$ -	\$	-
<b>TOTAL</b>	\$ -	\$	150,000.00

#### Notes or Additional Information

Several of the projects within the Grant Budget will require Project Scoping Forms to be completed before project is approved internally.

## 2022 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF)

**This application is due to the MSP/GCSD no later than 12 p.m. (noon) EDT on November 19, 2021.** Late submissions and/or incomplete applications will not be accepted. Submission must be made electronically to [misp-cesf@michigan.gov](mailto:misp-cesf@michigan.gov).

<b>I. Applicant Information</b>			
Agency Name ⓘ Allegan County/Allegan County COURTS		Agency Address (Street, City, State, and Zip) 3283 122nd Avenue, Allegan MI 49010	
Date of Application 11-10-21	Project Start Date <b>January 1, 2022</b>		Project End Date <b>December 31, 2022</b>
Agency's SIGMA Vendor ID ⓘ CV0022586	Agency's SIGMA Address ID 001	Federal Tax Identification Number 38-1914307	DUNS Number ⓘ 014277167
<b>II. Geographic Data</b>			
County(ies) Served Allegan		Population of County(ies) Served ⓘ 118,000	
<b>III. Funding Disclosure</b>			
<p>Is your jurisdiction also applying for other grant or foundation dollars (Federal, State, or Private) that will be used to pay for the budget items in this application? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/></p> <p>If <b>yes</b>, please explain.</p>			
<b>IV. Project Information</b>			
<p><b>Grant Summary</b></p> <p>Describe your agency's efforts for responding to the coronavirus (a maximum of 400 characters). Be sure this description accurately represents what has been completed as well as future plans.</p> <p>Allegan County will utilize Coronavirus Emergency Supplemental Funding for COVID-19 response, preparedness and prevention. Funding will allow the County to provide citizens and staff with the environment and services needed to conduct business in a safe manner.</p>			
<p><b>Program Narrative</b></p> <p>Describe the impacts of the coronavirus on your agency and the issues specific to your agency. (A maximum of 2,000 characters is allowed for this section).</p> <p>Allegan County Courts will utilize funding to implement projects that prioritize remote working, remote court hearings, social distancing, reducing the number of shared documents/files, and cleaning and safety for court staff and citizens.</p>			
<b>V. Designation of Grant Officials</b> ⓘ			
<p><b>Authorized Official</b></p> <p>This individual is authorized to enter into binding contracts for the jurisdiction receiving funds (this is normally the mayor, city manager, county administrator, etc.).</p>			
Authorized Official Name and Title Robert J Sarro County Administrator	Agency Allegan County	Phone Number 269-673-0203	
Address 3283 122nd Avenue, Allegan MI 49010		Email Address rsarro@allegancounty.org	
<p><b>Project Director</b></p> <p>This individual is designated by the agency to be directly responsible for all grant activities, including reporting, and is the main contact.</p>			
Project Director Name and Title Linda Lenahan, District Court Administrator	Agency Allegan County	Phone Number 269-673-0203	
Address 113 Chestnut Street, Allegan MI 49010		Email Address llenahan@allegancounty.org	

<b>Financial Officer</b> This individual has detailed knowledge of the grant budgeting and accounting practices of the agency. The financial officer will be responsible for all financials regarding the reimbursement of grant funds.		
Financial Officer Name and Title Lorna Nenciarini, Executive Director of Finance	Agency Allegan County	Phone Number 269-673-0203
Address 3283 122nd Avenue, Allegan MI 49010		Email Address lnenciarini@allegancounty.org
<b>VI. Budget Information</b> All budget items must be <b>directly related</b> to the court's response to the coronavirus pandemic.		
<b>Allocation Amounts:</b> <ul style="list-style-type: none"> <li>• Counties served with a population over 200,000: <b>Maximum of \$250,000</b></li> <li>• Counties served with a population between 75,000 and 200,000: <b>Maximum of \$150,000</b></li> <li>• Counties served with a population below 75,000: <b>Maximum of \$75,000</b></li> </ul>		
<b>Overtime Expenses</b> Provide a description of all Overtime expenses. This must include the position title, justification for overtime, and the grant funds allocated toward each position.		
		Total Overtime Grant Funds: <b>\$0.00</b>
<b>Supplies and Materials Expenses</b> Provide a description of all Supply and Material expenses. Include the budget item and the grant funds allocated toward each item. See attached		
		Total Supplies and Materials Grant Funds: <b>\$47,000.00</b>
<b>Equipment Expenses</b> Provide a description of all Equipment expenses. Include the budget item and the grant funds allocated toward each item. DO NOT use this budget line unless an individual item costs more than \$5,000. Items costing under \$5,000 should be listed under Supplies and Materials. See attached		
		Total Equipment Grant Funds: <b>\$53,000.00</b>
<b>Other Expenses</b> Provide a description of all Other expenses. Include the budget item and the grant funds allocated toward each item.		
		Total Other Grant Funds: <b>\$0.00</b>
<b>Contractual (Subcontracts) Expenses</b> Total number of Contractor positions anticipated for this project: 1		
<b>Budget Information</b> Provide details regarding each Contractor in the space provided. You MUST include the following information for EACH Contractor: <ul style="list-style-type: none"> <li>• Agency Type (Options: State Agency, County, Local (City, Township, Village), Private, Nonprofit, College/University)</li> <li>• Name of Contractor</li> <li>• Brief Description of Services</li> <li>• If the Contractor includes personnel and number of personnel</li> <li>• Contractor Address (Street Address, City, State, and Zip Code)</li> <li>• The grant funds allocated toward each Contractor</li> </ul>		
<b>Contractor Position(s) Information</b> Private - Graphic Sciences - Document Scanning Services - \$50,000 1551 E Lincoln, Madison Heights, MI 48071		
		Total Contractual Grant Funds: <b>\$50,000.00</b>
<b>Grand Total of Requested Funding: \$150,000.00</b>		
<b>VII. Certification</b>		
<input checked="" type="checkbox"/> I certify, to the best of my knowledge, that the above information is true, complete, and accurate.		

CESF 2022 Supplemental Grant  
ALLEGAN COURTS

Category	Description	Quantity	Price/unit	Cost	Vendor	Purpose
MATERIALS	Adobe Acrobat	3	\$ 300.00	\$ 900.00	Adobe	To allow Courts to operate remotely - Single User Software for Courts (one for each)
MATERIALS	Disposable masks/gloves			\$ 5,000.00	Various	PPE for staff, vendors, jury
MATERIALS	Cleaning Supplies			\$ 5,065.00	Various	Increase in frequency of cleaning
MATERIALS	Touchless Thermometers	10	\$ 50.00	\$ 500.00	Various	For staff, vendors, jury
MATERIALS	Tablets for Circuit Court	30	\$ 500.00	\$ 15,000.00	Apple	Social Distancing and Reduction in Shared materials 24 Tablets for Jurors 6 Tablets for Conference Rooms - Zoom Court
MATERIALS	Tablets for District Court	10	\$ 500.00	\$ 5,000.00	Apple	Social Distancing and Reduction in Shared materials 9 Tablets for Jurors - 1 Tablets for Conference Rooms - Zoom Court
MATERIALS	Tablets for Probate Court	3	\$ 500.00	\$ 1,500.00	Apple	To allow Courts to operate remotely and/or Social Distanced 1 Tablets for Conference Rooms - Zoom Court
MATERIALS	Extra Tablets	2	\$ 500.00	\$ 1,000.00	Apple	
MATERIALS	Multi-charging station for Tablets	10	\$ 100.00	\$ 1,000.00	Apple, Various	
MATERIALS	Docking Station for Tablets	10	\$ 100.00	\$ 1,000.00	Apple, Various	For Conference Room Tablets
MATERIALS	Tablet Cases, accessories (all)	43	\$ 45.00	\$ 1,935.00	Apple, Various	
MATERIALS	Microsoft Office Licenses	6	\$ 350.00	\$ 2,100.00		To allow for additional laptop deployment and remote work
MATERIALS	Scanners - Probate Court	3	1,000.00	3,000.00	CDW Government	To allow Courts to operate remotely
MATERIALS	Scanners - Circuit Court	4	1,000.00	4,000.00	CDW Government	To allow Courts to operate remotely
EQUIP	Matterhorn Dispute Resolution System	1	\$ 30,000.00	\$ 30,000.00	Matterhorn	To allow Courts to operate remotely
EQUIP	BIS mobile court recording software units	2	\$ 10,000.00	\$ 20,000.00	BIS	To allow Courts to operate remotely
EQUIP	Laptops for (3) mobile BIS solutions	3	\$ 1,000.00	\$ 3,000.00	BIS	To allow Courts to operate remotely
CONTRACTU	Criminal/Civil File scanning			50,000.00	Graphic Sciences	Ability to access Court Files from Remote Working locations Touch-free approach to sharing files
<b>TOTAL</b>				<b>150,000.00</b>		