

Allegan County Board of Commissioners



County Services Building
3283 – 122nd Avenue
Allegan, MI 49010
269-673-0203 Main Office
269-686-5331 Main Fax
<http://www.allegancounty.org>

*Jim Storey, Chairperson
Dean Kapenga, Vice Chairperson*

BOARD PLANNING SESSION-AGENDA

***REVISION #2 - 1/25/22**

Thursday, January 27, 2022, @ 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:

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

1. Board Planning Process (Multi Year Planning)
2. *Administrative Update
3. Finance—approve Budget Policy #211
4. Parks & Recreation—award West Side Beach Access Architectural Services/Phase I (207-032)
5. Parks & Recreation—review Recreation Plan (209-096)
6. Central Dispatch—award Tower Shelter HVAC System Replacement Bid (209-301)
7. Resource Recovery Program—appoint Designated Planning Agency/Materials Management County Engagement Grant (209-321)
8. Transportation—approve FY2023 MDOT Operating and Capital Assistance Applications (209-352)
9. *Michigan Community Development Block Grant (CDBG) Funding—set Public Hearing (209-534)

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—Thursday, February 10, 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

January 27, 2022



Allegan County
3283 122nd 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: 845 5101 6707, then #, then # again
- Type in Meeting Password: 12722, 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/84551016707>
- Meeting Password: 12722

<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

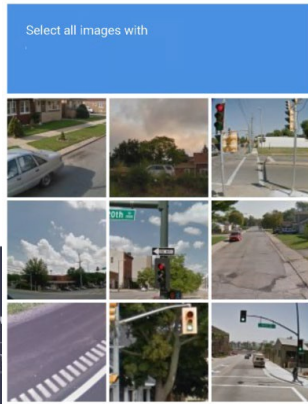
First Name *

Last Name *

Email Address *

Confirm Email Address *

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1. Enter name and email

2. Click this box

4. Click when done.

3. Answer challenge question

STEP 3: This Window will appear when connected.



STEP 4: Adjust audio settings (if needed)

The image shows a Zoom meeting interface with the 'Settings' window open to the 'Audio' tab. A vertical black bar on the left side of the meeting window has a blue arrow labeled '1' pointing to it. A blue arrow labeled '2' points from the 'Audio' tab in the settings window to the meeting content area. The meeting content area displays the name 'Economic Development - Greg King, Director' and 'ADMINISTRATIVE REPORTS:'. Below this, it says 'CONSENT ITEMS:' followed by a list item: '1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)'. The Zoom meeting controls at the bottom include 'Chat', 'Raise Hand', and 'Q&A' buttons.

Settings - Audio

- Speaker: Test Speaker, Remote Audio
- Output Level: [Slider]
- Volume: [Slider]
- Microphone: Test Mic
- Input Level: [Slider]
- Volume: [Slider]
- Automatically adjust volume
- Use separate audio device to play ringtone simultaneously
- Automatically join audio by computer when joining a meeting
- Mute my microphone when joining a meeting
- Press and hold SPACE key to temporarily unmute yourself
- Sync buttons on headset

Audio Settings

- Select a Speaker
- Remote Audio
- Same as System
- Test Speaker & Microphone...
- Leave Computer Audio
- Audio Settings...

Economic Development - Greg King, Director
ADMINISTRATIVE REPORTS:

CONSENT ITEMS:

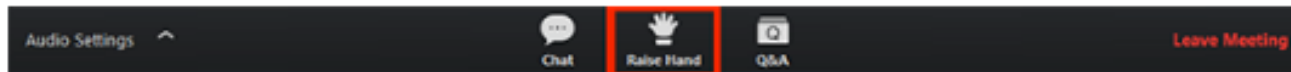
1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)

STEP 5: Raise hand to be recognized to speak.

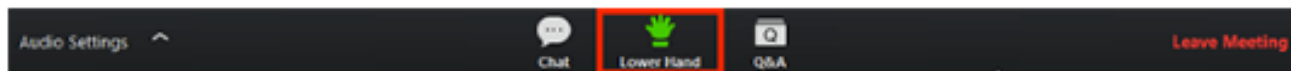
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

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 is an "Enter Full Screen" button. The main content is a document viewer displaying a Microsoft Word document titled "BOC20200409_agenda [Compatibility Mode] - Word". The document header includes the "Allegan County Board of Commissioners" logo and contact information for County Services Building, including address, phone, fax, and website. Below the header, the document is titled "BOARD OF COMMISSIONERS MEETING – AGENDA" and lists items for District 1, 2, 3, and 4, along with a central agenda list including "CALL TO ORDER", "ROLL CALL", "OPENING PRAYER", "PLEDGE OF ALLEGIANCE", "COMMUNICATIONS", "APPROVAL OF MINUTES", "PUBLIC PARTICIPATION", "ADDITIONAL AGENDA ITEMS", "PRESENTATIONS", "PROCLAMATIONS", "INFORMATIONAL SESSION", and "ADMINISTRATIVE REPORTS". At the bottom of the document viewer, it shows "PAGE 1 OF 2" and "251 WORDS".

At the bottom of the Zoom window, there is a control bar with the following elements from left to right: "Audio Settings" with an upward arrow, "Chat" with a speech bubble icon, "Raise Hand" with a hand icon, "Q&A" with a speech bubble icon, and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.

Allegan County Strategic Planning Cycle

How will we know when we have arrived?

Where are we now?

4. Evaluate
Bi-Weekly Administrative
Reports

1. Analyze
BOC – Key Issues
Mandates
National Community
Survey
Employee Engagement
Survey

3. Implement
Carry out projects using the
Allegan County Project
Management System

2. Design (Define, Ideate,
Select)
Strategic Planning Process
Strategic Plan, Budget,
Capital Improvement Plan,
Operational plans

How are we going to get there?

Where are we going?

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

MULTI AGENCY COLLABORATIVE COUNCIL—AUTHORIZE CITIZEN SURVEY

WHEREAS, national survey tools are available and they align within the County's strategy of engaging and educating citizenry through collecting feedback; and

WHEREAS, the Multi Agency Collaborative Council (MACC), specifically its Executive Team has reviewed survey options and recommended the County use the National Citizen Survey to obtain residents' perspective and input for benchmarking.

THEREFORE BE IT RESOLVED the Allegan County Board of Commissioners (Board) authorizes the County Administrator to negotiate and sign contract documents, purchasing the services of the National Research Center, Inc., 2955 Valmont Rd, Suite 300, Boulder, CO 80301; and

BE IT FURTHER RESOLVED that the Board appropriates \$17,435 for this project contingent upon collection of the following contributing agencies

- Allegan County Community Mental Health \$2,000
- Community Action on Agency \$2,000
- Allegan Area Educational Services Agency \$1,000
- United Way \$500; and

BE IT FINALLY RESOLVED that the Executive Director of Finance is authorized to make necessary budget adjustments within existing operational budgeted funds and revenue collections to complete this project.

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

ATTEST, A TRUE COPY



_____, Clerk-Register

APPROVED: September 12, 2019

cc: Admin. - Finance - Human Resources

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

MULTI AGENCY COLLABORATIVE COUNCIL—RELEASE CITIZEN SURVEY

WHEREAS, on September 12, 2019, the Allegan County Board of Commissioners (Board) authorized the County Administrator to negotiate and sign contract documents, purchasing the services of the National Research Center, Inc., 2955 Valmont Rd, Suite 300, Boulder, CO 80301; and

WHEREAS, a workgroup consisting of the individuals listed below developed the final draft citizen survey with the National Research Center:

Jim Storey, Board of Commissioners Chairperson

Frank Baker, Sheriff

Dan Wedge, Executive Director of Services

Angelique Joynes, Health Officer

Sherry Owens, Director Senior and Veterans

Brandy Gildea, Parks Manager

Mark Witte, Director ACCMH (funding)

Lisa Evans, Allegan County Community Action (funding)

Patrick Moran, United Way (funding)

Amanda Telgenhof, United Way

Laurie Schmitt, Allegan Area Educational Service Agency (funding)

Michael Kiella, Community Representative.

THEREFORE BE IT RESOLVED the Board approves the release of the survey; as presented.

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

ATTEST, A TRUE COPY



_____, Clerk-Register

APPROVED: October 24, 2019

cc: Admin. - Finance - Human Resources

Allegan County 2019 Community Survey

Please complete this questionnaire if you are the adult (age 18 or older) in the household who most recently had a birthday. The adult's year of birth does not matter. Please select the response (by circling the number or checking the box) that most closely represents your opinion for each question. Your responses are anonymous and will be reported in group form only.

1. Please rate each of the following aspects of quality of life in Allegan County:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Allegan County as a place to live	1	2	3	4	5
Your neighborhood as a place to live	1	2	3	4	5
Allegan County as a place to raise children	1	2	3	4	5
Allegan County as a place to work	1	2	3	4	5
Allegan County as a place to visit	1	2	3	4	5
Allegan County as a place to retire.....	1	2	3	4	5
The overall quality of life in Allegan County.....	1	2	3	4	5

2. Please rate each of the following characteristics as they relate to Allegan County as a whole:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Overall feeling of safety in Allegan County	1	2	3	4	5
Overall ease of getting to the places you usually have to visit.....	1	2	3	4	5
Quality of overall natural environment in Allegan County.....	1	2	3	4	5
Overall "built environment" of Allegan County (including overall design, buildings, parks and transportation systems).....	1	2	3	4	5
Health and wellness opportunities in Allegan County.....	1	2	3	4	5
Overall opportunities for education and enrichment.....	1	2	3	4	5
Overall economic health of Allegan County	1	2	3	4	5
Sense of community	1	2	3	4	5
Overall image or reputation of Allegan County	1	2	3	4	5

3. Please indicate how likely or unlikely you are to do each of the following:

	<i>Very likely</i>	<i>Somewhat likely</i>	<i>Somewhat unlikely</i>	<i>Very unlikely</i>	<i>Don't know</i>
Recommend living in Allegan County to someone who asks	1	2	3	4	5
Remain in Allegan County for the next five years	1	2	3	4	5

4. Please rate how safe or unsafe you feel:

	<i>Very safe</i>	<i>Somewhat safe</i>	<i>Neither safe nor unsafe</i>	<i>Somewhat unsafe</i>	<i>Very unsafe</i>	<i>Don't know</i>
In your neighborhood during the day.....	1	2	3	4	5	6
In Allegan County's downtown/commercial areas during the day	1	2	3	4	5	6
In your neighborhood at night	1	2	3	4	5	6
In Allegan County's downtown/commercial areas at night.....	1	2	3	4	5	6

5. Please rate each of the following characteristics as they relate to Allegan County as a whole:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Traffic flow on major streets	1	2	3	4	5
Ease of public parking	1	2	3	4	5
Ease of travel by car in Allegan County	1	2	3	4	5
Ease of travel by public transportation in Allegan County.....	1	2	3	4	5
Ease of travel by bicycle in Allegan County	1	2	3	4	5
Ease of walking in Allegan County	1	2	3	4	5
Availability of paths and walking trails	1	2	3	4	5
Air quality	1	2	3	4	5
Cleanliness of Allegan County	1	2	3	4	5
Overall appearance of Allegan County	1	2	3	4	5
Public places where people want to spend time	1	2	3	4	5
Variety of housing options	1	2	3	4	5
Availability of affordable quality housing	1	2	3	4	5
Fitness opportunities (including exercise classes and paths or trails, etc.).....	1	2	3	4	5
Recreational opportunities	1	2	3	4	5
Availability of affordable quality food	1	2	3	4	5
Availability of affordable quality health care	1	2	3	4	5
Availability of preventive health services	1	2	3	4	5
Availability of affordable quality mental health care and addiction treatment	1	2	3	4	5

6. Please rate each of the following characteristics as they relate to Allegan County as a whole:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Availability of affordable quality child care/preschool	1	2	3	4	5
K-12 education	1	2	3	4	5
Adult educational opportunities	1	2	3	4	5
Opportunities to attend cultural/arts/music activities	1	2	3	4	5
Opportunities to participate in religious or spiritual events and activities.....	1	2	3	4	5
Employment opportunities	1	2	3	4	5
Shopping opportunities.....	1	2	3	4	5
Cost of living in Allegan County	1	2	3	4	5
Overall quality of business and service establishments in Allegan County	1	2	3	4	5
Vibrant downtown/commercial areas	1	2	3	4	5
Overall quality of new development in Allegan County	1	2	3	4	5
Opportunities to participate in social events and activities	1	2	3	4	5
Opportunities to volunteer.....	1	2	3	4	5
Opportunities to participate in community matters	1	2	3	4	5
Openness and acceptance of the community toward people of diverse backgrounds	1	2	3	4	5
Neighborliness of residents in Allegan County	1	2	3	4	5

7. Please indicate whether or not you have done each of the following in the last 12 months.

	<i>No</i>	<i>Yes</i>
Made efforts to conserve water	1	2
Made efforts to make your home more energy efficient	1	2
Observed a code violation or other hazard in Allegan County (weeds, abandoned buildings, etc.)	1	2
Household member was a victim of a crime in Allegan County	1	2
Reported a crime to law enforcement in Allegan County	1	2
Stocked supplies in preparation for an emergency	1	2
Campaigned or advocated for an issue, cause or candidate	1	2
Contacted Allegan County (in-person, phone, email or web) for help or information	1	2
Contacted Allegan County elected officials (in-person, phone, email or web) to express your opinion	1	2

8. In the last 12 months, about how many times, if at all, have you or other household members done each of the following in Allegan County?

	<i>2 times a week or more</i>	<i>2-4 times a month</i>	<i>Once a month or less</i>	<i>Not at all</i>
Used Allegan County recreation centers or their services.....	1	2	3	4
Visited a neighborhood park or County park	1	2	3	4
Used Allegan County public libraries or their services.....	1	2	3	4
Participated in religious or spiritual activities in Allegan County	1	2	3	4
Attended a County-sponsored event	1	2	3	4
Used bus, rail, subway or other public transportation instead of driving.....	1	2	3	4
Carpooled with other adults or children instead of driving alone	1	2	3	4
Walked or biked instead of driving	1	2	3	4
Volunteered your time to some group/activity in Allegan County.....	1	2	3	4
Participated in a club	1	2	3	4
Talked to or visited with your immediate neighbors	1	2	3	4
Done a favor for a neighbor	1	2	3	4

9. Thinking about local public meetings (of local elected officials like City Council or County Commissioners, advisory boards, town halls, HOA, neighborhood watch, etc.), in the last 12 months, about how many times, if at all, have you or other household members attended or watched a local public meeting?

	<i>2 times a week or more</i>	<i>2-4 times a month</i>	<i>Once a month or less</i>	<i>Not at all</i>
<u>Attended</u> a local public meeting	1	2	3	4
<u>Watched</u> (online or on television) a local public meeting	1	2	3	4

Allegan County 2019 Community Survey

10. Please rate the quality of each of the following services provided in your community, keeping in mind that services may not be provided by Allegan County government:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Sheriff services	1	2	3	4	5
Fire services	1	2	3	4	5
Ambulance or emergency medical services	1	2	3	4	5
Crime prevention	1	2	3	4	5
Fire prevention and fire education	1	2	3	4	5
Traffic enforcement.....	1	2	3	4	5
Street repair	1	2	3	4	5
Street lighting	1	2	3	4	5
Snow removal.....	1	2	3	4	5
Traffic signal timing.....	1	2	3	4	5
Bus or transit services	1	2	3	4	5
Garbage collection	1	2	3	4	5
Recycling.....	1	2	3	4	5
Storm drainage.....	1	2	3	4	5
Drinking water.....	1	2	3	4	5
Sewer services	1	2	3	4	5
Power (electric and/or gas) utility.....	1	2	3	4	5
Utility billing	1	2	3	4	5
County parks	1	2	3	4	5
Recreation programs or classes	1	2	3	4	5
Recreation centers or facilities.....	1	2	3	4	5
Land use, planning and zoning.....	1	2	3	4	5
Code enforcement (weeds, abandoned buildings, etc.).....	1	2	3	4	5
Animal control.....	1	2	3	4	5
Economic development	1	2	3	4	5
Health services.....	1	2	3	4	5
Public library services	1	2	3	4	5
Public information services.....	1	2	3	4	5
Cable television.....	1	2	3	4	5
Emergency preparedness (services that prepare the community for natural disasters or other emergency situations)	1	2	3	4	5
Preservation of natural areas such as open space, farmlands and greenbelts	1	2	3	4	5
Allegan County open space.....	1	2	3	4	5
Overall customer service by Allegan County employees (Sheriff, receptionists, planners, etc.).....	1	2	3	4	5
Internet/broadband services	1	2	3	4	5
Mental health and addiction services	1	2	3	4	5
Allegan County Public Health (e.g. well/septic permits, immunizations)	1	2	3	4	5
Supportive services for seniors.....	1	2	3	4	5
Recreational programs for youth (under age 18).....	1	2	3	4	5
Recreational programs for adults (ages 18-59)	1	2	3	4	5
Recreational programs for older adults (ages 60 and older).....	1	2	3	4	5

11. Based on your understanding of the services provided by each of the following entities, how would you rate the quality of the services provided by:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Your local government (City or Township).....	1	2	3	4	5
Allegan County	1	2	3	4	5
The Federal Government	1	2	3	4	5

12. Please rate the following categories of Allegan County government performance:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
The value of services for the taxes paid to Allegan County.....	1	2	3	4	5
The overall direction that Allegan County is taking	1	2	3	4	5
The job Allegan County government does at welcoming resident involvement	1	2	3	4	5
Overall confidence in Allegan County government	1	2	3	4	5
Generally acting in the best interest of the community	1	2	3	4	5
Being honest.....	1	2	3	4	5
Treating all residents fairly	1	2	3	4	5

13. Please rate how important, if at all, you think it is for the Allegan County community to focus on each of the following in the coming two years:

	<i>Essential</i>	<i>Very important</i>	<i>Somewhat important</i>	<i>Not at all important</i>
Overall feeling of safety in Allegan County	1	2	3	4
Overall ease of getting to the places you usually have to visit.....	1	2	3	4
Quality of overall natural environment in Allegan County.....	1	2	3	4
Overall “built environment” of Allegan County (including overall design, buildings, parks and transportation systems)	1	2	3	4
Health and wellness opportunities in Allegan County.....	1	2	3	4
Overall opportunities for education and enrichment.....	1	2	3	4
Overall economic health of Allegan County	1	2	3	4
Sense of community	1	2	3	4

14. In 1965, Allegan County voters established a tax limitation of 5.7 mills for County services. Due to State tax formulas, in 2019 the limitation has been reduced to 4.54 mills. Please indicate whether you would support or oppose restoring the tax limitation to 5.7 mills if the County were to use the additional funds to maintain or expand public services and reduce public debt? (The additional yearly cost to taxpayers would be up to \$57.97 for a home with market value of \$100,000).

- Strongly support Somewhat support Somewhat oppose Strongly oppose Don't know

15. If you support restoring the tax limitation to 5.7 mills, please indicate how you would prioritize the use of the additional funds:

	<i>High priority</i>	<i>Medium priority</i>	<i>Low priority</i>	<i>Don't know</i>
Improve public safety (add Deputies)	1	2	3	4
Restore/expand bus transportation.....	1	2	3	4
Maintain service levels at the County medical care facility for older adults (Dumont complex)	1	2	3	4
Reduce public employee pension debt	1	2	3	4

16. How much of a problem, if at all, do you think these issues are in Allegan County?

	<i>Major problem</i>	<i>Moderate problem</i>	<i>Minor problem</i>	<i>Not a problem</i>	<i>Don't know</i>
Animal problems (animals running at large, barking dogs)	1	2	3	4	5
Traffic problems (e.g., residential speeding, aggressive drivers).....	1	2	3	4	5
School safety (e.g., bullying, fighting, or weapons)	1	2	3	4	5
Child abuse and child sexual assault.....	1	2	3	4	5
Domestic violence (adult)	1	2	3	4	5
Sexual assault/rape (adult)	1	2	3	4	5
Elder abuse and financial crimes against the elderly	1	2	3	4	5
Driving under the influence (i.e., alcohol or drugs).....	1	2	3	4	5
Underage drinking	1	2	3	4	5
Drug abuse (e.g., manufacture, sale, or use of illegal/prescription drugs)	1	2	3	4	5

17. Please rate each of the following aspects of child care in Allegan County:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
High quality, affordable infant care	1	2	3	4	5
High quality, affordable toddler/preschool care	1	2	3	4	5
Child care that meets my regular scheduling needs	1	2	3	4	5
Child care that meets my irregular scheduling needs (e.g., during school breaks or evenings/weekends).....	1	2	3	4	5
Resources to support families with young children (prenatal-5 years old)	1	2	3	4	5

18. Please indicate how much of a source, if at all, you consider each of the following to be for obtaining information about the County government and its activities, events and services:

	<i>Major source</i>	<i>Minor source</i>	<i>Not a source</i>
County communications via U.S. mail	1	2	3
Local newspapers.....	1	2	3
County website (allegancounty.org).....	1	2	3
County email notifications.....	1	2	3
Social media (e.g., Facebook, Twitter)	1	2	3
Talking with County officials or County staff, or attending public meetings	1	2	3
Word of mouth.....	1	2	3

Allegan County 2019 Community Survey

Our last questions are about you and your household. Again, all of your responses to this survey are completely anonymous and will be reported in group form only.

D1. How often, if at all, do you do each of the following, considering all of the times you could?

	Never	Rarely	Sometimes	Usually	Always
Recycle at home.....	1	2	3	4	5
Purchase goods or services from a business located in Allegan County.....	1	2	3	4	5
Eat at least 5 portions of fruits and vegetables a day.....	1	2	3	4	5
Participate in moderate or vigorous physical activity.....	1	2	3	4	5
Read or watch local news (via television, paper, computer, etc.).....	1	2	3	4	5
Vote in local elections.....	1	2	3	4	5

D2. Would you say that in general your health is:

- Excellent
 Very good
 Good
 Fair
 Poor

D3. What impact, if any, do you think the economy will have on your family income in the next 6 months? Do you think the impact will be:

- Very positive
 Somewhat positive
 Neutral
 Somewhat negative
 Very negative

D4. What is your employment status?

- Working full time for pay
 Working part time for pay
 Unemployed, looking for paid work
 Unemployed, not looking for paid work
 Fully retired

D5. Do you work inside the boundaries of Allegan County?

- Yes, outside the home
 Yes, from home
 No

D6. How many years have you lived in Allegan County?

- Less than 2 years 11-20 years
 2-5 years More than 20 years
 6-10 years

D7. Which best describes the building you live in?

- One family house detached from any other houses
 Building with two or more homes (duplex, townhome, apartment or condominium)
 Mobile home
 Other

D8. Is this house, apartment or mobile home...

- Rented
 Owned

D9. About how much is your monthly housing cost for the place you live (including rent, mortgage payment, property tax, property insurance and homeowners' association (HOA) fees)?

- Less than \$300/month \$1,000 to \$1,499/month
 \$300 to \$599/month \$1,500 to \$2,499/month
 \$600 to \$999/month \$2,500 or more/month

D10. Please indicate how many people in each age range live in your household:

D10a. Number of children age 0-5: _____

D10b. Number of children age 6-17: _____

D10c. Number of adults age 18 or older: _____

D11. Are you or any other members of your household aged 65 or older?

- No Yes

D12. How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)

- Less than \$25,000 \$62,000 to \$99,999
 \$25,000 to \$37,499 \$100,000 to \$149,999
 \$37,500 to \$49,999 \$150,000 or more
 \$50,000 to \$61,999

Please respond to both questions D13 and D14:

D13. Are you Spanish, Hispanic or Latino?

- No, not Spanish, Hispanic or Latino
 Yes, I consider myself to be Spanish, Hispanic or Latino

D14. What is your race? (Mark one or more races to indicate what race you consider yourself to be.)

- American Indian or Alaskan Native
 Asian, Asian Indian or Pacific Islander
 Black or African American
 White
 Other

D15. In which category is your age?

- 18-24 years 55-59 years
 25-34 years 60-64 years
 35-44 years 65-74 years
 45-54 years 75 years or older

D16. What is your sex?

- Female Male

D17. Do you consider a cell phone or land line your primary telephone number?

- Cell Land line Both

D18. What is the highest grade of school or year of college that you have completed?

- Grade school
 High school degree or GED
 Some college/Associate's degree
 Bachelor's degree
 Post-bachelor's degree/Graduate degree

Thank you for completing this survey. Please return the completed survey to: National Research Center, Inc., PO Box 549, Belle Mead, NJ 08502

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

FINANCE - APPROVE BUDGET POLICY #211

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

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

DRAFT

**ALLEGAN COUNTY
POLICY**

TITLE: Budget Policy
POLICY NUMBER: 211
APPROVED BY: Board of Commissioners
EFFECTIVE DATE:



1. **PURPOSE:** The purpose of this Policy is to establish the requirements, responsibilities and general procedure for the preparation, adoption and maintenance of a balanced budget and to promote and sound financial health for the governmental unit.
2. **SERVICE AREA(s) AFFECTED:** Any department, service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the Board of Commissioners.
3. **DEFINITIONS:**
 - 3.1 Appropriation – An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose.
 - 3.2 Board of Commissioners (BOC) – The legislative body of the County.
 - 3.3 Budget – A plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds and the proposed means of financing the expenditures. A budget is not required to but may include any of the following:
 - 3.3.1 A fund for which the County acts as a trustee or agent;
 - 3.3.2 An internal service fund;
 - 3.3.3 An enterprise fund;
 - 3.3.4 A capital project fund;
 - 3.3.5 A debt service fund.
 - 3.4 Budgetary Center – A general operating department or any other service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the BOC.
 - 3.5 Budgetary Center Leader – An individual appointed, elected, employed or otherwise engaged by the County to supervise a budgetary center (service area directors, court administrators, elected officials).
 - 3.6 Capital Assets – Items valued at \$5,000 and greater with a useful life greater than two (2) years.

3.7 Capital Improvement Plan – A document/plan that summarizes the County’s infrastructure and large equipment needs.

3.8 Chief Administrative Officer (CAO) – The County Administrator appointed by the BOC, or his or her designee as permissible through applicable law or County policy.

3.9 Comp(ensatory) Time – Time off earned in lieu of payment of overtime.
3.83.10 Comp(ensatory) Time Payoff – Payment made to an employee in lieu of time off.

3.93.11 Core Services – While each budgetary activity may support a variety of services, core services represent the main services provided through a budgetary activity from a broad perspective. Core services shall be identified in a manner that allows the full cost to be assessed for providing that service. Examples of core services are Road Patrol, Payroll, Emergency Dispatch, Building Maintenance, and Benefits Administration.

3.103.12 Cost Allocation Plan (CAP) – A document, prepared annually, that is used to distribute administrative and occupancy costs to various programs, grants, and funds. The CAP is prepared according to Federal principles.

3.113.13 Deficit – An excess of liabilities over assets within an activity or fund.

3.123.14 Disbursement – A payment.

3.133.15 Donation – money or goods (real or personal property), commonly equipment, supplies, vehicles, real estate, K9s, etc.) that are given to the County.

3.143.16 Donor – person or organization giving a donation.

3.153.17 Expenditure – The cost of goods delivered or services rendered, whether paid or unpaid.

3.163.18 Fund – A legal entity that provides for the segregation of moneys or other resources for specific activities or obligations in accordance with specific restrictions or limitations. A separate set of accounts must be maintained for each fund to show its assets, liabilities, reserves and fund balance, as well as its income and expenditures.

3.173.19 Fund Balance – The difference between assets and liabilities.

3.183.20 General Appropriations Act – The budget as adopted by the Board of Commissioners.

3.193.21 Grant – Funds or assets, given for a specific program, purchase or service, from a grantor, with a formal written agreement.

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3-203.22 Grantor – The original financial source for a grant, typically in the form of a government agency or non-profit organization.

3-213.23 Grants Coordinator – Individual within Financial Services (or designee) responsible for oversight, coordination and financial management of the grant.

3-223.24 Maintenance of Effort (MOE) – A requirement that a grantee must maintain a specified level of financial effort in area for which State/Federal funds will be provided in order to receive the grant funds. The requirement is usually given in terms of a specific base year monetary amount.

3-233.25 Paid Time Off (PTO) Payout – An amount paid to an employee for unused PTO after the close of the fiscal year and/or at the time of separation consistent with policy and/or applicable labor agreement.

3-243.26 Personal Property: Any item of value, that is not real estate.

3-253.27 Project(s) non-capital – A one-time or periodic, yet infrequent, undertaking to engage services and/or acquire or replace an asset, or set of similar assets, for which the individual unit cost and/or useful life does not meet the criteria to be classified as a Capital Asset.

3-263.28 Program Manager – Individual that is responsible for managing the programmatic activities and requirements of the grant.

3-273.29 Real Property: Real estate.

3-283.30 Restricted Donation – any donation that specifies a particular use or “restricts” the use of the donation.

3-293.31 Service Area – A component of county government that is responsible to provide specific functions or services.

3-303.32 Surplus – An excess of assets over liabilities within an activity or fund.

3-313.33 Work Order – Process for routing and tracking requests to obtain specific levels of service and/or approval using County-approved software.

4. **POLICY:** It is the policy of the County to operate under a balanced budget. This budget shall be approved by the BOC at its annual meeting (after September 14 but before October 16) unless otherwise authorized by the BOC.

4.1 Debt or other obligations shall not be entered into unless approved by the BOC and consistent with applicable law(s) and/or County policy.

4.2 Total expenditures within an activity shall not be made in excess of the

amount authorized in the budget unless the necessary adjustments have been authorized.

- 4.3 Funds may not be applied or diverted for purposes inconsistent with the appropriations.
- 4.4 Cost Allocation Plan (CAP): To the extent practicable, all non-General Fund department budgets shall include an expenditure line for the CAP.
 - 4.4.1 Unless CAP costs are disallowed by the funding source, or capped at a specific dollar amount or rate, all applications for new grant programs shall include a CAP expense equal to ten percent of the program's total expenditure budget.
 - 4.4.1.1 Once the grant is listed in the CAP document, the actual CAP costs shall be used in the grant budget.
 - 4.4.2 Unless CAP costs are disallowed by the funding source, all grant renewal applications shall include a CAP expense.
 - 4.4.3 The CAO may approve a phased-in approach for CAP costs, in cases where grants would experience programmatic challenges caused by the addition of the full CAP amount.
 - 4.4.3.1 The first year shall use ten percent of the CAP cost, with ten percent added in succeeding years, until such time as the full CAP is budgeted.
- 4.5 Comp Time and PTO Payouts: The payouts shall be appropriated from the PTO Liability Fund and shall be cost allocated to the applicable budgetary center either through the annual Cost Allocation Plan or other method.
- 4.6 Reimbursement of Personal Expenditures While Performing County Business
 - 4.6.1 Mileage: The County's mileage reimbursement rate shall equal the IRS rate, providing a County owned vehicle is not reasonably available for use.
 - 4.6.1.1 This policy applies to elected officials, employees, volunteer drivers, and interns.
 - 4.6.1.2 Supervisors are responsible for optimizing the use of County vehicles. If a County-owned vehicle is available, but a personal vehicle is used, the reimbursement rate shall be 60% of the IRS rate. Full IRS rate reimbursement for use of a personal vehicle shall be allowed in the limited instances that a supervisor has determined that the use of a personal vehicle is more cost effective than use of a County vehicle or in cases where an employee may have accessibility needs that cannot be appropriately met through the use of a county owned vehicle.
 - 4.6.1.3 When using a personal vehicle, mileage is measured from the closer of the duty station or point of departure to the destination and return.

- 4.6.1.4 When considering travel, the least-costly travel method should be used. When traveling out of state the total cost of mileage reimbursement shall not exceed the published lowest airfare rate for the same trip unless authorized by the CAO.
- 4.6.2 Meals: Meals while traveling on authorized County business are reimbursable expenses (if paid by the traveler) or allowable expenses (if paid by County funds) on the basis of actual expenses incurred, as supported by itemized receipts, subject to the following guidelines and limits:
 - 4.6.2.1 Reimbursement amounts shall conform to the current State of Michigan "In-State All Other" rates. As of January 1, 2021, those rates are:
 - \$8.50 breakfast
 - \$8.50 lunch
 - \$19.00 dinner
 - 4.6.2.2 Meals that are included in registration fees, or that are supplied as part of a meeting, are not eligible for reimbursement.
 - 4.6.2.3 In the event an employee may travel for a duration and time commensurate with multiple meal reimbursements, the amount expended per meal is left to the employee's discretion. However, reimbursement shall be limited to the combined total of the applicable published meal rates of the eligible meals per day.
 - 4.6.2.3.1 Combined meal reimbursement requests shall require additional documentation, such as a conference or training agenda or proof of travel to demonstrate eligibility.
 - 4.6.2.3.2 Alcohol is not eligible for reimbursement.
- 4.7 Budgeted funds in the following line items are not available for reallocation by the budgetary center unless approved by the CAO or as approved by the BOC:
 - 701.00.00 through 726.99.9 – Salaries/Wages/Benefits
 - ~~748.00.00~~ 865.000 – Gas, Oil, Grease & Antifreeze
 - 810.01.00 – Legal-Court Appt./Other Legal (except as outlined in Administrative Order No.1998-5 - Chief Judge Responsibilities; Local Intergovernmental Relations)
 - 920.00.00 – Public Utilities

4.8 Elected Officials and Chief Deputies Salaries shall be calculated using the following parameters:

	<u>Parameters</u>
<u>Clerk-Register</u>	<u>20% above Chief Deputy</u>
<u>Chief Deputy County Clerk</u>	<u>13% above the combined average of the top step of their</u>

<u>Chief Deputy Register of Deeds</u>	<u>highest supervised</u>
<u>Drain Commissioner</u>	<u>20% above Chief Deputy</u>
<u>Chief Deputy Drain Commissioner</u>	<u>13% above the combined average of the top step of their highest supervised</u>
<u>Prosecuting Attorney</u>	<u>Market-based</u>
<u>Chief Prosecuting Attorney</u>	
<u>Sheriff</u>	
<u>Undersheriff</u>	<u>5% above Captains</u>
<u>Treasurer</u>	<u>20% above Chief Deputy</u>
<u>Chief Deputy Treasurer</u>	<u>13% above the combined average of the top step of their highest supervised</u>

4.84.9 Expenditures shall always be expensed to the appropriate line item regardless of available funds within that specific line item.

4.94.10 No payment shall be released if an activity is over budget except as authorized by the BOC.

4.104.11 Budget Amendments: The CAO is authorized to perform budget adjustments that are necessary to carry out the General Fund Surplus Distribution process.

4.10.14.11.1 As soon as a Budgetary Center identifies the potential for an activity to exceed its overall budget and/or a line item(s) to be materially over budget the CAO shall be notified promptly and a plan to address such occurrence shall be recommended to the CAO.

4.10.24.11.2 The CAO is authorized to make budget transfers between activities within a fund, between funds and between line items within an activity or any combination thereof in accordance with the established thresholds (Appendix 6.D) as long as no additional appropriation is required from fund balance.

4.10.34.11.3 The CAO shall maintain a list of any potential budget overages that may require adjustment and shall provide a copy of said list to the BOC no less than quarterly. Said list shall identify whether an adjustment has been made or will be recommended at a later date.

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4.10.44.11.4 The CAO shall recommend necessary adjustments to BOC when such adjustments exceed his or her authorized thresholds (Appendix 6.D).

4.10.54.11.5 Amendments to the approved budget (General Appropriations Act) shall not cause estimated total expenditures, including any accrued deficit, to exceed total estimated revenues, including any available surplus.

4.11.12 Capital and other projects: Consistent with the Uniform Budgeting Act, the CAO is authorized to prepare and recommend a capital improvement program as part of the annual budget, outlining both current and future capital projects. Unless stated elsewhere within this policy, any capital or other projects shall be budgeted for and managed by the provisions within this section.

4.11.14.12.1 The annual program shall be driven by the Capital Improvement Plan.

4.11.14.12.1.1 The Plan shall forecast capital projects and expenditures for the next 15 years. The Plan shall be maintained on an ongoing basis, and shall undergo a comprehensive review and update every 5 years, culminating with a new 15 year forecast window.

4.11.14.12.1.2 The Capital Improvement Plan shall show projects in the general order of the BOC's priority. Those priorities are:

4.11.14.12.1.2.1 Safety and Security: Item(s) that present an immediate or impending safety and security concern. These could be new, repairs or replacements;

4.11.14.12.1.2.2 Repair and maintenance: Item(s) that are in a state of disrepair or require maintenance to be performed to continue functioning at acceptable levels within its identified life cycle;

4.11.14.12.1.2.3 Replacement Plan: Item(s) identified within an existing replacement plan as a proactive measure to minimize unexpected disruption of services as the item approaches its end of life cycle.

4.11.14.12.1.2.4 New Capital Requests/Strategic Initiatives: Approval of these items may carry operational increases or may increase one of the other categories above to maintain the level of service generated by its acquisition.

4.11.24.12.2 Budgetary Centers shall complete a Project Scoping Form in order for the project to be eligible for consideration of funding and resource allocation.

4.11.34.12.3 Funds for capital and non-capital projects are generally budgeted within and/or appropriated from the Capital Improvements Program (CIP) Fund (~~2450401~~) or within a designated fund established within a Special Revenue Fund. A separate activity for each project shall be established once funds are officially requested

and appropriated for the project.

4.11.44.12.4 The capital improvements program shall show projects in the general order of the BOC's priority for a period of fifteen (15) years.

4.11.54.12.5 Capital projects shall be budgeted on a project basis. Any remaining funds after a capital project is completed shall not be available for use unless re-appropriated by the BOC. Surplus funds from each project shall revert back to the CIP fund from which the project funds were appropriated to fund other projects. For example: A new lawn mower has been approved with an estimated cost of \$15,500. The actual cost was \$14,500. The remaining \$1,000 of the budgeted amount would revert back to the CIP fund from which the project was funded, unless otherwise approved by the CAO and/or BOC subject to the established threshold (Appendix 6.D).

4.11.64.12.6 If a project extends past the fiscal year from which the original budget was established, departments shall request funds to be carried over and budgeted in the following year (using the same fund and account number) less any expenses already incurred. Absent a request for carry over, funds may be reallocated and/or removed from the project.

4.124.13 General Fund (GF):

4.12.14.13.1 Zero Dollars (\$0) shall be budgeted in a specific line item to be applied to the GF reserves.

4.12.24.13.2 GF Surplus Distribution: Following the annual financial audit, a GF budget surplus identified from the preceding fiscal year shall be distributed in the following manner:

4.12.2.14.13.2.1 The GF fund balance shall be allocated that portion of the surplus that would maintain the GF fund balance as shown in Appendix 6.A;

4.12.2.24.13.2.2 If the conditions in the preceding paragraph are met, then an allocation from the remaining annual General Fund surplus shall be transferred to the Budget Stabilization Fund to maintain that fund as shown in Appendix 6.A;

4.12.2.34.13.2.3 If the conditions in the two preceding paragraphs are met, then an allocation from the remaining surplus shall be transferred to the PTO Liability Fund to maintain the fund as shown in Appendix 6.A;

4.12.2.44.13.2.4 If the conditions in the three preceding paragraphs are met, then one hundred percent (100%) of the balance of the remaining annual budget surplus shall be transferred to the Liability Sinking Fund (2590).

4.12.2.54.13.2.5 Budget adjustments that are necessary to carry out the provisions contained within this GF Surplus Distribution section shall be prepared and performed at the time of the distributions, and reported to the Board in accordance with the Budget Adjustments section of this policy.

~~4.12.34.13.3~~ Deficit. If it is determined that current year revenues plus transfers-in may not be sufficient to cover current year expenses plus transfers-out, operating expenses shall be reduced or an appropriation from fund balance shall be made so that total expenses plus transfers out equal total revenues plus transfers in.

~~4.12.3.14.13.3.1~~ If the GF fund balance is below the designated level as shown in Appendix 6.A the BOC may choose to budget funds specifically to increase the fund balance.

~~4.12.3.24.13.3.2~~ If the fund balance falls below five percent (5.0%) of the total GF Expense Budget then funds shall be transferred from the PTO Liabilities Fund (2580) to restore the GF fund balance to its level as outlined in Appendix 6.A.

~~4.12.44.13.4~~ GF Contingency. The GF Contingency account shall be established at an amount not to exceed two percent (2%) of the total General Operating Fund expense budget excluding budgeted fund balance.

~~4.12.54.13.5~~ The General Fund shall advance a total of \$250,000 to the Drain Revolving Fund, to be recorded as a Long-Term receivable.

~~4.134.14~~ Special Revenue Fund (SRF):

~~4.13.14.14.1~~ Deficit. Unless otherwise stated within this policy, if it is determined that current year revenues plus transfers-in may not be sufficient to cover current year expenses plus transfers-out within an SRF, operating expenses shall be reduced to equal projected revenues or an appropriation from the SRF's fund balance or other appropriate fund balance (subject to approval by the BOC) shall be made so that total expenses plus transfers-out equal total revenues plus transfers-in.

~~4.13.24.14.2~~ Parks (Fund 2080)

~~4.13.2.14.14.2.1~~ Cell Tower Revenue: Cell Tower Revenue shall be budgeted as a revenue to the Parks Fund, to be utilized towards Parks repairs and maintenance.

~~4.13.34.14.3~~ Central Dispatch (Fund 2110).

~~4.13.3.14.14.3.1~~ Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

~~4.13.3.1.14.14.3.1.1~~ If the conditions in the preceding paragraph are met, any remaining operational fund balance shall be transferred to a restricted fund balance account to be used to supplement revenue shortfalls outlined in the 17 year projection model where surcharge revenues are not sufficient to meet projected expenses, unless otherwise directed by the BOC.

~~4.13.3.24.14.3.2~~ As surcharge funds are received the operational portion

shall be received into the operational fund and the capital portion received into the Central Dispatch Capital Projects Fund.

~~4.13.3.34.14.3.3~~ 4.13.3.4.14.3.3 Surcharge. Since the main source of operating revenue for Central Dispatch is received through the collection of a monthly surcharge on any device with the ability to access 911, the calculated monthly surcharge shall be presented to the BOC utilizing the formula in Appendix 6.B:

~~4.13.3.44.14.3.4~~ 4.13.3.4.14.3.4 Capital. There shall be a separate capital fund established for Central Dispatch.

~~4.13.3.4.14.14.3.4.1~~ 4.13.3.4.14.14.3.4.1 Funding for approved capital projects shall be funded through a monthly surcharge.

~~4.13.3.4.24.14.3.4.2~~ 4.13.3.4.24.14.3.4.2 Capital projects shall be divided into three (3) categories based on the number of years to complete the project.

Short term projects	1-5years
Mid-term projects	6-10 years
Long-term projects	over 10 years

~~4.13.3.4.34.14.3.4.3~~ 4.13.3.4.34.14.3.4.3 The monthly surcharge needed to fund capital projects shall be determined by using the formula in Appendix 6.B.

~~4.13.44.14.4~~ 4.13.44.14.4 Child Care Fund (Fund 292~~4~~)

~~4.13.4.14.14.4.1~~ 4.13.4.14.14.4.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

~~4.13.4.1.14.14.4.1.1~~ 4.13.4.1.14.14.4.1.1 100% shall be transferred to the Youth Home CIP fund (~~2465492~~) and designated as Child Care Buildings & Infrastructure fund projects.

~~4.13.54.14.5~~ 4.13.54.14.5 Senior Services (Fund 29~~508~~)

~~4.13.5.14.14.5.1~~ 4.13.5.14.14.5.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess fund balance shall be used when a wait list for services exists, service capacity is available to meet those needs and funds are not available within the current annual approved operating budget. The funds shall be allocated in such a manner to reasonably ensure the increased service level is financially sustainable through the end of the term of the current authorized millage. The CAO is authorized to conduct a final review of such circumstances; direct the necessary budget adjustments to be made within the current fiscal year and report back any transfers made to the BOC.

~~4.13.64.14.6~~ 4.13.64.14.6 Health Department (Fund 221~~0~~)

~~4.13.6.14.14.6.1~~ 4.13.6.14.14.6.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as

follows:

4.13.6.1.14.14.6.1.1 100% shall be used to reduce current year transfers in from the general operating fund (or transferred back to the General Fund.)

4.144.15 Drain Funds (Funds ~~6010-801~~ and ~~80210~~)

4.14.14.15.1 To the extent that the Drain Revolving Fund has a positive cash balance, individual Drain Fund expenses may draw upon that Fund.

4.14.24.15.2 At the point that the Drain Revolving Fund has been depleted, individual Drain Funds may draw upon positive balances in other Drain Funds. The Drain Commissioner shall issue Notes that acknowledge the borrowing. The Drain Commissioner and Treasurer shall agree upon an interest rate that reasonably splits the difference between the cost of external borrowing, and the investment rate of return. Internal borrowing shall not be undertaken if both the borrowing and lending Drain Funds do not realize an interest rate benefit, compared to external borrowing and investing. At no time shall internal Notes exceed the Drain Funds' collective available cash balance.

4.14.34.15.3 At any time, the Drain Commissioner may choose to issue external debt in lieu of, or in addition to, the methods listed above.

4.154.16 Allocation of State Revenue Sharing (SRS) Funds

4.15.14.16.1 When the County has outstanding debt that is not matched by resources available in the Liability Sinking Fund, SRS shall be distributed in the following manner:

4.15.1.14.16.1.1 The first \$1,300,000 shall be receipted into the Capital Improvements Fund (Fund ~~2450401~~).

4.15.1.24.16.1.2 The next \$900,000 shall be receipted into the Liability Sinking Fund (Fund 2590).

4.15.1.34.16.1.3 SRS dollars received in excess of \$2,200,000 shall be distributed 60% to the Capital Improvements Funds and 40% to the Liability Sinking Fund.

4.15.24.16.2 When the County does not have outstanding debt, or when the County's outstanding debt is matched by the balance of the Liability Sinking Fund, 100% of SRS funds shall be receipted into the Capital Improvements Fund.

4.164.17 Responsibilities:

4.16.14.17.1 The CAO shall:

4.16.1.14.17.1.1 have final responsibility for budget preparation;

4.16.1.24.17.1.2 present the budget to the BOC;

4.16.1.34.17.1.3 have control of expenditures under the budget and the general appropriations act;

4.16.1.44.17.1.4 transmit the recommended budget to the BOC according to an appropriate time schedule approved by the BOC which shall allow adequate time for review;

4.16.1.54.17.1.5 accompany the recommended budget with a suggested General Appropriations Act Resolution to implement the budget;

4.16.1.64.17.1.6 ensure budgetary centers are provided the necessary forms through the annual budget process.

4.16.24.17.2 The BOC shall:

4.16.2.14.17.2.1 hold a public hearing as required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275 prior to final approval of the budget;

4.16.2.24.17.2.2 pass a general appropriations act, consistent with the uniform chart of accounts prescribed by the Department of Treasury, as formal approval of the budget for the General Fund and each Special Revenue Fund;

4.16.2.2.14.17.2.2.1 The general appropriations act (budget) shall:

4.16.2.2.1.44.17.2.2.1.4 state the total mills to be levied and the purpose for each millage levied (truth in budgeting act) consistent with the budget schedule (Appendix 6.C);

4.16.2.2.1.44.17.2.2.1.4 include amounts appropriated for expenditures to meet liabilities for the ensuing fiscal year in each fund;

4.16.2.2.1.44.17.2.2.1.4 include estimated revenues by source in each fund for the ensuing fiscal year;

4.16.2.2.1.44.17.2.2.1.4 The budgeted expenditures, including an accrued deficit, shall not exceed budgeted revenues, including available surplus and the proceeds from bonds or other obligations issued under the fiscal stabilization act, [Act 80 of 1981](#) MCL 141.1001 et al.).

4.16.2.34.17.2.3 determine the amount of money to be raised by taxation necessary to defray the expenditures and meet the liabilities of Allegan County for the ensuing fiscal year; shall order that money to be raised by taxation is within statutory and charter limitations; and shall cause the money raised by taxation to be paid into the funds of Allegan County (Appendix 6.A).

4.16.34.17.3 The leader of each budgetary center shall:

4.16.3.14.17.3.1 provide necessary information to the CAO for budget preparation;

4.16.3.24.17.3.2 be responsible for managing their budget consistent with all applicable policies, laws and best practices.

4.174.18 Grants: Application, acceptance and use of any Grant shall be consistent with the nature of the County's Services and Programs, Strategic Goals and internal controls, and subject to the approval of the Board of Commissioners or CAO pursuant to Appendix 6D Grants, and shall be submitted utilizing the Work Order/Request For Action (RFA) process.

4.17.14.18.1 Requirements:

4.17.1.14.18.1.1 Service Area Leadership must designate an individual to serve as the Program Manager. The Program Manager and Grants

Coordinator are responsible to complete the Grant requirements contained within this section and the Grants Management Procedures.

~~4.17.1.24~~.18.1.2 A Work Order/RFA shall be completed by the Program Manager and/or the Grants Coordinator for the Grant application or renewal for the purpose of document tracking. The Work Order/RFA will be used to obtain the required review and recommendation from the Executive Director of Finance or his/her designee before consideration by County Administration.

~~4.17.1.34~~.18.1.3 All Grants require application approval and award approval from the BOC and/or the County Administrator; reference Appendix 6.D to determine the level of approval needed.

~~4.17.1.44~~.18.1.4 All Grant requests must allow sufficient time for consideration and approval.

~~4.17.1.4.14~~.18.1.4.1 Any Grant requiring BOC approval will need to be added to the BOC meeting agenda. Agenda items must be submitted to County Administration in the timeframe outlined in the BOC Rules of Organization.

~~4.17.1.4.24~~.18.1.4.2 Any Grant requiring County Administrator approval must be submitted to County Administration allowing for a timeframe comparable to the BOC approval process outlined in the BOC Rules of Organization.

~~4.17.1.4.34~~.18.1.4.3 Ongoing Grants should be renewed, whenever possible, through the annual budget process, therefore not requiring additional BOC approval.

~~4.17.1.4.44~~.18.1.4.4 If the Grant application deadline does not allow sufficient time to obtain the appropriate level(s) of approval, the County Administrator may approve Grant applications in such emergency situations and report to BOC.

~~4.17.1.54~~.18.1.5 The only authorized signatory on behalf of Allegan County is the County Administrator or BOC Chairperson, unless otherwise designated by the BOC and/or the County Administrator. This designation, if appropriate, can be requested in the Work Order/RFA.

~~4.17.1.64~~.18.1.6 All Federal Grant spending must follow the Federal guidelines for allowable and unallowable costs as outlined in the Federal Register. Allegan County shall maintain a current membership in System for Award Management (SAM) to ensure the County's eligibility to apply for Federal grants.

~~4.17.1.74~~.18.1.7 Eligible Grant expenditures must follow both the purchasing requirements as outlined within the Grant documents and the County's Purchasing Policy. If there is conflict between these requirements, the Grant document requirements would supersede the Purchasing Policy.

~~4.17.1.84~~.18.1.8 All Federal Grant funding expended shall be reported on the Schedule of Expenditures of Federal Awards (SEFA) in the annual Single Audit filed with the appropriate State and Federal agencies.

~~4.17.1.94~~.18.1.9 Unless otherwise authorized by BOC, any position funded by a Grant shall be considered coterminous with Grant funding.

~~4.17.1.104~~.18.1.10 Each Grant must have clearly outlined objectives and

desired outcomes which will be used to measure Grant performance. Grant closeout information, both financial and programmatic, must be reported back to County Administration after conclusion of Grant.

4.184.19 Donations and Surplus Programs:

4.18.14.19.1 Acceptance and use of any donation (money, goods or services) shall be consistent with the nature of the County's Services and Programs, Strategic Goals and internal controls and subject to the approval of the Board of Commissioners or CAO pursuant to Appendix 6.D and shall be submitted utilizing the Work Order/(RFA) process.

4.18.24.19.2 Service Areas anticipating receipt of donations (or expecting to solicit donations through fundraising efforts), and expecting to use or expend donations (other than receiving monetary donations as a general revenue), on an ongoing basis shall develop a Donation Plan to be submitted to the CAO.

4.18.34.19.3 The Plan shall include the appropriate financial structure to support the transactions within or beyond a given fiscal year.

4.18.44.19.4 Unless otherwise approved through a Donation Plan, consistent with Appendix 6.D, or permitted within Board of Commissioners approved policy, donations of 1) money for a restricted purpose, 2) goods or 3) services, shall not be accepted.

4.18.54.19.5 Donations from service providers currently doing business with the County, having done business with the County in the last 12 months or likely to do business with the County in the next 12 months are specifically prohibited. Infrequent and de minimis that are generally made available to a broader audience and therefore not an influential factor in decision making processes (e.g. product samples, conference trinkets, holiday greetings) shall not be considered donations.

4.18.64.19.6 Donations as Recognition/Appreciation – Services Areas (not individuals) may receive donated goods as recognition/appreciation to the extent such is infrequent and de minimis, Example 1, perishable/consumable items such a food in recognition of service or working lunches (e.g. pizza, desserts, etc.) Example 2, token items of appreciation generally valued under \$100 (e.g. service area plaques, photos, inspirational decorations).

4.18.74.19.7 Once approved for acceptance the Service Area receiving the donation shall acknowledge and express thanks to the donor(s) on behalf of the County.

4.18.84.19.8 Monetary Donations - Unless otherwise approved as part of a Donation Plan or approved consistent with the thresholds in Appendix 6.D, monetary donations shall be considered and treated as all other revenue, offsetting existing expenditures, and not carried over into a subsequent fiscal year.

4.18.94.19.9 All monetary donations must be handled in accordance with the Treasurer's Receiving Policy. Service Areas shall not accept any donation that places restrictions on how/whether the money is to be received.

4.18.104.19.10 Service Areas expecting to receive monetary donations as a revenue to offset existing expenditures on a regular basis shall include estimates of donation revenue in the annual budget process.

4.18.114.19.11 Goods Acquired through Government Surplus Programs or

through Donation: Eligible Service Areas may participate in Government Surplus Property Grants, such as the Federal 1033 Program or may receive donated goods subject to the following requirements:

~~4.18.11.14~~4.19.11.1 All goods which have been approved through the County's Capital Improvement Plan (CIP) and/or Annual Budget/Operational Plan may be acquired, with appropriate review or approval at the time the items are available.

~~4.18.11.24~~4.19.11.2 In determining review/approval levels, the estimated replacement value of an item shall be utilized and not the temporary ownership cost.

~~4.18.11.34~~4.19.11.3 Notwithstanding the value of an item, any items in consideration to be acquired shall undergo the appropriate review/approval consistent with county policy and operational support standards prior to acquisition. Example 1, technology items (e.g. laptops, portable electronic devices, printers, software, etc.) shall be reviewed in advance by Information Services.

~~4.18.11.44~~4.19.11.4 Example 2, facility items (e.g. furniture, appliances, etc.) shall be reviewed in advance by Facilities Management. Example 3, vehicles shall be reviewed in advance by Transportation.

~~4.18.11.54~~4.19.11.5 Service Areas may acquire surplus or donated goods valued up to \$500 and considered to be general operating goods for the nature of work performed by that Service Area.

~~4.18.11.5.14~~4.19.11.5.1 In cases where a good becomes available that has not been approved through an existing plan, exceeds the value of \$500 and is identified as needed, the item may be reserved for 14 days and submitted for consideration, consistent with the value thresholds in Appendix 6.D (operational/capital purchases).

~~4.18.11.5.24~~4.19.11.5.2 The Service Area shall maintain and furnish the CAO with access to all agreements, records, and property inventory for all items related to this program.

4.19.4.20 Budget Preparation: The CAO shall prepare and present a balanced recommended budget based on the following information collected from each budgetary center. Information shall be submitted to the CAO and presented to the BOC by the CAO consistent with the annual budget schedule (Appendix 6.C):

4.19.14.20.1 Goals & Objectives. This shall be prepared by each Budgetary Center Leader for each activity for which they have budgetary responsibility.

4.19.24.20.2 Core Service Expense/Revenue Budget. Based on the current year budget, Budgetary Centers shall provide a line item cost breakdown (expenses and revenues) for each core service including:

4.19.2.14.20.2.1 Actual expenditures/revenue for the most recently completed fiscal year;

4.19.2.24.20.2.2 Projected expenditures/revenue for the current fiscal year (to be arrived at by using actual expenditures to date and projecting expenditures to the end of the fiscal year);

4.19.2.34.20.2.3 An estimate of the expenditures/revenue for the next five fiscal years;

4.19.2.44.20.2.4 The projected Maintenance of Effort (MOE) required to maintain external funding sources, if applicable.

4.19.34.20.3 Personnel Costs.

4.19.3.14.20.3.1 Status Quo Personnel Costs. A report shall be compiled and reviewed by each Budgetary Center which outlines each position currently budgeted and the total compensation attached to each position.

4.19.3.24.20.3.2 Personnel Changes. Position change requests shall be prepared utilizing the appropriate forms by the Budgetary Center Leader and submitted as part of the budgeting process.

4.19.44.20.4 Operational Requests. Operational requests shall consist of a Budgetary Center's operational line items 727.00.00 through 969.99.99.

4.19.54.20.5 Capital Requests. A 15-year capital plan shall be presented to the BOC as part of the budget process.

4.19.64.20.6 Grants. A Grants Master list shall be provided and contain, the Budgetary Center, Grant Name, Grant Purpose, # of Years the County has had the Grant, Grant Source, Anticipated Award, Local Match, Budget, \$ Breakdown of Funding Source, % Breakdown of Funding Source.

4.19.74.20.7 Fees. A county wide fee schedule shall be provided.

4.19.7.14.20.7.1 Fees must exhibit the following characteristics:

4.19.7.1.14.20.7.1.1 A user fee must serve a regulatory purpose rather than a revenue generating purpose.

4.19.7.1.24.20.7.1.2 A user fee must be proportionate to the necessary costs of the service or commodity, and imposed on those benefiting from the right/service/improvement supported by the fee.

4.19.7.1.34.20.7.1.3 A user fee is voluntary in nature as opposed to being compulsory.

4.19.7.24.20.7.2 The following categories shall be considered when calculating the cost of services:

4.19.7.2.14.20.7.2.1 Direct Salaries, benefits and allowable departmental expenditures.

4.19.7.2.24.20.7.2.2 Departmental Overhead Departmental administration / management and clerical support.

4.19.7.2.34.20.7.2.3 County-wide Overhead Central service costs such as payroll, human resources, budgeting, county management, etc. Often established through a cost allocation methodology or plan (In this case, the County provided these costs).

4.19.7.2.44.20.7.2.4 Cross-Departmental Support Costs associated with review or assistance in providing specific services. For example, costs associated with the Planning Department's review of construction plans.

- 4.19.7.34.20.7.3 The following methodology shall be used when calculating fees:
- 4.19.7.3.14.20.7.3.1 Total costs minus dedicated revenue equals net cost
 - 4.19.7.3.24.20.7.3.2 Net cost divided by number of hours equals net hourly rate
 - 4.19.7.3.34.20.7.3.3 Net hourly rate times number of hours to perform service equals net cost per service
 - 4.19.7.3.44.20.7.3.4 Net cost per service times percent of user support equals user fee
 - 4.19.7.3.54.20.7.3.5 User fee plus other revenue = net cost per service

- 4.19.7.44.20.7.4 The percent of user support shall be governed by the following schedule:
- 4.19.7.4.14.20.7.4.1 Benefit Level 1 - Services that Provide General “Global” Community Benefit: 25% cost recovery
 - 4.19.7.4.24.20.7.4.2 Benefit Level 2 - Services that Provide Both “Global” Benefit and also a Specific Group or Individual Benefit: 50% cost recovery
 - 4.19.7.4.34.20.7.4.3 Benefit Level 3 - Services that Provide a Primary Benefit to an Individual or Group, with less “Global” Community Benefit: 100% cost recovery
 - 4.19.7.4.44.20.7.4.4 Unless otherwise prohibited by law, non-profit users (501(c)(3) organizations, schools, churches, and governments) shall receive a 25 percent discount of the calculated fee.

4.20.4.21 The CAO shall ensure the recommended balanced budget contains the following:

- 4.20.14.21.1 All funds (including but not limited to the General Fund and all Special Revenue Funds) shall be presented based on balancing revenues (including transfer-ins) to expenses (including transfer-outs) excluding beginning and ending fund balances.
- 4.20.24.21.2 Beginning and ending fund balance for each fund for each year;
- 4.20.34.21.3 An estimate of the amounts needed for deficiency, contingent, or emergency purposes;
- 4.20.44.21.4 Budget Summary. An overview of key recommendations and/or decisions made relative to the final recommended balanced budget shall be included in a summary document to emphasize such information that may not be easily interpreted from the numeric data (example: wage adjustment %.) Such summary may include other data relating to fiscal conditions that the CAO has used in the budget development and considerations that may be useful in analyzing the future financial needs of Allegan County.
- 4.20.54.21.5 While line item detail is presented to the BOC throughout the

budget preparation process, the final recommended balanced budget and the final adopted budget shall be activity based.

5. REFERENCES:

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

6. APPENDICES:

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

APPENDIX 6.A
Table of Minimum Fund Balances

Fund Title	Fund #	Types of Uses	Minimum Threshold	Distribution of Funds in Excess of Minimum Threshold and Other Transfers
General	1010	General County Operations	Fund Balance – 11% of G. F. expense budget	Refer to Budget Policy text
Budget Stabilization	2570 102	May be used to cover a General Fund deficit, to prevent a reduction in services, to cover expenses of a natural disaster and more	Maximum allowed by statute	Refer to Budget Policy text
PTO Liability	25802	To fund the accrued liabilities of personnel (i.e. PTO, post-employment benefits, etc.)	Fully fund the PTO Liability per the most recent financial audit	Refer to Budget Policy text
Delinquent Tax Revolving	65160	Monies are used for the settlement of delinquent taxes with the local taxing units. The county purchases the delinquents taxes from the local units. Currently this is about \$7 million each year	The annual debt service payment for the Sheriff's Office and Corrections Center Bond shall be transferred to the Debt Service fund. Ending cash balance shall be a minimum of 115% of the prior year settlement	Transfer to the Liability Sinking Fund 2590
Tax Reversion	6200	Tax reversion funds account for the process by which delinquent property taxes are collected, or in lieu of collection, the process which governs the disposition of real property upon which property taxes remain unpaid.		\$200,000 shall be transferred to the General Fund as part of the annual budget
Central Dispatch	26140		Fund Balance – 10% of current year operating expenses. Capital Min - \$250,000 which shall be part of the surcharge formula. In the event the reserve may be utilized, in part or in whole, it shall be restored over a maximum of three years utilizing the capital surcharge formula.	

Commented [LN1]: State law no longer allows transfers out.

Child Care	292 4		Fund Balance – 5% of current year operating expenses.	
Senior Services	2950 8		Fund Balance – 10% of current year operating expenses.	
Health Fund	221 0		Fund balance shall be maintained at a level of 5% of the current year operating expenses or a percentage necessary to meet the annual requirements of the State's Maintenance of Effort (MOE), whichever is less.	
Sheriff's Dept Contracts for Service	280 7		10% of current year expenditure budget.	Transfer to the Liability Sinking Fund 2590
Sheriff's Dept Contracts for Service – Wayland	280 6	This fund/contract includes a vehicle lease <u>use</u> payment.	10% of current year expenditure budget, plus \$40 8 ,000 per leased vehicle.	Transfer to the Liability Sinking Fund 259 0
Local Government Revenue Sharing	2470 104		10% of current year revenue plus Additional \$20,000 reserved annually for DNR Trust Fund match, until \$100,000 is saved.	Transfer out to Parks fund to balance operating budget. Remaining fund balance may be utilized for Parks Capital and/or Economic Development Initiatives as approved by the BOC.

Commented [LN2]: Fund balance will be necessary to purchase County vehicles; currently, most units supply their own.

APPENDIX 6.B
911 Surcharge Formula

PAEB =	Projected Annual Expense Budget
OR =	Other Revenue (i.e. interest earned, training funds)
FBA =	Fund Balance Adjustment (from prior year audited financial statements)
TSNO =	Total Surcharge Needed For Operations
CMSO =	Current Monthly Surcharge Operations
AMD =	Average Monthly Devices [(((Total Surcharge January -> June)/January Monthly Surcharge)/6) + (((Total Surcharge July -> December)/July Monthly Surcharge)/6)]/2
SRJJO =	Surcharge Revenue January - June Operations
TSNJyDO =	Total Surcharge Needed July - December Operations
NMSJyDO =	New Monthly Surcharge July - December Operations
TCMS =	Total Capital Monthly Surcharge
TMSJyJ =	Total Monthly Surcharge July - June

Step 1) $(PAEB - OR) +/- FBA = TSNO$

Step 2) $(CMSO \times AMD) \times 6 = SRJJO$

Step 3) $TSNO - SRJJO = TSNJyDO$

Step 4) $(TSNJyDO/6) / AMD = NMSJyDO$

Step 5) $NMSJyDO + TCMS = TMSJyJ$

Capital Formula (TCMS):

- \$ amount of capital needed in YR 1 = CAP1
- $CAP1 / 12 \text{ months} / AMD = C1$

- \$ amount of capital needed in YR 2 = CAP2
- $CAP2 / 24 \text{ months} / AMD = C2$

- \$ amount of capital needed in YR 3 = CAP3
- $CAP3 / 36 \text{ months} / AMD = C3$

- Continue this pattern for fifteen (15) years or 180 months
- All items would be totaled to equal total capital monthly surcharge (TCMS)

APPENDIX 6.C
Annual Budget Schedule

BUDGET ITEM	BUDGET PROCESS	Due Dates
Budget Policy	BOC Approval	By 2 nd BOC of March
Budget Worksheets – <u>Operating Budgets; Personnel Requests; Capital Requests</u>	All worksheets due to County Administration for review and development of recommended balanced budget.	May 31
BUDGET:	Planning Session (draft)	2 nd Planning Session of August
	BOC Discussion (proposed)	1 st BOC of September
	BOC Approval (Move final)	2 nd BOC of September
	ADMINISTRATION submits public hearing notice in publication of general circulation	September 28 23
	Public Hearing appears in paper	Minimum 6 days prior to 1 st BOC of October
	BOC Adopts Final Budget (P.A. 156 of 1851 MCL 46.1), Public Hearing, adopt millage, and general appropriations act. Based on the Uniform Budgeting Act, the budget shall be passed prior to the ensuing budget year. Michigan treasury manual states 1-2 months prior to the end of the fiscal year as a recommended timeline.	1 st BOC of October
	ADMINISTRATION & Service Area – Elected Officials Salaries (Act 154 of 1879)	2 nd BOC of October

APPENDIX 6.D - Budget Policy

Request	Information	Directly to Board Action	Board Discussion	CA Final Approval (Report back to Board)
Grant	<ul style="list-style-type: none"> • Department Requesting • Name of Grant • Summary of Grant • Application/Acceptance • New/Renewal/Continuation • Amount of Grant (Not including Local Match) • Source of Grant Funds (% of allocation) • Type of Match (cash/inkind) • Amount/Description/Source of Match • Term of Grant • Does It Involve Personnel • Does It Involve On Going Operational Activities (recoverable?) • Admin fees • Equipment/ongoing costs • Does it effect other operations? • Contact info/Resp parties/ownership • Disposition • Changes in grant 	Renewals \$25,001+ (not approved through the budget process)	New Grants (not approved through the budget process) \$25,001+	<ul style="list-style-type: none"> • New grants under \$25,001 • New grants and renewals of grants approved through the budget process.
Donation	<ul style="list-style-type: none"> • Department Requesting • Name of Donor • Summary of Donation • Amount of Donation • Included or not included in Donation Plan • Does it affect other operations? • Contact info/Resp parties/ownership • Disposition 	Individual Donations \$25,001-\$100,000 to be used or expended in the current fiscal year.	Individual Donations valued \$100,001 or more to be used or expended in the current fiscal year. Donation plans of an ongoing nature and spanning multiple fiscal years. Any donation that relates to activities not generally funded through the Board approved budget.	Any monetary donation to be receipted as a general purpose revenue without resulting in additional expenditures. Individual donations under \$25,001 to be used or expended in the current fiscal year and is consistent with activities generally funded through the Board approved budget.
Purchase Operational (Budgeted)	<ul style="list-style-type: none"> • Department • Item(s) • Total Bid Price • Budgeted (yes/no) • # of Bids Sent/Received • Prebid or qualifications • Tabulation Sheet • Recommendation of Award • Where it was advertised • Equipment/Service/Supplies • Contact Info/Resp parties/ownership 	\$25,001-\$100,000 budgeted	\$100,001+ budgeted All non budgeted purchases	<ul style="list-style-type: none"> • Budgeted County direct purchases under \$25,001 • Emergency Purchases • Budgeted reverse auction purchases of any amount • Budgeted cooperative agreement purchases of any amount
Purchase Bud. Cap		\$50,001-\$100,000	<ul style="list-style-type: none"> • \$100,001+ budgeted • All non budgeted purchases 	<ul style="list-style-type: none"> • Budgeted capital under \$50,001 • Emergency Purchases • All budgeted reverse auction purchases • All budgeted cooperative agreement purchases
Contract	<ul style="list-style-type: none"> • Parties • Duration • Amount • Purpose • Dept Contact 		New Contracts \$25,001+	<ul style="list-style-type: none"> • Budgeted ongoing renewals • All contracts under \$25,001
Budget Adjustments	<ul style="list-style-type: none"> • Department • Fund, Activity, Account • Amount • Revenue/Expense • Explanation/Description 	\$25,001-\$100,000	<ul style="list-style-type: none"> • \$100,001+ • transfers from Fund Balance 	<ul style="list-style-type: none"> • Line items moves within an activity • Year End Adjustments (Jan-Mar) • Adjustments/transfers under \$25,001 (between activities and between funds) already included in policy
Personnel	<ul style="list-style-type: none"> • Backfilling Positions • RFA • Position Review Form • Budget Status Report • Position Changes • RFA • Summary of request • Cost analysis of request • Expenditure Status Report 		<ul style="list-style-type: none"> • Non-budgeted changes • New positions • Compensation changes 	<ul style="list-style-type: none"> • Filling existing budgeted unchanged positions • Creation of and/or changes to Irregular Part-Time and/or temporary positions within budget • Budget neutral changes in positions or changes resulting in reduced expenditures of budgeted positions

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

PARKS & RECREATION—AWARD WEST SIDE PARK BEACH ARCHITECTURAL SERVICES/PHASE I

WHEREAS, a Request for Proposal was released and bids were evaluated; and

WHEREAS, ideas from stakeholders were compiled regarding design concepts and it was confirmed that these concepts were incorporated within the bid proposal.

THEREFORE BE IT RESOLVED the Board awards Phase I Conceptual Design of the West Side Park to Abonmarche Consultants, Inc., 95 West Main Street, Benton Harbor, MI 49022 for a cost not to exceed \$12,500; and

BE IT FURTHER RESOLVED that the funds for this project shall be expended from Parks Fund Fund Balance (208); and

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



ALLEGAN COUNTY
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: 207032

Date: 10/28/2021

Request Type Purchases - Capital Budget Select a Request Type to reveal and complete required form.
Department Requesting Parks
Submitted By Valdis Kalnins on behalf of Brandy Gildea
Contact Information bgildea@allegancounty.org

Item(s):

Phase I Conceptual Design and Estimate of Cost for West Side County Park to restore beach access and lake viewing.

Total Bid Price \$12,500.00

Budgeted? Yes No

No. Bids Sent 7.00

No. Bids Received 2.00

Prebid or Qualifications:

None

Recommendation of Award:

Abonmarche Consultants, Inc.

Equipment / Service / Supplies:

\$12,500 is cost for architect/engineer to complete Phase I - Conceptual Design and Estimate of Project Cost for West Side County Park to restore beach access and lake viewing. Scope of work allows for, and pricing provided includes costs for, additional phases (Grant Application, Construction Drawings and Specifications, Bidding Assistance and Construction Administration) if project is approved to proceed beyond the planning stage. Total architectural / engineering costs if all Phases are completed is expected to be \$44,200 plus \$550 per site visit to provide Construction Administration.

Where it was advertised • RFP posted to www.allegancounty.org and invitations to bid sent to 7 known vendors

REMINDER - Include Tabulation Sheet

BID PRESENTATION FOR PROJECT #:**1016-21A**

Date: 10/28/2021

Project Name:

West Side Park Beach Access

Advertised: County website and invitations to bid

Service Area:

Parks

of Firms Invited to Bid: 7

Budgeted Amount:

\$ 25,000.00

in West Michigan: 6

Bid Amount: (Phase I)

\$ 12,500.00

in Allegan County: 0

Difference:

\$ 12,500.00

Mandatory Pre-bid Meeting: no

Over/Under Budget

UNDER

of Pre-bid Meeting Attendees: Not Applicable

Evaluation Team:

Brandy Gildea; Valdis Kalnins

of Bids Received: 2

Award Recommendation:

Abonmarche Consultants, Inc.

Award Criteria:

Cost is negligibly higher and very comparable to low bidder; Company appears to have more experience designing for dune environments and greater depth in staffing and expertise for this particular project.

References supplied and checked?

Yes

[Debarred party?](#)

No

VENDOR TABLE	Vendor 1	Vendor 2
Company Name	Abonmarche Consultants, Inc.	MCSA Group, Inc.
Company Address1	95 West Main Street	529 Greenwood Ave SE
Company Address2		
City, State, Zip	Benton Harbor, MI 49022	Grand Rapids, MI 49506

COST TABLE		
Phase I - Conceptual Site Plan and Cost	\$ 12,500.00	\$ 11,000.00
Phase II - Initial Grant Application	\$ 3,000.00	\$ 3,500.00
Phase III - Construction Drawings and Specs	\$ 21,000.00	\$ 17,500.00
Phase III - Bidding and Bid Evaluation	\$ 2,200.00	\$ 3,000.00
Phase IV - Construction Administration	\$ 5,500.00	\$ 8,000.00
TOTAL	\$ 44,200.00	\$ 43,000.00
Phase II - Cost per Additional Grant Application	\$ 1,000.00	\$ 1,500.00
Phase IV - Construction Admin - Cost per Site Visit	\$ 550.00	\$ 500.00



ALLEGAN COUNTY
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: 209-096

Date: 12/9/21

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

Description

This work order is information and discussion only. No board action is required at this time.

As requested from the BOC 2021 Strategic Plan.

Board Priority Project from the 2021 Strategic Plan: Service Level Assessment: Recreation and Wellness

"Parks and Recreation – The current Parks plan does not expire until the end of 2024. As such, it was recommended the Citizen Survey and all of the Parks related comments from the Board Input Survey be referred to the Parks Department and Parks Advisory Board for evaluation of the current Parks plan. Recommendations may be formed for the Board’s consideration in the form of changes to the Parks plan to address the survey results, including recommendations for funding."

The review was completed by the Parks Advisory Board and the information below was the result of that review.

The next steps is for Parks to bring an official request to future BOC meetings on items #1 (Lease & Manage Trowbridge Dam property located on 26th) & #2 (West Side Park Beach Access – part 1 engineering) of the list below. The rest of the items on the list would be completed as funding becomes available.

Over this past year the parks board has taken the following steps to complete this.

Step 1: Review Feedback from Citizen Survey and Board of Commissioners Survey on improvements for Parks and Recreation including campgrounds. Feedback included:

Citizen Survey -

- Paths and walking trails
- Recreation opportunities
- Recreation programs

Board of Commissioner Survey -

- Quality of the Lake Michigan shoreline Access to county and state park
- Trails & biking
- Recreation activities for people who choose to live here
- Ability to provide more outdoor recreational opportunities is essential
- Restore access to the beach at west side park
- Accept the proposed park at 26th street Trowbridge dam
- Site improvements Silver Creek and Ely lake Campgrounds
- Trails, Parks, and water access
- Consider the work to include campground improvements, so that beginner campers, and glampers, feel welcome.
- Walking trails available throughout the year

Step 2: Discuss updates to current Goals and Objectives. Review and update information on action plans for County owned and operated Parks listed in Recreation Plan. Recommended changes and/or additions to Recreation Plan including recommended additions to the Park System.

After reviewing all items in step 2 over the past several Parks Advisory Board meetings the 1st priority was identified. A motion was made by Brown, seconded by Langeance:

The Parks Advisory Board has no changes to the current recreation plan and recommends the BOC work with Trowbridge Township for assistance (funding), negotiate with the DNR to lease the Trowbridge Dam property located on 26th Street, and add it to the County Parks system. The motion carried by roll call vote. Yes -5, No -0, Absent -4


The Parks Advisory Board reviewed the improvement projects listed in the current Recreation Plan. They developed a list of priority projects that meet the goals and objectives of the current Recreation Plan and the feedback from the Citizen Survey and Board Input Survey.

A motion was made by Kapenga, seconded by Metz to recommend the BOC support of prioritization of projects as recommended by the Parks Advisory Board to include #4 – Silver Creek camp improvements to include updated camping, bathrooms, and non-equestrian walking trails. The rest of the numbered items on the list would shift down 1 number. The motion carried.

Following is the revised list that is being recommended:

1. Lease & Manage Trowbridge Dam property located on 26th
 - Add to the 2025-2029 Recreation Plan Inventory section – not necessary to add to current Recreation Plan as lease and operations would not begin until after this current plan expires.
 - Project would include a developed ten-acre park with Kalamazoo River boating access, walking trails, viewing areas, playground, pavilion and picnic areas.
2. West Side Park Beach Access
 - Develop a plan to restore ADA beach access and/or viewing points to Lake Michigan (See: Reestablishing West Side County Park Beach Lake Michigan Beach Access Word document & Excel spreadsheet)
3. Add playground equipment for Ely Lake Campground
4. Silver Creek Campground Improvements
 - a. Improvements to included modernize some campsites, add modern bathrooms with shower house and add walking trails (separate from Equestrian trails)
5. Dumont Lake Park - Bank/bridge stabilization project
 - Make necessary improvements to ensure the bank does not erode causing the loss of the drive into the park and entrance bridge.
6. Modern (water & electric) Campground at Littlejohn
 - Identify best locations for campground to include current baseball fields
 - Turn former concession building into shower house
7. New Richmond Park Improvements
 - Develop and install kayak launch
 - Add a pay machine and gate at current parking lot
 - Additional parking and no pay parking lot
 - Add improved location closer to river for sturgeon trailer
 - Create an area for presentation and fish release near river for education and sturgeon release opportunities
8. Modernize Bysterveld Park
 - Modern restroom (running water & electric)
 - Add electricity to the pavilion
 - Pave the entrance drive & parking lot to enable year round use
9. Miscellaneous priority projects identified as funding is available
 - Disc Golf Course
 - Build and install a 18 hole disc golf course
 - Update and replace Park Signage
 - Have same design/Entrance Signage at each park
 - Ensure all rules and information are the same for all parks
 - Add pay machine to Dumont Lake Boat Launch


Agenda Item #3- 2020-2024 Recreation Plan Review - Priority Projects & Operations- Support Documentation – Updated 12/7/2021



Strategic Goal: Provide valuable and necessary quality services to our customers.

Board Priority Project: Service Level Assessment

- Recreation and Wellness
 - Parks and Recreation - The current Parks plan does not expire until the end of 2024. As such, it is recommended the Citizen Survey and all of the Parks related comments from the Board Input Survey be referred to the Parks Department and Parks Advisory Board for evaluation of the current Parks plan. Recommendations may be formed for the Board's consideration in the form of changes to the Parks plan to address the survey results, including recommendations for funding.



June 24, 2021 UPDATE:

- This matter was assigned over to the Parks Advisory Board and we do anticipate a response by the end of the year.
- Commissioner Dugan advised that discussions regarding Trowbridge Dam Park continue. There is a meeting July 13 at 10 am. (online meeting)
- Parks signage should be reviewed as part of this project.

RESULTS:

Step 1: Review Feedback from Citizen Survey and Board of Commissioners Survey on improvements for Parks and Recreation including campgrounds. Feedback included:

Citizen Survey

- Paths and walking trails
- Recreation opportunities
- Recreation programs

Board of Commissioner Survey

- Quality of the Lake Michigan shoreline Access to county and state park
- Trails & biking
- Recreation activities for people who choose to live here
- Ability to provide more outdoor recreational opportunities is essential
- Restore access to the beach at west side park
- Accept the proposed park at 26th street Trowbridge dam
- Site improvements Silver Creek and Ely lake Campgrounds
- Trails, Parks, and water access
- Consider the work to include campground improvements, so that beginner campers, and glampers, feel welcome.
- Walking trails available throughout the year

Step 2: Discuss updates to current Goals and Objectives. Review and update information on action plans for County owned and operated Parks listed in Recreation Plan. Recommended changes and/or additions to Recreation Plan including recommended additions to the Park System.

After reviewing all items in step 2 over the past several Parks Advisory Board meetings the 1st priority was identified. A motion was made by Brown, seconded by Langeance:

The Parks Advisory Board has no changes to the current recreation plan and recommends the BOC work with Trowbridge Township for assistance (funding), negotiate with the DNR to lease the Trowbridge Dam property located on 26th Street, and add it to the County Parks system.

The motion carried by roll call vote. Yes -5, No -0, Absent -4

The Parks Advisory Board reviewed the improvement projects listed in the current Recreation Plan. The following have been identified as priority projects as they meet the goals and objectives of the current Recreation Plan and the feedback from the Citizen Survey and Board Input Survey:

1. Lease & Manage Trowbridge Dam property located on 26th
 - Add to the 2025-2029 Recreation Plan Inventory section – not necessary to add to current Recreation Plan as lease and operations would not begin until after this current plan expires.
 - Project would include a developed ten-acre park with Kalamazoo River boating access, walking trails, viewing areas, playground, pavilion and picnic areas.
2. West Side Park Beach Access
 - Develop a plan to restore ADA beach access and/or viewing points to Lake Michigan (See: Reestablishing West Side County Park Beach Lake Michigan Beach Access Word document & Excel spreadsheet)
3. Add playground equipment for Ely Lake Campground
4. Silver Creek Campground Improvements
 - a. Improvements to included modernize some campsites, add modern bathrooms with shower house and add walking trails (separate from Equestrian trails)
5. Dumont Lake Park - Bank/bridge stabilization project
 - Make necessary improvements to ensure the bank does not erode causing the loss of the drive into the park and entrance bridge.
6. Modern (water & electric) Campground at Littlejohn
 - Identify best locations for campground to include current baseball fields
 - Turn former concession building into shower house
7. New Richmond Park Improvements
 - Develop and install kayak launch
 - Add a pay machine and gate at current parking lot
 - Additional parking and no pay parking lot
 - Add improved location closer to river for sturgeon trailer
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8. Modernize Bysterveld Park
 - Modern restroom (running water & electric)
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9. Miscellaneous priority projects identified as funding is available
 - Disc Golf Course
 - Build and install a 18 hole disc golf course
 - Update and replace Park Signage
 - Have same design/Entrance Signage at each park
 - Ensure all rules and information are the same for all parks
 - Add pay machine to Dumont Lake Boat Launch

Allegan County Parks Advisory Board



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

Chairperson: Pam Brown
Vice Chairperson: John Clark III

PARKS ADVISORY BOARD MEETING – Minutes

Pam Brown
616-490-1627
Allegan

Tuesday, October 5, 2021 @ 8:30am
Zimmerman Room – Human Services Building – 3255 122nd Ave, Allegan MI 49010

John Clark III
269-274-2736
Allegan

CALL TO ORDER: Brown called to order at 8:34am

ROLL CALL:

Present: Brown, Clark, DeYoung, Kapenga, Langeance

Absent: Dugan, Dykstra, Formsma, Metz

Also Present: Brandy Gildea; Heather Bausick

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

APPROVAL OF MINUTES: Motion made by Langeance, seconded by Kapenga to approve the June 6, 2021 minutes as presented. The motion carried.

Gale Dugan
269-694-5276
Otsego

PUBLIC PARTICIPATION: None

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

ADDITIONAL AGENDA ITEMS: None

APPROVAL OF AGENDA: Motion made by Kapenga, seconded by DeYoung to approve the agenda as presented. The motion carried

**Kevin
Formsma**
616-886-7030
Hamilton

PARK ADMINISTRATION UPDATES: Gildea went through the written administrative update that she sent out to them parks board.

Dean Kapenga
616-218-2599
Hamilton

- Last day for seasonal staff is 10/21/21
- Additional safety railings added at New Richmond
- Fence at Littlejohn not taken down. Hope to have removed by fall
- Floor resurfacing done at Gun Lake, West Side, Dumont, and Littlejohn
- Park Expenditures are on track
- Park revenue on track – Future concerns are dumpster costs
- 2020 revenue was \$111,397.61. So far in 2021 revenue is \$123,136.79 and we still have rest of fall.
- Capital Improvement projects in progress:
 - Gun Lake Park – watercraft launch replacement to begin May 2022
 - Pavement Maintenance – complete by fall 2021
 - Refinish restroom floors – complete by late September 2021
 - Playground equipment for West Side
 - Vehicle Replacement for parks staff – complete
 - Utility Box for F-350 truck - complete

Jackie Metz
269-521-6524
Allegan

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

REVIEW ITEMS:

1. **Financial Statements** – Gildea went over the expenditure and revenue statements located in agenda packet. Gildea then went over the quarterly revenues comparisons
 - Q1 – Similar to past first quarters
 - Q2 – Best second quarter ever
 - Q3 – great numbers compared to 2020 and previous years
 - i. Decrease in Dumont launch fees – could be because of less lake usage, higher gas prices, people are paying
 - ii. Slight decrease in pavilion rentals – not many early reservations made in spring because people not sure about Covid restrictions
 - iii. Equestrian trail fees down – very hot and buggy. Hopefully numbers increase as fall brings cooler weather
 - iv. Increase in Gun Lake and New Richmond launch fees.

RECOMMENDATION/ACTION ITEMS:

1. Letter of Support for Blue Star Trail – Review and recommended to BOC/County Administrator a request for a Letter of Support from Friends of Blue Star Trail (FOBST). They are currently assisting to apply for a grant for a section in the Saugatuck area.
 - a. This trail will connect South Haven to Holland
 - b. This section of trail will not need any financial/maintenance support from Parks or the county

A motion was made by Kapenga, seconded by Clark to recommend the BOC/County Administrator authorize the Parks Manager send a Letter of Support to the Friends of Blue Star Trail(FOBST) for current and future grant applications that aid in the development and construction of Blue Star Trail project with the purpose to provide a non-motorized trail to connect people and communities from Holland to South Haven while improving their safety, wellness, economic health, and environment. The motion carried by roll call vote. Yes -5, No -0, Absent -4

Brown: Yes

Clark: Yes

DeYoung: Yes

Dugan: Absent

Langeance: Yes

Dykstra: Absent

Formsma: Absent

Kapenga: Yes

Metz: Absent

2. Bicycle/XC ski trail through State Game Area – Review and recommend to BOC/County Administrator a request for a Letter of Support from Rob

Allen/5A's for creating a bicycle/XC ski trail system through the Allegan County State Game Area.

- Rob Allen's group is working with DNR to create a trail system on the outskirts of the game area by Hamilton and Allegan.
- Current equestrian trails, hunting areas would not be disturbed
- Looking to use old XC trails/walking trails that have not been used or maintained in years.
- Clark questioned if trail would run by Littlejohn park and Gildea answered there were no plans at this time

A motion was made by Kapenga, seconded by Langeance to recommend BOC/County Administrator authorize the Parks Manager send a Letter of Support to Rob Allen/5A's for creating a bicycle/XC ski trail system through the Allegan County State Game Area. The motion carried by roll call vote. Yes -5, No -0, Absent -4

Brown: Yes

Clark: Yes

DeYoung: Yes

Dugan: Absent

Langeance: Yes

Dykstra: Absent

Formsma: Absent

Kapenga: Yes

Metz: Absent

3. Disc Golf Course @ Littlejohn Lake County Park – Clark discussed the addition of a course to be constructed at Littlejohn Park. Clark discussed using county equipment to make sure areas stay safe and clear for operation.
 - BOC approval needed before a grant can be written to request funding. Clark states most startup costs would be through donations and volunteer work but grants would be needed for toilets, additional signage, and potential bridge construction over the stream.
 - Kapenga advised the motion should be structured to include an overall financial obligation including costs to build, maintenance cost, usage costs, etc.
 - Gildea suggested to Clark to develop estimates for costs for all aspects of the course; including baskets, tees, tee pads, signage, maintenance, tree removal/stump grinding. Also to form a volunteer group/Friends group that would help budget costs and start a fundraiser to generate money for startup. 501(c)3 as an option for group also discussed.
 - Gildea will be preparing a spreadsheet for items needed from Clark that need to be put in place before a motion can be considered by the Parks board.

Once John gets all requested information it will be brought back to the the Parks Advisory Board for review and recommendation to the BOC.

4. West Side Park – Gildea reviewed three choices for new playground equipment for West Side Park, which is budgeted for in the Capital Improvement Plan.
- In 2016 as a result of a property dispute over a section of the park it was determined that the neighboring land owner would pay the county \$12,500 for this section of property and as part of that agreement that money would be used to purchase playground equipment.
 - Gildea worked with Game Time, who is approved through MIDeal to determine option that would fall near the approved \$20,000 budget. Gildea also reached out to the public for feedback on what they would like to see placed at the park. General consensus was to replace merry go round or add something that is not located in any of our other parks.
 - After review the three options the Vista Treetop 2 structure, which is a climbing, and spinning structure that can be used by more than one child at a time was the preferred option. The Vista Treetop 2 structure is \$24,988.50, which is \$4988.50 over budget.

A motion was made by Brown, seconded by Langeance to recommend that the BOC allow for an additional \$5000 in funds from the parks capital funding for the purchase of the Vista Treetop 2 structure. The motion carried by roll call vote. Yes -5, No -0, Absent -4

Brown: Yes

Dykstra: Absent

Clark: Yes

Formsma: Absent

DeYoung: Yes

Kapenga: Yes

Dugan: Absent

Metz: Absent

Langeance: Yes

5. 2020-2024 Recreation Plan Review
- a. Step 1: Discussed Parks Advisory Board recommendation from National Community Citizen Survey, Board and Elected Official Combined Board Survey and input from Parks Advisory Board Members
 - b. Step 2: Discussed any updates to current Goals/Objectives
 - c. Step 3: Discussed any updated info/action plans for County owned/operated Parks listed in Recreation Plan
 - d. Step 4: Recommended changes and/or additions to Recreation Plan(current Park system)
 - e. Step 5: Recommended Additions to the Park System
 - f. Step 6: Recommend to the BOC
 - i. BOC approve changes in current plan and be included in 2025-2029 recreation Plan
 - ii. Additional projects and or funding requests

Gildea went over all the steps and information that has been presented and reviewed at part meeting. She then stated that The Parks Advisory Board needed

to determine; 1.) Are there any changes or missed actions for parks in our current park system, 2.) Is there anything that needs to be added to our current park System 3.) What would be the top priority projects for the parks to recommend to the BOC.

Clark stated he thought the site plan at Littlejohn need to be changed as the current site plan shows campground plans for the back area of the park. Gildea stated that the most current approved BOC site plans are what are shown in the Recreation Plan but it is listed in the action section for the change to update site plan and no longer have campground at back of park. Discussion took place about adding the Trowbridge Dam property located on 26th Street to our county park system.

A motion was made by Brown, seconded by Langeance that after review of the recreation plan and additional information that they had no changes to the current recreation plan/parks and would recommend the BOC work with the Trowbridge Township for assistance (funding) and negotiate with the DNR to lease the Trowbridge Dam property located on 26th Street and add it to the County Parks system. The motion carried by roll call vote. Yes -5, No -0, Absent -4

Brown: Yes

Dykstra: Absent

Clark: Yes

Formsma: Absent

DeYoung: Yes

Kapenga: Yes

Dugan: Absent

Metz: Absent

Langeance: Yes

The Parks Board discussed priority projects & operations and currently identified four items currently that would be top priorities; West Side Park Beach Access, Playground Equipment for Ely Lake Campground, Modern Campground at Littlejohn and better compensation for and to keep parks staff (rangers/maintenance). Further discussion on this is needed.

A motion was made by Clark, seconded by Brown for Parks Advisory Board to review all park projects and operations at their December 7, 2021 meeting so they can then make a recommendation to the BOC for funding/priority of park projects/operations.. The motion carried by roll call vote. Yes -5, No -0, Absent -4

Brown: Yes

Dykstra: Absent

Clark: Yes

Formsma: Absent

DeYoung: Yes

Kapenga: Yes

Dugan: Absent

Metz: Absent

Langeance: Yes

DISCUSSION ITEMS:

1. Gun Lake Park Improvements – Gildea reviewed site plan for the 2022 MNRTF grant in advance of the public input session.
 - Key items in site plan include moving handicap parking to accessible site near paved walkways, extending beach, sidewalk along front of park, new swings
 - A public meeting is scheduled for 10/12/21 from 5:00 pm -6:00 pm at the Gun Lake Park to get feedback from the community.

NOTICE OF PARK ADVISORY BOARD APPOINTMENTS: No openings at this time.

FUTURE AGENDA ITEMS:

1. Issues at Silver Creek Campground with non-equestrian campers using sites which are larger and should be available to accommodate large horse trailers

ROUND TABLE:

Gildea: Gildea went over staff's schedules, and was worried due to those schedules that the park board member may have heard that services might be being missed. Board members stated they have not heard of any missed services or issues and will let us know if they do.

ADJOURNMENT: Next Meeting –Tuesday, December 7, 2021 @ 8:30 am in Zimmerman Room - Human Service Building -3255 122nd Ave, Allegan, MI 49010

A motion was made by Kapenga, seconded by Brown to adjourn the meeting at 11:09am. The motion carried.

Alleghan County Parks Advisory Board



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

Chairperson: Pam Brown
Vice Chairperson: John Clark III

PARKS ADVISORY BOARD MEETING – Minutes

Tuesday, December 7, 2021 @ 8:30am

Zimmerman Room – Human Services Building – 3255 122nd Ave, Alleghan MI 49010

Pam Brown
616-490-1627
Alleghan

John Clark III
269-274-2736
Alleghan

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

Gale Dugan
269-694-5276
Otsego

**Kevin
Formsma**
616-886-7030
Hamilton

Dean Kapenga
616-218-2599
Hamilton

Jackie Metz
269-521-6524
Alleghan

**Maryln
Langeance**
269-694-9326
Otsego

CALL TO ORDER: Brown called to order at 8:36am

ROLL CALL:

Present: Brown, DeYoung, Formsma, Kapenga, Langeance, Metz

Absent: Dugan, Clark

Also Present: Brandy Gildea; Heather Bausick, Duane Lemar, Deb Lemar, Dawn VanDyke, Barry VanDyke

APPROVAL OF MINUTES: Motion made by Kapenga, seconded by DeYoung to approve the October 5, 2021 minutes as presented. The motion carried.

PUBLIC PARTICIPATION: None

ADDITIONAL AGENDA ITEMS: None

APPROVAL OF AGENDA: Motion made by DeYoung, seconded by Langeance to approve the agenda as presented. The motion carried

PARK ADMINISTRATION UPDATES: Gildea went through the written administrative update that she sent out to the parks board.

- Littlejohn fence removed and recycled
- Floors resurfaced and walls painted at Gun Lake, West Side, Dumont, and Littlejohn
- ODC Programs have been planned and scheduled for 2022
- West Side Park –RFP for Beach Access Services has been released and received back
- Park Expenditures are on track
- Park revenue- to date revenue is \$138,060.14 which is an increase of \$26,662.53 from last season
- Capital Improvement projects in progress:
 - Gun Lake Park – watercraft launch replacement to begin May 2022
 - Playground equipment for West Side has been ordered and will be installed spring 2022

REVIEW ITEMS:

1. **Financial Statements** – Gildea went over the expenditure and revenue statements located in agenda packet. Gildea then went over the quarterly revenues comparisons

- Down for the year at Dumont boat Launch, Silver Creek and Ely Equestrian trail fees
- Large increases for the year at Ely and Silver Creek campsites
- Increase in Bysterveld pavilion usage, and season pass sales are up
- Overall, parks budgeted for \$95,910 and expenditures to date are \$90,239.

RECOMMENDATION/ACTION ITEMS:

1. 2022 Parks Advisory Board Meeting

DATE	TIME	LOCATION
February 1	8:30am	Board Conference Room
April 5	8:30am	Board Conference Room
June 7	8:30am	Board Conference Room
August 2	8:30am	All Day Parks Tour
October 4	8:30am	Board Conference Room
December 6	8:30am	Board Conference Room

A motion was made by Langeance, seconded by Metz to accept the schedule presented for the 2022 Parks Advisory Board Meetings. The motion carried.

2. Gun Lake Park Improvements

- Gildea reviewed site plan and noted there have been no changes in plan since last presented
- Gildea showed costs including the breakdown in costs for all parts of the projected project. Brown expressed concerns about price increases and Gildea reassured her that the engineering firm is estimating for inflation or additional costs.
- If approved, Gildea will work with engineering firm to complete the grant. An appointment will be made to meet with the public for input, then application would be submitted 4/1/22. Grand approval wouldn't be awarded until 12/2022 and work would begin spring 2023.

A motion was made by Kapenga and seconded by Formsma to recommend Parks Manager proceed with 2022 MNRTF grant development based on the attached list of improvement items and to authorize up to \$116,100 for local match. Motion carried.

3. 2020-2024 Recreation Plan review – Priority Projects and Operations equipment

- Gildea reviewed the entire Recreation Review process that the Parks Board has completed.
- Gildea presented ideas and recommendations for priority items on the support documentation included in the agenda packet
- Kapenga stated he felt the two most used parks, Ely and Silver Creek, should be a priority and more funding should go to these parks because they are used more. This may include playground equipment and concrete pads.

- Formsma stated he would like to see more pedestrian walking trails at Ely and Silver Creek. Especially around the lake at Ely.
- Deyoung stated restoring the ADA access at West Side is important because it was part of a grant originally and maintaining a previous grant project is important to secure future grants.
 - a Gildea discussed the ADA access at West Side Park and which option would be the best fit to restore access and be structurally sound. These included a concrete path, a tunnel, a wood/metal ramp, and preserving the bluff. Gildea indicated that a concrete path could be constructed along the drainage area and have concrete or metal piling to hold back sides of the path. This concrete path would end at the bottom of the bluff and then a 30ft transition area could be placed (i.e. mats) that could be removed in the winter.
 - b Kapenga noted the original wood structure ramp cost around \$240,000 and once eroded, had to be removed completely. He stated protection of the bluff from erosion must be addressed before putting another structure in.
 - c DeYoung suggested Parks should work with Army Corp of Engineers to discuss our options when working with erosion of bluffs on the lake. DeYoung also noted that the South stairs need replacing and shouldn't go straight down and viewing areas should be incorporated.
 - d Formsma indicated he would like the bluff kept as natural as possible and not to be too invasive for the sake of ADA access. Brown and Langeance agreed.

A motion was made by Kapenga, seconded by Metz to recommend the BOC support of prioritization of projects as recommended by the Parks Advisory Board to include #4 – Silver Creek camp improvements to include updated camping, bathrooms, and non-equestrian walking trails. The rest of the numbered items on the list would shift down 1 number. The motion carried.

Following is the revised list that is being recommended:

1. Lease & Manage Trowbridge Dam property located on 26th
 - Add to the 2025-2029 Recreation Plan Inventory section – not necessary to add to current Recreation Plan as lease and operations would not begin until after this current plan expires.
 - Project would include a developed ten-acre park with Kalamazoo River boating access, walking trails, viewing areas, playground, pavilion and picnic areas.
2. West Side Park Beach Access
 - Develop a plan to restore ADA beach access and/or viewing points to Lake Michigan (See: Reestablishing West Side County Park Beach Lake Michigan Beach Access Word document & Excel spreadsheet)

3. Add playground equipment for Ely Lake Campground
 4. Silver Creek Campground Improvements
 - Improvements to included modernize some campsites, add modern bathrooms with shower house and add walking trails (separate from Equestrian trails)
 5. Dumont Lake Park - Bank/bridge stabilization project
 - Make necessary improvements to ensure the bank does not erode causing the loss of the drive into the park and entrance bridge.
 6. Modern (water & electric) Campground at Littlejohn
 - Identify best locations for campground to include current baseball fields
 - Turn former concession building into shower house
 7. New Richmond Park Improvements
 - Develop and install kayak launch
 - Add a pay machine and gate at current parking lot
 - Additional parking and no pay parking lot
 - Add improved location closer to river for sturgeon trailer
 - Create an area for presentation and fish release near river for education and sturgeon release opportunities
 8. Modernize Bysterveld Park
 - Modern restroom (running water & electric)
 - Add electricity to the pavilion
 - Pave the entrance drive & parking lot to enable year round use
 9. Miscellaneous priority projects identified as funding is available
 - Disc Golf Course
 - Build and install a 18 hole disc golf course
 - Update and replace Park Signage
 - Have same design/Entrance Signage at each park
 - Ensure all rule, information is the same at all parks
 - Add pay machine to Dumont Lake Boat Launch
-

DISCUSSION ITEMS:

1. Silver Creek Campground
 - Duane and Deb Lemar 2255 104th Ave Zeeland, MI spoke in regards to issues they have dealt with over this past summer. They have had several encounters with non-equestrian campers, especially concerned with the homeless campers staying in the park. They are concerned with liability issues they may face or the county may face from inexperienced public in dealing with horses. Duane believes many campers and riders are not paying and would like to see a full time staff member at the campground to collect money and monitor campers.
 - Dawn and Barry VanDyke spoke in regards to remote control cars and motorized vehicles bothering/spooking the horses
 - Brown would like to see equestrian and non-equestrian sites and to keep these campers separate

- Gildea stated that Silver Creek is a public campground and cannot discriminate on types of campers nor can campers be asked if they are homeless. Any changes to fees or sites would be up to the BOC. As long as campers are keeping sites maintained and aren't a nuisance, they cannot be kicked out or denied stay until they reach the max stay of 15 days.
- Kapenga suggested a Campground Host for each Ely and Silver Creek to monitor campers, report issues, and collect fees if needed. Gildea stated a job application would need to be developed for this position and applications could be requested and reviewed.
- Gildea stated that pay for rangers would be increasing next year and that may recruit more applicants. Also, the suggestion of camp hosts at Ely and Silver Creek will be explored.
- Brown will put all her info together she has collected from riders and present to Gildea as some possible solutions to this issue

NOTICE OF PARK ADVISORY BOARD APPOINTMENTS:

- **Vacancy: term expires 12/22**
- **Vacancy: term expires 12/24**

FUTURE AGENDA ITEMS:

1. Sign Inventory/Possible Upgrades
2. Army Corp of Engineer Speaker to address West Side Erosion
3. Donors

ROUND TABLE:

Gildea: Thanked Marlyn for her service. Presented snapshot of new county website and new tourist and heritage trail page. Merry Christmas to everyone.

DeYoung: Dorr Twp rec/business association had a Christmas tree lighting and hundreds showed up. Great turnout.

Kapenga: New county website that is very user friendly.

Metz: FACETS has volunteered 1,204 hours in 2021 on the equestrian trails.

Langeance: Merry Christmas

Brown: Thanked the board for listening to public concerns. Read an email from John Clark III regarding disc golf course and mapping.

Formsma: Thanked Marlyn. Enjoyed seeing the year end park numbers.

Bausick: Merry Christmas.

ADJOURNMENT: Next Meeting –Tuesday, February 1, 2022 @ 8:30 am in

Board Conference Room – 3283 122nd Ave Allegan, MI 49010

A motion was made by Kapenga, seconded by Brown to adjourn the meeting at 11:14am. The motion carried.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**CENTRAL DISPATCH – AWARD TOWER SHELTER HVAC SYSTEM REPLACEMENT
BID**

WHEREAS, the Board of Commissioners (Board) appropriated capital funds in the amount of \$150,000 in the 2022 budget (carried-over from 2021) to replace the HVAC systems at six Dispatch Tower sites; and

WHEREAS, consistent with the County's purchasing policy, a Request for Proposal was released and one satisfactory bid was received that has been evaluated and is being recommended for award.

THEREFORE BE IT RESOLVED that the Board hereby awards the bid to Environmental System Solutions, 9074 Bennet, Ada MI 49301, for a not to exceed amount of \$143,022; and

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



ALLEGAN COUNTY
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: 209-301
Date: 1/13/2022

Request Type Purchases - Capital Budget Select a Request Type to reveal and complete required form.
Department Requesting Central Dispatch
Submitted By Valdis Kalnins on behalf of Jeremy Ludwig
Contact Information vkalnins@allegancounty.org

Item(s):
Tower Shelter HVAC System Replacement at 6 tower sites per approved capital project #1004-22.

Total Bid Price \$143,022.00
Budgeted? Yes No
No. Bids Sent 8.00
No. Bids Received 1.00

Prebid or Qualifications:
None

Recommendation of Award:
Environmental System Solutions

Equipment / Service / Supplies:
Tower Shelter HVAC System Replacement at 6 tower sites per approved capital project #1004-22.

Where it was advertised RFP posted to www.allegancounty.org and invitations to bid sent to 8 known vendors

REMINDER - Include Tabulation Sheet

BID PRESENTATION FOR PROJECT #: **10004-22**
 Project Name: **Tower Shelter HVAC System Replacement**
 Service Area: **Central Dispatch**
 Budgeted Amount: \$ 150,000.00
 Bid Amount: \$ 143,022.00
 Difference: \$ 6,978.00
 Over/Under Budget UNDER
 Evaluation Team: Jeremy Ludwig, Valdis Kalnins
 Award Recommendation: Environmental System Solutions
 Award Criteria: Single bid received.
 Bid was reasonable and from a company having demonstrated experince with Tower HVAC Systems
 References supplied and checked? Yes
[Debarred party?](#) No

Date: 1/13/2022

of Firms Invited to Bid: 8
 # in West Michigan: 5
 # in Allegan County: 0
 # of Bids Received: 1

VENDOR TABLE	Vendor 1
Company Name	Environmental System Solutions
Company Address1	9074 Bennet
City, State, Zip	Ada, MI 49301
Main Contact Name	Aaron Vanden Berg
Main Contact Title	President
Main Contact Email	aaron@esspros.com
Main Contact Tel#	616-920-7182
Main Contact Cell#	616-318-0525

COST TABLE

Equipment and Materials	\$	17,209.00
Total Labor Cost	\$	4,800.00
Other Costs	\$	1,828.00
Total Cost per Tower Site	\$	23,837.00
Number of Tower Sites		6
TOTAL PROJECT COST	\$	143,022.00

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

RESOURCE RECOVERING PROGRAM - APPOINT DESIGNATED PLANNING AGENCY/MATERIALS MANAGEMENT COUNTY ENGAGEMENT (MMCE) GRANT

WHEREAS, on October 14, 2021, the Board of Commissioners (Board) supported the substantial update of Michigan Solid Waste Law, Part 115, for the advancement of local, county, regional, and state recycling goals and county materials management planning; and

WHEREAS, in an effort to prepare for potential legislative changes to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451 and help transition from solid waste management to materials management, Michigan Department of Environment, Great Lakes, and Energy (EGLE) has grant funding available through the Materials Management County Engagement (MMCE) Grant; and

WHEREAS, a Designated Planning Agency (DPA) will act as the responsible party for completing the activities outlined by the grant.

THEREFORE BE IT RESOLVED that Board supports participation in the Michigan Department of Environment, Great Lakes, and Energy's Materials Management County Engagement (MMCE) Grant and as such appoints the West Michigan Sustainable Business Forum as Allegan County's DPA as it pertains to and not to exceed the activities outlined in the grant; and

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

Allegan County Solid Waste Planning Committee (SWPC)



Human Services Building
3255 – 122nd Avenue Suite 200
Allegan, MI 49010
269-673-5411 Main Office
269-673-4172 Main Fax
<http://www.allegancounty.org>

Garth Llewellyn, Chairman
Rosemary Graham,
Resource Recovery Coordinator

SOLID WASTE PLANNING COMMITTEE – Minutes

Vacant
Solid Waste Industry
Representative

Tuesday, November 23, 2021 – 6:00 PM
Zimmerman Room, Human Services Building, 3255 122nd Avenue, Allegan

Vacant
General Public
Representative

CALL TO ORDER: 6:02 PM

ROLL CALL:

Vacant
Township
Representative

Present: Taylor, Webster, Llewellyn, Jessup, Rapp, Dugan (6:25pm)

Absent: Brown, DeFranco, Rosser

Vacant
Industrial Waste
Generator
Representative

COMMUNICATIONS: None.

APPROVAL OF MINUTES: *Motion made by Webster, seconded by Jessup. All in favor, motion approved.*

Norman Taylor
City Government
Representative

PUBLIC PARTICIPATION: None. Graham noted the virtual attendance of Emily Hickmott with the Van Buren Conservation District and a student, Madee Thornberg.

Denise Webster
General Public
Representative

APPROVAL OF AGENDA: *Motion made by Webster, seconded by Taylor. All in favor, motion approved.*

Garth Llewellyn
General Public
Representative

PRESENTATIONS: **Kent County**, Sustainable Business Park (SBP); Darwin Baas shared presentation (also attending Rick Chapla and Dan Rose) of current facilities and materials management services in Kent County; moving towards something new other than landfilling; landfill may close in 2030 and will require 30 more years on monitoring minimum; Kent residents and businesses that have indicated they support a zero waste solution; meeting with stakeholders and committees to plan and cooperate on SBP project regionally. Shared anchor tenants; Continuus Materials and Anaergia (CM+A) operating together; shared schematic of current site plan. Site is able to accept three streams: source separated recyclables, municipal solid waste and source separated organics. Organic and food waste will enter digester to produce renewable natural gas and other materials will be manufactured into Everboard product (made from plastic film and paper fiber). CM+A outputs include: roof cover-board, fertilizer, renewable natural gas, and recyclable commodities. DTE natural gas line plans to collect renewable natural gas as part of the company plan to move toward carbon neutrality. Nutrien a nearby company is interested in digestate to be used in fertilizer mixture. Recyclables that were not source separated at the recycling cart will be captured. Private-public partnership and collective funding for project. Site requires all normal infrastructure and utility upgrades to develop the site. Stakeholder meetings are ongoing. At some point Kent County will approach the Solid Waste Planning Committee (SWPC) and request a letter of consistency with the Allegan county Solid Waste Plan.

Tom Jessup
County
Commissioner

Jack Brown
Solid Waste Industry
Representative

Daniel DeFranco
Environmental
Representative

Randy Rapp
Environmental
Representative

Matt Rosser
Solid Waste Industry
Representative

Gale Dugan
Regional Solid Waste
Planning
Representative

Vacant
Solid Waste Industry
Representative

Mission Statement

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

Questions: Rapp, any waste from the anchor tenants? Baas, paper and plastics are put back into the manufacturing process. Rapp, will water and sewer be extended to the park? Baas, working with Dorr Township and Allegan County road commission to make improvements. Completing designs into spring 2022 and then scheduling construction. Llewellyn, any hazardous materials or gasses created during this process? Baas, heat and pressure used, no resin. Llewellyn, what is the max capacity? Baas, plant will accept up to 400,000 tons and waste to energy facility and recycling facility will continue to operate. The site may expand to include an additional digester tank. Llewellyn, any anticipation of issues with digester? Baas, Anaergia operates the largest food digester on the west coast and they also operate digesters around the world. Those do not have any smell. This is a wet process. Anchor tenants will be back to discuss and answer questions in the future. Llewellyn, asked about storage on-site and Baas used site maps to indicate storage and transportation/traffic. Rapp, asked how long the process takes from waste delivery to board production? Baas, site is continuous feed, but unsure of the end-to-end time, estimates it could be same day. Rapp, will this be fed from recycling facility or other? Baas, envisioning the new facility will add to the capacity offered by the recycling and education center to meet regional demand for recycling processing. Llewellyn, all capacity into digester from residential or business included? Baas, the digester is designed for food waste, not yard waste, and food waste is a significant portion of the waste stream. Will be accepted from both. Will be processed through a mechanism called the Orex. Llewellyn, will the site accept one single deposit of all materials? Baas, yes this is how the site will operate as a mixed waste processing facility. Mixed waste processing is a single container, but source separation still makes sense at this time. Llewellyn, what do you see as your greatest challenge? Baas, funding is a challenge to make the site shovel ready and to ensure flow control through an agreement with anchor tenant. Llewellyn, what is the barrier to flow control? Baas, landfilling is still the least expensive option. Taylor, what is the timeline? Baas, plan to be up and running in 2024. Dan Rose shared that Kent County will return with a notice of intent and a request for consistency with the Allegan County Solid Waste Plan. Graham, when will Kent County request a letter from the SWPC? Rose, earliest will be June of 2022 and no later than November 2022.

West Michigan Sustainable Business Forum (WMSBF), Daniel Schoonmaker; Introduced the mission and vision of the sustainable business forum and a potential partnership opportunity with Allegan County. Highlighted past partnership example with Kent County and Frederik Meijer Gardens and Sculpture Park. A small grant opportunity proposal regarding the Materials Management Grant by EGLE. Provided a scope of work summary as outlined in the EGLE grant. No questions.

RECYCLE COORDINATOR REPORT: See Attached.

Dugan, will consortium dissolving jeopardize the scrap tire grant?
Graham, we have a couple of options to either apply on our own as a county or partner with the Van Buren Conservation District who managed the scrap tire grant for the South West Michigan Solid Waste Consortium.

ACTION ITEMS:

1. 2022 Meeting Schedule
 - a. *Motion made by Dugan to accept as written, Webster seconded. All in favor, motion approved.*

DISCUSSION ITEMS:

1. SWPC membership update
 - a. Expiring terms
 - i. Applications have been provided to all members with expiring terms.
 - b. New membership
 - i. Norman Taylor: a former educator, coach, and superintendent in Wayland area. On Wayland city council and Chamber of Commerce Ambassador and Michigan Main Street Program. Mentors new superintendents for Superintendent Association. Enjoys travel.
2. Materials Management County Engagement Grant
 - a. Discussed potential partnership with WMSBF. Graham noted lack of capacity to take on functions required by grant. Data collected will inform a materials management plan update and would need to be gathered at some point regardless of grant participation. The designated planning agency (DPA) may be assigned to this grant only by BOC resolution. Members noted an interest in financial aspect of grant; who will receive the funding; would funding have to be returned if grant is not completed?
Motion made by Webster for the SWPC to support a partnership with WMSBF regarding this grant and to take this proposal to the Board of Commissioners with grant financial information, seconded by Taylor. All in favor, motion approved.

PUBLIC PARTICIPATION: None.

FUTURE AGENDA ITEMS: None.

ROUND TABLE: Dugan noted a scrap tire grant partnership with Van Buren Conservation District to manage the scrap tire grant, such as the consortium did for Allegan County, would be beneficial to explore and he would support a recommendation to the BOC to further explore a partnership. *Jessup motioned to request the Resource Recovery Program discuss a scrap tire grant partnership with the Van Buren*

Conservation District and to take any proposed partnership to the BOC, seconded by Webster. All in favor, motion approved.

ADJOURNMENT: *Dugan motioned to adjourn at 7:53 PM, seconded by Rapp. All in favor, motion approved.*

NEXT MEETING: February 22, 2022 @ 6:00 PM.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

TRANSPORTATION—APPROVE FY2023 MDOT OPERATING AND CAPITAL ASSISTANCE APPLICATIONS

BE IT RESOLVED that the Board of Commissioners (Board) hereby approves the attached FY2023 Michigan Department of Transportation (MDOT) applications for operating and capital assistance

- Regular Services - State Operating of \$632,081 and Federal Operating - Section 5311 of \$650,412
- Job Access Reverse Commute of \$102,300
- Capital Section New Freedom-Mobility Management for \$62,500
- Capital Section Transit vehicles/equipment for \$736,000; and

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

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

Allegan County Grants

Section I - General Information

Name of Grant	Grant Period / Term
MDOT FY 2023 annual grant application	10/01/22 to 09/30/23
Source of Grant Funding - Agency Name	Federal, State, Local
MDOT	Federal & State
Submitted by and/or Program Manager	Service Area Requesting
Dan Wedge, Executive Director of Services	Transportation
Brief summary of Grant program	Requesting continued funding for Regular Service, Specialized Services, Job Access, Mobility Management and Capital.

Section II - Application

Request Type	Grant Renewal	Work Order No.	209-352
Specific Action Requested	BOC Approval	Request Date	1/13/2022
Request Submission Deadline (Date)	2/1/2022	Approval Date	
Grant request approved by BOC with Budget			
Signatures Needed	County Administrator		
Funding Sources	Estimated amounts approved with Grant Renewal list	Application Amount	
Grant Funding	\$ -	\$	2,183,293.00
Required Local Match	\$ -	\$	343,207.00
County Funding	\$ -	\$	-
TOTAL	\$ -	\$	2,526,500.00

Notes or Additional Information

Application amount includes \$736,000 for capital items. (\$62,500 for New Freedom Mobility)
 This MDOT request is based on a general fund transfer of up to \$400,000 to balance.

Metrics and Measurements at Application - Identify Goals and Purpose

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

Section III - Acceptance

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

Grant Funding	\$	-	
Required Local Match	\$	-	
County Funding	\$	-	
TOTAL	\$	-	

Notes or Additional Information

Section IV - Closeout

Funding Sources	Actual Expenditures	Actual Funding/Revenues
Grant Funding	\$ -	\$ -
Required Local Match	\$ -	\$ -
County Funding	\$ -	\$ -
TOTAL	\$ -	\$ -

Notes or Additional Information

Metrics and Measurements at Completion - Evaluate Performance and Success

< insert Metric or Measurement #1 >	< insert Performance Data for Metric or Measurement #1 >
< insert Metric or Measurement #2 >	< insert Performance Data for Metric or Measurement #2 >
< insert Metric or Measurement #3 >	< insert Performance Data for Metric or Measurement #3 >
< insert Metric or Measurement #4 >	< insert Performance Data for Metric or Measurement #4 >

Notes or Additional Information

Amendment(s)

Specific Action Requested		Work Order No.	
Request Submission Deadline Date		Request Date	
Signatures Needed		Approval Date	
Funding Sources	Proposed Funding		
Grant Funding	\$ -		
Required Local Match	\$ -		
County Funding	\$ -		
TOTAL	\$ -		

Notes or Additional Information

Allegan County Transportation MDOT Annual Application FY2023

Program description and funding request

- **Regular Service Operating Request: \$632,081 State \$650,412 Federal Total Budget \$1,831,200**

 - **General fund transfer of up to \$400,000**

This funding is used to provide service to the general public and help supplement transportation for the many agencies with contract fares and also includes Medicaid rides.
 (FY 2021 - \$359,851 State \$176,055 Federal \$991,639 Total budget)
 (FY 2022 - \$655,991 State \$314,582 Federal \$1,763,678 Total budget)

- **Specialized Services funding request: No funding for 2023**

Funding is used to provide transportation for persons with disabilities, veterans, and seniors in Allegan County. This serves persons attending meal site, medical trips, shopping, and limited out of county rides primarily for medical. In 2022 will only be volunteer driver options.
 (FY2021 - \$106,704 State – Total budget \$154,854)
 (FY2022 - \$40,600 State – Total budget \$40,600)

- **Job Access Reverse Commute (JARC) request: \$102,300 Total Budget \$105,500**

These funds are for individuals who are receiving transportation to work and are often outside the normal boundaries or times of public transportation.
 (FT2021 - \$102,300 Total budget #105,500)
 (FT2022 - \$102,300 Total budget #105,500)

- **New Freedom Mobility Management Request: \$62,500 Total Budget (FTA Considers Mobility Management a Capital funded project, listed below)**

Allegan County Transportation and Allegan County Senior Services is partnering on the grant to utilize a mobility manager full time to coordinate rides for persons with disabilities and seniors. The Mobility Manager coordinates rides between volunteer programs like the volunteer driver program, Community Action, Allegan County Transportation and any additional options.
 (FY2021 - \$12,980 State \$51,920 Federal \$64,900 Total budget)
 (FY2022 - \$12,500 State \$50,000 Federal \$62,500 Total budget)

- **Capital requests for FY2023 (100% grant funded)**

a) Replacement buses (5 total)	= \$517,500
b) Equipment	= \$ 76,000
c) Storage building	= \$ 80,000
d) Mobility Management (from above)	<u>= \$ 62,500</u>
Total	= \$736,000

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

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

Robert J. Sarro

Legal Organization Name

Allegan County Board of Commissioners

Title Of Authorized Signer

County Administrator

Signature Of Authorized Signer ** (See Below)

.....

Date

Board Chair Information:

Name*

Commissioner James Storey

Phone* (###)###-####

616-848-9767

Email*

jstorey@allegancounty.org

* If the organization has a master agreement with MDOT, **the organization name must match the name as it appears on the master agreement.** Organizations with multiple contracts must submit multiple contract clauses certifications.

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

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

Name of Applicant (legal organization name)

Allegan County Board of Commissioners

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

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

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

Name Of Applicant (legal organization name)

Allegan County Board of Commissioners

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

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

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

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

Name Of Applicant (legal organization name)

Allegan County Board of Commissioners

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

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

Does agency use a third party transportation provider? Yes No

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

Third Party : Union Names: None

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

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

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

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

Name Of Applicant (legal organization name)

Allegan County Board of Commissioners

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

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

Yes No

2. Have you had any Title VI compliance review activities conducted with regard to your transportation program, including triennial compliance reviews conducted by FTA and/or MDOT?

Yes No

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

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

Yes No

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

Yes No

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

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

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

FY 2023 ADA COMPLAINT INFORMATION

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

Name Of Applicant (legal organization name)

Allegan County Board of Commissioners

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

Yes No

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

Yes No

Have any changes been made to your ADA Complaint Policy?

Yes No

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

Name Of Applicant (legal organization name)

Allegan County Board of Commissioners

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

28

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

28

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

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

Yes

Explain changes and reasons for those changes

The current inventory is 25 vehicles, 3 Vehicle were sold pending delivery of new buses on order. We have been told there is a 1 - 2 year delay on new bus orders. We expect to return to 28 total vehicles in 2023 or 2024.

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

- A. Fare structure** No
- B. Service area information** No
- C. Service availability information** Yes

Please Explain

Allegan County Transportation is able to provide more rides with-in existing hours as a result of increase local funding.

- D. Service Hours/days of operation** Yes

Allegan County Transportation expanded hours. Now provide service M-F 5:30am to 7:00pm and Saturday 8:00am to 3:00pm

- E. Local advisory council membership** Yes

Membership has added new members and remove others

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

No

6. How frequently does the agency's LAC meet?

Annually

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

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

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

- 1) 50% of the LAC membership represents persons who are 65 years of age or older and persons who have disabilities within the service area;**
- 2) the LAC membership includes people who have diverse disabilities and the elderly who are users of public transportation; and**
- 3) the applicant agency has approved at least one member, or 12% of the membership, jointly with the area agency on aging.**

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

1. CHAIRPERSON'S NAME

Sherry Owens

Affiliation (Name of organization, if any)

Allegan County Senior & Veteran Services

This member represents

Persons 65 years and older

This member is

Member of the public

2. NAME

Andrew Iciek

Affiliation (Name of organization, if any)

None

This member represents

Persons with Disabilities

This member is

A Person with Disabilities

3. NAME

Holly Harvey

Affiliation (Name of organization, if any)

Disability Network/Lakeshore

This member represents

Persons with Disabilities

This member is

Member of the public

4. NAME

Kendrick Heinlein

Affiliation (Name of organization, if any)

Area Agency on Aging

This member represents

Persons 65 years and older

This member is

Jointly appointed by an area

5. NAME

Linda Escott

Affiliation (Name of organization, if any)

None

This member represents

Persons with Disabilities

This member is

A user of public transportation

A Person with Disabilities

Name of Applicant (legal organization name)

Allegan County Board of Commissioners

Project Name

Job Access Operating

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

Job Access Operating

Expansion Continuation

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

51,150	51,150	102,300
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Project Description

The Job Access/Reverse commute project provides expanded access to employment transportation, Monday through Friday (6:00 am to 5:00 pm), to any employment site within our service area. Planned level of service is again anticipated to provide a total of 1,420 additional hours of employment related transit services and 1,550 employment related trips in 2022. This is over and above the regular service availability.

Are There Multiple Providers For This Project/Service?

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

Project Implementation Plan And Timeline

The job access operating project will continue when funding becomes available for the period of Oct. 1, 2022 to Sept. 30, 2023..Allegan County Transportation has many years of prior successful JARC service. Allegan County Transportation was one of the first ten projects implemented by MDOT back in the year 2000. This service has enabled transit dependent employment seekers (including many individuals with a disability) to obtain employment that would otherwise not be available. This service also provides options for persons to maintain current employment.

Additional Information

Allegan County Transportation has many years of prior successful JARC service. Allegan County Transportation was one of the first ten projects implemented by MDOT back in the year 2000. This service has enabled transit dependent employment seekers (including many individuals with a disability) to obtain employment that would otherwise not be available. This service also provides options for persons to maintain current employment.

FY 2023 COORDINATION PLAN FOR LOCAL BUS OPERATING ASSISTANCE

All agencies applying for Local Bus Operating Assistance must submit a coordination plan. (If an agency also is applying for Specialized Services Operating Assistance, only the Specialized Services coordination plan is required.)

Organizations must ensure that the level and quality of service will be provided without regard to race, color or national origin and that there is no disparate impact on groups protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations.

Name of Applicant (legal organization name)

Allegan County Board of Commissioners

TRANSIT PROVIDER/PURCHASER AND COORDINATION EFFORTS

Describe efforts for coordinating transit services with each of these agencies, including any purchase of service arrangements, training, maintenance, and dispatching services, etc. Also include a description of the process used to ensure coordination efforts are being pursued (i.e., LAC meetings, public hearings, etc.)

Allegan County sets quarterly Specialized Services meeting. These meetings have representatives from most of the partner agencies that utilize public transit. The Executive Director also regularly attend the Multi-Agency Collaborative Council made up of health and human services agencies.

Agencies in coordination and using service:

WMW West Michigan Works - contract in place for transport of employment service clients
DHHS - Dept. of Health & Human Services arrangement in place for transport of special needs clients
Allegan County Medical Care Facility - agreement in place for transport of special needs residents
Allegan County Senior/Veteran Services - coordination of services for transit dependent seniors
Evergreen Commons - coordination of services for transit dependent clients
Community Action of Allegan County - coordination of services for transit dependent seniors

Providers:

Interurban Transit Authority
Macatawa Area Express (MAX)

Coordination efforts are conducted through regularly held Transportation/LAC meetings with agencies discussing needs of individuals within the service area. Also, individual agency meetings are held to address any specific needs of clients and/or change in service levels.

FUTURE TRANSIT OBJECTIVES

Describe your future objectives regarding coordination/consolidation of transit services:

ACT will continue to support Mobility Management services to seniors and persons with disabilities. We will continue to coordinate transit requests between volunteer drivers and regular ACT transit services to provide the most efficient use of resources.

Name Of Applicant (legal organization name)

Allegan County Board of Commissioners

Project Name

Allegan County Mobility Management - Part 2

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

Mobility Management

- Expansion Continuation

Amount of FEDERAL funds requested for the project	Amount of STATE funds requested for the project	Local Match (If other than capital)	Total funding \$
50,000	12,500		62,500

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

No local match planned

General area served:

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

Is this project in a tip:

- Yes
 No

Estimated number of rides (one way trips) to be provided for individuals with disabilities as a result of the new freedom project

1,800

Project description

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

Title of coordinated plan from which project is derived

Allegan County FY 2023 Coordination Plan

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

Page 1 Future Transit Objectives (Ensure effective mobility management)

How does project address the identified strategy?

Continuation of existing mobility manager position for the 2022 fiscal year

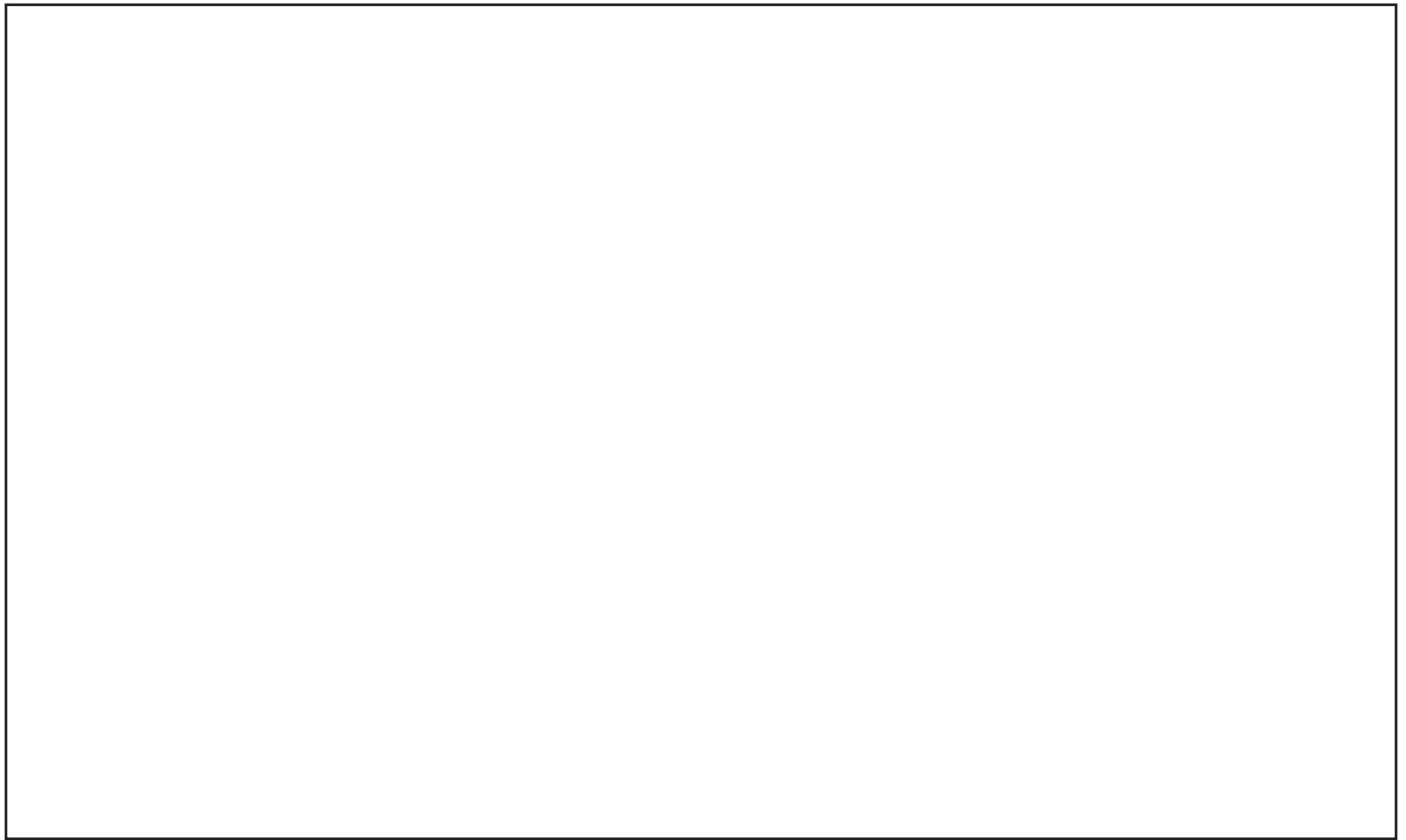
Are there multiple providers for this project/service?

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

Project implementation plan and timeline

Continuation of existing mobility manager position for the 2022 fiscal year

Additional information

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Name Of Applicant (legal organization name)

Allegan County Board of Commissioners

Project Name

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

- Expansion
- Continuation

Amount of FEDERAL funds requested for the project

Amount of STATE funds requested for the project

Local Match (If other than capital)

Total funding \$

0

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

General area served:

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

Is this project in a tip:

- Yes
- No

Estimated number of rides (one way trips) to be provided for individuals with disabilities as a result of the new freedom project

Project description

Title of coordinated plan from which project is derived

Allegan County Area Wide Coordinated Public Transit
Human Service Plan

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

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

How does project address the identified strategy?

Continuation of existing mobility manager position for the 2022 fiscal year

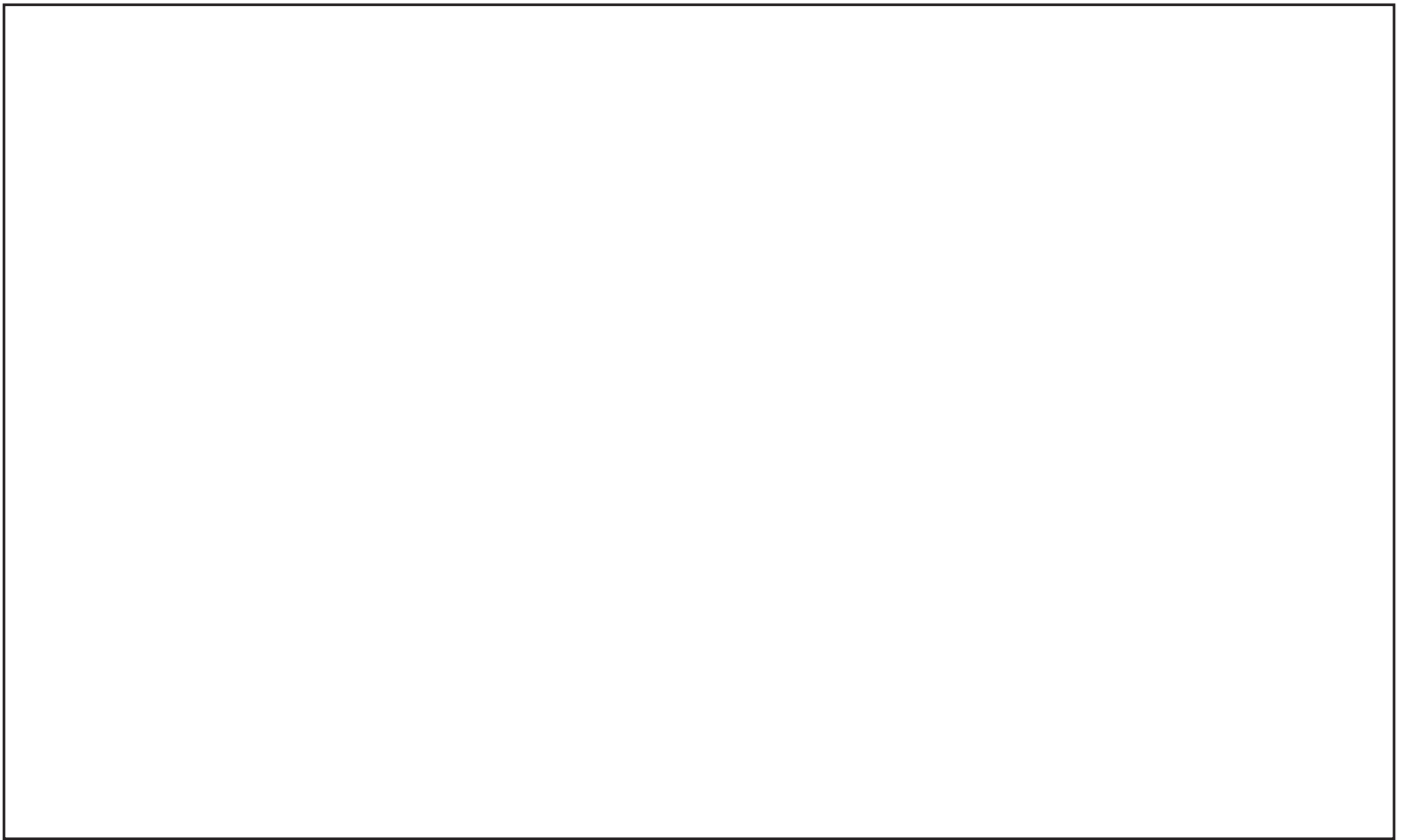
Are there multiple providers for this project/service?

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

Project implementation plan and timeline

Continuation of existing mobility manager position for the 2022 fiscal year

Additional information

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Allegan County Transportation

**750 Airway Drive
Allegan, MI 49010**

(269) 686-4529

Nonurban County

Regular Service

Annual Budgeted

2023

Total Eligible Expenses: \$1,806,700

Comments: -Includes County General Fund Transfer of up to \$400,000 for County Wide expansion of services. Allegan County has implement the 2011 SDNT Transportation Study recommendation beginning January 2022.

**Allegan County Transportation
 Nonurban County
 Regular Service
 Annual Budgeted
 2023**

Revenue Schedule Report

Code	Description	Amount
401 :	Farebox Revenue	
40100	Passenger Fares (-)	\$116,000
407 :	NonTrans Revenues	
40720	Rental of Bldgs or Other Property (-)	\$19,000
40760	Gains from the Sale of Capital Assets (Explain in comment field) ((Vehicle sales))	\$10,000
409 :	Local Revenue	
40910	Local Operating Assistance (New annual General Fund transfer))	\$343,207
40950	Local Service Contract/Local Source (-)	\$55,000
411 :	State Formula and Contracts	
41101	State Operating Assistance (-)	\$632,081
413 :	Federal Contracts	
41301	Section 5311 Operating (-)	\$650,412
41398	RTAP (-)	\$5,500
Total Revenues: \$1,831,200		

**Allegan County Transportation
 Nonurban County
 Regular Service
 Annual Budgeted
 2023**

Expense Schedule Report

Code	Description	Amount
501 :	Labor	
50101	Operators Salaries & Wages (-)	\$477,053
50102	Other Salaries & Wages (-)	\$344,095
50103	Dispatchers' Salaries & Wages (-)	\$164,498
502 :	Fringe Benefits	
50200	Fringe Benefits (-)	\$127,599
503 :	Services	
50302	Advertising Fees (-)	\$2,363
50399	Other Services (-Contracted snow removal, janitorial, MTM admin services))	\$45,002
504 :	Materials and Supplies	
50401	Fuel & Lubricants (-)	\$168,211
50402	Tires & Tubes (-)	\$1,891
50499	Other Materials & Supplies (-Bldg maintenance, bus parts, supplies))	\$26,432
505 :	Utilities	
50500	Utilities (-)	\$39,142
506 :	Insurance	
50603	Liability Insurance (-)	\$119,614
50699	Other Insurance (-)	\$217,350
509 :	Misc Expenses	
50902	Travel, Meetings & Training (-0)	\$5,500

**Allegan County Transportation
 Nonurban County
 Regular Service
 Annual Budgeted
 2023**

Expense Schedule Report

Code	Description	Amount
50903	Association Dues & Subscriptions (-)	\$2,650
512 :	Operating Leases & Rentals	
51200	Operating Leases & Rentals ((-Cost allocation plan))	\$89,800
560 :	Ineligible Expenses	
56004	Ineligible Expenses Associated w/Rentals ((-Building leased to County))	\$19,000
574 :	Ineligible Expenses	
57402	Ineligible RTAP (-)	\$5,500

Total Expenses: \$1,831,200

Total Ineligible Expenses: \$24,500

Total Eligible Expenses: \$1,806,700

**Allegan County Transportation
 Nonurban County
 Regular Service
 Annual Budgeted
 2023**

Non Financial Schedule Report		
Public Service		
Code	Description	Quantity DR
610	Vehicle Hours	27,000
611	Vehicle Miles	525,000
615	Unlinked Passenger Trips - Regular	17,500
616	Unlinked Passenger Trips - Elderly	18,500
617	Unlinked Passenger Trips - Persons w/Disabilities	15,000
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	11,000
622	Total Demand-Response Unlinked Passenger Trips	62,000
625	Days Operated	355

Total Passengers: 62,000

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	26
656	Demand-Response Vehicle w/ Lifts	26
658	Total Transit Vehicles	26

Total Vehicles: 26

Miscellaneous Information

Code	Description	Quantity DR
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Allegan County Transportation

**750 Airway Drive
Allegan, MI 49010**

(269) 686-4529

Nonurban County

Job Access

Annual Budgeted

2023

Total Eligible Expenses: \$102,300

Comments: -

**Allegan County Transportation
 Nonurban County
 Job Access
 Annual Budgeted
 2023**

Revenue Schedule Report

Code	Description	Amount
401 :	Farebox Revenue	
40100	Passenger Fares (-)	\$3,200
411 :	State Formula and Contracts	
41199	Other MDOT/OPT Contracts and Reimbursements (Explain in comment field) ((-50% State JARC))	\$51,150
413 :	Federal Contracts	
41399	Other Federal Transit Contracts & Reimbursements (Explain in comment field) ((-50% Federal JARC))	\$51,150
Total Revenues: \$105,500		

**Allegan County Transportation
Nonurban County
Job Access
Annual Budgeted
2023**

Expense Schedule Report

Code	Description	Amount
501 :	Labor	
50101	Operators Salaries & Wages (-)	\$27,525
50102	Other Salaries & Wages (-)	\$19,900
50103	Dispatchers' Salaries & Wages (-)	\$9,500
502 :	Fringe Benefits	
50200	Fringe Benefits (-)	\$7,400
503 :	Services	
50302	Advertising Fees (-)	\$140
50399	Other Services (-Contracted snow removal, janitorial, MTM admin services))	\$2,600
504 :	Materials and Supplies	
50401	Fuel & Lubricants (-)	\$9,750
50402	Tires & Tubes (-)	\$120
50499	Other Materials & Supplies (-Bldg maintenance, bus parts, supplies))	\$1,535
505 :	Utilities	
50500	Utilities (-)	\$2,260
506 :	Insurance	
50603	Liability Insurance (-)	\$6,900
50699	Other Insurance (-)	\$12,535
509 :	Misc Expenses	
50903	Association Dues & Subscriptions (-)	\$155
512 :	Operating Leases & Rentals	

**Allegan County Transportation
Nonurban County
Job Access
Annual Budgeted
2023**

Expense Schedule Report

Code	Description	Amount
51200	Operating Leases & Rentals ((-Cost allocation plan))	\$5,180
570 :	Ineligible Expenses	
57099	Other Ineligible Federal/State/Local (Explain in comment field) ((-JARC Passenger Funds))	\$3,200

Total Expenses: \$105,500

Total Ineligible Expenses: \$3,200

Total Eligible Expenses: \$102,300

**Allegan County Transportation
Nonurban County
Job Access
Annual Budgeted
2023**

Non Financial Schedule Report		
Public Service		
Code	Description	Quantity DR
610	Vehicle Hours	1,440
611	Vehicle Miles	32,400
615	Unlinked Passenger Trips - Regular	1,100
617	Unlinked Passenger Trips - Persons w/Disabilities	435
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	55
622	Total Demand-Response Unlinked Passenger Trips	1,590
625	Days Operated	254

Total Passengers: 1,590

Vehicle Information

Code	Description	Quantity
656	Demand-Response Vehicle w/ Lifts	2

Total Vehicles: 0

Miscellaneous Information

Code	Description	Quantity DR
660	Diesel/Gasoline Gallons Consumed	3,700

**Allegan County Transportation
Capital Requests For FY 2023**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2023 STBG(STP)								
Requested:1	Equipment	Desc:Power generator has met it useful life (10yr) and needs replacement before failure. This vital for back-up power. Justn:Power generator has met it useful life (10yr) and needs replacement before failure. This vital for back-up power. Approved by RTF for FY2022	\$44,000	\$11,000	\$0	\$55,000	REPLACE	PRE-REQUESTED
Requested:1	Equipment	Desc:UPS Battery Back-up Justn:UPS System has met it useful life (10yr) and needs replacement before failure. This vital for back-up power to support phones and computers. (Battery Back-up) approved by RTF for FY2022	\$16,800	\$4,200	\$0	\$21,000	REPLACE	PRE-REQUESTED
Requested:1	Facility	Desc:Storage Facility Justn:Storage space to hold service truck, snow plow, floor sweeper, and new/used tires. Locally approved for Small Urban funding #207256.	\$64,000	\$16,000	\$0	\$80,000	EXPAND	PRE-REQUESTED
Sub Total By Program Type			\$124,800	\$31,200	\$0	\$156,000		
2023 SEC 5310-NF								
Requested:1	Mobility Mgt	Desc:Mobility Management Justn:Continue to provide Mobility Management	\$50,000	\$12,500	\$0	\$62,500	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$50,000	\$12,500	\$0	\$62,500		
2023 SEC 5339 - Bus and Bus Facilities								
Eligible/Pending:2 Requested:2	Vehicle	Desc:Small Bus, 176 in. wheelbase, w/ lift, propane (Tablet & Logo) Justn:Local number 40 & 41 eligible for replacement by age (7yr)	\$165,600	\$41,400	\$0	\$207,000	REPLACE	PRE-REQUESTED

**Allegan County Transportation
Capital Requests For FY 2023**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
Eligible/Pending:3 Requested:3	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Tablet & Logo) Justn:Local number 34, 35, 36, eligible for replacement by age (7yr)	\$248,400	\$62,100	\$0	\$310,500	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$414,000	\$103,500	\$0	\$517,500		
Sub Total By Request Year			\$588,800	\$147,200	\$0	\$736,000		

**Allegan County Transportation
Capital Requests For FY 2023**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2024		SEC 5339 - Bus and Bus Facilities						
Eligible/Pending:2 Requested:2	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Tablet & Logo) Justn:Local number 42, 43 eligible for replacement by age (7yr)	\$165,600	\$41,400	\$0	\$207,000	REPLACE	PRE-REQUESTED
Eligible/Pending:1 Requested:1	Vehicle	Desc:12-Passenger Van w/ lift (Tablet & Logo) Justn:Local number 50 eligible for replacement by age (4yr)	\$47,600	\$11,900	\$0	\$59,500	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$213,200	\$53,300	\$0	\$266,500		
Sub Total By Request Year			\$213,200	\$53,300	\$0	\$266,500		

**Allegan County Transportation
Capital Requests For FY 2023**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2025 STBG(STP)								
Requested:1	Facility	Desc:Resurface drive & parking lot Justn:The transit driveway and parking lot needs resurfacing and minor replacement in spots. (Approved by RTF 11/2021)	\$200,000	\$50,000	\$0	\$250,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$200,000	\$50,000	\$0	\$250,000		
2025 SEC 5339 - Bus and Bus Facilities								
Eligible/Pending:2 Requested:2	Vehicle	Desc:Small Bus, 176 in. wheelbase, w/ lift, propane (Tablet and Logo) Justn:Local number 44, 45 eligible for replacement by age (7yr)	\$166,080	\$41,520	\$0	\$207,600	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$166,080	\$41,520	\$0	\$207,600		
Sub Total By Request Year			\$366,080	\$91,520	\$0	\$457,600		

**Allegan County Transportation
Capital Requests For FY 2023**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2026	STBG(STP)							
Requested:1	Facility	Desc:Replace roof over transportation facility office area Justn:The Allegan County Transportation Facility roof has met is useful life (office area only) and need replacement (approved by RTF 11/2021)	\$28,000	\$7,000	\$0	\$35,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$28,000	\$7,000	\$0	\$35,000		
Sub Total By Request Year			\$28,000	\$7,000	\$0	\$35,000		
Grand Total			\$1,196,080	\$299,020	\$0	\$1,495,100		

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING—SET
PUBLIC HEARING**

WHEREAS, the Board of Commissioners (Board) has been asked by the Michigan Economic Development Corporation to apply and accept CDBG funding for the expansion at LG Energy Solutions, 1 LG Way Holland; and

WHEREAS, for compliance purposes a public hearing is necessary.

THEREFORE BE IT RESOLVED the Board sets a public hearing at 1:00 P.M. for the Board Meeting on February 10, 2022, for the purpose of affording citizens an opportunity to submit comments on the proposed application for a CDBG Funding Grant for LG Energy Solutions.



ALLEGAN COUNTY
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: 209-534
Date: 1/20/2022

Request Type	Routine Items	Select a Request Type to reveal and complete required form.
Department Requesting	Administration	
Submitted By	Dan Wedge, Executive Director of Services	
Contact Information	ex 2902	

Description

Requesting the Board of Commissioners set a public hearing at 1:00 P.M. for the Board Meeting on February 10, 2022, for the purpose of affording citizens an opportunity to submit comments on the proposed application for a CDBG Funding Grant for LG Energy Solutions.

The Board of Commissioners will be asked to consider the application for pass-through CDBG funding for the expansion at LG Energy Solutions at 1 LG Way Holland. A public hearing on the application is a necessary component.

The State Michigan Economic Development Corporation (MEDC), local economic development agency Lakeshore Advantage (LA), and more recently both the City and Holland Board of Public Works (HBPW) have been actively working with LG Energy Solution (LGES) to proceed with “phase 2” at their site at 1 LG Way. This has been a very competitive process, with other communities both in and out of the state vying for this project.

The Local Investment

1. \$1.5 billion in investment by 2025, including both real and personal property.
2. 1,000 skilled, well-paying new jobs, also expected by 2025.
3. One primary with ancillary support buildings totaling approximately 1 million square feet.
4. A total package of incentives totaling approximately \$525 million, including the Allegan County CDBG amount of \$27 million
5. A workforce Housing Loan Program of \$10 million, to be administered by the State, used specifically in our region to support affordable housing.

Attached are the following:

1. A letter from LGES to the State confirming their intent to proceed with the project.
2. A letter from MEDC confirming their support for the project.
3. A map of the proposed site, depicting the existing parcel containing phase 1 and the newly proposed parcel that will contain phase 2.



LG Energy Solution, LTD.

Parc.1 Tower1, 108, Yeoui-daero, Yeongdeungpo-gu, Seoul, 07335, Korea
T. +82-2-3777-1114 www.lgensol.com

December 2, 2021

Dear Governor Whitmer,

I hereby would like to formally deliver an exciting development made during our Board of Director meeting held on November 25th, where we have officially decided to expand our Li-ion battery manufacturing facility in Holland, Michigan by investing more than \$1.5 billion by year 2025. This investment is expected to positively impact the community by creating more than 1,000 new jobs in Holland.

We believe that this new investment not only gives you a great value, but it also reflects our appreciation to Michigan Teams' continued effort shown so far through our long-partnership. Thanks to this investment, we will be able to scale the business and further elevate the art of storytelling, creating even more opportunities for the surrounding communities and stakeholders in Michigan. In this regard, LG Energy Solution Michigan Inc., our first facility in the U.S. that began with the vision of being a pioneer in the Li-ion battery industry in U.S., will continue to seek your great support again.

This facility has a significant meaning to our business in a way that it is our only wholly-owned facility that stands as the forefront among our production facilities in the U.S., therefore, we intend to drive this production site to act as a human resource "incubating hub" that takes the lead in nurturing next-generation Li-ion battery professionals. Thus, your seamless assistance and support, when inquired, during this course of journey will certainly be a help to ensure we stay and operate at the most competitive level in the market.

Further to this news, I have been honored to take a new position at LG Energy Solution as the Group Leader for Corporate Strategy Group that comprehensively directs and oversees all activities related to setting business pathways including global investment. My successor, Mr. Doowon Kim, started to take my role as the Head of Global Investment starting from December 1st, 2021. I will certainly be on every post to support him for this project as his boss and push everything forward in the course of developing the best win-win implementation strategy together in all stages of this investment.

As always, thank you for your continued support of our presence in Michigan and the role that you are playing alongside LG Energy Solution. Once the incentive gets approved, I will look forward to the next conversation in the forthcoming event of ceremony in Michigan.

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'Allan Chung', written over a light blue horizontal line.

Allan Chung

Vice President / Group Leader, Corporate Strategy Group
LG Energy Solution, Ltd.



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

January 27, 2022

Allegan County Board of Commissioners
3283 122nd Ave.
Allegan, MI 49010

To the Esteemed Members of the Allegan County Board of Commissioners:

On behalf of the Michigan Economic Development Corporation (MEDC), I am pleased to write to you in support of LG Energy Solution's expansion in the city of Holland. This is a transformational opportunity to create upward economic mobility for not only your constituents in Holland, but for all our 10 million-plus friends and neighbors across the state for generations to come.

Michigan remains the center of high-tech electric vehicle and component production in the U.S., with more than 15,000 mobility and automotive manufacturing jobs created since 2019 – many supporting increased electric vehicle manufacturing here in Michigan. Our state continues to be at the forefront of developing the vehicles, components, roads and talent of the future while leading innovative initiatives that will continue advancing Michigan's EV infrastructure and workforce landscape. Additionally, with LG Energy Solution's demonstrated commitment to continuing its growth in Michigan, we know that the future remains bright for both the industry and our workforce here in the state.

Michigan has a long-standing and strong relationship with LG Energy Solution and we remain grateful for the company's decade-long investment in both manufacturing and R&D in the state. We will continue to be a global home for opportunity within the future of mobility and electrification and are pleased to share with you today our support for LG Energy Solution and its continued growth and success in Michigan.

Respectfully Submitted,

Josh Hundt
Chief Business Development Officer,
Executive Vice President

PURE *M*ICHIGAN®

