

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 #1 - 4/12/22**

Thursday, April 14, 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

1. *Community Update
2. *Administration—restore Transportation Director / fund Executive Director of Services
3. Administrative Update

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

OTHER ITEMS:

PUBLIC PARTICIPATION:

FUTURE AGENDA TOPICS:

1. Administrative Update
2. 1st Quarter Capital Report—Valdis Kalnins, Project Manager

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

ADJOURNMENT: Next Meeting—Thursday, April 28, 2022, 3:00PM @ COUNTY SERVICES BUILDING, BOARD ROOM.

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

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

April 14, 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: 891 6032 7098, then #, then # again
- Type in Meeting Password: 41422, 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/89160327098>
- Meeting Password: 41422

<Continue with the rest of the instructions>

STEP 2: Enter registration information

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

Registration details:

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

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

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

Below the form is a reCAPTCHA challenge with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. A blue button labeled "Join Webinar in Progress" is located below the reCAPTCHA.

At the bottom of the page, there is a footer with navigation links:

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

Four blue arrows with white text provide instructions:

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

STEP 3: This Window will appear when connected.



STEP 4: Adjust audio settings (if needed)

The screenshot shows the Zoom application interface. A large black vertical bar on the left side of the screen is highlighted with a blue arrow labeled '1'. A blue arrow labeled '2' points to the 'Audio' settings panel in the Zoom settings window. The 'Audio' settings panel includes options for Speaker and Microphone, with volume sliders and checkboxes for 'Automatically adjust volume', 'Use separate audio device to play ringtone simultaneously', 'Automatically join audio by computer when joining a meeting', 'Mute my microphone when joining a meeting', 'Press and hold SPACE key to temporarily unmute yourself', and 'Sync buttons on headset'. The 'Advanced' button is visible at the bottom right of the settings panel. The background shows a meeting agenda with items like 'Economic Development - Greg King, Director' and 'ADMINISTRATIVE REPORTS: CONSENT ITEMS: 1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)'. The bottom of the screen shows the Zoom meeting controls with icons for Chat, Raise Hand, and Q&A.

Settings

General

Video

Audio

Share Screen

Virtual Background

Recording

Statistics

Feedback

Keyboard Shortcuts

Accessibility

Speaker: Test Speaker Remote Audio

Output Level: _____

Volume: _____

Microphone: Test Mic _____

Input Level: _____

Volume: _____

Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Advanced

269-673-4514
mthiele@allegancounty.org

Economic Development — Greg King, Director
ADMINISTRATIVE REPORTS:

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

CONSENT ITEMS:

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

Audio Settings

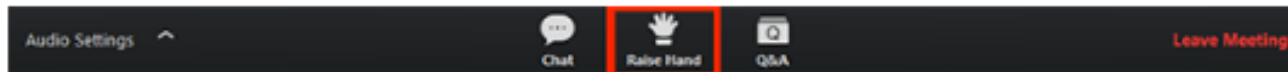
Chat Raise Hand Q&A

STEP 5: Raise hand to be recognized to speak.

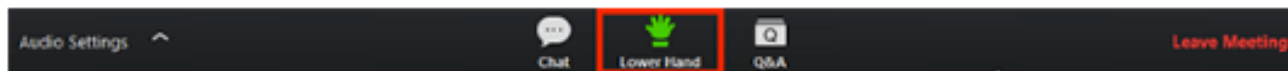
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

On bottom of screen.

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



2. The host will be notified that you've raised your hand.
3. Click **Lower Hand** to lower it if needed.



STEP 6: To leave the meeting

The screenshot shows a Zoom meeting 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 Jim Storey and Gale Dugan. The agenda items are listed under "BOARD OF COMMISSIONERS MEETING - AGENDA", including District 1 through 4 details and a central list of items like "CALL TO ORDER", "ROLL CALL", "OPENING PRAYER", etc. At the bottom of the Zoom window, there is a control bar with "Audio Settings", "Chat", "Raise Hand", "Q&A", and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

ADMINISTRATION—AUTHORIZE COMMUNITY UPDATE RELEASE

WHEREAS, on March 10, 2022, the Board authorized the development of a community survey update outlined by the County Administrator; and

WHEREAS, on March 24, 2022, the County Administrator presented the concept in written form to the Board; and

WHEREAS, based off that discussion, a draft update was crafted; as presented.

THEREFORE BE IT RESOLVED, the Board approves the community update and authorizes the County Administrator to make the necessary grammatical and graphical changes prior to release; and

BE IT FINALLY RESOLVED, the County Administrator is authorized to incur the necessary expenditures and the Executive Director of Finance is authorized to make the necessary budget adjustments to complete this project.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

ADMINISTRATION—RESTORE TRANSPORTATION DIRECTOR/FUND EXECUTIVE DIRECTOR OF SERVICES

WHEREAS, the Board of Commissioners (Board) through its planning and adoption of the 2022 budget has restored and increased county-wide transportation services; and

WHEREAS, the transportation fund will receive increased grant funding in the next two fiscal years; and

WHEREAS, the responsibilities of the Transportation Director position have been carried out through the Executive Director of Services position through a cost share between the general fund and the transportation fund.

THEREFORE BE IT RESOLVED the Board authorizes the restoration of a full time transportation director in the Transportation Department; and

BE IT FURTHER RESOLVED the Board authorizes the redirection of up to \$30,000 from the FY22 General Fund appropriation Transfer Out to the Transportation Fund, to the Administration (Activity 172) budget to fully fund the Executive Director of Services position; and

BE IT FINALLY RESOLVED the Human Resources Department will post and hire the Transportation Director at C51 and the Executive Director of Finance is authorized to perform the necessary budget adjustments to complete these actions.

<u>Fiscal Year</u>	<u>Current State GF Approp</u>	<u>Proposed Future State GF Approp</u>	<u>Difference</u>
2022	\$ 850,000	\$ 820,098	\$ (29,902)
2023	\$ 892,500	\$ 830,154	\$ (62,346)
2024	\$ 937,125	\$ 872,759	\$ (64,366)
2025	\$ 983,981	\$ 917,535	\$ (66,446)
2026	\$ 1,033,180	\$ 964,592	\$ (68,588)

Transportation Director



Position Description

Status

Full-Time, Exempt

Compensation

C51

Bargaining Unit

N/A

Reports to

Executive Director of Services

Supervises

Transportation Staff

Position Category

Director

Summary

This position is responsible for the development, implementation, oversight, and direction of the public transportation system in accordance with policies and directives pursuant to all applicable state and federal laws and regulations. Ensures that Allegan County meets all Federal Transportation Administration (FTA) and Michigan Department of Transportation (MDOT) requirements. The Director supervises and directs all staff; develops and implements policies and procedures for all operations; directs and/or performs the department's administrative functions; and prepares the department's annual budget and audit reports. Responsible for integrating the strategic plan, priorities, and goals for public transportation.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Develops and implements policies and procedures to ensure that the activities of all public transportation services are in compliance with the Federal Transportation Administration (FTA) and Michigan Department of Transportation (MDOT) requirements.
2. Ensures compliance with relevant laws and regulations in all aspects pertaining to a government entity in general and the transportation program in particular.
3. Performs the financial management of the service area, including the development and implementation of the annual budget, contract management, auditing reports and staying compliant with local, State and Federal procurement policies.
4. Plans, evaluates, implements, and provides leadership for quality public transportation programs.
5. Prepares the annual grant application to MDOT and funding request for the small urban programs, Rural Task Force and other granting agencies

6. Responsible for public transportation vehicle management and coordination of service for County fleet vehicles.
7. Supervise and direct the activities of all Public Transportation staff and contractor operations.
8. Implementation of short and long-range plans and policies related to Customer Service.
9. Attend meetings with other agencies and departments. Provide updates to the Board of Commissioners and Committees as required.
10. Receives, investigates, and resolves complaints/concerns from stakeholders and keep the County compliant with Title VI and ADA policies.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and maintenance shop.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and community meetings. Must have a valid Michigan Driver's License.

Required Education and Experience

1. Bachelor's degree in business administration or management.
2. Four (4) years of principles and practices of business administration including accounting and fiscal management practices and office procedures.
3. Four (4) years of experience in leadership.

Preferred Education and Experience

1. Five (5) years of experience in the transportation industry with focus on business administration.
2. Basic knowledge of vehicle fleet management.
3. Experience in grant writing with good oral and written communications skills

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

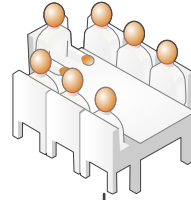
Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Allegan County
Administrative Reporting Chart

Modified: 4/11/2022

Board of Commissioners



County
Administrator



Public
Defender



Assistant
Corporate
Council



Executive
Assistant



Equalization
Director



Exec Director of
Human Resources



Exec Director of
Finance



Exec Director of
Services



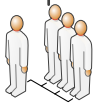
Health
Officer



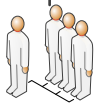
Exec Director of
Operations



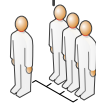
Human
Resources



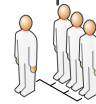
Finance



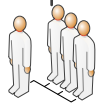
Environmental
Health



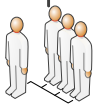
Personal
Health



Emergency
Preparedness



Parks



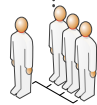
Transportation



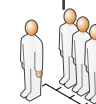
Senior/Veterans
Services



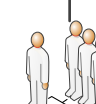
Equalization



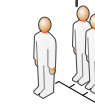
Information
Services



Project
Mgmt



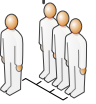
Facilities



CD
Director



Central
Dispatch



Allegan County
Exec Director of Services
Reporting Chart

Modified: 4/7/2022

Board of Commissioners

County
Administrator

Exec Director
of Services

Economic
Development

Parks
Manager


Transportation
Director


Senior & Veterans
Services Director


Transportation
Coordinator


Administrative
Specialist


Mobility
Specialist


Vehicle
Technician


Transportation
Contractor