

## ALLEGAN COUNTY BOARD OF COMMISSIONERS

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AUGUST 25, 2022 SESSION

JOURNAL 70

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DRAFT

## MORNING SESSION

**AUGUST 25, 2022 SESSION – PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on August 25, 2022 at 9:00 A.M. in accordance with the motion for adjournment of August 11, 2022, and rules of this board; Chairman Storey presiding.

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

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

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

**PUBLIC PARTICIPATION – NO COMMENTS**

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

**AGENDA ADDITIONS**

3/ Chairman Storey asked if there were any additions or changes to the agenda. Administrator Sarro requested to have a closed session for the purpose of collective bargaining.

Moved by Commissioner Dugan, seconded by Commissioner Cain to adopt the changes to the meeting agenda as requested. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: Thiele.

**AGENDA – ADOPTED AS AMENDED**

4/ Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to adopt the meeting agenda as amended. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: Thiele.

**ADMINISTRATIVE UPDATE – PUBLIC HEALTH QUARTERLY REPORT**

5/ Health Officer Angelique Joynes updated the board with the Public Health quarterly report.

**BREAK – 10:08 A.M.**

6/ Upon reconvening at 10:17 A.M., the following Commissioners were present: Commissioner Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain. Absent: None.

**DRAFT 2023/27 BUDGET AND DRAFT 2023/27 CAPITAL**

7/ Administrator Sarro continued discussion on the draft 2023/27 budget and the draft 2023/27 capital. Commissioners received updated budget materials with highlighted revisions.

**ADMINISTRATIVE REPORTS**

8/ Administrator Sarro noted his written report was submitted to Commissioners.

**PUBLIC PARTICIPATION - NO COMMENTS**

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

**CLOSED SESSION: COLLECTIVE BARGAINING**

10/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to recess to closed session to discuss collective bargaining. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**RECONVENE/ROLL CALL**

11/ Upon reconvening at 11:42 A.M., the following Commissioners were present: Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain.

**ADJOURNMENT UNTIL SEPTEMBER 8, 2022 AT 9:00 A.M.**

12/ Moved by Commissioner Thiele, seconded by Commissioner Cain to adjourn until September 8, 2022 at 9:00 A.M. The motion carried by roll call vote and the meeting was adjourned at 11:42 A.M. Yeas: 7 votes. Nays: 0 votes.

**AFTERNOON SESSION****AUGUST 25, 2022 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

13/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on August 25, 2022 at 1:00 P.M. in accordance with the motion for adjournment of August 11, 2022, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #5 Commissioner Jessup.

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

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

DIST #1	DEAN KAPENGA	DIST #5	TOM JESSUP
DIST #2	JIM STOREY	DIST #6	GALE DUGAN
DIST #3	MAX THIELE	DIST #7	RICK CAIN - left at 2:18PM
DIST #4	MARK DeYOUNG		

**COMMUNICATIONS**

14/ Deputy Clerk Tien noted to the board that they received the following communications:

1. VanBuren County auto insurance reform resolution

**AUGUST 11, 2022 SESSION MINUTES - ADOPTED**

15/ Moved by Commissioner Thiele, seconded by Commissioner Dugan to approve the minutes for the August 11, 2022 session as distributed. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - NO COMMENTS**

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

**AGENDA - ADOPTED AS PRESENTED**

17/ Moved by Commissioner Thiele, seconded by Commissioner DeYoung to adopt the meeting agenda as presented. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**INFORMATIONAL SESSION - DEPARTMENT OF HUMAN SERVICES**

18/ Program Manager Matt Salas gave an update to the board on the programs and services offered by the Michigan Department of Health & Human Services.

**ADMINISTRATIVE REPORTS - DRAIN POSITION**

19/ Administrator Sarro continued with his report from the morning session. He gave a budget update on the position of Drain Development Coordinator.

Moved by Commissioner Dugan, seconded by Commissioner Cain to accept the memo as presented for the drain position and have the memo become part of the minutes.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to amend the motion to "Whereas the Board of Commissioners have received a memo of recommendation from Administration, the board hereby approves the Drain Commissioner's request for the reference position." Motion amendment failed by roll call vote. Yeas: Thiele and Dugan. Nays: Kapenga, Storey, DeYoung, Jessup and Cain.

Original motion by Commissioner Dugan, second by Commissioner Cain to accept the memo as presented for the drain positions and have the memo become part of the minutes. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**Allegan County  
Administrator***Robert J. Sarro*County Services Building  
3283 – 122<sup>nd</sup> Avenue  
Allegan, MI 49010  
269.673.0203

## MEMO

TO: Board of Commissioners

DATE: August 25, 2022

**RE: Drain Engineer Position**

The vacant Drain Engineer position has been a Board discussion topic over the last few months. On April 19, 2022, the Drain Commissioner requested the position be reclassified to a position that does not require an engineering license or degree, effective immediately. The reclassification was also submitted as a 2023 budget request and included in the position request chart.

As the result of Board input, several conversations between Human Resources and the Drain Commissioner, and the completion and analysis of a Position Description Questionnaire, a recommendation of pay grade B31 was suggested for this new role. The Drain Commissioner has agreed to an 80/20 funding split, with the General Fund covering 80 percent of the position's cost, and the Drain Maintenance Fund (#639) absorbing the remaining 20 percent.

On August 16, 2022, the Executive Directors of Human Resources and Finance met with the Drain Commissioner and her Chief Deputy. An email was provided to the Drain Commissioner by the Executive Director of Human Resources on the same date and included the following:

“... To recap, we are able to recommend that a B24/B31 Coordinator position be created. Eighty percent of this position would be supported by the General Fund. You committed to funding 20 % of this position, through Fund 639.

Similar to the Deputy Drain Maintenance Supervisor (Brent) position, the 80-20 split would be set up through Payroll, as a fixed cost distribution, so no effort would be needed on your part, on a bi-weekly basis, to charge this Fund. And, similar to Brent's current position, it is important that you collect revenue, by charging benefitting drains, to create revenue to offset the payroll expenses that accumulate in Fund 639...”

Per Appendix 6.D of the Budget Policy, the County Administrator may approve “Budget neutral changes in positions or changes resulting in reduced expenditures of budgeted positions.” The requested reclassification results in a lower cost position than the existing one. As such, I plan to approve the above changes (cited from the referenced email) immediately. The changes will also be included in the 2023 budget as a decrease in expenditures. In addition, the reclassification request has been removed from the list of 2023 requests. Finally, the position of Drain Engineer will be eliminated. Absent any objection by the Board, a notation in the minutes is requested to provide a clear paper trail for future research projects.

It is worth noting the discussions and email with the Drain Commissioner included the following structural consideration:

“... We also discussed the overall structure of the office, and how the new position would create a chain of one supervisor over one person, who is a supervisor over one person. The recommended structure is for the new B31 to supervise both the Deputy Drain Maintenance Supervisor and the Drain Maintenance Technician. It is also recommend to change the title of Drain Supervisor to Drain Specialist. I understand

that you have some concern about that structure. We can revisit the concept if/when the Deputy Drain Maintenance Supervisor position is vacant...”

As such, the Executive Director of Human Resources will provide an administrative update should this matter need to be finalized.

Sincerely,



Robert J. Sarro  
County Administrator

**FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS**

20/ **WHEREAS**, Administration has compiled the following claims for August 19, 2022 and August 26, 2022; and

**WHEREAS**, the following claims, which are chargeable against the County, were audited in accordance with Section 46.61 to 46.63, inclusive, M.C.L. 1970 as amended and resolutions of the Board; and

**WHEREAS**, said claims are listed in the 2022 Claims folder of the Commissioners' Record of Claims.

**August 19, 2022**

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	109,524.54	109,524.54	
Parks/Recreation Fund – 208	713.91	713.91	
Friend of the Court – Cooperative Reimb. – 215	335.00	335.00	
Friend of the Court - Other - 216	407.73	407.73	
Health Department Fund – 221	15,599.18	15,599.18	
Solid Waste/Recycling – 226	3,811.96	3,811.96	
Register of Deeds Automation Fund – 256	352.24	352.24	
Indigent Defense Fund – 260	15,553.15	15,553.15	
Central Dispatch Fund – 261	476.31	476.31	
Grants – 279	6,348.42	6,348.42	
Transportation Fund – 288	11,878.84	11,878.84	
Child Care Fund – 292	3,889.39	3,889.39	
Senior Services Fund - 298	28,525.67	28,525.67	
American Rescue Plan Act - ARPA - 299	13,654.00	13,654.00	
Capital Improvement Fund - 401	17,116.27	17,116.27	
Central Dispatch CIP - 496	4,300.00	4,300.00	
Delinquent Tax Revolving Fund – 516	77,425.89	77,425.89	
Tax Reversion Fund-2018 - 629	912.00	912.00	

Self-Insurance Fund - 677	323.22	323.22	
Drain Fund – 801	11,798.97	11,798.97	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$322,946.69</b>	<b>\$322,946.69</b>	

**August 26, 2022**

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	185,203.79	185,203.79	
Parks/Recreation Fund - 208	2,773.30	2,773.30	
Friend of the Court Fund - Cooperative Reimb – 215	210.09	210.09	
Friend of the Court - Other - 216	80.00	80.00	
Health Department Fund - 221	16,760.47	16,760.47	
Multi Agency Collaborative Committee - 245	523.83	523.83	
Animal Shelter - 254	6,631.00	6,631.00	
Register of Deeds Automation Fund – 256	375.00	375.00	
Indigent Defense Fund- 260	324.45	324.45	
Central Dispatch Fund - 261	4,185.17	4,185.17	
Concealed Pistol Licensing Fund - 263	221.09	221.09	
CDBG Program Income Fund - 277	4,800.00	4,800.00	
Grants – 279	1,578.51	1,578.51	
Transportation Fund – 288	2,750.24	2,750.24	
Child Care Fund - 292	5,622.59	5,622.59	
Veterans Relief Fund - 293	4,263.03	4,263.03	
Senior Services Fund - 298	134,432.40	134,432.40	
Capital Improvement Fund - 401	1,853.54	1,853.54	
Tax Reversion – 620	63.90	63.90	
Revolving Drain Maintenance Fund - 639	36.01	36.01	
Fleet Management / Motor Pool- 661	52.76	52.76	
Drain Fund - 801	2,979.70	2,979.70	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$375,720.87</b>	<b>\$375,720.87</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for August 19, 2022 and August 26, 2022.

Moved by Commissioner Thiele, seconded by Commissioner Kapenga to adopt the report of claims for August 19, 2022 and August 26, 2022. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**DISCUSSION ITEMS:**

**FY2023 ELECTED OFFICIALS AND CHIEF DEPUTY POSITION SALARIES**

**21/ WHEREAS**, pursuant to MCL 45.471 et seq., the Allegan County Board of Commissioners have established salaries for non-judicial County elected officials for 2023; and



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

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

	<b>2023 Salary</b>	<b>Parameters</b>
Clerk-Register	\$86,264.36	20% above Chief Deputy
Chief Deputy County Clerk	\$71,886.88	13% above the combined average of the top step of their highest supervised
Chief Deputy Register of	\$71,886.88	
Drain Commissioner	\$86,264.36	20% above Chief Deputy
Chief Deputy Drain Commissioner	\$71,886.88	13% above the combined average of the top step of their highest supervised
Prosecuting Attorney	\$126,738.04	3.25% wage adjustment
Chief Prosecuting	\$108,312.10	
Sheriff	\$110,807.58	
Undersheriff	\$101,105.42	5% above Captains
Treasurer	\$86,264.36	20% above Chief Deputy
Chief Deputy Treasurer	\$71,886.88	13% above the combined average of the top step of their highest supervised

**BE IT FURTHER RESOLVED** these salaries shall become effective as of January 1, 2023.

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

**CHILD CARE FUND – APPROVE BUDGET PLAN**

**22/ BE IT RESOLVED** that the Board of Commissioners hereby approves the County Child Care Budget in the amount of \$4,911,743 for the period October 1, 2022 through September 30, 2023; and

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

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

**WATER STUDY WORKGROUP MATCH REQUESTS**

**23/** Administrator Sarro reviewed the requests received for ARPA funding for water projects by local units of government.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the recommendations from the Water Study Work Group for funding. Motion carried by roll call vote. Yeas: Kapenga, Story, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

Recommendations of the Groundwater Study Work Group  
Concerning  
Requests for ARPA Funding for Water Projects by Local Units of Government

**RECOMMENDED**

Requestor	Project Description	Meets Impact to Water Quality and Quantity Criterion	Project Schedule	Funding Request	Meets Funding Criterion	Meets Broadband Criterion (90% coverage)	Work Group Recommendation
City of Allegan Doug Sweeris	Water and sewer replacement in downtown Allegan.	Yes	Scheduled bid opening on August 2, 2022. Award no later than September 20, 2022. Completion summer 2024.	\$526,000	No. ARPA Funds Received: \$525,426	YES	Recommended, up to ARPA match of \$525,426
City of Otsego Project 1 Aaron Mitchell	East Allegan Street Sewer Extension Project.	Yes	Begin construction August 2022.	\$266,105.23	Yes ARPA Funds received: \$418,046	YES	Recommended, up to ARPA match of \$418,046 for BOTH Project 1 and Project 2.
City of Otsego Project 2 Aaron Mitchell	Water Main Loop Project.	Yes	Begin construction August 2022	\$153,619.11	Yes ARPA Funds received: \$418,046	YES	Recommended, up to ARPA match of \$418,046 for BOTH Project 1 and Project 2.
City of Plainwell Eric Wilson	Old Orchard Neighborhood Project.	Yes	Design start: October 2022 Construction: May to September 2023	\$1,113,625	No ARPA Funds Received: \$396,920.09  City of Plainwell has requested that the ARPA funds received by Otsego Township, Martin Township, Martin Village and Gun Plain Township be considered for the match since these LUGs are serviced by the City's regional collection system.	YES	Recommended, up to ARPA match of \$396,920.09.  Although not technically "shovel-ready," the township made a commitment to initiate engineering design work on August 8, 2022. The Work Group believes the construction start date is sufficiently close to justify funding the project in view of the value of the project towards water quality goals.
Saugatuck Twp. Daniel DeFranco	Riverside Drive Water Main Pipeline Replacement.	Yes.	Design Start: August 2022 Construction start: May 2023. Construction completion: December 2023	\$350,000	Yes ARPA Funds received: \$351,686.00	YES	Recommended  Although not technically "shovel-ready," the township has initiated engineering design. The Work Group believes the construction start date is sufficiently close to justify funding the project in view of the value of the project towards water quality goals.

Moved by Commissioner Dugan, seconded by Commissioner Cain to approve the Village of Martin's request for reconditioning pump #2. Motion failed by roll call vote. Yeas: Dugan and Cain. Nays: Kapenga, Storey, Thiele, DeYoung and Jessup.

**911 POLICY BOARD - APPROVE AMENDED BY-LAWS**

**24/ WHEREAS**, on July 21, 2021, the Allegan County Central Dispatch 911 Policy Board (Policy Board) by-laws recommended to the Board of Commissioners changes to its by-laws; and

**WHEREAS**, at a subsequent Board of Commissioners Meeting, the County Administrator discussed this change; however, no formal board action can be found.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners hereby approves the following amendment to Section III, 3.2:

A) The Board shall be made up of one representative from each of the following:

Appointed Members

- Representative of township government within Allegan County
- Representative of city or village government within Allegan County
- Private citizen residing in Allegan County
- (1) East side and (1) West side Fire Officer from within Allegan County (recommended by the Allegan County Fire Chief's Association)
- Representative of E.M.S. providers within Allegan County
- Allegan County Medical Control
- City or Village Police Chief from within Allegan County; and

**BE IT FURTHER RESOLVED**, that these changes shall be incorporated into the Policy Board by-laws and posted online, as attached; and

**BE IT FINALLY RESOLVED**, that these attached by-laws supersede any previously established by-laws.

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

**TREASURER - REQUEST QUARTERLY INVESTMENT REPORT**

**25/** Commissioner Kapenga inquired as to having the Treasurer come to the board quarterly to give updates on investment accounts. Discussion followed. Commissioner Kapenga requested that the County Administrator determine what other counties are doing for receiving updates from their Treasurer.

**ELECTIONS - ECONOMIC DEVELOPMENT COMMISSION**

**26/** Chairman Storey opened nominations to fill the remainder of a 3-year term on the Economic Development Commission; term to expire 12/31/2022.

Chairman Storey nominated Matt Smith, 3040 122<sup>nd</sup> Ave, Allegan

Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to close the nominations and cast a unanimous ballot for Matt Smith as nominated. Motion carried unanimously.

**PUBLIC PARTICIPATION - NO COMMENTS**

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

**ADJOURNMENT UNTIL SEPTEMBER 8, 2022 AT 1:00 P.M.**

28/ Moved by Commissioner Thiele, seconded by Commissioner Kapenga to adjourn until September 8, 2022 at 1:00 P.M. The motion carried by voice vote and the meeting was adjourned at 2:43 P.M. Yeas: 6 votes. Nays: 0. Absent: 1 vote.



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Deputy Clerk

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Board Chairperson

Minutes approved during the 00/00/2022 Session

DRAFT