

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

Thursday, October 26, 2023, @ 9:00 AM

County Services Building, Board Room

Virtual Meeting Options Attached

DISTRICT 1

Jim Storey
616-848-9767
jstorey@
allegancounty.org

9:00 AM

CALL TO ORDER:

ROLL CALL:

OPENING PRAYER: Commissioner Dean Kapenga

PLEDGE OF ALLEGIANCE:

PUBLIC PARTICIPATION:

ADDITIONAL AGENDA ITEMS:

APPROVAL OF AGENDA:

DISTRICT 2

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

DISTRICT 3

Dean Kapenga
616-218-2599
dkapenga@
allegancounty.org

DISCUSSION ITEMS:

1. 2023/27 Board Strategic Plan Updates
 - a. State of Public Transit–Whitney Ehresman, Transportation Director
2. Board of Commissioners Rules of Organization Review
3. Board of Commissioners–approve 2024 Meeting Dates (Board & Planning Sessions)
4. Administrative Update
 - a. 3rd Quarter Capital Report–Valdis Kalnins, Project Manager

DISTRICT 4

Scott Beltman
616-292-1414
sbeltman@
allegancounty.org

OTHER ITEMS:

PUBLIC PARTICIPATION:

FUTURE AGENDA TOPICS:

1. Public Health Quarterly Report–Angelique Joynes, Health Officer
2. Board of Commissioners Rules of Organization Review Continues
3. Administrative Update

DISTRICT 5

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

ADJOURNMENT: Next Meeting–Thursday, November 9, 2023, 9:00 AM @

COUNTY SERVICES BUILDING, BOARD ROOM.

Please note that Regular and Special Meetings of the Board of Commissioners held in the Board Room are streamed live and recorded in accordance with the County's Live Stream & Publishing Recordings of Meetings Policy, which can be viewed on the County's website.

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”

Your attendance constitutes your consent to audio/visual streaming and/or recording and to permit the County to broadcast your name/voice/image/content to a broader audience.



Allegan County Board of Commissioners

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: 102623, 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: 102623

<Continue with the rest of the instructions>

STEP 2: Enter registration information

Webinar Registration - Zoom

zoom.us/webinar/register/WN_YneHxuk_SjqfnMwchbtUEg

Webinar Registration

Topic: BOC Meeting - 4/9/2020

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

* Required information

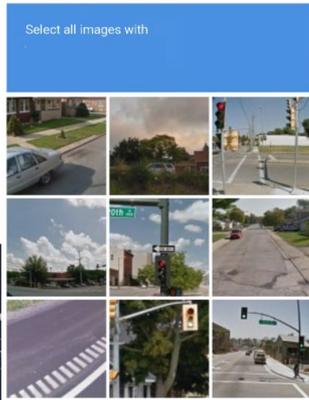
First Name *

Last Name *

Email Address *

Confirm Email Address *

I'm not a robot  reCAPTCHA Privacy - Terms

Select all images with 

VERIFY

US Dollars

Lang
E
Curre
US Dollars

About
Zoom Blog
Customers
Our Team
Why Zoom
Features
Careers
Integrations
Partners
Investors

Download
Meetings Client
Zoom Rooms Client
Browser Extension
Outlook Plug-in
Lync Plug-in
iPhone/iPad App
Android App

Sales
1.888.799.9666
Contact Sales
Plans & Pricing
Request a Demo
Webinars and Events

Support
Test Zoom
Account
Support Center
Live Training
Feedback
Contact Us
Accessibility

1. Enter name and email

2. Click this box

4. Click when done.

3. Answer challenge question

STEP 3: This Window will appear when connected.



STEP 4: Adjust audio settings (if needed)

The screenshot shows a meeting interface with a 'Settings' window open. The 'Audio' section is selected in the left sidebar. A context menu is open, showing options for speaker and microphone settings. Blue arrows labeled '1' and '2' indicate the steps to adjust audio settings.

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

Context Menu:

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

Meeting Content:

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.

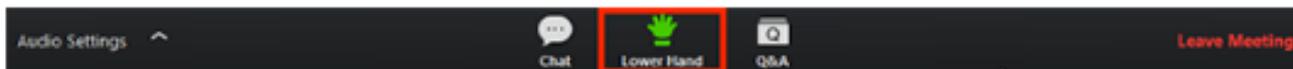
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

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 County Services Building, including address, phone, fax, and website. Below the header, the document title is "BOARD OF COMMISSIONERS MEETING – AGENDA". The agenda items are listed by district: DISTRICT 1 (Dean Kasperge), DISTRICT 2 (Jim Storey), DISTRICT 3 (Max R. Thiele), and DISTRICT 4 (Mark DeYoung). The agenda items include "Virtual Meeting – Connectivity Instructions Attached", "1PM CALL TO ORDER: ROLL CALL: OPENING PRAYER: PLEDGE OF ALLEGIANCE: COMMUNICATIONS: Attached APPROVAL OF MINUTES: Attached", "PUBLIC PARTICIPATION: ADDITIONAL AGENDA ITEMS: APPROVAL OF AGENDA: PRESENTATIONS: PROCLAMATIONS: INFORMATIONAL SESSION: Attached ADMINISTRATIVE REPORTS:", and "CONSENT ITEMS:". The document footer shows "PAGE 1 OF 2 251 WORDS" and a zoom level of "100%". 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.



Strategic Plan Update

The evolution of public transit in Allegan County

Presented by
Whitney Ehresman

October 26, 2023



Part 1:

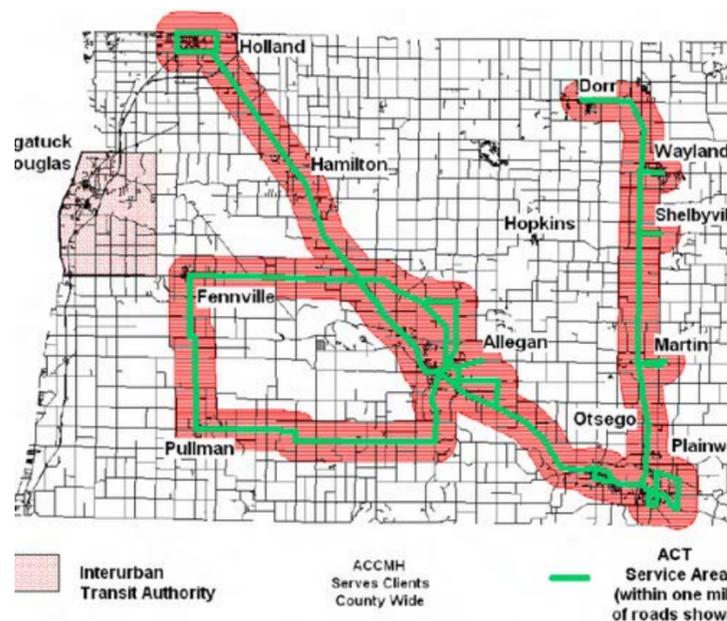
Previous state



Public Transportation prior to 2020

01

Service was only available for individuals that lived within 1 mile from major roadways. Service was not available on weekends and evenings. A study conducted during the development of the 2011 Transportation Strategic Plan found 25% of survey respondents stated a lack of transportation prevented them from looking for, getting, or keeping a job.



02

Program revenue was largely dependent upon partnerships with agencies. This limited the number of trips individuals were able to take, since agencies had scheduling priority. Consequently, 36% of respondents from the 2011 strategic planning study stated a lack in transportation services prevented them from attending medical appointments in that last year.



03

In 2019, there was an average of 269 trip denials per month - individuals were calling ACT for service, but their rides were unable to be scheduled to various limiting factors. Through the 2019 survey, the community expressed support towards the prioritized expansion of public transportation through a tax limitation restoration.



Public Transportation prior to 2020

04

Between 2018-2020, there was a heavy reliance on fund balance to maintain operations, with a rapid decrease in agency service and corresponding contract revenue. It was estimated that by 2021, fund balance would be depleted, and service would be limited to contracted service. There was also future funding uncertainty for Specialized Services.



05

Primarily, trips were reserved for Agency Partners (such as Commission on Aging, Outlook Academy, MDHHS, Michigan Works and Community Mental Health). Remaining availability was reserved for dialysis patients, medical trips, and seniors and individuals with disabilities. Only about 5 percent of trips were reserved for Job Access/Employment.



06

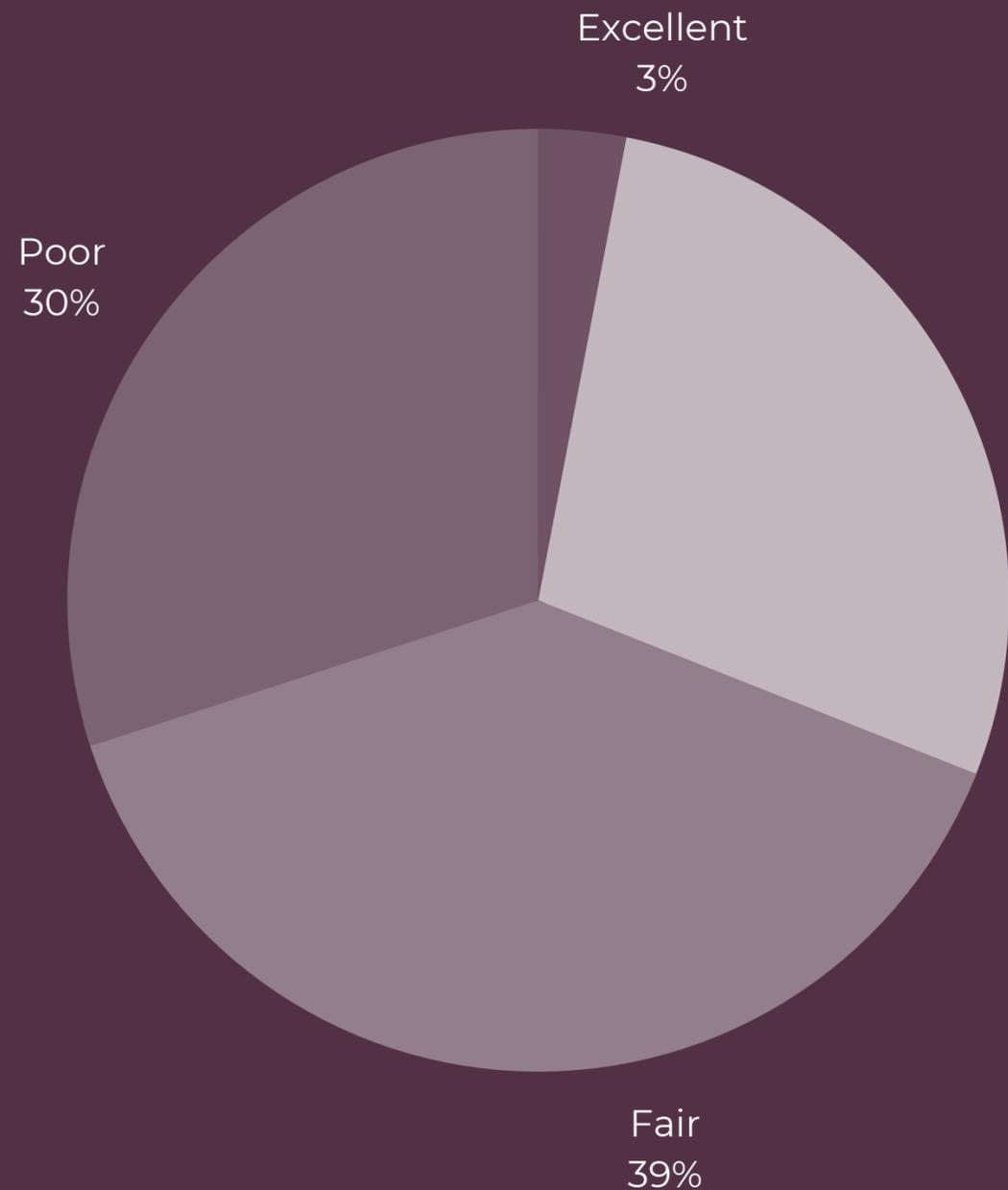
Unmet transportation needs included:

- Weekend Employment
- Rehab Providers
- Nursing Homes
- Probation & Parole
- Drug Treatment
- After-school programs
- School of choice
- Recreational Activities
- Weekend Dialysis
- Grocery Trips/Food Access



THE NCS™

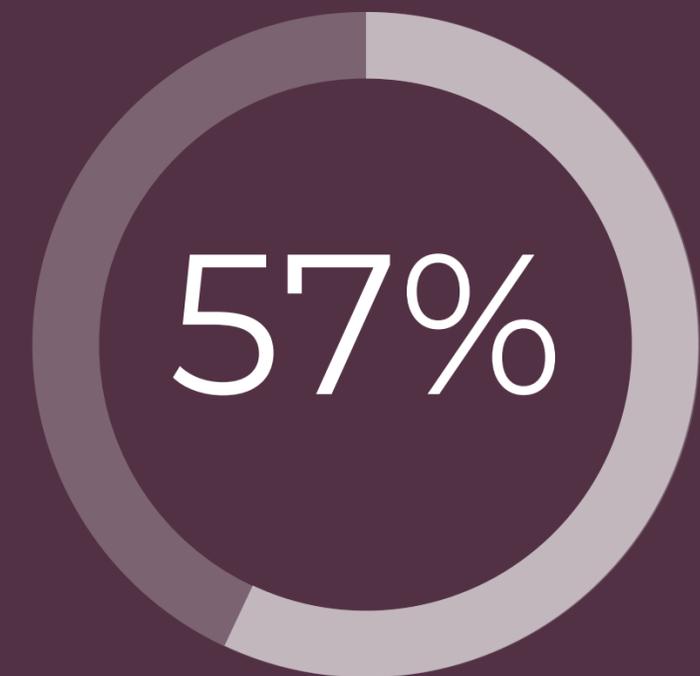
THE NATIONAL COMMUNITY SURVEY™



Good
28%

Overall quality of
Transportation
system in Alleghen
County, 2022

Please rate how important you think it is for the Alleghen County community to focus on the following in the coming two years:
Overall quality of transportation system



2022 National Community Survey.

Part 2:

Service Expansion





Service Expansion Impact

Impact # 1 Growth

Funding available to have more drivers on the road. There are now 21 drivers at ACT and trip denials have been cut in half. During the summer months, there were less than 50 trip denials/month (on average).

Impact # 2 Equity

Communities previously under-served by Public Transportation are now able to access employment opportunities and medical appointments. There are now more trip requests from outlying areas, and a wider diversity in trip purpose.

Impact # 3 Collaboration

The hiring of a new Transportation Director (June 2022) and Transportation Coordinator (April 2023) has enabled more staff hours to be allocated towards outreach and strengthening community partnerships. Current transportation initiatives are focused on the Community Health Improvement Plan areas.

Impact #1: Program Growth

Through a 2019 survey, the community expressed support towards the prioritized expansion of public transportation through a tax limitation restoration, which was later approved by the voters. As a result, Transportation service hours have now been expanded to Monday through Friday 5:30am - 7:00pm and Saturday 8:00am - 3:00pm.

“I’m extremely happy with the new drivers coming onboard. They are well-trained, cautious, and willing to listen. [I’m] blessed to have this service and plan to use it for years to come.”

Amanda Edwards, ACT passenger





Impact #1: Program growth

More drivers on the road - Increase to the number of routes per day (11-12 routes per day, increased to 17-19 per weekday)

Increase in revenue miles traveled (17% increase from FY 2022 to FY 2023).

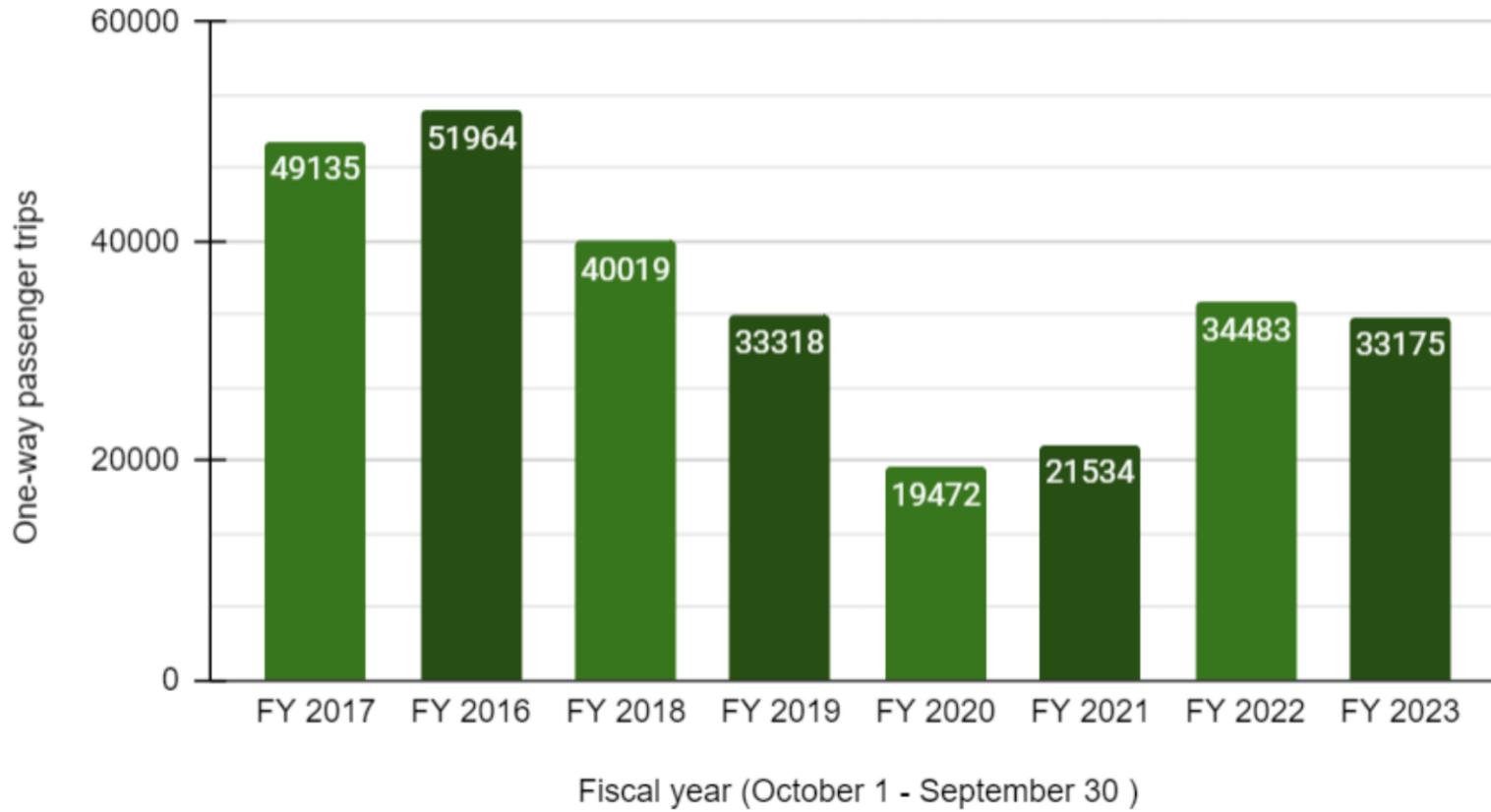
Less trip denials - up to 83 percent lower during the summer months

Expanded trip purpose - expanded transportation opportunities improves the quality of life for individuals.

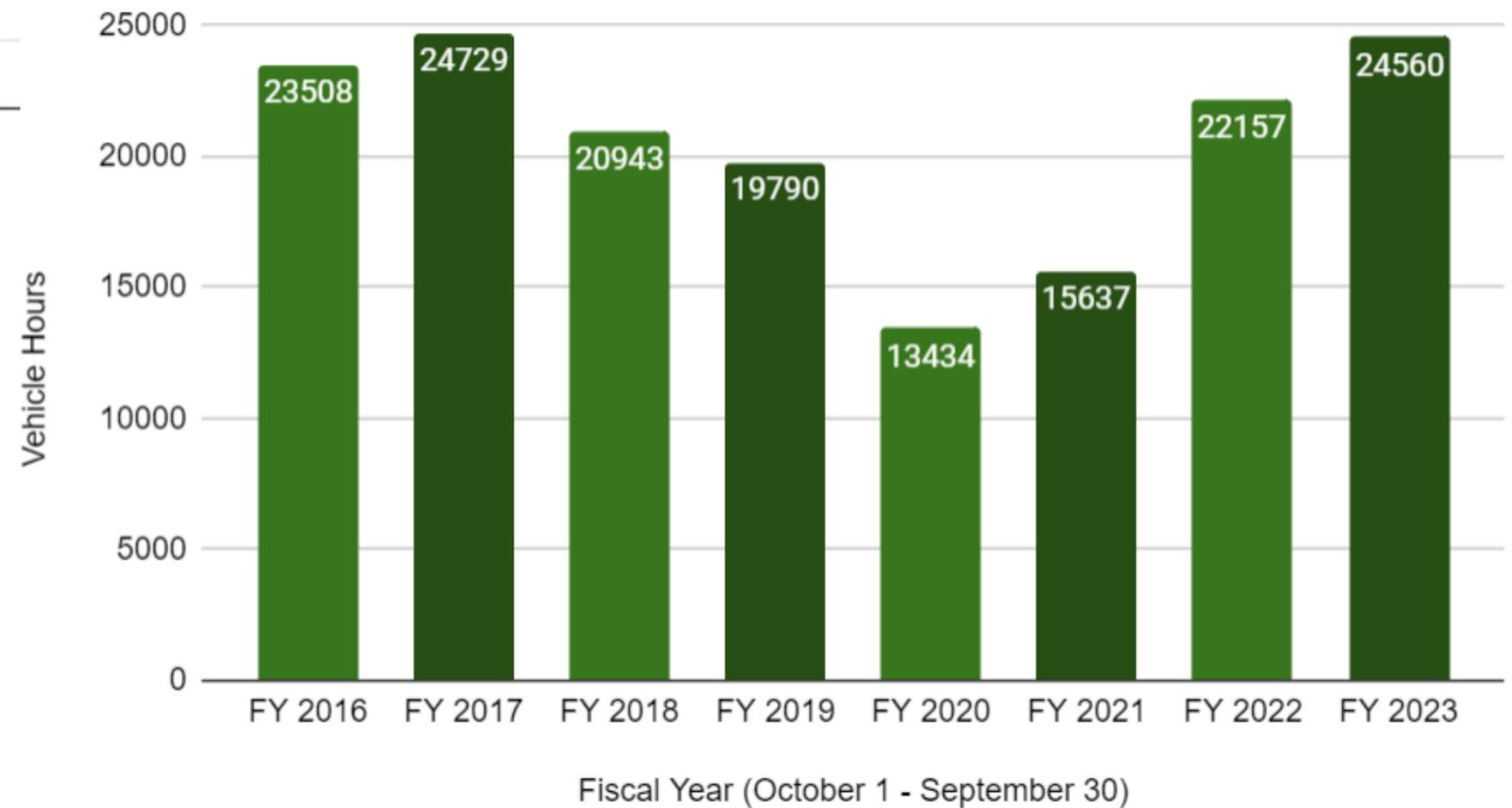
Farebox (cash) revenue - 24 percent increase (higher frequency of \$5 one-way fare being paid for individual, non-agency out-of-county trips)

Impact #1: Program Growth

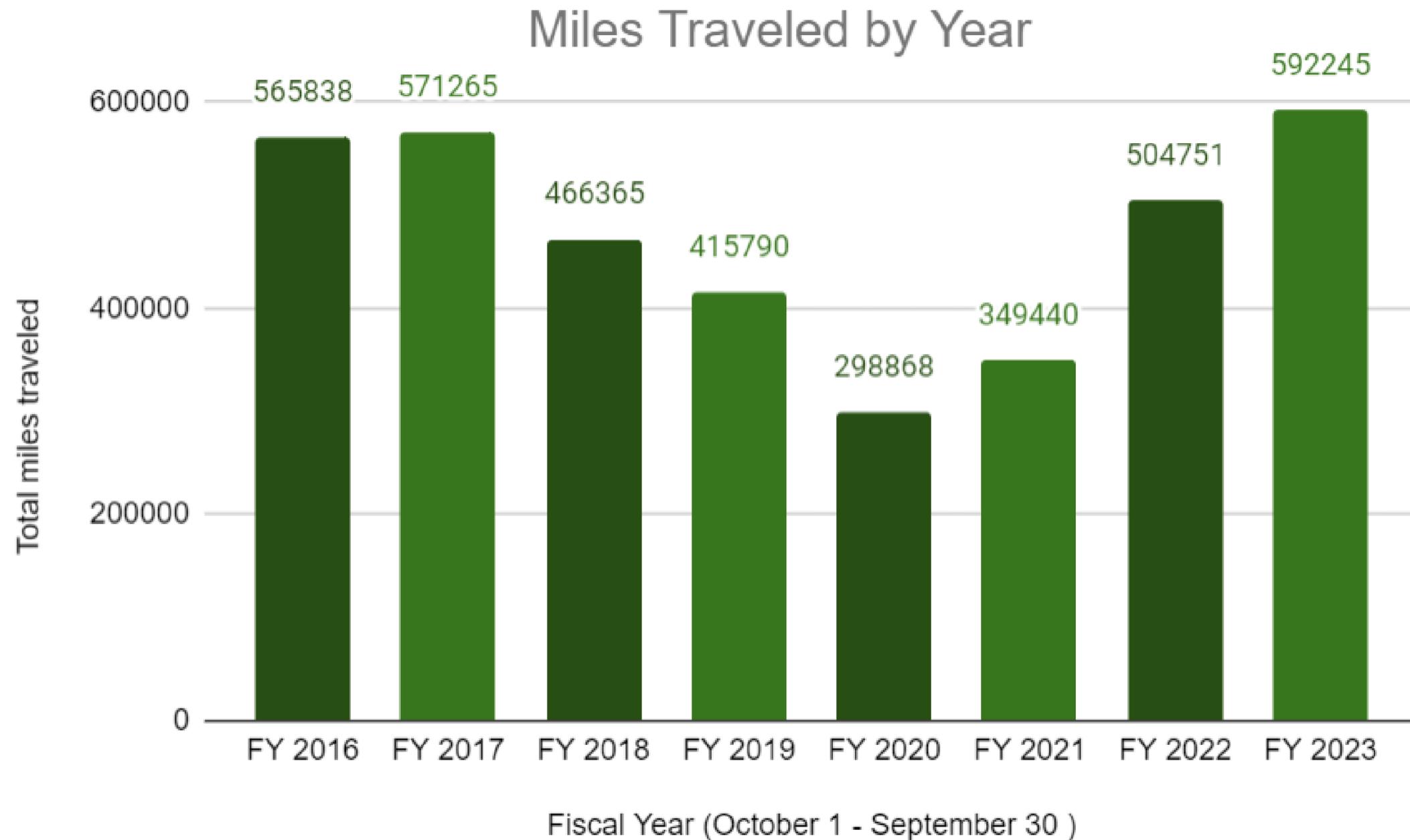
One-way passenger trips- FY 2016 - FY 2023



Vehicle Hours by Year



Impact #1: Program Growth



Impact #1: Program Growth



Allegan County Transportation begins switch to propane buses

The seven new propane buses are 90 percent cleaner than the Environmental Protection Agency's current emissions standards and help prepare the county for additional national emissions requirements set to be implemented in 2024 and 2027.

Sept. 1, 2023

Related To: [Allegan County](#)

Inside Allegan County's Switch Propane Transit Buses

Allegan County introduces propane-powered buses to boost air quality & save taxpayer money

TRANSPORTATION

Allegan County Transportation switches to autogas-powered buses, saving taxpayer dollars



Evan Sasiela
Holland Sentinel

Published 4:02 a.m. ET Sept. 5, 2023



Allegan County Transportation Switches to Propane Transit Buses



Allegan County Transportation switches to propane transit buses

Allegan County Transportation's propane buses better prepare the county for national emissions requirements set to be implemented in 2024 and 2027

Allegan County Transportation switches to propane transit buses

Allegan County Transportation now operates seven new buses powered by propane autogas to help the county meet air quality attainment goals and save taxpayer dollars.

"This month, Allegan

mental Protection Agency's classifies the fuel as a non-contaminant. Vehicles operated by propane autogas emit fewer greenhouse gases, less nitrogen oxides, less carbon monoxide and fewer particulate

of Services. "The Board of Commissioner's strategic plan includes ongoing expansion of transportation services County wide."

The county estimates it will save about 50% on fuel costs and up to 70% on maintenance costs.

er than EPA's current emissions standard, better prepare the county for additional national emissions requirements set to be implemented in 2024 and 2027.

"With propane vehicles, everyone benefits. Citi-



Robin Wall, American Red Cross

Robin learned more about ACT at an outreach event, and began riding three months ago.

“Everyone is friendly and the bus is always on time, accommodating, and the drivers don’t scare me.”

Robin says she now recommends ACT to everyone, including friends and family.

“[Riding with ACT] means I can see doctors and specialists outside of the community that I need to be connected to.”

Robin Wall, American Red Cross

Impact #2: Equity

Prior to 2022, routes were centered around contracted service with local agencies.

With local funding available to offset operational expenses, routes are built around individual needs.

Improved access to public transportation ensures a more equitable community, where everyone has an equal opportunity to get a trip.



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

“[I’m] always recommending service for people I’m working with or any time I hear ‘I don’t have a ride.’”

Norma McDonald, ACT passenger

ALLEGAN COUNTY



2022



CHIP

Impact #2: Equity

Outreach initiatives are currently focused on incorporating the Community Health Improvement Plan (CHIP), which was adopted as the Allegan County Community Foundation's Strategic Plan for 2023.

The following have been identified as priority areas. Transportation can be an important resource to alleviating these community challenges.

- Priority #1: Access to Medical Care
- Priority #2: Food Security
- Priority #3: Housing
- Priority #4: Behavioral Health

"Judith called today to say what a 'wonderful' ride she had today...she felt very safe and the ride was comfortable. The drivers are knowledgeable of the area and a pleasure to talk to."

Dispatch Feedback, August 2023.



FARMER'S MARKET TRANSPORTATION

An occasion to honor regional agriculture. Explore the hues, flavors, and scents of our local farmer's markets!

CALL (269) 673 - 4229



Otsego

Downtown Otsego

Dates/Hours

Saturday

May - October

9 a.m. - 2 p.m.



Allegan

Corner of Water & Cutler St.

Dates/Hours

Thursday

May 5 - October 13

8 a.m. - 2 p.m.



Plainwell

200 Allegan St.

Dates/Hours

Thursday

May 4 - September 28

3 p.m. - 6:30 p.m.

Allegan County Transportation is a public transportation provider and this opportunity will not be operated as a shuttle or chartered service, rides must be scheduled before 12 Noon the day before.

Impact #2: Equity

The Farmer's Market transportation initiative was intended to help improve access to fresh food in addition to supporting local businesses and farmers. The goal next year is to expand the outreach of this program to include other parts of the county.

Expanded service countywide also helps ensure individuals are able to schedule trips to get groceries throughout the week.

"This is a lifeline for those of us that can't drive and have special needs. Thank you."

County Survey response, 2023.

Lacy's Story

Service expansion has opened up employment opportunities for community members, such as Lacy, who was a passenger prior to coming to ACT through Michigan Works.

Lacy was able to secure full-time employment status through a partnership with MI Works that paid for training expenses, including a CDL license. In her role, Lacy sees how service expansion is helping individuals in the community get to work, especially those with later work schedules.

“ACT helps get people where they need to go...The bus has helped my family tremendously.”

Lacy Bild



Impact #3: Community Presence.

Service Expansion enabled the hiring of a Program Coordinator in April 2023. This person is primarily responsible for building community relationships and strengthening agency partnerships.

In recent months, the Transportation service area has been represented at:

Boomer Bash
Creative Arts Festival
Island City Festival

Allegan Jubilee
Tulip Time Fly-In
Bridge Fest

Allegan County Fair/Parade
Wayland Community Expo
Balls, Books & Blocks

Goosefest Parade
OnPoint Resource Fair
Festive Fridays Parade



Impact #3: Community Presence.

In addition to participating in community events throughout the county, Allegan County Transportation staff have also been working on agency presentations and building community connections with organizations including:

People Helping People (Pullman)
Martin Area Resource Center
Chamber of Commerce
Area Agency on Aging
OnPoint

WorkForce, Express Employment, Manpower and MI Works
Kauhale, Ely Manor, Life Care and Evergreen Commons
Meals on Wheels, Allegan Food Pantry and Hungry for Christ
AAESA Adult Education, Allegan Tech Center (for adult education)
Medical facilities including specialists



Impact #3: Community Presence.

Allegan County Transportation has been selected as “Community Service Organization of the Year” by the Otsego Plainwell Area Chamber of Commerce.

“I see your buses everywhere!”

-Often said by community contacts



Part 3:

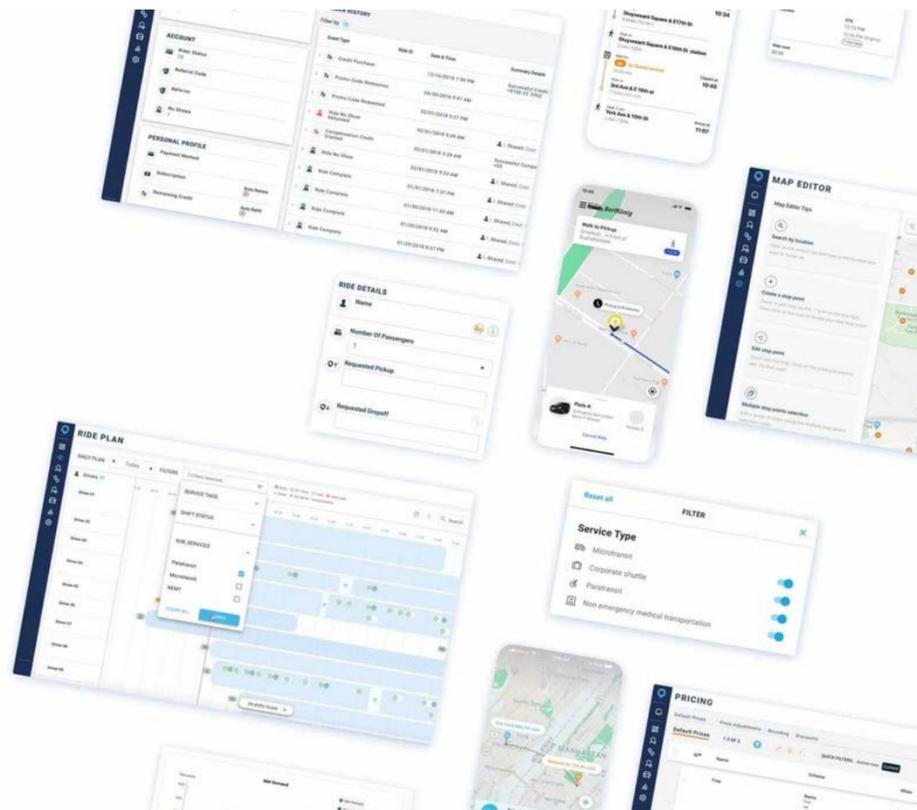
Future State



Future Projects

New Technology

By the end of the year, ACT will have new scheduling and dispatching software, called Via Mobility. This will improve efficiency and allow more flexibility and access. The new technology will greatly enhance the customer experience.



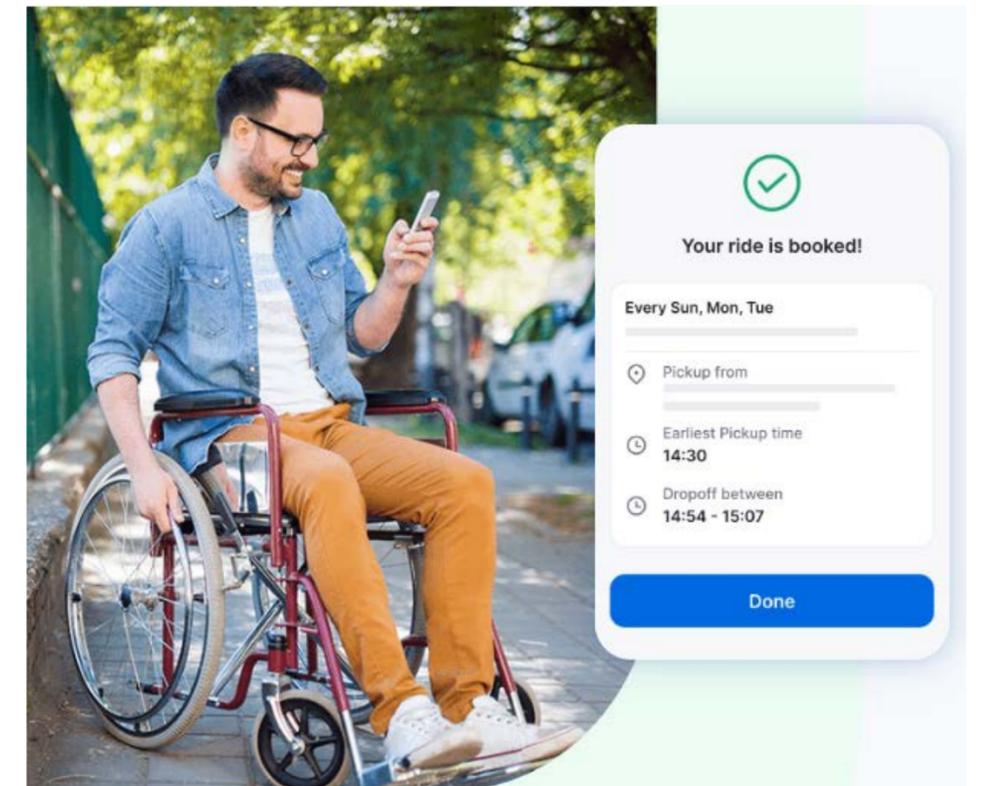
Propane Infrastructure

Upon the arrival of seven new propane-powered buses in Jul-Aug 2023, ACT will be looking into longer-term refueling infrastructure at the Transportation facility. On-site fueling will increase tax-payer savings.



Customer Experience

Future projects include launching a customer-facing mobile application for scheduling. Staff remain committed to community education on mobility options through travel training, agency presentations, and updated printed materials.



Future Projects

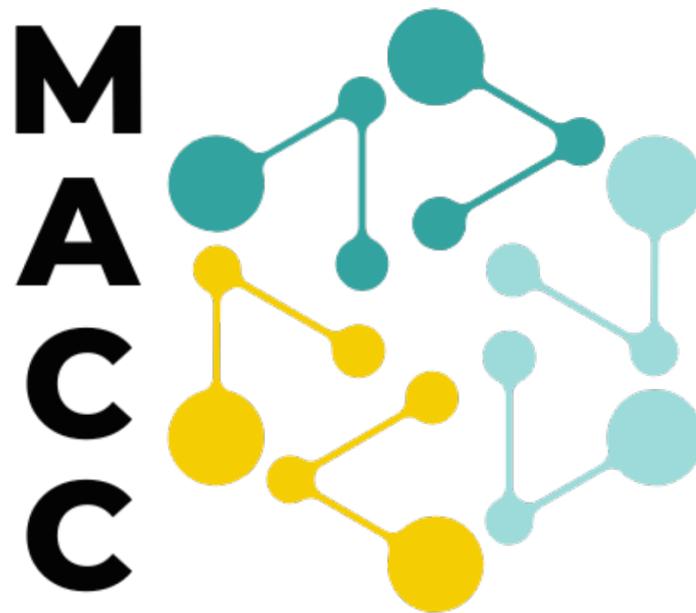
Regional Collaboration

The MAX in Holland, MI is currently undergoing route realignment. Members of the team at ACT have participated in focus groups and plan to coordinate with other transit agencies on future regional mobility initiatives.



Strategic Partnerships

Through participation in groups such as the Multi-Agency Collaborative Council, ACT remains committed to collaboration and coordination with area programs and services.



Multi-Agency Collaborative Council

Improved Visibility

Plans are underway to develop an outreach and marketing plan for 2024. There will also be an Open House at the Transportation facility at the beginning of the new year to highlight new and ongoing projects.





Thank you.

Please feel free to email questions to:
Whitney Ehresman, Transportation Director
wehresman@allegancounty.org
(269) 686-4529

COUNTY OF ALLEGAN
State of Michigan

Rules of Organization and Procedure

Of The

Allegan County Board of Commissioners (BOC)

Revised and Adopted: January 4, 1993 [Journal 39.6-15/11]
[Addendum A RE: Committee of the Whole adopted April, 28, 1994: Journal 41.199-201/58]
Amended: January 13, 1994 [Journal 41.3-4/6]
Amended: October 27, 1994 [Journal 41.424/32]
Amended: January 5, 1995 [Journal 42.7/11]
Amended: June 22, 1995 [Journal 42.260/35]
Amended: January 11, 1996 [Journal 43.4-5/10]
Amended: June 26, 1997 [Journal 44.330/28; 341/33]
Amended: January 2, 2003 [Journal 52.6-11/5]
[Revisions adopted January 9, 2003: Journal 52.13-22/29]
Amended: January 8, 2004 [Journal 53.3-9/7]
Amended: March 24, 2005 [Journal 54.197-203/36]
Amended: January 5, 2006 [Journal 55.4/11]
Amended: July 27, 2006 [Journal 55.492-499/44]
Amended: January 11, 2007 [Journal 56.26-32/38]
Amended: February 1, 2007 [Journal 56.85/86]
Amended: February 15, 2007 [Journal 56.95-96/41]
Amended: February 22, 2007 [Journal 56.117/57]
Amended: June 28, 2007 [Journal 56.280-281/51]
Amended: January 3, 2008 [Journal 57.5/14]
Amended: January 8, 2009 [Journal 58.3-4/8]
Amended: January 7, 2010 [Journal 59.3-4/8-12]
Amended: January 6, 2011 [Journal 60-7/4-12]
Approved: June 14, 2012 [Journal 61-12]
Amended: January 24, 2013 [Journal 62-13]
Amended: January 24, 2014 [Journal 63-14]
Reaffirmed: December 10, 2015 [Journal 64-15]
Amended: January 12, 2017 [Journal 65-17]
Amended: January 25, 2018 [Journal 66-4]
Amended: December 13, 2018 (Journal 66-13)
Amended: January 24, 2019 (Journal 67-3)
Amended: January 9, 2020 (Journal 68-8)
Amended: December 10, 2020 (Journal 68-24)
Amended: December 9, 2021 (Journal 69-10)
Amended: January 13, 2022 (Journal 70-7)
Amended: January 5, 2023 (Journal 71-8)
Amended: May 25, 2023 (Journal 71-17)

1. **AUTHORITY:** These rules are adopted by the BOC of Allegan County pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.
2. **APPLICATION, SUSPENSION, AND AMENDMENT OF BOARD RULES**
 - a. These Rules shall guide and direct the Allegan County BOC's operations.
 - b. Any situation, which may arise and is not covered by these rules, shall be determined on the basis of Robert's Rules of Order. When the rules contained herein conflict with State of Michigan statutes, the statutes shall prevail.
 - c. No rule of the BOC shall be suspended or amended without concurrence of a majority of all BOC members elect.
 - d. Except during the organizational meeting, any proposed amendment(s) to the BOC rules shall be first referred to a BOC meeting for discussion only, with subsequent consideration given for action no later than one month thereafter.
3. **BOARD AND ADMINISTRATIVE OFFICERS**
 - a. **CHAIRPERSON**
 - i. **Statutory Powers and Duties [MSA 5.323]**
 - (1) Presides at all BOC meetings.
 - (2) Administers oaths and issues subpoenas. [MSA 5.323]
 - (3) Signs contracts [MSA 5.323] and Board-approved minutes [MSA 5.352] and certifies the equalized tax rolls. [MSA 7.52]
 - (4) With the advice and consent of the BOC, appoints Directors of an Economic Development Corporation [MSA 5.352 (4)].
 - (5) Upon the disqualification of the County Drain Commissioner (Chapter 16, Sec. 280.381 of the Michigan Drain Code, PA 40 of 1956) appoints Boards of Determination pursuant to Sec.'s 280.72 and 280.441 of that Code.
 - (6) Serves on **Intra**-county Drainage Boards (Chapter 20, Sec. 280.464) and Augmented **Inter**-county Drainage Boards (Chapter 21, Sec.280.515) and appoints additional member(s) to either when circumstances so warrant, as defined in the MI Drain Code, PA 40 of 1956.
 - (7) Reviews, with other officials, the Sheriff's determination of jail overcrowding. [MSA 28.1748-2]
 - (8) Carries out Emergency Management and Preparedness responsibilities in accordance with Public Act 390 and appoints BOC members to act in place of the Chairperson in his/her absence.
 - ii. **Other Duties**
 - (1) Serves ex-officio on all committees.
 - (2) Appoints BOC committee members subject to BOC approval.
 - (3) Makes other county appointments subject to BOC approval.
 - (4) Preserves order and decides questions of order subject to approval of the BOC.
 - (5) Votes on all questions taken by roll call vote, except on Commissioners' appeals regarding a decision of the chair.
 - (6) Serves as spokesperson for BOC action or designates a spokesperson in writing.
 - (7) Attends regular meetings with the County Administrator for the purpose of providing assistance and planning in BOC related matters.
 - (8) Duties of the BOC Chairperson may be expanded by the BOC for purposes and durations deemed appropriate and necessary.
 - b. **VICE CHAIRPERSON**
 - i. With the exception of instances when the Chair has initiated specific alternatives, in the absence of the Chair, the Vice-Chair assumes all authorities and performs such duties as enumerated in Section 3.a above.

- c. CLERK-OF-THE-BOARD
 - i. Shall be the County Clerk or, in the Clerk's absence, a Deputy County Clerk.
 - ii. Duties shall be as specified by law, MSA 5.324, MSA 5.330, MSA 5.325, MSA 5.352.
- d. COUNTY ADMINISTRATOR (CAO): The BOC employs a County Administrator who is recognized as the Chief Administrative Officer of the County. The authorities and duties of the CAO are listed in Attachment "A".
- e. FREEDOM OF INFORMATION ACT (FOIA) COORDINATOR: The Chairperson shall designate the CAO (or his/her designee) as the FOIA Coordinator for the County of Allegan [MSA4.18016].

4. BOARD COMMITTEES

- a. COMMITTEE OF THE WHOLE: The BOC shall generally operate as a Committee-of-the-Whole, perform as the County Board of Public Health when necessary, and establish other committees as it deems appropriate.
- b. BOARD OF PUBLIC HEALTH: The BOC shall perform as Local Governing Entity (LGE) of the Local Health Department (LHD) as enunciated in the Michigan Public Health Code. (Code). At least quarterly, the BOC shall schedule a dedicated agenda item during a planning session or regular meeting of the BOC (or schedule a special meeting if necessary) for the Health Officer (and other members of the LHD) to report on the activities of the LHD during the most recently concluded quarter, provide a forecast of activities for the quarter ahead, and any anticipated public health situations in the year ahead. These sessions shall be added to the annual schedule of information sessions. Topics for these sessions may also include items, derived from the Code such as:
 - i. Concurrence or disapproval authorizing LHD to adopt regulations (e.g. water regulations),
 - ii. Receiving the annual report, approval of the Plan of Organization
 - iii. Providing or demonstrating the provision of each required service which the LHD is designated to provide, and
 - iv. Fixing and requiring payment of fees for services authorized to be performed by the LHD.
- c. ESTABLISHMENT OF COMMITTEES
 - i. The BOC may establish committees which shall perform specific functions including but not limited to research, analysis, oversight or forming a recommendation regarding a project, policy, issue, ordinance or plan that authorized by resolution of the BOC.
 - ii. Each committee shall have a Chairperson and Vice-Chairperson elected by its members.
 - iii. Each committee Chairperson shall be responsible for keeping a written record of committee proceedings.
 - iv. The number of BOC members on any committee shall not exceed one (1) less than a majority number of those elected and serving on the full BOC although the committee may contain other members.
- d. PROCEDURES FOR USE OF COMMITTEES
 - i. Committees shall address items only referred by the BOC.
 - ii. Items which have been referred to a committee by the BOC shall be addressed in accordance with these rules.
 - iii. If a committee determines that additional county resources to address its responsibilities or if procedural clarifications are necessary to perform its duties, the committee shall ask for assistance from the CAO.

- iv. When the committee has completed its charge, its written findings shall be forwarded to the BOC via the CAO, and placed on the BOC's next regular business meeting for review and determination subsequent to Section 7.b herein.
- v. The BOC shall, subsequent to receiving a finding/recommendation from a committee and lending review, give consideration through one of the following:
 - (1) Vote on the finding/recommendation.
 - (2) Table the finding/recommendation.
 - (3) Return the finding/recommendation for further consideration with direction(s) or forward it to another committee with direction(s).

5. OTHER BOARDS, COMMISSIONS, and COMMITTEES: Due to statutory requirements, by invitation, or through the exercise of its discretion, the BOC appoints or elects BOC members, member-alternates, and other persons to boards, commissions, and committees which exist internally and externally to the Allegan County government organization. See Attachment "B" for identified boards, commissions and committees.

- a. Any BOC member so appointed or elected shall make available the minutes or other informations of record of those same boards, commissions or committees to the BOC upon its request in times sufficient to the BOC's considerations and by a manner herein directed.
 - i. **ELECTION/APPOINTMENTS:** All elections and/or appointments shall be conducted in accordance with all applicable state statute and/or by-laws specific to each board, commission, and committee.
 - (1) When an appointment is in order, the BOC Chairperson shall make the appointment subject to BOC confirmation.
 - (2) The BOC shall not elect or appoint individuals to any board, commission, or committee upon receiving first notice of a vacancy.
 - (3) **ANNUAL NOTICE:**
 - (a) The BOC shall publish two notices annually (March & October) in a local newspaper and the County website seeking potential candidates for future elections/appointments as a result of a term expiring or vacancy during an existing term.
 - (b) The CAO shall be responsible for placing on the agenda a month in advance the offices that will be voted upon at a subsequent meeting.
- b. **BOARDS & COMMISSIONS:** Authorized members of Boards & Commissions shall receive per diem and mileage through BOC resolution (Attachment C).
- c. **BOARD PLANNING WORKGROUP:** A workgroup of the County Administrator, Chair and Vice-Chair is authorized to meet to review Board Meeting agendas to ensure compliance with Board rules, prepare procedurally for Board meetings including the review of progress on Board Projects established through its formal planning process.

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

- a. **ORGANIZATIONAL MEETING:** The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the county clerk shall initially preside.
 - i. **OATH OF OFFICE:** The county clerk or other statutorily authorized official shall administer the oath of office to the BOC members-elect, if the oath had not previously been administered.
 - ii. **ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**
 - (1) The Clerk shall call for nominations for the office of temporary chairperson.
 - (2) When nominations are closed by majority vote or no other nominations are forthcoming the clerk shall order the roll to be called
 - (3) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the temporary chairperson and the County Clerk shall retire to his/her position as Clerk-of-the-Board.

- (4) The temporary chairperson shall seek the BOC's determination of the Chairperson's term of office, one year or two years.
 - (5) Upon determination of the Chair's term of office, the temporary chairperson shall call for nominations for the office of Chairperson.
 - (6) The temporary chairperson shall seek the BOC's determination of the use of secret balloting for the Chairperson.
 - (7) When nominations are closed by majority vote or no other nominations are forthcoming the temporary Chairperson shall order the roll to be called or the secret balloting completed.
 - (8) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the chairperson.
- iii. SCHEDULE OF REGULAR MEETINGS: The BOC shall establish a schedule of regular meeting if it has not previously been adopted.
- b. ANNUAL MEETING: Shall be held in the evening between September 14 and October 16; per Act 156 of 1851, 46.1; Sec. 1.1.
 - c. REGULAR MEETINGS: The regular meetings of the BOC shall be scheduled in accordance with its annually approved schedule and shall be held at 1:00PM on the second and fourth Thursdays of each month unless otherwise posted (see Agenda Format A).
 - i. CHANGES/CANCELLATION: The schedule of regular meetings shall not be changed except under the following conditions:
 - (1) Upon the majority decision of the BOC during any noticed meeting.
 - (2) Upon the determination of the Chairperson due to circumstances of imminent danger to the health, safety, and welfare of the public and/or others that may be in attendance.
 - (3) When the Clerk-of-the-Board, upon receipt of written communications from a majority of BOC members, has determined a quorum will not be present. Upon said determination, the Clerk-of-the-Board shall immediately give notice to each BOC members at least 24 hours before scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.
 - d. PLANNING SESSIONS: The BOC tentatively schedules these sessions to conduct planning (strategic or project related), policy review, and other matters it may deem necessary (See Agenda Format B) at 9:00AM, unless otherwise posted, on the morning of the same day as regular scheduled BOC meetings.
 - i. CANCELLATION: The Chairperson in conjunction with the CAO may cancel these sessions by the end of business on Friday prior to the meeting for reason of lack of business to be considered by the Board.
 - e. SPECIAL MEETINGS: Special meetings may be set by one of the following methods:
 - i. By a majority of the BOC members during any noticed meeting.
 - ii. At the "Call of the Chairperson".
 - iii. By the Clerk-of-the-Board upon receipt of a written request signed by one-third (1/3) of the BOC members. Upon receipt of said request, the Clerk-of-the-Board shall immediately give notice to each of the BOC members at least 24 hours before the scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.
 - f. PLACE OF MEETINGS: Unless otherwise noticed, meetings of the BOC shall take place in the County Services Building – Board Room, 3283 122nd Avenue, Allegan, MI 49010.
 - g. START OF MEETING: The Chairperson shall take the chair at the time specified in the meeting notice; the BOC shall then be called to order and the roll of BOC members called.
 - h. QUORUM: A majority of the BOC members elected and serving shall constitute a quorum for the transaction of the ordinary business of the county. [MSA 5.323] Excluding procedural votes, the final passage or adoption of any measure or resolution or the allowance of any claim against the

county shall be determined by a majority of all BOC members elected and serving [MSA 5.323].

- i. **BOC MEMBER ATTENDANCE:** Any BOC member who shall be late to a session shall upon his/her arrival report his presence to the Clerk-of-the-Board. Furthermore, a BOC member that will knowingly be late/absent from an official proceeding of the BOC shall notify the Chairperson or the Administrative Office as soon as possible prior to said meeting.
 - i. **REMOTE ATTENDANCE:** BOC members may be connected to a meeting remotely under the following conditions:
 - (1) The request has been submitted to the CAO at least 24 hours in advance of the meeting.
 - (2) The remote connectivity is sufficient and will not interfere with the progress of the meeting.
 - (3) The BOC member's participation shall not be considered attendance for the purpose of establishing a quorum, unless otherwise permitted by the Open Meetings Act.
- j. **PUBLIC PARTICIPATION:** The right of public address is granted by the Michigan Open Meetings Act under rules established by the BOC [MSA 4.1800 (13) & (5)]. The public shall be allowed to address the BOC within the following parameters:
 - i. Public comment shall be permitted during the public participation portion(s) of the agenda subsequent to the SPEAKER'S declaration of
 - (1) Name and address, and
 - (2) The topic which they wish to address
 - (3) In general, a maximum of five (5) minutes shall be granted to each person desiring to make a public comment; however, that time may be modified at the discretion of the Chair.
 - ii. Public comment is permitted during discussion items on an approved agenda, providing a related motion is not in the BOC's possession (a motion having been made, seconded and recognized by the Chair)
 - iii. Public comment shall not be permitted during action items on an approved agenda.
 - iv. Any exception to the rules of public participation shall be at the discretion of the Chairperson
- k. **DISTRIBUTION OF AGENDAS/MINUTES:** A copy of a completed agenda and approved minutes of previous, monthly proceedings shall be available online as soon as possible by the Clerk-of-the-Board. A printed copy of the minutes of the monthly BOC proceedings shall be available at the County Clerk's office.

7. **AGENDA(S)**

- a. **DEVELOPMENT:** BOC agendas shall be managed by the CAO in conjunction with the BOC Chairperson and Clerk-of-the-Board (as needed).
- b. **AGENDA ITEM(S) FOR CONSIDERATION:** With the exception of BOC members (see Section 7.b.i) agenda items must be submitted to County Administration not less than ten (10) **business** days prior to the next scheduled Regular Meeting for placement on the agenda. The submission shall include all necessary supporting documentation/information requisite to the BOC's full consideration.
 - i. A BOC member's intent to add an item or amend/rescind a previous item shall be introduced to the BOC during the "future agenda items" portion of a preceding meeting. The BOC shall not add items to an agenda if said item has been previously acted upon by the BOC unless approved in advance by the BOC and/or the provisions of Section 9.c. have been met. See attached Flow Chart, Attachment "D".
 - ii. All agenda items for consideration shall be submitted with complete documentation (see "Attachment E" Request for Action [RFA] Form) through the County work order system. The work order system will automatically assign a work order number which is transmitted to the requestor so that they may refer to it when communicating with the CAO. The CAO shall review the request and take one of the following actions:

- (1) Request additional information as needed before making recommendation or taking action.
- (2) Approve or deny items under the authority of the CAO. Items denied may be appealed in writing to the Chairperson of the BOC detailing specific reasons why an item should be considered. Requests for consideration/appeal must be received within 10 business days from the receipt of the denial.
- (3) Report items requiring action to the BOC with recommendation/resolution on disposition of action.

c. AGENDA FORMAT FOR REGULAR MEETINGS (Format A):

- (1) Call to order
- (2) Roll call, Determination of Quorum
- (3) Opening Prayer
- (4) Pledge of Allegiance
- (5) Public/Budget Hearing and related communications (As needed)
- (6) (Other) Communications
- (7) Approval of minutes
- (8) Public participation
- (9) Additional agenda items
- (10) Approval of the agenda
- (11) Presentations
- (12) Proclamations
- (13) Informational Sessions
- (14) Administrative Reports
- (15) Consent Items
- (16) Action Items
- (17) Discussion Items
- (18) Appointments
- (19) Elections
- (20) Public participation
- (21) Future Agenda Items
- (22) Requests for Per Diem/Mileage
- (23) Boards and Commissions Reports
- (24) Round table
- (25) Closed Session
- (26) Adjournment

d. AGENDA FORMAT FOR PLANNING SESSIONS (Format B):

- (1) Call to Order
- (2) Roll Call, Determination of Quorum
- (3) Opening Prayer
- (4) Pledge of Allegiance
- (5) Public Participation
- (6) Additional Agenda Items
- (7) Approval of Agenda
- (8) Discussion Items
- (9) Other Items
- (10) Public Participation
- (11) Closed Session
- (12) Adjournment

e. INFORMATION FLOW TO THE BOC MEMBERS

- i. INFORMATIONAL SESSIONS: Departmental Information Sessions or presentations from public or other agencies shall be given a specific time and duration. All presenters shall be limited to a twenty (20) minute maximum, including a question/answer period. Departments

- will be asked to supply their presentation to the BOC prior to their scheduled date to allow the BOC's review and an opportunity to supply questions to departments in advance of their presentation.
- ii. **REGULAR MEETING PACKETS:** In general, on the Friday before each BOC meeting, County Administration shall provide the BOC with a written recommendation and relative background information within the meeting packet for each item to be addressed by the BOC. Any questions or additional information needed by BOC members should be directed to County Administration by the Tuesday prior to the meeting, and that information shall be provided back to all BOC members before the meeting.
 - iii. **PLANNING SESSION PACKETS:** Materials will be provided as they become available. However, the intent of the Planning Session is for discussion, feedback, updates, etc., therefore, it should be expected materials may be provided up to the time of the meeting.
 - iv. **CHANGES TO THE PUBLISHED AGENDA:** At the discretion of the CAO and/or BOC Chairperson, agenda items (except those added under 7.b.i) may be changed (including but not limited to additions, deletions, and order) prior to the close-of-business on the Tuesday prior to the scheduled BOC meeting. Changes shall be for substantial reasons i.e. urgency, lack of supporting materials, availability of presenter. The BOC shall receive a revised final agenda at the close of business that same day, reflecting any changes to the agenda with appropriate revision number noted. If no changes have been made, the meeting packet previously sent shall be considered the final agenda unless changed by the BOC during the meeting.
 - (1) Any changes to the final agenda by the BOC after noon on Tuesday must be accomplished at the beginning of the meeting by a two-thirds (2/3) majority vote of those elected and serving.
 - v. **AGENDA ITEMS:** Commissioners may add agenda items for discussion only to any regularly scheduled meetings of the Board by contacting the Chair or, in the absence of the Chair, the vice chair, up to noon on the Tuesday preceding the scheduled meeting.
 - vi. **DISCUSSION ITEMS:** Items may be of a specific nature on which action will be required at a future meeting and/or of a broader nature requiring discussion on subsequent agendas. Following the discussion of each item, the BOC Chairperson should clarify the intent of further action or discussion needed. Generally, items requiring BOC action shall start as discussion items and be moved to a future agenda for action. However, routine and time-sensitive items may be moved for immediate action.
 - vii. **CONSENT ITEMS:** The purpose of the consent items portion of the agenda is to expedite business by grouping non-controversial items together to be considered by a single motion without discussion and debate. Any member of the BOC may ask that any consent item be placed elsewhere on the agenda for the item to be considered separately. Such requests will automatically be granted.

8. RULES OF FORM

- a. **SPEAKING TO A QUESTION:** Every BOC member, previous to speaking upon a question shall address the chair. When two or more BOC members speak at once, the chair shall designate the BOC member who shall be first to speak.
- b. **CALL TO ORDER:** When a BOC member is speaking on any question before the BOC, the member shall not be interrupted except to be called to order. A member called to order shall immediately be silent unless permitted to explain, and the BOC, if appealed to, shall decide the case. If there is no appeal, the decision of the BOC Chair shall stand.
- c. **SUBMISSION OF MOTION:** No motion shall be debated or put in the minutes unless the same is seconded. It shall be stated by the Chairperson before debate, and any such motion shall be reduced to writing if any members desire it, or at the request of the Chairperson or Clerk-of-the-Board.
- d. **WITHDRAWAL OF MOTION:** After a motion is stated by the Chairperson, it shall be deemed to

be in possession of the BOC, but may be withdrawn by the member who made the motion, with the concurrence of the member seconding the motion, if there is no objection by any other member of the BOC. All BOC decisions shall be entered in the record of BOC proceedings.

- e. MOTIONS DURING DEBATE: When a question is under debate, no motions shall be received but to adjourn, to call the previous question, to table, to postpone indefinitely, to postpone to a day certain, to refer, and/or to amend...
- f. MOTION TO ADJOURN: The motion to adjourn shall always be in order, and the motion to table shall be decided without debate. A motion simply to adjourn shall be understood to mean for the day only.
- g. PREVIOUS QUESTION: When moved, and seconded, a 2/3rds affirmative vote ends all discussion/debate and the BOC shall proceed immediately to any related amendments and then the main motion (as amended).
- h. DIVISION OF QUESTION: If the question being discussed contains two or more points, any BOC member may request to have it divided for separate considerations.
- i. PETITIONS/MEMORIALS: Shall be addressed to the BOC, in writing, and presented to the Chairperson for appropriate action.
- j. RECORDING: In all cases, every written report, resolution, or motion shall bear the name of the originating committee (if applicable), and the names of the BOC member moving and the BOC member seconding shall be entered into the record of the BOC's proceedings.
- k. COMMENTS ENTERED INTO THE RECORD: A BOC member, wishing to have his/her comment(s) entered into the record of the BOC's proceedings, shall submit the comment(s) in writing to the Clerk-of-the-Board.
- l. SPECIAL ORDERS: Any measure or motion having been placed on special orders for some future time shall not be taken up prior to that time except by unanimous consent of the BOC members present.

9. VOTING

- a. ROLL CALL:
 - i. The names and votes of BOC members shall be recorded on board actions to adopt final measures as ordinances and the appointment or election of officers, etc [MCLA 46.3a].
 - ii. Conflicts of Interest: BOC members "shall not be interested directly or indirectly in any contract or other business transaction with the county (or other county agency) during the time for which they are elected or appointed nor for one year thereafter unless the contract or transaction has been approved by three fourths of the members of the (BOC) and so shown in the minutes of the board together with a showing that the board is cognizant of the (former) member's interest [MCLA 46.30]" and shall make such declarations of real or perceived conflict of interest at the time appropriately prior to any final, related action by the BOC.
 - iii. A roll call vote will be taken when requested by any BOC member.
 - iv. When a roll call vote is taken, no member present shall abstain from voting "yes" or "no".
 - v. For the voting of the BOC at each session, the Clerk-of-the-Board shall vary the order of calling the roll.
 - vi. During a roll call vote, members of the BOC shall be given one opportunity to vote. Each BOC member's vote shall be presented as follows and so recorded by the Clerk-of-the-Board:
 - (1) "Yes" – representing any response in the affirmative
 - (2) "No" – representing any response in the negative
 - (3) "Abstaining" – only in the instance of a conflict of interest as defined in 9.a.ii above, and

- (4) "Absent" – BOC member was not present at the time of the vote.
- b. TIE VOTES: In the event of a tie vote of the BOC upon any matter presented to them for consideration, the motion or proposal does not pass for lack of a majority approval; the matter, however, may be proposed to the BOC for reconsideration in the identical, similar or revised form at any time, to be voted on by the same number of BOC members, or more, present at the time of the tie vote.
- c. RESCIND/AMEND: A motion to rescind or amend any question previously acted upon may be made on any day of any session under the following conditions:
- i. The action caused by the original question has not already been carried out to a point that cannot be undone.
 - ii. The motion to rescind or amend must be moved and seconded by the BOC members who voted with the majority, but there must be at least as many BOC members present as there was when the matter to be rescinded was first voted upon.

10. BOARD COMPENSATION

- a. SALARY and FRINGE BENEFITS: BOC members shall receive an annual compensation package that shall be established prior to each new term and shall be maintained consistent with applicable laws. See Attachment "F" for current compensation package.
- b. TRAVEL: BOC members shall receive travel and training reimbursement in accordance with County Employee Policy 511.
- i. BOC Mileage: The following BOC-related meetings shall be eligible for mileage reimbursement at the current IRS rate:
 - (1) Attendance in any official meeting of the BOC or a board, commission, committee, or official activity, e.g., training or conferences to which a BOC member has been appointed by the BOC or BOC Chairperson through BOC action. See Attachment "B" for identified boards, commissions, and committees,
 - (2) Quarterly Interdepartmental Meetings normally held on the last Wednesday of January, April, July, and October,
 - (3) Attendance in Michigan Association of Counties (MAC) activities in which participation or appointment has occurred,
 - (4) One publicly noticed local unit meeting per month for each local unit in a commissioner's district,
 - (5) Meetings or events at the request of the CAO to best represent the interests of the County,
 - (6) All other meetings, Board approval will be required.

11. MISCELLANEOUS RULES

- a. CLAIMS: Each Wednesday, by 12:00PM (noon), the BOC shall receive/have available a compilation of the weekly claims for their review.
- i. During weeks in which the BOC does not have a regularly scheduled meeting or during weeks in which that meeting is not held: BOC members shall, subsequent to their review of the weekly claims, submit any questions regarding a claim via email to administration@allegancounty.org and finance@allegancounty.org by each Thursday 5 PM. If the question(s) cannot be readily addressed, only those claim(s) in question shall be withheld from payment until the next scheduled BOC meeting for final action. If the County will be adversely affected i.e. shut off of utilities, finance charges, the Chairperson is authorized to review, release or continue to hold the claim in question.
 - (1) The CAO (or designee in his/her absence) is authorized to release for payment all claims after Friday 8 AM except those held for question.
 - ii. During weeks in which the BOC holds a regularly scheduled meeting, the BOC shall approve previously reviewed, processed, and released payments for claims but may choose to

- withhold approval of claims not reviewed but processed for payment that same week.
- iii. The Clerk-of-the-Board shall print in the BOC proceedings a report of the total of accounts payable claims against the different funds as they are submitted, rather than a detailed report of the individual claims. The BOC will take final action to accept claims into record and provide final signatures.
- b. SIGNATORY AUTHORITY:
 - i. The Chairperson (or designee declared in writing if permitted by law) is the official signatory of the BOC where Chairperson/BOC signature is required by law or as specifically required by grant or BOC resolution.
 - ii. The County Administrator (or designee declared in writing) is designated as the official signatory of the County and shall approve BOC approved leases, contracts and other (legal) documents consistent with the execution of the duties of the position as authorized through BOC approved policy. This designation does not diminish the authority of the Chairperson as stated above in 11.b.i.
 - iii. Other signatory authority is limited to that contained within BOC approved policy.
 - c. ORDINANCES: County ordinances that have been enacted by the BOC shall be numbered for reference in the following manner: The first ordinance, 1001; the second, 1002; the third, 1003 and so forth.
 - d. COMPATIBILITY OF POSITIONS: No BOC member, while a member of the BOC shall be eligible for election or appointment to any other County office or position, the election of which is within the jurisdiction of the County BOC unless otherwise permitted by law. [MSA 5.323]
 - e. COMMISSIONER'S ANNUAL, EQUIPMENT STIPEND PROGRAM: A stipend in the amount of \$50 per month shall be paid the first payroll of each month to each commissioner. The stipend is intended to reimburse each commissioner for partial use of a personal cell phone, an internet connection, and/or other equipment/services/supplies that may be used to conduct official County business. Any commissioner may opt-out of the program by submitting a written statement indicating such to the Human Resources Department prior to January 2 of each year for that year's program. Once a commissioner has opted-out of the program for a given year, the commissioner is no longer be eligible to participate until the next year.
 - f. ASSISTANT CORPORATE COUNSEL: At each Board of Commissioners meeting, the Assistant Corporate Counsel shall be present virtually or be in person as requested by the Board of Commissioners to receive any questions, concerns or direction that the Board as a body may enunciate. Assistant Corporate Counsel may also respond at said meetings to questions from individual commissioners in the course of board consideration of agenda items for the specific meeting.

ALLEGAN COUNTY

COUNTY ADMINISTRATOR

General Summary

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

SCOPE OF RESPONSIBILITY AND AUTHORITY

The County Administrator is responsible for the following departments: Budget and Finance, Central Dispatch, Equalization, Facilities Management, Health Department, Human Resources, Information Services, Land Information Services, Senior and Veteran Services, Transportation and Public Defender and performs the full range of managerial-oversight functions. Acts as final appointing authority and retains authority over organizational structure, budget, staffing levels and configuration, financial management, planning, administrative policy development and implementation, performance management and prioritization of fiscal, human and capital resources.

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

Essential Functions

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

ALLEGAN COUNTY

COUNTY ADMINISTRATOR

6. Coordinates legal matters in conjunction with corporation counsel. Seeks legal advice and opinions on behalf of the County. Exercises settlement authority with established limits and recommends action on other matters to the Board. Designated County representative to liability insurance carrier and is responsible for the administration of all liability claims.
7. Leads labor negotiations and the administration of all labor agreements within County government. Provides leadership and direction for personnel related matters including final decision authority on personnel matters.
8. Confers with all county departments and seeks to resolve operating problems within current practices and policies. Revises and develops policy dealing with new or changing circumstances for consideration of the Board. Advises departments of relevant Board and committee actions.
9. Continuously monitors and evaluates the efficiency, effectiveness and cost-effectiveness of the County's service delivery and governance, with emphasis on departments and functions under the authority of the Board. Recommends and implements action to maintain and improve services.
10. Participates in planning of county infrastructures including facilities, capital outlay, budget, and critical long-range needs.
11. Represents the County Board of Commissioners, as a Body, acting as a liaison with the Board, county departments, other elected officials, local units of government, various agencies, and other committees on federal, state, county, and community issues.
12. Represents the County at various functions such as making speeches at civic and business association meetings. Meets with community members, developers, and officials to establish goodwill and resolve/respond to issues. Serves as the County's representative on numerous boards, committees, associations, and other groups on behalf of the Board of County Commissioners. Collaborates on federal/state/county/community issues.
13. Serves as the Public Information Officer for all matters under the authority of the Board of Commissions and at times for the whole organization. Develops, reviews, and distributes press releases based on formal decisions of the Board of Commissioners and factual information. Interacts directly with all forms of media.

Employment Qualifications

Education: Bachelor's Degree in Public or Business Administration, Master's Degree preferred, and/or a combination of education and experience that would be beneficial to the position as determined by the Allegan County Board of Commissioners within its sole discretion.

Experience: Seven or more years of responsible administrative/supervisory experience in local government.

1. Knowledge: Principles and practices of business administration including general accounting and fiscal management practices; governmental budgeting; personnel practices and employment laws, office procedures and business operating systems; and the appropriate method and means of dealing with human behavior situations in a variety of circumstances.
2. Skill: Communicate effectively, verbally and in writing, with and in a diverse range of audiences and settings; persuasion and negotiation of conflicts and problems; assessing operational, program, staffing and fiscal needs; interpreting legal documents, law and government regulations; evaluating fiscal and financial reports, forms and data; analyzing complex written documents; identifying and resolving administrative problems; working long and irregular hours under pressure conditions; delegating responsibility and achieving results through subordinates; and maintaining order in an environment of changing priorities.

ALLEGAN COUNTY
COUNTY ADMINISTRATOR

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to access departmental files.
Ability to enter and retrieve information from computers.
Ability to access all locations of County government.

Working Conditions:

Works in office conditions.

ALLEGAN COUNTY BOARDS & COMMISSIONS

ALLEGAN-KENT SUSTAINABLE BUSINESS PARK ADVISORY COMMITTEE
AREA AGENCY ON AGING, INC
AREA COMMUNITY SERVICES EMPLOYMENT & TRAINING COUNCIL
BOUNDARY COMMISSION
BROADBAND ACTION WORKGROUP
BROWNFIELD REDEVELOPMENT AUTHORITY
BUILDING AUTHORITY
CANVASSERS, BOARD OF
CASINO LOCAL REVENUE SHARING BOARD
CLEAN AIR ORDINANCE COMMITTEE
COMMISSION ON AGING
COMMUNITY ACTION AGENCY OF ALLEGAN COUNTY
COMMUNITY CORRECTIONS ADVISORY BOARD
COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES COMMITTEE
OnPoint (formerly COMMUNITY MENTAL HEALTH SERVICES BOARD)
ECONOMIC DEVELOPMENT COMMISSION
EMERGENCY MANAGEMENT ADVISORY COUNCIL
HUMAN SERVICES, BOARD OF
JURY BOARD
LAKE BOARDS
LAKESHORE REGIONAL ENTITY - OVERSIGHT POLICY BOARD
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
MACATAWA AREA COORDINATING COUNCIL (MACC)
MICHIGAN ASSOCIATION OF COUNTIES EXECUTIVE BOARD
MICHIGAN STATE EXTENSION DISTRICT 7 ADVISORY COUNCIL
MULTI-AGENCY COLLABORATIVE COMMITTEE
PARKS ADVISORY BOARD
PLAT BOARD
PUBLIC WORKS, BOARD OF
ROAD COMMISSION
SOLDIERS/SAILORS RELIEF COMMISSION
SOLID WASTE PLANNING COMMITTEE
SOUTHWEST MICHIGAN AREA REGION THREE (SMART)
TOURIST COUNCIL
WATER STUDY WORKGROUP
WEST MICHIGAN REGIONAL AIRPORT AUTHORITY
WEST MICHIGAN REGIONAL PLANNING COMMISSION
911 OPERATIONAL POLICY & PROCEDURE COMMITTEE

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

2023-24 BOARDS & COMMISSIONS PER DIEM

BE IT RESOLVED that the Allegan County Board of Commissioners (Board) does hereby revise the following Boards and Commissions per diem compensation effective January 26, 2023; and

Boards & Commissions	Per Diem Rate
911 Operational Policy & Procedure Committee	\$50
Area Agency on Aging of W. Michigan Board of Directors	\$50
Board of Canvassers	\$50 half day/\$100 full day
Board of Public Works	\$50
Boundary Commission	\$50 half day/\$100 full day
Broadband Action Workgroup	\$50
Brownfield Redevelopment Authority	\$50
Building Authority	\$50 (Non-County Employees)
Commission on Aging	\$50
Community Corrections Advisory Board	\$50
Economic Development Commission	\$50
Human Services Board	\$50
Jury Board	\$50 half day/\$100 full day
Local Emergency Planning Committee	\$50
Parks Advisory Board	\$50
Soldiers & Sailors	\$50
Solid Waste Planning Committee	\$50
Tourist Council	\$50
Water Study Workgroup	\$50
West Michigan Regional Planning Committee	\$50
The total meeting(s) time in one (1) day more than four (4) hours shall be considered one (1) full day. The total meeting(s) time in one (1) day of four (4) hours or less shall be considered one half (1/2) day. In the event an individual is a member of more than one board or commission and they may attend multiple meetings in a single day, the total per diem for that day shall not exceed \$100. Travel time is included.	

BE IT FURTHER RESOLVED that members shall also be eligible to receive mileage reimbursement at the 60% of the current IRS rate; and

BE IT FURTHER RESOLVED that only members not already receiving compensation as part of their regular work duties or paid for by another source when attending meetings shall receive per diem and mileage; and

BE IT FURTHER RESOLVED the Board shall review per diem in accordance with term or compensation review; and

BE IT FINALLY RESOLVED that this action shall become an attachment to the Board Rules of Organization.

Moved by Commissioner Beltman, seconded by Commissioner Kapenga to approve the per diem rates in the attached schedule and award mileage at 60% of the Federal rate. Motion carried by roll call vote. Yeas: Storey, DeYoung, Kapenga and Beltman. Nays: Dugan.

ATTEST, A TRUE COPY



_____, Clerk-Register

APPROVED: January 26, 2023

cc: Admin. - Finance - Human Resources

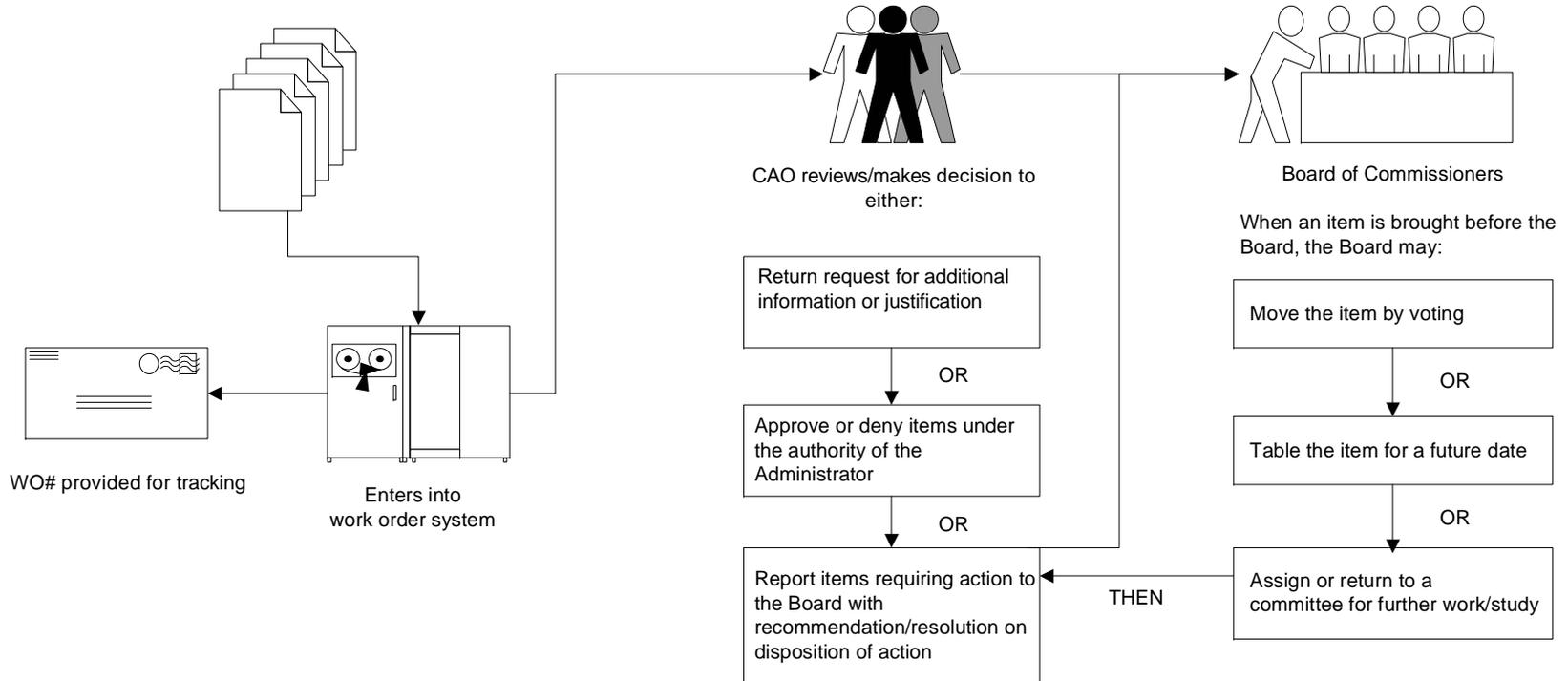
ATTACHMENT "C"

Allegan County Board of Commissioners

Board Procedure and Action Flow

Revised January 5, 2023

Items for consideration by BOC should be submitted with a Request for Action Form through the work order system. Must be not less than 10 business days prior to the next scheduled Regular and Board Committee Meetings to be placed on the agenda.



ATTACHMENT "D" - SAMPLE RFA FORM



ALLEGAN COUNTY REQUEST FOR ACTION FORM

BUDGET ADJUSTMENTS OR TRANSFERS

Completed RFA form must be attached to a work order request through the Work Order system. If you have any questions regarding this process, please contact Finance @ext. 2658.

Date _____

Department Requesting _____

Submitted by _____

Contact Information _____

Fund, Activity: _____

Describe the requested change, and why it is needed:

	ACCOUNT	AMOUNT
<input type="checkbox"/> Revenue Increase:		
<input type="checkbox"/> Revenue Decrease:		
<input type="checkbox"/> Expenditure Increase:		
<input type="checkbox"/> Expenditure Decrease:		

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

FY 2023-24 COMMISSIONER COMPENSATION

BE IT RESOLVED, that the Allegan County Board of Commissioners does hereby approve the 2023-24 compensation package for Board of Commissioners to be as follows:

- Commissioner Chairperson annual salary:
 - 2023 - \$25,500.00
 - 2024 - \$26,280.00
- Commissioner Vice Chair annual salary:
 - 2023 - \$24,750.00
 - 2024 - \$25,530.00
- Member annual salary:
 - 2023 - \$24,000.00
 - 2024 - \$24,780.00
- Life Insurance - County Policy of \$50,000,
- County Municipal Employee Retirement System (MERS) Defined Contribution Plan with 7% County base contribution and a Commissioner contribution of 3%, or access to a 457 Deferred Compensation Plan with the same county contribution as the MERS Defined Contribution plan,
- Access to additional 457 Deferred Compensation Plans and Roth plan options with no County contribution,
- Eligible to receive \$300 annual payment for participation in the Wellness Program as defined by County policy,
- Eligible to receive longevity/retention payments to the extent the County offers such a program to county employees and other elected officials; and

BE IT FURTHER RESOLVED that the Board of Commissioners shall be offered:

- PPO 70% Plan - deductibles are \$500/\$1,000 with 70% co-insurance provided after deductible,
- HDHP HSA Plan 100% - deductibles are \$3,300/\$6,600 with 100% co-insurance provided after deductible. Deductibles represent an amount required to qualify this High Deductible Health Plan (HDHP) for a Health Savings Account (HSA) subject to IRS requirements. The HDHP for this HSA shall meet and continue to meet all IRS requirements,
- HDHP HSA Plan 80% - deductibles are \$3,300/\$6,600 with 80% co-insurance provided after deductible. Deductibles represent an amount required to qualify this High Deductible Health Plan (HDHP) for a Health Savings Account (HSA) subject to IRS requirements. The HDHP for this HSA shall meet and continue to meet all IRS requirements; and

BE IT FURTHER RESOLVED that Commissioners shall not be eligible to receive per diem for meetings; and

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

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

ATTEST, A TRUE COPY



_____, Clerk-Register

APPROVED: November 10, 2022

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

BOARD PLANNING SESSIONS—APPROVE 2024 MEETING DATES

WHEREAS, the following schedule has been presented for meetings of the Allegan County Board of Commissioners to be held at 9:00 A.M. (*unless otherwise indicated below) in the Board Room, County Services Building, 3283 - 122nd Avenue, Allegan Township, Michigan:

January 4, 2024	9:00 A.M.	Organizational Meeting		
January 11, 2024	9:00 A.M.		June 27, 2024	9:00 A.M.
January 25, 2024	9:00 A.M.		July 11, 2024	9:00 A.M.
February 8, 2024	9:00 A.M.		July 25, 2024	9:00 A.M.
February 22, 2024	9:00 A.M.		August 8, 2024	9:00 A.M.
March 14, 2024	9:00 A.M.		August 22, 2024	9:00 A.M.
March 28, 2024	9:00 A.M.		September 12, 2024	9:00 A.M.
April 11, 2024	9:00 A.M.		September 26, 2024	9:00 A.M.
April 25, 2024	3:00 P.M.*		October 10, 2024	3:00 P.M.*
May 9, 2024	9:00 A.M.		October 24, 2024	9:00 A.M.
May 23, 2024	9:00 A.M.		November 14, 2024	9:00 A.M.
June 13, 2024	9:00 A.M.		December 12, 2024	9:00 A.M.

THEREFORE, BE IT RESOLVED that the Allegan County Board of Commissioners hereby confirms the 2024 meeting dates as presented; and **BE IT FURTHER RESOLVED** that the County Clerk is hereby directed to post said dates in accordance with Act 261 of the Public Acts of 1968.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

BOARD OF COMMISSIONERS—APPROVE 2024 MEETING DATES

WHEREAS, the following schedule has been presented for meetings of the Allegan County Board of Commissioners to be held at 1:00 P.M. (*or 7:00 P.M.) in the Board Room, County Services Building, 3283 - 122nd Avenue, Allegan Township, Michigan:

January 4, 2024	9:00 A.M.	Organizational Meeting	
January 11, 2024	1:00 P.M.	June 27, 2024	1:00 P.M.
January 25, 2024	1:00 P.M.	July 11, 2024	1:00 P.M.
February 8, 2024	1:00 P.M.	July 25, 2024	1:00 P.M.
February 22, 2024	1:00 P.M.	August 8, 2024	1:00 P.M.
March 14, 2024	1:00 P.M.	August 22, 2024	1:00 P.M.
March 28, 2024	1:00 P.M.	September 12, 2024	1:00 P.M.
April 11, 2024	1:00 P.M.	September 26, 2024	1:00 P.M.
April 25, 2024	7:00 P.M.*	"Annual" October 10, 2024	7:00 P.M.*
May 9, 2024	1:00 P.M.	October 24, 2024	1:00 P.M.
May 23, 2024	1:00 P.M.	November 14, 2024	1:00 P.M.
June 13, 2024	1:00 P.M.	December 12, 2024	1:00 P.M.

THEREFORE, BE IT RESOLVED that the Allegan County Board of Commissioners hereby confirms the 2024 meeting dates as presented; and **BE IT FURTHER RESOLVED** that the County Clerk is hereby directed to post said dates in accordance with Act 261 of the Public Acts of 1968.



2023 Capital Project Report - 3rd Quarter

Status of Approved 2023 Capital Projects and Projects Remaining to be Completed from Previous Years								
	Projects	Unscheduled	Queued	Development	Contracting	Execution	Closure	Completed
Status at end of 2023								
Status at end of 3rd Quarter	67	1	3	13	3	17	7	23
Status at end of 2nd Quarter	61	1	7	11	2	24	6	10
Status at end of 1st Quarter	61	4	11	10	9	18	2	7
Status at start of 2023	61	4	25	6	4	17	5	0
Status at end of 2022	69	3	1	6	2	13	5	39
Status at end of 2021	60	0	0	1	5	19	5	30
Status at end of 2020	69	0	1	2	2	14	0	50
Status at end of 2019	59	0	0	1	6	10	2	40
Status at end of 2018	79	3	5	13	9	10	4	35
Status at end of 2017	65	8	2	6	5	9	0	35
Status at end of 2016	81	11	6	13	9	5	5	32
Status at end of 2015	65	12	0	5	4	16	4	24

Multi-Year CIP Project Data	Capital Project Funding Approved In:							TOTAL
	2013-2017	2018	2019	2020	2021	2022	2023	
Capital Projects:	149	38	32	48	41	39	38	385
Completed in 2013	10							10
Completed in 2014	23							23
Completed in 2015	24							24
Completed in 2016	32							32
Completed in 2017	35							35
Completed in 2018	14	21						35
Completed in 2019	5	12	23					40
Completed in 2020	4	4	7	35				50
Completed in 2021	1	0	1	6	22			30
Completed in 2022	1	1	1	3	13	20		39
Completed in 2023	0	0	0	1	3	8	11	23
Total Completed	149	38	32	45	38	28	11	341
Remaining to be Completed	0	0	0	3	3	11	27	44

Cumulative Project Metrics	Actual	# On Schedule	# On Budget	# In Scope	% On Schedule	% On Budget	% In Scope
1st Quarter Completed	7	1	7	6	14%	100%	86%
2nd Quarter Completed	10	5	10	9	50%	100%	90%
3rd Quarter Completed	23	15	23	22	65%	100%	96%
4th Quarter Completed							

Carryover Projects	Projected	Actual
Planned Projects	12	TBD
Unplanned Projects	4	TBD

Unplanned Projects (YTD)	6
Total Contracts Managed (YTD)	131
Unplanned Contracts (YTD)	28

Procurement Methods	
RFP	24
Coop Agreement	9
Extension	6
Other	0
Quotes	2
Sole Source	1

On Schedule - Project execution was completed in the month that was projected when the project schedule was established.

On Budget - Project was completed within the approved project budget appropriations.

In Scope - Major project outcomes were clearly defined and met upon project completion.

Status of Projects with Budgets over 100K

Projects Sorted by Status, then Total Approved Funding

#	Project Site ID	S	D	C	E	M	F	Project Name	Funding Year	Total Approved Funding	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023
1	1543-21A							RockTenn - Brownfield Site Demolition	2021	\$ 1,563,000	E	E	E	E	E	M	M	M	Done			
	Scope: Demolish abandoned buildings and remove foundations at the RockTenn Site in Otsego to allow future development on the site.																					
	Update: Project completed with final reports received and invoices paid in September.																					
2	1304-23							Pictometry Aerial Acquisition	2023	\$ 210,000	C	C	E	E	E	E	E	Done				
	Scope: Acquire updated oblique-view Pictometry Imagery of the entire County as part of the County's 5-year cycle for keeping imagery up to date.																					
	Update: Acquisition completed, imagery has been delivered and accepted. Working on local partnerships and reimbursements.																					
3	1130-22							HVAC Control System Replacement - All Buildings	2022	\$ 189,000	E	E	Done									
	Scope: Replace HVAC control servers and software in each building as current system is nearing end of life for support.																					
	Update: Project completed - all controls and the software have been successfully updated to a newer version.																					
4	16013-20							Dispatch CAD Upgrade	2020	\$ 160,000	Done											
	Scope: Upgrade New World Computer Aided Dispatch System hardware and software.																					
	Update: Project completed in January.																					
5	1404-23A							Resurface Main Drive at County Services Complex	2023	\$ 145,000	X	D	C	E	E	M	M	Done				
	Scope: Resurface main drive into the County Services Complex.																					
	Update: Project completed in August.																					
6	1002-21							Law Enforcement Body Cameras	2021	\$ 155,000	M	M	M	M	M	M	M	M	M	M		
	Scope: Purchase and deploy body cameras to Law Enforcement Deputies.																					
	Update: Initial set of cameras fully deployed. Additional cameras being purchased to complete implementation.																					
7	1247-22							Microsoft Office Upgrade 2022 & 2023	2022	\$ 130,000	C	E	E	E	M	M	M	M	M			
	Scope: Upgrade Microsoft Office 2013 to the newest version or Microsoft Office.																					
	Update: Roll-out of new version is complete. Working on true-up of license counts and cost allocation.																					
8	1130-23							YH HVAC System Replacement	2023	\$ 100,000	X	D	C	E	E	E	E	E	E			
	Scope: Replace oldest of 7 HVAC systems at the Youth Home.																					
	Update: Execution completed, waiting for invoices.																					
9	1062-22							Broadband Internet Expansion	2022	\$ 17,715,215	C	E	E	E	E	E	E	E	E	E		
	Scope: Expand broadband internet access to unserved and underserved addresses within Allegan County																					
	Update: ROBIN Grant awarded which will provide remaining funds needed. Contractor is planning, scheduling beginning to coordinate work.																					
10	1025-23							CH and CSB Construction and Renovation Project	2023	\$ 10,000,000	D	C	C	D	D	D	D	D	C			
	Scope: Architectural services to develop construction drawings for the Courthouse and County Services Buildings, assist with bidding and award recommendation, provide construction administration.																					
	Update: RFP for construction services released based on architects drawings and specifications. Bids due October 20, 2023.																					
11	1400-23							Courthouse Heat Pump Replacement 2022 and 2023	2022	\$ 271,000	D	D	C	E	E	E	E	E	E			
	Scope: Replace 25 remaining old heat pumps to complete the entire heat pump replacement cycle.																					
	Update: Contractor has received heat pump equipment and has started installation. Can complete about on per day and several have been installed.																					
12	1071-23	X						Groundwater Strategic Plan Development	2023	\$ 200,000	D	D	D	C	C	C	E	E	E			
	Scope: Contract with professional services to facilitate and promote the development of a strategic plan for groundwater monitoring and management within the County in collaboration with Local Units.																					
	Update: Contractor is completing a groundwater assessment report and developing educational/presentation materials for a workshop to be convened with Local Units in in early 2024.																					
13	1509-22							Generator Replacement - Human Services Building	2023	\$ 154,000	X	D	D	C	E	E	E	E	E			
	Scope: Replace Generator which has passed the end of its expected service life (20 years).																					
	Update: Contract fully executed in April. Contractor has ordered the generator but there is an almost year-long lead time for delivery.																					
14	1509-22							Generator Replacement - Dispatch	2022	\$ 150,000	C	C	E	E	E	E	E	E	E			
	Scope: Replace Generator which is at the end of its expected service life (20 years).																					
	Update: Contract fully executed in April. Contractor has ordered the generator but there is an almost year-long lead time for delivery.																					

Status of Projects with Budgets over 100K

Projects Sorted by Status, then Total Approved Funding

#	Project Site ID	S	D	C	E	M	F	Project Name	Funding Year	Total Approved Funding	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023		
15	13074-20							911 Radio System - Barry County Back-up	2016	\$ 120,230	E	E	E	E	E	E	E	E	E					
	Scope: Related to the Radio System Replacement Project, this remaining item involves enabling Central Dispatch personnel to re-locate and stand-up dispatch operations at another location.																							
	Update: Motorola, MPSCS and Dispatch continue to work through technical aspects with Muskegon County that would enhance back-up capabilities through the newer MCC-7100 consoles.																							
16	13074-20							911 Radio System - Enable GPS on CAD	2016	\$ 120,230	E	E	E	E	E	E	E	E	E	E				
	Scope: Related to the Radio System Replacement Project, this remaining item involves enabling GPS locations of portable radios to show up on dispatch CAD maps to enhance location awareness.																							
	Update: A solution has been identified and the details and costs for implementation are being actively researched and discussed among the numerous parties involved.																							
17	1117-23							Carpet Replacement - Dispatch	2023	\$ 100,000	X	D	C	C	E	E	E	E	E					
	Scope: Replace all carpet in the Central Dispatch building.																							
	Update: Carpet has been replaced in the main dispatch center room where the dispatcher's work. Carpet replacement underway for the remainder of the building.																							
18	1071-23	X						Groundwater Monitoring Wells	2023	\$ 166,000	X	X	X	X	D	D	D	C	C					
	Scope: Collaborate with the Michigan Geological Survey to Install approximately 20 long-term groundwater monitoring wells across the County using funding provided through ARPA.																							
	Update: Several wells have been installed, working with Western Michigan University to finalize agreement concerning installation and maintenance of the wells.																							
19	1025-23							CH and CSB Construction and Renovation Project	2023	\$ 10,000,000	D	C	C	D	D	D	D	D	C					
	Scope: Architectural services to develop construction drawings for the Courthouse and County Services Buildings, assist with bidding and award recommendation, provide construction administration.																							
	Update: RFP for construction services released based on architects drawings and specifications. Bids due October 20, 2023.																							
20	11204-18							Old Animal Shelter Demolition	2022	\$ 100,000	TBD	TBD	TBD	TBD	TBD	X	X	D	D					
	Scope: Demolish old Animal Shelter to allow placement of new modular structure.																							
	Update: RFP for demolition services is drafted and ready for release.																							
21	1042-23							Storage Area Construction - Transportation	2023	\$ 498,205	X	X	X	X	X	X	X	X	X					
	Scope: Make an addition to the Transportation building to increase storage space available for bus parts and repair/maintenance equipment																							
	Update: Will begin developing an RFP for architectural design services once MDOT funding is approved in early October.																							
22	1175-20							Emergency Siren Activation Solution	2020	\$ 100,000	TBD	Ongoing evaluation and scoping of options												
	Scope: Research and implement an alternate method to for siren activation that does not rely on maintaining any VHF infrastructure.																							
	Update: Siren activation equipment installed and successfully tested at Dumont. However, technology to send alerts to cell phones is becoming a viable county-wide solution and could be much less costly.																							

Project Budget Status

#	Project ID	Project Name	Project Year	Appropriation: Initial	Additional	Approved	Expenditures	Committed	Remaining	Unused	Project Completed?	
	#401	PUBLIC IMPROVEMENT FUND										
1	1400-22	CH Heat Pump Replacements - 2022 and 2023	2022	\$ 201,000	\$ 70,000	\$ 271,000	\$ 16,389	\$ 249,082	\$ 5,529	\$ -	No	
2	1304-23	Pictometry Aerial Acquisition	2023	\$ 210,000	\$ -	\$ 210,000	\$ 205,040	\$ -	\$ -	\$ 4,960	Yes	
3	1440-23A	2023 Vehicles - Sheriff - Replace 8 Patrol Utility	2022	\$ 159,000	\$ -	\$ 159,000	\$ 133,903	\$ -	\$ -	\$ 25,097	Yes	
4	1440-22D	2022 Vehicles - Equip 10 Sheriff's Vehicles	2022	\$ 159,000	\$ -	\$ 159,000	\$ 133,903	\$ -	\$ -	\$ 25,097	Yes	
5	1002-21	Law Enforcement Body Cameras	2021	\$ 140,000	\$ 15,000	\$ 155,000	\$ 118,590	\$ 32,906	\$ 3,504	\$ -	No	
6	1509-23	Generator Replacement - Human Services Bldg	2023	\$ 160,000	\$ (6,000)	\$ 154,000	\$ -	\$ 133,150	\$ 20,850	\$ -	No	
7	1404-23A	Resurface Main Drive at County Services Complex	2023	\$ 250,000	\$ (105,000)	\$ 145,000	\$ 70,730	\$ -	\$ -	\$ 74,270	Yes	
8	1130-22	HVAC Control System Replacement - County	2022	\$ 150,000	\$ (12,000)	\$ 138,000	\$ 136,638	\$ -	\$ -	\$ 1,362	Yes	
9	1440-22F	2022 Vehicles - Sheriff Trucks - Replace 4	Done	\$ 138,000	\$ -	\$ 138,000	\$ 135,343	\$ -	\$ -	\$ 2,657	Yes	
10	1247-22	Microsoft Office Upgrade 2022 and 2023	2022	\$ 130,000	\$ -	\$ 130,000	\$ -	\$ -	\$ 130,000	\$ -	No	
11	1440-23B	2023 Vehicles - Equip 10 Sheriff's Vehicles	2023	\$ 108,000	\$ -	\$ 108,000	\$ -	\$ -	\$ 108,000	\$ -	No	
12	1133-22A	Old Animal Shelter Demolition	2022	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	No	
13	1124-23	Courthouse Roof Replacement - Section 3	2023	\$ 80,000	\$ 16,000	\$ 96,000	\$ 87,442	\$ -	\$ -	\$ 8,558	Yes	
14	1126-23	Scan Marriage, Death and Discharge Records	2023	\$ 85,000	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000	\$ -	No	
15	1125-22	Facilities Master Plan	2022	\$ -	\$ 80,000	\$ 80,000	\$ 17,884	\$ 23,681	\$ 38,435	\$ -	No	
16	1509-23	Generator Replacement - County Services Bldg	2023	\$ 70,000	\$ 6,000	\$ 76,000	\$ -	\$ 75,650	\$ 350	\$ -	No	
17	1126-22	Scan Civil and Criminal Court Files - 2022 - CIP	2022	\$ 70,000	\$ -	\$ 70,000	\$ 4,093	\$ -	\$ -	\$ 65,907	Yes	
18	1440-22I	2022 Vehicles - Court Vans - Replace 2	2022	\$ 62,775	\$ -	\$ 62,775	\$ -	\$ -	\$ 62,775	\$ -	No	
19	1107-22	UPS Replacement - CSB	2022	\$ 45,000	\$ 15,000	\$ 60,000	\$ 59,029	\$ -	\$ -	\$ 971	Yes	
20	1112-23	Records Scanning - Environmental Health	2023	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -	No	
21	1039-23	Duty Weapon Replacement - Sheriff	2023	\$ 55,000	\$ (800)	\$ 54,200	\$ 52,428	\$ -	\$ -	\$ 1,772	Yes	
22	1440-23C	2023 Vehicles - Sheriff - Replace 2 Vehicles - Detecti	2023	\$ 51,000	\$ -	\$ 51,000	\$ -	\$ -	\$ 51,000	\$ -	No	
23	1396-21	Water and Sewer Asset Mgmt Plan	2021	\$ 50,000	\$ -	\$ 50,000	\$ 37,005	\$ 12,995	\$ -	\$ -	No	
24	1426-22	CH Radio Coverage Enhancement	2022	\$ -	\$ 50,000	\$ 50,000	\$ 34,841	\$ -	\$ -	\$ 15,159	Yes	
25	1133-23	Animal Shelter Washer and Dryer	2023	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 5,300	\$ 44,700	\$ -	No	
26	1440-22G	2022 Vehicles - Sheriff Transport - Replace 1	2022	\$ 47,875	\$ -	\$ 47,875	\$ -	\$ -	\$ 47,875	\$ -	No	
27	1040-23	SWAT Vest Replacement - Sheriff	2023	\$ 40,000	\$ 800	\$ 40,800	\$ -	\$ 40,800	\$ -	\$ -	No	
28	1121-23	Building Wireless System Upgrade	2023	\$ 35,000	\$ -	\$ 35,000	\$ 16,262	\$ -	\$ -	\$ 18,738	Yes	
29	1130-23B	CSB Server Room AC System Replacement	2023	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ 34,647	\$ 353	\$ -	No	
30	1404-23	Pavement Maintenance 2023 - County	2023	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ 25,944	\$ 4,056	\$ -	No	
31	1119-23	Furniture Replacement	2023	\$ 30,000	\$ -	\$ 30,000	\$ 29,857	\$ -	\$ -	\$ 143	Yes	
32	1126-21A	District Court Microfilm	2021	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	No	
33	1317-23	Copier Replacements	2023	\$ 25,000	\$ -	\$ 25,000	\$ 16,400	\$ -	\$ -	\$ 8,600	Yes	
34	1044-23	Enterprise FOIA Management Solution	2023	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	No	
35	1357-23	Cost Allocation Plan for Vehicles	2023	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	No	
36	1128-22	Animal Shelter Alarm Panel	2022	\$ -	\$ 20,000	\$ 20,000	\$ 7,217	\$ 6,353	\$ 6,430	\$ -	No	
37	1118-23	Inmate Corridor Renovation - Courthouse	2023	\$ 20,000	\$ -	\$ 20,000	\$ 7,347	\$ 7,967	\$ 4,686	\$ -	No	
38	1514-23	File Server Replacement	2023	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	No	
39	1396-23	Well #3 - Clean and Overhaul	2023	\$ 13,000	\$ -	\$ 13,000	\$ -	\$ -	\$ 13,000	\$ -	No	
40	1206-21	MCT Replacement (County)	2022	\$ -	\$ 10,000	\$ 10,000	\$ 7,758	\$ -	\$ -	\$ 2,242	Yes	
		TOTALS FOR #401 - PUBLIC IMPROVEMENT FUND		\$ 2,909,650	\$ 194,000	\$ 3,103,650	\$ 1,328,097	\$ 648,475	\$ 871,544	\$ 255,534		
	#104	LOCAL GOVERNMENT REVENUE SHARING										
41	1543-21	RockTenn - Demolition Consultant	2021	\$ -	\$ 63,000	\$ 63,000	\$ 63,000	\$ -	\$ -	\$ -	Yes	
42	1009-22	Heritage Trail Sign Replacement	2023	\$ 26,000	\$ -	\$ 26,000	\$ -	\$ -	\$ 26,000	\$ -	No	
43	1019-23	Replace Three Parks Trailers	2023	\$ 20,000	\$ 3,215	\$ 23,215	\$ 23,215	\$ -	\$ -	\$ -	Yes	
44	1404-22	Pavement Maintenance 2023 - Parks	2023	\$ 25,000	\$ (7,765)	\$ 17,235	\$ -	\$ 7,615	\$ 9,620	\$ -	No	
45	1016-21	Move Utility Pole at Dumont Lake	2023	\$ 10,000	\$ 4,550	\$ 14,550	\$ 14,550	\$ -	\$ -	\$ -	Yes	
46	1019-23A	Snow Plow Attachment for Parks Truck	2023	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	No	
		TOTALS FOR #104 - LOCAL GOV REVENUE SHARING		\$ 91,000	\$ 63,000	\$ 154,000	\$ 100,765	\$ 7,615	\$ 45,620	\$ -		

Project Budget Status

#	Project ID	Project Name	Project Year	Appropriation: Initial	Additional	Approved	Expenditures	Committed	Remaining	Unused	Project Completed?
	#208	PARKS FUND BALANCE									
47	1016-21A	West Side Park Stairs / Beach Access - Engineering	2021	\$ -	\$ 15,500	\$ 15,500	\$ 15,500	\$ -	\$ -	\$ -	Yes
		TOTALS FOR #208 - PARKS FUND BALANCE		\$ -	\$ 15,500	\$ 15,500	\$ 15,500	\$ -	\$ -	\$ -	
	#288	TRANSPORTATION GRANT									
48	1042-23	Storage Area Construction - Transportation	2023	\$ 498,205	\$ -	\$ 498,205	\$ -	\$ -	\$ 498,205	\$ -	No
49	1509-22	Generator Replacement - Transportation	2022	\$ 55,000	\$ (2,753)	\$ 52,247	\$ -	\$ -	\$ 52,247	\$ -	No
50	1130-22	HVAC Control System Replacement - ACT	2022	\$ 20,000	\$ -	\$ 20,000	\$ 16,278	\$ -	\$ -	\$ 3,722	Yes
51	1404-22	Pavement Maintenance 2023 - Transportation	2023	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 1,944	\$ 56	\$ -	No
		TOTALS FOR #288 - TRANSPORTATION GRANT		\$ 575,205	\$ (2,753)	\$ 572,452	\$ 16,278	\$ 1,944	\$ 550,508	\$ 3,722	
	#492	CHILD CARE CAPITAL									
52	1130-21	YH HVAC System Replacement 2023	2023	\$ 100,000	\$ -	\$ 100,000	\$ 15,117	\$ 23,642	\$ 61,241	\$ -	No
53	1130-22	HVAC Control System Replacement - YH	2022	\$ 15,000	\$ -	\$ 15,000	\$ 11,765	\$ -	\$ -	\$ 3,235	Yes
54	1404-23	Pavement Maintenance 2023 - Youth Home	2023	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 4,843	\$ 157	\$ -	No
		TOTALS FOR #492 - CHILD CARE CAPITAL		\$ 120,000	\$ -	\$ 120,000	\$ 26,882	\$ 28,485	\$ 61,398	\$ 3,235	
	#496	CENRTAL DISPATCH CIP									
55	16013-20	Dispatch CAD Upgrade	2020	\$ 160,000	\$ -	\$ 160,000	\$ 118,049	\$ -	\$ -	\$ 41,951	Yes
56	1509-22	Generator Replacement - Dispatch	2022	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ 101,435	\$ 48,565	\$ -	No
57	13074-20	911 Radio System - Barry County Back-up	2020	\$ 120,230	\$ -	\$ 120,230	\$ -	\$ -	\$ 120,230	\$ -	No
58	13074-20	911 Radio System - Enable CAD GPS	2020	\$ 120,230	\$ -	\$ 120,230	\$ -	\$ -	\$ 120,230	\$ -	No
59	1117-23	Carpet Replacement - Dispatch	2023	\$ 100,000	\$ -	\$ 100,000	\$ 29,127	\$ 17,830	\$ 53,043	\$ -	No
60	1175-20	Emergency Siren Activation Solution	2020	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	No
61	1130-23A	Replace HVAC Systems - Dispatch	2023	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ 61,594	\$ 13,406	\$ -	No
62	1105-22	911 Workstation Phone Upgrades	2022	\$ 22,000	\$ 44,000	\$ 66,000	\$ 65,896	\$ -	\$ -	\$ 104	Yes
63	1130-22	HVAC Control System Replacement - Dispatch	2022	\$ 16,000	\$ -	\$ 16,000	\$ 15,154	\$ -	\$ -	\$ 846	Yes
64	1107-23	UPS Battery Replacement - Dispatch	2023	\$ 8,000	\$ -	\$ 8,000	\$ 5,645	\$ -	\$ -	\$ 2,355	Yes
65	1404-23	Pavement Maintenance 2023 - Dispatch	2023	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	Yes
		TOTALS FOR #496 - CENTRAL DISPATCH CIP		\$ 873,459	\$ 44,000	\$ 917,459	\$ 233,871	\$ 180,858	\$ 455,474	\$ 47,256	
	#VARIOUS	OTHER CAPITAL PROJECTS									
66	1543-21A	Broadband Internet Expansion	2022	\$ 17,715,215	\$ -	\$ 17,715,215	\$ -	\$ 17,715,215	\$ -	\$ -	No
67	1025-23	CH and CSB Construction and Renovation Project	2023	\$ 10,000,000	\$ -	\$ 10,000,000	\$ 413,440	\$ 139,085	\$ 9,447,475	\$ -	No
68	1543-21A	RockTenn - Site Demolition	2021	\$ 1,500,000	\$ -	\$ 1,500,000	\$ 1,458,032	\$ -	\$ -	\$ 41,968	Yes
69	1021-23	Groundwater Strategic Plan Development	2023	\$ 194,750	\$ 5,250	\$ 200,000	\$ -	\$ 194,750	\$ 5,250	\$ -	No
70	1071-22	Groundwater Monitoring Wells	2023	\$ 166,000	\$ -	\$ 166,000	\$ 6,930	\$ 26,000	\$ 133,070	\$ -	No
71	1440-23D	2023 Vehicles - Sheriff - 3 Local Contract Patrol	2023	\$ 165,750	\$ -	\$ 165,750	\$ 46,022	\$ -	\$ 119,728	\$ -	No
72	1126-22	Scan Civil and Criminal Court Files - 2022 - CESF	2022	\$ 63,190	\$ -	\$ 63,190	\$ 63,190	\$ -	\$ -	\$ -	Yes
73	1133-22	Shelter Outdoor Dog Kennels	2022	\$ 45,000	\$ -	\$ 45,000	\$ 928	\$ -	\$ 44,072	\$ -	No

Notes: Total number of projects may not match the summary as some projects are counted once in the summary but may be represented here by several rows to account for multiple funding sources.

Project Schedule and Status

#	Project Site	S	D	C	E	M	F	Project Name	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	On Time	In Budget	In Scope	
PROJECTS COMPLETED																								
1	16013-20							Dispatch CAD Upgrade	Done												No	Yes	Yes	
2	1543-21							RockTenn - Demolition Consultant	Done												No	Yes	Yes	
3	1440-22F							2022 Vehicles - Sheriff Trucks - Replace 4	Done												No	Yes	Yes	
4	1105-22							911 Workstation Phone Upgrades	M	Done											No	Yes	Yes	
5	1206-21							MCT Replacement (County)	E	Done											No	Yes	No	
6	1126-22							Scan Civil and Criminal Court Files - 2022 - CESF Portion	E	M	Done										Yes	Yes	Yes	
7	1130-22							HVAC Control System Replacement - County	E	E	Done										No	Yes	Yes	
8	1130-22							HVAC Control System Replacement - Youth Home	E	E	Done													
9	1130-22							HVAC Control System Replacement - Dispatch	E	E	Done													
10	1130-22							HVAC Control System Replacement - Transportation	E	E	Done													
11	1440-23A							2023 Vehicles - Sheriff - Replace 8 Patrol Utility	C	E	E	Done									Yes	Yes	Yes	
12	1426-22							CH Radio Coverage Enhancement	E	E	E	E	M	Done							Yes	Yes	Yes	
13	1016-21A							West Side Park Beach Access - Phase I	M	M	M	M	M	Done							Yes	Yes	Yes	
14	1019-23							Replace Three Parks Trailers	X	D	C	E	E	Done							Yes	Yes	Yes	
15	1039-23							Duty Weapon Replacement - Sheriff	X	X	C	C	E	E	Done						Yes	Yes	Yes	
16	1124-23							Courthouse Roof Replacement - Section 3	D	C	E	E	E	M	Done						Yes	Yes	Yes	
17	1121-23							Building Wireless System Upgrade	X	X	X	D	C	E	Done						Yes	Yes	Yes	
18	1317-23							Copier Replacements	X	C	E	M	M	M	Done						Yes	Yes	Yes	
19	1010-23							Move Utility Pole at Dumont Lake	X	D	D	C	E	E	M	Done					Yes	Yes	Yes	
20	1107-22							UPS Replacement - CSB	E	E	E	E	E	E	M	Done					Yes	Yes	Yes	
21	1404-23A							Resurface Main Drive at County Services Complex	X	D	C	E	E	M	M	Done					Yes	Yes	Yes	
22	1304-23							Pictometry Aerial Acquisition	C	C	E	E	E	E	E	Done					Yes	Yes	Yes	
23	1404-23							Pavement Maintenance - Dispatch	X	X	D	D	C	C	C	Done								
24	1440-22D							2022 Vehicles - Equip 10 Sheriff's Vehicles	E	E	E	E	E	M	M	M	Done				No	Yes	Yes	
25	1126-22							Scan Civil and Criminal Court Files - 2022 - CIP Portion	E	M	M	M	M	M	M	M	Done							
26	1543-21A							RockTenn - Site Demolition	E	E	E	E	E	M	M	M	Done				No	Yes	Yes	
27	1119-23							Furniture Replacement	X	X	X	X	D	C	E	E	Done				Yes	Yes	Yes	
28	1107-23							UPS Battery Replacement - Dispatch	X	X	X	X	X	X	C	E	Done				Yes	Yes	Yes	
PROJECTS IN MONITORING / CLOSURE																								
29	1002-21							Law Enforcement Body Cameras	M	M	M	M	M	M	M	M	M					No		
30	1128-22							Animal Shelter Alarm Panel	C	E	E	E	E	E	E	E	E							
31	1247-22							Microsoft Office Upgrade 2022 and 2023	C	E	E	E	M	M	M	M	M							
32	1118-23							Inmate Corridor Renovation - Courthouse	E	E	E	E	E	E	E	E	E							
33	1130-23							YH HVAC System Replacement	X	D	C	E	E	E	E	E	E							
34	1130-23A							Replace HVAC Systems - Dispatch	X	X	X	D	C	E	E	E	E							
35	1130-23B	X						CSB Server Room AC System Replacement	X	X	X	X	TBD	TBD	TBD	D	E							
PROJECTS IN EXECUTION																								
36	1396-21							Water and Sewer Asset Mgmt Plan	E	E	E	E	E	E	E	E	E					No		
37	1040-23							SWAT Vest Replacement - Sheriff	X	X	X	X	D	D	C	E	E							
38	1400-23							CH Heat Pump Replacements - 2022 and 2023	D	D	C	E	E	E	E	E	E							
39	1117-23							Carpet Replacement - Dispatch	X	D	C	C	E	E	E	E	E							
40	1440-23D							2023 Vehicles - Sheriff - 3 Local Contract Patrol	E	E	E	E	E	E	E	E	E							
41	13074-20							911 Radio System - Barry County Back-up	E	E	E	E	E	E	E	E	E					No		
42	13074-20							911 Radio System - Enable CAD GPS	E	E	E	E	E	E	E	E	E					No		
43	1404-23							Pavement Maintenance - County	X	X	D	D	C	C	C	C	E							
44	1404-23							Pavement Maintenance - Youth Home	X	X	D	D	C	C	C	C	E							
45	1404-23							Pavement Maintenance - Transportation	X	X	D	D	C	C	C	C	E							
46	1404-23							Pavement Maintenance - Parks	X	X	D	D	C	C	C	C	E							

X = Unplanned Project

