Allegan County Board of Commissioners

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3283 – 122nd Avenue
Allegan, MI 49010
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http://www.allegancounty.org

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DISTRICT 5
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BOARD OF COMMISSIONERS MEETING (ORGANIZATIONAL) – AGENDA

Thursday, January 9, 2025 – 9:00 AM
3283 122nd Avenue, Allegan, MI 49010
Virtual Connectivity Instructions Attached

9:00 AM CALL TO ORDER: Deputy County Clerk Jackie Porter
ROLL CALL:
OPENING PRAYER: Commissioner Gale Dugan
PLEDGE OF ALLEGIANCE:

ELECTION OF TEMPORARY CHAIRPERSON:
CHAIRPERSON'S TERM OF OFFICE:
ELECTION OF PERMANENT CHAIRPERSON:
ELECTION OF PERMANENT VICE-CHAIRPERSON:

PUBLIC PARTICIPATION:

BOARD POLICIES/PLANNING

1. Board Rules of Organization
2. Board of Commissioners—approve 2025 Meeting Dates
3. Budget Policy

ADMINISTRATIVE REPORTS:
PUBLIC PARTICIPATION:
ROUND TABLE:
ADJOURNMENT: Next Meeting—TBD.

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

Allegan County
Board of Commissioners

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: **471420**, 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

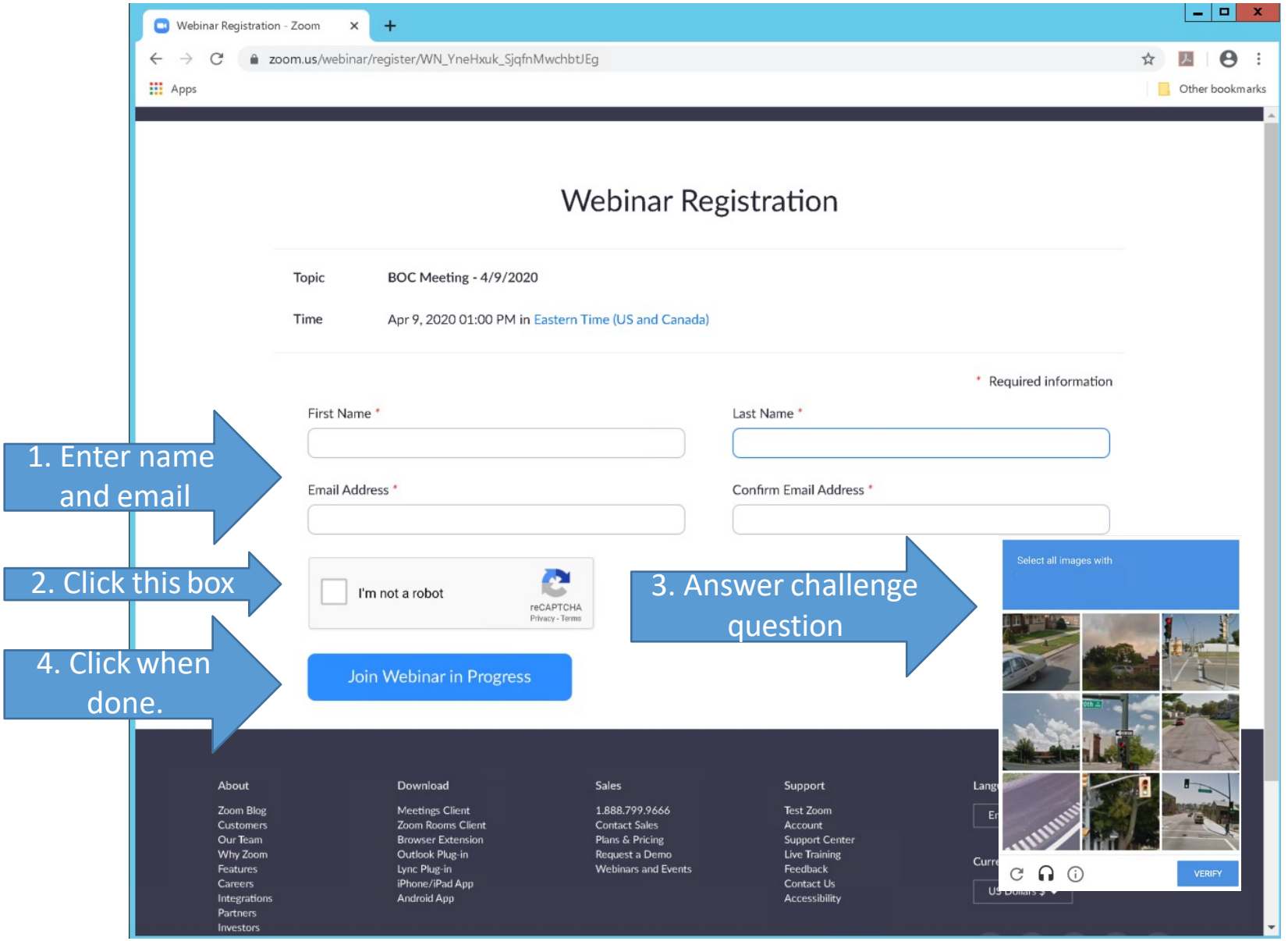
<STOP here>

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

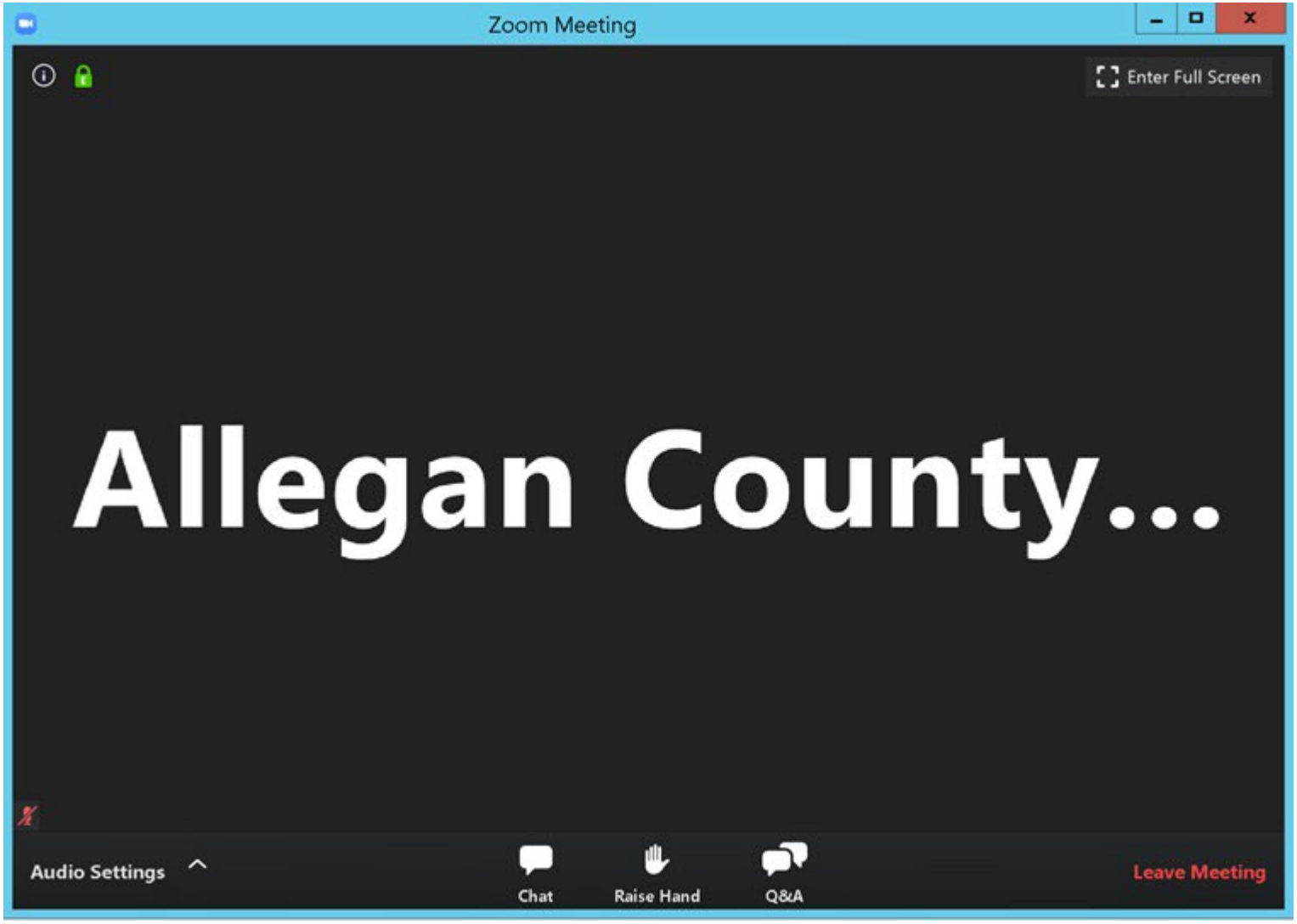
- OPTION 3: Zoom over Web browser
  - Open Internet Explorer or Chrome
  - Navigate to https://zoom.us/j/89160327098
  - Meeting Password: **Board**

<Continue with the rest of the instructions>

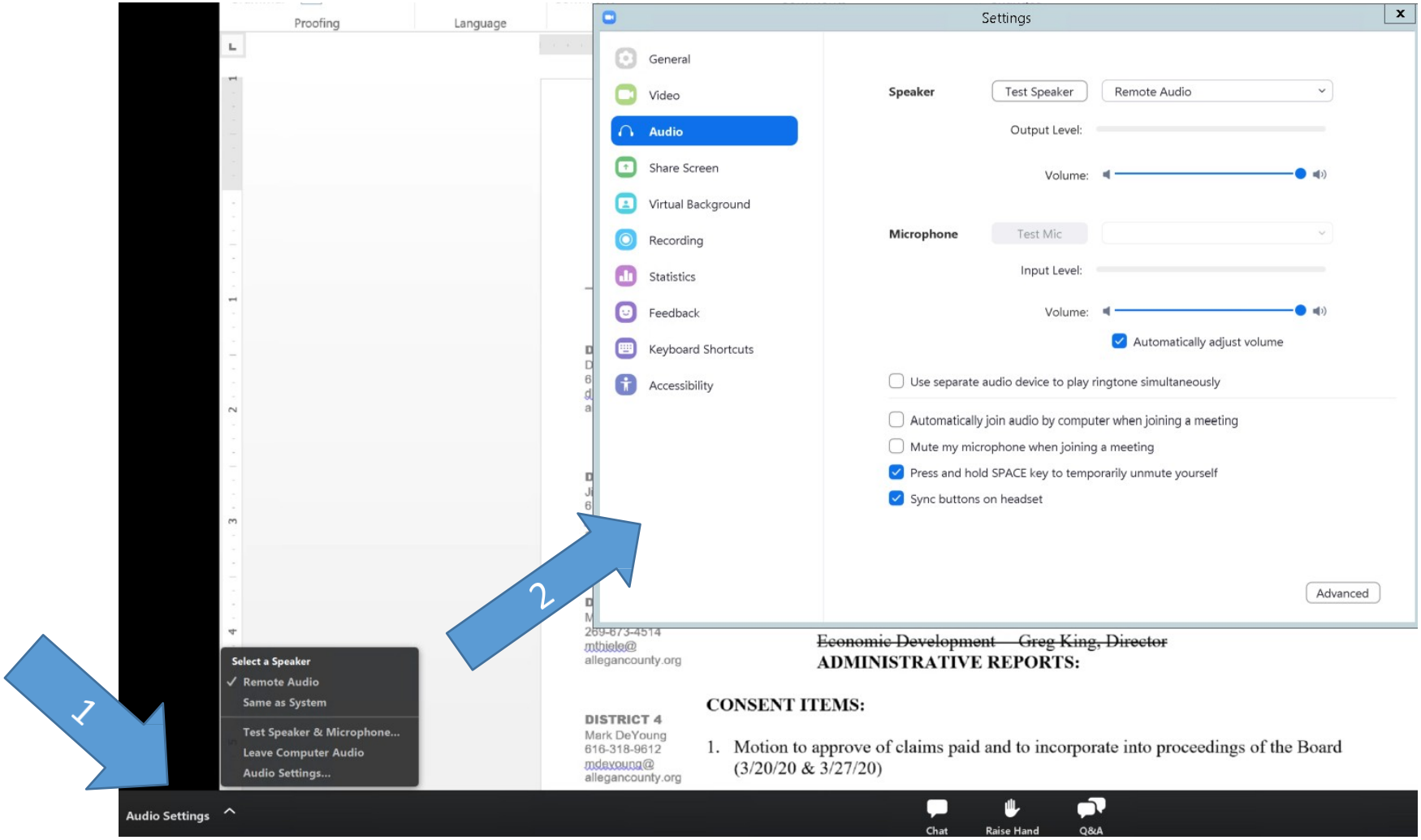
STEP 2: Enter registration information



STEP 3: This Window will appear when connected.



STEP 4: Adjust audio settings (if needed)



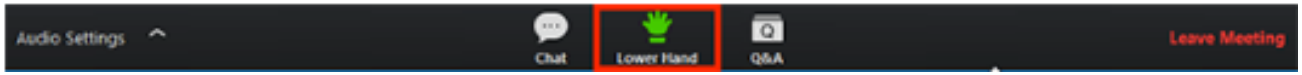
STEP 5: Raise hand to be recognized to speak.

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

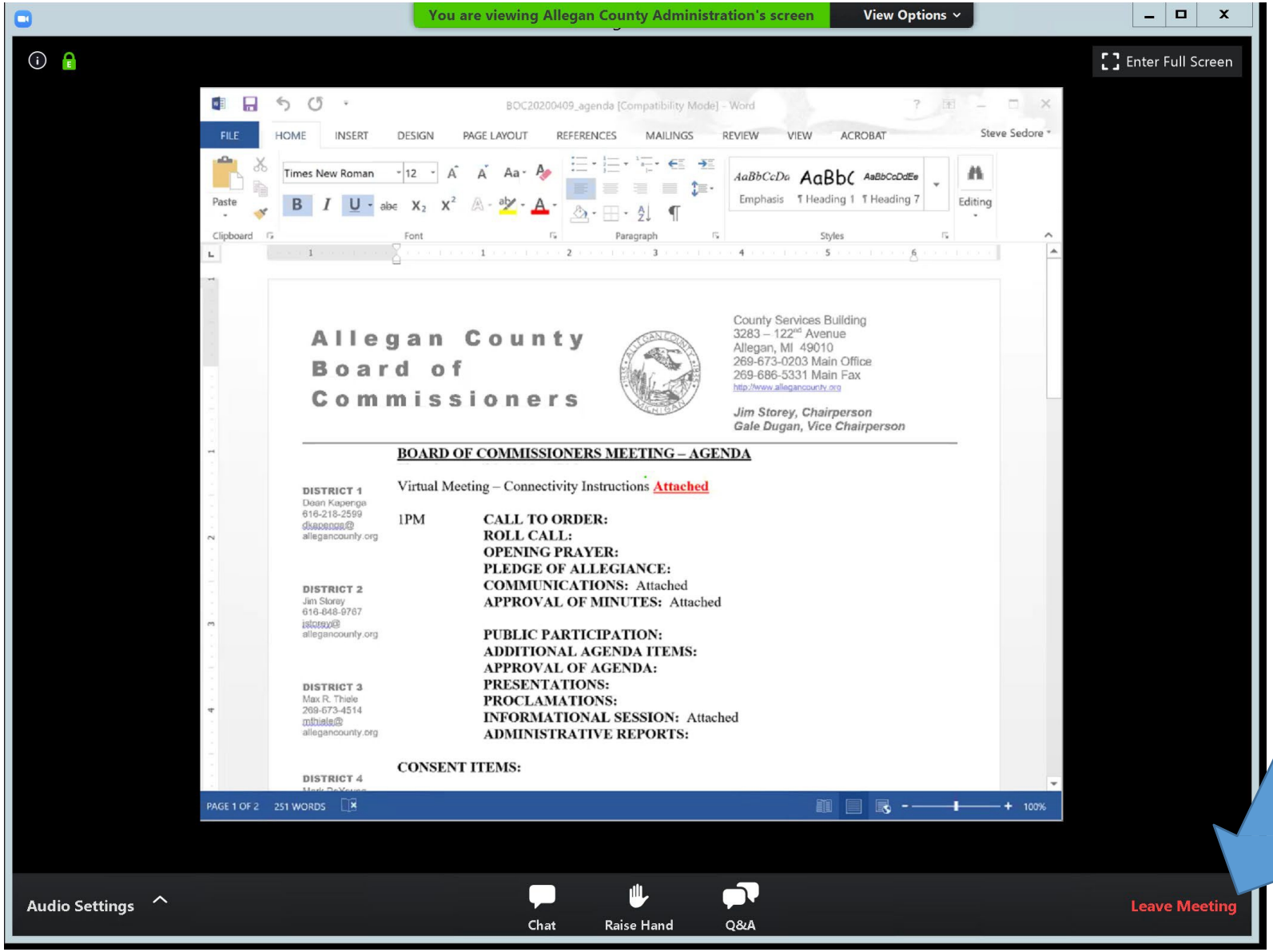
<u>On bottom of screen.</u>

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



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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

BOARD RULES OF ORGANIZATION

BE IT RESOLVED that the Board of Commissioners hereby adopts the Board Rules of Organization, as presented, effective immediately.

COUNTY OF ALLEGAN
State of Michigan

Rules of Organization and Procedure

of the

Allegan County Board of Commissioners

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)
Amended: January 11, 2024 (Journal 72-9)
Amended: January 9, 2025 (Journal XX-X)

1. **AUTHORITY:** These rules are adopted by the Allegan County Board of Commissioners (hereinafter the BOC) pursuant to the Michigan Compiled Laws (MCL, Section 46.11, as amended).

2. **APPLICATION, SUSPENSION, AND AMENDMENT OF BOARD RULES**

   a. These rules shall guide and direct the BOC's operations.
   b. Any situation, that may arise and is not covered by these rules shall be determined based on Robert's Rules of Order. When the rules herein conflict with State of Michigan statutes, the statutes shall prevail.
   c. No rule of the BOC shall be suspended or amended without the concurrence of a majority of all BOC members elected.
   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 after that.

3. **BOARD AND ADMINISTRATIVE OFFICERS**

   a. CHAIR
      i. Statutory Powers and Duties
         (1) Presides at all BOC meetings. MCL 46.3
         (2) Administers oaths and issues subpoenas. MCL 46.3(5)
         (3) Signs contracts (MCL 46.3(5)) and Board-approved minutes and certifies the equalized tax rolls. MCL 211.34d
         (4) With the advice and consent of the BOC, appoint Directors of an Economic Development Corporation. MCL 125.1604(3)
         (5) Upon the disqualification of the County Drain Commissioner, under MCL 280.381 of the Drain Code, the BOC Chair shall appoint a board of determination pursuant to MCL 280.72 and MCL 280.441.
         (6) Serves on Intra-county Drainage Board (MCL 280.464) and Augmented Inter-county Drainage Board (MCL 280.515) and appoints additional member(s) to either when circumstances so warrant, as defined in the Michigan Drain Code, PA 40 of 1956.
         (7) Reviews, with other officials, the Sheriff's determination of jail overcrowding. MCL 801.52
         (8) Carries out Emergency Management and Preparedness responsibilities in accordance with Public Act 390 of 1976, the Emergency Management Act, and the BOC adopted Emergency Management resolution and appoints BOC members to act in place of the Chair 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 the approval of the BOC.
         (5) Votes on all questions taken by roll call vote, except on BOC Members' appeals regarding a decision of the chair.
         (6) Serves as spokesperson for BOC action or designates a spokesperson in writing.
         (7) Communicates with the Chief Administrative Officer (hereinafter the CAO) for the purpose of providing assistance and planning in BOC-related matters.
         (8) Duties of the Chair may be expanded by the BOC for purposes and durations deemed appropriate and necessary.

   b. VICE CHAIR
      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 3a 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. MCL 46.4

d. CHIEF ADMINISTRATIVE OFFICER: The BOC employs a County Administrator who is recognized as the Chief Administrative Officer (CAO) of the County. References to the CAO in this document are considered to CAO or the CAO's designee. The authorities and duties of the CAO are listed in Attachment A.

e. FREEDOM OF INFORMATION ACT (FOIA) COORDINATOR: The Chair shall designate the CAO (or COA's designee) as the FOIA Coordinator for the County of Allegan. MCL 15.236(6)

f. COUNTY MEDICAL EXAMINER: The Board-appointed County Medical Examiner may appoint Deputy County Medical Examiners. The County Medical Examiner shall validate that those deputies meet qualifications, acquire special and continued education, and direct the official activities in the scope of county operations. MCL 52.201a

4. BOARD COMMITTEES

a. COMMITTEE OF THE WHOLE: The BOC shall generally operate as a Committee-of-the-Whole when necessary, and establish other committees as it deems appropriate.

b. LOCAL GOVERNING ENTITY (LGE): The BOC shall perform as the LGE of the Local Health Department (LHD) as enunciated in the Michigan Public Health Code. At least quarterly, the BOC shall schedule a dedicated agenda item during a 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, and
   ii. Receiving the annual report, approval of the Plan of Organization, and
   iii. Providing or demonstrating the provision of each required service that 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 that 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 is authorized by resolution of the BOC.
   ii. Each committee shall have a Chair and Vice-Chair elected by its members.
   iii. Each committee Chair 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 that 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 are necessary to address its responsibilities or if procedural clarifications are required 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 pursuant 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 that 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 information 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 statutes and/or by-laws specific to each board, commission, and committee.
(1) When an appointment is in order, the Chair shall make the appointment subject to BOC confirmation.
(2) NOTICES UPON RESIGNATIONS:
(a) The BOC shall publish on the County website seeking potential candidates via application immediately upon notice of a vacancy during an existing term. All potential candidates are required to seek confirmation from the CAO that receipt of an application was made.
(3) NOTICES UPON TERMS ENDING:
(a) The CAO shall seek interest from the existing member. If the existing member is interested in serving another term, they should send an email to administration@allegancounty.org 120 days before term expiration. Existing member is required to seek confirmation from the CAO that receipt of an application was made.
(i) If no receipt is made, the BOC shall seek interest for future elections/appointments as a result of a term expiring immediately after 120 days. The BOC shall publish on the County website seeking potential candidates via application.
(4) 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 AND COMMISSIONS: Authorized board and commission members shall receive per diem and mileage under county policy.
c. BOARD PLANNING WORKGROUP: A workgroup of the CAO, 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 (OMA) MCL 15.261 *et seq.*

a. ORGANIZATIONAL MEETING: The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the Clerk-of-the-Board shall initially preside.
i. OATH OF OFFICE: The Clerk-of-the-Board or other statutorily authorized official shall administer the oath of office to the BOC members-elect if the oath has not previously been administered.
ii. ELECTION OF CHAIR AND VICE-CHAIR

(1) The Clerk-of-the-Board shall call for nominations for the office of temporary chair.
(2) When nominations are closed by majority vote or no other nominations are forthcoming the Clerk-of-the-Board 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 Chair and the Clerk-of-the-Board shall retire to his/her position as Clerk-of-the-Board.
(4) The temporary Chair shall seek the BOC's determination of the Chair's term of office, either one year or two years.
(5) Upon determination of the Chair's term of office, the temporary Chair shall call for nominations for the office of Chair.
(6) The temporary Chair shall seek the BOC's determination of the use of secret balloting for the Chair.
(7) When nominations are closed by majority vote or no other nominations are forthcoming the temporary chair 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 Chair.

iii. SCHEDULE OF REGULAR MEETINGS: The BOC shall establish a schedule of regular meetings if it has not previously been adopted.

b. ANNUAL MEETING: Shall be held in the evening between September 14 and October 16. MCL 46.1

c. MEETINGS: The meetings of the BOC shall be scheduled in accordance with its annually approved schedule and shall be held at 9:00 AM on the second and fourth Thursdays of each month unless otherwise posted (see Section 7.c., Agenda).
   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 Chair 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 member at least 24 hours before the scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.

d. 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 Chair.
   iii. By the Clerk-of-the-Board upon receipt of a written request signed by a majority 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.

e. 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.

f. START OF MEETING: The Chair 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.

g. QUORUM: A majority of the BOC members elected and serving shall constitute a quorum for the transaction of the ordinary business of the county. (MCL 46.3) 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.

h. BOC MEMBER ATTENDANCE: Any BOC member who shall be late to a session will upon his/her arrival, report his presence to the Clerk-of-the-Board. Furthermore, a BOC member who will knowingly be late/absent from an official proceeding of the BOC shall notify the Chair or CAO 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.

i. PUBLIC PARTICIPATION: The right of public address is granted by the Michigan Open Meetings Act under rules established by the BOC. MCL 15.263(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, local unit of residence, and
        (2) The topic which they wish to address, and
        (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. Any exception to the rules of public participation shall be at the discretion of the Chair.

j. 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 Chair 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 the CAO not less than ten (10) **business** days prior to the next scheduled 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 the attached Flow Chart, Attachment C.
    ii. All agenda items for consideration shall be submitted with complete documentation (see Attachment D, Request for Action 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 a recommendation or taking action.
        (2) Approve or deny items under the authority of the CAO. Items denied may be appealed in writing to the Chair 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 the disposition of action.

c. AGENDA FORMAT FOR MEETINGS:
   (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) Changes to the agenda
   (10) Approval of the agenda
   (11) Presentations
   (12) Proclamations
   (13) Informational Sessions
   (14) Administrative Reports
   (15) Consent Items
   (16) Discussion Items
   (17) Action Items
   (18) Planning Items
   (19) Appointments
   (20) Elections
   (21) Public participation
   (22) Future Agenda Items
   (23) Requests for Mileage
   (24) Boards and Commissions Reports
   (25) Round table
   (26) Closed Session
   (27) Adjournment

d. INFORMATION FLOW TO THE BOC MEMBERS

   i. INFORMATIONAL SESSIONS: Departmental Information Sessions or presentations from the 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. MEETING PACKETS: In general, on the Friday before each BOC meeting, the CAO shall provide the BOC with a written recommendation and relevant 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 the CAO by the Tuesday prior to the meeting, and that information shall be provided back to all BOC members before the meeting.

   iii. CHANGES TO THE PUBLISHED AGENDA: At the discretion of the CAO and/or Chair, 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 e.g., urgency, lack of supporting materials, and availability of presenters. The BOC shall receive a revised final agenda at the close of business that same day, reflecting any changes to the agenda with the 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.

   iv. AGENDA ITEMS: BOC members may add agenda items for discussion only to any regularly

scheduled meetings of the BOC by contacting the Chair or, in the absence of the Chair, the Vice-Chair, up to noon on the Tuesday preceding the scheduled meeting.

v. 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. BOC members 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.

vi. DISCUSSION ITEMS: Items for BOC consideration start as discussion items (consistent Budget Policy Thresholds Appendix 6.D) and may be 1) moved by the BOC to a future agenda for action, 2) remain on a future agenda for further discussion, 3) moved for immediate action, or 4) may not require any formal action. The discussion is intended to ensure the BOC has the information necessary to make an informed decision before final consideration. In the event a discussion item is moved to a future meeting for action or remains on a future agenda for further discussion, the Chair should clarify what, if any, additional information is needed to be compiled.

vii. ACTION ITEMS: Items may be placed under action for consideration consistent with Thresholds or as a result of BOC direction from a previous meeting.

viii. PLANNING ITEMS: Items that require time for planning and policy review. Items are intended to encourage governance level discussion, feedback, updates, or general direction toward the development of critical plans and policies including strategic plans, capital plans, fiscal policy, ordinances, and personnel policies.

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 the 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 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 Chair before debate, and any such motion shall be reduced to writing if any members desire it or at the request of the Chair or Clerk-of-the-Board.

d. WITHDRAWAL OF MOTION: After a motion is stated by the Chair, 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 into 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 Chair 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 such as ordinances and the appointment or election of officers, etc. MCL 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 BOC members, and so shown in the minutes of the BOC together with a showing that the BOC is cognizant of the (former) member's interest (MCL 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 were 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 E for the 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 Chair 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 BOC member's district,
   (5) Meetings or events at the request of the CAO to best represent the interests of the County,
   (6) All other meetings, BOC approval will be required.

11. MISCELLANEOUS RULES

a. CLAIMS: Each Wednesday, by 12:00 PM (noon), the BOC shall receive/have available a compilation of the weekly claims for its 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 5:00 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, e.g., shut off of utilities, or finance charges, the Chair 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 8:00 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 Chair (or designee declared in writing if permitted by law) is the official signatory of the BOC where the Chair/BOC signature is required by law or as specifically required by grant or BOC resolution.
   ii. The CAO (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 Chair as stated above in 11.b.i.
   iii. Other signatory authority is limited to that contained within BOC-approved policy.

c. ORDINANCES: County ordinances 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. MCL 46.3(6)

e. COMMISSIONER'S ANNUAL, EQUIPMENT STIPEND PROGRAM: A stipend in the amount of $50 per month shall be paid on the first payroll of each month to each BOC member. The stipend is intended to reimburse each BOC member 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 BOC member 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 BOC member has opted-out of the program for a given year, the BOC member is no longer be eligible to participate until the next year.

f. ASSISTANT CORPORATE COUNSEL: At each BOC meeting, the Assistant Corporate Counsel shall be present virtually or be in person as requested by the BOC to receive any questions, concerns or direction that the BOC as a body may enunciate. Assistant Corporate Counsel may also respond at said meetings to questions from individual BOC members in the course of BOC consideration of agenda items for the specific meeting.

ATTACHMENT A

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.

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.

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.

ATTACHMENT B

ALLEGAN COUNTY BOARDS & COMMISSIONS

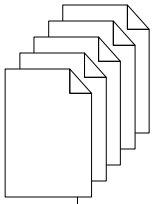
ALLEGAN-KENT SUSTAINABLE BUSINESS PARK ADVISORY COMMITTEE
AREA AGENCY ON AGING, INC
AREA COMMUNITY SERVICES EMPLOYMENT & TRAINING COUNCIL
BOUNDARY COMMISSION
BROADBAND ACTION WORKGROUP
BROWNFIELD REDEVELOPMENT AUTHORITY
CANVASSERS, BOARD OF
CASINO LOCAL REVENUE SHARING BOARD
CLEAN AIR ORDINANCE COMMITTEE
COMMISSION ON AGING
COMMUNITY ACTION AGENCY OF ALLEGAN COUNTY
COMMUNITY CORRECTIONS ADVISORY BOARD
COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES COMMITTEE
CONSERVATION BOARD
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
MATERIAL MANAGEMENT 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

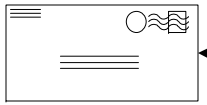
ATTACHMENT C

Allegan County Board of Commissioners

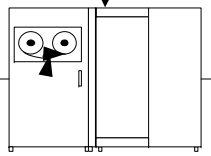
Board Procedure and Action Flow | Revised January 5, 2023

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.

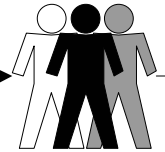




WO# provided for tracking



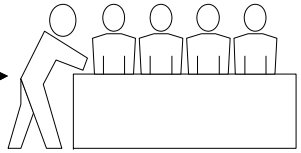
Enters into work order system



CAO reviews/makes decision to either:

- Return request for additional information or justification
- OR
- Approve or deny items under the authority of the Administrator
- OR
- Report items requiring action to the Board with recommendation/resolution on disposition of action

THEN



Board of Commissioners

When an item is brought before the Board, the Board may:

- Move the item by voting
- OR
- Table the item for a future date
- OR
- Assign or return to a committee for further work/study

ATTACHMENT D - SAMPLE

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
☐ Revenue Increase:		
☐ Revenue Decrease:		
☐ Expenditure Increase:		
☐ 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

FY2025-28 COMMISSIONER COMPENSATION

BE IT RESOLVED, that the Allegan County Board of Commissioners does hereby approve the 2025-28 compensation package for the Board of Commissioners to be as follows:

- Commissioner Chairperson annual salary:
  - 2025 – $27,518.92
  - 2026 - $28,819.80
  - 2027 - $29,068.00
  - 2028 - $30,504.50
- Commissioner Vice Chair annual salary:
  - 2025 – $26,769.08
  - 2026 - $28,070.01
  - 2027 - $28,345.72
  - 2028 - $29,754.66
- Member annual salary:
  - 2025 – $26,018.98
  - 2026 - $27,319.95
  - 2027 - $27,623.44
  - 2028 - $29,004.56
- 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 Commissioners shall be eligible for the same Medical, Dental, and Vision benefits offered to non-bargaining full-time employees; 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 Beltman, seconded by Commissioner DeYoung to approve the resolution as presented. Motion carried by voice vote. Yeas: votes. Nays: 0 votes. Absent: 1 vote.

ATTEST, A TRUE COPY

_____, Clerk-Register

APPROVED: September 26, 2024

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 2025 MEETING DATES

WHEREAS, the following schedule has been presented for meetings of the Allegan County Board of Commissioners to be held in the Board Room, County Services Building, 3283 - 122nd Avenue, Allegan Township, Michigan:

January 9, 2025 9:00 A.M. Organizational Meeting

January 9, 2025	1:00 P.M.	June 26, 2025	9:00 A.M.
January 23, 2025	9:00 A.M.	July 10, 2025	9:00 A.M.
February 13, 2025	9:00 A.M.	July 24, 2025	9:00 A.M.
February 27, 2025	9:00 A.M.	August 14, 2025	9:00 A.M.
March 13, 2025	9:00 A.M.	August 28, 2025	9:00 A.M.
March 27, 2025	9:00 A.M.	September 11, 2025	9:00 A.M.
April 10, 2025	9:00 A.M.	September 25, 2025	9:00 A.M.
April 24, 2025	7:00 P.M.	"Annual" October 9, 2025	7:00 P.M.
May 8, 2025	9:00 A.M.	October 23, 2025	9:00 A.M.
May 22, 2025	9:00 A.M.	November 13, 2025	9:00 A.M.
June 12, 2025	9:00 A.M.	December 11, 2025	9:00 A.M.

THEREFORE, BE IT RESOLVED that the Allegan County Board of Commissioners hereby confirms the 2025 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.

DRAFT

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

BUDGET POLICY #211

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

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

DRAFT

ALLEGAN COUNTY
POLICY

TITLE: Budget Policy
POLICY NUMBER: 211
APPROVED BY: Board of Commissioners
EFFECTIVE DATE: January 9, 2025

1. **PURPOSE**: The purpose of this Policy is to establish the requirements, responsibilities and general procedure for the preparation, adoption and maintenance of a balanced budget and to promote sound financial health for the governmental unit.

2. **SERVICE AREA(s) AFFECTED**: Any department, service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the Board of Commissioners.

3. **DEFINITIONS**:

   3.1 Appropriation – An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose.

   3.2 Board of Commissioners (BOC) – The legislative body of the County.

   3.3 Budget – A plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds and the proposed means of financing the expenditures. A budget is not required to but may include any of the following:
   - 3.3.1 A fund for which the County acts as a trustee or agent;
   - 3.3.2 An internal service fund;
   - 3.3.3 An enterprise fund;
   - 3.3.4 A capital project fund;
   - 3.3.5 A debt service fund.

   3.4 Budgetary Center – A general operating department or any other service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the BOC.

   3.5 Budgetary Center Leader – An individual appointed, elected, employed or otherwise engaged by the County to supervise a budgetary center (service area directors, court administrators, elected officials).

   3.6 Capital Assets – Items valued at $5,000 and greater with a useful life greater than two (2) years.

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

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

3.9 Compensatory (Comp) Time – Time off earned in lieu of payment of overtime.

3.10 Compensatory (Comp) Time Payoff – Payment made to an employee in lieu of time off.

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

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

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

3.14 Disbursement – A payment.

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

3.16 Donor – person or organization giving a donation.

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

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

3.19 Fund Balance – The difference between assets and liabilities.

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

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

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

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

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

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

3.26 Personal Property – Any item of value that is not real estate.

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

3.28 Program Manager – Individual who is responsible for managing the programmatic activities and requirements of the grant.

3.29 Real Property – Real estate.

3.30 Restricted Donation – any donation that specifies a particular use or "restricts" the use of the donation.

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

3.32 Surplus – An excess of assets over liabilities within an activity or fund.

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

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

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

4.2 Total expenditures within an activity shall not be made in excess of the amount authorized in the budget unless the necessary adjustments have been authorized.

4.3 Funds may not be applied or diverted for purposes inconsistent with the appropriations.

4.4 Surcharge and Millage proposals must be submitted for consideration consistent with Appendix 6.E

4.5 Cost Allocation Plan (CAP): To the extent practicable, all non-General Fund department budgets shall include an expenditure line for the CAP.

4.5.1 Unless CAP costs are disallowed by the funding source, or capped at a specific dollar amount or rate, all applications for new grant programs shall include a CAP expense equal to ten percent of the program's total expenditure budget.

4.5.1.1 Once the grant is listed in the CAP document, the actual CAP costs shall be used in the grant budget.

4.5.2 Unless CAP costs are disallowed by the funding source, all grant renewal applications shall include a CAP expense.

4.5.3 The CAO may approve a phased-in approach for CAP costs, in cases where grants would experience programmatic challenges caused by the addition of the full CAP amount.

4.5.3.1 The first year shall use ten percent of the CAP cost, with ten percent added in succeeding years, until such time as the full CAP is budgeted.

4.6 Comp Time and PTO Payouts: In the event the CAO has determined an activity will be in a deficient resulting from a comp time or PTO payout the payout shall be appropriated from the Sick & Vacation Liability Fund and shall be cost allocated to the applicable budgetary center either through the annual Cost Allocation Plan or other method.

4.7 Reimbursement of Personal Expenditures While Performing County Business

4.7.1 Mileage: The County's mileage reimbursement rate shall equal the IRS rate, providing a County owned vehicle is not reasonably available for use.

4.7.1.1 This policy applies to elected officials, employees, volunteer

drivers, and interns.

4.7.1.2 Supervisors are responsible for optimizing the use of County vehicles. If a County-owned vehicle is available, but a personal vehicle is used, the reimbursement rate shall be 60% of the IRS rate. Full IRS rate reimbursement for use of a personal vehicle shall be allowed in the limited instances that a supervisor has determined that the use of a personal vehicle is more cost effective than use of a County vehicle or in cases where an employee may have accessibility needs that cannot be appropriately met through the use of a county owned vehicle.

4.7.1.3 When using a personal vehicle, mileage is measured from the closer of the duty station or point of departure to the destination and return.

4.7.1.4 When considering travel, the least-costly travel method should be used. When traveling out of state the total cost of mileage reimbursement shall not exceed the published lowest airfare rate for the same trip unless authorized by the CAO.

4.7.2 Meals: Meals while traveling on authorized County business are reimbursable expenses (if paid by the traveler) or allowable expenses (if paid by County funds) on the basis of actual expenses incurred, as supported by itemized receipts, subject to the following guidelines and limits:

4.7.2.1 Reimbursement amounts shall be as follows:

$10.00 breakfast
$15.00 lunch
$25.00 dinner

4.7.2.2 Meals that are included in registration fees, or that are supplied as part of a meeting, are not eligible for reimbursement.

4.7.2.3 In the event an employee may travel for a duration and time commensurate with multiple meal reimbursements, the amount expended per meal is left to the employee's discretion. However, reimbursement shall be limited to the combined total of the applicable published meal rates of the eligible meals per day.

4.7.2.3.1 Combined meal reimbursement requests shall require additional documentation, such as a conference or training agenda or proof of travel to demonstrate eligibility.

4.7.2.3.2 Alcohol is not eligible for reimbursement.

4.7.3 Infrequently, a service area may need to conduct an activity such as a training, workshop, or extended work period during which a meal may be necessary while conducting county business. This allows for efficiency and cost-effectiveness of on-site or in-county activities that generally are performed out of the County and often on an individual basis or for

critical activities that could not otherwise occur without working through scheduled meal breaks. As such, in such cases, the meal may be considered an eligible expenditure, providing the following is met at the determination of the CAO or designee:

4.7.3.1 The activity must contribute to the overall benefit of the public (While the County believes in the importance of employee recognition, appreciation, and informal team building, such activities are not eligible for payment based on state law).

4.7.3.2 Eligible activities must be performed during work time, and all Fair Labor Standard Act rules must be followed. In general, flex-time will be utilized to ensure compliance. Overtime, comp time, or other premium pay must not occur due to the activity unless approved in advance by the CAO or designee.

4.7.4 The activity must be expensed as part of the Service Area's regular budget and prioritized within its baseline allocation; in general, additional allocations will not be made to accommodate an increase in group activities.

4.7.5 Reimbursement amounts must be consistent with the travel reimbursement rates per person (for example, purchased meals for on-site training). For convenience, a Service Area may use a local venue to host an activity; in such cases, the per-person travel reimbursement rates must be reasonably adhered to; however, room rental and services provided may considered value-added costs in addition to the meal rate. All applicable County policies must be adhered to, including the purchasing policy.

4.7.6 An itemized receipt and number of attendees must support reimbursement.

4.8 Boards & Commissions Per Diem & Mileage: Members of Boards & Commissions outlined in the chart below that are not already receiving compensation as part of their regular work duties or paid for by another source when attending official meetings of the boards & commissions shall receive per diem and mileage payments under the parameters of this section.

Boards & Commissions	**Per Diem Rate**
911 Operational Policy & Procedure Committee	$55 half day/$110 full day
Apportionment Committee	
Area Agency on Aging of W. Michigan Board of Directors	
Board of Canvassers	
Board of Public Works	
Boundary Commission	
Broadband Action Workgroup	
Commission on Aging	
Community Corrections Advisory Board	
Economic Development Commission	

Environmental Health Board of Appeals	
Human Services Board	
Jury Board	
Local Emergency Planning Committee	
Material Management Planning Committee	
Parks Advisory Board	
Plat Board	
Soldiers & Sailors	
Tourist Council	
Water Study Workgroup	
West Michigan Regional Planning Committee	

4.8.1 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 $110. Travel time is included.

4.8.2 Mileage reimbursement shall be at the current IRS rate unless applicable law states differently.

4.8.3 Infrequently, it may be necessary for members to attend meetings separate from their appointed board or commission meeting at the request of County departmental director associated with the board or commission. The CAO is authorized to approve mileage reimbursement in cases where the CAO has deemed it applicable subject to the parameters of this section.

4.9 Budgeted funds in the following line items are not available for reallocation by the budgetary center unless approved by the CAO or as approved by the BOC:

701.000 through 726.999 – Salaries/Wages/Benefits
865.000 – Gas, Oil, Grease & Antifreeze
810.010 – Legal-Court Appt./Other Legal (except as outlined in Administrative Order No.1998-5 - Chief Judge Responsibilities; Local Intergovernmental Relations)
920.000 – Public Utilities

4.10 Elected Officials and Chief Deputies' Salaries shall be established prior to the start of a new term consistent with applicable law. In general, the calculation of such salaries and any adjustments to those salaries shall be recommended consistent with the methods for determining non-bargaining employees' salaries.

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

4.12 Expenditures shall not be made from an activity that is over budget unless authorized through a budget amendment.

4.13 Budget Amendments: The CAO is authorized to perform budget adjustments including those necessary to carry out the Surplus/Deficit Distribution processes

outlined in this policy.

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

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

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

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

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

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

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

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

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

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

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

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

4.14.1.2.4 New Capital Requests/Strategic Initiatives: Approval of these items may carry operational increases or may increase one of the other categories above to maintain

the level of service generated by its acquisition.

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

4.14.3 Funds for capital and non-capital projects are generally budgeted within and/or appropriated from the Capital Improvements Program (CIP) Fund (401) or within a designated fund established within a Special Revenue Fund. A separate activity for each project shall be established once funds are officially requested and appropriated for the project.

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

4.14.5 Capital projects shall be budgeted on a project basis. The CAO is authorized to make transfers between capital projects within a fund, or between funds in accordance with the established thresholds (Appendix 6.D). Surplus funds from each project shall revert back to the CIP fund from which the project funds were appropriated to fund other projects. For example: A new lawn mower has been approved with an estimated cost of $15,500. The actual cost was $14,500. The remaining $1,000 of the budgeted amount would revert back to the CIP fund from which the project was funded, unless otherwise approved by the CAO and/or BOC subject to the established threshold (Appendix 6.D).

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

4.15 General Fund (GF):

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

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

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

4.15.2.2 If the conditions in the preceding paragraph are met, then an allocation from the remaining annual General Fund surplus shall be transferred to the Budget Stabilization Fund (102) to maintain that fund as shown in Appendix 6.A;

4.15.2.3 If the conditions in the two preceding paragraphs are met, then an allocation from the remaining surplus shall be transferred to the Sick & Vacation Liability Fund (252) to maintain the fund as shown in Appendix 6.A;

4.15.2.4 If the conditions in the three preceding paragraphs are met, then one hundred percent (100%) of the balance of the remaining

annual budget surplus shall be transferred to the Liability Sinking Fund (259).

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

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

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

4.15.3.2 If the fund balance falls below five percent (5.0%) of the total GF Expense Budget then funds shall be transferred from the Sick & Vacation Liability Fund (252) to restore the GF fund balance to its level as outlined in Appendix 6.A.

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

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

4.16 Special Revenue Fund (SRF):

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

4.16.2 Parks (Fund 208)

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

4.16.3 Central Dispatch (Fund 261).

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

4.16.3.1.1 If the conditions in the preceding paragraph are met, any remaining operational fund balance shall be transferred to a restricted fund balance account to be used to supplement revenue shortfalls outlined in the 17

year projection model where surcharge revenues are not sufficient to meet projected expenses, unless otherwise directed by the BOC.

4.16.3.2 As surcharge funds are received the operational portion shall be receipted into the operational fund and the capital portion receipted into the Central Dispatch Capital Projects Fund.

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

4.16.3.4 Capital. There shall be a separate capital fund established for Central Dispatch.

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

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

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

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

4.16.4 Child Care Fund (Fund 292)

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

4.16.4.1.1 100% shall be transferred to the Youth Home CIP fund (492) and designated as Child Care Buildings & Infrastructure fund projects.

4.16.5 Senior Services (Fund 298)

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

4.16.6 Health Department (Fund 221)

4.16.6.1 Surplus. Prior year surplus, as determined by the completion of

the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

4.16.6.1.1 100% shall be used to reduce current year transfers in from the general operating fund (or transferred back to the General Fund.)

4.16.7 Law Enforcement Contract (Fund 287) – The CAO is authorized to:

4.16.7.1 Execute Law Enforcement Services agreements (100% Local Unit for all personnel costs/100% County for all other costs) in conjunction with the Sheriff and local units of government within Allegan County.

4.16.7.2 Budget for, and expend, the necessary funds to meet the County's obligations under the agreements including, but not limited to, the creation of positions if determined necessary (coterminous with the agreement), personnel costs, equipment, vehicle procurement/replacement and vehicle maintenance and operating costs.

4.16.7.3 Purchase existing vehicles and equipment owned by a participating local unit.

4.16.7.4 Sell, if necessary, vehicles/equipment in the event of a termination of agreement.

4.16.7.5 Update the County's vehicle fleet list with any vehicles purchased/sold in relation to the agreements.

4.17 Drain Funds (Funds 801 and 802)

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

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

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

4.18 Allocation of State Revenue Sharing (SRS) Funds

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

4.18.1.1 The first $1,300,000 shall be receipted into the Capital Improvements Fund (Fund 401).

4.18.1.2 The next $900,000 shall be receipted into the Liability Sinking Fund

(Fund 259).

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

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

4.19 Responsibilities:

4.19.1 The CAO shall:

4.19.1.1 have final responsibility for budget preparation;

4.19.1.2 present the budget to the BOC;

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

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

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

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

4.19.2 The BOC shall:

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

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

4.19.2.2.1 The general appropriations act (budget) shall:

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

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

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

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

4.19.2.3 determine the amount of money to be raised by taxation necessary to defray the expenditures and meet the liabilities of Allegan County for

the ensuing fiscal year; shall order that money to be raised by taxation is within statutory and charter limitations; and shall cause the money raised by taxation to be paid into the funds of Allegan County (Appendix 6.A).

4.19.3 The leader of each budgetary center shall:

4.19.3.1 provide necessary information to the CAO for budget preparation;

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

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

4.20.1 Requirements:

4.20.1.1 Service Area Leadership must designate an individual to serve as the Program Manager. The Program Manager and Grants Coordinator are responsible to complete the Grant requirements contained within this section and the Grants Management Procedures.

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

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

4.20.1.4 All Grant requests must allow sufficient time for consideration and approval.

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

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

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

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

4.20.1.5 The only authorized signatory on behalf of Allegan County is the County Administrator or BOC Chairperson, unless otherwise

designated by the BOC and/or the County Administrator. This designation, if appropriate, can be requested in the Work Order/RFA.

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

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

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

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

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

4.21 Donations and Surplus Programs:

4.21.1 Planning and Approval to Accept Donations

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

4.21.1.2 Private/Personal (non-governmental) donations or grant of funds or property shall not be accepted for funding and managing elections.

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

4.21.1.4 The Plan shall define and establish the estimated useful life of the asset, a funding plan for any ongoing costs and/or replacement costs, use, and disposition of the asset. All donation activity shall be appropriately tracked within the County's financial system.

4.21.1.5 Unless otherwise approved through a Donation Plan, consistent with Appendix 6.D, or permitted within Board of Commissioners approved policy, donations for a restricted purpose shall not be accepted.

4.21.1.6 Donations from service providers currently doing business with the County, having done business with the County in the last 12 months

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

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

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

4.21.1.8.1 All monetary donations must be handled in accordance with the Treasurer's Receipting Policy.

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

4.21.1.8.3 Unless otherwise approved through a plan, monetary donations are not eligible for expenditure until receipted as revenue and approved as an expenditure through an approved budget adjustment in accordance with the budget adjustments portion of this budget policy.

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

4.21.2 Approval to accept goods or services, or purchase goods or services with monetary donations:

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

4.21.2.1.1 All donated goods, or goods to be purchased with monetary donations, which have been pre-approved through the County's Capital Improvement Plan (CIP) and/or Annual Budget/Operational Plan shall be received or purchased with the appropriate review and approval consistent with the value thresholds in Appendix 6.D (operational/capital purchases).

4.21.2.1.2 In determining review/approval levels, only the estimated replacement value (what it would cost the county to

replace the donated good with a new good) shall be applicable. Replacement value shall be determined by acquiring a quote(s) for a new equivalent good.

4.21.2.2 Regardless of value, donated goods and services, and goods and services purchased resulting from a monetary donation, in consideration of being acquired shall undergo the appropriate review/approval consistent with county policy and operational support standards, which includes, but is not limited to the following:

4.21.2.2.1 Technology items (e.g. laptops, portable electronic devices, printers, software, etc.) shall be reviewed in advance by Information Services.

4.21.2.2.2 Facility items (e.g. furniture, appliances, etc.) shall be reviewed in advance by Facilities Management.

4.21.2.2.3 Vehicle shall be reviewed in advance by Transportation.

4.21.2.2.4 Personnel/staffing related plans shall be reviewed in advance by Human Resources.

4.21.2.2.5 Services/service agreements shall be reviewed in advance by Project Management.

4.21.3 When submitting a Work Order/RFA for final approval to accept a donation or make a purchase resulting from a monetary donation, evidence of the reviews outlined above shall be provided.

4.21.3.1 In cases where a monetary donation will be utilized to fund a good or service, such good or service shall be acquired by the support area above most closely relating to the nature of the good or service on behalf of the requesting Service Area.

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

4.21.3.3 In cases where a good becomes available through a governmental surplus or supplies program (e.g. 1033 DOD program) that has not been approved through an existing plan, exceeds the value of $500, and is identified as needed, the item shall be reserved for 14 days and submitted for consideration, consistent with the value thresholds in Appendix 6.D (operational/capital purchases).

4.21.4 The Service Area shall maintain and furnish the CAO with access to all agreements, records, and property inventories for all items related to this County donation policy.

4.22 Local Revenue Sharing Payment in Lieu of Taxes (PILT): The CAO is authorized, upon receipt of PILT funds, to direct an allocation to be made to each County Government Agency that has a County-Wide Millage as shown on the BOC approved L-4029, as a percentage of the total County-wide millage, minus any non-County Government Agency millages.

4.23 Budget Preparation: The CAO shall prepare and present a balanced recommended budget based on the following information collected from each budgetary center. Information shall be submitted to the CAO and presented to

the BOC by the CAO consistent with the annual budget schedule (Appendix 6.C):

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

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

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

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

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

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

4.23.3 Personnel Costs.

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

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

4.23.4 Operational Requests. Operational requests shall consist of a Budgetary Center's operational line items 727.000 through 969.999.

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

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

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

4.23.7.1 Fees must exhibit the following characteristics:

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

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

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

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

4.23.7.2.1 Direct Salaries, benefits and allowable departmental expenditures.

4.23.7.2.2 Departmental Overhead Departmental administration / management and clerical support.

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

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

4.23.7.3 The following methodology shall be used when calculating fees:

4.23.7.3.1 Total costs minus dedicated revenue equals net cost

4.23.7.3.2 Net cost divided by number of hours equals net hourly rate

4.23.7.3.3 Net hourly rate times number of hours to perform service equals net cost per service

4.23.7.3.4 Net cost per service times percent of user support equals user fee

4.23.7.3.5 User fee plus other revenue = net cost per service

4.23.7.4 The percent of user support shall be governed by the following schedule:

4.23.7.4.1 Benefit Level 1 - Services that Provide General "Global" Community Benefit: 25% cost recovery

4.23.7.4.2 Benefit Level 2 - Services that Provide Both "Global" Benefit and also a Specific Group or Individual Benefit: 50% cost recovery

4.23.7.4.3 Benefit Level 3 - Services that Provide a Primary Benefit to an Individual or Group, with less "Global" Community Benefit: 100% cost recovery

4.23.7.4.4 Unless otherwise prohibited by law, non-profit users (501(c)(3) organizations, schools, churches, and governments) shall receive a 25 percent discount of the calculated fee.

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

4.24.1 All funds (including but not limited to the General Fund and all Special Revenue Funds) shall be presented based on balancing revenues (including transfer-ins) to expenses (including transfer-outs) excluding beginning and ending fund balances.

4.24.2 Beginning and ending fund balance for each fund for each year;

4.24.3 An estimate of the amounts needed for deficiency, contingent, or emergency purposes;

4.24.4 Budget Summary. An overview of key recommendations and/or decisions made relative to the final recommended balanced budget shall be included in a summary document to emphasize such information that may not be easily interpreted from the numeric data (example: wage adjustment %.) Such summary may include other data relating to fiscal

conditions that the CAO has used in the budget development and considerations that may be useful in analyzing the future financial needs of Allegan County.

4.24.5 While line item detail is be presented to the BOC throughout the budget preparation process, the final recommended balanced budget and the final adopted budget shall be activity based.

5. REFERENCES:

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

6. APPENDICES:

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

APPENDIX 6.A
Table of Minimum Fund Balances

Fund Title	**Fund #**	**Types of Uses**	**Minimum Threshold**	**Distribution of Funds in Excess of Minimum Threshold and Other Transfers**
General	101	General County Operations	Fund Balance – 11% of G. F. expense budget	Refer to Budget Policy text
Budget Stabilization	102	May be used to cover a General Fund deficit, to prevent a reduction in services, to cover expenses of a natural disaster and more	Maximum allowed by statute	Refer to Budget Policy text
Sick & Vacation Liability	252	To fund the accrued liabilities of personnel (i.e. PTO, post-employment benefits, etc.)	Fully fund the PTO Liability per the most recent financial audit	Refer to Budget Policy text
Delinquent Tax Revolving	516	Monies are used for the settlement of delinquent taxes with the local taxing units. The county purchases the delinquents taxes from the local units.	The annual debt service payment for the Sheriff's Office and Corrections Center Bond shall be transferred to the Debt Service fund. Ending cash balance shall be a minimum of 115% of the prior year settlement	Transfer to the Liability Sinking Fund 259
Central Dispatch	261		Fund Balance – 10% of current year operating expenses. Capital Min - $250,000 which shall be part of the surcharge formula. In the event the reserve may be utilized, in part or in whole, it shall be restored over a maximum of three years utilizing the capital surcharge formula.	

Child Care	292		Fund Balance – 5% of current year operating expenses.	
Senior Services	298		Fund Balance – 10% of current year operating expenses.	
Health Fund	221		Fund balance shall be maintained at a level of 5% of the current year operating expenses or a percentage necessary to meet the annual requirements of the State's Maintenance of Effort (MOE), whichever is less.	
Local Government Revenue Sharing	104		10% of current year revenue plus Additional $20,000 reserved annually for DNR Trust Fund match, until $100,000 is saved.	Transfer out to Parks fund to balance operating budget. Remaining fund balance may be utilized for Parks Capital and/or Economic Development Initiatives as approved by the BOC.

APPENDIX 6.B
911 Surcharge Formula

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

Step 1) (PAEB – OR) +/- FBA = TSNO

Step 2) (CMSO x AMD) x 6 = SRJJO

Step 3) TSNO – SRJJO = TSNJyDO

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

Step 5) NMSJyDO + TCMS = TMSJyJ

Capital Formula (TCMS):

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

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

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

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

APPENDIX 6.C
Annual Budget Schedule

BUDGET ITEM	BUDGET PROCESS	Due Dates
Budget Policy	BOC Approval	By 2nd BOC of March
Budget Worksheets – Operating Budgets; Personnel Requests; Capital Requests	All worksheets due to County Administration for review and development of recommended balanced budget.	May 31
BUDGET:	Planning Session (draft)	2nd Planning Session of August
	BOC Discussion (proposed)	1st BOC of September
	BOC Approval (Move final)	2nd BOC of September
	ADMINISTRATION submits public hearing notice in publication of general circulation	September 26
	Public Hearing appears in paper	Minimum 6 days prior to 1st BOC of October
	BOC Adopts Final Budget (P.A. 156 of 1851 MCL 46.1), Public Hearing, adopt millage, and general appropriations act. Based on the Uniform Budgeting Act, the budget shall be passed prior to the ensuing budget year. Michigan treasury manual states 1-2 months prior to the end of the fiscal year as a recommended timeline.	1st BOC of October
	ADMINISTRATION & Service Area – Elected Officials Salaries (Act 154 of 1879)	2nd BOC of October

Request	Information	Directly to Board Action	Board Discussion	CAO Final Approval (Report back to Board)
Grant	- Department Requesting - Name of Grant - Summary of Grant - Application/Acceptance - New/Renewal/Continuation - Amount of Grant (Not including Local Match) - Source of Grant Funds (% of allocation) - Type of Match (cash/in-kind) - Amount/Description/Source of Match - Term of Grant - Does It Involve personnel - Does It Involve ongoing operational activities (recoverable?) - Admin fees - Equipment/ongoing costs - Does it affect other operations? - Contact info/Resp parties/ownership - Disposition - Changes in grant	- Renewals $50,001+ (not approved through the budget process)	- New Grants (not approved through the budget process) $50,001+	- New grants under $50,001 - New grants and renewals of grants approved through the budget process.
Donation	- Department Requesting - Name of Donor - Summary of Donation - Amount of Donation - Included or not included in the Donation Plan - Does it affect other operations? - Contact info/Resp parties/ownership - Disposition	- Individual Donations $50,001-$150,000 to be used or expended in the current fiscal year.	- Individual Donations valued $150,000+ or more to be used or expended in the current fiscal year. - Donation plans of an ongoing nature spanning multiple fiscal years. - Any donation that relates to activities not generally funded through the board-approved budget.	- Any monetary donation to be receipted as a general purpose revenue without resulting in additional expenditures. Individual donations under $50,001 to be used or expended in the current fiscal year and is consistent with activities generally funded through the Board approved budget.
Purchase Operational (Budgeted)	- Department - Item(s) - Total Bid Price - Budgeted (yes/no) - # of Bids Sent/Received - Prebid or qualifications - Tabulation Sheet - Recommendation of Award - Where it was advertised - Equipment/Service/Supplies - Contact Info/Resp parties/ownership	- $50,001-$150,000 budgeted	- $150,000+ budgeted - All non-budgeted purchases	- Budgeted County direct purchases under $50,001 - Emergency Purchases - Budgeted reverse auction purchases of any amount - Budgeted cooperative agreement purchases of any amount
Purchase Capital (Budgeted)		- $100,001-$150,000	- $150,000+ budgeted - All non-budgeted purchases	- Budgeted capital under $100,001 - Emergency Purchases - All budgeted reverse auction purchases - All budgeted cooperative agreement purchases
Contract	- Parties - Duration - Amount - Purpose - Dept Contact		- New Contracts $50,001+	- Budgeted ongoing renewals - New contracts under $50,001
Budget Adjustments	- Department - Fund, Activity, Account - Amount - Revenue/Expense - Explanation/Description	- $50,001-$100,000	- $100,000+ - transfers from Fund Balance	- Line items move within an activity - Year End Adjustments - Adjustments/transfers under $50,001
Settlement Authority			- $50,001+	- in conjunction with the recommendation of Risk Authority and/or Legal Counsel under $50,001
Personnel	- Backfilling Positions • Position Review Form - Position Changes • Summary of request • Cost analysis of request • Expenditure Status Report		- Non-budgeted changes - New positions - Compensation changes	- Filling existing budgeted unchanged positions - Creation of and/or changes to Irregular Part-Time and/or temporary positions within the budget - Budget-neutral changes in positions or changes resulting in reduced expenditures of budgeted positions
Letters of Support			- New requests	- consistent with Board adopted plan, resolution, or budget

Appendix 6.E - County Millage/Surcharge Schedule								
Millage/Surcharge:	**Last Board Action:**	**Last Election:**	**Levy Collected:**	**Language:**	**Expiration Date of Millage**	**Reconsider by:**	**Future Election:**	**Submitted through Request for Action process by:**
Tax Limitation	5/28/2020	General Election: 11/3/2020	*Summer Proeprty Tax Bill Cycle*	***ESTABLISHING SEPARATE TAX LIMITATIONS FOR ALLEGAN COUNTY, THE TOWNSHIPS, AND THE INTERMEDIATE SCHOOL DISTRICT*** *Shall separate tax limitations be established for an indefinite period, or until altered by the voters of the county, for the County of Allegan and the townships and the intermediate school district within the county, the aggregate of which shall not exceed 6.91 mills as follows:* *Mills* *County of Allegan 5.170* *Townships 1.207* *Intermediate School Districts 0.14* *Total 6.91* *YES [ ] NO [ ]*	TBD	TBD	General Election:	County Administrator
911 Operating Surcharge	4/25/2024	Primary: 8/6/2024	*Telephone Bill*	*9-1-1 OPERATING SURCHARGE PROPOSAL* *For the period beginning on January 1, 2026, and continuing until the Emergency 9-1-1 Service Enabling Act (Act 32 of 1986) is repealed or through December 31, 2035, whichever occurs first, shall Allegan County be authorized to continue to assess a monthly surcharge of up to and not to exceed $3.00 on the monthly billings of communication service suppliers to service users within the geographic boundaries of Allegan County to be used exclusively for the funding of 9-1-1 emergency telephone call answering and dispatch services within Allegan County, including facilities, equipment and operations?*	12/31/2035	TBD	Primary:	Central Dispatch Director
Millage Proposition Road Resurfacing and Reconstruction Renewal	4/25/2024	Primary: 8/6/2024		*ALLEGAN COUNTY* *MILLAGE PROPOSITION ROAD RESURFACING* *AND RECONSTRUCTION RENEWAL* *(This proposal will permit the County to continue its 1.0 mill levy for County Primary Road Resurfacing, Prevention, and related preparation, and City/Village Road Improvement, which expired in 2023. This proposal would renew the 0.9654 mill not reduced by the Headlee Amendment millage rollback, and it would increase that millage by .0346 to restore it to its original 1.0 mill.)* *Shall the current authorized increase in the millage rate limitation of one mill imposed on all taxable property within the County of Allegan, Michigan, which last resulted in the levy of 0.9654 mills ($0.9654 of each $1,000 of taxable valuation) for road resurfacing and restoration, be renewed, and shall said millage be increased by 0.0346 mills ($0.0346 of each $1,000 of taxable valuation) to offset the millage reduction from one mill as required by law, resulting in a total levy of one mill ($1.00 of each $1,000 of taxable valuation), for a period of 6 years, 2024 through 2029, inclusive, for purposes of providing a fund for the resurfacing, preservation, and related preparation of primary roads included in the Allegan County Road System and for reconstruction, resurfacing, and maintenance of major and local streets within the incorporated limits of villages and cities within Allegan County; and shall the County levy such renewal and increase in millage for such purposes, thereby raising in the first year an estimated $6,146,883?*	12/31/2029	TBD	Primary:	Road Commission Board
Conservation District Millage	4/9/2020	Primary: 8/4/2020	*Winter Bill; collection pays forward*	*Shall the limitation on the amount of property taxes which may be assessed each year against all taxable real and personal property in Allegan County be increased by not more than 0.10 mills ($0.10 per $1,000 of taxable value) for a period of six (6) years, 2021 through 2026, both inclusive, for the purpose of providing funds for the operation of the Allegan Conservation District, including programs to assist landowners in the protection and enhancement of natural resources, environmental education, and environmental remediation within Allegan County? If approved and levied in its entirety, this millage would raise an estimated $492,500 in revenue in the first year.*	12/31/2026	4/23/2026	Primary: 8/4/2026	Conservation District Board
Senior Citizen Services Millage Proposal	4/28/2022	Primary: 8/2/2022		*Shall the County of Allegan levy 0.493 mills ($0.493 per $1,000 of taxable value) for a period of four (4) years, 2022 through 2025, inclusive, for the sole purpose of providing funds for services to senior citizens? If approved and levied, this millage will raise an estimated {$Total Levy As Confirmed By Equalization, Treasurer and Finance} for services to senior citizens in the first calendar year of the levy based on taxable value. This proposal is a renewal of a previously voter authorized millage of 0.493 mills, the revenue from which would be disbursed to the County of Allegan.*	12/31/2025	4/23/2026	Primary: 8/4/2026	Senior/Veterans Services Director
Medical Care Facility Millage	3/12/2020	Primary: 8/4/2020		*Shall the limitation on the amount of property taxes which may be assessed each year against all taxable real and personal property in Allegan County be increased by not more than 0.25 mills ($0.25 per $1,000 of taxable value) for a period of ten (10) years, 2020 through 2029, both inclusive, for the purpose of providing funds for the operation, maintenance and improvement of, and any other purposes authorized by law in support of, the Allegan County Medical Care Facility? If approved and levied in its entirety, this millage would raise an estimated $1,232,058 in revenue in the first year.*	12/31/2029	4/X/2030	Primary: 8/X/2030	Medical Care Community Director
Recycling Surcharge Interlocal Agreement - Valley Township	7/14/2022	General Election: 11/8/2022	*Winter Bill; collection pays forward*	*To continue and expand solid waste reduction programs under the Allegan County Solid Waste Management Plan, shall Allegan County, pursuant to 1989 P.A. 138, as amended by 2005 P.A. 69, impose an annual surcharge on all households in {NAME OF MUNICIPALITY OR TOWNSHIP} in the amount of $50.00 per household per year for a period of five years (2024-28, inclusive) to cover operational costs of the programs and to be distributed to Allegan County to fund the collection of materials for recycling including, but not limited to, recyclable materials, household hazardous wastes, tires, batteries, and electronics, as provided in the Allegan County Solid Waste Management Plan?*	12/31/2028	1/XX/2028	Primary: 8/X/2028	Resource Recovery Coordinator
Recycling Surcharge Interlocal Agreement - Watson Township	7/14/2022	General Election: 11/8/2022	*Winter Bill; collection pays forward*	*To continue and expand solid waste reduction programs under the Allegan County Solid Waste Management Plan, shall Allegan County, pursuant to 1989 P.A. 138, as amended by 2005 P.A. 69, impose an annual surcharge on all households in {NAME OF MUNICIPALITY OR TOWNSHIP} in the amount of $50.00 per household per year for a period of five years (2024-28, inclusive) to cover operational costs of the programs and to be distributed to Allegan County to fund the collection of materials for recycling including, but not limited to, recyclable materials, household hazardous wastes, tires, batteries, and electronics, as provided in the Allegan County Solid Waste Management Plan?*	12/31/2028	1/XX/2028	Primary: 8/X/2028	Resource Recovery Coordinator

Recycling Surcharge Interlocal Agreement - Cheshire Township	9/12/2019	Primary: 8/4/2020	*Winter Bill; collection pays forward*	*To continue and expand solid waste reduction programs under the Allegan County Solid Waste Management Plan, shall Allegan County, pursuant to 1989 P.A. 138, as amended by 2005 P.A. 69, impose an annual surcharge on all households in {NAME OF MUNICIPALITY OR TOWNSHIP} in the amount of $50.00 per household per year for a period of ten years (2021-30, inclusive) to cover operational costs of the programs and to be distributed to Allegan County to fund the collection of materials for recycling including, but not limited to, recyclable materials, household hazardous wastes, tires, batteries, and electronics, as provided in the Allegan County Solid Waste Management Plan?*	12/31/2031	TBD	TBD	Resource Recovery Coordinator
Recycling Surcharge Interlocal Agreement - GunPlain Township	9/12/2019	Primary: 8/4/2020	*Winter Bill; collection pays forward*	*To continue and expand solid waste reduction programs under the Allegan County Solid Waste Management Plan, shall Allegan County, pursuant to 1989 P.A. 138, as amended by 2005 P.A. 69, impose an annual surcharge on all households in {NAME OF MUNICIPALITY OR TOWNSHIP} in the amount of $50.00 per household per year for a period of ten years (2021-30, inclusive) to cover operational costs of the programs and to be distributed to Allegan County to fund the collection of materials for recycling including, but not limited to, recyclable materials, household hazardous wastes, tires, batteries, and electronics, as provided in the Allegan County Solid Waste Management Plan?*	12/31/2031	TBD	TBD	Resource Recovery Coordinator
Recycling Surcharge Interlocal Agreement - Heath Township	9/12/2019	Primary: 8/4/2020	*Winter Bill; collection pays forward*	*To continue and expand solid waste reduction programs under the Allegan County Solid Waste Management Plan, shall Allegan County, pursuant to 1989 P.A. 138, as amended by 2005 P.A. 69, impose an annual surcharge on all households in {NAME OF MUNICIPALITY OR TOWNSHIP} in the amount of $50.00 per household per year for a period of ten years (2021-30, inclusive) to cover operational costs of the programs and to be distributed to Allegan County to fund the collection of materials for recycling including, but not limited to, recyclable materials, household hazardous wastes, tires, batteries, and electronics, as provided in the Allegan County Solid Waste Management Plan?*	12/31/2031	TBD	TBD	Resource Recovery Coordinator
Recycling Surcharge Interlocal Agreement - Hopkins Township	9/12/2019	Primary: 8/4/2020	*Winter Bill; collection pays forward*	*To continue and expand solid waste reduction programs under the Allegan County Solid Waste Management Plan, shall Allegan County, pursuant to 1989 P.A. 138, as amended by 2005 P.A. 69, impose an annual surcharge on all households in {NAME OF MUNICIPALITY OR TOWNSHIP} in the amount of $50.00 per household per year for a period of ten years (2021-30, inclusive) to cover operational costs of the programs and to be distributed to Allegan County to fund the collection of materials for recycling including, but not limited to, recyclable materials, household hazardous wastes, tires, batteries, and electronics, as provided in the Allegan County Solid Waste Management Plan?*	12/31/2031	TBD	TBD	Resource Recovery Coordinator
Recylcing Surcharge Interlocal Agreement - Leighton Township	9/12/2019	Primary: 8/4/2020	*Winter Bill; collection pays forward*	*To continue and expand solid waste reduction programs under the Allegan County Solid Waste Management Plan, shall Allegan County, pursuant to 1989 P.A. 138, as amended by 2005 P.A. 69, impose an annual surcharge on all households in {NAME OF MUNICIPALITY OR TOWNSHIP} in the amount of $50.00 per household per year for a period of ten years (2021-30, inclusive) to cover operational costs of the programs and to be distributed to Allegan County to fund the collection of materials for recycling including, but not limited to, recyclable materials, household hazardous wastes, tires, batteries, and electronics, as provided in the Allegan County Solid Waste Management Plan?*	12/31/2031	TBD	TBD	Resource Recovery Coordinator
Recycling Surcharge Interlocal Agreement - Martin Township	9/12/2019	Primary: 8/4/2020	*Winter Bill; collection pays forward*	*To continue and expand solid waste reduction programs under the Allegan County Solid Waste Management Plan, shall Allegan County, pursuant to 1989 P.A. 138, as amended by 2005 P.A. 69, impose an annual surcharge on all households in {NAME OF MUNICIPALITY OR TOWNSHIP} in the amount of $50.00 per household per year for a period of ten years (2021-30, inclusive) to cover operational costs of the programs and to be distributed to Allegan County to fund the collection of materials for recycling including, but not limited to, recyclable materials, household hazardous wastes, tires, batteries, and electronics, as provided in the Allegan County Solid Waste Management Plan?*	12/31/2031	TBD	TBD	Resource Recovery Coordinator
Recycling Surcharge Interlocal Agreement - Monterey Township	9/12/2019	Primary: 8/4/2020	*Winter Bill; collection pays forward*	*To continue and expand solid waste reduction programs under the Allegan County Solid Waste Management Plan, shall Allegan County, pursuant to 1989 P.A. 138, as amended by 2005 P.A. 69, impose an annual surcharge on all households in {NAME OF MUNICIPALITY OR TOWNSHIP} in the amount of $50.00 per household per year for a period of ten years (2021-30, inclusive) to cover operational costs of the programs and to be distributed to Allegan County to fund the collection of materials for recycling including, but not limited to, recyclable materials, household hazardous wastes, tires, batteries, and electronics, as provided in the Allegan County Solid Waste Management Plan?*	12/31/2031	TBD	TBD	Resource Recovery Coordinator
Recycling Surcharge Interlocal Agreement - Otsego Township	9/12/2019	Primary: 8/4/2020	*Winter Bill; collection pays forward*	*To continue and expand solid waste reduction programs under the Allegan County Solid Waste Management Plan, shall Allegan County, pursuant to 1989 P.A. 138, as amended by 2005 P.A. 69, impose an annual surcharge on all households in {NAME OF MUNICIPALITY OR TOWNSHIP} in the amount of $50.00 per household per year for a period of ten years (2021-30, inclusive) to cover operational costs of the programs and to be distributed to Allegan County to fund the collection of materials for recycling including, but not limited to, recyclable materials, household hazardous wastes, tires, batteries, and electronics, as provided in the Allegan County Solid Waste Management Plan?*	12/31/2031	TBD	TBD	Resource Recovery Coordinator
Recycling Surcharge Interlocal Agreement - Wayland Township	2/13/2024	Primary: August 6, 2024	*Winter Bill; collection pays forward*	*To continue and expand solid waste reduction programs under the Allegan County Solid Waste Management Plan, shall Allegan County, pursuant to 1989 P.A. 138, as amended by 2005 P.A. 69, impose an annual surcharge on all households in {NAME OF MUNICIPALITY OR TOWNSHIP} in the amount of $50.00 per household per year for a period of five years (2024-28, inclusive) to cover operational costs of the programs and to be distributed to Allegan County to fund the collection of materials for recycling including, but not limited to, recyclable materials, household hazardous wastes, tires, batteries, and electronics, as provided in the Allegan County Solid Waste Management Plan?*	12/31/2029	TBD	TBD	Resource Recovery Coordinator
Recycling Surcharge Interlocal Agreement - Wayland City	9/12/2019	Primary: 8/4/2020	*Winter Bill; collection pays forward*	*To continue and expand solid waste reduction programs under the Allegan County Solid Waste Management Plan, shall Allegan County, pursuant to 1989 P.A. 138, as amended by 2005 P.A. 69, impose an annual surcharge on all households in {NAME OF MUNICIPALITY OR TOWNSHIP} in the amount of $50.00 per household per year for a period of ten years (2021-30, inclusive) to cover operational costs of the programs and to be distributed to Allegan County to fund the collection of materials for recycling including, but not limited to, recyclable materials, household hazardous wastes, tires, batteries, and electronics, as provided in the Allegan County Solid Waste Management Plan?*	12/31/2031	TBD	TBD	Resource Recovery Coordinator

Recycling Surcharge Interlocal Agreement - Dorr Township	1/13/2022	Primary: 8/2/2022	*Winter Bill; collection pays forward*	*To continue and expand solid waste reduction programs under the Allegan County Solid Waste Management Plan, shall Allegan County, pursuant to 1989 P.A. 138, as amended by 2005 P.A. 69, impose an annual surcharge on all households in {NAME OF MUNICIPALITY OR TOWNSHIP} in the amount of $50.00 per household per year for a period of ten years (2023-32, inclusive) to cover operational costs of the programs and to be distributed to Allegan County to fund the collection of materials for recycling including, but not limited to, recyclable materials, household hazardous wastes, tires, batteries, and electronics, as provided in the Allegan County Solid Waste Management Plan?*	1/1/2033	1/XX/2032	Primary: 8/XX/2032	Resource Recovery Coordinator
Recycling Surcharge Interlocal Agreement - Allegan Township	1/13/2022	Primary: 8/2/2022	*Winter Bill; collection pays forward*	*To continue and expand solid waste reduction programs under the Allegan County Solid Waste Management Plan, shall Allegan County, pursuant to 1989 P.A. 138, as amended by 2005 P.A. 69, impose an annual surcharge on all households in {NAME OF MUNICIPALITY OR TOWNSHIP} in the amount of $50.00 per household per year for a period of ten years (2023-32, inclusive) to cover operational costs of the programs and to be distributed to Allegan County to fund the collection of materials for recycling including, but not limited to, recyclable materials, household hazardous wastes, tires, batteries, and electronics, as provided in the Allegan County Solid Waste Management Plan?*	12/31/2033	1/XX/2032	Primary: 8/XX/2032	Resource Recovery Coordinator