

Allegan County Board of Commissioners



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

Gale Dugan, Chair
Scott Beltman, Vice Chair

BOARD OF COMMISSIONERS MEETING – AGENDA

Thursday, January 23, 2025 – 9 AM
County Services Building – Board Room
Virtual Connectivity Options Attached

DISTRICT 1
Craig Van Beek
616-299-6668
cvanbeek@
allegancounty.org

9 AM

CALL TO ORDER:
ROLL CALL:
OPENING PRAYER: Commissioner Van Beek
PLEDGE OF ALLEGIANCE:
PUBLIC HEARING:
COMMUNICATIONS: Attached
APPROVAL OF MINUTES: January 9, 2025
PUBLIC PARTICIPATION:
CHANGES TO THE AGENDA:
APPROVAL OF AGENDA:
PRESENTATIONS:
PROCLAMATIONS:
INFORMATIONAL SESSION: None
ADMINISTRATIVE REPORTS:

DISTRICT 2
Mark DeYoung
616-318-9612
mdeyoung@
allegancounty.org

DISTRICT 3
Brad Lubbers
616-218-5069
blubbers@
allegancounty.org

CONSENT ITEMS:

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (1/17/25 & 1/24/25)
2. Transportation—approve FY2026 MDOT Operating and Capital Assistance Applications (247-888)

DISTRICT 4
Scott Beltman
616-292-1414
sbeltman@
allegancounty.org

DISCUSSION ITEMS:

1. None

DISTRICT 5
Gale Dugan
269-694-5276
gdugan@
allegancounty.org

ACTION ITEMS:

1. None

PLANNING ITEMS:

1. Midwest Strategy Group Update
2. County Website & Employee Portal Training

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”

3. Travel Reimbursement Training

**NOTICE OF APPOINTMENTS & ELECTIONS:
ELECTIONS:**

1. Economic Development Commission
 - a. Arts & Culture Representative—term expired 12/31/24

APPOINTMENTS:

1. Brownfield Redevelopment Authority
 - a. One Representative—term expired 12/31/24
2. Local Emergency Planning Committee
 - a. One Firefighter Representative—term expires 12/31/25
3. Material Management Planning Committee
 - a. One Compost Facility Representative—term expires 8/1/29
 - b. Representative of Environmental Interest—term expires 8/1/29
 - c. Elected Official of a Township Representative—term expires 8/1/29
 - d. Elected Official of a City or Village Representative—term expires 8/1/29
4. Jury Board (Circuit Judge recommends/Board appoints)
 - a. One Representative—term expired 8/31/23
 - b. One Representative—term expires 3/31/25
5. Parks Advisory Board
 - a. One Representative—term expired 12/31/24
6. Tourist Council
 - a. One Representative—term expired 12/31/24
 - b. One Representative—term expires 12/31/25

PUBLIC PARTICIPATION:

FUTURE AGENDA ITEMS:

1. OPENING PRAYER: Commissioner DeYoung
2. INFORMATIONAL SESSION: Sheri Harris—Area Agency on Aging of Western Michigan
3. CONSENT: Motion to approve of claims paid and to incorporate into proceedings of the Board (1/31/25 & 2/7/25 & 2/14/25)

REQUEST FOR MILEAGE:

BOARDS AND COMMISSIONS REPORTS:

ROUND TABLE:

CLOSED SESSION:

ADJOURNMENT: Next Meeting – Thursday, February 13, 2025, 9 AM @ **BOARD ROOM – COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX.**

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

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



Allegan County Board of Commissioners

STEP 1: Connect to the Meeting

- OPTION 1: Zoom over Telephone

- Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
- Type in Meeting ID: 891 6032 7098, then #, then # again
- Type in Meeting Password: **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/UCQliZQstN2Pa57QAItAWdKA>
- 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

Webinar Registration - Zoom

zoom.us/webinar/register/WN_YneHxuk_SjqfnMwchbtUEg

Webinar Registration

Topic: BOC Meeting - 4/9/2020

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

* Required information

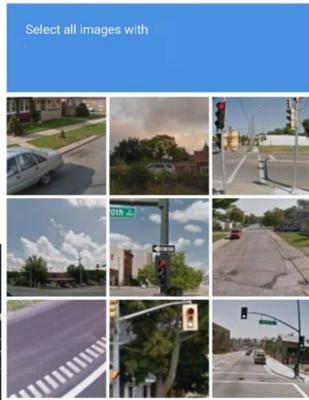
First Name *

Last Name *

Email Address *

Confirm Email Address *

I'm not a robot  reCAPTCHA Privacy - Terms

Select all images with 

reCAPTCHA VERIFY

US Dollars

Footer:

- About: Zoom Blog, Customers, Our Team, Why Zoom, Features, Careers, Integrations, Partners, Investors
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- Sales: 1.888.799.9666, Contact Sales, Plans & Pricing, Request a Demo, Webinars and Events
- Support: Test Zoom, Account, Support Center, Live Training, Feedback, Contact Us, Accessibility

1. Enter name and email

2. Click this box

3. Answer challenge question

4. Click when done.

STEP 3: This Window will appear when connected.



STEP 4: Adjust audio settings (if needed)

The screenshot shows the Zoom application interface. A vertical black bar on the left side of the screen has a blue arrow labeled '1' pointing to the 'Audio' menu item in the left-hand navigation pane. A second blue arrow labeled '2' points from the 'Audio' menu item to the 'Settings' window, which is open to the 'Audio' tab. In the 'Settings' window, the 'Speaker' dropdown menu is set to 'Remote Audio'. Below the 'Speaker' section, there are sliders for 'Output Level' and 'Volume', and a checked checkbox for 'Automatically adjust volume'. The 'Microphone' section shows a 'Test Mic' button and a dropdown menu. Below the microphone section, there are several checkboxes: 'Use separate audio device to play ringtone simultaneously' (unchecked), 'Automatically join audio by computer when joining a meeting' (unchecked), 'Mute my microphone when joining a meeting' (unchecked), 'Press and hold SPACE key to temporarily unmute yourself' (checked), and 'Sync buttons on headset' (checked). An 'Advanced' button is located at the bottom right of the settings window. In the background, a meeting agenda is visible with the following text:

269-673-4514
mthiele@allegancounty.org

Economic Development — Greg King, Director
ADMINISTRATIVE REPORTS:

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

CONSENT ITEMS:

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

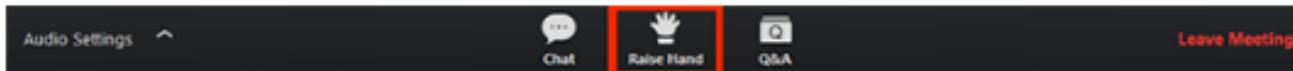
At the bottom of the screen, there is a dark bar with icons for 'Chat', 'Raise Hand', and 'Q&A'. The text 'Audio Settings' is visible in the bottom left corner of this bar.

STEP 5: Raise hand to be recognized to speak.

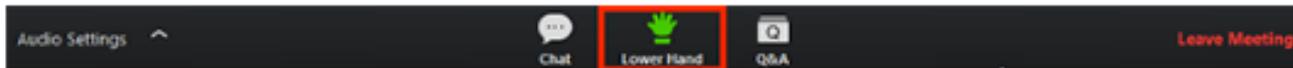
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

On bottom of screen.

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



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



STEP 6: To leave the meeting

The screenshot shows a Zoom meeting interface. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. In the top right corner, there is an "Enter Full Screen" button. The main content is a document viewer displaying a Microsoft Word document titled "BOC20200409_agenda [Compatibility Mode] - Word". The document header includes the "Allegan County Board of Commissioners" logo and contact information for County Services Building, including address, phone, fax, and website. Below the header, the document title is "BOARD OF COMMISSIONERS MEETING – AGENDA". The agenda items are listed by district: DISTRICT 1 (Dean Kasperge), DISTRICT 2 (Jim Storey), DISTRICT 3 (Max R. Thiele), and DISTRICT 4 (Matt DeYoung). The agenda items include: Virtual Meeting – Connectivity Instructions (Attached), 1PM CALL TO ORDER, ROLL CALL, OPENING PRAYER, PLEDGE OF ALLEGIANCE, COMMUNICATIONS: Attached, APPROVAL OF MINUTES: Attached, PUBLIC PARTICIPATION, ADDITIONAL AGENDA ITEMS, APPROVAL OF AGENDA, PRESENTATIONS, PROCLAMATIONS, INFORMATIONAL SESSION: Attached, and ADMINISTRATIVE REPORTS. At the bottom of the document viewer, it shows "PAGE 1 OF 2" and "251 WORDS". Below the document viewer is a Zoom meeting control bar with icons for "Audio Settings", "Chat", "Raise Hand", and "Q&A". A red "Leave Meeting" button is located in the bottom right corner of the control bar, with a large blue arrow pointing to it.

**Leelanau County
Resolution #2024-021**

**A RESOLUTION IN SUPPORT OF HOUSE BILL 5430 FOR THE EXPANSION OF THE
MICHIGAN HISTORIC PRESERVATION TAX CREDITS ESTABLISHED UNDER PUBLIC
ACT 343 OF 2020**

LEELANAU COUNTY BOARD OF COMMISSIONERS
November 19, 2024

Prepared by: The Michigan Historic Preservation Network
Edited by: Kat Slocum, Historic Preservation Specialist, Office of Community and Economic
Development.

WHEREAS, the historic buildings, residential neighborhoods, and traditional villages, in Leelanau County help to distinguish community and provide character, beauty, and a sense of place that contribute to the quality of life enjoyed by Leelanau County residents and visitors; and

WHEREAS, the preservation and rehabilitation of these historic buildings, residential neighborhoods, and traditional villages, contribute to the economic vitality of Michigan's cities, towns, villages, and rural areas; and

WHEREAS, Michigan greatly benefitted from the state historic preservation tax credit program available from 1999-2011 that leveraged \$71 M in credits to generate \$1.46 B of investment in rehabilitation projects, leveraged \$251 M in federal tax credits that brought back federal dollars that would not otherwise have returned to the state, created 36,000 jobs, and resulted in each \$1.00 of credit leveraging \$10.56 in direct economic impact; and

WHEREAS, preservation projects help meet Governor Gretchen Whitmer's housing goal of building *or rehabilitating* 10,000 housing units, providing options at all price-points of affordable and market-rate housing, accommodating all age-groups, and sustainably recycling various historic buildings – from schools to mills to factories; and

WHEREAS, preservation projects have positively impacted rural areas, and villages in Leelanau County by filling funding gaps for historic property owners and developers; and

WHEREAS, a preservation project's return on investment provides local benefits through employment of local suppliers, professionals, and skilled tradespeople who spend locally and pay local taxes, and have greater economic impact than equivalent new construction because rehabilitation is more labor-intensive; and

WHEREAS, preservation projects are recognized for advancing sustainability by keeping demolition waste out of landfills, curbing urban sprawl by utilizing existing infrastructure, eliminating the carbon released during both demolition and new construction, conserving the embodied energy invested during initial construction, retrofitting older buildings to make them energy efficient, and recycling various historic buildings for new uses; and

WHEREAS, preservationists have succeeded in keeping traditional downtowns and neighborhoods vibrant, returning valuable real estate to local and state tax rolls, attracting residents to authentic, walkable places that become cultural centers for their regions and heritage tourism destinations; and

WHEREAS, the historic preservation tax credit is the only program singularly focused on the state's oldest real estate that often exhibits the most intractable problems deemed too risky for traditional financing, providing a program underpinned by the simple provision of tax credits made available only after the owner has incurred all the risk, covered all the costs, and returned their property to use; and

WHEREAS, the current historic preservation tax credit program under Public Act 343 of 2020 did reinstate the 25% credit for both historic income-producing and residential projects, it did so with a \$5 M annual credit cap that, within hours of its on-line portal opening, had applications representing \$368 M in qualified work translating into \$92 M of credit requests – over 18 times what was available; and

WHEREAS, the Michigan Legislature presently is considering House Bill 5430 that will increase the annual credits from \$5 M to \$100 M made available to owners of both historic income-producing and residential properties who complete their work in keeping with the U.S. Secretary of the Interior's *Standards for Rehabilitation*; and

WHEREAS, House Bill 5430 proposes additional improvements to the current tax credit program such as sorting applicants into four groups so their applications are compared with projects of similar size, increasing the 25% credit to 30% for residential and small income-producing projects, expanding eligibility so that projects from the smallest towns and unincorporated, often rural, areas of the state have access to the program, and more; and

WHEREAS, the Leelanau County Poor Barn Board supports House Bill 5430 and calls on the Leelanau County Board of Commissioners to approve such resolution; and

NOW, THEREFORE, BE IT RESOLVED that the Leelanau County Board of Commissioners supports House Bill 5430 and calls upon the Michigan Legislature to vote approval of this important legislation and Governor Whitmer to sign it, to stimulate economic development while also protecting irreplaceable historic buildings and enhancing the quality-of-life in Michigan; and

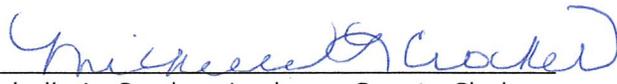
NOW, THEREFORE, BE IT FURTHER RESOLVED, the Leelanau County Board of Commissioners request the County Clerk forward the Resolution to all 83 counties, State Representative Betsy Coffia, State Senator John Damoose, and Governor Gretchen Whitmer.

Motion by Ross, Seconded by Rexroat

ROLL CALL: Ross – YES; Wessell – YES; Allgaier – YES; Lautner – YES; O'Rourke – YES; Rexroat – YES

YEAS – 6 NAYS – 0

Resolution adopted this 19th day of November, 2024.

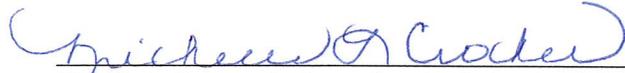

Michelle L. Crocker, Leelanau County Clerk
Clerk to the County Board of Commissioners


Ty Wessell, Chairman
Leelanau County Board of Commissioners



State of Michigan
County of Leelanau

I, Michelle L. Crocker, Clerk of said County and Clerk of Circuit Court for said County, the same being a Court of record having a seal, do hereby certify that the above is a true copy of the Record now remaining in my office and of the whole thereof. In Testimony whereof, I have hereto set my hand and affixed the seal of the Circuit Court the 19th day of November, 2024.


Michelle L. Crocker, Leelanau County Clerk

ALLEGAN COUNTY BOARD OF COMMISSIONERS

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JOURNAL 73

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MORNING SESSION**JANUARY 09, 2025 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on January 09, 2025 at 9:00 A.M. in accordance with the motion for adjournment of December 12, 2024, and rules of this board; Allegan County Clerk Register of Deeds Genetski presiding.

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

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

DIST #1 CRAIG VAN BEEK
 DIST #2 MARK DEYOUNG
 DIST #3 BRAD LUBBERS
 DIST #4 SCOTT BELTMAN
 DIST #5 GALE DUGAN

ELECTION ON TEMPORARY CHAIRPERSON

2/ County Clerk/Register Genetski opened the meeting for nominations for Temporary Chairperson for the 2025 Board of Commissioners

Commissioner Dugan nominated Commissioner DeYoung

Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

Commissioner DeYoung was elected as Temporary Chairperson of the Board.

TERM OF OFFICE FOR CHAIRPERSON AND VICE-CHAIRPERSON OF THE BOARD

3/ Moved by Commissioner Dugan, seconded by Commissioner Beltman to have the term of office for the Chairperson and Vice-Chairperson of the Board to be 1 year. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

ELECTION OF CHAIRPERSON OF THE BOARD FOR 2025

4/ Temporary Chairman DeYoung opened the meeting for nominations for Chairperson of the 2025 Board of Commissioners.

Commissioner Lubbers nominated Commissioner Dugan

Commissioner Dugan was elected as Chairperson of the Board of Commissioners for 2025 by roll call vote. Yeas: 5 votes. Nays: 0 votes.

ELECTION OF VICE-CHAIRPERSON OF THE BOARD FOR

5/ Chairperson Dugan opened the meeting for nominations for Vice-Chairperson for the 2025 Board of Commissioners.

Commissioner Van Beek nominated Commissioner Beltman

Chairperson Dugan declared Commissioner Beltman as Vice-Chairperson for 2025 by roll call vote. Yeas: 5 votes. Nays: 0 votes.

PUBLIC PARTICIPATION – COMMENTS

6/ Chair Dugan opened the meeting to public participation and the following individuals offered comments:

1. Ken Yonkers, Valley Township, asked the board to consider identifying the property around Calkins Dam.
2. Carl Avery Monterey Township, recognized the officers of Allegan County Sheriff's department for the handling of an incident regarding a loose dog on his property.
3. Bob Genetski, Allegan County Clerk/Reg of Deeds, requested that administration be more engaged with the health and safety of employees, informed the board of the incident that involved fumes at the courthouse.

BOARD POLICIES/PLANNING:

BOARD RULES OF ORGANIZATION

7/ **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]

January 09, 2025 Session

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.

6

- (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 intended to be the CAO directly or 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 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 (MPHC). 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 MPHC, 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 - Allegan County Boards and Commissions.
- 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. ELECTIONS/APPOINTMENTS: All elections and appointments shall be conducted in accordance with all applicable state statutes and 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 approval.
 - (2) NOTICES UPON RESIGNATIONS:
 - (a) The CAO shall post the vacant position 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, or the BOC has determined posting the position is still appropriate for seeking other interested parties, the CAO shall seek interest for future elections/appointments as a result of a term expiring immediately. The CAO 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. Meetings 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 receiving the 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 calls the meeting to order at the time specified in the meeting notice; the roll of BOC members called shall be called by the Clerk-of-the-Board.
- 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 to address the public 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 following 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 making a public comment; however, that time may be modified at the discretion of the Chair.
 - ii. Any exceptions 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 made available online as soon as possible by the Clerk-of-the-Board. A printed copy of the minutes from the 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 no less than ten (10) **business** days prior to the next scheduled Meeting for placement on the agenda. The submission shall include all supporting documentation/information.
 - 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 consistent with thresholds.
 - (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) ROUNDTABLE
 - (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 maximum of twenty (20) minutes, including a question/answer period. Departments will be asked to submit 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 to all BOC members before the meeting.
- iii. **CHANGES TO THE PUBLISHED AGENDA:** At the discretion of the CAO and 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 made 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 made 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 no later than 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. 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 Budget Policy Thresholds Appendix 6.D 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, before 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 recorded 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 the 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 from 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 except to adjourn, to call the previous question, to table, to postpone indefinitely, to postpone to a certain day, 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 two-thirds affirmative vote ends all discussion and 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 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 at 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 at 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 the 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, if permitted by law, as declared in writing) 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 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's consideration of agenda items for the specific meeting.

Moved by Commissioner Beltman, seconded by Commissioner Lubbers to adopt the changes to the meeting agenda as requested. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

BREAK - 10:20 A.M.

8/ Upon reconvening at 10:30 A.M., the following Commissioners were present: Commissioner Van Beek, DeYoung, Lubbers, Beltman and Dugan. Absent: None.

BOARD OF COMMISSIONERS—APPROVE 2025 MEETING DATES

9/ 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.
April 3, 2025	9:00 A.M.	September 11, 2025	9:00 A.M.
April 24, 2025	7:00 P.M.	September 25, 2025	9:00 A.M.
May 8, 2025	9:00 A.M.	"Annual" October 9, 2025	7:00 P.M.
May 22, 2025	9:00 A.M.	October 23, 2025	9:00 A.M.
June 12, 2025	9:00 A.M.	November 13, 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.

Moved by Commissioner Beltman, seconded by Commissioner Van Beek to strike the dates of March 27, 2025 and April 10, 2025 of the original 2025 meeting notice and combine to one date of April 3, 2025.

Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

Moved by Commissioner Lubbers, seconded by Commissioner Beltman to adopt the changes to the meeting agenda as requested. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

APPROVE BUDGET POLICY

10/ **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.

Moved by Commissioner DeYoung, seconded by Commissioner Beltman to adopt the changes to the meeting agenda as requested. Motion carried by roll voice vote. Yeas: 5 votes. Nays: 0 votes.

ADMINISTRATIVE REPORTS

11/ Administrator Sarro noted his written report was submitted to Commissioners. Highlights included employment status along with the longevity program. Construction incident that Clerk Genetski presented, response plan was filed was carried out, timeline facts available in administration to view. Park and Recreation Newsletter will be launched this year. Provided stats for the county hunting program. Updated on the outdoor siren testing.

PUBLIC PARTICIPATION - COMMENTS

12/ Chair Dugan opened the meeting to public participation and the following individuals offered comments:

- 1. Carl Avery, Monterey Township, regarding the amount of time people are waiting to enter a courtroom.

ADJOURNMENT UNTIL FEBRUARY 23, 2025 AT 9:00 A.M.

13/ Moved by Commissioner Beltman, seconded by Commissioner Lubbers to adjourn until February 23, 2025 at 9:00 A.M. The motion carried by voice vote and the meeting was adjourned at 11:25 A.M. Yeas: 5 votes. Nays: 0 votes.

AFTERNOON SESSION

JANUARY 9, 2025 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL

14/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on January 9, 2025 at 1:00 P.M. in accordance with the motion for adjournment of December 12, 2024, and rules of this Board; Chair Dugan presiding.

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

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

- DIST #1 CRAIG VAN BEEK
- DIST #2 MARK DEYOUNG
- DIST #3 BRAD LUBBERS
- DIST #4 SCOTT BELTMAN
- DIST #5 GALE DUGAN

COMMUNICATIONS

15/ Chief Deputy Clerk Porter noted to the board that they received the following communications:

1. Ingham County Resolution Reaffirming that Ingham County is a Welcoming Community to Immigrants.

DECEMBER 12, 2024 SESSION MINUTES - ADOPTED AS PRESENTED

16/ Moved by Commissioner Van Beek, seconded by Commissioner Beltman to approve the minutes for the December 12, 2024 session as distributed. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - COMMENTS

17/ Chair Dugan opened the meeting to public participation and the following individuals offered comments:

1. Tim Caulder, Representee from State Representative Matt Halls office gave a legislative update.
2. Joe Costello, Saugatuck Twp, wanted to inform the board that the relief road off of Lakeshore Drive is not the original plans presented to residents, the road put in is approximately a mile longer and he is asking for help to obtain the feasible study that allowed that includes the addition to the road.

AGENDA - ADOPTED AS PRESENTED

18/ Moved by Commissioner Lubbers, seconded by Commissioner Beltman to adopt the meeting agenda as presented. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

PRESENTATION- RECOGNITION OF KATHLEEN MILLER

19/ Chair Dugan, Vice-chair Beltman presented a certificate of recognition to Kathleen Miller, 58th District Court Probation for her 25 years of dedicated service to Allegan County.

CONSENT ITEMS:

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

20/ **WHEREAS**, Administration has compiled the following claims for December 20, 2024 and December 27, 2024 and January 3, 2025 and January 10, 2025; and

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

WHEREAS, said claims are listed in the 2025 Claims folder of the Commissioners' Record of Claims.

DECEMBER 20, 2024

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	257,524.41	257,524.41	
Parks/Recreation Fund - 208	1,015.52	1,015.52	

Friend of the Court – Cooperative Reimb. – 215	461.11	461.11	
Friend of the Court – Other – 216	300.00	300.00	
Animal Shelter – 254	8,535.58	8,535.58	
Indigent Defense Fund – 260	44.20	44.20	
Central Dispatch Fund – 261	5,348.19	5,348.19	
Law Library Fund – 269	148.50	148.50	
Grants – 279	2,120.90	2,120.90	
Sheriffs Contracts – 287	5,497.34	5,497.34	
Transportation Fund – 288	7,388.43	7,388.43	
Child Care Fund – 292	15,458.30	15,458.30	
Fitness Center Fund – 296	169.59	169.59	
Senior Services Fund – 298	186,866.17	186,866.17	
American Rescue Plan Act – 299	14,484.00	14,484.00	
Road Commission Debt Service Fund – 362	500.00	500.00	
Pension Defined Benefit Debt Fund – 368	500.00	500.00	
Capital Improvement Fund - 401	17,924.60	17,924.60	
Revolving Drain Maintenance Fund - 639	73.98	73.98	
Fleet Management/Motor Pool – 661	39.79	39.79	
Self-Insurance Fund - 677	47,422.57	47,422.57	
Drain Fund – 801	44,823.05	44,823.05	
TOTAL AMOUNT OF CLAIMS:	\$616,646.23	\$616,646.23	

DECEMBER 27, 2024

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	142,771.74	142,771.74	
Friend of the Court – Cooperative Reimb. – 215	3,399.80	3,399.80	
Health Department Fund - 221	740,119.16	740,119.16	
Solid Waste/Recycling – 226	73,579.12	73,579.12	
Animal Shelter – 254	431.32	431.32	
Indigent Defense Fund – 260	32,810.37	32,810.37	
Central Dispatch Fund – 261	96.52	96.52	
Grants – 279	2,116.00	2,116.00	
Sheriffs Contracts – 287	2,462.34	2,462.34	
Transportation Fund – 288	5,837.42	5,837.42	
Child Care Fund – 292	8,555.25	8,555.25	
Senior Services Fund – 298	15,080.68	15,080.68	
Property Tax Adjustments – 516	53,662.20	53,662.20	
Tax Reversion 2019 – 619	8,120.00	8,120.00	
Fleet Management/Motor Pool – 661	8,469.70	8,469.70	

Self-Insurance Fund - 677	6.80	6.80	
Drain Fund – 801	73,901.85	73,901.85	
TOTAL AMOUNT OF CLAIMS:	\$1,171,420.27	\$1,171,420.27	

JANUARY 3, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	61,008.73	61,008.73	
Parks/Recreation Fund – 208	1,132.11	1,132.11	
Friend of the Court – Cooperative Reimb.	1,376.53	1,376.53	
Health Department Fund – 221	4,905.67	4,905.67	
Animal Shelter – 254	945.59	945.59	
Indigent Defense Fund – 260	781.04	781.04	
Central Dispatch Fund – 261	408.97	408.97	
Law Library Fund – 269	2,013.25	2,013.25	
Crime Victims Rights Grant – 280	669.07	669.07	
Sheriffs Contracts – 287	391.36	391.36	
Transportation Fund – 288	1,910.12	1,910.12	
Child Care Fund – 292	3,206.70	3,206.70	
Senior Services Fund – 298	1,150.39	1,150.39	
American Rescue Plan Act – ARPA – 299	5,326.51	5,326.51	
Capital Improvement Fund – 401	132,857.15	132,857.15	
Property Tax Adjustments – 516	24,568.05	24,568.05	
Self-Insurance Fund - 677	8,921.59	8,921.59	
TOTAL AMOUNT OF CLAIMS	\$251,572.83	\$251,572.83	

JANUARY 10, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	324,135.40	324,135.40	
Parks/Recreation Fund – 208	3,081.52	3,081.52	
Health Department Fund – 221	21,708.89	21,708.89	
Solid Waste/Recycling - 226	16,617.45	16,617.45	
Animal Shelter – 254	13,103.75	13,103.75	
Register of Deeds Automation Fund – 256	6,662.54	6,662.54	
Indigent Defense Fund – 260	31,206.46	31,206.46	
Central Dispatch Fund – 261	71,779.11	71,779.11	
Grants – 279	7,443.94	7,443.94	
Sheriffs Contracts – 287	6,904.11	6,904.11	
Transportation Fund – 288	18,760.61	18,760.61	

Child Care Fund – 292	18,036.23	18,036.23	
Veterans Relief Fund – 293	2,471.96	2,471.96	
Fitness Center Fund – 296	1,777.90	1,777.90	
Senior Services Fund – 298	2,228.94	2,228.94	
Capital Improvement Fund – 401	11,263.90	11,263.90	
Property Tax Adjustments – 516	1,873.49	1,873.49	
Tax Reversion 2019 - 619	23,249.66	23,249.66	
Revolving Drain Maintenance Fund – 639	28.98	28.98	
Fleet Management/Motor Pool – 661	1,715.72	1,715.72	
Self-Insurance Fund - 677	537,583.72	537,583.72	
Drain Fund – 801	15,371.35	15,371.35	
TOTAL AMOUNT OF CLAIMS	\$1,137,005.63	\$1,137,005.63	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for December 20, 2024 and December 27, 2024 and January 3, 2025 and January 10, 2025.

Moved by Commissioner DeYoung, seconded by Commissioner Beltman to adopt the report of claims for December 20, 2024 and December 27, 2024 and January 3, 2025 and January 10, 2025.

Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

DISCUSSION ITEMS:

COMMUNITY UPDATE -RELEASE

21/ WHEREAS, on April 14, 2022, the Board approved a Community Survey Update for county residents and authorized the County Administrator to release; and

WHEREAS, as part of the Board’s 2024 Strategic planning process, a new Survey and Community Update were accepted; and

WHEREAS, as part of the 2024 Budget process, the Board authorized a Survey and Community Update Capital Project; and

WHEREAS, on November 21, 2024, the County Administrator presented a table of contents and sought Board feedback.

THEREFORE BE IT RESOLVED, the Board approves

1. the release of a community update, authorizing the County Administrator to make any necessary changes,
2. the community update will be posted on the county website,
3. a postcard to be mailed to county residents explaining how to access the update,

full copies to be printed and distributed to county libraries

Moved by Commissioner Beltman, seconded by Commissioner Van Beek to adopt the resolution for the community update release as presented.

Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

COMMISSIONERS APPOINTMENTS/ELECTION

22/ Chair Dugan opened nominations to fill the vacancy on the Commission on Aging, as hearing none the resolution stands as presented.

Chair Dugan opened nominations to fill the vacancy on the Community Economic Development Strategies Committee, as hearing none the resolution stands as presented.

Chairman Dugan announced the appointments and nominations of the following individuals to the listed board/commission;

BE IT RESOLVED that the following appointments are hereby confirmed; Commissioner Lubbers as County Commissioner Representative on the: 911 Operational Policy & Procedure Board to fill an ex-officio term Conservation District Board to fill coterminously, Hutchins & Lower Scott Lake Boards to fill coterminously, Local Emergency Planning Committee to fill the remainder of the 2-year term, term to expire 12/31/2025, Community Action of Allegan County to fill a 1-year term, term to expire 12/31/2025; and Commissioner Van Beek as County Commissioner Representative on the: Community Action of Allegan County to fill a 1-year term, term to expire 12/31/2025, Community Economic Development Strategies Committee to fill a 1-year term, term to expire 12/31/2025, Macatawa Area Coordinating Council to fill a 1-year term, term to expire 12/31/2025, Multi-Agency Collaborative Committee to fill a 1-year term, term to expire 12/31/2025, West Michigan Regional Airport Authority to fill a 2-year term, term to expire 12/31/2026; and

BE IT FURTHER RESOLVED that through this resolution, Mark DeYoung is hereby nominated as the County Commissioner Representative to fill the remainder of a 3-year term on the Commission on Aging, term to expire 12/31/2025, nominations are closed, a unanimous ballot has been cast, and Commissioner DeYoung is hereby elected to said position; and

BE IT FINALLY RESOLVED that through this resolution, Craig Van Beek is hereby nominated as the County Commissioner Representative to fill the remainder of a 3-year term on the Economic Development Commission, term to expire 12/31/2026, nominations are closed, a unanimous ballot has been cast, and Commissioner Van Beek is hereby elected to said position.

Moved by Commissioner DeYoung, seconded by Commissioner Van Beek to approve the appointments as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

ELECTIONS

23/ **COMMUNITY MENTAL HEALTH- ON-POINT BOARD**

Chair Dugan opened nominations to fill the partial 3-year term on the On-Point Board; term to expire 3/31/2027.

Commissioner Beltman nominated Krystal Diel, 1180 Matt Urban Drive #216, Holland MI 49423.

Moved by Beltman, seconded by Commissioner Lubbers to close the nominations and cast a unanimous ballot for Krystal Diel as nominated. Motion carried unanimously.

APPOINTMENT

24/ BROWNFIELD REDEVELOPMENT AUTHORITY

Chairman Dugan announced the appointment of the following individual to the Brownfield Redevelopment Authority for a 3-year term; term to expire 12/31/2027.

Chris Kleinjans, 289 4th Avenue, Holland, MI 49424

Moved by Commissioner DeYoung, seconded by Commissioner Van Beek to approve the appointment as made. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - NO COMMENTS

25/ Chair Dugan opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

ADJOURNMENT UNTIL JANUARY 23, 2025 AT 9:00 A.M.

26/ Moved by Commissioner Beltman, seconded by Commissioner Van BeeK to adjourn until January 23, 2025 at 9:00 A.M. The motion carried by voice vote and the meeting was adjourned at 2:15 P.M. Yeas: 5 votes. Nays: 0 votes.



Chief Deputy Clerk

Board Chair

Minutes approved during the 01/23/2025 Session

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

FINANCE - CLAIMS & INTERFUND TRANSFERS

WHEREAS, Administration has compiled the following claims for 1/17/25 and 1/24/25; and

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

WHEREAS, said claims are listed in the 2025 Claims folder of the Commissioners' Record of Claims.

January 17, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	205,320.62	205,320.62	
Parks/Recreation Fund - 208	634.25	634.25	
Friend of the Court - Cooperative Reimb - 215	646.14	646.14	
Health Department Fund - 221	3,038.02	3,038.02	
Solid Waste/Recycling - 226	117,435.96	117,435.96	
Animal Shelter - 254	828.48	828.48	
Central Dispatch Fund - 261	64,115.65	64,115.65	
Local Corrections Officers Training Fund - 264	2000.00	2000.00	
Justice Training Fund - 266	2,700.00	2,700.00	
Law Library Fund - 269	158.50	158.50	
Grants - 279	8,697.42	8,697.42	
Sheriffs Contracts - 287	1,036.58	1,036.58	
Transportation Fund - 288	138,155.22	138,155.22	
Child Care Fund - 292	15,554.24	15,554.24	
Veterans Relief Fund - 293	33,679.75	33,679.75	
Senior Services Fund - 298	81,265.45	81,265.45	
American Rescue Plan Act - ARPA - 299	2,811,996.52	2,811,996.52	
Capital Improvement Fund - 401	30,458.90	30,458.90	
Property Tax Adjustments - 516	8,498.88	8,498.88	
Tax Reversion 2018 - 629	1,508.00	1,508.00	
Fleet Management/Motor Pool - 661	196.77	196.77	
Self-Insurance Fund - 677	16,902.88	16,902.88	
Drain Fund - 801	67,444.25	67,444.25	
TOTAL AMOUNT OF CLAIMS	\$3,612,272.48	\$3,612,272.48	

January 24, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	287,929.71	287,929.71	
Friend of the Court - Cooperative Reimb - 215	221.84	221.84	
Health Department Fund - 221	9,859.72	9,859.72	
Solid Waste/Recycling - 226	3,718.63	3,718.63	
Register of Deeds Automation Fund - 256	85.88	85.88	
Indigent Defense Fund - 260	205,151.02	205,151.02	
Central Dispatch Fund - 261	151,056.25	151,056.25	
Concealed Pistol Licensing Fund - 263	231.68	231.68	
Local Corrections Officers Training Fund - 264	1,129.32	1,129.32	
Grants - 279	4,008.90	4,008.90	
Sheriffs Contracts - 287	3,708.83	3,708.83	
Transportation Fund - 288	292,565.35	292,565.35	
Child Care Fund - 292	3,314.98	3,314.98	
Senior Services Fund - 298	120,304.18	120,304.18	
American Rescue Plan Act - ARPA - 299	6,477.00	6,477.00	
Capital Improvement Fund - 401	562,208.34	562,208.34	
CIP Youth Home Building Fund - 492	167,370.00	167,370.00	
Property Tax Adjustments - 516	2,101.97	2,101.97	
Tax Reversion - 620	14,345.00	14,345.00	
Revolving Drain Maintenance Fund - 639	36.01	36.01	
Drain Fund - 801	202,064.15	202,064.15	
TOTAL AMOUNT OF CLAIMS	\$2,037,888.76	\$2,037,888.76	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for 1/17/25, 1/24/25, and interfund transfers.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

TRANSPORTATION—APPROVE FY2026 MDOT OPERATING AND CAPITAL ASSISTANCE APPLICATIONS

BE IT RESOLVED that the Allegan County Board of Commissioners hereby approves the request from Allegan County Transportation Services to approve the attached FY2026 Michigan Department of Transportation (MDOT) applications for operating and capital assistance

- Regular Service- State operating of \$765,952 and Federal Operating - Section 5311 \$450,715
- Job Access Reverse Commute of \$102,300
- Capital Section New Freedom-Mobility Management for \$62,500
- Capital Section Transit Vehicles/equipment for \$938,050; and

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

BE IT FINALLY RESOLVED that the County Administrator is authorized to make the necessary budget adjustments, and any necessary documents, and MDOT project authorizations to complete this action are authorized to be signed.

Allegan County Grants

Request for Action (RFA) Form - Application

Section I - General Information

Name of Grants	Grant Period / Term
Annual Capital JARC New Freedom	10/1/2024 to 9/30/2025
Source of Grant Funding - Agency Name	Federal, State, Local
Michigan Department of Transportation	Federal, State, Local
Submitted by and/or Program Manager	Service Area Requesting
Whitney Ehresman	Transportation
Brief summary of Grant program	<p>The MDOT Annual Application process is a crucial process for securing state and federal funding for transportation operating costs and capital requests.</p> <p>Annual Capital is part of ACT's 2026 annual application capital request to MDOT for replacement vehicles/equipment. JARC provides trips for employment related services. New Freedom provides wage/fringe full time for Senior Service staff to coordinate a volunteer driver program. Regular service provides operating funds to provide trips to customers, clients and consumers of organizations that contract with ACT for services.</p>

Section II - Application

Request Type	Renewal Grant	Work Order No.	247729
Specific Action Requested	BOC Resolution Needed	Request Date	1/8/2025
Request Submission Deadline (Date)	2/1/2025	Approval Date	
Grant request approved by BOC with Budget			
Signatures Needed	County administrator will need to sign certification form		
Funding Sources	Estimated amounts approved with Grant Renewal list	Application Amount	
Annual Capital - Federal Funding	\$ 1,532,440.00	\$	737,940.00
Annual Capital - State Funding	\$ 383,110.00	\$	200,110.00
JARC - Federal Funding	\$ 51,150.00	\$	51,150.00
JARC - State Funding	\$ 51,150.00	\$	51,150.00
New Freedom - Federal Funding	\$ 62,500.00	\$	62,500.00
New Freedom - State Funding	\$ -	\$	-
Regular Service - Federal Funding	\$ 408,076.02	\$	450,715.00
Regular Service - State Funding	\$ 828,517.98	\$	765,952.00
County Funding	\$ -	\$	-
TOTAL	\$ 3,316,944.00	\$	2,319,517.00

Notes or Additional Information

Grant requires a board resolution, County Administrator signature on the Contract Clauses Certification form, and a public notice.



ALLEGAN COUNTY REQUEST FOR ACTION FORM

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

Date: 1/7/2025

Request Type Grant
 Department Requesting Transportation
 Submitted By Whitney Ehresman
 Contact Information wehresman@allegancounty.org or call ext 2902

Name of Grant:
Annual Application for Funding - MDOT Year Ending 2026

Summary of Grant:
The MDOT Annual Application process is a crucial process for securing state and federal funding for transportation operating costs and capital requests.

Grant Submission Deadline Date Feb 1, 2025

- APPLICATION
- ACCEPTANCE

Amount (Not including local match) \$2,319,517

Source of Grant Funds (% of allocation) CAPITAL: 80% Federal/20% State. OPERATING: 18 percent Federal/30.5895 Percent State (based on eligible expenses)

Type of Match

- Cash
- Inkind

Amount / Description / Source of Match:

Local Operating Assistance (General Fund Transfer), Contracted services and passenger fares

Term of Grant October 1, 2025 - September 30, 2026 (Operating). Capital Requests may have longer grant term.

Does it involve personnel?

- No
- Yes

Does it involve ongoing Operational Activities (recoverable?)

- No
- Yes

	2024	2025	2026
Regular Service - State	\$ 774,614.00	\$ 841,999.00	\$ 765,952.00
Regular Service - Federal	\$ 398,539.00	\$ 376,086.00	\$ 450,715.00
Job Access Reverse Commute	\$ 102,300.00	\$ 102,300.00	\$ 102,300.00
New Freedom Mobility Management	\$ 62,500.00	\$ 62,500.00	\$ 62,500.00
Capital requests - STBG (STP)	\$ 250,000.00	\$ 282,000.00	\$ 40,800.00
Capital requests (Section 5339)	\$ 250,050.00	\$ 1,451,150.00	\$ 897,250.00
Total grant amounts	\$ 1,838,003.00	\$ 3,116,035.00	\$2,319,517.00
Capital total	\$ 562,550.00	\$ 1,795,650.00	\$1,000,550.00

**Allegan County Transportation
Capital Requests For FY 2026**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2026	STBG(STP)							
Requested:1	Equipment	Desc:Replace maintenance truck including attachments/snowplow Justn:Requesting funds to replace maintenance truck, which has reached its useable life benchmark. RTF approval 11/2022 for \$32,000 FY 2026 notes: Increasing expected cost to \$55K. Will use local funding for shortfall if additional funding source cannot be identified.	\$25,600	\$6,400	\$0	\$32,000	REPLACE	PRE-REQUESTED
Requested:1	Equipment	Desc:Office copier has reached end of useable life; needing to be replaced as part of the county's refresh cycle. Copier is used for fax transmissions (scheduling requests), copying, scanning and printing. Justn:Request to replace office copier Approved by Allegan RFT 10/2024 for FY 2026	\$7,040	\$1,760	\$0	\$8,800	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$32,640	\$8,160	\$0	\$40,800		
2026	SEC 5310-NF							
Requested:0	Mobility Mgt	Desc:These grant funds ensure our agency is able to prioritize mobility management activities. The objective is to improve outreach to vulnerable populations that would benefit from public transit to improve quality of life. This includes promoting the independence of older adults 60+, individuals with disabilities, and lower income individuals and families. Justn:Continuation of funding for Mobility Management Activities in Allegan County	\$50,000	\$12,500	\$0	\$62,500	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$50,000	\$12,500	\$0	\$62,500		
2026	SEC 5339 - Bus and Bus Facilities							

**Allegan County Transportation
Capital Requests For FY 2026**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
Eligible/Pending:1 Requested:1	Vehicle	Desc:12-Passenger Van w/ lift (Additional price options include vinyl decal lettering and tablet hardware) Justn:Requesting replacement of passenger van (local ID 50) which has reached its useable life benchmark	\$70,760	\$17,690	\$0	\$88,450	REPLACE	PRE-REQUESTED
Eligible/Pending:4 Requested:4	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Vinyl Decals / Tablet Hardware) Justn:Local Units 40, 41, 42, 43. All CDL-buses. Would like to purchase propane engine buses to improve air quality and reduce operating costs.	\$628,640	\$157,160	\$0	\$785,800	REPLACE	PRE-REQUESTED
Requested:0	Equipment	Desc:Requesting 5339 Funding or will explore additional funding options through the Small Urban (meets in 2026). Justn:Requesting additional funding to cover shortfall on Equipment- Truck. This was project approved by RTF in 11/2022.	\$18,400	\$4,600	\$0	\$23,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$717,800	\$179,450	\$0	\$897,250		
Sub Total By Request Year			\$800,440	\$200,110	\$0	\$1,000,550		

**Allegan County Transportation
Capital Requests For FY 2026**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2027	STBG(STP)							
Requested:0	Equipment	<p>Desc:This project request is to replace the six hand-held radios purchased on 9/25/2018. These handheld radio models are no longer supported by Motorola Solutions so Project Management at Allegan County would like to explore replacement options for FY 2027. The estimated cost includes the docking station.</p> <p>Justn:Replacement hand-held radios that are no longer supported by Motorola Solutions (OEM). Approved by RTF 10/2024</p>	\$13,760	\$3,440	\$0	\$17,200	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$13,760	\$3,440	\$0	\$17,200		
2027	SEC 5310-NF							
Requested:0	Mobility Mgt	<p>Desc:These grant funds ensure our agency is able to prioritize mobility management activities. The objective is to improve outreach to vulnerable populations that would benefit from public transit to improve quality of life. This includes promoting the independence of older adults 60+, individuals with disabilities, and lower income individuals and families.</p> <p>Justn:Continuation of funding for Mobility Management activities.</p>	\$50,000	\$12,500	\$0	\$62,500	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$50,000	\$12,500	\$0	\$62,500		
2027	SEC 5339 - Bus and Bus Facilities							
Eligible/Pending:2 Requested:2	Vehicle	<p>Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Vinyl Lettering / Hardware for Tablets)</p> <p>Justn:Replacement buses for units that meet replacement criteria; local units 44, 45 (both CDL) Would like to purchase propane engine units to improve air quality/emissions and reduce operating costs associated with refueling.</p>	\$314,320	\$78,580	\$0	\$392,900	REPLACE	PRE-REQUESTED

**Allegan County Transportation
Capital Requests For FY 2026**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
Sub Total By Program Type			\$314,320	\$78,580	\$0	\$392,900		
Sub Total By Request Year			\$378,080	\$94,520	\$0	\$472,600		

**Allegan County Transportation
Capital Requests For FY 2026**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2028 STBG(STP)								
Requested:0	Facility	Desc:Driveway and Parking Lot Resurfacing. Justn:Parking lot resurfacing and replacement of asphalt. Includes relocation of entrance sign and widening of paved entrance. STZBG (STP) approved 11/2022 Requested to move to 2028 at 10/2024 RTF meeting based on funding constraints, current condition of parking lot.	\$200,000	\$50,000	\$0	\$250,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$200,000	\$50,000	\$0	\$250,000		
2028 SEC 5310-NF								
Requested:0	Mobility Mgt	Desc:These grant funds ensure our agency is able to prioritize mobility management activities. The objective is to improve outreach to vulnerable populations that would benefit from public transit to improve quality of life. This includes promoting the independence of older adults 60+, individuals with disabilities, and lower income individuals and families. Justn:Continuation of funding for Mobility Management activities.	\$50,000	\$12,500	\$0	\$62,500	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$50,000	\$12,500	\$0	\$62,500		
2028 SEC 5339 - Bus and Bus Facilities								
Eligible/Pending:1 Requested:1	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Vinyl lettering / Tablet hardware) Justn:Request to replace buses that meet replacement criteria based on useable life benchmark, Local ID 46, 47, 48, 49. Three CDL units, one non-CDL. Desire to purchase propane-engine vehicles to improve air quality and reduce operating costs.	\$157,160	\$39,290	\$0	\$196,450	REPLACE	PRE-REQUESTED

**Allegan County Transportation
Capital Requests For FY 2026**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
Sub Total By Program Type			\$157,160	\$39,290	\$0	\$196,450		
Sub Total By Request Year			\$407,160	\$101,790	\$0	\$508,950		

**Allegan County Transportation
Capital Requests For FY 2026**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2029	STBG(STP)							
Requested:0	Facility	Desc:Funding will be used to replace the roofing shingles over the office-area at the Allegan County Transportation Facility. Project moved to 2029 based on the current condition of the roof, assessed October 2024. Justn:RTF approval 11/2022; replacement of shingled roof above office-area at Transportation facility. PM note: JN218308 Project moved to FY 2029 at RTF meeting 10/2024	\$28,800	\$7,200	\$0	\$36,000	REPLACE	PRE-REQUESTED
Requested:0	Equipment	Desc:This project request is to replace the communications equipment based on the useable life threshold set by MDOT and Project Management at Allegan County for capital equipment. The equipment was procured initially in 2018. The project cost is for 29 buses. Justn:Replacement radios initially procured in 2018 for 29 buses. Approved by RTF 10/2024	\$108,000	\$27,000	\$0	\$135,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$136,800	\$34,200	\$0	\$171,000		
2029	SEC 5310-NF							
Requested:0	Mobility Mgt	Desc:These grant funds ensure our agency is able to prioritize mobility management activities. The objective is to improve outreach to vulnerable populations that would benefit from public transit to improve quality of life. This includes promoting the independence of older adults 60+, individuals with disabilities, and lower income individuals and families. Justn:Continuation of Funding for Mobility Management activities.	\$50,000	\$12,500	\$0	\$62,500	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$50,000	\$12,500	\$0	\$62,500		
2029	SEC 5339 - Bus and Bus Facilities							

**Allegan County Transportation
Capital Requests For FY 2026**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
Eligible/Pending:5 Requested:5	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Vinyl decals / hardware for tablets) Justn:Replacement for buses that meet criteria; local units 54, 52, 55, 51 and 53. Desire to upgrade to Propane engine to improve emissions and air quality and reduce operating costs. Two non-CDL, Three CDL (same size wheelbase; different seating configuration)	\$785,800	\$196,450	\$0	\$982,250	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$785,800	\$196,450	\$0	\$982,250		
Sub Total By Request Year			\$972,600	\$243,150	\$0	\$1,215,750		
Grand Total			\$2,558,280	\$639,570	\$0	\$3,197,850		

Allegan County Transportation

**750 Airway Drive
Allegan, Michigan 49010**

(269) 686-4529

Nonurban County

Regular Service

Annual Budgeted

2026

Total Eligible Expenses: \$2,503,970

Comments:

- Trip requests have increased from 200/trips per day to upwards of 270. To accommodate uptick in requests, more drivers have been hired and more vehicles in service. Analytics show an average of 100 new passengers per month.**
- There will be an additional three vehicles on the road on Saturdays (when compared to FY 2024).**
- Hourly contractor rate for MTM Transit is increasing 7% from 2024 to 2026.**
- Cost of software is now factored into Operating expenses; previously a grant-funded expenditure (Service Initiatives - 2024-2026)**
- Wages and cost of benefits for all County personnel will increase (overall a 35 percent difference in wages from 2024 to 2026 and total cost of benefits are 43% higher)**

**Allegan County Transportation
Nonurban County
Regular Service
Annual Budgeted
2026**

Revenue Schedule Report

Code	Description	Amount
401 :	Farebox Revenue	
40100	Passenger Fares (- Accounts for increase in more \$5 trips (out of county rate))	\$130,489
407 :	NonTrans Revenues	
40720	Rental of Bldgs or Other Property (- Building lease to county)	\$36,011
40760	Gains from the Sale of Capital Assets (Explain in comment field) (- Sale of van, maint. truck once replacement received)	\$45,000
409 :	Local Revenue	
40910	Local Operating Assistance (General fund transfer - actual amount approved for allocation)	\$953,098
40950	Local Service Contract/Local Source (-Includes \$25,000 transfer from Commission on Aging)	\$184,016
411 :	State Formula and Contracts	
41101	State Operating Assistance (- 30,5895)	\$765,952
413 :	Federal Contracts	
41301	Section 5311 Operating (- 18 percent of eligible expenses)	\$450,715
41398	RTAP (-)	\$5,500
Total Revenues: \$2,570,781		

**Allegan County Transportation
Nonurban County
Regular Service
Annual Budgeted
2026**

Expense Schedule Report

Code	Description	Amount
501 :	Labor	
50101	Operators Salaries & Wages (- \$2/hr increase for drivers effective Jan 1 2025)	\$801,620
50102	Other Salaries & Wages (-)	\$408,047
50103	Dispatchers' Salaries & Wages (- Increased staffing based on expanded hours of service; \$2/increase Dispatcher wages effective Jan 1 2025)	\$237,342
502 :	Fringe Benefits	
50200	Fringe Benefits (- Cost of benefits for County personnel has increased)	\$310,402
503 :	Services	
50302	Advertising Fees (-)	\$12,528
50305	Audit Costs (- Based on 2023 CAP)	\$2,592
50399	Other Services (- Contracted snow removal, janitorial, MTM admin services)	\$93,923
504 :	Materials and Supplies	
50401	Fuel & Lubricants (-)	\$216,896
50402	Tires & Tubes (-)	\$5,567
50499	Other Materials & Supplies (- Building maintenance, supplies)	\$32,884
505 :	Utilities	
50500	Utilities (-)	\$52,992
506 :	Insurance	
50603	Liability Insurance (-)	\$116,852
50699	Other Insurance (-)	\$133,604
509 :	Misc Expenses	

**Allegan County Transportation
Nonurban County
Regular Service
Annual Budgeted
2026**

Expense Schedule Report

Code	Description	Amount
50902	Travel, Meetings & Training (-)	\$10,695
50903	Association Dues & Subscriptions (-)	\$3,072
50909	Loss on Disposal of Assets (Return of sale proceeds van/shop truck past \$10K (sold at separate times))	\$25,000
512 :	Operating Leases & Rentals	
51200	Operating Leases & Rentals (-)	\$106,765
550 :	Ineligible Expenses	
55009	Ineligible Percent of Association Dues (MPTA membership ineligible portion of dues)	\$300
560 :	Ineligible Expenses	
56004	Ineligible Expenses Associated w/Rentals (- Building lease to county; CAP in place)	\$36,011
574 :	Ineligible Expenses	
57402	Ineligible RTAP (-)	\$5,500
580 :	Ineligible Expenses	
58009	Ineligible Loss on Disposal of Assets (Return of sale proceeds van/shop truck eligible for replacement FY 2026)	\$25,000

Total Expenses: \$2,570,781

Total Ineligible Expenses: \$66,811

Total Eligible Expenses: \$2,503,970

**Allegan County Transportation
Nonurban County
Regular Service
Annual Budgeted
2026**

Non Financial Schedule Report		
Public Service		
Code	Description	Quantity DR
610	Vehicle Hours	34,711
611	Vehicle Miles	691,721
615	Unlinked Passenger Trips - Regular	22,310
616	Unlinked Passenger Trips - Elderly	10,339
617	Unlinked Passenger Trips - Persons w/Disabilities	13,059
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	8,706
622	Total Demand-Response Unlinked Passenger Trips	54,414
625	Days Operated	314

Total Passengers: 54,414

Vehicle Information

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

Total Vehicles: 26

Miscellaneous Information

Code	Description	Quantity DR
659	LPG (propane) or CNG (compressed natural gas) Gallons Equivalent Consumed	19,060
660	Diesel/Gasoline Gallons Consumed	782
661	Total Transit Agency Employees (Full-Time Equivalents)	35
662	Total Revenue Vehicle Operators (Full-Time Equivalents)	27
801	Property Damage Only (PDO) Accidents w/damage equal to or greater than \$1,000 but less than \$25,000	4

Allegan County Transportation

**750 Airway Drive
Allegan, Michigan 49010**

(269) 686-4529

Nonurban County

Job Access

Annual Budgeted

2026

Total Eligible Expenses: \$102,300

Comments: -

**Allegan County Transportation
 Nonurban County
 Job Access
 Annual Budgeted
 2026**

Revenue Schedule Report

Code	Description	Amount
401 :	Farebox Revenue	
40100	Passenger Fares (-)	\$3,153
411 :	State Formula and Contracts	
41199	Other MDOT/OPT Contracts and Reimbursements (Explain in comment field) (- 50% State JARC)	\$51,150
413 :	Federal Contracts	
41399	Other Federal Transit Contracts & Reimbursements (Explain in comment field) (- 50% Federal JARC)	\$51,150

Total Revenues: \$105,453

**Allegan County Transportation
Nonurban County
Job Access
Annual Budgeted
2026**

Expense Schedule Report

Code	Description	Amount
501 :	Labor	
50101	Operators Salaries & Wages (-)	\$33,277
50102	Other Salaries & Wages (-)	\$16,939
50103	Dispatchers' Salaries & Wages (-)	\$9,852
502 :	Fringe Benefits	
50200	Fringe Benefits (-)	\$12,885
503 :	Services	
50302	Advertising Fees (-)	\$520
50305	Audit Costs (- Cost Allocation Plan; based on 2023 CAP)	\$108
50399	Other Services (- Contracted snow removal, janitorial, MTM admin services)	\$3,899
504 :	Materials and Supplies	
50401	Fuel & Lubricants (-)	\$9,004
50402	Tires & Tubes (-)	\$231
50499	Other Materials & Supplies (- Building maint., supplies)	\$1,365
505 :	Utilities	
50500	Utilities (-)	\$2,200
506 :	Insurance	
50603	Liability Insurance (-)	\$4,851
50699	Other Insurance (-)	\$5,546
509 :	Misc Expenses	

**Allegan County Transportation
 Nonurban County
 Job Access
 Annual Budgeted
 2026**

Expense Schedule Report

Code	Description	Amount
50902	Travel, Meetings & Training (-)	\$216
50903	Association Dues & Subscriptions (-)	\$128
512 :	Operating Leases & Rentals	
51200	Operating Leases & Rentals (-)	\$4,432
550 :	Ineligible Expenses	
55000	Ineligible JARC and NF Fares (-)	\$3,153

Total Expenses: \$105,453

Total Ineligible Expenses: \$3,153

Total Eligible Expenses: \$102,300

**Allegan County Transportation
Nonurban County
Job Access
Annual Budgeted
2026**

Non Financial Schedule Report		
Public Service		
Code	Description	Quantity DR
610	Vehicle Hours	1,443
611	Vehicle Miles	28,369
615	Unlinked Passenger Trips - Regular	915
616	Unlinked Passenger Trips - Elderly	424
617	Unlinked Passenger Trips - Persons w/Disabilities	536
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	357
622	Total Demand-Response Unlinked Passenger Trips	2,232
625	Days Operated	25,903

Total Passengers: 2,232

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	2
656	Demand-Response Vehicle w/ Lifts	2
658	Total Transit Vehicles	2

Total Vehicles: 2

Miscellaneous Information

Code	Description	Quantity DR
659	LPG (propane) or CNG (compressed natural gas) Gallons Equivalent Consumed	781
660	Diesel/Gasoline Gallons Consumed	3,402
661	Total Transit Agency Employees (Full-Time Equivalents)	2
662	Total Revenue Vehicle Operators (Full-Time Equivalents)	2