

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, March 13, 2025 – 9 AM
County Services Building – Board Room
Virtual Connectivity Options Attached

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

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.

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

9 AM

CALL TO ORDER:

ROLL CALL:

OPENING PRAYER: Commissioner Gale Dugan

PLEDGE OF ALLEGIANCE:

PUBLIC HEARING:

COMMUNICATIONS: Attached

APPROVAL OF MINUTES: February 27, 2025

PUBLIC PARTICIPATION:

CHANGES TO THE AGENDA:

APPROVAL OF AGENDA:

PRESENTATIONS:

PROCLAMATIONS:

INFORMATIONAL SESSION:

Bob Genetski—County Clerk/Register of Deeds

ADMINISTRATIVE REPORTS:

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

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

CONSENT ITEMS:

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/7/25 & 3/14/25)

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

DISCUSSION ITEMS:

1. Board of Commissioners—accept Water Study Workgroup Final Report (249-557)
2. Medical Care Community Facility Project—Kimberly Turcott, Director (249-801)
3. Board of Commissioners—approve Materials Management Plan Work Program (249-741)
4. Board of Commissioners—adopt Materials Management Planning Committee Bylaws (249-984)

ACTION ITEMS:

1. None

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”

PLANNING ITEMS:

1. None
-

NOTICE OF APPOINTMENTS & ELECTIONS:

ELECTIONS:

1. Community Mental Health
 - a. Two General Representatives—term expires 3/31/25 [Application REC 2/27/25](#)
2. Economic Development Commission
 - a. Arts & Culture Representative—term expired 12/31/24

APPOINTMENTS:

1. Board of Public Works
 - a. One Representative—term expires 12/31/26 [Application REC 2/27/25](#)
2. Brownfield Redevelopment Authority
 - a. Two Representatives—terms expired 12/31/24
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 [Application REC 3/7/25](#)
6. Tourist Council
 - a. Two Representatives—terms expires 12/31/26
 - b. One Representative—term expires 12/31/25

PUBLIC PARTICIPATION:

FUTURE AGENDA ITEMS:

1. OPENING PRAYER: Commissioner Craig Van Beek
2. INFORMATIONAL SESSION: 57th District Court—Laurie Tange, Court Administrator
3. CONSENT: Motion to approve of claims paid and to incorporate into proceedings of the Board (3/21/25 & 3/28/25 & 4/4/25)

REQUEST FOR MILEAGE:

BOARDS AND COMMISSIONS REPORTS:

ROUND TABLE:

CLOSED SESSION:

ADJOURNMENT: Next Meeting – Thursday, April 3, 2025, 9 AM @ BOARD ROOM – COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX.



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 *

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1. Enter name and email

2. Click this box

4. Click when done.

3. Answer challenge question

STEP 3: This Window will appear when connected.



STEP 4: Adjust audio settings (if needed)

The image shows a Zoom meeting interface with the 'Settings' window open to the 'Audio' tab. A vertical black bar on the left side of the meeting window has a blue arrow labeled '1' pointing to it. A blue arrow labeled '2' points from the 'Audio' tab in the settings window to the meeting content. The meeting content includes a meeting ID (269-673-4514), contact information for Mark DeYoung (mdeyoung@allegancounty.org), and a list of consent items.

Settings - Audio

- Speaker: Test Speaker, Remote Audio
- Output Level: [Slider]
- Volume: [Slider]
- Microphone: Test Mic
- Input Level: [Slider]
- Volume: [Slider]
- Automatically adjust volume
- Use separate audio device to play ringtone simultaneously
- Automatically join audio by computer when joining a meeting
- Mute my microphone when joining a meeting
- Press and hold SPACE key to temporarily unmute yourself
- Sync buttons on headset

Meeting Content:

269-673-4514
mthiele@allegancounty.org

Economic Development — Greg King, Director
ADMINISTRATIVE REPORTS:

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

CONSENT ITEMS:

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

Audio Settings ^

Chat Raise Hand Q&A

STEP 5: Raise hand to be recognized to speak.

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

On bottom of screen.

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



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



STEP 6: To leave the meeting

The screenshot shows a Zoom meeting interface. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. In the top right corner, there is an "Enter Full Screen" button. The main content is a document viewer displaying a Microsoft Word document titled "BOC20200409_agenda [Compatibility Mode] - Word". The document header includes the "Allegan County Board of Commissioners" logo and contact information for County Services Building, including address, phone, fax, and website. Below the header, the document title is "BOARD OF COMMISSIONERS MEETING – AGENDA". The agenda items are listed by district: DISTRICT 1 (Dean Kasperge), DISTRICT 2 (Jim Storey), DISTRICT 3 (Max R. Thiele), and DISTRICT 4 (Mark DeYoung). The agenda items include "Virtual Meeting – Connectivity Instructions Attached", "1PM CALL TO ORDER: ROLL CALL: OPENING PRAYER: PLEDGE OF ALLEGIANCE: COMMUNICATIONS: Attached APPROVAL OF MINUTES: Attached", "PUBLIC PARTICIPATION: ADDITIONAL AGENDA ITEMS: APPROVAL OF AGENDA: PRESENTATIONS: PROCLAMATIONS: INFORMATIONAL SESSION: Attached ADMINISTRATIVE REPORTS:", and "CONSENT ITEMS:". The document footer shows "PAGE 1 OF 2 251 WORDS" and a zoom level of "100%". At the bottom of the Zoom window, the meeting control bar is visible, featuring "Audio Settings", "Chat", "Raise Hand", "Q&A", and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.

RESOLUTION

NO: 2025-02-023

LIVINGSTON COUNTY

DATE: February 24, 2025

Resolution to Support Local Control and Claim of Appeal Against Michigan Public Service Commission Order – Board of Commissioners

WHEREAS, the Livingston County Board of Commissioners supports state policies that maintain and advance local control; and

WHEREAS, the State of Michigan has adopted policies and introduced legislation that attempts to further reduce local control in key areas affecting unique interests in local communities; and

WHEREAS, in 2023, the State of Michigan adopted Public Act 233 of 2023 (“PA 233”); and

WHEREAS, only under limited circumstances, PA 233 confers powers and duties to the Public Service Commission (“PSC”) regarding the siting of utility-scale solar energy facilities, wind energy facilities, and energy storage facilities allowing developers to bypass local zoning authorities when proposing qualifying developments; and

WHEREAS, the PSC issued an order on October 10, 2024 (the “Order”) implementing the provisions of Public Act 233 of 2023 (“PA 233”); and

WHEREAS, the Order attempts to vastly expand the PSC’s limited and enumerated jurisdiction in PA 233 and is both unlawful and unreasonable; and

WHEREAS, the Order is unlawful and unreasonable because, among other reasons: (1) the PSC’s issuance of the Order violates the Administrative Procedures Act, MCL 24.201 *et seq.*, and (2) the Order unlawfully and unreasonably redefines key terms and concepts and creates processes and procedures that violate the Legislature’s express and unambiguous intent for local input in the regulation of energy facilities; and

WHEREAS, a coalition of Michigan Municipalities timely filed a claim of appeal from the Order on November 8, 2024; and

WHEREAS, the Livingston County Board of Commissioners supports the coalition of Michigan Municipalities in their efforts to protect local control in the regulation of energy facilities.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners resolves its unequivocal support of local control and the coalition of Michigan Municipalities that have filed an appeal from the Order.

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to Governor Gretchen Whitmer, Michigan State Senator Lana Theis, Michigan State Representatives Ann Bollin, Jason Woolford, Mike Mueller, and Jennifer Conlin, and the other 82 county board of commissioners in the State of Michigan.

	#	#	#
MOVED:	F. Sample		
SECONDED:	D. Helzerman		
CARRIED:	Yes (8): J. Drick, D. Helzerman, F. Sample, W. Nakagiri, R. Deaton, M. Paunovich, N. Fiani, and J. Gross; No (0): None; Absent (1): D. Domas		

ALLEGAN COUNTY BOARD OF COMMISSIONERS

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FEBRUARY 27, 2025 SESSION

JOURNAL 73

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FEBRUARY 27, 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 February 27, 2025 at 9:00 A.M. in accordance with the motion for adjournment of February 13, 2025, and rules of this board; Chair Dugan presiding.

The invocation was offered by District #3 Commissioner Lubbers.

Deputy Clerk Taylor 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

FEBRUARY 13, 2025 SESSION MINUTES – ADOPTED AS PRESENTED

2/ Moved by Commissioner Van Beek, seconded by Commissioner Beltman to approve the minutes for the February 13, 2025 session as distributed. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

PUBLIC PARTICIPATION – NO COMMENTS

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

AGENDA – ADOPTED AS PRESENTED

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

ADMINISTRATIVE UPDATE

5/ Administrator Sarro noted his written report was submitted to Commissioners. Highlights included a deer jumping through a window at the medical care building, all procedures were followed and no injuries were reported. Administration received positive messages from the public regarding senior/veteran and transportation services. An update was given on the Materials Management plan and the By-Laws.

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

6/ **WHEREAS**, Administration has compiled the following claims for 2/21/25 and 2/28/25; 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.

February 21, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	58,145.48	58,145.48	
Parks/Recreation Fund - 208	189.77	189.77	
Friend of the Court – Cooperative Reimb – 215	660.00	660.00	
Friend of the Court – Other – 216	630.00	630.00	
Health Department Fund – 221	4,902.59	4,902.59	
Animal Shelter – 254	1,890.19	1,890.19	
Indigent Defense Fund – 260	8,485.75	8,485.75	
Central Dispatch Fund – 261	37.78	37.78	
Local Corrections Officers Training Fund – 264	4,425.00	4,425.00	
Grants – 279	6,983.60	6,983.60	
Sheriffs Contracts – 287	2,341.67	2,341.67	
Transportation Fund – 288	168,990.28	168,990.28	
Child Care Fund – 292	4,771.24	4,771.24	
Senior Services Fund – 298	184,209.17	184,209.17	
Property Tax Adjustments – 516	28,100.38	28,100.38	
Tax Reversion 2018 – 629	306.00	306.00	
Fleet Management/Motor Pool – 661	345.00	345.00	
Self-Insurance Fund – 667	19,957.50	19,957.50	
Drain Fund – 801	33,434.70	33,434.70	
TOTAL AMOUNT OF CLAIMS	\$528,806.10	\$528,806.10	

February 28, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	135,359.86	135,359.86	
Parks/Recreation Fund - 208	235.96	235.96	
Friend of the Court – Cooperative Reimb – 215	1,163.10	1,163.10	
Health Department Fund – 221	126.84	126.84	
Solid Waste/Recycling	79,032.18	79,032.18	
Animal Shelter – 254	4,967.66	4,967.66	
Central Dispatch Fund – 261	92.70	92.70	

Grants – 279	2,280.29	2,280.29	
Sheriffs Contracts – 287	7,139.35	7,139.35	
Transportation Fund – 288	3,953.89	3,953.89	
Child Care Fund – 292	3,3114.40	3,3114.40	
Veterans Relief Fund – 293	1,916.11	1,916.11	
Senior Services Fund – 298	9,560.78	9,560.78	
American Rescue Plan Act – ARPA - 299	325.00	325.00	
CIP – Youth Home Building Fund – 492	1,238.40	1,238.40	
Property Tax Adjustments – 516	4,050.15	4,050.15	
Fleet Management/Motor Pool – 661	523.32	523.32	
TOTAL AMOUNT OF CLAIMS	\$285,079.99	\$285,079.99	

THEREFORE, BE IT RESOLVED that the Board of Commissioners adopts the report of claims for February 21, 2025 and February 28, 2025.

Moved by Commissioner DeYoung, seconded by Commissioner Beltman to adopt the report of claims for February 3, 2025 and February 10, 2025. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

ACTION ITEMS

7/ LEGISLATIVE ADVOCACY SERVICE CONTRACT EXTENSION

BE IT RESOLVED that the County Administrator is authorized to maintain legislative advocacy services for the County on behalf of the Board of Commissioners in a manner consistent with County Policy.

Moved by Commissioner Beltman, seconded by Commissioner Lubbers to approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

PLANNING ITEMS

8/ PUBLIC HEALTH QUARTERLY REPORT

Jacque Billet discussed the quarterly report with the board. Highlights included: update on ground water agreement with ODC Network; report on bird flu; the vision and hearing screening program with the schools.

ELECTIONS

9/ COMMUNITY MENTAL HEALTH

Chair Dugan opened nominations to fill the Family Representative partial 3-year term on the Community Mental Health board, term to expire 3/31/2027.

Commissioner Dugan nominated Alice Kelsey, 1632 10th Street, Martin, MI 49070

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

10/ COMMUNITY MENTAL HEALTH – COMMISSIONER REPRESENTATIVE

Chair Dugan opened nominations to fill the 3-year term on the Community Mental Health board term to expire 3/31/2028.

Commissioner Lubbers nominated Commissioner DeYoung.

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

APPOINTMENTS**11/ LOCAL EMERGENCY PLANNING COMMITTEE**

Chair Dugan announced the appointment of the following individual(s) to the Local Emergency Planning Committee, firefighter representative, to fill a 3-year term; term to expire 12/31/2028.

Nate Brink, 300 Monroe St, Allegan, MI 49010.

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

PUBLIC PARTICIPATION – NO COMMENTS

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

REQUEST FOR MILEAGE

13/ Commissioners Dugan and Lubbers requested mileage reimbursement for EOC drill on February 21, 2025.

Moved by Commissioner Beltman, seconded by Commissioner Van Beek to approve mileage reimbursement for EOC Drill. Motion carried by roll call vote. Yeas: 5 votes. Nay: 0 votes.

ADJOURNMENT UNTIL March 13, 2025 AT 9:00 A.M.

14/ Moved by Commissioner Lubbers, seconded by Commissioner Beltman to adjourn until March 13, 2025 at 9:00 A.M. The motion carried by voice vote and the meeting was adjourned at 10:07 A.M. Yeas: 5 votes. Nays: 0 votes.



Deputy Clerk

ANNUAL REPORT

For 2024

From BOB GENETSKI

**COUNTY CLERK AND REGISTER
OF DEEDS**

TO THE

**ALLEGAN COUNTY BOARD OF
COMMISSIONERS**

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COUNTY BOARDS OF COMMISSIONERS (EXCERPT)

Act 156 of 1851

46.11 Powers of county board of commissioners.

Sec. 11.

A county board of commissioners, at a lawfully held meeting, may do 1 or more of the following:...

(k) Require a county officer whose salary or compensation is paid by the county to make a report under oath to the county board of commissioners on any subject connected with the duties of that office

Michigan Constitution

Article VII - LOCAL GOVERNMENT

§ 5 Offices at county seat.

Sec. 5. The sheriff, county clerk, county treasurer and register of deeds shall hold their principal offices at the county seat.

OFFICE OF THE REGISTER OF DEEDS

State Statute

Revised Statutes of 1846 (EXCERPT) Of County Officers

REGISTER OF DEEDS

53.90 Register of deeds; office, location; fees and compensation.

Sec. 90. The register shall keep his office at the seat of justice for the county,

Documents Recorded

YEAR	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Mortgage Documents	4,785	6,041	4,973	4,664	5,727	7,339	7,883	5,268	3,625	3,819
Land Transfers	6,218	5,089	6,373	6,265	6,074	6,256	7,128	6,341	5,757	5,840

Year Total Documents Recorded

2024	19,302
2023	19,011
2022	24,019

Monies Collected in the Register of Deeds Office (in dollars)

Year	2019	2020	2021	2022	2023	2024
Real Estate Transfer Tax- State	4,594,170	5,886,885	7,302,414	7,417,146.25	6,014,928.75	\$6,600,446.25
Real Estate Transfer Tax- County	692,515	878,164	1,092,204	1,181,615.05	893,578.40	\$980,098.35
Recording Fees	500,813	618,094	677,957	529,568	416,851	\$425,862
State Remonumentation Fees	85,224	102,688	115,640	88,552	69,188	\$70,664
Copy Sales	90,762	99,509	122,343	98,111.20	81,129.90	\$87,192.90

The Automation Fund took in \$96,470 during 2024. The amount taken out of the Fund from the County for its Cost Allocation Plan was \$11,355.

Passports

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
318	354	281	353	349	129	263	392	565	376

OFFICE OF THE COUNTY CLERK

Revised Statutes of 1846 (EXCERPT)

COUNTY CLERK.

50.67 County clerk; office; compensation; fees.

Sec. 67.

(1) The county clerk shall keep his or her office at the seat of justice for the county,

VITAL RECORDS DIVISION:

Transactions in Vital Records

Year	Number of Transactions
2017	4,210
2018	4,356
2019	4,254
2020	5,129
2021	5,067
2022	4,686
2023	4,386
2024	4,860

Births Recorded in Allegan County

YEAR	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
BIRTHS	25	30	29	35	22	32	39	42	30	34

Marriage License Applications

YEAR	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
APPLICATIONS	773	821	815	850	775	669	797	731	750	805

Number of Honorable Discharge Papers Recorded by Military Veterans

YEAR	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Number Filed	4	1	44	24	16	6	28	19	15	8

In 2024, there were 914 deaths recorded, 235 Notaries conferred, 385 DBA's, and 2,479 CPL issued through the County Clerk's Office.

The Vital Records Division took in \$265,431 for the services provided in 2024.

ELECTIONS DIVISION:

The Elections Division ran 4 Elections in 2024 – the Presidential Primary in February, the May Special Election, the Federal and State Primary Election in August and the November General Election.

The Presidential Primary (February 27th)

In addition to the Primary for the Presidency for both major parties, the following had proposals on the ballot:

- City of Fennville Fire Safety Renewal and Increase
- Monterey Township Road Millage Proposal
- Glenn School Operating Millage
- Glenn School Proposal to Increase Number of Board Seats
- South Haven Schools Proposal

Turnout was 24.12% of registered voters or 23,879.

The May Special Election (May 7th)

The Special Election had 12 proposals on the ballot for schools and local governments. They were:

- Casco Township Ambulance Service Millage Renewal Proposal
- Casco Township Police Protection Renewal
- Casco Township Senior Services Millage Renewal
- Bloomington Public Schools Bond Proposal 1
- Bloomington Public Schools Bond Proposal 2
- Hamilton Community Schools Millage Renewal
- Hudsonville Public Schools Millage Renewals (2)
- Plainwell Community Schools Bond Proposal
- Thornapple Kellogg Schools Millage Proposal
- Wayland Union Schools Millage Proposal
- Zeeland Public Schools Millage Proposal

Of the registered voters in Allegan County in the above jurisdictions – 7,721 or 15.88% participated.

The Federal and State Primary Election (August 6th)

In addition to partisan primaries for the offices of U.S. Senate down the ballot to precinct delegate. In non-partisan races, voters advanced two of three candidates for Judge of the 48th Circuit Court to the November ballot. The following proposals were also on the ballot:

- Ransom District Library Millage
- Allegan Public Schools Operating Millage Renewal
- Bloomington Public Schools Operating Millage Renewal
- Fennville Public Schools Operating Millage Renewal
- Van Buren Intermediate School District Special Education Millage Renewal

Allegan County 911 Operating Surcharge Renewal
Allegan County Millage Proposal Road Resurfacing and Reconstruction
Township Proposals (23 of them)

Turnout for the August Primary was 30.29% or 27,559 of the County's registered voters.

The Presidential and State General Election (November 5th)

The General Election ballot allowed voters to cast ballots for the partisan offices of president all the way down to township park commissioner. In addition to the partisan offices, Justices of the State Supreme Court, and appeals courts were decided. Two 48th Circuit Court Judge races were decided as well a Probate Court Judge and a Judge for the 57th District Court.

School Boards seats were decided for the public school districts of: Allegan, Fennville, Hopkins, Martin, Otsego, Plainwell, Saugatuck, and Wayland.

Schools Districts of Plainwell, Fennville and Allegan had proposals on the ballot.

Numerous cities council seats were on the ballot.

The Villages of Hopkins & Martin both saw officers elected.

Allegan District Library elected board members.

Of Allegan County's registered electors, 71.35% or 72,435 cast a ballot in the November, 2024 General Election.

Circuit Court Records Division:

Overview of New Cases Filed with the 48th Circuit Court

Appeals: 35 Adoptions: 47* Criminal: 741 Civil: 209 Domestic: 581

Juvenile/Neglect: 539 Personal Protection Orders: 408 Misc Family: 0

Breakdown in Personal Protection Orders

Adult PPO's (Domestic): 263

Adult PPO's (Non-Domestic): 139

Juvenile PPO's: 6

Collection and Disbursement of Monies for the Court

The Circuit Court Records Division collected \$214,647.62 and paid out \$249,930.70 to victims of crimes in adult cases.

For Juvenile cases, the office collected \$28,211.56. Of that, deputy clerks mailed \$27,595.70 to crime victims.

*(9 were adult adoptions while 38 were minors)

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 3/7/25 and 3/14/25; 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.

March 7, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	281,261.08	281,261.08	
Parks/Recreation Fund - 208	701.91	701.91	
Friend of the Court - Cooperative Reimb - 215	2,778.97	2,778.97	
MCOLES CPE - 217	7,521.86	7,521.86	
Health Department Fund - 221	11,456.64	11,456.64	
Solid Waste/Recycling - 226	18,294.09	18,294.09	
Animal Shelter - 254	3,119.05	3,119.05	
Indigent Defense Fund - 260	43,231.79	43,231.79	
Central Dispatch Fund - 261	15,985.76	15,985.76	
Drug Law Enforcement Fund - SD - 265	16,606.00	16,606.00	
Justice Training Fund - 266	550.00	550.00	
Law Library Fund - 269	2,049.40	2,049.40	
Grants - 279	6,788.48	6,788.48	
Sheriffs Contracts - 287	693.51	693.51	
Transportation Fund - 288	4,560.30	4,560.30	
Child Care Fund - 292	33,729.25	33,729.25	
Veterans Relief Fund - 293	281.30	281.30	
Senior Services Fund - 298	15,210.19	15,210.19	
American Rescue Plan Act - ARPA - 299	322.21	322.21	
Capital Improvement Fund - 401	352,899.42	352,899.42	
Central Dispatch CIP - 496	6,983.61	6,983.61	
Property Tax Adjustments - 516	6,482.61	6,482.61	
Self-Insurance Fund - 667	479,702.26	479,702.26	
Drain Fund - 801	12,891.75	12,891.75	
TOTAL AMOUNT OF CLAIMS	\$1,324,101.44	\$1,324,101.44	

March 14, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	216,814.77	216,814.77	
Parks/Recreation Fund - 208	1,401.43	1,401.43	
Friend of the Court - Cooperative Reimb - 215	1,016.54	1,016.54	
Friend of the Court - Other - 216	1,220.00	1,220.00	
MCOLES CPE - 217	560.00	560.00	
Health Department Fund - 221	8,275.80	8,275.80	
Solid Waste/Recycling - 226	18,122.02	18,122.02	
Register of Deeds Automation Fund - 256	648.22	648.22	
Indigent Defense Fund - 260	901.10	901.10	
Central Dispatch Fund - 261	1,113.02	1,113.02	
Grants - 279	2,476.29	2,476.29	
Crime Victims Rights Grant - 280	22.80	22.80	
Sheriffs Contracts - 287	8,604.29	8,604.29	
Transportation Fund - 288	223,691.51	223,691.51	
Child Care Fund - 292	9,913.54	9,913.54	
Veterans Relief Fund - 293	1,940.41	1,940.41	
Senior Services Fund - 298	74,724.17	74,724.17	
American Rescue Plan Act - ARPA - 299	12,109.95	12,109.95	
Capital Improvement Fund - 401	5,066.11	5,066.11	
Revolving Drain Maintenance Fund - 639	23.92	23.92	
Drain Fund - 801	1,826.61	1,826.61	
TOTAL AMOUNT OF CLAIMS	\$590,472.50	\$590,472.50	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for 3/7/25, 3/14/25, 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

BOARD OF COMMISSIONERS - ACCEPT WATER STUDY WORKGROUP FINAL REPORT

WHEREAS, on June 10, 2021, the Allegan County Board of Commissioners (Board) established the Allegan County Water Study Workgroup (Workgroup); and

WHEREAS, the Workgroup finalized its recommendations to the Board of Consideration during its last meeting on February 19, 2025; and

WHEREAS, the County Administrator and Health Officer have reviewed the recommendations; and

WHEREAS, the Workgroup has completed its tasks; and

WHEREAS, the County Health Officer will continue to work with County Administration on recommendations and solicit input from the former members of the Workgroup to carry out the duties outlined within the report.

THEREFORE, BE IT RESOLVED, that the Board accepts the final report, as presented; and

BE IT FURTHER RESOLVED that the Board dissolves the Allegan County Water Study Workgroup effective immediately; and

BE IT FINALLY RESOLVED the Board expresses its gratitude to each member of the Workgroup for their dedication to this project.

Allegan County Ground Water Study Ad-Hoc Work Group



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Allegan, MI 49010
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Final Report

February 20, 2025

The Allegan County Water Study Ad-Hoc Work Group (WSW) was formed by the action of the Board of Commissioners in 2022 with the purpose of advising the Board on aspects of Allegan County's current and future state relative to water quality and quantity.

The charge given to the WSW is as follows.

Workgroup Tasks and Deliverables:

1. Review the final Allegan County Groundwater Study, conducted by Hydrosimulatics, INC. and submitted to the Board on March 25, 2021.
2. Provide regular updates to the Board and a final written summary of observations and recommendations of the workgroup, within one-year of the appointment of its members, relative to the study content (and any other aspects of Allegan County's current and future state relative to water quality, including recommendations for how the County (as a geographic area) should proceed with next steps (if any) and provide particular focus on Hydrosimulatics, INC. recommendation to pursue an interactive Decision Support System. All recommendations must be specific as to the management/oversight model, funding, root need/issue to be addressed and expected results of any next steps to be considered.
3. The Allegan County Health Department will participate in the discussions of the work group and will provide administrative support, guidance and expertise.
4. As an ad-hoc workgroup, the work of the group will be considered complete upon the delivery of item number 2 above.

The WSW consists of the following members:

Tom Kunetz, Chair and Community Representative
John “Ric” Curtis, Vice-chair and Community Representative
Dean Kapenga, Former Commissioner Representative
Brad Lubbers, Agriculture Representative
Chad Kraai, Well Driller Representative
Brian Talsma, Conservation District Representative
Doug Sweeris, Municipal Water Supply Representative
Elizabeth Binoniemi-Smith, Tribal Representative
Ruth Kline-Robach, Academic Representative
Jaclyn Hulst, Community Representative
Zach Curtis, Consultant Representative

Randy Rapp, Allegan County Health Department Staff Liaison

The WSW has completed our charge, and provided advice, offered support, and accomplished tasks above and beyond the initial outcomes envisioned by the Board. It is now time to sunset the WSW. This represents the final report and final action of the WSW.

As directed in our charge, the report is organized by our observations, root needs/issues, a corresponding recommendation, management/oversight model, funding, actions and outcomes, and recommended next steps.

We encourage the Board to follow through with the recommendations for which action has not yet been taken. We respectfully request the Board to continue keeping groundwater management at the forefront of its efforts to ensure the health and economic well-being of the citizens, tribal community, agriculture sector and businesses in the county.

Abbreviations used in this report

WSW: Water Study Workgroup

BOC: Board of Commissioners

LUG: Local Unit of Government

ARPA: American Rescue Plan Act

ACHD: Allegan County Health Department

EGLE: Michigan Department of Environment, Great Lakes, and Energy

LUST: Leaking underground storage tank

CAAC: Community Action of Allegan County

MGS: Michigan Geological Survey

MDHHS: Michigan Department of Health and Human Services

GAR: Groundwater Assessment Report

RIDE: Remediation Information Data Exchange

WHPP: Wellhead Protection Program (EGLE)

ODC: Outdoor Discovery Center

OBSERVATION 1: LOCAL WATER PROJECTS

Some municipal water systems in the County are in need of repair to provide quality drinking water to their customers. In addition, the quality of groundwater may be impaired by leaking municipal sewerage systems.

Root Need/Issue

Municipal water systems must be in good operating condition for the utility to meet its obligation of providing safe drinking water to its customers. Infrastructure projects reduce the risk of failing septic and sewer systems contaminating the groundwater.

Recommendation

Provide grants to municipalities in need of funding to repair underperforming water and sewerage systems.

Management/Oversight Model

The WSW established criteria in order to review the requests for funding to meet certain thresholds to demonstrate need, impact to groundwater, and define the scope of work.

Funding

Up to a combined total of \$2 million to be paid from County's share of ARPA funds. Municipalities must provide at least an equal cost share.

Actions and Outcomes

WSW reviewed ten requests from municipal systems, then made a recommendation to the BOC for funding five of the requests that met the established criteria. The BOC approved all recommendations for funding as follows:

City of Allegan	Water and Sewer	\$525,426.00
City of Otsego	Sewer	\$266,105.23
City of Otsego	Water	\$153,619.11
City of Plainwell	Water	\$395,333.00
Saugatuck Township	Water	\$350,000.00
Total		\$1,690,483.34

Recommendations for Next Steps

None

OBSERVATION 2: PHASE 2 STUDY

The report “Phase 1--Understanding the Big Picture,” prepared by Hydrosimulatics, INC and delivered March 22, 2021 provides an overview of the geologic and hydrogeologic conditions of Allegan County. The report recommended that the County proceed with “Phase 2--Screening Level Modeling, Risk Analysis, and Ranking” to further understand the potential risks that known sites of contamination pose to the quality of the groundwater supply.

Root Need/Issue

The office of Environment, Great Lakes and Energy (EGLE) has been collecting contamination data for decades. There are approximately 289 sites of environmental concern across Allegan County, according to the EGLE database. These are point sources where a pollutant was potentially or likely discharged into the groundwater, or on the ground surface and may have the potential to leach into the aquifer. Once in the aquifer, these pollutants may migrate to a private or public well.

A computer model can predict the probability that pollutants can reach the aquifer from the surface (aquifer vulnerability), the path that pollutants could take to migrate from the source once in the aquifer (migration pathway), the speed of migration of the plume, and identification of known public or private wells within or near the site or downstream migratory plume. Wells that are in the greatest risk for contamination in the near term or longer term can be identified. With this information, the appropriate authorities can take preemptive action to prevent contaminants from reaching wells or provide treatment for contaminated wells.

Recommendation

The County should proceed to contract with Hydrosimulatics, INC to prepare the report “Phase 2--Screening Level Modeling, Risk Analysis, and Ranking.”

Management/Oversight Model

Hydrosimulatics, INC. of Lansing, MI was retained to conduct the work. The project was managed by the Allegan County Health Department (ACHD) project manager, with oversight and input provided by the WSW.

Funding

\$127,000.00 paid from the County’s ARPA funds.

Actions and Outcomes

The BOC approved the contract with Hydrosimulatics, INC. The initial Phase 2 report was delivered March 14, 2023, then addended at the direction of the WSW to add 62 LUST sites to the evaluation, with the addended report delivered June 12, 2023.

The sites of groundwater concern investigated in the Phase 2 analysis included: 237 Sites of Environmental Contamination (Part 201) downloaded August 2022 from the RIDE Mapper web application maintained by EGLE; 46 historical or operational landfills or waste handlers (Part 105, Part 111) downloaded August 2022 from the Michigan Geographic Information System (GIS) data portal; five Per- and polyfluoroalkyl substances (PFAS) sites downloaded August 2022 from the EGLE's MPART PFAS Geographic Information System. Additionally, 68 "Open" (Active) leaking underground storage tank (LUST) sites from the Environmental Mapper application were included in the first analysis plus 62 sites added by addendum. Accounting for some duplication, the total number of unique sites analyzed for the study was 351.

Each site was subject to particle tracking simulation via the computer model. Predictions were made as to the path of the plume of contaminated groundwater in the 2, 10 and 20-year time frames. This information was then overlayed on a map of well locations across the County along with aquifer vulnerability. Each of the 351 sites was then evaluated and scored according to weighted criteria of potential risks based on proximity to: drinking water, non-drinking water (e.g. irrigation well), surface water, and aquifer vulnerability. Individual scores for each category were then totaled to determine urgency to the highest-ranked sites. The contaminant was not catalogued for each site. Therefore, human health impact was not included in the scope of this study.

The Phase 2 Report contained four recommendations for further action. The WSW recommended pursuing recommendation numbers 1 and 2 as follows:

- 1.) Proceed to add 62 LUST sites to the database and risk ranking. This was completed as noted above.
- 2.) Determine the nature of the contamination at the highest ranked sites. After determining the nature of contamination, establish the risk to human health based on toxicology and risk exposure analysis. This was completed and is provided in the Groundwater Assessment Report. See Observations 3 for details.

The Top 30 sites of concern are shown on a map in Appendix A. The Phase 2 report can be found at this site:

<https://www.Allegancounty.org/Connect/Projects/Water-Study>

then under "Resources" on the side bar.

A copy of the Phase 2 report was forwarded to the director of EGLE by the county administrator on November 8, 2023.

Recommendation for Next Steps

It is recommended that the County forward to the leaders of LUGs the Top 30 list, along with the downstream impact area maps to inform them of the risk of possible well contamination and encourage them to work directly with EGLE for site remediation.

OBSERVATION 3: GROUNDWATER ASSESSMENT REPORT

The Phase 1 and Phase 2 reports laid the groundwork for understanding the current state of conditions regarding the quantity and the quality of the groundwater in the County. However, these reports did not answer the essential questions: “Do we have enough water,” and “Is human health at risk?” The entities that have authority over these matters--the LUGs, EGLE and MDHHS--would benefit from a comprehensive, understandable report that provides them with the information they need to influence and guide the management and protection of this shared groundwater resource with respect to these two essential questions. The County is in a position to undertake the efforts to assemble this information and then connect LUG and state agencies to facilitate action.

Root Need/Issue

The Phase 1 report presented the state of the aquifers and geology of Allegan County. However, this review did not delve into the issue of water “quantity,” in particular, understanding the three essential questions related to water availability:

- 1) How much water reserves are in the aquifers?
- 2) What is the current demand for this water across all sectors (residential, agriculture, commercial)?
- 3) What is the predicted future demand for this water across all sectors?

The Phase 2 report identified wells at risk for receiving plumes from known sites of environmental concern, but the actual human health risk was not quantified since the pollutants in those plumes were not identified. What is needed is an evaluation of risks to groundwater from substances that exceed established drinking water standards related to human health, and aesthetic qualities, like taste, smell, or color. The containment, removal, or treatment of contaminants in groundwater is often difficult and costly. Once groundwater is polluted, remediation can take years, and millions of dollars, if at all possible. Characterizing groundwater contamination is necessary to identify the sites at risk so that mitigation or cleanup activities can be justified

Recommendation

The County should retain a consulting firm to develop a comprehensive Groundwater Assessment Report to be shared with LGUs, EGLE, MDHHS, and other stakeholders. The Groundwater Assessment Report should cover these issues:

- 1) A brief explanation of aquifers and groundwater movement.
- 2) Groundwater Protection Area delineation for the entire County
- 3) Water quality risks, and areas of concern
- 4) Groundwater demands and future use projections.

Management/Oversight Model

Williams & Works from Grand Rapids, Michigan was contracted to complete the project. Hydrosimulatics INC. was subcontracted to perform some of the technical work.

Funding

\$160,225.00 paid to Williams & Works for the Groundwater Assessment Report from the County's ARPA funds.

Actions and Outcomes

The BOC approved the contract with Williams & Works.

The Groundwater Assessment Report was delivered September 16, 2024, with the following results.

- a. Delineation of the County's Groundwater Protection Area ("ground-watershed"), including areas outside of the County where groundwater flows toward Allegan.
- b. Determination of the nature of contamination (documentation review and site history inventory) for 351 sites of groundwater concern (point sources of potential pollution) based on information from the State of Michigan EGLE RIDE system.
- c. Establishment of the risk to human health based on toxicology and risk exposure analysis.
- d. Updated site risk rankings, combining Phase 2 hydrogeologic risk analysis with exposure risk rankings.
- e. Documented in detail the site history/status of the Top 30 sites of groundwater concern (in one centralized document).
- f. Mapping of non-point source pollution metrics (using WaterCHEM water quality data collected from water wells).
- g. Creation of a Composite risk map (combining point source risk, non-point source risk, and CDC social vulnerability index).
- h. Calculation of current and future groundwater demand (up to year 2050) based on Wellogic water well database and typical water use rates (by sectors).

The County and its contracted consultant convened leaders from local government and other stakeholders for two Allegan County Groundwater Workshops in which the GAR was presented. The GAR was used as the foundation for educating the local leaders and to stimulate discussions. See Observation 8.

The Groundwater Assessment Report can be found online at this site:

<https://www.Allegancounty.org/Connect/Projects/Water-Study>

then under “Resources” on the sidebar.

A list of data sources presented in the Allegan County Groundwater studies is provided in Appendix C.

Recommended Next Steps

It is recommended that the GAR be updated every 5 to 10 years, focusing on:

- a) Updating current and future groundwater demand in comparison with predicted demands and groundwater reserves, as measured by the monitoring well network,
- b) Adding or removing sites of concern of groundwater contamination,
- c) Updating the list of Top 30 sites of groundwater concern.

OBSERVATION 4: GROUNDWATER TABLE MONITORING

Based on the results of the Groundwater Assessment Report, cumulative groundwater overuse does not appear to be an imminent threat in Allegan County. However, some areas are projected to grow faster in population and therefore experience limited groundwater resources, warranting long-term monitoring and planning.

Root Needs/Issue

Understanding how much groundwater is available in the aquifer is essential in order for the LUGs to be able to make decisions with respect to meeting water demand for residents, businesses, and agriculture. However, as aquifers are beneath the surface of the earth, and therefore invisible to direct observation, it is not possible to know at any given moment how much water is available, or if the reserves are being depleted or recharged. The state of the groundwater reserves can be approximated by observing the water table in numerous points, i.e. monitoring wells, across the two aquifers.

Recommendation

Create a network of groundwater level monitoring wells in geologically strategic locations across the county so that the volume of water stored in the two aquifers can be observed over time, to inform management strategies.

Management/Oversight Model

The Michigan Geological Survey (MGS) approached the WSW with the suggestion to partner on the monitoring well program. MGS plans to take soil borings at sites throughout the County. Normally, after the soil samples are taken, the bore hole is backfilled with soil. However, rather than be backfilled, well equipment can be installed, and the hole turned into a monitoring well. In this approach, there is a cost savings to the County from not having to bore the hole. There is a further benefit to the County in that MGS will manage the contract with the well driller, install the well equipment, water level sensors, dataloggers, and telemetry. Allegan County will then reimburse MGS for the cost of all the monitoring well equipment. This relieves the County of the need to administer its own contract to install the monitoring wells.

Funding

\$100,000 has been established as the not-to-exceed amount in the contract with MGS to be paid from the County's ARPA funds.

Actions and Outcomes

The WSW identified hydrologically strategic locations throughout the county where monitoring wells should be located. WSW members then performed local reconnaissance of the target areas to identify potential specific sites for locating the monitoring wells in spots where they are accessible, yet out of harm's way, and preferably on public land. ACHD staff used this information to meet with local leaders to site the monitoring wells on public land and execute an agreement with the municipality. ACHD then worked in partnership with the MGS to install the monitoring wells, water level sensors, dataloggers and telemetry. To date, 15 groundwater level monitoring wells have been installed in the network, and three more are planned in 2025 for a total of 18 monitoring wells. The water sensors, dataloggers, and telemetry has not yet been installed, but this work is scheduled for 2025. Appendix B shows the location of each of these wells.

This groundwater table monitoring well network will act in somewhat the same way that a gas gauge in a car measures the amount of fuel in the tank. Monitoring the collective data in these wells over the long term will enable the County to "sound the alarm" if the volume of water in the aquifers dips below a secure level, so that proactive actions can be taken before a crisis exists.

Recommended Next Steps

- a) ACHD should continue to coordinate with MGS to ensure the installation of the final three monitoring wells, as well as the protective bollards, water level sensors, data loggers, and telemetry for all 18 wells.
- b) ACHD should work with EGLE to get the data from the monitoring wells incorporated into the National Groundwater Monitoring Well Network.

- c) ACHD should review the data collected over a 3-year period and, working with a hydrogeologist, use this information to identify temporal water trends to establish a “low-level warning” point for each well.
- d) After the “low level warning points” are set, ACHD should assign a staff person to review the water level data and compare it to the “low-level warning points” on at least a semi-annual basis and report the results to the Health Officer. Should the data indicate a cause for concern, the Health Officer will forward the information to the LUGs to develop a coordinated effort for action.

OBSERVATION 5: PRIVATE WELL ASSISTANCE

The county authorized ARPA funds to be granted to municipal water systems for the purpose of upgrading water infrastructure. However, many citizens of Allegan County receive their water from on-site, private, residential wells. These residents will not benefit from the grants issued to the municipal water systems. There are pockets of low-income residents who are not connected to a municipal water supply system and who have well systems that are inadequate or failing. These residents could benefit from a share of the ARPA funds.

Root Need/Issue

The ACHD’s 2022-2025 Community Health Improvement Plan (CHIP), under the category of “Housing,” establishes a specific strategy aimed to “Expand access to quality water (private and municipal supply.)” Based on a survey of area well drillers, roughly 10 to 20 percent of their customers in the County have well equipment that is broken or past its useful life, and roughly 3 percent have wells that do not produce enough water to meet daily needs. Furthermore, the survey revealed that 10 to 20 percent of their customers are considered “low income” and do not have the financial resources to pay for repair or replacement.

The WSW determined that failing septic systems are related to water quality issues, in that sewage leaching from a broken septic system can contaminate the on-site well water with pathogenic bacteria. Repairing or replacing the well equipment, without addressing a failing septic system, does not fully meet the CHIP strategy for access to quality water. Therefore, it is necessary to recognize that insuring a properly functioning septic system is part and parcel to a residential well improvement plan.

Recommendation

The County should develop a grant program for low-income private well owners to provide financial assistance for the upgrade or replacement of wells and septic systems in disrepair or that are underperforming.

Management/Oversight Model

Community Action of Allegan County (CAAC) will administer the Well and Septic Repair Program on behalf of the County.

Funding

Approximately \$700,000, to be paid from the County's ARPA funds.

Actions and Outcomes

A contract was executed on December 19, 2024 between the County and CAAC to administer the Well and Septic Repair Program on behalf of the County. CAAC partnered with the Water Trust, a national non-profit organization that is experienced in providing grants for water well assistance to low income residents, for guidance in administering the program. The recommended grant program provides sufficient funds to applicants to completely cover the costs for repair or replacement of equipment for nearly all situations for the lowest income tier, and sufficient seed money to augment the homeowner's out-of-pocket costs for the next income tier. The goal is for 100% of the property owners in the two lowest income tiers to have properly functioning wells and septic systems by the end of year 2026. The program details are available at:

<https://communityactionallegan.org/our-services/utility-assistance/>

The program will run through December 31, 2026.

Recommended Next Steps

- a) Allegan County should monitor the progress of the program quarterly to learn how successful the program is in reaching the residents in need, and if necessary, expand outreach efforts through CAAC.
- b) Allegan County should monitor the progress of the program quarterly to learn if the benefits are successfully serving the needs of the grantees, and if not, work with CAAC to adjust the benefits accordingly.
- c) If the ARPA funding runs out and there are still applicants, the County, in concert with other stakeholders (LUGs, CAAC, Allegan County Community Foundation, etc.) should evaluate the remaining needs, and explore other options to continue the program until 100% of eligible applicants have been served.

OBSERVATION 6: PUBLIC EDUCATION AND OUTREACH

A common theme throughout the multi-year planning process has been the importance of implementing a comprehensive education and outreach strategy for Allegan County residents. Giving citizens a basic understanding of groundwater and how it is managed will provide the foundation necessary for local, county and state agencies to successfully manage groundwater resources. Educating the community about the origins and significance of their drinking water fosters an awareness of how individual actions and local policies impact water quantity and quality. Furthermore, public education initiatives serve as relationship-building opportunities among various agencies and the community, ensuring a collaborative approach to safeguarding water resources.

Root Need/Issue

Educating the public about groundwater was the most frequently mentioned need for communities in the planning Workshop #2 with LUGs. Workshop participants acknowledged that education is a focus for many agencies, and it serves as a relationship-building opportunity. Groundwater education takes time and must be ongoing. By inspiring behavioral changes through a well-crafted education and outreach strategy, residents can actively participate in protecting groundwater, thereby ensuring a sustainable water supply for future generations.

Recommendation

The Work Group recommends the development of an intentional education and outreach strategy that has a call to action and inspires behavioral changes that protect groundwater.

The strategy should include:

- Education aimed at Allegan County residents about where the county's drinking water comes from, and why it is important to protect both water quantity and water quality
- Ways in which residents can help protect water resources
- A K-12 groundwater education program

Management/Oversight Model

The education strategy is multi-pronged. The public education and outreach activities will be performed by ACHD staff members. Education of school-age (K-12) children will be done through a contract with the Outdoor Discovery Center (ODC), with input from a Groundwater Education Steering Committee that includes representatives of the ACHD and the WSW.

Funding

\$50,000 to ODC from the County's ARPA funds.

\$8,000 for in-house services from the County's ARPA funds.

Actions and Outcomes

ACHD staff will develop a variety of outreach and educational materials for county residents. These include:

- 1.) An accessible website with background information and links to local and state resources for citizens. Topics to be addressed on the website will include:
 - Groundwater basics, including aquifers, groundwater flow, connection between groundwater and surface water
 - County-specific maps depicting the aquifers, locations of wells and other site-specific information such as groundwater levels derived from the monitoring wells program.
 - Risks to groundwater and the relationship between land use activities and groundwater quantity and quality
 - Ways in which residents can help protect groundwater and surface water, including well and septic system maintenance, stormwater management, and properly sealing abandoned wells.
 - Water testing information.
- 2.) A brochure outlining the information listed above for distribution at events and meetings.
- 3.) Informational posts for use on the County and Health Department websites and social media.
- 4.) Brief articles about the County's groundwater and groundwater protection strategies for inclusion in local news sources and to post to the County websites.

On December 19, 2024, the County executed a contract with ODC to develop a groundwater education program for use in local schools/education centers that will help children understand the importance of groundwater to their health and wellbeing. ODC will develop resources, purchase materials and provide professional development and field experiences for K-12 teachers. Tasks will include the following:

- Establish and facilitate a groundwater education steering team consisting of representatives from ODC, ACHD, the WSW, and schoolteachers. This input will help guide the development of an extension curriculum to ensure that it meets the needs of all stakeholders.
- Create four grade-span extensions that connect students, families, and educators to groundwater and its ancillary topics specific to Allegan County. The grade spans will include K-2, 3-4, 5-8, and 9-12.
- Purchase at least one physical model that demonstrates the mechanisms of groundwater.
- Design signage to be erected at the ODC main campus that illustrates groundwater in Allegan County and the importance of groundwater to our everyday lives.

- Arrange for professional development for twenty teachers and trainers. This task includes a per-teacher stipend to assist in covering the costs to attend professional development.

The tasks are to be completed by December 31, 2026.

Recommended Next Steps

The ACHD should review the results of the reports submitted by ODC to determine how effective this program was in reaching the intended audience, and to determine if the professional development and outreach components should be renewed for another term.

OBSERVATION 7: PARTNERING

Jurisdiction over groundwater quality and withdrawal does not lie with any one government entity; rather, it resides in pieces across different entities. Allegan County has its Water and Sewer Regulations that govern the installation of wells and septic systems. The ACHD inspects new private wells to ensure that they meet local, County and state codes, but does not provide oversight after the initial inspection. The ACHD permits and regulates Type II or non-community water supplies under County and EGLE regulations. These are wells for schools, office buildings restaurants, etc. These permitted water supplies are required to submit results of samples on a regular basis to the ACHD for review and compliance with the County Water and Sewage Regulations. Local units of government may have the authority to regulate wells beyond the County's regulations, should they choose to exercise it. Larger municipal wells or Type I water supplies are permitted by EGLE. These are wells for mobile home parks, cities, villages, etc. EGLE requires the submission of a water withdrawal assessment for large withdrawals over 70 gallons per minute and irrigation wells.

EGLE has the legal authority to cite polluters who cause contamination of the groundwater, and force clean-up or mitigation measures. EGLE and MDHHS works with local authorities and the local health departments to help educate, monitor and mitigate the effects of the contamination on the affected population. No entity has control over natural causes of groundwater contamination.

Root Need/Issue

It is evident that in order to provide some form of stewardship of the groundwater supply so that it remains viable and safe for all the users (residential, agriculture, commercial, tribal) of this common resource, cooperation must exist between the various government and tribal entities. The County government seems to be best positioned to serve the role of facilitator or "point-person" between the various local and state government agencies on behalf of all the users of the shared aquifers.

By maintaining channels of communication with neighboring counties, LUGs, EGLE and MDHHS, the County can bring the concerns of groundwater contamination to the forefront with the agencies that have the legal authority, the expertise, and the resources to take action.

By serving as a convener, the County can bring together the leaders of the LUGs to educate them on the state of the groundwater situation: how it impacts them, what are the greatest concerns in the County, and how actions in one municipality affect the people in adjacent municipalities. In return, the County can learn from the LUGs their own concerns, priorities, and needs. Moreover, a convening brings the leaders together to talk to each other.

Recommendation

The County government should adopt a perspective recognizing its unique position to serve the role as a convener and a facilitator in order to communicate, educate, and partner with all involved government entities regarding the protection and management of the groundwater resources in Allegan County.

Management/Oversight Model

Adopting a perspective as convener and partner must start with the BOC, then be realized by the County Administrator, Health Officer, and ACHD staff by looking for opportunities to engage LUG leadership, keep state agencies well-informed of activities in the county, and educate state legislators.

Funding

County Administration will have to determine staff capacity and if external funding is needed.

Actions and Outcomes

- a.) On July 28, 2023, the WSW and ACHD representatives made a presentation to key staff members of EGLE, including representatives of the Remediation and Redevelopment Division, and Drinking Water and Environmental Health Division. EGLE offered use of their RIDE database for researching known contaminants at the sites of concern. WSW stressed the importance of EGLE stepping up to tackle remediation at the sites of highest risk from contamination. EGLE responded in short that they have many sites across the state to manage, there is little funding available, and little regulatory ability to hold polluters accountable for more than mitigation of pollutants in the groundwater. They recommended Allegan County talk to their state representatives for funding.
- b.) On January 8, 2024, WSW and ACHD representatives made a presentation to key staff of MDHHS. MDHHS offered to provide information that may be helpful with a private well assistance program (See Observation 5.) MDHHS requested a copy of the Phase 2 report, which may be of assistance to them. ACHD requested that MDHHS inform ACHD when an entity files for a large groundwater withdrawal permit. Currently, ACHD only finds out about it after the permit is issued, and by then it is too late to take action if it would be necessary.

- c.) WSW and ACHD representatives attended the 2024 Annual Michigan Association of Local Environmental Health Administrators conference, and the 2025 Michigan Environmental Health Association's Annual Education Conference, where they gave a presentation on the activities of the WSW including the Phase 1 and Phase 2 studies, and the Groundwater Assessment Report.
- d.) The County convened two workshops with leaders of LUGs, and representatives of EGLE, MDHHS, and Ottawa County. See Observation 8.

Recommended Next Steps

- a.) The County should make funding for groundwater contamination cleanup an agenda item at meetings with state legislators.
- b.) The ACHD meets with representatives of LUGs annually as part of the ACHD Strategic Plan to discuss services of the ACHD. The ACHD should add to the agenda for these meetings results of the public education efforts, a report on information gathered from the monitoring well network, and a discussion of steps the LUG can take to protect groundwater.
- c.) The County should continue to encourage County staff members to make presentations about the work the WSW has done at conferences across the state. By sharing the efforts taken by the County with others, it may encourage other counties to take up the charge of groundwater protection, thus helping put pressure on the State to take a stronger reaction to groundwater contamination cleanup and holding responsible parties accountable.

OBSERVATION 8: WORKSHOPS

As stated in the Recommended Next Steps for Observation 7: Partnering, the WSW recognizes that the County can play an important role as a convener to educate and facilitate discussion with LUGs regarding the protection and management of the groundwater resources in Allegan County.

Root Need/Issue

Authority over groundwater withdrawals resides locally, and not at the County level. Both municipal water departments and private wells are drawing from the same aquifer. Therefore, whether a LUG has a municipal water supplier, only private wells, or both, it is important for the municipal leaders to recognize that the municipality has a responsibility to take a role in protecting this resource for the collective public good. Therefore, it is vital that

the issue of “water supply” is added to a municipality’s area of concerns along with the traditional services such as roads, sanitation, zoning, and the like.

Recommendation

The County should convene two workshops with leadership of LUGs. Workshop #1 will serve to first educate the leaders on the state of the groundwater supply and then collect feedback on issues that are of highest concern. Workshop #2 will serve to educate the leaders on different types of oversight models, foster conversation between leaders, and collect feedback on strategies that are of greatest interest to the leaders.

Management/Oversight Model

The workshops were organized by a team consisting of representatives from ACHD, WSW, and Williams & Works consulting firm. Williams & Works prepared presentations and handouts; handled invitations and registration; facilitated the workshops; and prepared outcome reports.

Funding

\$34,525 to be paid from the County’s ARPA funds.

Actions and Outcomes

- a) Workshop #1 was held on April 23, 2024 at the Trestle Stop in Hamilton. It was attended by representatives from 27 different municipalities, County staff, Commissioners, WSW members, and a representative from EGLE. Presentations were made on the following topics: The ABCs of Groundwater, Areas of Concern and Water Quality Risk, and Groundwater Use and Future Demand. Following these educational presentations, attendees had a chance to ask questions of the experts, followed by small group breakout sessions to gather feedback from attendees on their concerns and suggestions.

The feedback from Workshop #1 was synthesized in a report from Williams & Works. This report was used by WSW and Williams & Works to set the agenda for Workshop #2.

- b) Workshop #2 was held on October 29, 2024 at the Trestle Stop in Hamilton. It was attended by representatives from 16 different municipalities, County staff, Commissioners, WSW members, EGLE, MDHHS and Ottawa County. Williams & Works made a presentation on case studies of different governance models of groundwater management and protection. Breakout groups then met to discuss and prioritize a list of potential strategies that could be pursued.

Attendees were asked to rank their preference for moving forward with some form of a groundwater management strategy. The choices were presented as a spectrum of approaches, from “Groundwater management is a completely local issue” on the one extreme (low end), to “Allegan County government should take full control of groundwater management” on the other extreme (high end). The responses fell towards

the high end, although not at the extreme of complete County control. The responses from the LUG leaders can be summarized as follows:

“We recognize groundwater management and protection to be an important issue for our municipality. We do not have the resources, nor the expertise to take on this work on our own. Therefore, we need the County government to take a large role in educating, communicating information, working with state agencies, and providing expertise to LUGs. However, we want to maintain the authority and control over water resources within our municipality.”

There was a mixture of responses on the suggestion to create some form of county-wide groundwater governance or oversight body, with several attendees being in favor of such, and others not. The overall concern was that of lack of financial resources to support such a body, and lack of time for leaders to devote to such a body.

Recommended Next Steps

Attendees at Workshop #2 scored specific strategies based on highest importance to their municipality. These recommendations have been evaluated by WSW for perceived value, but have not been vetted for cost, funding source, impact on County resources, etc. The WSW provides below a list of actions for the County’s further evaluation and consideration.

Note: The recommendations are listed in no particular order of importance.

- 1) Host periodic (annual) educational events, such as workshops and webinars for municipal leaders to grow their knowledge of groundwater related issues, connect with each other, and become updated on Allegan County-specific information. Provide support for local government units to help navigate processes with state and federal officials regarding groundwater contamination identification, mitigation, funding sources, and accountability claims. Existing programs and presentations provided by agencies like MSU Extension, the Allegan Conservation District, EGLE and the Michigan Water Stewardship Program, are good resources to tap into.
- 2) Organize a groundwater Technical Advisory Committee or alternatively, have on-call a less formalized group of advisors with expertise in areas such as groundwater, water supply and public health, hydrogeology, and agriculture to provide expertise and act as a sounding board to County staff.
- 3) Make an outreach effort to all Type I water system owners in the County—including mobile home parks and campgrounds—encouraging them to develop a Wellhead Protection Plan in accordance with EGLE criteria, if they do not already have one. Partner with EGLE on this effort. The County would only be involved in the outreach; assistance with development and approval of the plan would be EGLE’s responsibility.

- 4) Maintain a web-based centralized repository of all data and information collected as part of the WSW's efforts and inform LUG leaders how to access and use this repository. A summary of this data is provided in Appendix C.
- 5) Consider requiring well and septic inspections and well water testing when a property is sold or transferred. The WSW recognizes this is a complex and contentious issue for several reasons. Nevertheless, the WSW strongly encourages the County to at least hold exploratory conversations with the LUGs on this topic. The best way to manage the groundwater resource—and by extension, public health—is through data and information. The metadata collected from many sources across the County will provide future decision makers with information that will be helpful in directing management efforts.
- 6) Reinstate the County facilitating water testing.
- 7) Offer an online and printed “Homeowner Tool Kit” as an easy-to-follow guide to help individuals more sustainably use and protect local water sources and maintain septic systems. Related to Recommendation 6, this tool kit should include information for homeowners on what to do if a water sample analysis detects contamination. There are existing programs that can be utilized without having to create this tool kit from scratch.

OBSERVATION 9: DECISION SUPPORT SYSTEM TOOL EVALUATION

The report “Phase 1--Understanding the Big Picture,” prepared by Hydrosimulatics, INC and delivered March 22, 2021 made a recommendation that the County should pursue hiring a consultant to create an interactive Decision Support System (DSS) tool to assist the County in managing the quality and quantity of the groundwater reserves. Task 2 of the charge to the WSW specifically requires the WSW to provide a recommendation as to whether the County should purchase the DSS tool.

The DSS tool is a digital platform that would, in brief:

- Provide a 3D visualization of the complex geology of the subsurface
- Map groundwater level distributions, flow directions and patterns in the aquifers
- Assess vulnerability of a proposed development to insufficient water supply by mapping / analyzing sustainable yield
- Map contributing source water areas (capture zones), which is critical for holistic management of aquifer protection, wellhead protection and ecosystem protection
- Map contamination sites, nonpoint source contamination, environmental receptors and potential impact areas of emerging contaminants
- Map aquifer recharge areas and discharge areas to assess aquifer vulnerability to surface contamination or saline upwelling, respectively

- Design monitoring well networks for sampling water quantity and quality
- Create 2D and 3D integrated overlays of raw, derived, and simulated data layers

Root Need/Issue

The DSS tool could be valuable to the County to observe the health of the aquifers over time. It could be valuable to LUGs to predict the impact of a proposed housing development or large water demand industry in their jurisdictions on the groundwater reserves before construction is started to understand if these activities would stress the groundwater reserves and impact existing water supply. It could be valuable to assist EGLE and other agencies in responding to spills and identified contaminated groundwater spots to predict risk to public health and evaluate remediation options.

Expected Outcome

If the interactive DSS platform were to be procured, someone would have to be trained to know how to effectively use the tool. The data would have to be updated to reflect changing conditions. The question arises as to where this responsibility for owning and operating the DSS would lie: with the County, who views the county holistically, or the LUGs, who retain authority over water regulations in their jurisdictions?

Management/Oversight Model

Several options for management of the tool exist, including:

- County own, operate, and maintain
- LUGs own, operate, and maintain
- County owns and maintains, LUGs operate

Funding

If procured, the DSS tool would cost approximately \$500,000. Additional funding would be needed for operation and maintenance.

Recommendation

The WSW put a lot of consideration into this question, including analyzing input from the ACHD, Hydrosimulatics, INC and leaders of LUGs. ACHD noted that they do not have the human resources to take on this responsibility and furthermore, since the County does not have authority over water withdrawals, this tool would best be placed in the hands of the LUGs. The consensus from the LUG leadership was that such a tool seemed very useful, but they do not have the financial resources to pay for the tool, nor the human resources to operate the tool, and therefore it would best reside with the County. The DSS tool could be valuable to a county planning division, or an LUG inter-municipal planning entity. However, these oversight groups do not exist.

Therefore, the WSW recommends that the County does not pursue procurement of the integrated Decision Support System at this time.

Acknowledgements

The Work Group would like to acknowledge the Allegan County Board of Commissioners for providing the leadership to bring the issue of groundwater security to the forefront, for being proactive in recognizing the need to monitor groundwater quality and quantity, and for providing the members of the Work Group the opportunity to provide our expertise to contribute to the health and well-being of the county.

The Work Group gratefully acknowledges the contributions of the following staff members of Allegan County:

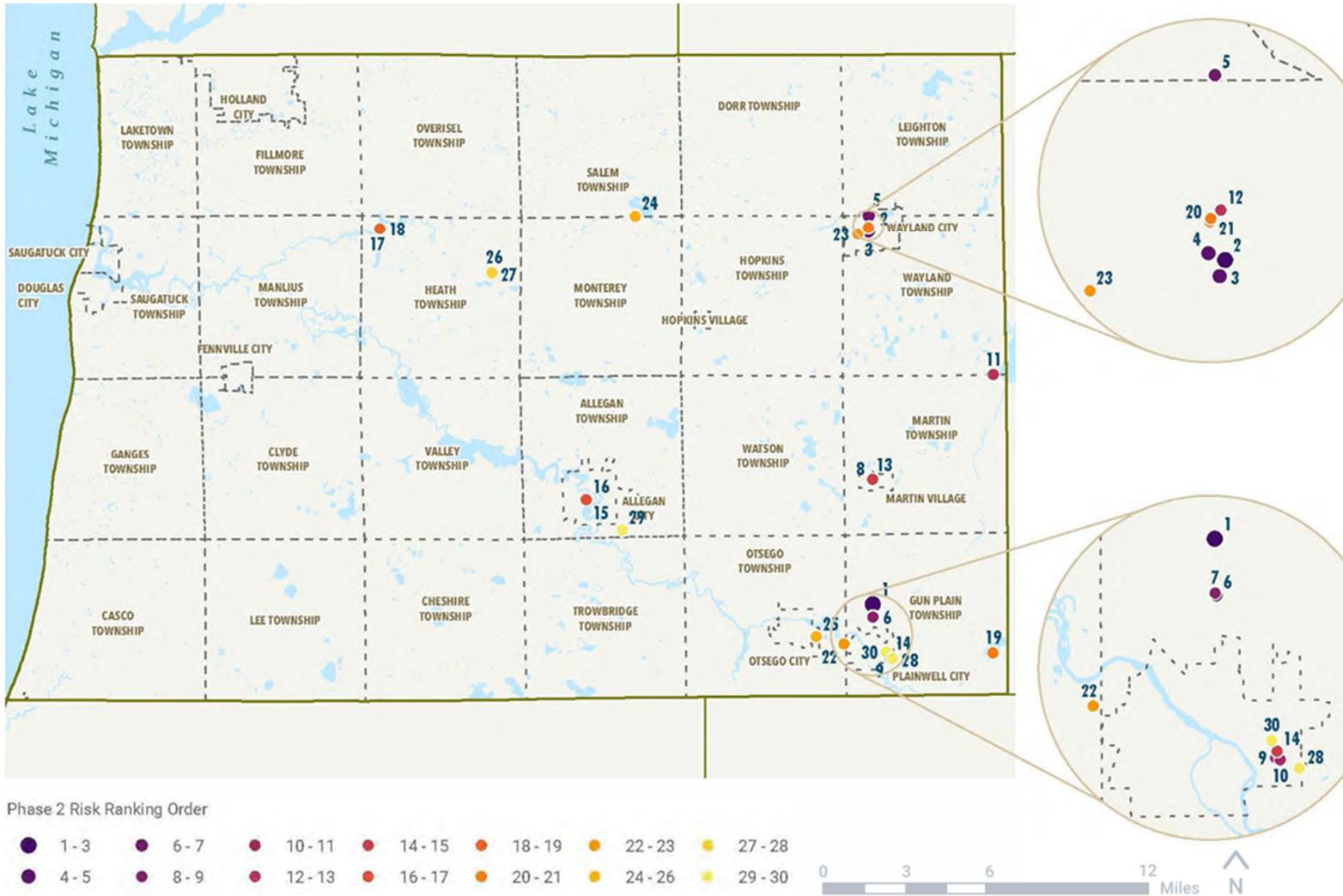
- Robert Sarro, County Administrator
- Angelique Joynes, former Health Officer
- Jacqueline Billette, Health Officer
- Steve Sedore, Executive Director of Operations
- Dan Wedge, Executive Director of Services
- Randy Rapp, Environmental Health Services Manager
- Jill Dunham, Project Manager

The Work Group wishes to acknowledge the contributions of the following outside experts:

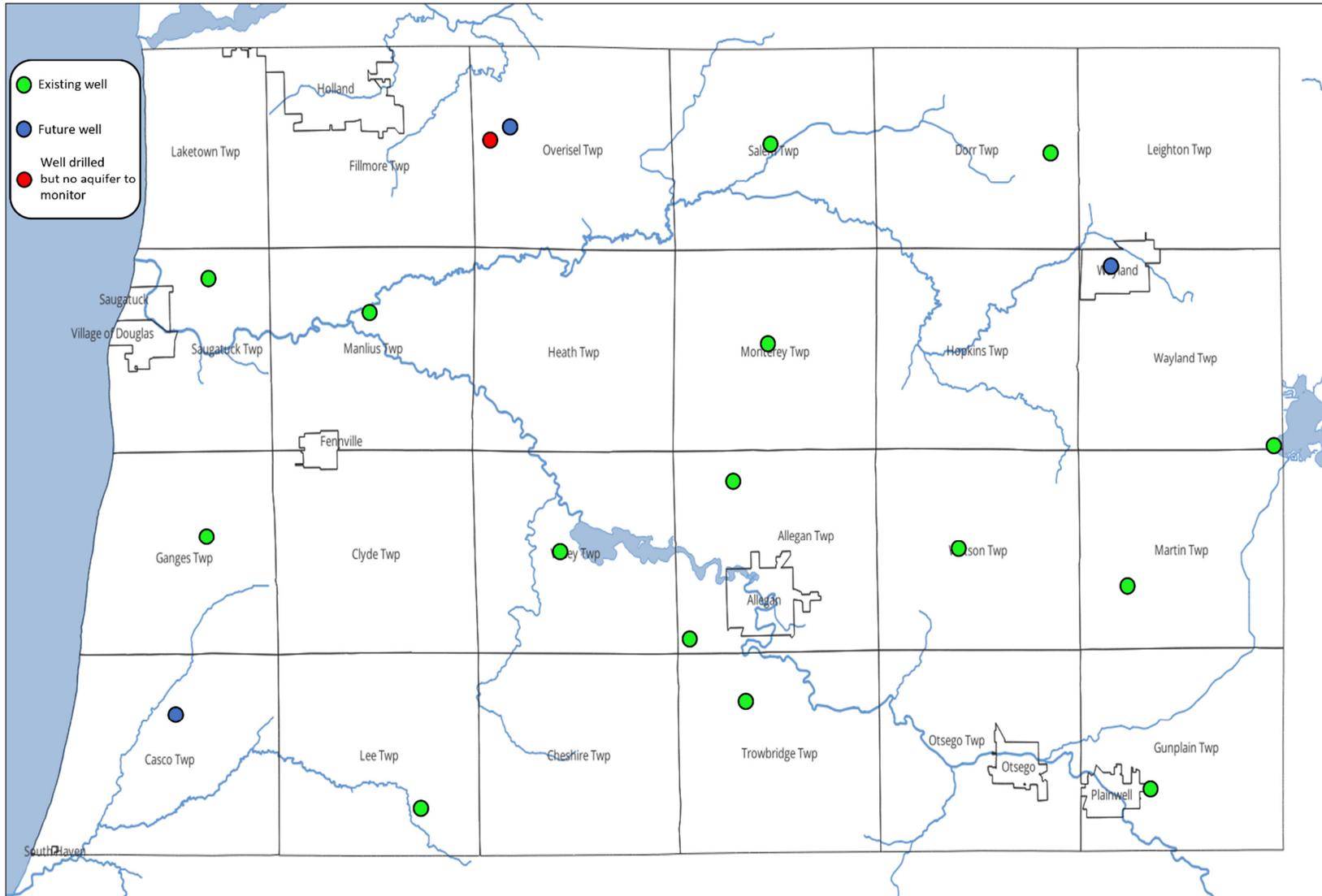
- Zach Curtis and the scientists at Hydrosimulatics, INC.
- John Yellich, Nathan Erber, and Sara Pearson of Michigan Geological Survey
- Maleah Rakestraw and Tanya DeOliveira of Williams & Works, Inc.
- Paul Sachs, Director, Department of Strategic Impact, Ottawa County

APPENDIX A

TOP 30 SITES OF CONCERN FROM PHASE 2 STUDY



APPENDIX B GROUNDWATER LEVEL MONITORING WELL LOCATIONS



APPENDIX C

SOURCES OF DATA PRESENTED IN THE ALLEGAN COUNTY GROUNDWATER STUDIES

1. GROUNDWATER ASSESSMENT REPORT

Glacial geology (Quaternary Geology)

- Quaternary Geology Map “draped” on 3D DEM surface with side enclosure
- Map accessible from: State of Michigan GIS Open Data portal
- https://gis-michigan.opendata.arcgis.com/datasets/0d4a5156177a464a837830c176261e6d_5/Explore
- 3D rendering done with MAGNET4WATER platform: www.magnet4water.net
- MGS has completed an updated map that can be used by the County moving forward: <https://michigan-geological-survey-hub-wmugeography.hub.arcgis.com/datasets/b119af024e9d4148bd407314e336fccb/about>

Bedrock geology (subcrop) map

- Also presented in Phase 1 Report
- Map accessible from: State of Michigan GIS Open Data portal
- https://gis-michigan.opendata.arcgis.com/datasets/d676f3f2007e4d61ad07faf0fb6bc4fd_0/Explore?location=44.758764%2C-86.135708%2C6.93
- 3D rendering done with MAGNET4WATER platform

Aquifer Yield Estimates

- Also presented in Phase 1 Report
- This is a calculated layer created by Hydrosimulatics INC. as part of the Phase 1 study

Long-term mean recharge

- Also presented in Phase 1 Report
- Layer originally created for Groundwater Mapping and Inventory Project (GWIM), a joint MSU-DEQ project in 2000s
- Section-based layer available from: State of Michigan GIS Open Data portal
- https://gis-michigan.opendata.arcgis.com/datasets/104e696173d640dfbd7d957148d0b992_8/Explore?location=42.568587%2C-85.805095%2C10.75

Flow Model results for submodels used in Groundwater Protection Area (GPA) Delineation

- Created using MAGNET4WATER groundwater modeling platform

Final Groundwater Protection Area Delineation

- Map created by Williams & Works; GPA shapefile created by Hydrosimulatics (GIS has been / can be made available to the County)

Wellhead Protection Areas – Types 1 Wells

- Layer combining WHPAs available from State of Michigan web portal (traditional or provisional WHPAs) and new WHPAs created by Hydrosimulatics INC. during Phase 2 study
- Traditional and Provisional WHPAs are available from: State of Michigan GIS Open Data portal
- https://gis-michigan.opendata.arcgis.com/datasets/868e2d670a2641d48e0b150a84769e18_0/explore?location=42.707084%2C-86.089172%2C11.68

351 sites of Groundwater Concern

- Also presented in the Phase 2 study (LUST site included)
- Sites of Environmental Concern (Part 201) are accessible from State of Michigan RIDE Mapper:
<https://experience.arcgis.com/experience/caac24695429449bbf6cc6d89c111d3b/>
- Historical or operational landfills or waste handlers are accessible from : State of Michigan GIS Open Data portal, specific map URL: https://gis-egle.hub.arcgis.com/datasets/9a923b49b1824f45b27a58c37526fec9_0/explore?location=42.917880%2C-85.983010%2C9.89 ,
https://gis-egle.hub.arcgis.com/datasets/43afb115983b4c62900c7ab129e0a3e0_6/explore?location=42.849692%2C-85.773950%2C9.88 , https://gis-michigan.opendata.arcgis.com/datasets/61be1d68d9ba43848bc2173c98836f56_5/explore?location=42.643792%2C-85.539004%2C10.66 ,
https://gis-michigan.opendata.arcgis.com/datasets/eddb0a8743e640928d6a1a9fe6277b94_7/explore?location=42.715215%2C-85.762209%2C10.66
- Active (Open) Leaking Underground Storage Tank (LUST) sites are accessible from State of Michigan RIDE Mapper:
<https://experience.arcgis.com/experience/caac24695429449bbf6cc6d89c111d3b/>
- PFAS sites: available from EGLE MPART Web Application:
<https://egle.maps.arcgis.com/apps/webappviewer/index.html?id=bdec7880220d4ccf943aea13eba102db>

Risk Ranking of the 351 Sites of Groundwater Concern

- This layer was created by Hydrosimulatics INC. as part of this study

Highest Priority Sites of Groundwater Concern (Top 30)

- This layer was created by Hydrosimulatics INC. as part of this study

Risk Ranking of Primary Non-Point Source Pollution

- This layer was created by Hydrosimulatics INC. as part of this study (spatial statistical analysis of WaterCHEM data)

Risk Ranking of Secondary Non-Point Source Pollution

- This layer was created by Hydrosimulatics INC. as part of this study; the map was created by Williams and Works (spatial statistical analysis of WaterCHEM data)

Graphics of “Input layers” for Composite Groundwater Risk map

- Water quality shapefile data (e.g., nitrate, chloride, etc.) are from statewide processing of WaterChem data (completed 2014); not available via a web data portal.

Water Demand – Current and Future

- **Maps were all created by Williams and Works**
- Analysis based on Wellogic water wells and typical water use rates (different sectors)
- Wellogic data can be downloaded (in bulk) from: State of Michigan GIS Open Data portal
- <https://gis-michigan.opendata.arcgis.com/search?collection=Dataset&q=Wellogic>

2. PHASE 2 GROUNDWATER STUDY - Screening Level Modeling, Risk Analysis, and Ranking 351 sites of Groundwater Concern

- Also included in the Groundwater Assessment Report (see above for details)

Regional and local flow fields

- This layer was created by Hydrosimulatics INC. as part of this study (model simulations built in the MAGNET4WATER platform)

Wellogic Water Well Data (Static Water Level data used for calibration of regional models)

- Also used in Groundwater Assessment report (see above for details)

Particle path “envelopes” for different travel times

- This layer was created by Hydrosimulatics INC. as part of this study (flow-path simulations built in the MAGNET4WATER platform)

Aquifer Vulnerability Map

- This layer was computed by Hydrosimulatics INC. as part of this study (weighted spatial average of various GIS spatial layers)

PHASE 1 GROUNDWATER STUDY - Understanding the Big Picture

(Summary and Implications document – “Story of Allegan’s Groundwater With a Focus on Management Implications”)

Glacial geology

- Also presented in the Groundwater Assessment Report (see above for details)

Bedrock geology

- Also presented in the Groundwater Assessment Report (see above for details)

Map of Water Wells (by type)

- From Wellogic; also used in Groundwater Assessment report (see above for details)

Maps of Water Wells over time

- From Wellogic; also used in Groundwater Assessment report (see above for details)

Estimate of Present-day Groundwater use

- Computed layer based on Wellogic data and water use assumptions

Lithology Data Use in 3D Visualization

- Borehole lithology data available from Wellogic website:
<https://www.michigan.gov/dtmb/services/maps/static/water-wells-by-county>
- Processing and visualization of lithology data was done using the MAGNET4WATER platform

3D Geological Model

- Model generated by Hydrosimulatics using the MAGNET4WATER platform
- Input data: lithologic profiles from Wellogic records

Hydraulic Conductivity

- Map is from GroundWater Mapping and Inventory Project, State of Michigan; not available on a web data portal.

Bedrock Transmissivity

- Map is from GroundWater Mapping and Inventory Project, State of Michigan; not available on a web data portal.

Aquifer Yield

- Also presented in the Groundwater Assessment Report (see above for details)

Aquifer Recharge

- Also presented in the Groundwater Assessment Report (see above for details)

Static Water Level Temporal Trends

- Data are from Wellogic water well records (see above for details)

Flow patterns for the glacial aquifer

- This layer was created by Hydrosimulatics INC. as part of this study (data spatial interpolation in the MAGNET4WATER platform)

Flow patterns for the bedrock aquifer

- This layer was created by Hydrosimulatics INC. as part of this study (data spatial interpolation in the MAGNET4WATER platform)

Depth-to-water

- This layer was computed by Hydrosimulatics INC. as part of this study

Discharge areas

- This layer was computed by Hydrosimulatics INC. as part of this study

Recharge areas for the glacial aquifer

- This layer was computed by Hydrosimulatics INC. as part of this study

Known & Potential Sites of Contamination

- Also presented in the Groundwater Assessment Report (see above for details)

WaterCHEM water quality data (Nitrate, Chloride, etc.)

- Water quality shapefile data (e.g., nitrate, chloride, etc.) are from statewide processing of WaterChem data (completed 2014); not available via a web data portal.

END



Allegan County Medical Care Community
March 2025 Master Planning Update

Our Heritage



Allegan County Medical Care Community traces its roots to 1866, when Allegan County established the County Poor Farm to provide for the poor, sick, homeless, and disabled of the County and to act as a safety net for those with needs that could not be met at home. Many counties across the State of Michigan developed similar poor farms or poor houses to meet the needs of their county as well. Public Act 280 of the Public Acts of 1939 provided the statutory framework for the creation and operation of County Medical Care Facilities of the State of Michigan. The Allegan County Poor Farm was closed in 1968 as construction of the Allegan County Medical Care Facility, our current community, began on the same property. ACMCC has been in operation since 1971.



Our Care

ACMCC provides skilled nursing facility care, short term rehabilitation and adult day services. During the 2024 calendar year, 71 residents were served with 11,597 days of care provided. The Adult Day program served 38 individuals with over 11,470 hours of service. ACMCC employed over 110 employees during calendar year 2024. ACMCC remains the only financial safety net in Allegan County for individuals unable to pay for the cost of their care. The Generations Adult Day program is currently the only adult day care in Allegan County serving this unique demographic. ACMCC's consistent history of high quality care and services makes us distinctively positioned to expand on our existing service offerings and to serve the seniors and disabled of Allegan County in a new way by adding the assisted living level of care to our current offerings.

Living Environments

Long Term Skilled Nursing:

Gardenview Household

This Household was formerly called North Hall and was renovated in our last project in 2008 from outdated semi-private rooms to private rooms with private showers and restrooms. Gardenview also had new construction at that time to add a full residential style kitchen, living and dining area, and outdoor courtyard to align with ACMCC's Eden Alternative lifestyle of striving to recreate home in a nursing facility setting.

During the COVID pandemic and presently, with the Rehab Center serving as a designated COVID area and now vacant, a small section of rooms within the Gardenview Household have been serving Short Term Rehabilitation clients as well.

Living Environments

Gardenview Household in Pictures



Living Environments

Gardenview Household in Pictures



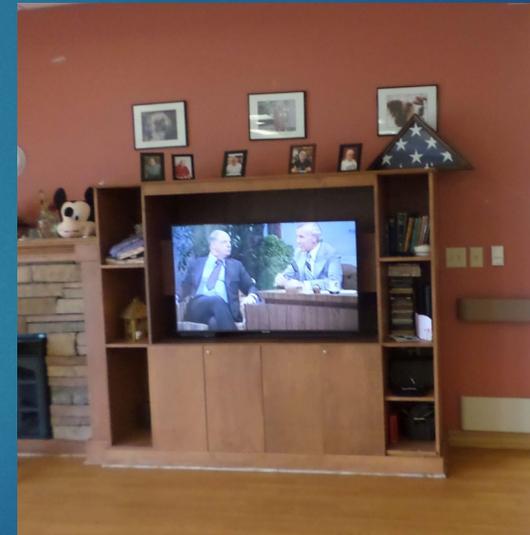
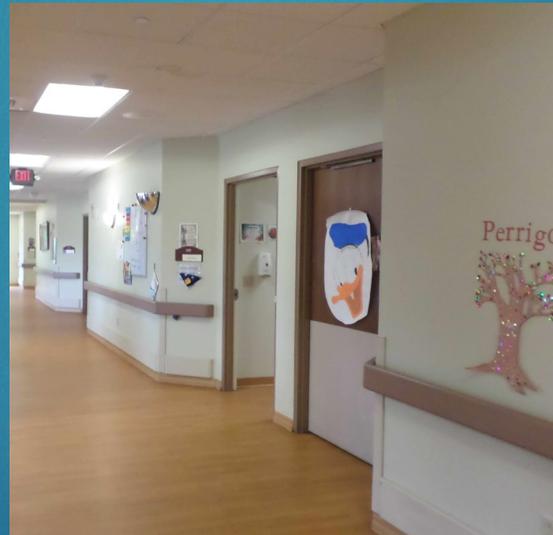
Living Environments

Long Term Skilled Nursing: Perrigo Memory Care Center (PMCC) Household

This Household was new construction in 2008 to replace the former Special Needs Unit with an environment that was more optimal for residents coping with dementia and related behavioral or mood challenges. The PMCC offers private rooms in a home-style setting with a residential kitchen, living and dining area, and courtyard. Activities are specifically designed for residents with these unique challenges.

Living Environments

Perrigo Memory Care Center (PMCC) in Pictures



Living Environments

Perrigo Memory Care Center (PMCC) in Pictures



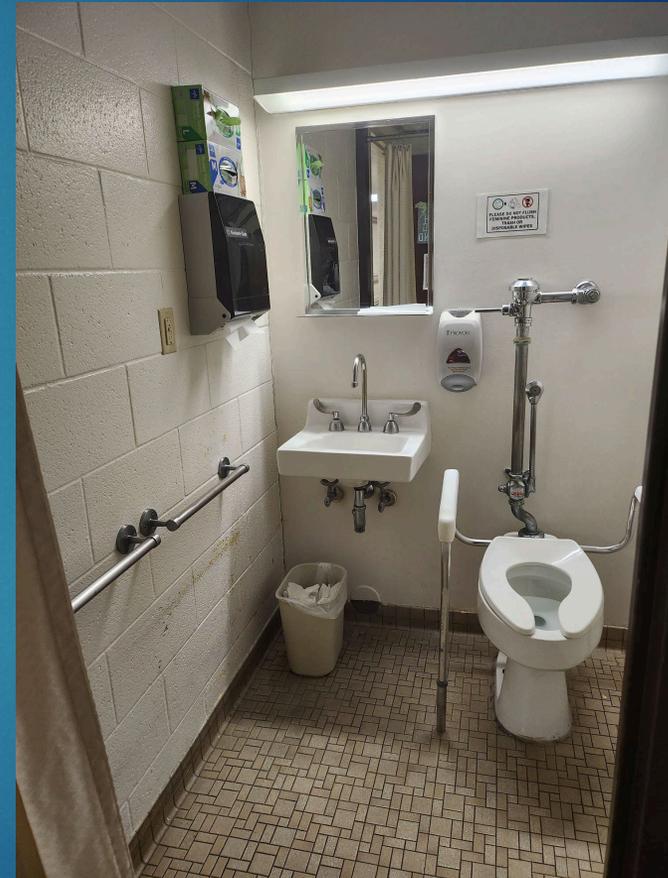
Living Environments

Long Term Skilled Nursing: Hillcrest Neighborhood

This Neighborhood is part of the original building and has seen the least amount of renovation over the years. Historically, with semi-private rooms, we have reduced occupancy to allow for private rooms. These rooms do not have in-room showers. Residents bathe or shower in a communal shower room that is more institutional. Rooms also are more institutional in their appearance with concrete block walls and original, asbestos-containing tile and exposed pipes/wiring along the ceilings. During the 2008 project, Hillcrest did receive a more residential style kitchen, and in 2024, we replaced the majority of the carpet with vinyl flooring.

Living Environments

Hillcrest Neighborhood in Pictures



Living Environments

Hillcrest Neighborhood in Pictures

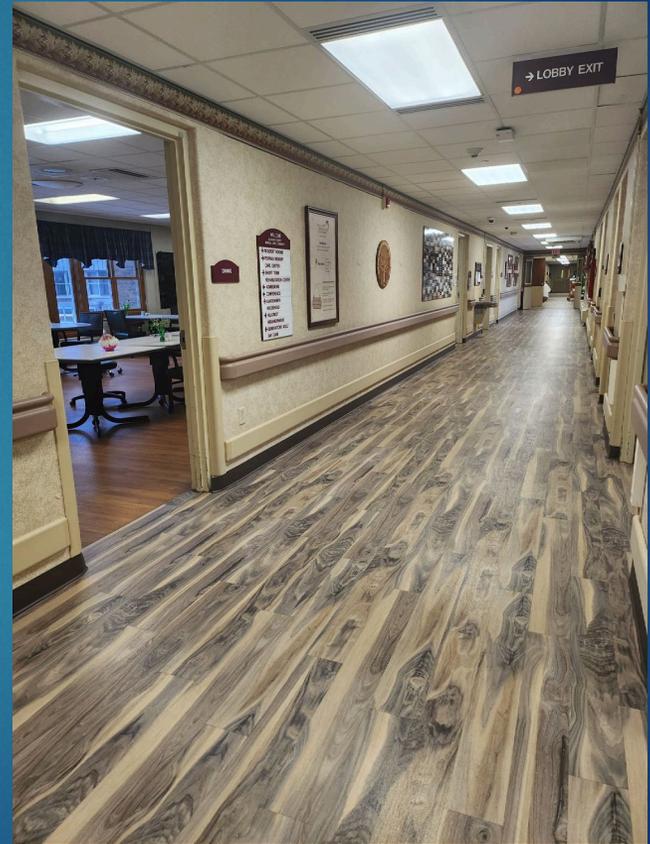


Living Environments

Hillcrest Neighborhood in Pictures



New flooring installed in 2024



Living Environments

Short Term Care: Rehabilitation Center

The Rehabilitation Center was an active and eventful area for over 10 years (built in 1998 as the Special Needs Unit), serving individuals who had been recently hospitalized with the need for skilled after care and rehabilitation with physical, occupational, and speech therapies. This area of 12 private rooms became the required designated COVID section when the pandemic began in 2020, due to its separation from the long term care sections and separate HVAC. As the pandemic persisted for years and rehabilitation referrals changed drastically with many procedures becoming outpatient and not qualifying for Medicare coverage, this section of the facility was evaluated for other uses, mainly Assisted Living and our proposed project started from this vantage point. We continue Short Term Rehab care in the Gardenview Household.

Living Environments

Short Term Care: Rehabilitation Center

Should the need in Allegan County for a designated Rehab Center arise again in the future, a separate rehabilitation small home would be more inline with current trends and would be explored at that time.

The former Rehab Center as a new Assisted Living Community helps to fill a need within Allegan County as well as add to the continuum of care community that ACMCC is already offering. By having Adult Day Services, Assisted Living, Short Term Rehabilitation, and Skilled Nursing Facility levels of care, as an Allegan County citizen's health needs change over time, he or she would be able to remain in one familiar building, causing far less psychosocial disruption, while having these needs addressed.

Living Environments

Short Term Care Rehabilitation Center in Pictures



Living Environments

Generations Adult Day Program

As a proud provider of funding through the Allegan County Senior Millage, the Generations Program provides services to seniors still living at home. The goal of the program is to assist seniors in remaining in the community for as long as possible and avoiding facility care. The program provides caregiver respite while the senior participates in the program, assistance with personal care, such as showering, as well as physical, cognitive, and social activities to help prevent declines in body, mind, and spirit. Participants also have access to nursing intervention, rehabilitation services, and involvement in the larger ACMCC community for socialization.

Living Environments

Generations Adult Day Program

The Generations Room was built in 1998 as a Multi-Purpose room for activities and larger facility events. In 2007, the Generations Program began as a new adventure for ACMCC. Over the years, the room still hosts the program and invites facility residents to join in the activity and social offerings to provide more choices in our community.

The kitchen, originally designed as an activities warming and baking kitchen, does not meet the needs of the Generations Program, which provides breakfast for most clients as well as a full lunch meal. A fire suppression system and solid surface countertop are required to meet the level of food preparation that occurs daily while serving these clients.

Living Environments

Generations Adult Day Program in Pictures



CMS Quality Measures

ACMCC's CMS Quality Rating remains a 5 Star overall rating, for several years consistently. The full report is available at Care Compare on Medicare.gov.

Other Allegan County facilities:

- 1 facility has 3 Stars
- 3 facilities have 2 Stars
- 1 facility has 1 Star

Allegan County Medical Care Facility
 3265 122nd Ave R2
 Allegan, MI 49010
 (269) 673-2102

[Save to Favorites](#)

NURSING HOMES

Overall rating ★★★★★
 Much above average

Health inspections rating ★★★★★
 Much above average

Staffing rating ★★★★★
 Much above average

Quality measures rating ★★★★★
 Much above average



Compare Ratings				
FACILITY (12-4-24)	OVERALL RATING	HEALTH INSPECTIONS	STAFFING	QM RATING
Tuscola County MCC	★★★★★	★★★★	★★★★★	★★★★★
Maple Lawn MCF	★★★★★	★★★★	★★★★★	★★★★
Allegan County MCC	★★★★★	★★★★★	★★★★★	★★★★★
Grandvue MCF	★★★★★	★★★★★	★★★★★	★★★
Pleasant View MCF	★★★★★	★★★★★	★★★★★	★★★
Marquette County MCF	★★★★★	★★★★	★★★★★	★★★★★
Bay Bluffs MCF	★★★★★	★★★★	★★★★★	★★★★★
Eaton County MCF	★★★★★	★★★★	★★★★★	★★★★★
Jackson County MCF	★★★★★	★★★★	★★★★★	★★★★
Manistee County MCF	★★★★★	★★★★	★★★★★	★★★★
Meadow Brook MCF	★★★★★	★★★★★	★★★★★	★★
Oceana County MCF	★★★★★	★★★★★	★★★★★	★★★
Oakview MCF	★★★★★	★★★★	★★★★★	★★
Calhoun County MCF	★★★★★	★★★★★	★★★★	★★★★
Thornapple Manor MCF	★★★★	★★★	★★★★	★★★★★
Isabella County MCF	★★★★	★★★★★	★★★★★	★
Newaygo County MCF	★★★★	★★★★	★★★★	★★★
Hillsdale County MCF	★★★★	★★★	★★★★★	★★★★
Martha T. Berry MCF	★★★★	★★★★	★★★★	★★★★
Iosco County MCF	★★★★	★★★	★★★★★	★★★★
Gogebic County MCF	★★★	★★★★★	★	★
Sanilac County MCF	★★★	★★★	★★★★	★★★
Huron County MCF	★★★	★★★	★★★★	★★★
Bay County MCF	★★★	★★	★★★★★	★★
Lapeer County MCF	★★★	★★	★★★★★	★★★
Lenawee County MCF	★★★	★★	★★★	★★★★★
Canal View MCF	★★	★	★★★★	★★
Cass County MCF	★★	★★★	★	★★★★
Maples MCF	★★	★★	★★★★	★★★★
Ingham County MCF	★★	★★	★★★	★★★★
Grand Traverse Pavilions	★★	★	★★★★★	★★
Iron County MCF	★	★★	★★★★	★
Pinecrest MCF	★	★★	★★★	★
Schoolcraft County MCF	★	★★	★★★	★

Strategic and Master Planning

In 2019, ACMCC engaged Plante & Moran Living Forward to analyze the market dynamics of Allegan, Michigan as the facility explored the possibilities of repositioning the community and its care offerings. Results of this study were shared with the BOC as informational materials in November of 2019.

On March 5, 2020, ACMCC presented to the Board of Commissioners and requested an opportunity to appear on the August 4th ballot for a millage from the Allegan County community. The ballot proposal passed in August 2020.

The fall and winter of 2020 and spring of 2021 were dominated by COVID, but finally with some COVID improvement, in August 2021 the DHHS Board made the decision to move forward with a Strategic and Master Planning process with Plante & Moran Living Forward.

Market Studies Revisited

Unit Potential

- The results show the market can support up to 140 additional affordable independent living units (assuming a <\$31,000 income screen).
- The results show the market can support up to 40 additional middle income independent living units (assuming a \$31,000-\$44,000 income screen).
- The results show the market can support up to 80 additional market rate independent living units (assuming a \$44,000+ income screen).
- The results show the market can support up to 70 additional assisted living units (assuming a \$58,000 income screen), ★
- The results show the market can support up to 30 additional assisted living memory care units (assuming a \$73,000 income screen), ★
- The results show the nursing home market has excess beds. ★

Assisted Living and SNF Mix

Area Description	Type of Care	Revised Unit Mix	Misc. Notes
Skilled Nursing		All Privates	
Hillcrest Neighborhood	LTC	12	Maintain LTC 12 Units/Eliminate 8 Units
Gardenview Household	LTC	12	Maintain LTC 12 Units/Rehab rooms in this area
Perrigo Memory Care Center	LTC Dementia	10	Maintain Memory Care 10 Units
Short Term Rehabilitation	Short Term Rehab	0	Eliminate all short term rehab
	Subtotal	34	
Assisted Living	Assisted Living	17	Average 300+/- sqft
Common Area / Supports Areas	Support Space	-	Renovate existing common & support spaces
	Subtotal	51	

These changes allow for all nursing facility rooms to be private with individual showers, which has been our goal for many years, while renovating the vacant Rehab space/former COVID unit into desired assisted living space. Rehab care would be provided within the Gardenview Household, as we have done throughout the years of COVID. ACMCC would offer a continuum of care including skilled nursing, rehabilitation, assisted living, and adult day care.

Architect/Engineer Selection

Architect/Engineer RFP Process Step	Date(s)
RFP released to Architect/Engineer Firms	6/5/2024
Schedule Pre-Bid by	6/14/2024
Complete Pre-Bid by	6/18/2024
Submit Questions by	6/19/2024
Responses to Questions by	6/21/2024
Bids Due by	6/28/2024
Proposal Reviews	7/1/2024-7/12/2024
Interviews – Two firms Eckert Wordell and SSOE were interviewed	7/15/2024-7/19/2024
Presentation of Architect/Engineer RFP Process and Selection to DHHS Board for Board motion – Eckert Wordell was selected	8/6/2024
Annual Report to Allegan County Board of Commissioners and Opportunity to Share Architect/Engineer Decision	9/12/2024

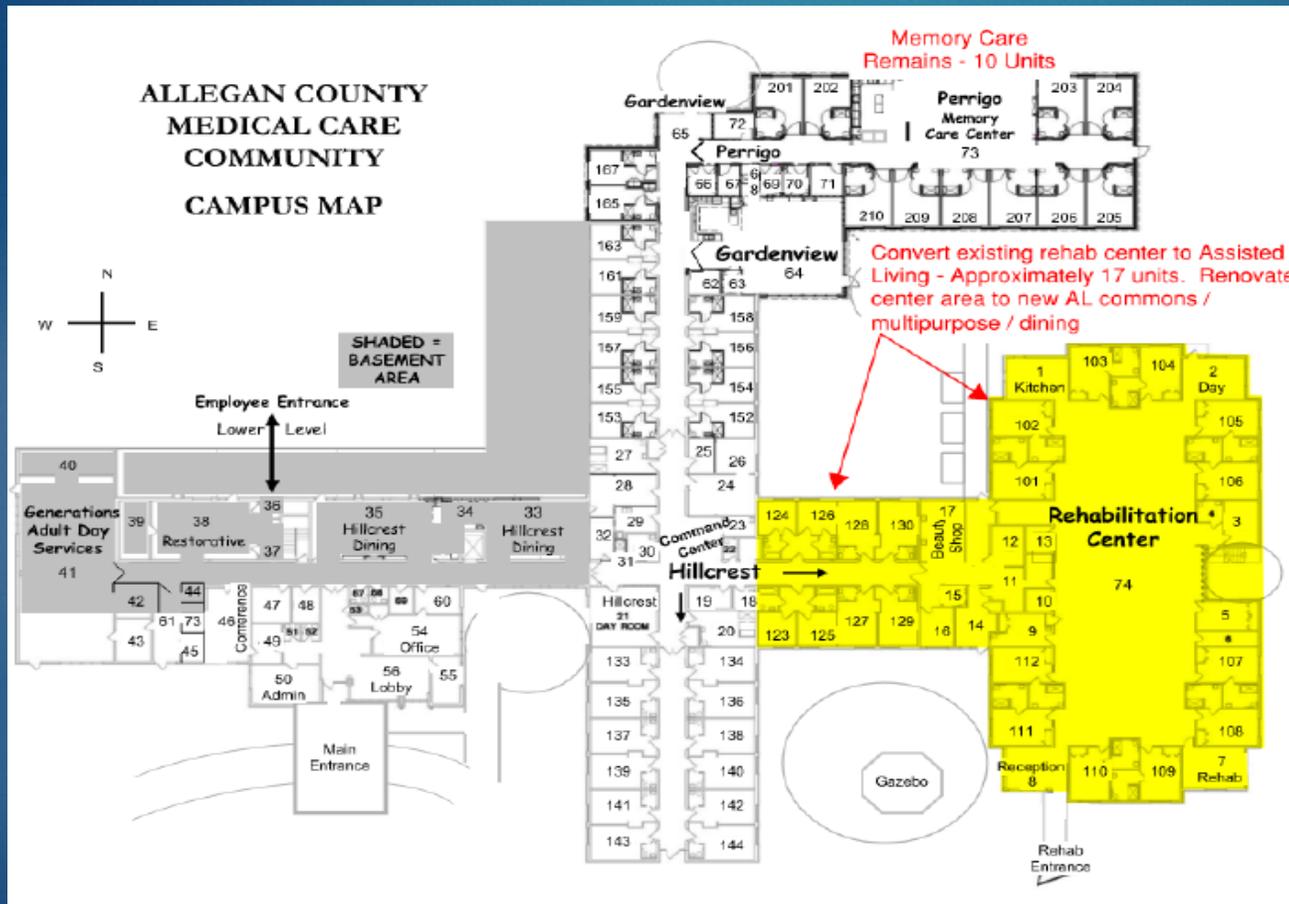
Project Summary to Date

A Request for Proposal for Architectural Design Services for renovation of the Medical Care Community Facility was released on June 5, 2024. The Project Team comprised of three members of the Medical Care Community (Kimberly Turcott, Delanie VanPelt-Cousins and Tammy Nieuwenhuis) and two members of the County (Valdis Kalnins and Carl Chapman) completed a thorough review and evaluation of the three proposals received. The Project Team's recommendation to award a contract to the low bidder with a satisfactory proposal and references, Eckert-Wordell from Kalamazoo for a total cost of \$322,550 was approved by the Allegan County Department of Health and Human Services Board on August 5th. The cost for architectural design services is being funded by the Medical Care Community and includes assisting with the bidding process to select a construction contractor once plans are finalized and providing construction administration services over the course of construction. The architectural design phase began in September 2024 for Design Development. It was anticipated to take eight weeks, but additional time was spent on design of the HVAC and electrical systems. Cost estimates have now been received bringing us to the next steps with presentations to the County Board of Commissioners for review and approval. A Request for Proposals will be needed to select a Construction Manager to complete the renovations. It is anticipated that the construction phase itself will last about 14-18 months.

Summary of Project Goals

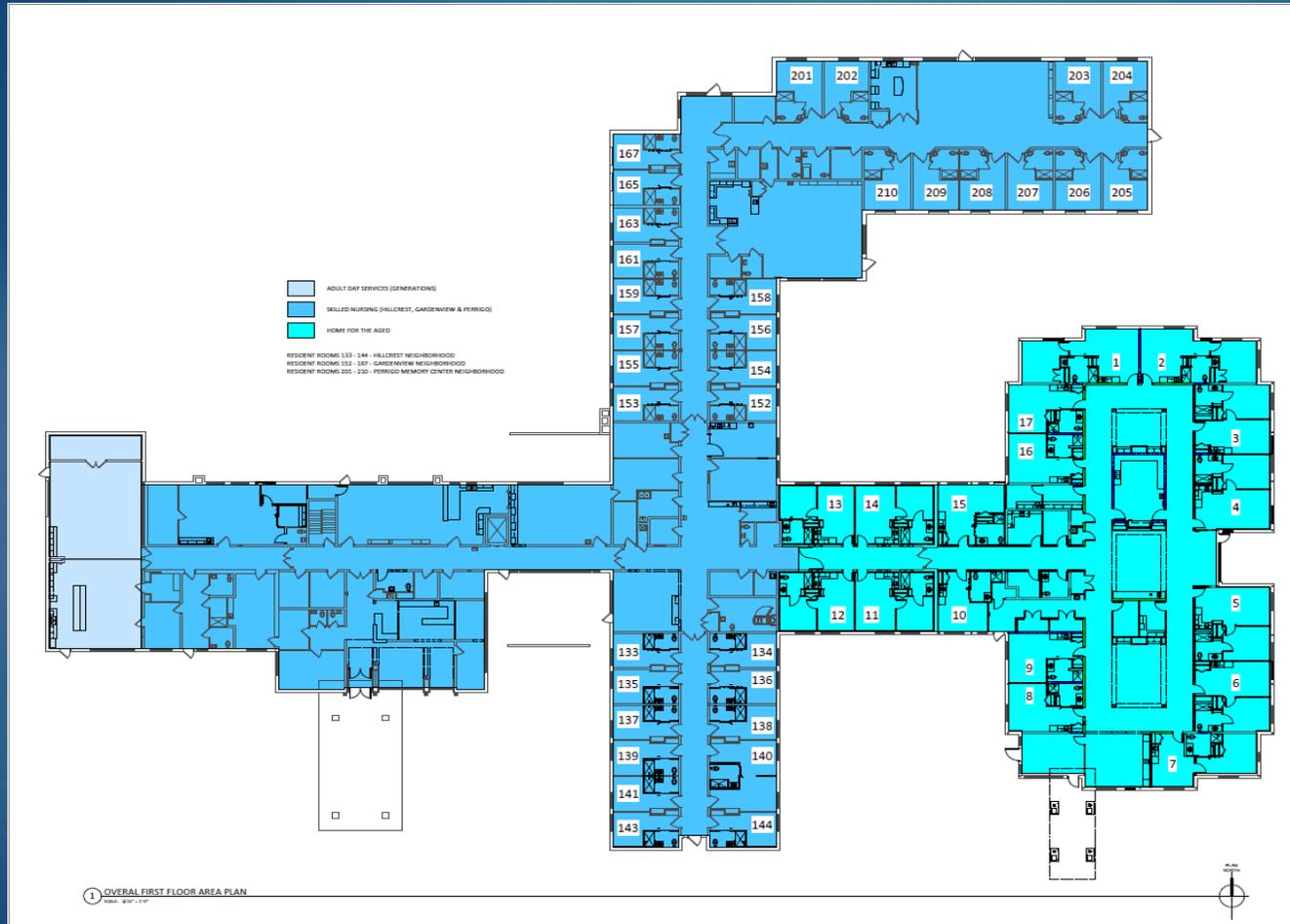
- Convert the Rehab Center and Hillcrest East Hall into an Assisted Living Community with a Home for the Aged licensure.
- Update and renovate the skilled nursing and adult day portions of the facility to the greatest extent feasible, providing improved HVAC, roofing for nearly the entire facility, plumbing/boiler upgrades, improved electrical systems and energy efficient lighting, updated décor with updated wall/floor/window coverings, kitchens, bathrooms, etc.
- The Hillcrest Neighborhood of 20 rooms would be reduced to 12 with the East Hall becoming part of the Assisted Living. This allows our SNF areas to be 3 true Eden Alternative Households with 10 or 12 residents in each area, fulfilling this vision in the process of creating the Assisted Living.
- Add a Café to the front lobby to provide a location for residents, visitors, staff, and County partners to enjoy a coffee, meal, or snack, increasing the community's involvement with ACMCC.

Current Floor Plan



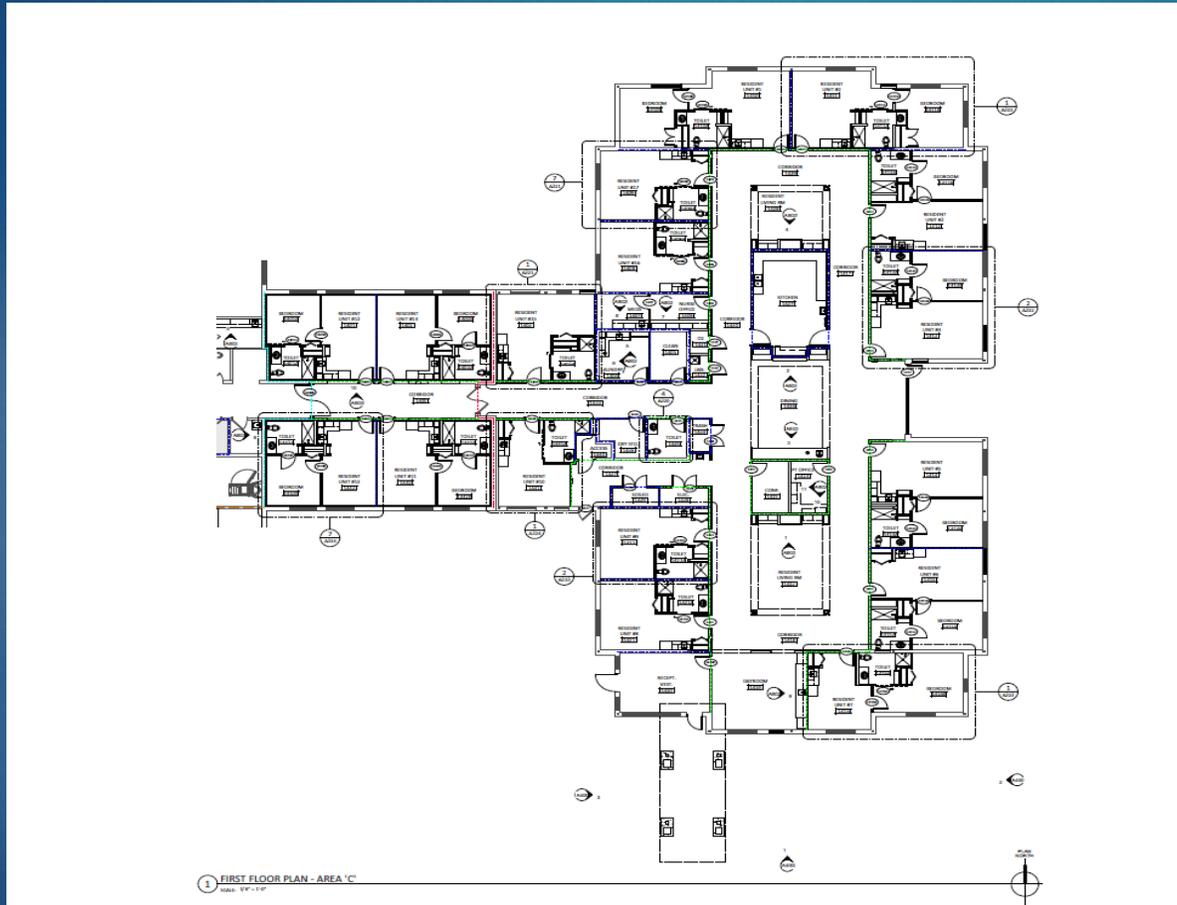
*These pages will be in large scale on an easel for the presentation.

Overall Renovated First Floor Plan



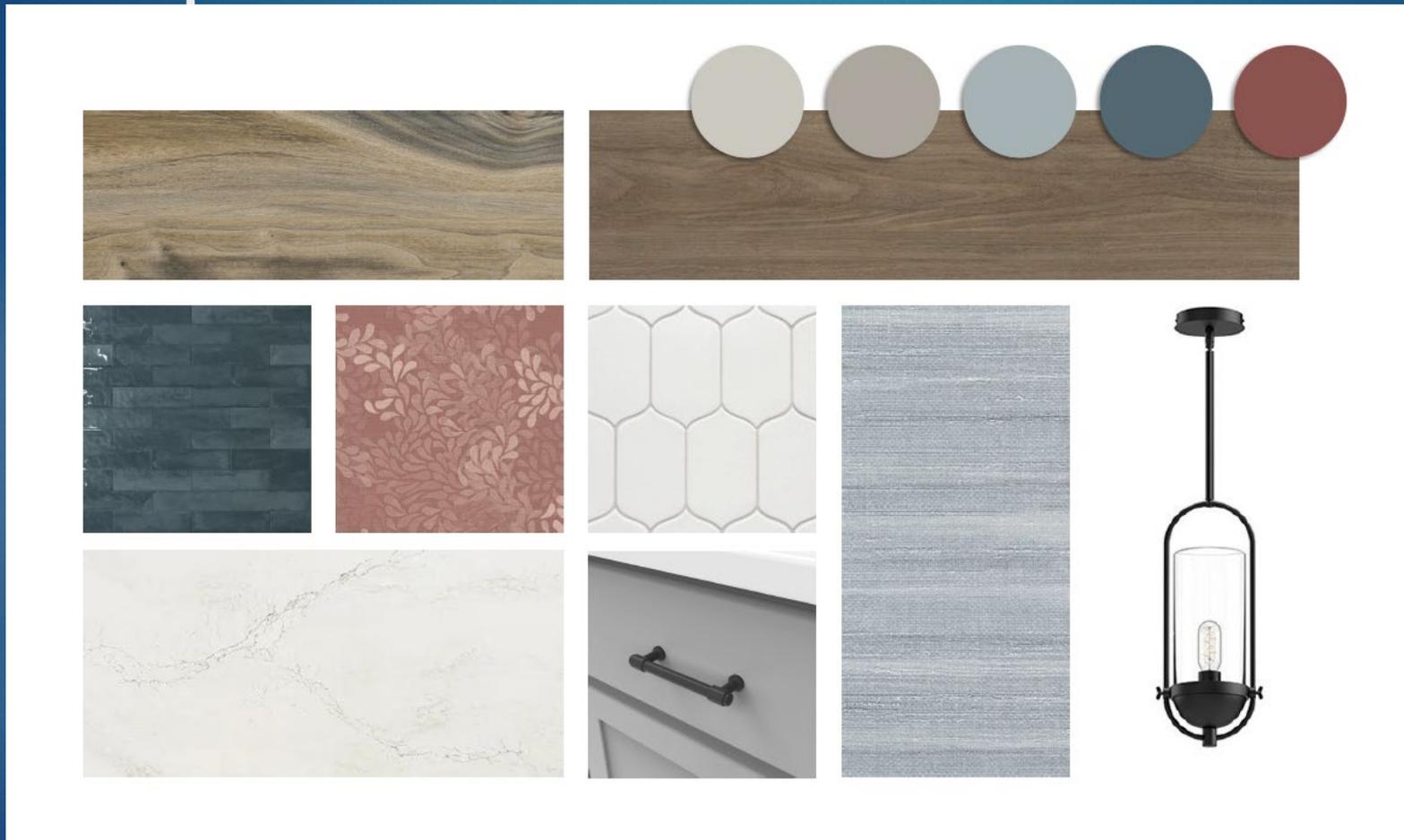
*These pages will be in large scale on an easel for the presentation.

Assisted Living Floor Plan



*These pages will be in large scale on an easel for the presentation.

Proposed Décor Finishes



Assisted Living Design Renderings



Assisted Living Design Renderings



Assisted Living Design Renderings



Current Lobby



Café Renderings



Café Renderings



Projected Project Costs



Allegan County Medical Care Renovation Project Cost Breakdown	
Construction Category	Projected Cost
Demolition	\$177,350
Concrete	\$39,500
Masonry	\$18,000
Super Structure/Metals	\$40,000
Wood, Plastics, and Composites	\$29,950
Roofing	\$1,026,010
Openings - Doors/Windows	\$458,500
Finishes	\$1,169,738
Specialties - Signage, Knox Box, etc.	\$54,425
Food Service Equipment	\$203,900
Furnishings - Window Treatments, Millwork	\$178,800
Special Construction - Fireplace	\$10,000
Elevator	\$261,000
Fire Protection	\$87,700
Plumbing	\$524,200
HVAC	\$812,500
Electrical	\$661,550
Electronic Safety & Security	\$67,250
Earthwork	\$6,250
Site Improvements	\$4,000
Construction Management - General	\$572,000
Temporary Facilities	\$307,503
CM Fees & Bond	\$497,518
CM Estimating and Contingency	\$709,404
Furniture, Fixtures, and Equipment	\$341,000
Architect/Engineer Fees	\$365,150
Hazardous Materials Removal	\$100,000
Bonding Fees	\$200,000
Total	\$8,923,198

Project Affordability

- With COVID improvements and reductions in staffing incentives and overtime, there is far less reliability on the Millage for operations, putting ACMCC in a positive financial position.
- With reduction in Skilled Nursing Facility total licensed beds to under 40, allowing for a drastic reduction in Provider Tax, we are also seeing these large savings annually in 2024 and 2025.

Less Than

40 Beds:

\$2.00/Medicaid day

Greater Than

51,000 Medicaid Days:

\$18.65/Medicaid Day

All Other

Providers (ACMCC):

\$28.65/Medicaid day

This tax averaged between \$400,000-\$650,000/year for ACMCC—depending on our census. By reducing skilled nursing beds and adding assisted living rooms in the future, we would reduce to the \$2.00/Medicaid day cost. There is no provider tax for assisted living, as they are not Medicaid eligible.

- Lost funds from vacant rehab/COVID section replaced with Assisted Living, estimated at \$1.1 million annually. Additional, small amount of new revenue from the addition of the café.
- Others—reduced maintenance expenses with overall capital improvements to core systems.

Project Affordability

Facts and Assumptions:

- Millage approved August 2020--First funds received were at the end of 2020/early 2021--Six years remaining of funding, including 2024/2025.
- If millage growth is factored conservatively at 1%, ACMCC will receive \$10,337,830.00 more in millage funding with the current millage.
- The previous Rehab Center revenue would be replaced after years of this deficit, with a Full Assisted Living Facility (17 residents--not including any married couples) = \$1.1 million in new revenue - \$350,000 in expenses = \$750,000 projected annually
- Café revenue after staff expenses and supply/food costs is hoped to clear \$50,000 annually
- Assumption that with replaced HVAC, roofing, and other facilities maintenance related issues corrected, a reduction in annual costs would also occur in these areas.
- Net of \$6,716,605 in excess, without use of any SNF revenues.

Discussion of Next Steps

Questions/Comments?

Thank you for your time.



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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

BOARD OF COMMISSIONERS—APPROVE MATERIALS MANAGEMENT WORK PROGRAM

WHEREAS, Allegan County, per requirements of the newly enacted Part 115 of the Natural Resources and Environmental Protection Act, 194 PA 451, and as enforced by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), underwent changes related to laws enacted on March 29, 2023, which required the development of a Materials Management Plan (MMP) that focuses on sustainable materials management approaches, such as recycling and composting; and

WHEREAS, on August 22, 2024, the Allegan County Board of Commissioners (Board) established the Material Management Planning Committee (MMPC) for Allegan County; and

WHEREAS, on February 25, 2025, the MMPC reviewed, finalized, and approved the Designated Planning Agency's (DPA's) State-required work program for Board approval.

THEREFORE, BE IT RESOLVED that the Board approves the work program, as presented, and authorizes the submission of the plan to EGLE by April 30, 2025; and

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



**Allegan County
Materials Management Plan
Work Program
Submitted: Month XX, 2025**



ALLEGAN COUNTY MATERIALS MANAGEMENT PLANNING COMMITTEE MEMBERS

BUSINESS GENERATING MANAGED MATERIAL

Garth Llewellyn, VP, EHS and Continuous Improvement
Aunt Millie's Bakeries

WASTE DIVERSION, REUSE, OR REDUCTION

William Walker, Owner
Broken Arrow Recycling

COUNTY ELECTED OFFICIAL

Gale Dugan, Commissioner
Allegan County Board of Commissioners

TOWNSHIP ELECTED OFFICIAL

VACANT

CITY OR VILLAGE ELECTED OFFICIAL

VACANT

COMPOST FACILITY/ANAEROBIC DIGESTER

VACANT

ENVIRONMENTAL INTEREST GROUP

Randy Rapp, Environmental Health Manager
Allegan County Health Department

HAULER MANAGED MATERIAL

Jack Brown, Municipal Sales Manager
Republic Services

SOLID WASTE DISPOSAL FACILITY

Matt Rosser, District Manager
Autumn Hills Landfill

BUSINESS REPRESENTATIVE FROM SURROUNDING COUNTY

Russell Lewis,
Grand Rapids Wastewater Plant

MATERIALS RECOVERY FACILITY OPERATOR

Daniel Fritsch, Sales Supervisor
GFL Environmental

COUNTY APPROVAL AGENCY – SINGLE COUNTY

ALLEGAN COUNTY BOARD OF COMMISSIONERS

Official Representative: Rob Sarro, County Administrator
Representative Email: administration@allegancounty.org

DESIGNATED PLANNING AGENCY

ALLEGAN COUNTY RESOURCE RECOVERY

Contact Name: Heather Bausick, Solid Waste and Recycling Coordinator
Email: resourcerecovery@allegancounty.org
Phone: (269) 686-4559

CONTACT INFORMATION FOR MMP GRANT MANAGER

Contact Name: Heather Bausick, Solid Waste and Recycling Coordinator

Email: hbausick@allegancounty.org

Phone: (269) 686-4559

Contact Name: Becky Volker, Finance Specialist

Email: bvolker@allegancounty.org

Phone: (269) 686-5269

Work Program Approval – County Level

- Work program was approved by Allegan County materials Management Planning Committee on February 25, 2025.
- Work program was approved by Allegan County Board of Commissioners on **Month XX, 2025**.

Proposed Milestone Schedule

Task	Completion Date/Deadline	2024				2025				2026			
		Q1 - JAN-MAR	Q2 - APR-JUN	Q3 - JUL-SEP	Q4 - OCT-DEC	Q1 - JAN-MAR	Q2 - APR-JUN	Q3 - JUL-SEP	Q4 - OCT-DEC	Q1 - JAN-MAR	Q2 - APR-JUN	Q3 - JUL-SEP	Q4 - OCT-DEC
Task 1 - Planning	7/2/2024	X	X										
Task 2 - Materials Management Planning Committee	8/22/2024		X	X									
Task 3 - Materials Management Plan Grant requirements	4/30/2025				X	X	X						
Task 4 - Materials Management Plan Request for Proposal	TBD					X	X	X					
Task 5 - Plan Management	TBD							X	X	X			
Task 6 - Data Collection	TBD								X	X	X		

TASK 1: PLANNING

- 1.1 Plan Initiation – responsible party EGLE
 - a. Email received on December 20,2023 from Phillip Roos, EGLE Director, stating the materials management planning process is to be initiated on January 8, 2024.
- 1.2 Role Designation – responsible party CAA
 - a. At a regular Board of Commissioners meeting on March 18, 2024, BOC passed a formal resolution and accepted responsibilities as County Approval Agency(CAA)
 - b. At a regular Board of Commissioners meeting on March 18, 2024, BOC passed a formal resolution appointing the Solid Waste and Recycling Coordinator as the Designated Planning Agency (DPA).
 - c. At a regular BOC meeting on March 18, 2024, BOC passed a formal resolution adopting the recommendation to write a single-county plan.
- 1.3 Adjacent County Correspondence – responsible party DPA
 - a. DPA representative drafted communication and response letters for surrounding counties indicating Allegan County intends to prepare a single-county MMP.
- 1.4 Notice of Intent (NOI) – responsible party DPA and CAA

- a. DPA drafted answers to NOI and prepared correspondence with adjacent counties to be submitted with NOI.
- b. On July 2, 2024, Rob Sarro, County Administrator submitted the MMP Notice of Intent.
- c. NOI was accepted by EGLE on July 9, 2024.
- d. NOI was distributed to townships and cities within Allegan County and the legal notice was published in the Allegan County Newspaper on July 11, 2024.

TASK 2: MATERIALS MANAGEMENT PLANNING COMMITTEE (MMPC)

2.1 Identify and Appoint MMPC members – responsible party DPA and CAA.

- a. Current members of the former Solid Waste Planning Committee (SWPC) expressed interest in holding positions within the newly created MMPC.
- b. BOC dissolved the SWPC on August 22, 2024
- c. BOC appointed former members to the MMPC that their role closely aligned to available MMPC positions.

2.2 MMPC bylaws and meetings – responsible party DPA, MMPC

- a. MMPC initial meeting held on August 27, 2024.
- b. Future meeting dates for 2025 were discussed and approved on August 27, 2024. Any member of the public is able to attend as this group falls under the Open Meetings Act.
- c. Bylaws reviewed and recommended for BOC consideration at a MMPC meeting on February 25, 2025.

TASK 3: MATERIALS MANAGEMENT PLAN GRANT AND WORK PROGRAM DEVELOPMENT

3.1 Work Program Development – responsible party DPA, MMPC

- a. DPA requests Work Program deadline be extended to April 30, 2025 due to lack of EGLE template for a Work Program submission and/or specifics around grant funding. Extension requested on December 5, 2024 and approved on December 9, 2025 by Christina Miller, EGLE Planning Specialist.
- b. DPA representative prepared draft MMP Work Program (2025; QTR 1)
- c. DPA representative distributed copy of draft MMP Work Program to MMPC on February 5, 2025 and MMPC approved at their regular meeting on February 25, 2025.

3.2 CAA Approves Work Program – responsible party CAA

- a. Work Program and MMPC approval presented to the BOC at the March 13, 2025 for review. ENTER HERE IF BOC APPROVES OR IF NEED TO MOVE TO NEXT MEETING

3.3 CAA submits Work Program to EGLE – responsible party DPA, CAA

- a. CAA submits Work Program to EGLE on Month XX, 2025

TASK 4: MATERIALS MANAGEMENT PLAN REQUEST FOR PROPOSAL – responsible party DPA, Project Management

- 4.1 DPA to prepare Scope of Work for hiring consultant to write MMP (2025; QTR 2)
- 4.2 DPA to present Scope of Work to MMPC committee for approval (2025; QTR 2)

- 4.3 Identify Request for Proposal (RFP) selection committee members (2025; QTR 2)
- 4.4 Issue request on county bid site and send out to interested parties (2025; QTR 3)
- 4.5 Once proposals are due, have selection committee score proposals (2025; QTR 3)
- 4.6 Notice of award to consulting firm after final selection takes place (2025; QTR 4)

TASK 5: PLAN MANAGEMENT – responsible party DPA; Consultant,

- 5.1 Delegate future responsibilities of DPA to consultant firm (2025; QTR 4)
- 5.2 Develop meeting schedule for stakeholders to discuss progress (2026; QTR 1)
- 5.3 Prepare a plan for project management and completion deadlines (2026; QTR 2)
- 5.4 Prepare a plan for public engagement meetings (2026; QTR 2)
- 5.5 Prepare a plan for data collection, education, and outreach (2026; QTR 3)

TASK 6: DATA COLLECTION – responsible party DPA; Consultant

- 6.1 Study data collected through West Michigan Sustainable Business Forum with the Materials Management County Engagement Grant (2026; QTR 1)
- 6.2 Current Conditions Analysis (2026; QTR 2)
- 6.3 Stakeholder Engagement (2026; QTR 2-4)
 - 6.3a Types of waste generated
 - 6.3b Goals
 - 6.3c Community involvement – BOC, township officials, Elected officials, waste haulers, residents, businesses, facility operators, etc

Public Participation

Public participation will be highly encouraged during the Materials Management Planning process for Allegan County. Inviting residents, businesses, elected officials, and municipalities to participate will encourage a strong plan, drafted in consideration of input received by all constituents involved. The following means of participation have been or will be implemented to ensure community input.

- Quarterly MMPC meetings: The Materials Management Planning Committee(MMPC) meets quarterly and is open to the public under the Open Meetings Act. The MMPC calendar, agenda, and minutes can be found at www.allegancounty.org . The calendar is also listed below:

Date	Time	Location
Tuesday February 25, 2025	6:00-8:00pm	HSB – Zimmerman Room
Tuesday June 3, 2025	6:00-8:00pm	HSB – Zimmerman Room
Tuesday August 26, 2025	6:00-8:00pm	HSB – Zimmerman Room
Tuesday November 25, 2025	6:00-8:00pm	HSB – Zimmerman Room

HSB – Zimmerman room located at 3255 122nd Ave Allegan. Zoom link will be provided a week before the scheduled meeting.

- Public Hearings: Formal hearings will be held at different stages of the MMP drafting process to gather resident feedback. These meetings will be posted according to law.
- Community Work Groups: Informal sessions will be held to gather community input and identify areas that need attention while compiling data for the draft plan.

Costs

Cost calculations have been projected and input into the Approved Budget Form provided by EGLE. See attachment 1

Staffing

Staffing needs for Allegan County during Year 1 of the MMP process is detailed below.

Position	FTE	Responsibilities
Resource Recovery Coordinator	1.0	Write work program, hold meetings, RFP for consult
Consultant – TBD	TBD	Write draft plan, hold meetings, data collection

Michigan Department of Environment, Great Lakes, and Energy

Sustainability Section

Budget Template

Applicant Name: Allegan County

Project Title (Program): Resource Recovery

Vendor Number (VSS):

Personnel (Name & Title)	Hours (#)	Rate (\$/Hour)	Grant (\$)	Match (\$)		Total (\$)	Personnel Narrative
				Monetary	In-Kind		
Heather Bausick, Resource Recovery Coordinator	1040	\$ 31.47	\$ 32,728.80			\$ 32,728.80	Develop Work Program, budget planning, RFP development/input/release, MMPC contact for meetings, work with consultant, create an outreach program
Randy Rapp, Environmental Health Manager	200	\$ 50.00	\$ 10,000.00			\$ 10,000.00	
Jacqueline Billette, Health Officer	100	\$ 54.74	\$ 5,474.00			\$ 5,474.00	
Becky Volker, Finance	100	\$ 27.98	\$ 2,798.00			\$ 2,798.00	
Kristin Vanatter, Project Management	50	\$ 30.00	\$ 1,500.00			\$ 1,500.00	
Valdis Kalnins, Project Management	50	\$ 50.00	\$ 2,500.00			\$ 2,500.00	
PH Tech X 2	400	\$ 26.00	\$ 10,400.00			\$ 10,400.00	
Ben Williams, Registered Sanitarian	150	\$ 37.06	\$ 5,559.00			\$ 5,559.00	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Personnel Subtotal	2090		\$ 70,959.80			\$ 70,959.80	
Fringe Benefits (Name & Title)		Rate (%)	Grant (\$)	Match (\$)		Total (\$)	Fringe Benefits Narrative
				Monetary	In-Kind		
Heather Bausick, Resource Recovery Coordinator		28.00%	\$ 9,164.06			\$ 9,164.06	Includes all allowable benefits including health, dental, optical. Allegan County operates at a 28% per person fringe benefit rate
Randy Rapp, Environmental Health Manager		28.00%	\$ 2,800.00			\$ 2,800.00	
Jacqueline Billette, Health Officer		28.00%	\$ 1,532.72			\$ 1,532.72	
Becky Volker, Finance		28.00%	\$ 783.44			\$ 783.44	
Kristin Vanatter, Project Management		28.00%	\$ 420.00			\$ 420.00	
Valdis Kalnins, Project Management		28.00%	\$ 700.00			\$ 700.00	
PH Tech X 2		28.00%	\$ 2,912.00			\$ 2,912.00	
Ben Williams, Registered Sanitarian		28.00%	\$ 1,556.52			\$ 1,556.52	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Fringe Benefits Subtotal			\$ 19,868.74			\$ 19,868.74	
Personnel & Fringe Benefits Subtotal			\$ 90,828.54			\$ 90,828.54	

		Match (\$)				Contractual Services Narrative	
Contractual Services (Name)	Description of Services	Grant (\$)	Monetary	In-Kind	Total (\$)		
Consultant - TBD		TBD			#VALUE!	Assist in MMP creation, hold public meetings, contact point for local officials, data collection	
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
Contractual Services Subtotal		\$ -	\$ -		\$ -		
		Match (\$)				Supplies & Materials Narrative	
Supplies & Materials (Itemize)	Quantity (#)	Cost (\$/Unit)	Grant (\$)	Monetary	In-Kind		Total (\$)
Publications	3	\$ 150.00				\$ 450.00	Resources to create and implement MMP, supplies for MMPC meetings including a color printer for documents, ink, paper and other meeting supplies, any publications that will need to be noticed in local papers
Postage, Mail, Notices	100	\$ 0.75				\$ 75.00	
Paper	3	\$ 8.50				\$ 25.50	
Meeting Supplies	3	\$ 25.00				\$ 75.00	
Color Printer	1	\$ 450.00				\$ 450.00	
Ink	3	\$ 125.00				\$ 375.00	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Supplies & Materials Subtotal			\$ -			\$ -	
		Match (\$)				Equipment Narrative	
Equipment (Itemize)	Quantity (#)	Cost (\$/Unit)	Grant (\$)	Monetary	In-Kind		Total (\$)
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Equipment Subtotal			\$ -			\$ -	

			Match (\$)			Other Direct Costs Narrative	
Other Direct Costs (Description)			Grant (\$)	Monetary	In-Kind		Total (\$)
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Other Direct Costs Subtotal			\$ -	\$ -		\$ -	
			Match (\$)			Travel Narrative	
Travel	Quantity (#)	Rate (\$/Unit)	Grant (\$)	Monetary	In-Kind		Total (\$)
Mileage	300	\$ 0.70				\$ 210.00	Costs for various staff to attend MRM training to gather further knowledge and information regarding the overall purpose of Materials Management
Lodging						\$ -	
Meals						\$ -	
Airfare						\$ -	
Other Travel (Itemize)							
Materials and Recycling Management Training	5	\$ 350.00	\$ 350.00			\$ 1,750.00	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Travel Subtotal			\$ 350.00	\$ -		\$ 350.00	
Direct Cost Subtotal			\$ 91,178.54	\$ -		\$ 91,178.54	
			Grant (\$)	Match (\$)	Total (\$)		
Indirect (20% Max)	Rate (%)		\$ 18,165.71	\$ -	\$ 18,165.71		
	20.00%						
			Match (\$)				
			Grant (\$)	Monetary	In-Kind	Total (\$)	
Total Cost			\$ 109,344.25	\$ -		\$ 109,344.25	

Allegan County Materials Management Planning Committee (MMPC)



Human Services Building
3255 – 122nd Avenue Suite 200
Allegan, MI 49010
269-673-5411 Main Office
269-673-4172 Main Fax
<http://www.allegancounty.org>

Garth Llewellyn, Chairman
**Heather Bausick, Resource Recovery
Coordinator**

Jack Brown
Hauler Managed
Material
Representative

Gale Dugan
Elected County
Government
Representative

Daniel Fritsch
Materials Recovery
Facility Operator

Russell Lewis
Business
Representative from
Surrounding County

Garth Llewellyn
Business Generating
Managed Material
Representative

Randy Rapp
Regional Planning
Agency
Representative

Matt Rosser
Solid Waste Disposal
Facility
Representative

William Walker
Waste Diversion,
Reuse, or Reduction
Facility Operator

Vacant
Compost Facility or
Anaerobic Digester
Operator

Vacant
Elected City
Government
Representative

Vacant
Elected Township
Government
Representative

Vacant
Environmental
Interest Group
Representative

MATERIALS MANAGEMENT PLANNING COMMITTEE (MMPC) – MINUTES

Tuesday, February 25, 2025 – 6:00 PM

Zimmerman Room, Human Services Building, 3255 122nd Avenue, Allegan

CALL TO ORDER: Called to order by Llewellyn at 6:01pm

ROLL CALL: Present: Fritsch, Lewis, Llewellyn, Rapp, Rosser, Walker, Brown (arrived 6:07),
Dugan (arrived 6:50), Bausick, Jacqueline Billette

COMMUNICATIONS: Resource Coordinator Report (attachment a)

APPROVAL OF MINUTES: Walker moved, seconded by Rosser. All in favor

PUBLIC PARTICIPATION: None

APPROVAL OF AGENDA: Walker moved, seconded by Rosser. All in favor

PRESENTATIONS: None

ACTION ITEMS:

1. Work Program and corresponding budget (attachment b)

- Discussed switching positions of Brown and Fritsch if needed – both could fit in either role but identify more with the other. Tabled discussed for later date if needed
- Added Becky Volker to contact information for MMP Grant Manager
- Section 2.2 – change statement to “bylaws reviewed and approved at a meeting on February 25, 2025”
- Section 5.2 – change “parties” to “stakeholders”
- Section 6 – change “consultant” to “DPA; consultant”
- Add page numbers
- Public participation section – change “all constituents involved” to “consensus”
- Public participation section – change “May 27” to “June 3” due to changing date of next meeting due to conflicts
- Budget sheet – change indirect expenditures from “10%” to “20%” as directed by EGLE

A motion to approve the work program and corresponding budget with revisions was made by Rosser and seconded by Walker. Yes: 8; No: 0. Motion carried.

2. Change May 27, 2025 meeting date

- Due to several member conflicts the meeting date was discussed

A motion to formally move the meeting date from May 27, 2025 to June 3, 2025 was made by Rapp. Motion was seconded by Llewellyn and Brown. Motion carried.

Mission Statement

“Allegan County shall plan, develop and evaluate the necessary policies and resources to ensure our county continues to progress and prosper”

DISCUSSION ITEMS:

1. Bylaws (attachment c)

- Section 5.10 – suggested to be removed due to redundancy. The Solid Waste and Recycling Coordinator distributes the agenda to all members and any items for future agendas are discussed during the meeting.
- Section 7.6 – Change “the chairperson will appoint a Committee member to record” to “The Solid Waste and Recycling Coordinator or designee will record”
- Dugan suggested reviewing committee positions for staggering. After the initial 5-year appointment, per law, the positions will need to be staggered for 2, 3, 4, or 5 year terms so the same number are appointed for each term length. Dugan suggested to members that they decide amongst themselves which positions should stagger and bring suggestions to the next meeting. If members cannot come to a consensus, the BOC will make the staggered determinations.
- Rapp gave an assignment to members to decide what their terms should be and bring to the next meeting

A motion to approve the bylaws as amended, forward to legal for final review and upon conciliation, send to the Board of Commissioners was made by Dugan and seconded by Rapp. Yes: 8; No: 0. Motion carried.

2. Open positions on MMPC

- Suggestions were made to reach out to city and township officials for open positions.
- Outdoor Discovery Center, Allegan Conservation District suggested for Environmental Interest Group
- Renewed Earth suggested for Compost Facility position

PUBLIC PARTICIPATION: None

FUTURE AGENDA ITEMS:

- i. RFP and consultant expectations
- ii. Staggered positions
- iii. Invite Van Buren to discuss tire grants
- iv. Invite Ottawa to discuss their MMP process and status
- v. May meeting – invite Dar Baas from Kent County for an update on the sustainability facility
- vi. Invite Renewed Earth to discuss their program

ROUND TABLE: Dugan – searching for a City and Township official for the board. Encourage elected officials to be on this board

Llewellyn – offered to reach out to Renewed Earth to invite them to a meeting

ADJOURNMENT: Motion made by Walker, seconded by Rosser to adjourn the meeting at 7:39pm. The motion carried.

NEXT MEETING: June 3, 2025 @ 6:00 PM

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

MATERIALS MANAGEMENT PLANNING COMMITTEE—ADOPT BYLAWS

WHEREAS, on August 22, 2024, the Allegan County Board of Commissioners (Board) established the Materials Management Planning Committee (MMPC); and

WHEREAS, on February 25, 2025, the MMPC finalized bylaws for Board adoption.

THEREFORE, BE IT RESOLVED that the Board hereby adopts the MMPC bylaws, as attached.

DRAFT

ALLEGAN COUNTY
MATERIALS MANAGEMENT PLANNING COMMITTEE
BYLAWS

ARTICLE I – Name and Office

- 1.0 The name of this committee is the Allegan County Materials Management Planning Committee (“Committee”).
- 1.1 The office and mailing address of the Committee shall be 3283 122nd Avenue, Allegan, MI 49010.

ARTICLE II – Purpose and Function

- 2.0 Pursuant to Public Act 451 of 1994 of the Natural Resources and Environment Protection Act, Subpart 11, Materials Management Plans as amended, (“Act”) the purpose of the Committee, as a permanent body is to:
 - 1. Direct the Designated Planning Agency (“DPA”) in preparing the Materials Management Plan (“MMP”). Provide recommendations and guidance to the DPA pursuant to the Act.
 - 2. Implement a new MMP that will focus on sustainable material management approaches such as recycling and composting instead of landfilling waste.
 - 3. Review and approve the DPA’s work program under MCL 324.11587(4)
 - 4. Identify relevant local materials management policies and priorities.
 - 5. Ensure coordination in the preparation of the MMP.
 - 6. Ensure that the DPA is fulfilling the statute's requirements regarding the MMP's content and public participation.
 - 7. Notify the DPA of any deficiencies. If the deficiencies are not addressed by the DPA to the Committee’s satisfaction, then the Committee will notify the County Approval Agency (“CAA”), the Allegan County Board of Commissioners. Provide information through the DPA to the CAA.
 - 8. Promote the public's awareness of the benefits of recycling solid waste, facilitate the development of practices reducing the deposit of solid, recyclable waste in landfills, provide oversight to the operation of solid waste and recycling services initiated by the County under the Act, provide for and plan for the disposition of solid waste generated from within Allegan County, and assist the County of Allegan in the preparation of amendments to the County's MMP.
 - 9. Provide the new MMP to the State of Michigan and CAA pursuant to the terms and conditions of the Act.

2.1 The function of the Committee is to:

- 1. Meet consistently and timely to provide recommendations and guidance to the DPA for the Work Plan that will be submitted to the State of Michigan.
- 2. Review and approve the DPA work program.
- 3. Provide guidance and recommendations for all issues identified in Part 115 of the Act to the DPA.
- 4. Shape the MMP program’s philosophy and long-term and short-term goals and objections.
- 5. Provide a final level of approval of the MMP before it is presented to the CAA for approval.

ARTICLE III - History

- 3.0 This Committee was formed by the County of Allegan, Board of Commissioners on August 22, 2024, pursuant to MCL 324.11571 et. seq., which was effective March 29, 2023.

ARTICLE IV: Authority

- 4.0 The Committee shall have responsibilities, authority, obligations, and duties as provided by the Act.

ARTICLE V - Membership, Officers, and Duties

- 5.0 Applications for Committee membership will be solicited by the County Board of Commissioners, reviewed by the Committee, and then a recommendation will be forwarded to the County Board of Commissioners for consideration and action.
- 5.1 Committee members will initially serve a five (5) year term. The immediate successors should be appointed for staggering appointments of 2, 3, 4, or 5-year terms so that, as nearly as possible, the same number are appointed for each term length. Member appointments should be staggered so that no more than two (2) vacancies are scheduled to occur in any single year. Subsequently, the members will be appointed for terms of 5 years. A member may be re-appointed. By completing an Allegan County Boards and Commissions Appointment Application, committee members may request to continue membership as long as their participation is in good standing.
- 5.2 Vacancies: Membership vacancies shall be filled for the unexpired term in the same manner as the original appointments. MCL 324.11572(2)
- 5.3 Removal: The CAA may remove a member for incompetence, dereliction of duty, or malfeasance, misfeasance, or nonfeasance in office. MCL 324.11572(2)
- 5.4 Resignation: A Committee member will indicate their intent to resign by submitting a written statement with an effective date of resignation to the Committee with copies to the CAA. A Committee member shall provide at least thirty (30) days' notice before resignation, when practicable.
- 5.5 Under MCL 324.11572(4), the Committee membership will be as follows:
1. A representative of a solid waste disposal facility operator that provides service in the planning area.
 2. A representative of a hauler that provides service in the planning area.
 3. A representative of a materials recovery facility operator that provides service in the planning area.
 4. A representative of a composting facility or anaerobic digester operator that provides service in the planning area.
 5. A representative of a waste diversion, reuse, or reduction facility operator that provides service in the planning area.
 6. A representative of an environmental interest group that has members residing in the planning area.
 7. An elected official of the county.
 8. An elected official of a township in the planning area.
 9. An elected official of a city or village in the planning area.
 10. A representative of a business that generates a managed material in the planning area.
 11. A representative of the regional planning agency whose territory includes the planning area.
 12. Any additional members appointed under subsections (5) or (6) or section 11578(3) as applicable.
 - (a) Subsection (5) states that the CAA may appoint one (1) additional regular member that does business in or resides in an adjacent municipality outside the planning area.
 - (b) Subsection (6) is applicable to a multicounty MMP.
 - (c) MCL 324.11578(3) states that if a solid waste landfill is proposed to be developed in the planning area within 2 miles of a municipality that is located adjacent to the planning area or if a solid waste processing and transfer facility or materials utilization facility is proposed to be

developed in the planning area within 1 mile of such a municipality, then the planning committee shall provide the adjacent municipality an opportunity to comment on the proposed development.

- 5.6 The Committee will elect a Chairperson and other officers it considers necessary or appropriate from its members at its first meeting and annually. The Committee also considers a Vice-Chairperson necessary, and one will be elected from its members annually. These officers shall be elected annually at a meeting in August.
- 5.7 Each officer's term is one calendar year. In the event of an early resignation, the Committee will elect one who will complete the term from its members.
- 5.8 The Chairperson will preside at all meetings, appoint sub-committees deemed necessary, and perform duties as may be directed by the Committee.
- 5.9 The Vice-Chairperson, in the Chairperson's absence, will preside and perform the Chairperson's duties and obligations in all aspects.

ARTICLE VI - Sub-Committees

- 6.0 Special sub-committees shall be formed, as authorized by the Committee and appointed by the Chairperson, when deemed necessary for the discharge of the duties of the Committee.
- 6.1 The Solid Waste and Recycling Coordinator shall identify for the Committee any necessary ad hoc committees as necessary to ensure the proper conduct of business.

ARTICLE VII- Meetings

- 7.0 A regularly scheduled meeting day and time shall be determined by the Committee and public notification shall be posted. Meetings may be canceled due to insufficient material for the agenda. Meetings will be held timely and on a consistent basis and will be open to the public. The location will be determined by the Chairperson with assistance from the DPA the Solid Waste and Recycling Coordinator.
- 7.1 The Chairperson will generate the agenda for each regular meeting after consultation with the Solid Waste and Recycling Coordinator; call meetings to order and formally close meetings; note whether a quorum is present; extend every courtesy to the discussion of the motions; repeat and/or explain each motion before it is voted upon.
- 7.2 Special meetings may be called by the Chairperson, or by three or more members of the Committee, at such time and place as deemed necessary.
- 7.3 Notices of all regular meetings shall be e-mailed to all members no later than five (5) days before the meetings. Notices of special meetings, including an agenda and purpose, will be given to members no later than twenty-four (24) hours prior to any special meeting.
- 7.4 All meetings will be noticed and conducted in accordance with the Michigan Open Meetings Act ("OMA"), MCL 15.261 *et. seq.*

- 7.5 The County Solid Waste and Recycling Coordinator will assist the Chairperson. The Solid Waste and Recycling Coordinator is responsible for conducting and coordinating all technical studies, investigations, surveys, reports, and recommendations authorized on behalf of the Committee. The Solid Waste and Recycling Coordinator will also update the Committee on the performance of the Resource Recovery Program and Recycling Program.
- 7.6 The Solid Waste and Recycling Coordinator or designee shall record Committee deliberations and actions. All official records will be held in the County Solid Waste and Recycling Coordinator's Office, with copies timely presented to the Chairperson of the Board of Commissioners and the County Administrator.

ARTICLE VIII - Rules of Conduct

- 8.0 Quorum: A quorum of the Committee consists of the majority of those appointed and serving members.
- 8.1 Voting: Official action can be taken only with the presence of a quorum. No proxy or alternate votes are allowed.
- 8.2 Conflict of Interest: When appropriate, all committee members must declare a potential or real conflict of interest with items of consideration before the Committee. The Committee will, upon deliberation, determine the presence of a conflict and permit or prevent a vote by those members indicating a conflict. A Conflict of interest will not influence the determination of a quorum.
- 8.3 Conduct of a regular meeting requires the following order of business:
1. Call to Order
 2. Attendance and Determination of Quorum
 3. Modification(s) to the Agenda
 4. Approval of Agenda
 5. Approval of Minutes
 6. Public Comment
 7. Hearings (if scheduled)
 8. Solid Waste and Recycling Coordinator Report
 9. Old Business
 10. New Business
 11. Miscellaneous/Round Table
 12. Determination/Recognition of Next Meeting Date
 13. Adjournment
- 8.4 Any item of business to be presented to the Committee shall be submitted to the Solid Waste and Recycling Coordinator not less than ten (10) days prior to any regular Committee meeting. Items not included on the notice of meeting agenda shall not be acted upon at such meeting, except and unless two-thirds (2/3's) of the Committee members present consent.
- 8.5 Any writing prepared, owned, used, in the possession of, or retained by the Committee shall be made available to the public in accordance with the Freedom of Information Act, MCL 15.231 et. seq.
- 8.6 The conduct of meetings will be guided by Robert's Rules of Order.

ARTICLE IX - Amendments

9.0 Proposed changes in these bylaws will be presented to the Allegan County Board of Commissioners for consideration, comment, and action upon recommendation of a majority of the Committee members appointed and serving.

Signatures:

Sign: _____

Name: _____

Title: _____

Date: _____

Sign: _____

Name: _____

Title: _____

Date: _____