

# Allegan County Board of Commissioners



County Services Building  
3283 – 122<sup>nd</sup> 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**

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## **BOARD OF COMMISSIONERS MEETING – AGENDA**

Thursday, April 3, 2025 – 9 AM  
County Services Building – Board Room  
Virtual Connectivity Options Attached

### **DISTRICT 1**

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

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### **DISTRICT 2**

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

9 AM

#### **CALL TO ORDER:**

#### **ROLL CALL:**

**OPENING PRAYER:** Commissioner Craig Van Beek

#### **PLEDGE OF ALLEGIANCE:**

#### **PUBLIC HEARING:**

**COMMUNICATIONS:** None

**APPROVAL OF MINUTES:** March 13, 2025

#### **PUBLIC PARTICIPATION:**

#### **CHANGES TO THE AGENDA:**

#### **APPROVAL OF AGENDA:**

#### **PRESENTATIONS:**

#### **PROCLAMATIONS:**

#### **INFORMATIONAL SESSION:**

57th District Court—Laurie Tange, Court Administrator

#### **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 (3/21/25 & 3/28/25 & 4/4/25)

### **DISTRICT 5**

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

#### **DISCUSSION ITEMS:**

1. Board of Commissioners—approve Drain Revolving Fund Increase (250-204)
2. Emergency Management—approve Latest Emergency Operations Plan
3. Facilities Management—award Sheriff's Office Roof Replacement Bid (240-498)

#### **ACTION ITEMS:**

1. None

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#### **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:**

1. Community Mental Health Board (E)
  - a. General Public Representative—term expires 3/31/2026

**ELECTIONS:**

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

**APPOINTMENTS:**

1. 911 Policy & Procedure Board
  - a. City/Village Police Chief Representative—term expires 7/31/25 [Application REC 3/27/25](#)
  - b. Emergency Services Representative—term expires 7/31/25 [Application REC 3/27/25](#)
  - c. City or Village Representative—term expires 7/31/25 [Application REC 3/27/25](#)
  - d. Private Citizen Representative—term expires 7/31/25 [Application REC 3/27/25](#)
2. Board of Public Works
  - a. One Representative—term expires 12/31/26 [Applications REC 2/27/25](#)
3. Brownfield Redevelopment Authority
  - a. Two Representatives—terms expired 12/31/24
4. 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
5. Jury Board (Circuit Judge recommends/Board appoints)
  - a. One Representative—term expired 8/31/23
  - b. One Representative—term expires 3/31/25
6. Tourist Council
  - a. Two Representatives—terms expire 12/31/26
  - b. One Representative—term expires 12/31/25

**PUBLIC PARTICIPATION:**

**FUTURE AGENDA ITEMS:**

1. OPENING PRAYER: Commissioner Mark DeYoung
2. INFORMATIONAL SESSION: Drain Commissioner
3. CONSENT: Motion to approve of claims paid and to incorporate into proceedings of the Board (4/11/25 & 4/18/25 & 4/25/25)
4. ACTION: Equalization—approve 2025 Equalization Report
5. PLANNING: Polco Citizen Survey Results Presentation

**REQUEST FOR MILEAGE:**

**BOARDS AND COMMISSIONS REPORTS:**

**ROUND TABLE:**

**CLOSED SESSION:**

**ADJOURNMENT:** Next Meeting – Thursday, April 24, 2025, 7 PM @ **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

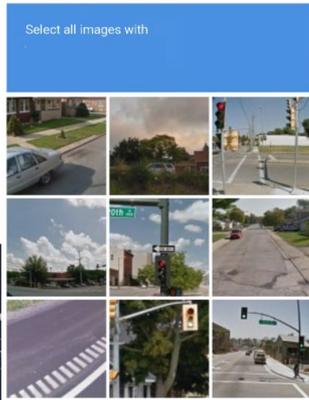
First Name \*

Last Name \*

Email Address \*

Confirm Email Address \*

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1. Enter name and email

2. Click this box

3. Answer challenge question

4. Click when done.

STEP 3: This Window will appear when connected.



# STEP 4: Adjust audio settings (if needed)

The screenshot shows the Zoom application interface. A large black vertical bar on the left side of the screen is highlighted with a blue arrow labeled '1'. A blue arrow labeled '2' points to the 'Audio' settings panel on the right. The 'Audio' settings panel includes a 'Speaker' section with a 'Test Speaker' button and a 'Remote Audio' dropdown menu. Below this is an 'Output Level' slider and a 'Volume' slider. The 'Microphone' section includes a 'Test Mic' button and a dropdown menu. Below this is an 'Input Level' slider and a 'Volume' slider. There are also several checkboxes: 'Automatically adjust volume' (checked), 'Use separate audio device to play ringtone simultaneously' (unchecked), 'Automatically join audio by computer when joining a meeting' (unchecked), 'Mute my microphone when joining a meeting' (unchecked), 'Press and hold SPACE key to temporarily unmute yourself' (checked), and 'Sync buttons on headset' (checked). An 'Advanced' button is located at the bottom right of the settings panel. In the background, a meeting agenda is visible with the following text:

269-673-4514  
mthiele@allegancounty.org

**Economic Development — Greg King, Director**  
**ADMINISTRATIVE REPORTS:**

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

**CONSENT ITEMS:**

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

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

# STEP 5: Raise hand to be recognized to speak.

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

On bottom of screen.

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



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



# STEP 6: To leave the meeting

The screenshot shows a Zoom meeting interface. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. In the top right corner, there is an "Enter Full Screen" button. The main content is a document viewer displaying a Microsoft Word document titled "BOC20200409\_agenda [Compatibility Mode] - Word". The document header includes the "Allegan County Board of Commissioners" logo and contact information for County Services Building, including address, phone, fax, and website. Below the header, the document title is "BOARD OF COMMISSIONERS MEETING – AGENDA". The agenda items are listed by district: DISTRICT 1 (Dean Kasperge), DISTRICT 2 (Jim Storey), DISTRICT 3 (Max R. Thiele), and DISTRICT 4 (Matt DeYoung). The agenda items include "Virtual Meeting – Connectivity Instructions Attached", "1PM CALL TO ORDER: ROLL CALL: OPENING PRAYER: PLEDGE OF ALLEGIANCE: COMMUNICATIONS: Attached APPROVAL OF MINUTES: Attached", "PUBLIC PARTICIPATION: ADDITIONAL AGENDA ITEMS: APPROVAL OF AGENDA: PRESENTATIONS: PROCLAMATIONS: INFORMATIONAL SESSION: Attached ADMINISTRATIVE REPORTS:", and "CONSENT ITEMS:". The document footer shows "PAGE 1 OF 2 251 WORDS" and a zoom level of "100%". At the bottom of the Zoom window, there is a control bar with "Audio Settings", "Chat", "Raise Hand", "Q&A", and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.

## ALLEGAN COUNTY BOARD OF COMMISSIONERS

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MARCH 13, 2025 SESSION

JOURNAL 73

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

The invocation was offered by District #5 Commissioner Dugan.

The 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

**COMMUNICATIONS**

2/ Deputy Clerk Taylor noted to the board that they received the following communications:

1. Livingston County passed a resolution (2025-02-023) to support local control and claim of appeal against Michigan public service commission order.

**FEBRUARY 27, 2025 SESSION MINUTES - ADOPTED AS PRESENTED**

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

**PUBLIC PARTICIPATION - COMMENTS**

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

1. Randy Crisman of Hopkins Township started the reading of the County Settlement Covenant of Allegan County; the following residents continued the reading:

2. Angelia Webster of Fillmore Township
3. Kim Donker of Dorr Township
4. Bonnie Pickett of Trowbridge Township
5. Joe Pickett of Trowbridge Township
6. Mike Smith of Wayland Township

7. County Prosecuting Attorney, Mike Villar provided an update of the Prosecuting Attorney's office since he was elected. The office is working towards a paperless system, getting the backload of cases resolved, and working to save the county money.

**AGENDA - ADOPTED AS PRESENTED**

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

**INFORMATIONAL SESSION:**

6/ Clerk/Register of Deeds, Bob Genetski, presented the 2024 County Clerk and Register of Deeds Annual Report.

**ADMINISTRATIVE REPORTS:**

7/ Administrator Sarro noted his written report was submitted to Commissioners. Highlights included updates on the website under the "news media room" link for access to news articles. Residents can subscribe to receive updates when new articles are posted. The National Community Survey went out through mailers and on the website; there has been 300+ responses with the mailers and over 1000 responses through the website.

**FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS**

8/ **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	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$1,324,101.44</b>	<b>\$1,324,101.44</b>	

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	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$590,472.50</b>	<b>\$590,472.50</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for 3/7/25, 3/14/25, and interfund transfers.

Moved by Commissioner Lubbers, seconded by Commissioner Van Beek to adopt the report of claims for March 7, 2025, March 14, 2025, and interfund transfers. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

**BREAK - 10:20 A.M.**

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

**DISCUSSION ITEMS:**

**10/ 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.

Moved by Commissioner DeYoung, seconded by Commissioner Lubbers to accept the Water Study Workgroup Final Report. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

**11/ MEDICAL CARE COMMUNITY FACILITY PROJECT**

Kimberly Turcott, Director, spoke on the Allegan County Medical Care Community Facility project. The scope of renovations, costs, and means to cover the costs for the project were presented.

**12/ MATERIALS MANAGEMENT PLAN 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.

Moved by Commissioner Van Beek, seconded by Commissioner Lubbers to approve the Materials Management Plan Work Program. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

### **13/ MATERIALS MANAGEMENT PLANNING COMMITTEE 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.

Moved by Commissioner Lubbers, seconded by Commissioner Beltman to adopt the Materials Management Planning Committee Bylaws. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

### **ELECTIONS**

#### **14/ COMMUNITY MENTAL HEALTH - GENERAL REPRESENTATIVE**

Chair Dugan opened nominations to fill two 3-year terms on the Community Mental Health Board as a General Representative; terms to expire 3/31/2028.

Commissioner Lubbers nominated Karen Stratton, 1160 37<sup>th</sup> St, Allegan, MI 49010 and Deb Morse, 6016 122<sup>nd</sup> Ave, Fennville, MI 49408.

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

### **PUBLIC PARTICIPATION - COMMENTS**

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

1. Mará Westin of Otsego Township stated that she received the National Community Survey and was encouraging others to fill it out, she feels that the County should enact DOGE to find ways to cut spending.

**APPOINTMENTS**

**16/ PARKS ADVISORY BOARD**

Chair Dugan announced the appointment of the following individual to the Parks Advisory Board to fill an existing 3-year term expiring 12/31/2027.

Don Olendorf, 2452 Lakeshore Drive, Fennville, MI 49408-8627

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

**ADJOURNMENT UNTIL APRIL 3, 2025 AT 9:00 A.M.**

**17/** Moved by Commissioner Beltman, seconded by Commissioner Van Beek to adjourn until April 3, 2025 at 9:00 A.M. The motion carried by voice vote and the meeting was adjourned at 12:46 P.M. Yeas: 5 votes. Nays: 0 votes.



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Deputy Clerk

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Board Chair

Minutes approved during the 4/3/2025 Session



# 57th District Court – Allegan County State of Michigan

113 Chestnut Street, Allegan County Building, Allegan, MI 49010

Contact us: phone - (269) 673-0400 • fax - (269) 673-0490 • email - [districtcourt@allegancounty.org](mailto:districtcourt@allegancounty.org)

Website: [www.allegancounty.org/districtcourt](http://www.allegancounty.org/districtcourt)



## District Court Clerk's Office, Judicial Staff and Probation

*Pictured from left to right*

**First row:** Magistrate Daniel W. Norbeck; Judge William A. Baillargeon, Laurie Tange

**Second row:** Michelle Carpenter, Kelly Miklusicak, Kayla Williamson, Alli Dangremond, Julie Reamer, Julie Springer, Chris Gates, Jackie Hicks, Aimee Kragt, and Hickory Buell

**Third row:** Amber Browneye, Rebecca Hoskinson, Cesilia Rocha-Solis, Mary Jo Ash, Lauren Miner, Abby Maki, Mark Ponitz, Katie Kurdelski, Theresa Delventhal, and Carole Carr

**Not pictured:** Judge Joseph S. Skocelas, Audrey VerBeek, Cindy Cook, Nancy Eaton

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# 57<sup>th</sup> District Court 2024 ANNUAL REPORT

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# ***DISTRICT COURT JUDGES***

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**HONORABLE WILLIAM A. BAILLARGEON**, Chief District Judge, was appointed by Governor Jennifer Granholm on March 5, 2009 to fill the vacancy left by the retirement of the Honorable Stephen Sheridan. Prior to this appointment, Judge Baillargeon served as Circuit Judge for Allegan County's 48<sup>th</sup> Circuit Court from 2007 – 2009. Judge Baillargeon was elected in November 2010 to complete Judge Sheridan's term through 2012., then re-elected again in November 2012, 2018, and 2024 for six-year terms.



**HONORABLE JOSEPH S. SKOCELAS**, District Court Judge, was appointed by Governor Jennifer Granholm on April 26, 2006 to fill the vacancy left by the retirement of the Honorable Gary Stewart. Judge Skocelas was subsequently elected in November 2006 to complete Judge Stewart's term through 2008, then again in November 2008, 2014, and 2020 for six-year terms.

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# Message from the Chief Judge

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As Chief Judge of the 57<sup>th</sup> District Court for Allegan County, the honor once again falls to me to present the annual report for the year 2024. The court has continued to fully and faithfully serve the people of Allegan County and State of Michigan in all capacities.



This year we welcomed a new court administrator, Laurie Tange. She has been an extraordinary asset and has already demonstrated her ability to address the needs of the court and staff. She has also, as an Attorney Magistrate, been able to assist in some of the core functions of the court and thereby has made our ability to serve the public even more efficient and effective. It was not so very long ago that we said farewell to our longtime district court administrator Linda Lenahan and we were convinced that there was no one that could fill her shoes. While it is true no one could hope to fill the shoes of Linda in such a short time, we are confident that with Laurie we have an individual who will be just as dedicated and determined to make the 57<sup>th</sup> District Court the very best in the State. (I will once again extend kudos to Linda for her vision and planning that has made succession in administration so efficient.)

Both the civil and criminal clerical sections have continued to maintain their usual level of excellence. I do not want to in any way minimize the work they undertake to create and maintain the accuracy of documentation and reports while at the same time serving the public with a warm smile and professionalism. They have made excellence a daily norm.

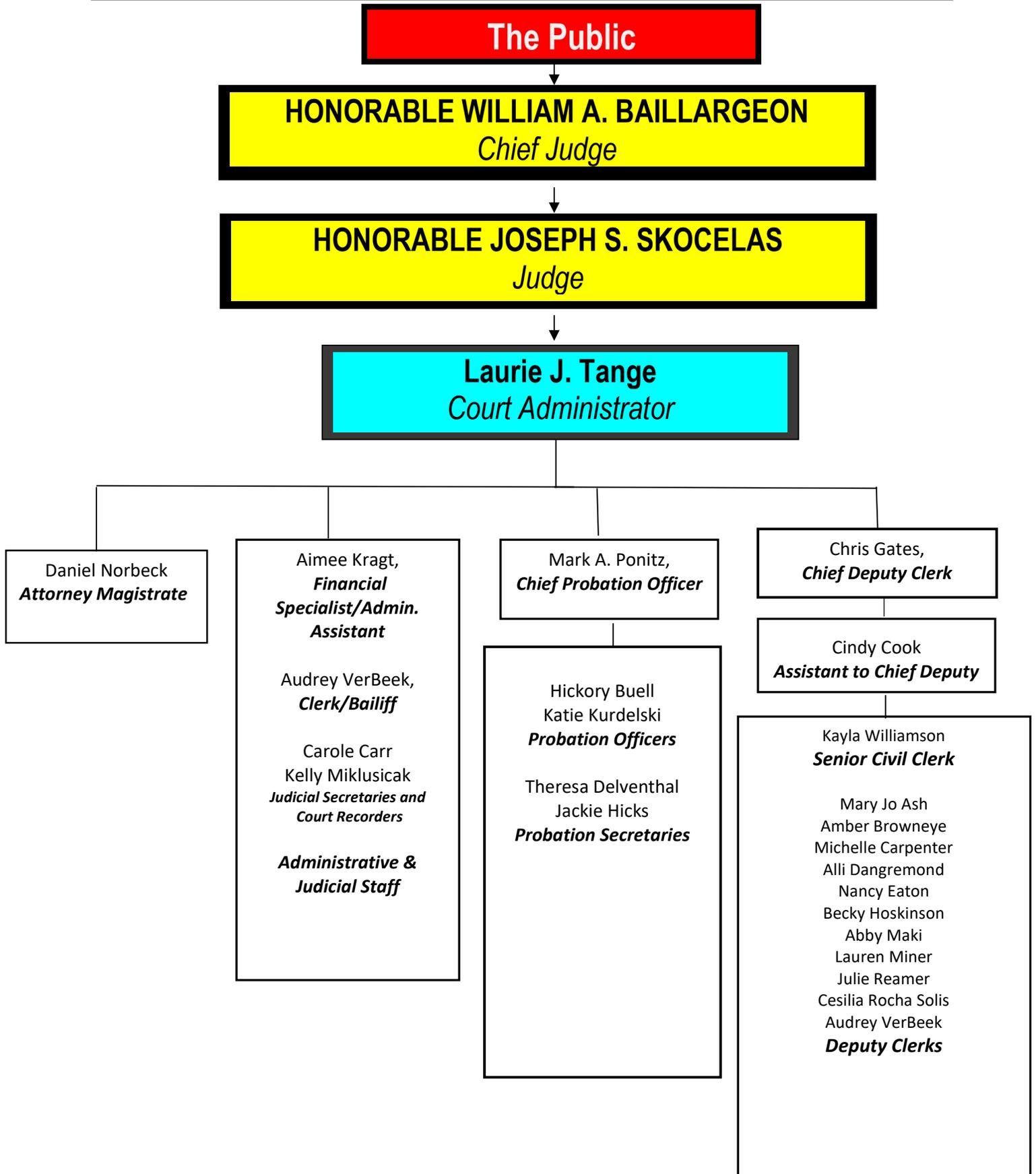
While our probation department experienced the loss of a senior probation officer it has nevertheless continued to provide superb supervision for our courts and specialty problem solving courts.

The construction at the courthouse was able to proceed with remarkably few issues as it related to the ability of the court to function and conduct hearings. Although the buildout in the District Court is insufficient for functional jury trial needs and has safety concerns that have yet to be adequately addressed, the court does commit to working with the county and its contractors to resolve those issues to the extent it is possible to do so.

Respectfully,

Judge William A. Baillargeon  
Chief District Court Judge

# ORGANIZATIONAL CHART



# JURISDICTION

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DIVISIONS	JURISDICTION	FACTS TO KNOW
<p><b>CIVIL</b></p>	<ul style="list-style-type: none"> <li>• Civil suits up to \$25,000</li> <li>• Small claim suits up to \$7,000 (effective 1/1/24)</li> <li>• Landlord tenant disputes, garnishments, and land contract summary proceedings</li> </ul>	<ul style="list-style-type: none"> <li>• Civil suits can be filed by either an individual or a business</li> <li>• Corporations must have attorney representation outside of small claims</li> <li>• Parties must represent themselves in small claims cases – attorneys may not be involved</li> </ul>
<ul style="list-style-type: none"> <li>• <b>CRIMINAL</b></li> </ul>	<ul style="list-style-type: none"> <li>• Michigan statute violations</li> <li>• City/village/township ordinances</li> </ul>	<ul style="list-style-type: none"> <li>• All felony cases such as murder and criminal sexual conduct are heard by a district judge through the preliminary exam stage only</li> <li>• Domestic violence, retail fraud, disturbing the peace are examples of misdemeanor violations</li> </ul>
<p><b>TRAFFIC</b></p>	<ul style="list-style-type: none"> <li>• Michigan statute violations</li> <li>• City/village/township ordinances</li> </ul>	<ul style="list-style-type: none"> <li>• Operating while intoxicated, reckless driving, expired operator’s license are examples of misdemeanor traffic offenses</li> <li>• Speeding, careless driving, no safety belt are examples of civil infraction violations</li> </ul>

# NEW CASES FILED

## CIVIL DIVISION

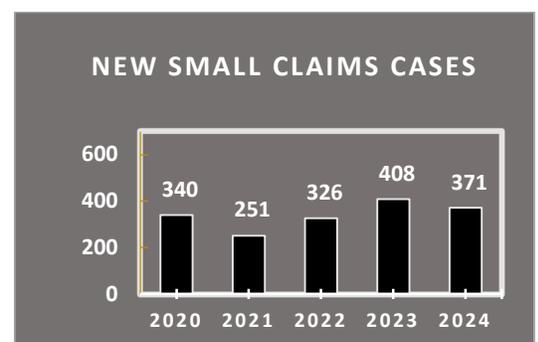
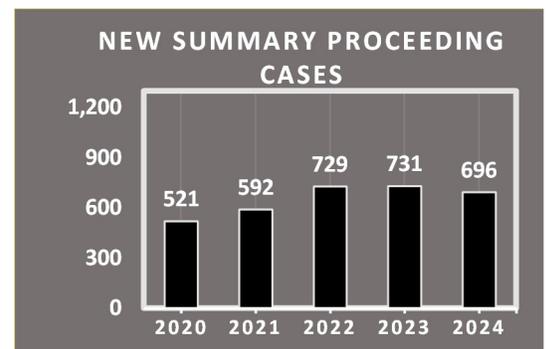
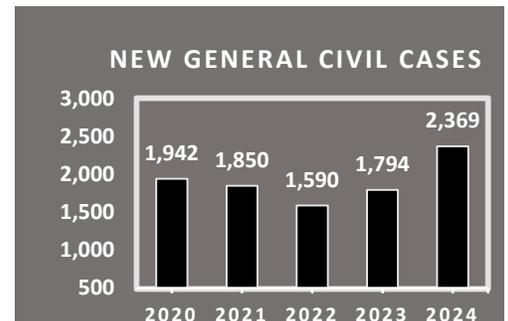
The *Civil Division* consists of the following sub-divisions:

The *General Civil Division* processes all civil cases under the \$25,000 jurisdictional limit; limited claim and delivery civil actions; limited writ of attachment and garnishment; and forfeiture or seizure of certain property.

The *Summary Proceeding Division* processes cases generally brought by a landlord to recover possession of a dwelling when a tenant fails to pay the rent or when the landlord or owner wishes to regain possession of his/her property. Summary proceedings include land contract forfeitures arising when a purchaser does not pay the amount agreed upon in a contract. A landlord may obtain an Order of Eviction to evict a tenant, or land contract vendee.

The *Small Claims Division* processes cases with recoverable maximum monies up to \$7,000.00 (increased from \$6,500 to \$7,000 on 1/1/24). Small claims litigants have the right to remove a case to the General Civil Division or to remove a case from magisterial jurisdiction. Actions are filed in the county in which the cause of action arose, or in which the defendant is established or resides or is employed. Small claims litigants waive their right to a jury trial and cannot be represented by an attorney.

Small claims cases are heard by the Attorney Magistrate.

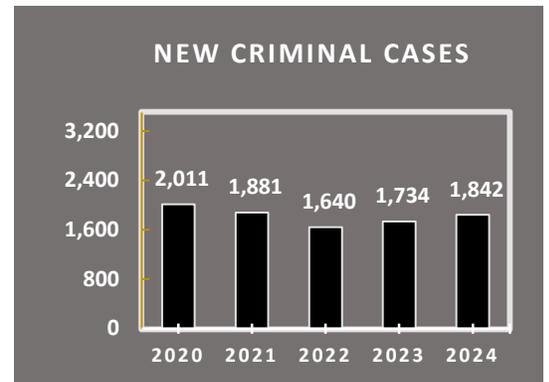


# NEW CASES FILED

## CRIMINAL DIVISION

The *Criminal Division (including Felony Traffic violations)* adjudicates cases involving violations of Michigan statute as well as violations of local ordinance. The Prosecuting Attorney’s Office, Michigan Attorney General’s Office, local police agencies, and ordinance city/township/village attorneys file felony and misdemeanor cases with the Court. District Court Judges preside over felony cases through the preliminary examination hearing stages only. Effective January 1, 2015, District Court Judges are now able to accept guilty pleas on felony charges. In 2024, five (5) felony pleas were accepted by District Court Judges.

In 2024, the criminal division processed 1,842 new case filings. The Court conducted felony preliminary examinations and waiver hearings and bound over 700 cases to the 48<sup>th</sup> Circuit Court. This number includes traffic division bind overs, as well.

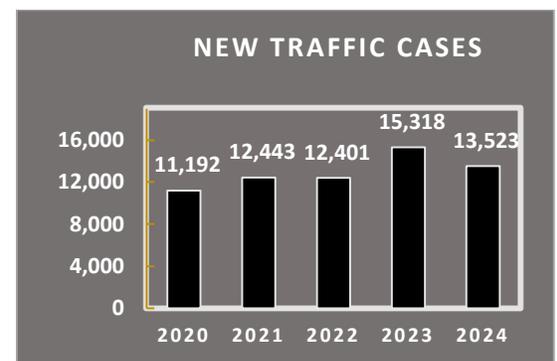


## TRAFFIC DIVISION

The *Traffic Division (including non-traffic civil infractions)* adjudicates misdemeanor and civil infraction cases involving Michigan statute violations, the motor vehicle code and local ordinances.

In 2024, the traffic division accepted 13,523 new case filings. The traffic division disposed of 14,808 cases through various dispositions, i.e., guilty plea, admission of responsibility, default, dismissal, warrant, and trial/hearing verdict. In 2024, the Judges disposed of 14 cases by jury verdict (all case types) and 151 cases by bench trial, formal or informal hearing for all case types.

New case filings in the traffic division have increased to pre-pandemic levels.



# NEW CASES FILED

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## TOTAL NEW CASE FILINGS

Each year, the District Court prepares and files with the State Court Administrative Office, a caseload report of all new cases filed, re-opened cases, warrants, and dispositions in categories of Traffic, Criminal and Civil cases. The Court uploads these numbers to the State Court Administrative Office's web site.

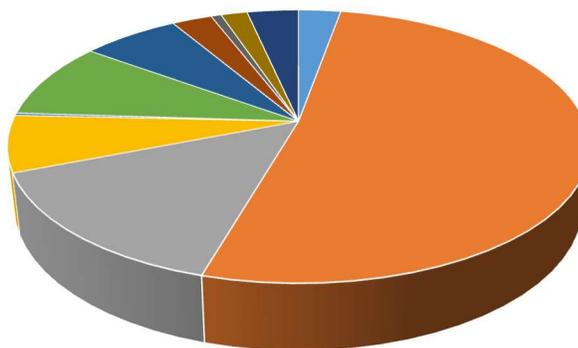
TOTAL NEW CASES FILED	
Traffic cases filed	13,560
Criminal cases filed	1,805
Civil cases filed	<u>3,444</u>
<b>Total new cases filed</b>	<b>18,809</b>

# CASE DISPOSITIONS

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## TOTAL DISPOSITIONS BY CATEGORY

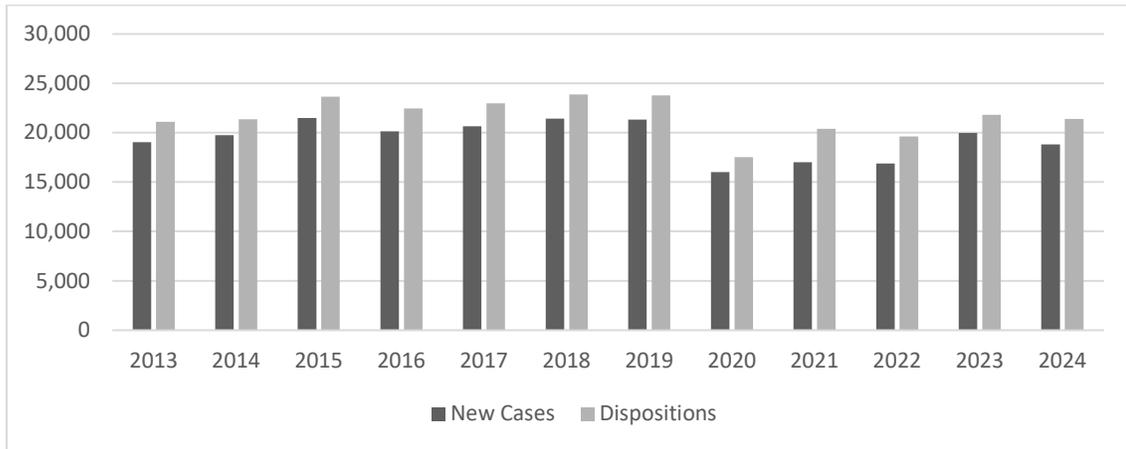
Total Dispositions: 21,403



- Civil Infraction Non-Traffic
- Civil Infraction Traffic
- Felony and Misdemeanor Traffic
- Felony Non-Traffic
- Felony OUIL
- General Civil
- Misdemeanor Non-Traffic
- Misdemeanor OUIL
- Parking
- Small Claims
- Summary Proceedings

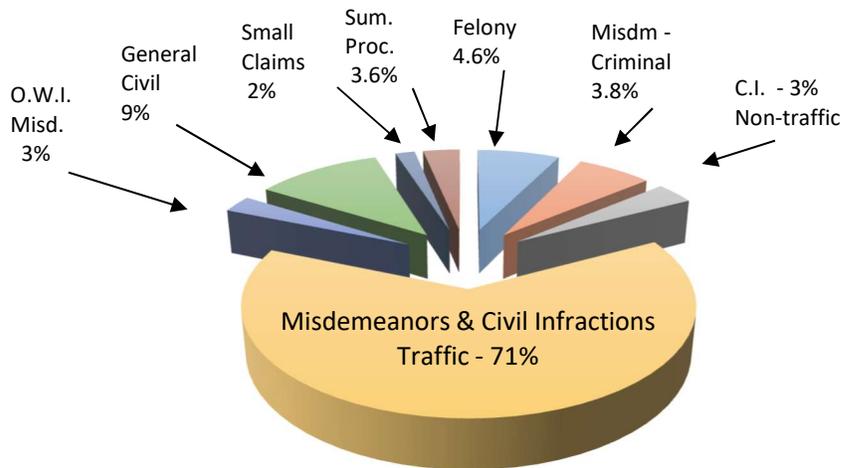
# STATISTICAL ANALYSIS

As you can see from the comparison chart below, total new case filings have been increasing and the District Court has continued to diligently dispose of its caseload in a timely fashion.



## CASELOAD MIX

The pie chart reflects both the total number of cases filed and the percentages by divisions.



## Clearance Rate Ratio of Dispositions to New Case Filing

The ratio of dispositions to new case filings and reopened cases are reflected below.

New Case Filings and Reopened Cases	21,801
Dispositions	21,403
Ratio	98%

# PROBATION

The functions of the *Probation Department* are to assist the Judges in determining an appropriate sentence and to supervise probationers ensuring that they comply with the terms and conditions of the orders of the Court. Probation Officers are responsible to refer probationers to qualified treatment personnel and to introduce them to vocational or educational resources.

The total number of defendants placed on probation during 2024 was 314. The total number of probationers being supervised by the Probation Officers for the period ending December 31, 2024, was 396 including diversion programs.

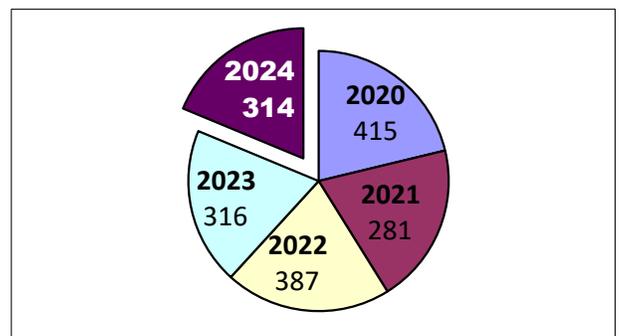
The difference between the total number placed on probation (314) and supervised (396) reflects the number of probationers who completed their terms and conditions of probation and were released. The time span of probation can generally range from a minimum of 30 days to a maximum of two years. Consequently, probationers are continually being released and new probationers added.

The table below reflects the number of probationers placed on probation during the year.

## DEFENDANTS PLACED ON PROBATION

Judge	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTALS
SKOCELAS	10	22	17	17	14	8	15	21	6	13	6	13	165
BAILLARGEON	14	1	17	11	13	12	18	11	19	14	13	6	149
NORBECK	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>24</b>	<b>23</b>	<b>34</b>	<b>28</b>	<b>27</b>	<b>20</b>	<b>33</b>	<b>32</b>	<b>25</b>	<b>27</b>	<b>19</b>	<b>22</b>	<b>314</b>

The pie chart reflects the total number of cases or individuals that were placed on probation from 2020 through 2024. For the period of 2020 through 2024, the caseload decreased 101 cases. Caseload decreased by 2 cases between 2023 and 2024.



# MENTAL HEALTH TREATMENT COURT

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Mental Health Court Graduate  
Michael Milburn and Judge Skocelas

On September 14, 2009, Judge Skocelas and the 57<sup>th</sup> District Court, teamed with representatives of the Allegan County Sheriff's Department, Allegan City Police, Allegan County Prosecutor's Office, Allegan County Community Mental Health, Michigan State Police, local defense attorneys, and local substance abuse providers to create a Mental Health Treatment Court in Allegan County. The treatment court is fully certified by the State Court Administrative Office as a Mental Health Treatment Court in Michigan. The court operates on grant funding also awarded by the State Court Administrative Office. The program accepts both felony and misdemeanor cases.

Since its inception, 522 defendants have been referred to the program. Of those, 237 were accepted into the program and 285 were rejected. Of the 237 who were accepted, 144 have successfully graduated, and 12 are currently in the program – 4 in Phase I and 8 in Phase II. After acceptance into the program, 81 were discharged unsuccessfully – 58 for cause and 23 for other reasons.

**Mental Health Treatment Court** is a two-phase program designed for adult offenders charged with one or more criminal offenses and who are having difficulty with mental health issues, are developmentally disabled, or mentally ill defendants with co-occurring disorders (mental health/substance abuse). It involves frequent court appearances and active participation by the participant towards their recovery. It also includes frequent random drug/alcohol screens. The court provides incentives for progress and sanctions for negative behaviors. If the participant fails to follow certain rules, they may be required to report more often to the Court, spend time in jail, or face serious sanctions such as termination from the Mental Health Treatment Court. This court is voluntary; the defendant must consent to participation before he/she can be placed into the court program. The mental health courts share the objective of preventing the jailing of the mentally ill and/or of securing their release from jail to appropriate services and support in the community. In addition, each court gives a high priority to concerns for public safety when arranging for the care of mentally ill offenders.

As required by statute, this court achieved recertification in 2024 from the State Court Administrative Office.

# WEST MICHIGAN REGIONAL VETERANS' TREATMENT COURT

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The West Michigan Regional Veterans' Treatment Court began operation on February 7, 2014, and was the first fully regionalized Veteran Treatment Court in the State of Michigan. The jurisdiction of the Veterans' Treatment Court is that of both the district and circuit courts of Allegan, Van Buren and Ottawa counties but it also accepts veterans from surrounding counties. It was developed and organized by Judge Baillargeon and the treatment court team to help veteran participants address underlying service related issues that bring them in contact with the criminal justice system. The court currently has 9 veterans participating with new applicants being reviewed by the team for admission as they arise. The court makes sure that veterans are provided proper mental and physical health care and follows up to ensure that they maintain their treatment protocol as well as a complete abstinence from drugs and/or alcohol. Common issues addressed by the treatment court include Post Traumatic Brain Injury, Post-Traumatic Stress Injury and issues related to substance abuse. The goal of the court is to divert veterans from prison or jail, to help them have a more satisfying productive law abiding life by addressing the underlying conditions impacting them and thereby assisting them to restore their sense of honor and integrity. The court has participants from Van Buren County, Kent County, Ottawa County, and Allegan County. We are proud to report that our regional court has already recognized 54 veterans for successfully completing the treatment court program. Many of these veterans continue to visit and support the efforts of their fellow veterans that continue to make up our veteran participant corps.

Partnering with the court from all three counties are county commissioners, judges, prosecutors, probation, law enforcement, mentors, community supervision providers, treatment providers, the Veterans Health Administration, Veterans Benefit Administration, veteran employment representatives and veterans service organizations service officers. Attorney Magistrate Daniel W. Norbeck is the Administrator/Case Manager for the Veterans Treatment Court. Magistrate Norbeck directs our field agent, Troy McCabe, who performs the remote supervision and substance abuse testing.

As required by statute, this court achieved certification in 2024 from the State Court Administrative Office.

# SOBRIETY TREATMENT COURT

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In May of 2017, the 57<sup>th</sup> District Court created a new treatment court specifically designed to address Operate while Intoxicated (OWI) - 2<sup>nd</sup> offenses. The goals of this new treatment court are to:

- Goal One: Divert offenders from jail.
- Goal Two: Eliminate substance use among substance abusers.
- Goal Three: Reduce OWI Recidivism.

The target population criteria includes:

1. Allegan County resident or residing within the Court's jurisdiction.
2. No history of serious violent behavior or felony weapon charges.
3. Alcohol and/or drug addicted or serious substance abuse pattern.
4. Repeat OWI offender.



The mission of the 57<sup>th</sup> District Court Sobriety Treatment Program is to promote community safety and reduce alcohol and drug abuse through a coordinated program involving intensive supervision, judicial interaction, treatment, incentives, sanctions and accountability.

The program is now at full capacity with nineteen (19) current participants both male and female. To date, we have graduated one hundred and six (106) participants and helped one hundred and thirteen (113) participants gain a restricted driver's license. As required by statute, this court achieved certification in 2024 from the State Court Administrative Office.

The program was developed and presided over by Judge Baillargeon. Attorney Magistrate Daniel W. Norbeck is the Administrator/Case Manager for the Sobriety Court and the probation for the participants is overseen by both the 57<sup>th</sup> District and 48<sup>th</sup> Circuit Court Probation Department.

# REVENUES & EXPENSES

Revenue is generated as a by-product of the fines, costs, and fees imposed by the Judges and Attorney Magistrate. State Constitution and statutes determine how the money is distributed.

The Court maintains and monitors two expense and revenue budgets: the District Court budget and the District Court Probation Department budget. Revenues collected from the District Court Probation Department for alcohol assessments and supervision/oversight costs are combined with the District Court's general fund revenues that are deposited on a monthly basis with the County Treasurer.

## REVENUES

AGENCY OR FUND	AMOUNT
Drug Case Reimbursement Fund	0.00
Drunk Driving Reimbursement Fund	23,969.43
Court Costs	95,3820.28
Appointed Attorney Fees	7,976.66
10% Bond Costs	0.00
Crime Victims' Rights Fund	14,765.73
Civil Filing Fees	135,805.00
Miscellaneous Fees	16,911.00
Driver's License Reinstatement Fees	15,478.35
Motion Fees	10,010.00
NSF Fees	75.00
Bond Forfeitures	60,440.00
DNA Sample Fee (Court)	78.00
Ordinance Fine and Costs	57,199.68
Jury Reimbursement	15,530.25
Insurance Fee	5,214.00
Probation Alcohol Assessments	24,085.00
Probation Oversight Costs	95,504.30
Cities, Townships, Villages	23,406.98
DNA fee – Sheriff's Department	195.00
State Treasury – Trust and Agencies	830,466.13
Libraries	521,204.70
Veterans' Court Participant Fees	910.00
Mental Health Court Participant Fees	0.00
Sobriety Court Participant Fees	16,700.00
Interest Earned	0.00
Cash Over/Short	109.95
Credit Card Fees	(5,555.88)

# EXPENSES

EXPENDITURE	DISTRICT COURT	PROBATION DEPT.
Salary and wages	1,236,415.63	321,195.28
Employee benefits	415,883.96	122,476.98
Office supplies	12,807.84	3,660.42
Printing and binding	8,381.46	90.45
Books and maps	722.50	0
Probation Assessment Fees	0	3,303.00
Jury	13,082.24	0
Witnesses	0	0
Interpreter fees	12,868.68	0
Court appointed attorney fees	495	0
Memberships and subscriptions	5,628.40	50.00
Other Contractual Services	321.45	0
Travel Expense – routine	371.18	629.80
Education – miscellaneous	0.00	0.00
Education – travel	529.86	221.90
Education – registration	565.00	320.00
Travel – visiting judge	0.00	0
Repairs and maintenance	17,002.99	1,000
Equipment	2,342.82	0
<b>TOTAL</b>	<b>1,727,419.01</b>	<b>452,947.83</b>

# CUMULATIVE TOTALS

## REVENUES

General fund	1,421,527.43
Jury Reimbursement	3,684.22
Interest	0.00
Credit Card Fees/Cash over/short	(5,445.93)
Trust and Agencies	853,873.11
Libraries	521,204.70
Grant Specialty Courts	48,694.37
Problem Solving Court Transfer to Another Court	805.00
Restitution Payable	88,842.07
Bonds Payable	<u>439,818.72</u>
<b>TOTAL</b>	<b>\$3,373,003.69</b>

## EXPENDITURES

Court	<b>1,727,419.01</b>
Probation	<b><u>452,947.83</u></b>
<b>TOTAL</b>	<b>\$2,180,366.84</b>

# COLLECTIONS

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## COLLECTIONS TOTAL FOR 2024

JANUARY	\$40,593.58
FEBRUARY	\$54,539.01
MARCH	\$53,744.70
APRIL	\$40,111.57
MAY	\$37,403.48
JUNE	\$32,833.12
JULY	\$34,159.78
AUGUST	\$35,650.47
SEPTEMBER	\$36,692.69
OCTOBER	\$39,215.72
NOVEMBER	\$31,425.12
DECEMBER	\$38,001.50
<b>YEAR END TOTAL:</b>	<b>\$474,370.74</b>

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 3/21/25, 3/28/25, and 4/4/25; 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 21, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	52,236.24	52,236.24	
Friend of the Court - Cooperative Reimb - 215	520.64	520.64	
Health Department Fund - 221	3,758.03	3,758.03	
Solid Waste/Recycling - 226	64,583.38	64,583.38	
Animal Shelter - 254	6,007.45	6,007.45	
Indigent Defense Fund - 260	18,095.81	18,095.81	
Central Dispatch Fund - 261	1,967.75	1,967.75	
CDBG Program Income Fund - 277	5,000.00	5,000.00	
Grants - 279	12,985.60	12,985.60	
Sheriffs Contracts - 287	405.13	405.13	
Transportation Fund - 288	1,946.91	1,946.91	
Child Care Fund - 292	15,870.18	15,870.18	
Veterans Relief Fund - 293	753.11	753.11	
Senior Services Fund - 298	108,363.04	108,363.04	
Capital Improvement Fund - 401	60,613.83	60,613.83	
Central Dispatch CIP - 496	99,263.00	99,263.00	
Tax Reversion 2018 - 629	1,145.00	1,145.00	
Fleet Management/Motor Pool - 661	170.57	170.57	
Drain Fund - 801	24,583.18	24,583.18	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$478,268.85</b>	<b>\$478,268.85</b>	

March 28, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	350,519.39	350,519.39	
Parks/Recreation Fund - 208	230.04	230.04	

Friend of the Court - Cooperative Reimb - 215	3,146.00	3,146.00	
Health Department Fund - 221	1,762.58	1,762.58	
Animal Shelter - 254	588.64	588.64	
Indigent Defense Fund - 260	17,222.80	17,222.80	
Central Dispatch Fund - 261	4,257.25	4,257.25	
CDBG Program Income Fund - 277	813.02	813.02	
Grants - 279	8,792.93	8,792.93	
Sheriffs Contracts - 287	2,095.74	2,095.74	
Transportation Fund - 288	6,385.08	6,385.08	
Child Care Fund - 292	50,294.81	50,294.81	
Veterans Relief Fund - 293	3,312.00	3,312.00	
Senior Services Fund - 298	1,647.60	1,647.60	
Capital Improvement Fund - 401	11,421.98	11,421.98	
Property Tax Adjustments - 516	7,982.71	7,982.71	
DELQ Tax Revolving Fund 2024 Taxes - 524	7,380,277.65	7,380,277.65	
Revolving Drain Maintenance Fund - 639	272.53	272.53	
Fleet Management/Motor Pool - 661	159.98	159.98	
Self-Insurance Fund - 677	7,674.25	7,674.25	
Drain Fund - 801	12,001.98	12,001.98	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$7,870,858.96</b>	<b>\$7,870,858.96</b>	

April 4, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
GENERAL FUND - 101	201,875.85	201,875.85	
PARKS/RECREATION FUND - 208	5,529.20	5,529.20	
FRIEND OF THE COURT -Cooperative Reimb - 215	155.82	155.82	
HEALTH DEPARTMENT FUND - 221	6,093.37	6,093.37	
SOLID WASTE / RECYCLING - 226	11,276.92	11,276.92	
MULTI-AGENCY COLLAB COMMITTEE - 245	6,896.00	6,896.00	
ANIMAL SHELTER - 254	776.59	776.59	
REGISTER OF DEEDS AUTOMATION FUND - 256	602.38	602.38	
INDIGENT DEFENSE FUND - 260	45,268.38	45,268.38	
CENTRAL DISPATCH FUND - 261	64,782.20	64,782.20	
LAW LIBRARY FUND - 269	2,510.05	2,510.05	
CDBG PROGRAM INCOME FUND - 277	33.00	33.00	
TRANSPORTATION FUND - 288	10,097.40	10,097.40	

CHILD CARE FUND - 292	11,726.99	11,726.99	
SENIOR SERVICES FUND - 298	16,595.00	16,595.00	
CAPITAL IMPROVEMENT FUND - 401	205,722.63	205,722.63	
REVOLVING DRAIN MAINTENANCE FUND - 639	205.39	205.39	
SELF-INSURANCE FUND - 677	489,255.02	489,255.02	
DRAIN FUND - 801	29,767.20	29,767.20	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$1,109,169.39</b>	<b>\$1,109,169.39</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for 3/21/25, 3/28/25, 4/4/25, 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

**DRAIN REVOLVING FUND - ADJUST LEVEL**

**WHEREAS**, the Drain Revolving Fund is utilized to efficiently make initial payments for drainage design and other necessities, which are to be paid back by the drainage district; and

**WHEREAS**, Drain, Finance, and Treasurer representatives met to review the needs of the Drain Revolving Fund and determined a level of \$625,000 is necessary, and the County Administrator concurs with the analysis; and

**WHEREAS**, the current level is \$250,000 as outlined in 4.15.5 of the County's Budget Policy; and

**WHEREAS**, the County received \$1.35 million that can be utilized for environmental and drain purposes as part of a state-wide lawsuit against Monsanto for PCB contaminants; and

**WHEREAS**, nearly \$1 million has been allocated to the Household Hazardous Waste & Electronics Disposal program; and

**WHEREAS**, it is recommended that the remaining funds be utilized as a one-time transfer to increase the annual drain revolving fund level for drain technology improvement projects.

**THEREFORE, BE IT RESOLVED** that the County Administrator is authorized to adjust the Drain Revolving Fund level to \$625,000; and

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



# ALLEGAN COUNTY REQUEST FOR ACTION FORM

## BUDGET ADJUSTMENTS OR TRANSFERS

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

Date 03/10/2025

Department Requesting Finance

Submitted by Jennifer Ludwick

Contact Information JLudwick@allegancounty.org

Fund, Activity: 802-000.000-314.000

Describe the requested change, and why it is needed:

We are requesting that the limit for the Drain Revolving Fund (802) be increased from \$250,000 to \$625,000. (an increase of \$375,000) This increase is necessitated by increasing costs for drain maintenance. This increase will also allow for gain in efficiency within the Drain, Treasurer's and Finance offices by reducing paperwork.

I am requesting that the one-time transfer to the Revolving Fund come from account 101-000.000-360.001, Monsanto PCB Settlement funds.

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

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**EMERGENCY MANAGEMENT - APPROVE LATEST EMERGENCY OPERATIONS PLAN**

**WHEREAS**, averting the threat of, or minimizing the effects of natural, technological and/or man-made disasters upon Allegan County lives and property is an appropriate governmental responsibility best addressed by the creation, communication, and implementation of an Emergency Operations Plan; and

**WHEREAS**, the preparedness to cope with the threat of, or the effects of a disaster requires an integrated deployment of public, private and individual citizen resources through an integrated emergency management system; and

**WHEREAS**, the National Incident Management System (NIMS) recognizes the potential deployment of various multi-jurisdictional resources to respond to a disaster, or threat thereof, and provides a coordinated organizational structure that will assure a consistent, nationwide, emergency management response regardless of the cause, size or complexity of a disaster; and

**WHEREAS**, the Allegan County Emergency Operation Plan is responsive to the federal requirements contained in the NIMS and subject to approval by the State of Michigan and the Federal Emergency Management Agency (FEMA); and

**WHEREAS**, pursuant to Act 390 of the P.A. of 1990, Allegan County has established the Allegan County Emergency Management Division and, to the limits of its capabilities, the Emergency Management Division is responsible for the disaster preparedness activities within Allegan County.

**THEREFORE, BE IT RESOLVED** that the Allegan County Board of Commissioners hereby approves the 2025 Emergency Operations Plan as presented; and

**BE IT FURTHER RESOLVED**, that the County Administrator is authorized to sign the necessary documents on behalf of the County to complete this action.

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

## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**FACILITIES MANAGEMENT – AWARD SHERIFF’S OFFICE ROOF REPLACEMENT  
BID**

**WHEREAS**, the Allegan County Board of Commissioners (Board) approved a \$250,000 appropriation within the 2025 Budget (#401 Public Improvements Fund) to fund the replacement of the roofing membrane on Section 6 of the Sheriff’s Office Building; and

**WHEREAS**, consistent with the County’s Purchasing Policy, a request for proposal process was used to solicit competitive bids and those bids have been evaluated with a recommendation of award to Sherriff Goslin Company.

**THEREFORE, BE IT RESOLVED** that the Board awards the bid to replace the roofing membrane on the Sheriff’s Office Building (Project #1124-25) to Sherriff Goslin Company of 10 Ave C, Battle Creek, MI 49037 for the not to exceed base bid amount of \$186,558 and any additional costs subject to the terms and conditions of the contract; 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.



## REQUEST FOR ACTION PROCUREMENT OF GOODS AND/OR SERVICES

RFA #: 250-902 RFA Date: 3/28/2025 RFA Submitted By: Patti Wartella

**PROJECT/SERVICE:** ACSO - Replace Roof Section 6  
Project/Service Description: Replace Section 6 of the Allegan County Sheriff Office roof (south west corner)  
Project/Contract #: 1124-25 Contact Name: Carl Chapman  
Department: Facilities Management Contact Info: [Cchapman@allegancounty.org](mailto:Cchapman@allegancounty.org)

**PROCUREMENT METHOD:** Public Solicitation / RFP  
10 Firms invited to bid and bidding opportunity posted to County Website. 3 Bids Received

**CONTRACT AWARD:** \$186,558.00  
Parties - County and: Sherriff Goslin Company  
Contract Duration: Scope of Work Completion  
Evaluation Team: Carl Chapman, Valdis Kalnins  
References Checked: Yes Debarred: No

**FUNDING SOURCE:** #401 - CIP Public Improvements Fund  
\$ 250,000.00 Approved Appropriation for this Project  
\$ - Additional Appropriation Requested through this RFA  
\$ 250,000.00 Total Funding available if this RFA is approved  
\$ - Expenditures to Date  
\$ - Committed Funds  
\$ 186,558.00 Award Amount  
\$ 63,442.00 Funds Remaining

**NEW CONTRACT SUMMARY:** Standard County Agreement - No modifications or additional terms  
**AMENDMENT OR MODIFICATION TO EXISTING CONTRACT:**

**BID PRESENTATION FOR PROJECT #:** 1124-25  
**Project Name:** ACSO Section 6 Roof Replacement Services  
**Service Area:** Facilities Management  
**Date:** 3/28/2025  
**Advertised:** County website and invitations to bid  
**Award Recommendation:** Sherriff Goslin Company  
**Award Criteria:** Lowest bidder with satisfactory proposal and references

<b>VENDOR TABLE</b>	<b>Vendor 1</b>	<b>Vendor 2</b>	<b>Vendor 3</b>
Company Name	Sheriff Goslin Company	Modern Roofing	C & I Building Maintenance Inc
Company Address	10 Ave C	4741 24th St	1895 15 Mile Rd NW
City, State, Zip	Battle Creek MI 49037	Dorr MI 49323	Sparta MI 49345

**SUMMARY COST TABLE**

Total Labor	\$ 45,560.00	\$ 51,451.00	\$ 81,600.00
Added insulation (2.5")	\$ 37,490.00	\$ 30,209.00	\$ 31,250.00
EPDM Membrane	\$ 29,070.00	\$ 79,174.00	\$ 29,350.00
All other Material	\$ 61,270.00	\$ 10,082.00	\$ 42,810.00
All other Costs	\$ 13,168.00	\$ 23,054.00	\$ 14,775.00
<b>TOTAL BASE BID</b>	<b>\$ 186,558.00</b>	<b>\$ 193,970.00</b>	<b>\$ 199,785.00</b>