



ADMINISTRATOR'S DIGEST



Rob Sarro, Administrator

A NOTE FROM THE ADMINISTRATOR

At the April 24 Board of Commissioners Meeting, the Drain Commissioner provided an Annual Report, and the Equalization Director provided property values for the County. The Board also received results from the Community Survey. The public can attend Board meetings either virtually or in person. For the 2025 Meeting Schedule, agenda material and connectivity instructions, please visit www.allegancounty.org under Connect > Calendar. Virtual attendees have two options: attend in real-time via Zoom or view later on the [County YouTube page](#).

Before 2025, the Board, when meeting, would typically hold two separate sessions in a day. This year, Board Meetings and Planning Meetings have been consolidated into a single meeting usually starting at 9:00 am. The changes have worked out well so far. Clerical and other staff time has been reallocated to operations. In addition, meeting notices and the ability for citizens and presenters to engage in the meeting has become simplified.

Another example of continuous improvement can be found in the Prosecuting Attorney's Office. Before this year, the office ran on two filing systems: paper files and a partially used digital file system called Karpel. Employees were working off laptops, access to Karpel, and paper, which doubled the workload and wasted time with limitations to access the paper, which was costly to store. On February 14, 2025, this office went entirely digital (files stored on a computer) and has been pleased with the results.

The new software allows easy communication with local and state law enforcement agencies. It automates document handling and allows secure access to case files from anywhere, which is critical when real-time decision-making can mean the difference in a case. Fully utilizing Karpel was very much needed.

I look forward to sharing more examples in future updates. Please subscribe at this [link](#) to receive notifications when these updates are published.

Thank you for taking the time to read this Digest.

A handwritten signature in black ink, appearing to read "Robert J. Sarro".

IN THIS ISSUE:

- Recycling Events,
- Friend of the Court,
- Tulip Time Transport,
- and MORE!



SERVICES

Public Health Newsletters – Public Health shares monthly e-newsletters with the community and specific audiences. These newsletters include information from community partners, community spotlights, public health news/related topics, and topics like wastewater surveillance, testing information, and other preventative education/tools. The most recent community newsletter was published on 4/16/2025. [April Community Newsletter 2025](#)

In response to the natural gas line strike and outage impacting the Fennville, Douglas, and Saugatuck communities, see the newsletter published on 4/10/2025 that provided tips for staying warm and using alternative heat sources. [Special Release: Fennville/Saugatuck/Douglas Natural Gas Outage](#)

Previous Public Newsletters can be found at <https://www.allegancounty.org/health/health-department-news> or <https://bit.ly/3Ujuc8z>. For more information, contact Grant Ruppert, the Planning and Preparedness Manager, at (269) 686-4515 or gruppert@allegancounty.org.

Day at the Capitol – On April 9, 2025, the Health Department participated in Day at the Capitol with partners from the Michigan Association for Local Public Health (MALPH). Staff met with state representatives or their staff members to discuss Allegan County health trends, projects (e.g., Groundwater Study), and potential threats to local public health. For more information, contact Jacque Billette, Health Officer, at (269) 686-4553 or jbillette@allegancounty.org.

Materials Management Plan (MMP) – On March 31, 2025, the county received notification that the MMP work program was approved by the Michigan Department of Environment, Great Lakes and Energy (EGLE) with an increased grant budget amount of \$112,404.75. The next steps will be to finalize the grant and begin the important planning process. The MMP Committee will review the request for a consultant proposal at their June 3 meeting. Based on the approved work program timeline, the goal is to hire a consultant by the end of 2025. For more information and recycling events, please contact Heather Bausick, Resource Recovery Coordinator, at hbausick@allegancounty.org.



Recycling Events –

Household Hazardous Waste Collection:

Saturday, May 3, 2025 @ Hardings, Wayland 9:00am-12:00pm
Saturday, June 14, 2025 @ Fennville City Hall 9:00am-12:00pm
Saturday, October 4, 2025 @ Otsego DPW 9:00am-12:00pm

Countywide Tire Recycling:

Saturday, August 2, 2025 @ Salem Twp Transfer Station 9:00am-12:00pm
Saturday, August 16, 2025 @ Casco Twp Transfer Station 9:00am-12:00pm
Tuesday, August 26, 2025 @ Otsego DPW 9:00am-12:00pm



SERVICES

Personal Health Immunization Program Site Visits – Part of the role of the immunization team at the Health Department is the oversight of local providers who provide the federal Vaccine for Children (VFC) program. The department works with each VFC provider to assure that their annual online enrollment is accurately completed and submitted, and all appropriate vaccination staff receive annual training. Participating providers must have an on-site visit conducted by the department at least every 24 months.



Site visit objectives are to:

- Ensure that providers have the most current immunization resource materials available;
- Review VFC requirements on vaccine storage and handling, vaccine accountability, record-keeping, and compliance with VFC regulations;
- Assess the quality of immunization practices; and
- Prepare corrective action plans when necessary, including a process to track follow-up activities related to the corrective action plan.

Additionally, there is an optional Immunization Quality Improvement for Providers (IQIP). The IQIP visit is a 12-month process where the department and VFC-enrolled provider staff collaborate to identify quality improvement strategies to increase timely vaccine administration by improving and enhancing immunization workflow at the practices.

On April 14, 2025, Michigan Department of Health and Human Services conducted their site visit and IQIP visit auditing the department. The immunization team had no corrective action recommendations and received excellent reviews. For questions regarding the VFC or IQIP visits, please contact Lisa Letts, Personal Health Manager, at (269) 686-4535 or lledds@allegancounty.org.



Public Health Emergency Preparedness – On April 15, 2025, local health departments, healthcare coalitions, and hospitals across the State of Michigan participated in the Michigan Strategic National Stockpile (MISNS) exercise. This exercise aimed to test each organization's ability to use the MISNS SharePoint website to submit a resource request. The MISNS SharePoint website allows local organizations to access the Strategic National Stockpile resources in a public health emergency. For more information, contact Grant Ruppert, the Planning and Preparedness Manager, at (269) 686-4515 or gruppert@allegancounty.org.

Connect with Friend of the Court – Do you have questions you would like to ask about Friend of the Court services or procedures? How can you best work with the Friend of the Court? What services does the Friend of the Court provide? The Friend of the Court is hosting a presentation on Zoom on May 28, 2025. There will be a session at 10:00 a.m. and a session at 3:30 p.m.

You do not need to have a case at the Friend of the Court to join this call. Join through the Zoom.

For laptops, iPads, and computers use link: <https://us06web.zoom.us/j/9531690866?omn=84353923001>

Meeting ID: 953 169 0866. For phone calls only, call +16469313860, Meeting #9531690866#.



SERVICES

Parks, Recreation and Tourism – Spring is Here! Summer is Coming! Come Outside and Play! The parks are open for the season, and the County has been hard at work preparing them for your enjoyment! Whether you're looking to explore nature, relax by the water, or gather with family and friends, there's something for everyone:



- Walk our scenic trails and immerse yourself in nature.
- Relax on the beach and soak up the sun.
- Kayak or launch a boat at one of our beautiful lakes or rivers.
- Camp under the stars at one of our campgrounds.
- Host a gathering—family reunions, birthday parties, or summer celebrations—at one of our park pavilions (reservations encouraged!).
- Discover new adventures all across Allegan County!

Seasonal preparations began in mid-April, focusing on road grading, leaf removal, and general upkeep. County parks are open year-round, with seasonal services available May 1 through September 30, for ground maintenance, custodial services and restrooms. The seasonal Park Rangers begin May 1, preparing for a great customer experience. For more information, scan this QR code above or contact Brandy Gildea, Parks Manager at (269) 686-9088 or bgildea@allegancounty.org.

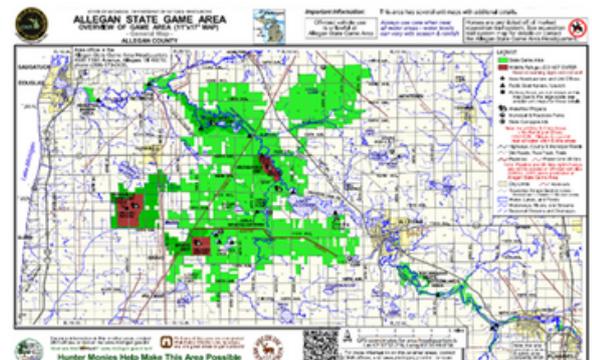


Parks Partners with Allegan State Game Area – The County Parks Manager meets annually with the Michigan Department of Natural Resources (DNR) staff at the Allegan Wildlife/State Game Office to review ongoing partnerships through lease agreements. These leases include the use of equestrian trails and the management of Ely Lake Campground and New Richmond Bridge Park. Both agencies seek to promote the Allegan State Game Area and its diverse recreational offerings. Established in 1964, the area spans over 50,000 acres and includes land from the former Allegan State Forest, Swan Creek Wildlife Experiment Station, and Fennville State Game Area.

The Allegan State Game Area offers something for every outdoor enthusiast, including:

- Scenic trails for hiking, horseback riding, and winter activities
- Water recreation at Ely Lake, Swan Creek Pond, and the Kalamazoo River
- Seasonal hunting and year-round fishing
- Wildlife viewing, birdwatching, and seasonal foraging

Aligned with the Recreation Plan goals, Parks, Recreation & Tourism will increase outreach and education for these resources. In collaboration with the DNR, the County plans at least one public event in 2025, with opportunities to expand programming in 2026. Stay tuned for details! For more information, contact Brandy Gildea, Parks Manager at (269) 686-9088 or bgildea@allegancounty.org.





SERVICES

Salem Township Library Hosts Animal Welfare Event (Last Updated on 1/17/2025) – On March 29, 2025, Wishbone Pet Rescue Alliance partnered with the Animal Shelter for an educational event at the Salem Township Library. Staff informed the kids and families on animal welfare, how to be more involved, and several fun animal-related games. The kids were also able to enjoy one-of-a-kind Animal Shelter bookmarks and stickers of the animals. From this event, community members have suggested names for our newest litter of puppies. The library was delighted with the outcome and has invited us back for future events. For more information, contact Stephanie Keuning, Animal Shelter Supervisor at skeuning@allegancounty.org.



From left: Madison Cantu–Canine Behaviorist, Magi Howell–Lead Caretaker, Steph Keuning–Operations Supervisor, April Peters–Executive Director of Wishbone

Tulip Time Transport – Transportation will be supporting the West Michigan Regional Airport this year for Tulip Time. The Tulip Time Fly-In is an event encouraging member-pilots and their families to fly into the airport to visit Downtown Holland. This has become an annual tradition. Bus services will be available to the general public from the West Michigan Regional Airport to Downtown Holland on Saturday, May 3, 2025, from 7 a.m. to 6 p.m. This event will partner with several transportation agencies, including the Van Buren STAR and the Interurban Transit Authority (Saugatuck/Douglas). To streamline routing, the last available ride to downtown from the airport will be at 11:00 a.m., and the last ride from Downtown to the Airport will be at 5:00 p.m. Each of the three transit agencies participating will be utilizing accessible passenger vans, which can accommodate smaller groups. See event flyer in Attachment A for additional information, please contact Whitney Ehresman, Transportation Director, at wehresman@allegancounty.org or (269) 686-4529.





ENGAGEMENT

10

OPEN POSITIONS

Apply Now

Position	Department	Current Status
Assistant Prosecuting Attorney	Prosecutors Office	Unfilled
Assistant Public Defender (4 open)	Public Defenders' Office	
Corrections Office	Sheriff's Office	
Deputy Sheriff	Sheriff's Office	
Food Service Aide - Call In	Youth Home	
Marine Patrol Officer - Part Time	Sheriff's Office	
Park Maintenance - Part Time	Parks and Recreation	
Sanitarian	Health Department	
Treatment Specialist - Call In	Cheever Treatment Center	

Various Boards & Commissions Opportunities



- Community Mental Health Board
- Brownfield Redevelopment Authority
- Economic Development Commission
- Material Management Planning Committee
- Local Emergency Planning Committee
- Tourist Council

For more information, please contact Lyn Holoway, Human Resources Manager, at (269) 673-0537, lholloway@allegancounty.org.



ENGAGEMENT

Employment: 2025 Quarter 1:

TURNOVER/RETENTION (Regular FT & PT Only)	Q1
# of Terminations (Includes Retirees)	9
Average length of tenure of terminated REG employees	8.7 Years
Turnover % of new REG employees (<=1 year)	0%
Turnover % of REG employees	2.0%
Total average number of REG employees	444
Notes: # of terminations due to retirement	2
RECRUITMENT	Q1
Jobs Posted	20
# of Days to Hire (KPR)	33
# of New Hires	34
# of Promotions or Transfers	25

CURRENT POSITIONS

452

For more information, please contact Lyn Holoway, Human Resources Manager, at (269) 673-0537,
lholloway@allegancounty.org.



ENGAGEMENT



Position	Department
Temp Maintenance Tech 2	Facilities
Deputy Sheriff	Sheriff's Office
Chief Deputy County Treasurer	Treasurer's Office
Law Clerk	Circuit Court - Family Div
Seasonal Park Maintenance (4)	Parks & Recreation
Seasonal Park Ranger (2)	Parks & Recreation

10

NEW HIRES

2

PROMOTIONS/ TRANSFERS

Position	Department
Sanitation	Health Dept.
Environmental Health Food Program Coordinator	Health Dept.

1

LEFT EMPLOYMENT

Position	Department
Enforcement Specialist	Friend of the Court

For more information, please contact Lyn Holoway, Human Resources Manager, at (269) 673-0537,
lholloway@allegancounty.org.



OPERATIONS

Courthouse Renovation (Last Updated on 4/3/25) – The circuit court jury assembly room has now been completed. This room was expanded to allow for a larger jury pool to be brought in. The previous room could only hold about 90 jurors. The new room should be able to seat up to 120. In addition, the new records storage vault has also been completed. As part of the renovation plan, the County coordinated to digitize ~460 boxes of records from the old records vault to alleviate the need to occupy space in the new vault. Once all files have been relocated, the area where the old vault was will be renovated to allow for the small Family Court hearing room to be expanded to almost twice its current size.



Work continues on the new former Treasurer, Vital Records, and Clerk suites to transform all three areas into a single suite for the Prosecuting Attorney team. This work is anticipated to be completed by the end of May, with staff moving into the new space in June. The new suite design emphasizes an open floorplan, increasing staff interactivity and maximizing sunlight by using glass panels at all exterior offices. Other improvements from their current office suite include a larger interior conference for interactions with clients and law enforcement personnel and open concept break space. The next areas of focus are minor renovations to the Circuit Court judicial area. New entry doors will be installed into each of the courtrooms allowing direct access from the hallway. The former entry vestibules will be converted to office space, making better use of that real estate. For more information, please contact Steve Sedore, Executive Director of Operations, at ssedore@allegancounty.org or (269) 673-0373.

Human Services Building Patio Project – Demolition of the old patio and deck began on April 15, 2025. Once removed, work will begin to fill in the exterior facade and construct a new ground level open seating area. All work is expected to be completed by May 31, 2025. For more information, please contact Carl Chapman, Facilities Management Director, at cchapman@allegancounty.org or at (269) 673-0207.





OPERATIONS

SEMCO Energy Co-Location Agreement on the County Public Safety

Radio System – An agreement was reached between the County and SEMCO to allow them to put their radios on the County’s Public Safety Radio system now, ahead of the installation of additional radio channels SEMCO agreed to add to the network to support their teams. SEMCO went live on the system on March 5, 2025, with additional radio channels expected to be installed in June of this year. Adding capacity to the system as well as incorporating private response partners into our communications systems that will be critical in the event of a major disaster. This is the second major utility company to join the County Public Safety Radio system since its inception in 2017. For more information, contact Jeremy Ludwig, Director of Central Dispatch, at jludwig@allegancounty.org or (269) 686-5211.





FINANCIAL

MONTHLY FINANCIAL MEMORANDUM For Month ending March 31, 2025

NOTE: The monthly financial memo is meant to analyze the current financial conditions of Allegan County's funds. This information is unaudited data and should be used for informational purposes only.

FY 2025 YTD (All Funds)		
Compared to 03/31/2024		
Total Revenue	4,697,088	17.60%
Total Expense	1,764,967	7.07%

Revenue Highlights:

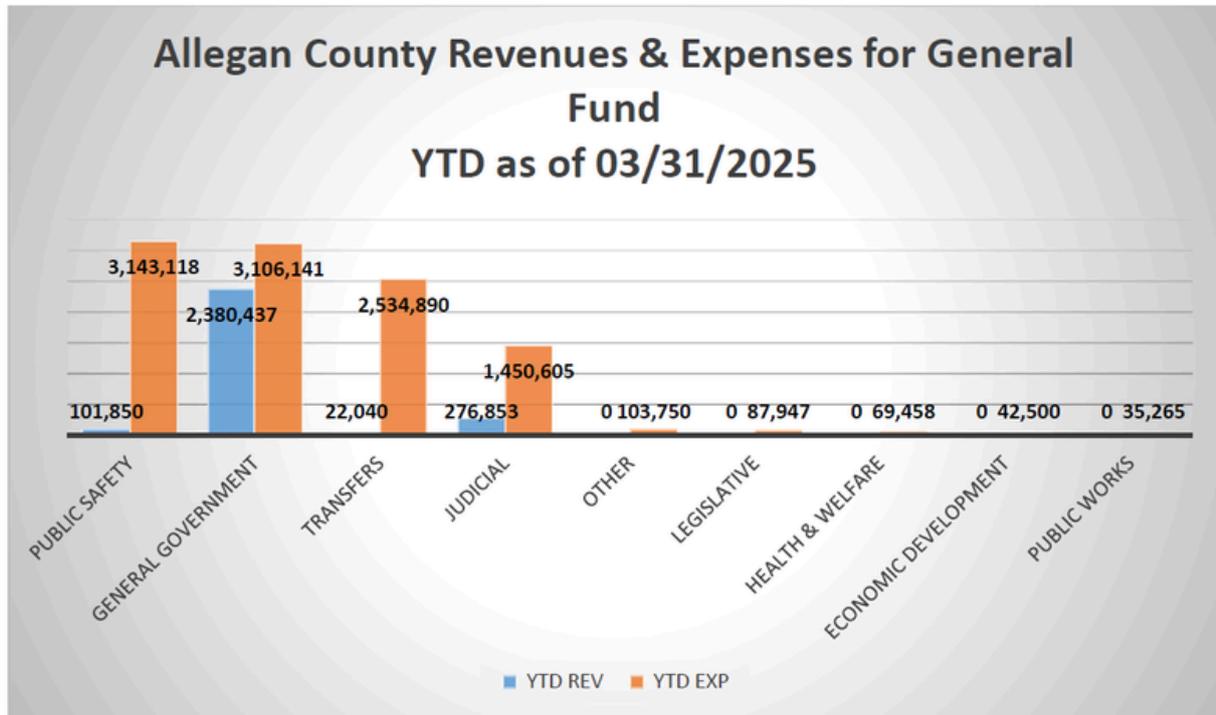
Total revenues through March are up \$4.7M as compared to last year at this time. The driving force behind that increase is:

- County Road Fund (up 32.9% or \$3.6M)
- Capital Improvement Fund (up 391.7% or \$1.2M)



General Fund Highlights:

As of March 31, the year-to-date spend within the General Fund is slightly more as compared to last year. Overall, expenses are up 3.3% (or \$340K) compared to 2024.



For more information, please see Attachment B and contact Jennifer Ludwick, Executive Director of Finance, at (269) 673-0228, jludwick@allegancounty.org.

THANK YOU



Feedback is important to us.

*Please take the time to fill out a
survey on any county service
you may have received.*

[Click here to tell us how we are doing.](#)

Allegan County Administration
County Services Building
3283 122nd Avenue
Allegan, MI 49010
(269) 673-0239

administration@allegancounty.org

Tulip Time Fly In



WEST MICHIGAN
REGIONAL AIRPORT



JOIN US FOR THE 2025 TULIP TIME FLY IN

SATURDAY, MAY 3RD, 2025 | 9AM - 12PM

AT THE BUSINESS CENTER



PASTRIES & PLANES

The West Michigan Regional Airport is excited to welcome you to the fourth annual Tulip Time Fly In! Enjoy a complimentary pastry, served from 9AM until 12PM. Pilots are welcome to fly in throughout the afternoon, and locals are welcome to stay and watch.

CONVENIENT TRANSPORTATION

Fly-in transport is available to and from downtown Holland thanks to our event partners. The transport will run from the airport to the West Coast Chamber offices.

Run Time: 9AM - 5PM | Cost: \$5 each way (Exact change please)

TRANSPORTATION PROVIDERS



Allegan County Transportation



OTHER SATURDAY TULIP TIME FESTIVITIES

The fun continues after the fly in! Head back downtown for additional Tulip Time festivities.

**Tulip Immersion Garden | Tulip Time Run | Pickleball Tournament
Artisan Market | Dutch Dance Lessons | & More!**



Learn more about the Fly In and
RSVP on our Facebook Event:



West Michigan Regional Airport is a community-owned resource, supported by City of Holland, Park Township and City of Zeeland residents. The airport is a strong partner to schools, businesses, hospitals, community members, and aviation enthusiasts alike.



MONTHLY FINANCIAL MEMORANDUM For Month ending March 31, 2025

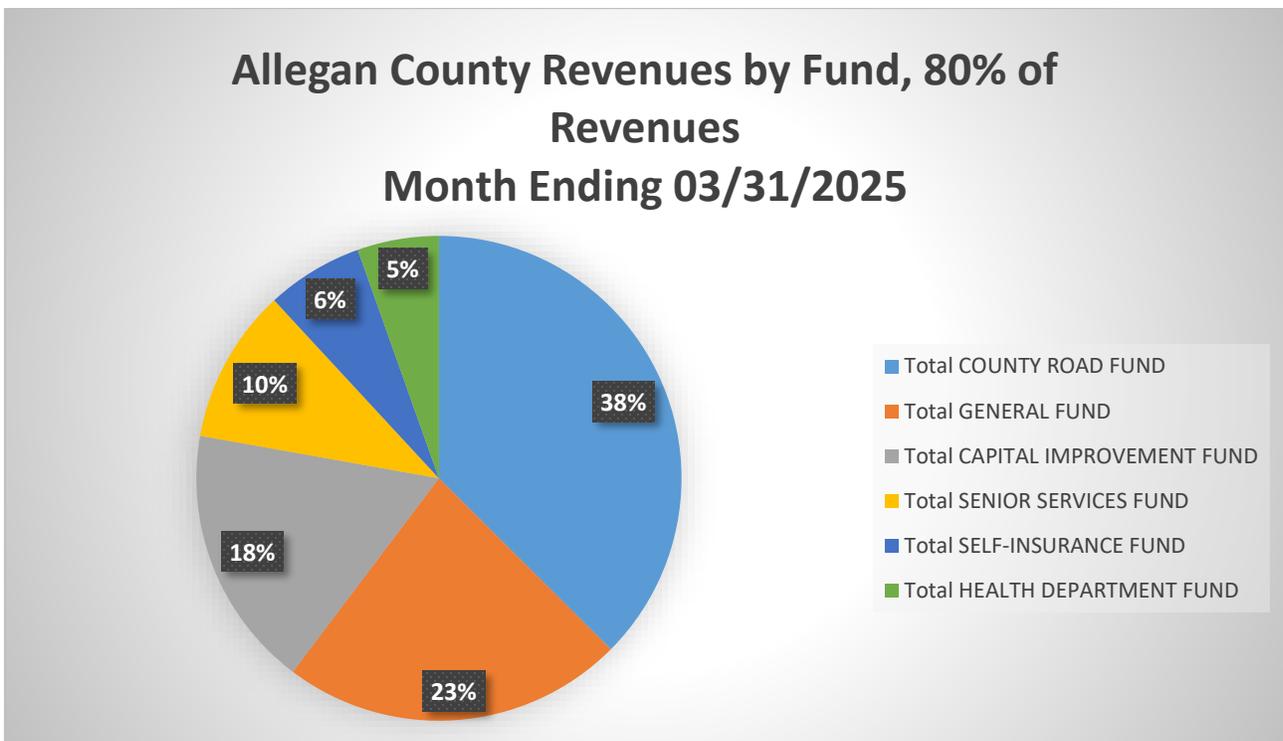
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Revenue Highlights:

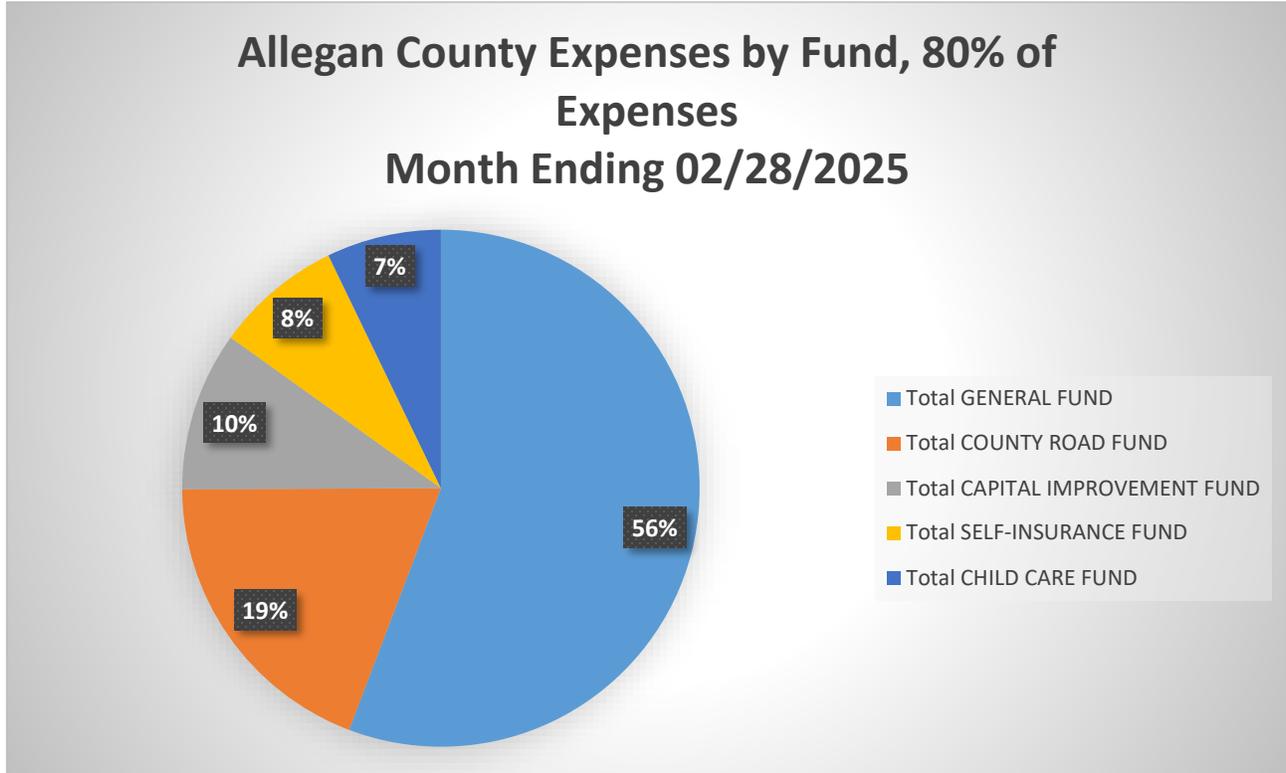
Total revenues through March are up \$4.7M as compared to last year at this time. The driving force behind that increase is:

- County Road Fund (up 32.9% or \$3.6M)
- Capital Improvement Fund (up 391.7% or \$1.2M)



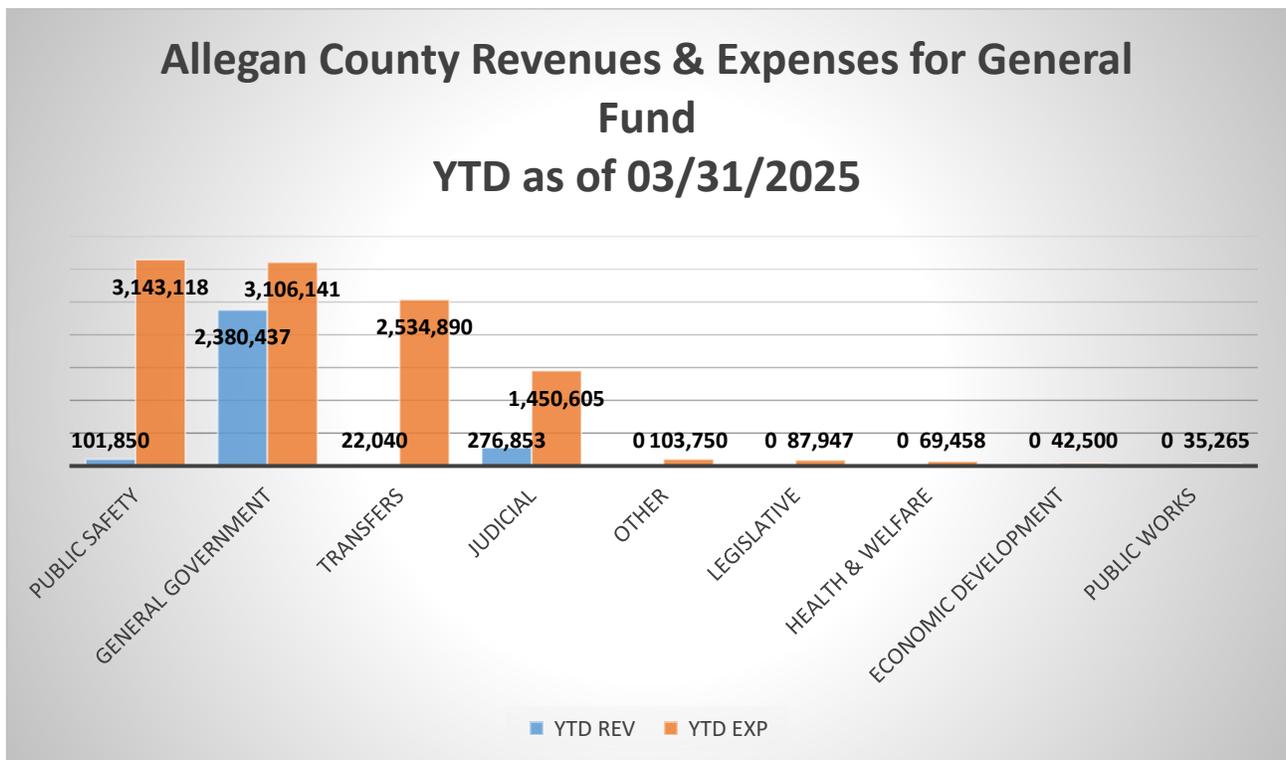
Expense Highlights:

Total expenses through March have increased by \$1.76M as compared to last year at this time. This reflects an increase of 7.07%. The two funds that are driving this increase are Drain Fund and General Fund.

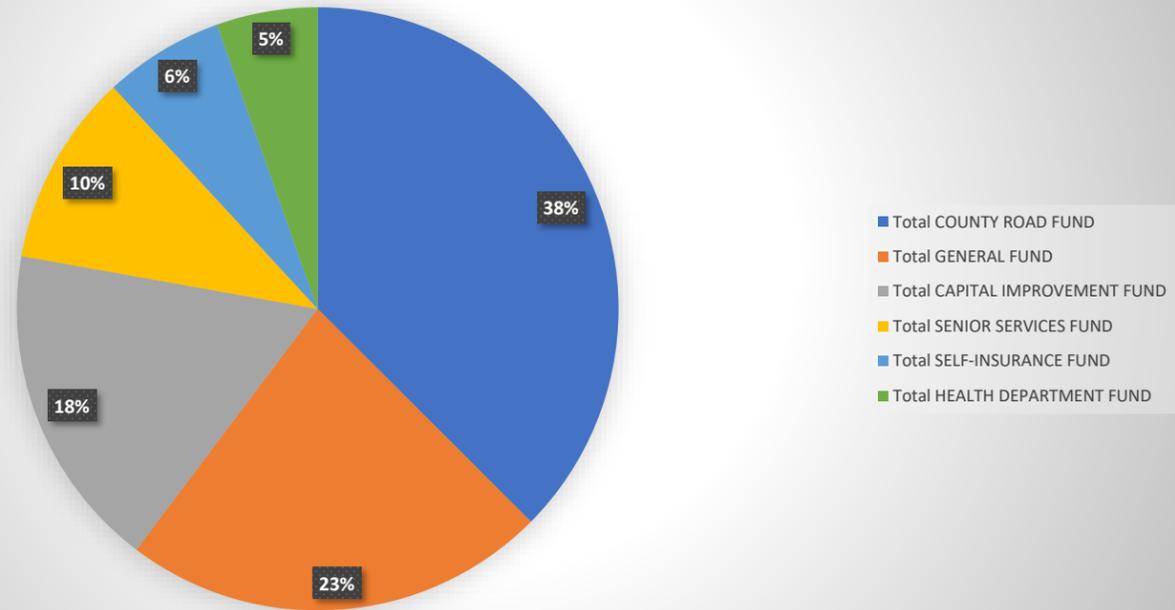


General Fund Highlights:

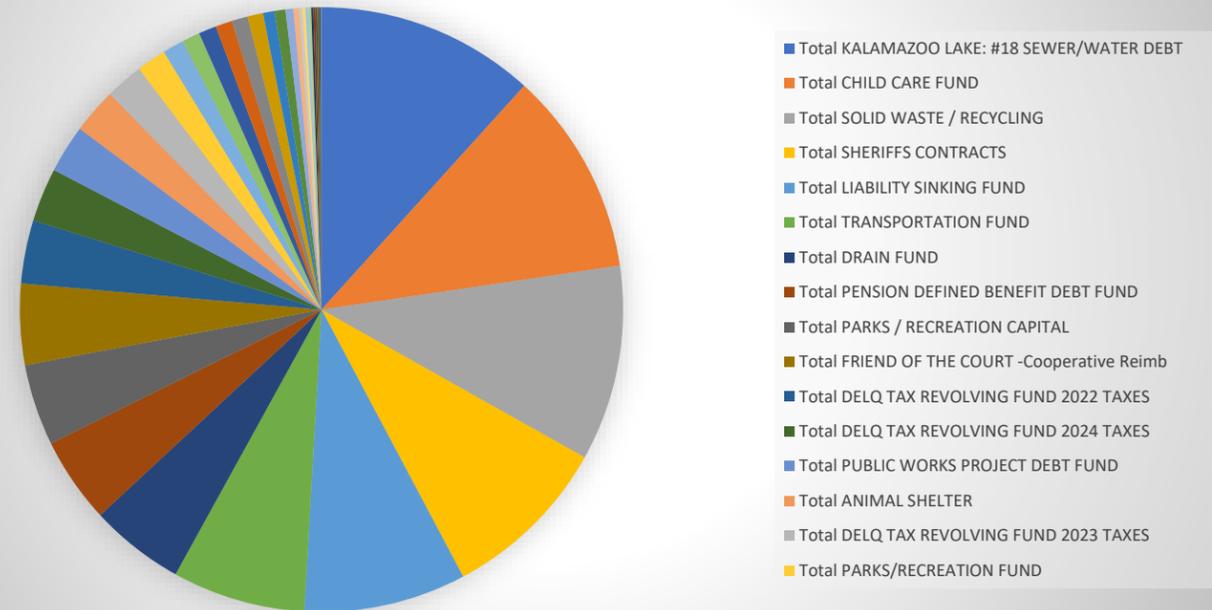
As of March 31, the year-to-date spend within the General Fund is slightly more as compared to last year. Overall, expenses are up 3.3% (or \$340K) compared to 2024.



**Allegan County Revenues by Fund, 80% of Revenues
Month Ending 03/31/2025**

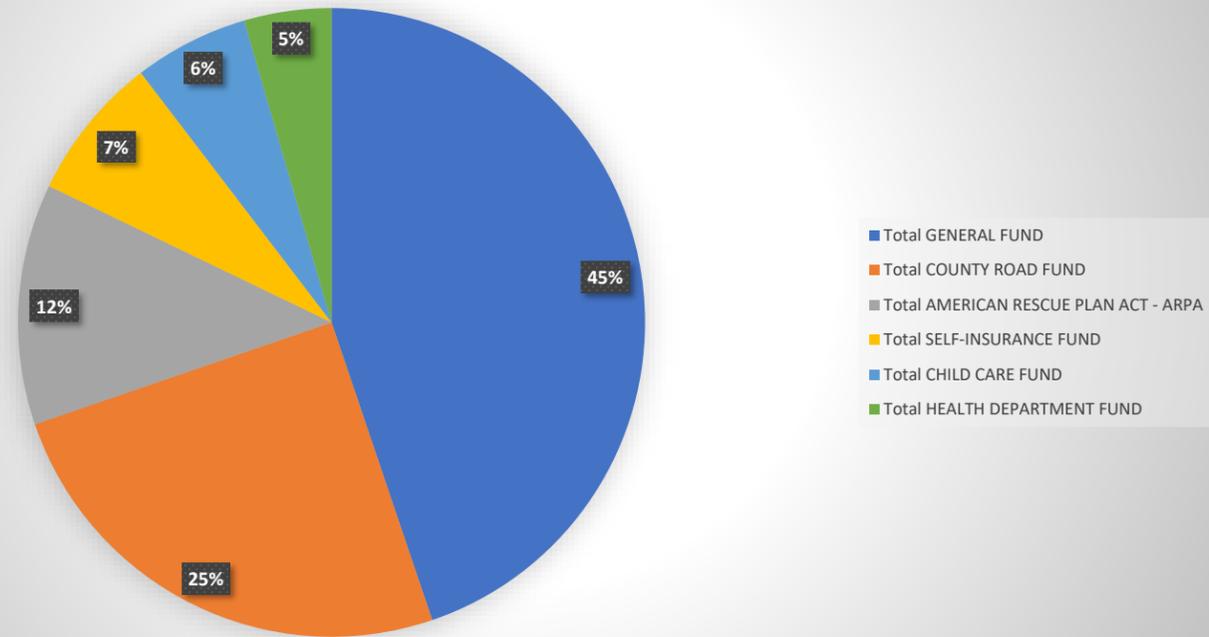


**Allegan County Revenues by Fund, 20% of Revenues
Month Ending 03/31/2025**

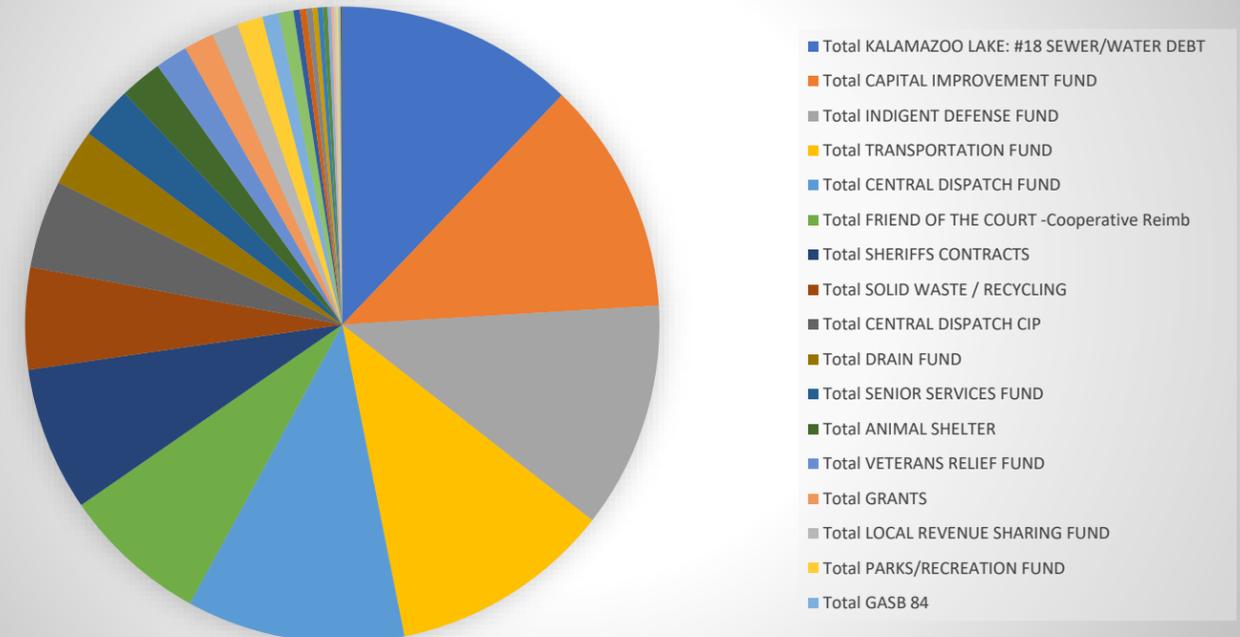


Fund Name	YTD Revenues	% of Total Revenue (YTD)
Total COUNTY ROAD FUND	14,414,147.52	45.92%
Total SENIOR SERVICES FUND	3,366,161.34	10.72%
Total GENERAL FUND	2,781,179.47	8.86%
Total CAPITAL IMPROVEMENT FUND	1,467,628.00	4.68%
Total HEALTH DEPARTMENT FUND	1,441,904.07	4.59%
Total SOLID WASTE / RECYCLING	1,283,341.62	4.09%
Total SELF-INSURANCE FUND	1,155,055.22	3.68%
Total CHILD CARE FUND	739,348.93	2.36%
Total DRAIN FUND	703,768.69	2.24%
Total LIABILITY SINKING FUND	600,000.00	1.91%
Total INDIGENT DEFENSE FUND	554,568.69	1.77%
Total TRANSPORTATION FUND	470,339.80	1.50%
Total SHERIFFS CONTRACTS	378,252.68	1.21%
Total PENSION DEFINED BENEFIT DEBT FUND	317,417.01	1.01%
ALL FUNDS UNDER 1% OF TOTAL REVENUES	1,714,530.74	5.46%
	31,387,643.78	

**Allegan County Expenses by Fund, 80% of Expenses
Month Ending 03/31/2025**

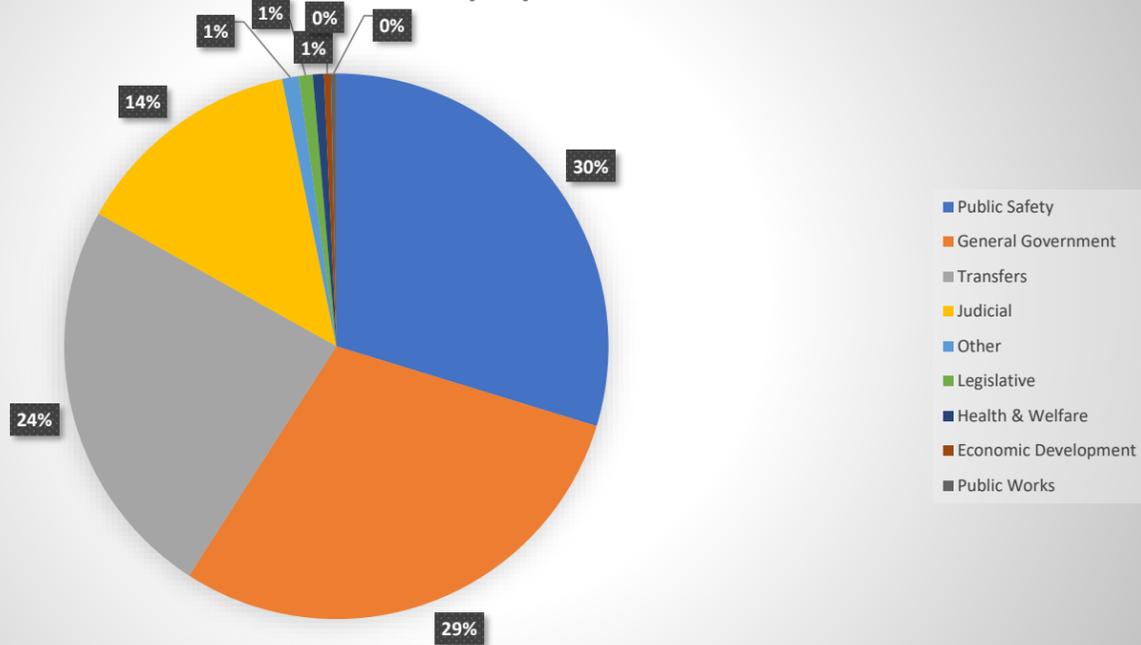


**Allegan County Expenses by Fund, 20% of Expenses
Month Ending 03/31/2025**

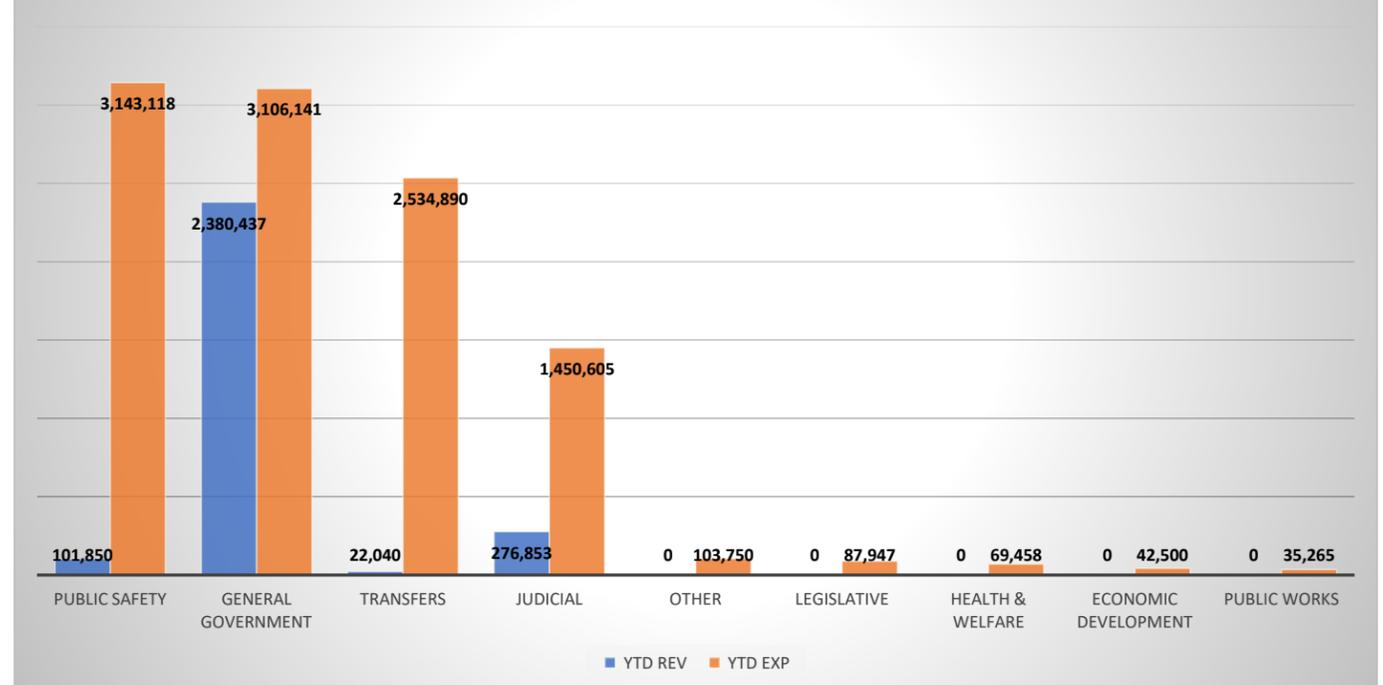


Fund Name	YTD Expenses	% of Total Expense (YTD)
Total GENERAL FUND	10,573,674.05	39.57%
Total COUNTY ROAD FUND	4,238,970.50	15.86%
Total SELF-INSURANCE FUND	1,998,217.67	7.48%
Total CHILD CARE FUND	1,277,444.32	4.78%
Total HEALTH DEPARTMENT FUND	1,013,345.12	3.79%
Total AMERICAN RESCUE PLAN ACT - ARPA	998,816.04	3.74%
Total CAPITAL IMPROVEMENT FUND	975,345.55	3.65%
Total CENTRAL DISPATCH FUND	835,159.76	3.13%
Total TRANSPORTATION FUND	772,109.41	2.89%
Total DRAIN FUND	667,237.98	2.50%
Total SENIOR SERVICES FUND	546,159.47	2.04%
Total INDIGENT DEFENSE FUND	539,116.45	2.02%
Total SHERIFFS CONTRACTS	483,672.56	1.81%
Total FRIEND OF THE COURT -Cooperative Reimb	462,052.14	1.73%
Total KALAMAZOO LAKE: #18 SEWER/WATER DE	269,938.63	1.01%
ALL FUNDS UNDER 1% OF TOTAL EXPENSES	1,073,259.30	4.02%
	26,724,518.95	

Allegran County General Fund Expenses YTD as of 03/31/2025



Allegran County Revenues & Expenses for General Fund YTD as of 03/31/2025



General Fund Revenues by Function	MTD	YTD	BUDGET		YTD %
	03/01 to 03/31/25	01/01 to 03/31/25	01/01 to 12/31/25	AVAILABLE BALANCE	REVENUES COLLECTED
General Government	1,692,089	2,380,437	45,401,669	43,021,232	5.24%
Judicial	140,974	276,853	1,727,851	1,450,998	16.02%
Public Safety	62,458	101,850	1,008,190	906,340	10.10%
Transfers In	7,347	22,040	88,160	66,120	25.00%
Public Works	-	-	100,000	100,000	0.00%
Health & Welfare	-	-	171,155	171,155	0.00%
Other	-	-	-	-	0.00%
Economic Development	-	-	-	-	0.00%
Legislative	-	-	-	-	0.00%
TOTAL GENERAL FUND REVENUES	1,902,867	2,781,179	48,497,025	45,715,846	5.73%

General Fund Expenses by Function	MTD	YTD	BUDGET		YTD %
	03/01 to 03/31/25	01/01 to 03/31/25	01/01 to 12/31/25	AVAILABLE BALANCE	% BUDGET USED
Public Safety	1,112,517	3,143,118	15,203,112	12,059,994	20.67%
General Government	978,170	3,106,141	13,629,523	10,523,382	22.79%
Transfers Out	844,713	2,534,890	9,947,017	7,412,127	25.48%
Judicial	522,415	1,450,605	7,387,176	5,936,571	19.64%
Other	34,583	103,750	1,125,383	1,021,633	9.22%
Health & Welfare	34,450	69,458	470,445	400,987	14.76%
Legislative	26,431	87,947	370,489	282,542	23.74%
Public Works	1,072	35,265	277,582	242,317	12.70%
Economic Development	-	42,500	86,298	43,798	49.25%
TOTAL GENERAL FUND EXPENSES	3,554,353	10,573,674	48,497,025	37,923,351	21.80%

Allegran County General Fund Balance

