

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, December 11, 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 VanBeek

PLEDGE OF ALLEGIANCE:

PUBLIC HEARING:

COMMUNICATIONS: None

APPROVAL OF MINUTES: November 13, 2025

PUBLIC PARTICIPATION: See rules at the end of this agenda

CHANGES TO THE AGENDA:

APPROVAL OF AGENDA:

PRESENTATIONS:

Employee Recognition—Debra Jones, Web Developer

PROCLAMATIONS:

INFORMATIONAL SESSION: None

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 (11/21/25 & 11/28/25 & 12/5/25 & 12/12/25)
2. Maintain Current Board Chair & Vice Chair until Organizational Meeting
3. Administration—authorize County Administrator to award Materials Management Plan Consultant Bid

DISTRICT 5

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

DISCUSSION ITEMS:

1. Administration—2025 Sheriff's Office Budget Adjustment (252-588)
2. 2026-2030 Recreation Plan—set Public Hearing (259-975)
Plan can be viewed online at <https://www.allegancounty.org/departments/parks-recreation-and-tourism>
3. Brownfield—abolish the Brownfield Plan for the Former RockTenn Papermill Redevelopment Project (260-323)
4. Board of Commissioners—adopt Board Rules of Organization

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”

5. Board of Commissioners—adopt Budget Policy

ACTION ITEMS:

1. Board of Commissioners—Commissioner appointments/elections
-

PLANNING ITEMS:

1. None
-

NOTICE OF APPOINTMENTS & ELECTIONS:

ELECTIONS:

APPOINTMENTS:

1. Community Mental Health
 - a. Representative—term expires 3/31/26 [Application REC 11/26/25](#)
2. Local Emergency Planning Committee
 - a. Public Representative—term expires 12/31/25 [Application REC 11/26/25](#)
3. Community Corrections Advisory Board
 - a. Circuit Judge Representative—term expires 12/31/25 [Letter REC 11/26/25](#)
 - b. Sheriff Representative—term expires 12/31/25 [Application REC 12/5/25](#)
 - c. Workforce Investment Affiliation Representative—term expires 12/31/25 [Application REC 11/26/25](#)
 - d. Business Community Representative—term expires 12/31/25 [Application REC 12/5/25](#)
4. Material Management Planning Committee
 - a. 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. Tourist Council
 - a. Representative—term expires 12/31/26 [Application REC 11/26/25](#)
 - b. Representative—term expires 12/31/25 [Application REC 12/5/25](#)
 - c. Representative—term expires 12/31/27

PUBLIC PARTICIPATION:

FUTURE AGENDA ITEMS:

1. OPENING PRAYER: Commissioner Mark DeYoung
2. PUBLIC HEARING: 2026-2023 Recreation Plan
3. CONSENT: Motion to approve of claims paid and to incorporate into proceedings of the Board (12/19/25 & 12/26/25 & 1/2/26 & 1/9/26)

REQUEST FOR MILEAGE:

BOARDS AND COMMISSIONS REPORTS:

ROUND TABLE:

CLOSED SESSION:

ADJOURNMENT: Next Meeting – Thursday, January 8, 2026, 9 AM @ **BOARD ROOM – COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX.**

PUBLIC PARTICIPATION: *The right to address the public is granted by the Michigan Open Meetings Act under rules established by the BOC. MCL 15.263(5). The public shall be allowed to address the BOC within the following parameters:*

Public comment shall be permitted during the public participation portion(s) of the agenda following the SPEAKER'S declaration of

- 1. Name, local unit of residence, and*
- 2. The topic which they wish to address, and*
- 3. In general, a maximum of five (5) minutes shall be granted to each person making a public comment; however, that time may be modified at the discretion of the Chair.*

Any exceptions to the rules of public participation shall be at the discretion of the Chair.



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

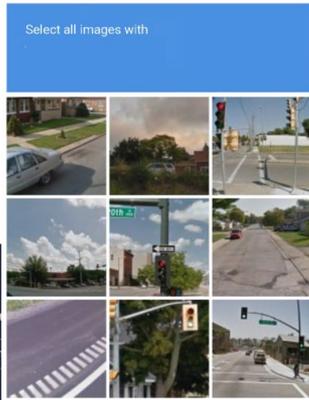
First Name *

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 meeting agenda. The agenda includes a section for 'CONSENT ITEMS:' with one item: '1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)'. The Zoom meeting controls at the bottom show 'Chat', 'Raise Hand', and 'Q&A' buttons.

Settings - Audio

Speaker

Test Speaker Remote Audio

Output Level: _____

Volume: ◀────────────────────────────────▶ (speaker icon)

Microphone

Test Mic _____

Input Level: _____

Volume: ◀────────────────────────────────▶ (speaker icon)

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

Advanced

269-673-4514
mdeyoung@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 ^

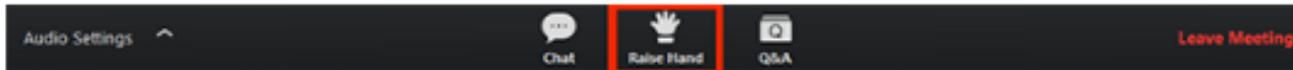
Chat Raise Hand Q&A

STEP 5: Raise hand to be recognized to speak.

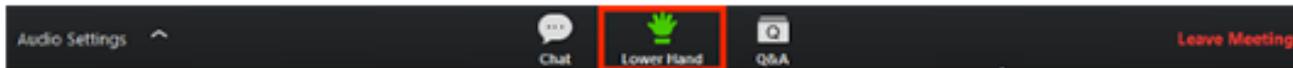
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

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 is titled "BOARD OF COMMISSIONERS MEETING – AGENDA" and lists items for District 1, 2, 3, and 4, along with a central agenda list including "CALL TO ORDER", "ROLL CALL", "OPENING PRAYER", "PLEDGE OF ALLEGIANCE", "COMMUNICATIONS", "APPROVAL OF MINUTES", "PUBLIC PARTICIPATION", "ADDITIONAL AGENDA ITEMS", "PRESENTATIONS", "PROCLAMATIONS", "INFORMATIONAL SESSION", and "ADMINISTRATIVE REPORTS". At the bottom of the document viewer, it shows "PAGE 1 OF 2" and "251 WORDS".

At the bottom of the Zoom window, there is a control bar with the following elements from left to right: "Audio Settings" with an upward arrow, "Chat" with a speech bubble icon, "Raise Hand" with a hand icon, "Q&A" with a speech bubble icon, and "Leave Meeting" in red text. A large blue arrow points to the "Leave Meeting" button.

ALLEGAN COUNTY BOARD OF COMMISSIONERS

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JOURNAL 73
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NOVEMBER 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 November 13, 2025 at 9:00 A.M. in accordance with the motion for adjournment of October 23, 2025, and rules of this board; Vice Chair Beltman presiding.

The invocation was offered by District #3 Commissioner Lubbers.

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

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

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

COMMUNICATIONS

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

1. The Leelanau County Board of Commissioners passed a resolution opposing the Michigan Department of Health and Human Services' plan to implement a competitive procurement process for prepaid inpatient health plans.

OCTOBER 23, 2025 SESSION MINUTES – ADOPTED AS PRESENTED

3/ Moved by Commissioner Lubbers, seconded by Commissioner Dugan to approve the minutes for the October 23, 2025 session as distributed. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

PUBLIC PARTICIPATION – COMMENTS

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

1. Susan Wakefield, Allegan – shared a group she leads, Allegan County United, with the Board.
2. Ronald Lobbezoo, Hopkins Township – shared his experience with Allegan County Senior Services.

AGENDA – ADOPTED AS PRESENTED

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

PRESENTATION: EMPLOYEE RECOGNITION

6/ Employee Recognition: Detective David Ashton was presented with a clock and certificate in recognition of his 23 years of service to Allegan County upon his retirement.

INFORMATIONAL SESSION: ALLEGAN COUNTY PROBATION

7/ Corrections/Allegan County Probation/Parole & Parole – Nicholas Knebl, Field Supervisor presented his annual report to the Board.

ADMINISTRATIVE UPDATE

8/ Administrator Sarro noted his written report was submitted to Commissioners. Highlights included: a confirmed bird flu flock within Allegan County; AI generated information that shows the impact employee benefits/wages have on the local economy; Courthouse renovation update; and fall outreach activities.

BREAK – 10:08 A.M.

9/ Upon reconvening at 10:19 A.M., the following Commissioners were present: Commissioner Van Beek, DeYoung, Lubbers, Beltman and Dugan. Absent: None.

CONSENT AGENDA – ADOPTED

10/ Moved by Commissioner Dugan, seconded by Commissioner Lubbers to adopt the consent agenda as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes. The following were adopted: FINANCE COMMITTEE – CLAIMS & INTERFUND TRANSFERS; 57TH DISTRICT COURT – CONCURRENCE WITH COURT ADMINISTRATIVE ORDER 2025-09 (259-314); FINANCE – APPOINT 2026 SURVEY AND REMONUMENTATION PEER REVIEW GROUP (259-684).

FINANCE COMMITTEE – CLAIMS & INTERFUND TRANSFERS

10.1/ **WHEREAS**, Administration has compiled the following claims for 10/31/25, 11/7/25 and 11/14/25; 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.

October 31, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	190,760.90	190,760.90	
Friend of the Court – Cooperative Reimb. – 215	359.99	359.99	
Health Department Fund – 221	2,665.00	2,665.00	
Solid Waste/Recycling – 226	35,665.95	35,665.95	
Animal Shelter – 254	1,009.88	1,009.88	
Register of Deeds Automation Fund – 256	5,583.00	5,583.00	
Indigent Defense Fund – 260	2,443.54	2,443.54	
Central Dispatch Fund – 261	235.92	235.92	
Law Library Fund – 269	2,524.76	2,524.76	
Sheriffs Contracts – 287	403.38	403.38	
Transportation Fund – 288	6,160.03	6,160.03	
Child Care Fund – 292	31,443.09	31,443.09	
Veterans Relief Fund – 293	1,400.00	1,400.00	
Senior Services Fund – 298	18,379.83	18,379.83	
American Rescue Plan Act – ARPA – 299	87.75	87.75	
Capital Improvement Fund – 401	228,967.75	228,967.75	
Property Tax Adjustments – 516	39,757.52	39,757.52	
Revolving Drain Maintenance Fund – 639	173.17	173.17	
Fleet Management/Motor Pool – 661	445.98	445.98	
Drain Fund – 801	1,275.41	1,275.41	
TOTAL AMOUNT OF CLAIMS	\$569,742.85	\$569,742.85	

November 7, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	188,571.05	188,571.05	
Parks/Recreation Fund – 208	5,214.18	5,214.18	
Friend of the Court – Cooperative Reimb. – 215	239.54	239.54	

MCOLES CPE – 217	300.30	300.30	
Health Department Fund – 221	2,835.81	2,835.81	
Animal Shelter – 254	11,953.24	11,953.24	
Register of Deeds Automation Fund - 256	1,995.42	1,995.42	
Indigent Defense Fund – 260	305.89	305.89	
Central Dispatch Fund – 261	172.43	172.43	
Local Corrections Officers Training Fund – 264	-818.69	-818.69	
Law Enf Training Fund PA302 - 266	300.00	300.00	
Grants – 279	383.80	383.80	
Crime Victims Rights Grand – 280	135.00	135.00	
Sheriffs Contracts – 287	6,233.28	6,233.28	
Transportation Fund – 288	7,323.81	7,323.81	
Child Care Fund – 292	7,439.02	7,439.02	
Veterans Relief Fund – 293	571.28	571.28	
Senior Services Fund – 298	1,945.71	1,945.71	
American Rescue Plan Act – ARPA – 299	22,976.76	22,976.76	
Public Works Project Debt Fund – 365	125.00	125.00	
Jail Building Debt Fund – 366	125.00	125.00	
Capital Improvement Fund – 401	257,664.89	257,664.89	
CIP – Youth Home Building Fund – 492	4,936.05	4,936.05	
Central Dispatch CIP – 496	1,951.24	1,951.24	
Tax Reversion 2023 – 624	46.98	46.98	
Revolving Drain Maintenance Fund – 639	974.45	974.45	
Fleet Management/Motor Pool – 661	11.66	11.66	
Self-Insurance Fund – 677	472,257.86	472,257.86	
Drain Fund – 801	658.35	658.35	
TOTAL AMOUNT OF CLAIMS	\$996,829.31	\$996,829.31	

November 14, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	107,694.72	107,694.72	
Parks/Recreation Fund – 208	7,546.87	7,546.87	
Friend of the Court – Cooperative Reimb. – 215	107.80	107.80	
Friend of the Court – Other - 216	554.00	554.00	
Health Department Fund – 221	9,672.94	9,672.94	
Solid Waste/Recycling - 226	5,500.74	5,500.74	
Animal Shelter – 254	1,890.95	1,890.95	
Register of Deeds Automation Fund - 256	286.69	286.69	
Indigent Defense Fund – 260	1,418.60	1,418.60	
Central Dispatch Fund – 261	5,534.95	5,534.95	

Concealed Pistol Licensing Fund – 263	224.68	224.68	
Law Enf Training Fund PA302 - 266	437.86	437.86	
Grants – 279	1,685.00	1,685.00	
Sheriffs Contracts – 287	408.41	408.41	
Transportation Fund – 288	212,024.82	212,024.82	
Child Care Fund – 292	15,637.81	15,637.81	
Veterans Relief Fund – 293	2,462.67	2,462.67	
Senior Services Fund – 298	3,958.90	3,958.90	
Capital Improvement Fund – 401	2,272.90	2,272.90	
Property Tax Adjustments – 516	20,196.14	20,196.14	
Tax Reversion 2023 – 624	9,872.85	9,872.85	
Revolving Drain Maintenance Fund – 639	341.85	341.85	
Fleet Management/Motor Pool – 661	755.16	755.16	
Self-Insurance Fund – 677	23,569.08	23,569.08	
Drain Fund – 801	7,328.16	7,328.16	
TOTAL AMOUNT OF CLAIMS	\$441,384.55	\$441,384.55	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for 10/31/25, 11/7/25, 11/14/25, and interfund transfers.

Moved by Commissioner Dugan, seconded by Commissioner Lubbers to adopt the report of claims for October 31, 2025 and November 7, 2025, and November 14, 2025. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

57TH DISTRICT COURT – CONCURRENCE WITH COURT ADMINISTRATIVE ORDER 2025-09

10.2/ BE IT RESOLVED that the Board of Commissioners (Board) hereby concurs with Administrative Order 2025-09 to close the 57th District Court on Friday, December 12, 2025, between 11:45 a.m. and 5 p.m. to allow for a staff meeting and employee recognition luncheon; and

BE IT FURTHER RESOLVED that the Board Chair is authorized to sign the attached Local Administrative Order 2025-09 from the 57th District Court, which states the date, time, and reason of the office closure, signed by the Honorable Joseph Skocelas, Chief District Court Judge.

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

FINANCE – APPOINT 2026 SURVEY AND REMONUMENTATION PEER REVIEW GROUP

10.3/ WHEREAS, the County will apply for the 2026 Survey and Remonumentation grant in accordance with MCL 54.269; and

WHEREAS, in accordance with MCL 54.269(b) the Board of Commissioners (Board) shall appoint members to the Peer Review Group annually; and

WHEREAS, in accordance with MCL 54.269(a) the Board shall appoint a grant administrator.

THEREFORE BE IT RESOLVED, that the Board approves the recommendation of the County Surveyor to appoint the following individuals to the Peer Review Group for the 2026 Survey and Remonumentation grant term:

- Steve Koerber of Arrow Land Surveys
- Cindy Koster of Pathfinder Engineering
- Ken Vierzen from Exxel Engineering, Inc
- Jeff Bradford of Wightman & Associates, Inc

- Randy Jonker of Jonker Land Surveys, PC
- Kevin Miedema of 42 North Surveying - County Surveyor as Remonumentation Grant Representative
- Luke Hansen of Allegan County Road Commission; and

BE IT FURTHER RESOLVED, that the Board hereby appoints the Finance Manager as the Grant Administrator for the Survey and Remonumentation Grant; 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 Dugan, seconded by Commissioner Lubbers to approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

PLANNING ITEMS: APPROVE 2026 MEETING DATES

11/ BOARD OF COMMISSIONERS—APPROVE 2026 MEETING DATES

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

January 8, 2026,	9:00 A.M. Organizational Meeting		
January 8, 2026, 10:00 AM	4:00 P.M.	June 25, 2026,	9:00 A.M.
January 22, 2026,	9:00 A.M.	July 9, 2026,	9:00 A.M.
February 12, 2026,	9:00 A.M.	July 23, 2026,	9:00 A.M.
February 26, 2026,	9:00 A.M.	August 13, 2026,	9:00 A.M.
March 12, 2026,	9:00 A.M.	August 27, 2026,	9:00 A.M.
March 26, 2026,	9:00 A.M.	September 10, 2026,	9:00 A.M.
April 9, 2026,	9:00 A.M.	September 24, 2026,	9:00 A.M.
April 23, 2026,	7:00 P.M.	“Annual” October 8, 2026,	7:00 P.M.
May 14, 2026,	9:00 A.M.	October 22, 2026,	9:00 A.M.
May 28, 2026,	9:00 A.M.	November 12, 2026,	9:00 A.M.
June 11, 2026, June 18	9:00 A.M.	December 10, 2026,	9:00 A.M.

THEREFORE, BE IT RESOLVED that the Allegan County Board of Commissioners hereby confirms the 2026 meeting dates as presented; and

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to post said dates in accordance with Act 261 of the Public Acts of 1968.

Moved by Commissioner Dugan, seconded by Commissioner Lubbers to amend the 2026 calendar dates by removing both June dates and scheduling a meeting on June 18, 2026 at 9:00 AM as well as updating the January 8, 2026 meeting to begin at 10am following the organizational meeting that starts at 9:00 AM on the same day. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

Moved by Commissioner Lubbers, seconded by Commissioner Van Beek to approve the 2026 meeting dates as amended. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

PLANNING ITEMS: COUNTY BUDGET POLICY

12/ The Board reviewed the current Budget Policy.

PLANNING ITEMS: BOARD OF COMMISSIONERS RULES OF ORGANIZATION

13/ The Board reviewed the Rules of Organization.

APPOINTMENTS

14/ Vice Chair Beltman announced the Chair appointments to the following Boards.

- Community Mental Health Board

Glenn Brookhouse, 515 Selby Street, Hopkins, MI 49328, to fill a new 3-year term; term to expire 3/31/2029.

- Parks Advisory Board

Pam Brown, 2295 114th Ave, Allegan, MI 49010, to fill a new 3-year term; term to expire 12/31/2028.

- Community Corrections Advisory Board

Jay Gibson, 170 Monroe Street, Allegan, MI 49010, to fill a new 2-year term; term to expire 12/31/2027.

- Area Agency on Aging of West Michigan

Mary Campbell, P.O. Box 240, Glenn, MI 49416, to fill a new 2-year term; term to expire 1/31/2028.

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

PUBLIC PARTICIPATION – NO COMMENTS

15/ Vice Chair Beltman opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

ADJOURNMENT UNTIL December 11, 2025 AT 9:00 A.M.

16/ Moved by Commissioner DeYoung, seconded by Commissioner Dugan to adjourn until December 11, 2025 at 9:00 A.M. The motion carried by voice vote and the meeting was adjourned at 12:32 P.M. Yeas: 5 votes. Nays: 0 votes.



Deputy Clerk

Board Chair

Minutes approved during the 12/11/2025 Session

STATE OF MICHIGAN

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

FINANCE – CLAIMS & INTERFUND TRANSFERS

WHEREAS, Administration has compiled the following claims for 11/21/25, 11/28/25, 12/5/25, and 12/12/25; 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.

November 21, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	115,164.91	115,164.91	
Parks/Recreation Fund – 208	2,473.37	2,473.37	
Friend of the Court – Cooperative Reimb. – 215	1,903.94	1,903.94	
Friend of the Court – Other - 216	150.00	150.00	
Health Department Fund – 221	7,488.48	7,488.48	
Solid Waste/Recycling - 226	83,825.94	83,825.94	
Palisades Fund – 257	2,362.61	2,362.61	
Indigent Defense Fund – 260	1,075.55	1,075.55	
Central Dispatch Fund – 261	2,040.50	2,040.50	
Grants – 279	3,554.63	3,554.63	
Sheriffs Contracts – 287	6,781.93	6,781.93	
Transportation Fund – 288	2,975.98	2,975.98	
Child Care Fund – 292	2,808.12	2,808.12	
Veterans Relief Fund – 293	5,744.95	5,744.95	
Senior Services Fund – 298	254,477.04	254,477.04	
American Rescue Plan Act – ARPA – 299	417,040.00	417,040.00	
Capital Improvement Fund – 401	86,685.84	86,685.84	
Property Tax Adjustments – 516	3,323.32	3,323.32	
Tax Reversion 2018 – 629	979.00	979.00	
Revolving Drain Maintenance Fund – 639	14.99	14.99	
Self-Insurance Fund – 677	106,766.00	106,766.00	
Drain Fund – 801	52,825.15	52,825.15	
TOTAL AMOUNT OF CLAIMS	\$1,160,462.25	\$1,160,462.25	

November 28, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	245,134.69	245,134.69	

Friend of the Court – Cooperative Reimb. – 215	455.49	455.49	
Health Department Fund – 221	1,798.46	1,798.46	
Solid Waste/Recycling - 226	35,218.73	35,218.73	
Animal Shelter – 254	9,657.23	9,657.23	
Indigent Defense Fund – 260	43,776.74	43,776.74	
Central Dispatch Fund – 261	26,506.82	26,506.82	
Concealed Pistol Licensing Fund – 263	230.75	230.75	
Law Library Fund – 269	45.00	45.00	
Grants – 279	2,116.00	2,116.00	
Opioid Settlement Fund – 284	41,183.82	41,183.82	
Sheriffs Contracts – 287	695.09	695.09	
Transportation Fund – 288	4,810.93	4,810.93	
Child Care Fund – 292	29,599.79	29,599.79	
Senior Services Fund – 298	1,640.80	1,640.80	
American Rescue Plan Act – ARPA – 299	2,754,434.32	2,754,434.32	
Capital Improvement Fund – 401	548,927.12	548,927.12	
Property Tax Adjustments – 516	21,293.08	21,293.08	
Fleet Management/Motor Pool – 661	240.08	240.08	
Self-Insurance Fund – 677	4,478.72	4,478.72	
Drain Fund – 801	111,859.37	111,859.37	
TOTAL AMOUNT OF CLAIMS	\$3,884,103.03	\$3,884,103.03	

December 5, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	76,925.37	76,925.37	
Parks/Recreation Fund – 208	1,118.49	1,118.49	
Health Department Fund – 221	11,070.85	11,070.85	
Solid Waste/Recycling - 226	415.00	415.00	
Animal Shelter – 254	12,700.33	12,700.33	
Register of Deeds Automation Fund - 256	277.38	277.38	
Indigent Defense Fund – 260	45,262.42	45,262.42	
Central Dispatch Fund – 261	3,514.00	3,514.00	
Sheriffs Contracts – 287	860.04	860.04	
Transportation Fund – 288	4,523.70	4,523.70	
Child Care Fund – 292	1,554.30	1,554.30	
Veterans Relief Fund – 293	503.00	503.00	
Fitness Center Fund – 296	830.00	830.00	
Senior Services Fund – 298	92,313.10	92,313.10	
Capital Improvement Fund – 401	77,179.23	77,179.23	
CIP – Youth Home Building Fund - 492	86,565.00	86,565.00	

Central Dispatch CIP – 496	1,240.00	1,240.00	
Property Tax Adjustments – 516	248.98	248.98	
Fleet Management/Motor Pool – 661	275.00	275.00	
Self-Insurance Fund – 677	32,402.53	32,402.53	
Drain Fund – 801	13,594.80	13,594.80	
TOTAL AMOUNT OF CLAIMS	\$463,373.52	\$463,373.52	

December 12, 2025

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	147,688.34	147,688.34	
Parks/Recreation Fund – 208	1,065.00	1,065.00	
Friend of the Court – Cooperative Reimb. – 215	3,582.21	3,582.21	
MCOLES CPE – 217	4,220.00	4,220.00	
Health Department Fund – 221	2,484.50	2,484.50	
Solid Waste/Recycling - 226	52,687.19	52,687.19	
Animal Shelter – 254	1,096.76	1,096.76	
Register of Deeds Automation Fund – 256	565.00	565.00	
Palisades Fund – 257	3,305.56	3,305.56	
Indigent Defense Fund – 260	19,729.49	19,729.49	
Central Dispatch Fund – 261	7,694.51	7,694.51	
Law Library Fund – 269	2,284.45	2,284.45	
Grants – 279	5,411.00	5,411.00	
Sheriffs Contracts – 287	259.05	259.05	
Transportation Fund – 288	19,999.61	19,999.61	
Child Care Fund – 292	24,068.85	24,068.85	
Veterans Relief Fund – 293	2,682.97	2,682.97	
Fitness Center Fund – 296	11.99	11.99	
Senior Services Fund – 298	77,444.49	77,444.49	
Capital Improvement Fund – 401	2,008.00	2,008.00	
Property Tax Adjustments – 516	100.00	100.00	
Tax Reversion – 620	4,000.00	4,000.00	
Tax Reversion 2023 – 624	7,929.00	7,929.00	
Tax Reversion 2018 – 629	1,836.00	1,836.00	
Revolving Drain Maintenance Fund – 639	250.89	250.89	
Drain Fund – 801	76,409.86	76,409.86	
TOTAL AMOUNT OF CLAIMS	\$468,814.72	\$468,814.72	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for 11/21/25, 11/28/25, 12/5/25, 12/12/25, and interfund transfers.

STATE OF MICHIGAN

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

MAINTAIN CURRENT BOARD CHAIR & VICE CHAIR UNTIL ORGANIZATIONAL MEETING

BE IT RESOLVED that the Allegan County Board of Commissioners approve maintaining the current Board Chair and Vice Chair until the 2026 Organizational Board Meeting.

STATE OF MICHIGAN

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

ADMINISTRATION—AUTHORIZE COUNTY ADMINISTRATOR TO AWARD MATERIALS MANAGEMENT PLAN CONSULTANT BID

WHEREAS, on March 13, 2025, the Board of Commissioners (Board) approved the Materials Management Plan (MMP) Work Program; and

WHEREAS, as part of the MMP Work Program, it was identified to contract with a consultant to write the County's Materials Management Plan (MMP) to replace the existing Solid Waste Plan (SWP); and

WHEREAS, consistent with the County's Purchasing Policy, a request for proposal process is being used to solicit competitive bids, and the MMP Committee is evaluating those bids to identify the most qualified bidder with a satisfactory proposal and references.

THEREFORE, BE IT RESOLVED that the Board authorizes the County Administrator to award the Materials Management Plan Consultant Bid (Project ##1286-25); 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.

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

ADMINISTRATION – 2025 SHERIFF’S OFFICE BUDGET ADJUSTMENT

BE IT RESOLVED that the Board approves an adjustment to the 2025 Budget to reallocate \$312,000 from the in #101-301.301 Sheriff’s Department Activity as necessary to complete the following projects:

- \$55,000 for the purchase of 68 guns to fully replace the department’s weapons – transfer to #401 Capital Projects Fund
- \$57,000 for additional funds needed to purchase a dive trailer – transfer to #401 Capital Projects Fund
- \$250,000 for BC/BS Insurance expenditures for the Jail – transfer to #101-301.353-835.040 Jail Health

and to authorize the purchase of guns earlier than the projected replacement date.

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.

DRAFT

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

2026-2030 RECREATION PLAN – SET PUBLIC HEARING

WHEREAS, the Board of Commissioners (Board) has accepted the recommended 2026-2030 Recreation Plan.

THEREFORE, BE IT RESOLVED that, consistent with the Michigan Department of Natural Resources guideline requirements, the Board set a public hearing at 10:00 A.M. of its Board Meeting on January 8, 2026, for public comment on the 2026-2030 Recreation Plan; and

BE IT FURTHER RESOLVED that County Administration will publish the necessary notices.

DRAFT

STATE OF MICHIGAN

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

BROWNFIELD - ABOLISHING THE BROWNFIELD PLAN FOR THE FORMER ROCKTENN PAPERMILL REDEVELOPMENT PROJECT

WHEREAS, pursuant to 381 PA 1996, as amended (“Act 381”), the Allegan County Brownfield Redevelopment Authority (“Authority”) has been established by resolution of the Allegan County Board of Commissioners (the “County BOC”) for the purpose of promoting the revitalization of eligible properties in Allegan County; and

WHEREAS, on February 11, 2021, County BOC adopted the Brownfield Plan for the Former RockTenn Papermill Redevelopment Project (the “Plan”); and

WHEREAS, on December 20, 2020, City Council of the City of Otsego approved the Plan; and

WHEREAS, on December 8, 2020, Authority approved the Plan; and

WHEREAS, the eligible property described in Exhibit A, attached hereto, is the eligible property subject to the Plan; and

WHEREAS, Section 14(8) of Act 381 of 1996, as amended, permits a governing body to be abolished or terminated according to this subsection; and

WHEREAS, Section 14(8)(c) of Act 381 of 1996, the governing body may approve a new brownfield plan or plan amendment for the eligible property under which tax increment revenues may be captured for up to the period of time provided under section 13(5); and

WHEREAS, the County BOC is the governing body (as that term is defined by Act 381) of the Authority; and

WHEREAS, the Authority’s staff has confirmed that the project has failed to occur with respect to the eligible property for at least five (5) years following the date of the governing body resolution approving the brownfield plan; and

WHEREAS, on November 18, 2025, the Board of Directors of the Authority adopted a resolution recommending the abolishment of the Plan; and

WHEREAS, on December 2, 2025, a notice of the abolishment of the Plan was given in accordance with Section 14(8)(b)(i) of Act 381, a copy of which is attached as Exhibit B; and

WHEREAS, in accordance with Section 14(8)(b)(ii) of Act 381, the developer identified in the Plan was provided with an opportunity to be heard at a public meeting on January 8, 2026; and

WHEREAS, the County has spent to date \$1,485,031.71 in eligible activity costs and this action will preserve the use of local-only tax increment revenues, identify new eligible activity costs required for the planned future Developer’s project, and recognize the amendments to PA 381 of 1996, which were signed into law on July 18, 2023 that added new economic incentives for housing-focused real estate development; and

WHEREAS, it is the intent of the County to see the property developed, it will seek a new Brownfield plan for the planned future development, and

THEREFORE, BE IT RESOLVED, that the Board hereby abolished the Brownfield Plan for the Former RockTenn Papermill Redevelopment Project in accordance with Section 14(8)(b) of Act 381; 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.

Exhibit A

A. Description of the Eligible Property (Section 13 (2)(h)) and the Project

The property comprising the eligible property consists of 4 parcels located at 431 Helen Avenue, Otsego, Michigan, which were obtained by the County through tax foreclosure in 2012. Parcels 1 and 2 are both “facilities. Parcel 3 and Parcel 4 are blighted by virtue of tax foreclosure. Therefore, Parcels 1-4 are eligible properties. Parcels 1-4 and all tangible personal property located thereon will comprise the eligible property and is referred to herein as the “Property.”

The Property is located just north of the City’s downtown on the north side of the Kalamazoo River. Parcels 1, 2 and 4 are bounded by River Street to the north, the Kalamazoo River to the south, John Street to the east and a residential property to the west. Parcel 3 is bounded by River Street to the south and residential properties north, east and west of the parcel.

Attachment B provides the individual legal descriptions for the eligible property.

Address	Parcel ID	Eligibility	Owner
431 Helen	Parcel 1: 54-015-006-00	Facility	Allegan County
431 Helen	Parcel 2: 54-015-006-00	Facility	Allegan County
431 Helen	Parcel 3: 54-015-006-00	Blighted	Allegan County
431 Helen	Parcel 4: 54-800-001-00	Blighted	Allegan County

The former RockTenn property comprises four parcels, totaling approximately 47 acres. Parcels 1 and 2 contained a majority of the derelict buildings and also a capped waste disposal area, which restricts the future use of the disposal area. Parcel 3 was primarily used as a “borrow pit” as a source of sand for use in the waste disposal area, where it was mixed with paper mill sludge and capped with clay. Some landfilling of polywaste may have also occurred on Parcel 3. Parcel 4 was primarily used for parking for the administrative staff at the paper mill.

Exhibit B

Allegan County Brownfield Redevelopment Authority



County Services Building
3283 122nd Avenue
Allegan MI 49010

December 2, 2025

SENT VIA EMAIL

Allegan County (Developer)
Allegan County Administration
3283 122nd Ave.
Allegan MI 49010

RE: Notice of Intent to Abolish Brownfield Plan for the Former RockTenn Papermill
Redevelopment Project

To Whom it May Concern:

Per Act 381 of 1996 Section 14 (8)(b)(i), this letter is to inform you that the Allegan County Brownfield Redevelopment Authority (“Authority”), on November 18, 2025, recommended the abolishment of the Brownfield Plan for the Former RockTenn Papermill Redevelopment Project (the “Plan”).

On February 11, 2021, the Allegan County Board of Commissioners (the “County BOC”) adopted, and on December 20, 2020, the City Council of the City of Otsego approved the Plan.

It is our understanding that the purpose of the project, as described in the Plan, has failed to occur with respect to the eligible property for at least five (5) years following the date of the governing body resolution approving the brownfield plan (or any subsequent amendment thereto). Because of this, the Brownfield Plan is scheduled to be abolished for the subject project per Act 381 of 1996, Section 14 (8)(b).

While you are welcome to speak at any public meeting of the County BOC regarding the proposed abolishment, the following public meeting has been tentatively scheduled at the County Services building, 3283 122nd Ave. Allegan, MI 49010, regarding the abolishment of the Plan, where, should you desire, you will have an opportunity to be heard during public comment:

- Thursday, January 8, 2026, at 10:00 am Board of Commissioners meeting

In no event would any abolishment be effective until at least 30 days after the date of this notice.

The Brownfield Plan can be found at www.Allegancounty.org/projects under “Former Rock Tenn Property”. Should you have any questions, please feel free to contact me 269-686-5235 or dwedge@allegancounty.org

Sincerely,



Dan Wedge

Allegan County Brownfield Redevelopment Authority (Administrative Contact)

Deputy County Administrator of Services

Allegan County

3283 122nd Ave., Allegan, MI 49010

(269) 686-5235

CC: (Sent via email)

Nick Breedveld, Allegan County Brownfield Redevelopment Authority, Chairperson

Sally Brooks, Allegan County Treasurer

Robert Sarro, Allegan County Administrator

Aaron Mitchel, City Manager, City of Otsego

125.2664 Brownfield plan; approval; public hearing; record; notice; public purpose; determination; amendments to plan; validity of procedure, notice, and findings; presumption; abolishment or termination of plan.

Sec. 14.

(1) Before approving a brownfield plan for an eligible property, the governing body shall hold a public hearing on the brownfield plan. By resolution, the governing body may delegate the public hearing process to the authority or to a subcommittee of the governing body subject to final approval by the governing body.

(2) Notice of the time and place of the hearing on a brownfield plan must contain all of the following:

(a) A description of the property to which the plan applies in relation to existing or proposed highways, streets, streams, or otherwise.

(b) A statement that maps, plats, and a description of the brownfield plan are available for public inspection at a place designated in the notice and that all aspects of the brownfield plan are open for discussion at the public hearing required by this section.

(c) Any other information that the governing body considers appropriate.

(3) At the time set for the hearing on the brownfield plan required under subsection (1), the governing body shall ensure that interested persons have an opportunity to be heard and that written communications with reference to the brownfield plan are received and considered. The governing body shall ensure that a record of the public hearing is made and preserved, including all data presented at the hearing.

(4) Not less than 10 days before the hearing on the brownfield plan, the governing body shall provide notice of the hearing to the taxing jurisdictions that levy taxes subject to capture under this act. The authority shall notify the taxing jurisdictions of the proposed brownfield plan. At that hearing, an official from a taxing jurisdiction with millage that would be subject to capture under this act has the right to be heard in regard to the adoption of the brownfield plan. Not less than 10 days before the hearing on the brownfield plan, the governing body shall provide notice of the hearing to the department if the brownfield plan involves the use of taxes levied for school operating purposes to pay for eligible activities that require the approval of a combined brownfield plan or a work plan by the department under section 13b(6)(c), the Michigan state housing development authority, or its designee, if the brownfield plan involves the use of taxes levied for school operating purposes to pay for eligible activities subject to 13b(4)(b), and the Michigan strategic fund, or its designee, if the brownfield plan involves the use of taxes levied for school operating purposes to pay for eligible activities subject to section 13b(4) other than eligible activities subject to 13b(4)(b).

(5) Not less than 10 days after notice of the proposed brownfield plan is provided to the taxing jurisdictions, the governing body shall determine whether the plan constitutes a public purpose. If the governing body determines that the plan does not constitute a public purpose, the governing body shall reject the plan. If the governing body determines that the plan constitutes a public purpose, the governing body may then approve or reject the plan, or approve it with modification, by resolution, based on the following considerations:

(a) Whether the plan meets the requirements of sections 13 and 13b.

(b) Whether the proposed method of financing the costs of eligible activities is feasible and the authority has the ability to arrange the financing.

(c) Whether the costs of eligible activities proposed are reasonable and necessary to carry out the purposes of this act.

(d) Whether the amount of captured taxable value estimated to result from adoption of the plan is reasonable.

(6) Except as provided in this subsection, amendments to an approved brownfield plan must be submitted by the authority to the governing body for approval or rejection following the same notice necessary for approval or rejection of the original plan. Notice is not required for revisions in the estimates of captured taxable value or tax increment revenues.

(7) The procedure, adequacy of notice, and findings with respect to purpose and captured taxable value are presumptively valid unless contested in a court of competent jurisdiction within 60 days after adoption of the resolution adopting the brownfield plan. An amendment, adopted by resolution, to a conclusive plan is likewise conclusive unless contested within 60 days after adoption of the resolution adopting the amendment. If a resolution adopting an amendment to the plan is contested, the original resolution adopting the plan is not therefore open to contest.

(8) A brownfield plan or plan amendment may be abolished or terminated according to this subsection subject to all of the following:

(a) The governing body may abolish a brownfield plan if it finds that the purposes for which the plan was established are accomplished.

(b) The governing body may terminate a brownfield plan or plan amendment for an eligible property if the project for which eligible activities were identified in the brownfield plan or plan amendment fails to occur with respect to the eligible property for not less than 2 years following the date of the resolution approving the brownfield plan or plan amendment, if the governing body first does both of the following:

(i) Gives 30 days' prior written notice to the developer at its last known address by certified mail or other method that documents proof of delivery attempted.

(ii) Provides the developer an opportunity to be heard at a public meeting.

(c) If a brownfield plan or plan amendment is terminated under subdivision (b), the governing body may approve a new brownfield plan or plan amendment for the eligible property under which tax increment revenues may be captured for up to the period of time provided under section 13(5).

(d) Notwithstanding anything in this subsection to the contrary, a brownfield plan or plan amendment must not be abolished or terminated until the principal and interest on bonds issued under section 17 and all other obligations to which the tax increment revenues are pledged have been paid or funds sufficient to make the payment have been identified or segregated.

STATE OF MICHIGAN

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

BOARD OF COMMISSIONERS—ADOPT BOARD RULES OF ORGANIZATION

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

DRAFT

COUNTY OF ALLEGAN
State of Michigan

Rules of Organization and Procedure

of the

Allegan County Board of Commissioners

Revised and Adopted: January 4, 1993 [Journal 39.6-15/11]
[Addendum A RE: Committee of the Whole adopted April 28, 1994: Journal 41.199-201/58]
Amended: January 13, 1994 [Journal 41.3-4/6]
Amended: October 27, 1994 [Journal 41.424/32]
Amended: January 5, 1995 [Journal 42.7/11]
Amended: June 22, 1995 [Journal 42.260/35]
Amended: January 11, 1996 [Journal 43.4-5/10]
Amended: June 26, 1997 [Journal 44.330/28; 341/33]
Amended: January 2, 2003 [Journal 52.6-11/5]
[Revisions adopted January 9, 2003: Journal 52.13-22/29]
Amended: January 8, 2004 [Journal 53.3-9/7]
Amended: March 24, 2005 [Journal 54.197-203/36]
Amended: January 5, 2006 [Journal 55.4/11]
Amended: July 27, 2006 [Journal 55.492-499/44]
Amended: January 11, 2007 [Journal 56.26-32/38]
Amended: February 1, 2007 [Journal 56.85/86]
Amended: February 15, 2007 [Journal 56.95-96/41]
Amended: February 22, 2007 [Journal 56.117/57]
Amended: June 28, 2007 [Journal 56.280-281/51]
Amended: January 3, 2008 [Journal 57.5/14]
Amended: January 8, 2009 [Journal 58.3-4/8]
Amended: January 7, 2010 [Journal 59.3-4/8-12]
Amended: January 6, 2011 [Journal 60-7/4-12]
Approved: June 14, 2012 [Journal 61-12]
Amended: January 24, 2013 [Journal 62-13]
Amended: January 24, 2014 [Journal 63-14]
Reaffirmed: December 10, 2015 [Journal 64-15]
Amended: January 12, 2017 [Journal 65-17]
Amended: January 25, 2018 [Journal 66-4]
Amended: December 13, 2018 (Journal 66-13)
Amended: January 24, 2019 (Journal 67-3)
Amended: January 9, 2020 (Journal 68-8)
Amended: December 10, 2020 (Journal 68-24)
Amended: December 9, 2021 (Journal 69-10)
Amended: January 13, 2022 (Journal 70-7)
Amended: January 5, 2023 (Journal 71-8)
Amended: May 25, 2023 (Journal 71-17)
Amended: January 11, 2024 (Journal 72-9)
Amended: January 9, 2025 (Journal 73-7)

Amended:

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

2. APPLICATION, SUSPENSION, AND AMENDMENT OF BOARD RULES

- a. These rules shall guide and direct the BOC's operations.
- b. Any situation that may arise and is not covered by these rules shall be determined based on Robert's Rules of Order. When the rules herein conflict with State of Michigan statutes, the statutes shall prevail.
- c. No rule of the BOC shall be suspended or amended without the concurrence of a majority of all BOC members elected.
- d. Except during the organizational meeting, any proposed amendment(s) to the BOC rules shall be first referred to a BOC meeting for discussion only, with subsequent consideration given for action no later than one month after that.

3. BOARD AND ADMINISTRATIVE OFFICERS

a. CHAIR

i. Statutory Powers and Duties

- (1) Presides at all BOC meetings. MCL 46.3
- (2) Administers oaths and issues subpoenas. MCL 46.3(5)
- (3) Signs contracts (MCL 46.3(5)) and Board-approved minutes and certifies the equalized tax rolls. MCL 211.34d
- ~~(4) With the advice and consent of the BOC, appoint Directors of an Economic Development Corporation. MCL 125.1604(3)~~
- ~~(5)~~(4) Upon the disqualification of the County Drain Commissioner, under MCL 280.381 of the Drain Code, the BOC Chair shall appoint a board of determination pursuant to MCL 280.72 and MCL 280.441.
- ~~(6)~~(5) Serves on Intra-county Drainage Board (MCL 280.464) and Augmented Inter-county Drainage Board (MCL 280.515) and appoints additional member(s) to either when circumstances so warrant, as defined in the Michigan Drain Code, PA 40 of 1956.
- ~~(7)~~(6) Reviews, with other officials, the Sheriff's determination of jail overcrowding. MCL 801.52
- ~~(8)~~(7) Carries out Emergency Management and Preparedness responsibilities in accordance with Public Act 390 of 1976, the Emergency Management Act, and the BOC adopted Emergency Management resolution and appoints BOC members to act in place of the Chair in his/her absence.

ii. Other Duties

- (1) Serves ex-officio on all committees.
- (2) Appoints BOC committee members subject to BOC approval.
- (3) Makes other county appointments subject to BOC approval.
- (4) Preserves order and decides questions of order subject to the approval of the BOC.
- (5) Votes on all questions taken by roll call vote, except on BOC Members' appeals regarding a decision of the chair.
- (6) Serves as spokesperson for BOC action or designates a spokesperson in writing.
- (7) Communicates with the Chief Administrative Officer (hereinafter the CAO) for the purpose of providing assistance and planning in BOC-related matters.
- (8) Duties of the Chair may be expanded by the BOC for purposes and durations deemed appropriate and necessary.

b. VICE CHAIR

- i. With the exception of instances when the Chair has initiated specific alternatives, in the absence of the Chair, the Vice-Chair assumes all authorities and performs such duties as enumerated in Section 3a above.

c. CLERK-OF-THE-BOARD

- i. Shall be the County Clerk or, in the Clerk's absence, a Deputy County Clerk.
 - ii. Duties shall be as specified by law. MCL 46.4
- d. CHIEF ADMINISTRATIVE OFFICER: The BOC employs a County Administrator who is recognized as the Chief Administrative Officer (CAO) of the County. References to the CAO in this document are intended to be the CAO directly or CAO's designee. The authorities and duties of the CAO are listed in Attachment A.
 - e. FREEDOM OF INFORMATION ACT (FOIA) COORDINATOR: The Chair shall designate the CAO as the FOIA Coordinator for the County of Allegan. MCL 15.236(6)
 - f. COUNTY MEDICAL EXAMINER: The Board-appointed County Medical Examiner may appoint Deputy County Medical Examiners. The County Medical Examiner shall validate that those deputies meet qualifications, acquire special and continued education, and direct the official activities in the scope of county operations. MCL 52.201a

4. BOARD COMMITTEES

- a. COMMITTEE OF THE WHOLE: The BOC shall generally operate as a Committee-of-the-Whole when necessary, and establish other committees as it deems appropriate.
- b. LOCAL GOVERNING ENTITY (LGE): The BOC shall perform as the LGE of the Local Health Department (LHD) as enunciated in the Michigan Public Health Code (MPHC). At least quarterly, the BOC shall schedule a dedicated agenda item during a meeting of the BOC (or schedule a special meeting if necessary) for the Health Officer (and other members of the LHD) to report on the activities of the LHD during the most recently concluded quarter, provide a forecast of activities for the quarter ahead, and any anticipated public health situations in the year ahead. These sessions shall be added to the annual schedule of information sessions. Topics for these sessions may also include items derived from the MPHC, such as:
 - i. Concurrence or disapproval authorizing LHD to adopt regulations, e.g., water regulations, and
 - ii. Receiving the annual report, approval of the Plan of Organization, and
 - iii. Providing or demonstrating the provision of each required service that the LHD is designated to provide, and
 - iv. Fixing and requiring payment of fees for services authorized to be performed by the LHD.
- c. ESTABLISHMENT OF COMMITTEES
 - i. The BOC may establish committees that shall perform specific functions including but not limited to research, analysis, oversight, or forming a recommendation regarding a project, policy, issue, ordinance, or plan that is authorized by resolution of the BOC.
 - ii. Each committee shall have a Chair and Vice-Chair elected by its members.
 - iii. Each committee Chair shall be responsible for keeping a written record of committee proceedings.
 - iv. The number of BOC members on any committee shall not exceed one (1) less than a majority number of those elected and serving on the full BOC, although the committee may contain other members.
- d. PROCEDURES FOR USE OF COMMITTEES
 - i. Committees shall address items only referred by the BOC.
 - ii. Items that have been referred to a committee by the BOC shall be addressed in accordance with these rules.
 - iii. If a committee determines that additional county resources are necessary to address its responsibilities or if procedural clarifications are required to perform its duties, the committee shall ask for assistance from the CAO.

- iv. When the committee has completed its charge, its written findings shall be forwarded to the BOC via the CAO, and placed on the BOC's next regular business meeting for review and determination pursuant to Section 7.b herein.
 - v. The BOC shall, subsequent to receiving a finding/recommendation from a committee and lending review, give consideration through one of the following:
 - (1) Vote on the finding/recommendation.
 - (2) Table the finding/recommendation.
 - (3) Return the finding/recommendation for further consideration with direction(s) or forward it to another committee with direction(s).
- 5. OTHER BOARDS, COMMISSIONS, and COMMITTEES:** Due to statutory requirements, by invitation, or through the exercise of its discretion, the BOC appoints or elects BOC members, member-alternates, and other persons to boards, commissions, and committees that exist internally and externally to the Allegan County government organization. See Attachment B - Allegan County Boards and Commissions.
- a. Any BOC member so appointed or elected shall make available the minutes or other information of record of those same boards, commissions, or committees to the BOC upon its request in times sufficient to the BOC's considerations and by a manner herein directed.
 - i. ELECTIONS/APPOINTMENTS: All elections and appointments shall be conducted in accordance with all applicable state statutes and by-laws specific to each board, commission, and committee.
 - (1) When an appointment is in order, the Chair shall make the appointment subject to BOC approval.
 - (2) NOTICES UPON RESIGNATIONS:
 - (a) The CAO shall post the vacant position on the County website seeking potential candidates via application immediately upon notice of a vacancy during an existing term. All potential candidates are required to seek confirmation from the CAO that receipt of an application was made.
 - (3) NOTICES UPON TERMS ENDING:
 - (a) The CAO shall seek interest from the existing member. If the existing member is interested in serving another term, they should send an email to administration@allegancounty.org 120 days before term expiration. Existing member is required to seek confirmation from the CAO that receipt of an application was made.
 - (i) If no receipt is made, or the BOC has determined posting the position is still appropriate for seeking other interested parties, the CAO shall seek interest for future elections/appointments as a result of a term expiring immediately. The CAO shall publish on the County website seeking potential candidates via application.
 - (4) The CAO shall be responsible for placing on the agenda a month in advance the offices that will be voted upon at a subsequent meeting.
 - b. **BOARDS AND COMMISSIONS:** Authorized board and commission members shall receive per diem and mileage under county policy.
 - c. **BOARD PLANNING WORKGROUP:** A workgroup of the CAO, Chair, and Vice-Chair is authorized to meet to review Board Meeting agendas to ensure compliance with Board rules, prepare procedurally for Board meetings, including the review of progress on Board Projects established through its formal planning process.
- 6. MEETINGS:** All meetings of the BOC shall be noticed and conducted in accordance with the Michigan Open Meetings Act (OMA) MCL 15.261 *et seq.*
- a. **ORGANIZATIONAL MEETING:** The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the Clerk-of-the-Board shall initially preside.
 - i. **OATH OF OFFICE:** The Clerk-of-the-Board or other statutorily authorized official shall administer the oath of office to the BOC members-elect if the oath has not previously been administered.

- ii. ELECTION OF CHAIR AND VICE-CHAIR
 - (1) The Clerk-of-the-Board shall call for nominations for the office of temporary chair.
 - (2) When nominations are closed by majority vote or no other nominations are forthcoming, the Clerk-of-the-Board shall order the roll to be called.
 - (3) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the temporary Chair and the Clerk-of-the-Board shall retire to his/her position as Clerk-of-the-Board.
 - (4) The temporary Chair shall seek the BOC's determination of the Chair's term of office, either one year or two years.
 - (5) Upon determination of the Chair's term of office, the temporary Chair shall call for nominations for the office of Chair.
 - (6) The temporary Chair shall seek the BOC's determination of the use of secret balloting for the Chair.
 - (7) When nominations are closed by majority vote or no other nominations are forthcoming the temporary chair shall order the roll to be called or the secret balloting completed.
 - (8) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the Chair.
 - iii. SCHEDULE OF REGULAR MEETINGS: The BOC shall establish a schedule of regular meetings if it has not previously been adopted.
- b. ANNUAL MEETING: Shall be held in the evening between September 14 and October 16. MCL 46.1
 - c. MEETINGS: The meetings of the BOC shall be scheduled in accordance with its annually approved schedule. Meetings shall be held at 9:00 AM on the second and fourth Thursdays of each month unless otherwise posted. (see Section 7.c., Agenda).
 - i. CHANGES/CANCELLATION: The schedule of regular meetings shall not be changed except under the following conditions:
 - (1) Upon the majority decision of the BOC during any noticed meeting.
 - (2) Upon the determination of the Chair due to circumstances of imminent danger to the health, safety, and welfare of the public and/or others that may be in attendance.
 - (3) When the Clerk-of-the-Board, upon receipt of written communications from a majority of BOC members, has determined a quorum will not be present. Upon said determination, the Clerk-of-the-Board shall immediately give notice to each BOC member at least 24 hours before the scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.
 - d. SPECIAL MEETINGS: Special meetings may be set by one of the following methods:
 - i. By a majority of the BOC members during any noticed meeting.
 - ii. At the Call of the Chair.
 - iii. By the Clerk-of-the-Board upon receipt of a written request signed by a majority of the BOC members. Upon receiving the request, the Clerk-of-the-Board shall immediately give notice to each of the BOC members at least 24 hours before the scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.
 - e. PLACE OF MEETINGS: Unless otherwise noticed, meetings of the BOC shall take place in the County Services Building – Board Room, 3283 122nd Avenue, Allegan, MI 49010.
 - f. START OF MEETING: The Chair calls the meeting to order at the time specified in the meeting notice; the roll of BOC members called shall be called by the Clerk-of-the-Board.
 - g. QUORUM: A majority of the BOC members elected and serving shall constitute a quorum for the transaction of the ordinary business of the county. (MCL 46.3) Excluding procedural votes, the final passage or adoption of any measure or resolution, or the allowance of any claim against the county shall be determined by a majority of all BOC members elected and serving.

- h. BOC MEMBER ATTENDANCE: Any BOC member who shall be late to a session will upon his/her arrival, report his presence to the Clerk-of-the-Board. Furthermore, a BOC member who will knowingly be late/absent from an official proceeding of the BOC shall notify the Chair or CAO as soon as possible prior to said meeting.
- i. REMOTE ATTENDANCE: BOC members may be connected to a meeting remotely under the following conditions:
 - (1) The request has been submitted to the CAO at least 24 hours in advance of the meeting.
 - (2) The remote connectivity is sufficient and will not interfere with the progress of the meeting.
 - (3) The BOC member's participation shall not be considered attendance for the purpose of establishing a quorum unless otherwise permitted by the Open Meetings Act.
- i. PUBLIC PARTICIPATION: The right to address the public is granted by the Michigan Open Meetings Act under rules established by the BOC. MCL 15.263(5)
The public shall be allowed to address the BOC within the following parameters:
 - i. Public comment shall be permitted during the public participation portion(s) of the agenda following the SPEAKER'S declaration of
 - (1) Name, local unit of residence, and
 - (2) The topic which they wish to address, and
 - (3) In general, a maximum of five (5) minutes **total** shall be granted to each person making a public comment; however, that time may be modified at the discretion of the Chair.
 - ii. Any exceptions to the rules of public participation shall be at the discretion of the Chair.
- j. DISTRIBUTION OF AGENDAS/MINUTES: A copy of a completed agenda and approved minutes of previous monthly proceedings shall be made available online as soon as possible by the Clerk-of-the-Board. A printed copy of the minutes from the BOC proceedings shall be available at the County Clerk's Office.

7. AGENDA(S)

- a. DEVELOPMENT: BOC agendas shall be managed by the CAO in conjunction with the Chair and Clerk-of-the-Board (as needed).
- b. AGENDA ITEM(S) FOR CONSIDERATION: With the exception of BOC members (see Section 7.b.i) agenda items must be submitted to the CAO no less than ten (10) **business** days prior to the next scheduled Meeting for placement on the agenda. The submission shall include all supporting documentation/information.
 - i. A BOC member's intent to add an item or amend/rescind a previous item shall be introduced to the BOC during the future agenda items portion of a preceding meeting. The BOC shall not add items to an agenda if said item has been previously acted upon by the BOC unless approved in advance by the BOC and/or the provisions of Section 9.c. have been met. See the attached Flow Chart, Attachment C.
 - ii. All agenda items for consideration shall be submitted with complete documentation (see Attachment D, Request for Action Form) through the County work order system. The work order system will automatically assign a work order number, which is transmitted to the requestor so that they may refer to it when communicating with the CAO. The CAO shall review the request and take one of the following actions:
 - (1) Request additional information as needed before making a recommendation or taking action.
 - (2) Approve or deny items under the authority of the CAO consistent with thresholds.
 - (3) Report items requiring action to the BOC with recommendation/resolution on the disposition of action.
- c. AGENDA FORMAT FOR MEETINGS:
 - (1) CALL TO ORDER
 - (2) ROLL CALL (Determination of Quorum)
 - (3) OPENING PRAYER

- (4) PLEDGE OF ALLEGIANCE
- (5) PUBLIC/BUDGET HEARING AND RELATED COMMUNICATIONS (AS NEEDED)
- ~~(6) (OTHER) COMMUNICATIONS~~
- ~~(7)(6)~~ APPROVAL OF MINUTES
- ~~(8)(7)~~ PUBLIC PARTICIPATION
- ~~(9)(8)~~ CHANGES TO THE AGENDA
- ~~(10)(9)~~ APPROVAL OF THE AGENDA
- ~~(11)(10)~~ PRESENTATIONS
- ~~(12) PROCLAMATIONS~~
- ~~(13)(11)~~ INFORMATIONAL SESSIONS
- ~~(14)(12)~~ ADMINISTRATIVE REPORTS
- ~~(15)(13)~~ CONSENT ITEMS
- ~~(16)(14)~~ DISCUSSION ITEMS
- ~~(17)(15)~~ ACTION ITEMS
- ~~(18)(16)~~ PLANNING ITEMS
- ~~(19)(17)~~ APPOINTMENTS
- ~~(20)(18)~~ ELECTIONS
- ~~(21)(19)~~ PUBLIC PARTICIPATION
- ~~(22)(20)~~ FUTURE AGENDA ITEMS
- ~~(23)(21)~~ REQUESTS FOR MILEAGE
- ~~(24)(22)~~ BOARDS AND COMMISSIONS REPORTS
- ~~(25)(23)~~ ROUNDTABLE
- ~~(26)(24)~~ CLOSED SESSION
- ~~(27)(25)~~ ADJOURNMENT

d. INFORMATION FLOW TO THE BOC MEMBERS

- i. INFORMATIONAL SESSIONS: Departmental Information Sessions or presentations from the public or other agencies shall be given a specific time and duration. All presenters shall be limited to a maximum of twenty (20) minutes, including a question/answer period. Departments will be asked to submit their presentation to the BOC prior to their scheduled date to allow the BOC's review and an opportunity to supply questions to departments in advance of their presentation.
- ii. MEETING PACKETS: In general, on the Friday before each BOC meeting, the CAO shall provide the BOC with a written recommendation and relevant background information within the meeting packet for each item to be addressed by the BOC. Any questions or additional information needed by BOC members should be directed to the CAO by the Tuesday prior to the meeting, and that information shall be provided to all BOC members before the meeting.
- iii. CHANGES TO THE PUBLISHED AGENDA: At the discretion of the CAO and Chair, agenda items (except those added under 7.b.i) may be changed (including but not limited to additions, deletions, and order) prior to the close-of-business on the Tuesday prior to the scheduled BOC meeting. Changes shall be made for substantial reasons e.g., urgency, lack of supporting materials, and availability of presenters. The BOC shall receive a revised final agenda at the close of business that same day, reflecting any changes to the agenda with the appropriate revision number noted. If no changes have been made, the meeting packet previously sent shall be considered the final agenda unless changed by the BOC during the meeting.
 - (1) Any changes to the final agenda by the BOC after noon on Tuesday must be made at the beginning of the meeting by a two-thirds (2/3) majority vote of those elected and serving.
- iv. AGENDA ITEMS: BOC members may add agenda items for discussion only to any regularly scheduled meetings of the BOC by contacting the Chair or, in the absence of the Chair, the Vice-Chair no later than noon on the Tuesday preceding the scheduled meeting.
- v. CONSENT ITEMS: The purpose of the consent items portion of the agenda is to expedite business by grouping non-controversial items together to be considered by a single motion without discussion. BOC members may ask that any consent item be placed elsewhere on the agenda for the item to be considered separately. Such requests will automatically be

- granted.
- vi. **DISCUSSION ITEMS:** Items for BOC consideration start as discussion items (consistent Budget Policy Thresholds Appendix 6.D) and may be 1) moved by the BOC to a future agenda for action, 2) remain on a future agenda for further discussion, 3) moved for immediate action, or 4) may not require any formal action. The discussion is intended to ensure the BOC has the information necessary to make an informed decision before final consideration. In the event a discussion item is moved to a future meeting for action or remains on a future agenda for further discussion, the Chair should clarify what, if any, additional information is needed to be compiled.
 - vii. **ACTION ITEMS:** Items may be placed under action for consideration, consistent with Budget Policy Thresholds Appendix 6.D or as a result of BOC direction from a previous meeting.
 - viii. **PLANNING ITEMS:** Items that require time for planning and policy review. Items are intended to encourage governance-level discussion, feedback, updates, or general direction toward the development of critical plans and policies including strategic plans, capital plans, fiscal policy, ordinances, and personnel policies.

8. RULES OF FORM

- a. **SPEAKING TO A QUESTION:** Every BOC member, before speaking upon a question, shall address the chair. When two or more BOC members speak at once, the Chair shall designate the BOC member who shall be the first to speak.
- b. **CALL TO ORDER:** When a BOC member is speaking on any question before the BOC, the member shall not be interrupted except to be called to order. A member called to order shall immediately be silent unless permitted to explain, and the BOC, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall stand.
- c. **SUBMISSION OF MOTION:** No motion shall be debated or recorded in the minutes unless the same is seconded. It shall be stated by the Chair before debate, and any such motion shall be reduced to writing if any members desire it or at the request of the Chair or Clerk-of-the-Board.
- d. **WITHDRAWAL OF MOTION:** After a motion is stated by the Chair, it shall be deemed to be in the possession of the BOC, but may be withdrawn by the member who made the motion, with the concurrence of the member seconding the motion if there is no objection from any other member of the BOC. All BOC decisions shall be entered into the record of BOC proceedings.
- e. **MOTIONS DURING DEBATE:** When a question is under debate, no motions shall be received except to adjourn, to call the previous question, to table, to postpone indefinitely, to postpone to a certain day, to refer, and/or to amend.
- f. **MOTION TO ADJOURN:** The motion to adjourn shall always be in order, and the motion to table shall be decided without debate. A motion simply to adjourn shall be understood to mean for the day only.
- g. **PREVIOUS QUESTION:** When moved and seconded, a two-thirds affirmative vote ends all discussion and debate and the BOC shall proceed immediately to any related amendments and then the main motion (as amended).
- h. **DIVISION OF QUESTION:** If the question being discussed contains two or more points, any BOC member may request to have it divided for separate ~~considerations~~ consideration.
- i. **PETITIONS/MEMORIALS:** Shall be addressed to the BOC, in writing, and presented to the Chair for appropriate action.
- j. **RECORDING:** In all cases, every written report, resolution, or motion shall bear the name of the originating committee (if applicable), and the names of the BOC member moving and the BOC

Commented [BB1]: Should this be a motion subject to approval by the BOC or is the request ultimately granted.

member seconding shall be entered into the record of the BOC's proceedings.

- k. COMMENTS ENTERED INTO THE RECORD: A BOC member wishing to have his/her comment(s) entered into the record of the BOC's proceedings shall submit the comment(s) in writing to the Clerk-of-the-Board.
- l. SPECIAL ORDERS: Any measure or motion placed on special orders for some future time shall not be taken up prior to that time except by unanimous consent of the BOC members present.

9. VOTING

- a. ROLL CALL:
 - i. The names and votes of BOC members shall be recorded on board actions to adopt final measures such as ordinances and the appointment or election of officers, etc. MCL 46.3a
 - ii. Conflicts of Interest: BOC members shall not be interested directly or indirectly in any contract or other business transaction with the county (or other county agency) during the time for which they are elected or appointed nor for one year thereafter unless the contract or transaction has been approved by three-fourths of BOC members, and so shown in the minutes of the BOC together with a showing that the BOC is cognizant of the (former) member's interest (MCL 46.30) and shall make such declarations of real or perceived conflict of interest at the time appropriately prior to any final, related action by the BOC.
 - iii. A roll call vote will be taken when requested by any BOC member.
 - iv. When a roll call vote is taken, no member present shall abstain from voting yes or no.
 - v. For the voting of the BOC at each session, the Clerk-of-the-Board shall vary the order of calling the roll.
 - vi. During a roll call vote, members of the BOC shall be given one opportunity to vote. Each BOC member's vote shall be presented as follows and so recorded by the Clerk-of-the-Board:
 - (1) Yes – representing any response in the affirmative
 - (2) No – representing any response in the negative
 - (3) Abstaining – only in the instance of a conflict of interest as defined in 9.a.ii above, and
 - (4) Absent – BOC member was not present at the time of the vote.
- b. TIE VOTES: In the event of a tie vote of the BOC upon any matter presented to them for consideration, the motion or proposal does not pass for lack of a majority approval; the matter, however, may be proposed to the BOC for reconsideration in the identical, similar, or revised form at any time, to be voted on by the same number of BOC members, or more, present at the time of the tie vote.
- c. RESCIND/AMEND: A motion to rescind or amend any question previously acted upon may be made on any day of any session under the following conditions:
 - i. The action caused by the original question has not already been carried out to a point that cannot be undone.
 - ii. The motion to rescind or amend must be moved and seconded by the BOC members who voted with the majority, but there must be at least as many BOC members present as there were when the matter to be rescinded was first voted upon.

10. BOARD COMPENSATION

- a. SALARY and FRINGE BENEFITS: BOC members shall receive an annual compensation package that shall be established prior to each new term and shall be maintained consistent with applicable laws. See Attachment E for the current compensation package.
- b. TRAVEL: BOC members shall receive travel and training reimbursement in accordance with County Employee Policy 511.
 - i. BOC Mileage: The following BOC-related meetings shall be eligible for mileage

reimbursement at the current IRS rate:

- (1) Attendance at any official meeting of the BOC or a board, commission, committee, or official activity, e.g., training or conferences to which a BOC member has been appointed by the BOC or Chair through BOC action. See Attachment B for identified boards, commissions, and committees,
- (2) Quarterly Interdepartmental Meetings normally held on the last Wednesday of January, April, July, and October,
- (3) Attendance at Michigan Association of Counties (MAC) activities in which participation or appointment has occurred,
- (4) One publicly noticed local unit meeting per month for each local unit in a BOC member's district,
- (5) Meetings or events at the request of the CAO to best represent the interests of the County,
- (6) All other meetings, BOC approval will be required.

11. MISCELLANEOUS RULES

- a. CLAIMS: Each Wednesday, by 12:00 PM (noon), the BOC shall receive/have available a compilation of the weekly claims for its review.
 - i. During weeks in which the BOC does not have a regularly scheduled meeting or during weeks in which the meeting is not held: BOC members shall, subsequent to their review of the weekly claims, submit any questions regarding a claim via email to administration@allegancounty.org and finance@allegancounty.org by each Thursday 5:00 PM. If the question(s) cannot be readily addressed, only those claim(s) in question shall be withheld from payment until the next scheduled BOC meeting for final action. If the County will be adversely affected, e.g., shut off of utilities, or finance charges, the Chair is authorized to review, release, or continue to hold the claim in question.
 - (1) The CAO (or designee in his/her absence) is authorized to release for payment all claims after Friday 8:00 AM except those held for question.
 - ii. During weeks in which the BOC holds a regularly scheduled meeting, the BOC shall approve previously reviewed, processed, and released payments for claims but may choose to withhold approval of claims not reviewed but processed for payment that same week.
 - iii. The Clerk-of-the-Board shall print in the BOC proceedings a report of the total of accounts payable claims against the different funds as they are submitted, rather than a detailed report of the individual claims. The BOC will take final action to accept claims into record and provide final signatures.
- b. SIGNATORY AUTHORITY:
 - i. The Chair (or designee, if permitted by law, as declared in writing) is the official signatory of the BOC where the Chair/BOC signature is required by law or as specifically required by grant or BOC resolution.
 - ii. The CAO (or designee declared in writing) is designated as the official signatory of the County and shall approve BOC-approved leases, contracts, and other (legal) documents consistent with the execution of the duties of the position as authorized through BOC approved policy. This designation does not diminish the authority of the Chair as stated above in 11.b.i.
 - iii. Other signatory authority is limited to that contained within BOC-approved policy.
- c. ORDINANCES: County ordinances enacted by the BOC shall be numbered for reference in the following manner: The first ordinance, 1001; the second, 1002; the third, 1003 and so forth.
- d. COMPATIBILITY OF POSITIONS: No BOC member, while a member of the BOC shall be eligible for election or appointment to any other County office or position, the election of which is within the jurisdiction of the County BOC unless otherwise permitted by law. MCL 46.3(6)
- e. COMMISSIONER'S ANNUAL, EQUIPMENT STIPEND PROGRAM: A stipend in the amount of

\$50 per month shall be paid on the first payroll of each month to each BOC member. The stipend is intended to reimburse each BOC member for partial use of a personal cell phone, an internet connection, and/or other equipment/services/supplies that may be used to conduct official County business. Any BOC member may opt-out of the program by submitting a written statement indicating such to the Human Resources Department prior to January 2 of each year for that year's program. Once a BOC member has opted-out of the program for a given year, the BOC member is no longer eligible to participate until the next year.

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

ALLEGAN COUNTY

COUNTY ADMINISTRATOR

General Summary

Under the direction and oversight of the Allegan County Board of Commissioners as a body, serves as the Chief Administrative Officer of the County and performs a wide range of difficult-to-complex administrative activities that serve to support effective and efficient county government operations; advises and assists the Board in planning, policy and operational matters; and directs and coordinates the administration of county government in accordance with policies and directives issued by the Board as a whole, pursuant to all applicable state and federal laws and regulations.

SCOPE OF RESPONSIBILITY AND AUTHORITY

The County Administrator is responsible for the following departments: Budget and Finance, Central Dispatch, Equalization, Facilities Management, Health Department, Human Resources, Information Services, Land Information Services, Senior and Veteran Services, Transportation and Public Defender and performs the full range of managerial-oversight functions. Acts as final appointing authority and retains authority over organizational structure, budget, staffing levels and configuration, financial management, planning, administrative policy development and implementation, performance management and prioritization of fiscal, human and capital resources.

The County Administrator carries overall responsibility and authority for the “business” and service delivery aspects of Allegan County government. In matters of governance and public policy, the position oversees the implementation and administration of Board-established policies. The administrator helps maintain good working relationships between the Board’s office and other elected officials.

Essential Functions

1. Works with the Board to understand their vision and strategic policy direction. Assists the Board in developing and managing public policy matters. Oversees staff implementation of Board goals and policies. Directs and oversees near-term and long range work planning: goal setting, prioritization, funding, monitoring and reporting.
2. Provides assistance to the Board and committees of the Board to facilitate action on matters requiring their attention (based on County policy) and is a liaison to other boards and agencies. Investigates and researches various issues and projects assigned by the Board and reports the results with possible alternatives and recommended courses of action. Provides a recommendation on all non-political matters to be considered by the Board of Commissioners.
3. Acts as the first step and/or liaison for all matters to be considered by the Board of Commissioners. Manages the development of Board and committee meeting agendas with the assistance of the Board or Committee Chairperson and/or the County Clerk and attends meetings to advise, counsel, and present pertinent data and information to aid the Board in making decisions and establishing policies. Researches, analyzes and implements issues considered and approved by the Board.
4. Maintains the fiscal oversight of the County. Administers, reviews, and analyzes budgets including general operating, applicable county funds, and capital outlay. Approves major purchases and contracts for services, forecasts financial status, and creates and implements related policy. Consistent with the Uniform Budgeting Act, develops an annual balanced budget to be presented to the Board of Commissioners for final approval.
5. Negotiates, develops, reviews, and/or approves (based on County policy) a variety of legal documents including but not limited to contracts, purchase agreements, grants, and interagency agreements, ensuring the County’s interest is represented.

ALLEGAN COUNTY

COUNTY ADMINISTRATOR

6. Coordinates legal matters in conjunction with corporation counsel. Seeks legal advice and opinions on behalf of the County. Exercises settlement authority with established limits and recommends action on other matters to the Board. Designated County representative to liability insurance carrier and is responsible for the administration of all liability claims.
7. Leads labor negotiations and the administration of all labor agreements within County government. Provides leadership and direction for personnel related matters including final decision authority on personnel matters.
8. Confers with all county departments and seeks to resolve operating problems within current practices and policies. Revises and develops policy dealing with new or changing circumstances for consideration of the Board. Advises departments of relevant Board and committee actions.
9. Continuously monitors and evaluates the efficiency, effectiveness and cost-effectiveness of the County's service delivery and governance, with emphasis on departments and functions under the authority of the Board. Recommends and implements action to maintain and improve services.
10. Participates in planning of county infrastructures including facilities, capital outlay, budget, and critical long-range needs.
11. Represents the County Board of Commissioners, as a Body, acting as a liaison with the Board, county departments, other elected officials, local units of government, various agencies, and other committees on federal, state, county, and community issues.
12. Represents the County at various functions such as making speeches at civic and business association meetings. Meets with community members, developers, and officials to establish goodwill and resolve/respond to issues. Serves as the County's representative on numerous boards, committees, associations, and other groups on behalf of the Board of County Commissioners. Collaborates on federal/state/county/community issues.
13. Serves as the Public Information Officer for all matters under the authority of the Board of Commissions and at times for the whole organization. Develops, reviews, and distributes press releases based on formal decisions of the Board of Commissioners and factual information. Interacts directly with all forms of media.

Employment Qualifications

Education: Bachelor's Degree in Public or Business Administration, Master's Degree preferred, and/or a combination of education and experience that would be beneficial to the position as determined by the Allegan County Board of Commissioners within its sole discretion.

Experience: Seven or more years of responsible administrative/supervisory experience in local government.

1. Knowledge: Principles and practices of business administration including general accounting and fiscal management practices; governmental budgeting; personnel practices and employment laws, office procedures and business operating systems; and the appropriate method and means of dealing with human behavior situations in a variety of circumstances.
2. Skill: Communicate effectively, verbally and in writing, with and in a diverse range of audiences and settings; persuasion and negotiation of conflicts and problems; assessing operational, program, staffing and fiscal needs; interpreting legal documents, law and government regulations; evaluating fiscal and financial reports, forms and data; analyzing complex written documents; identifying and resolving administrative problems; working long and irregular hours under pressure conditions; delegating responsibility and achieving results through subordinates; and maintaining order in an environment of changing priorities.

ALLEGAN COUNTY

COUNTY ADMINISTRATOR

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to access departmental files.

Ability to enter and retrieve information from computers.

Ability to access all locations of County government.

Working Conditions:

Works in office conditions.

ALLEGAN COUNTY BOARDS & COMMISSIONS

ALLEGAN-KENT SUSTAINABLE BUSINESS PARK ADVISORY COMMITTEE

AREA AGENCY ON AGING, INC

AREA COMMUNITY SERVICES EMPLOYMENT & TRAINING COUNCIL

BOUNDARY COMMISSION

~~BROADBAND ACTION WORKGROUP~~

BROWNFIELD REDEVELOPMENT AUTHORITY

CANVASSERS, BOARD OF

CASINO LOCAL REVENUE SHARING BOARD

CLEAN AIR ORDINANCE COMMITTEE

COMMISSION ON AGING

COMMUNITY ACTION AGENCY OF ALLEGAN COUNTY

COMMUNITY CORRECTIONS ADVISORY BOARD

COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES COMMITTEE

CONSERVATION BOARD

OnPoint (formerly COMMUNITY MENTAL HEALTH SERVICES BOARD)

~~ECONOMIC DEVELOPMENT COMMISSION~~

EMERGENCY MANAGEMENT ADVISORY COUNCIL

HUMAN SERVICES, BOARD OF

JURY BOARD

LAKE BOARDS

LAKESHORE REGIONAL ENTITY - OVERSIGHT POLICY BOARD

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

MACATAWA AREA COORDINATING COUNCIL (MACC)

MICHIGAN ASSOCIATION OF COUNTIES EXECUTIVE BOARD

MICHIGAN STATE EXTENSION DISTRICT 7 ADVISORY COUNCIL

MULTI-AGENCY COLLABORATIVE COMMITTEE

PARKS ADVISORY BOARD

PLAT BOARD

PUBLIC WORKS, BOARD OF

ROAD COMMISSION

SOLDIERS/SAILORS RELIEF COMMISSION

MATERIAL MANAGEMENT PLANNING COMMITTEE

SOUTHWEST MICHIGAN AREA REGION THREE (SMART)

TOURIST COUNCIL

~~WATER STUDY WORKGROUP~~

WEST MICHIGAN REGIONAL AIRPORT AUTHORITY

WEST MICHIGAN REGIONAL PLANNING COMMISSION

911 OPERATIONAL POLICY & PROCEDURE COMMITTEE

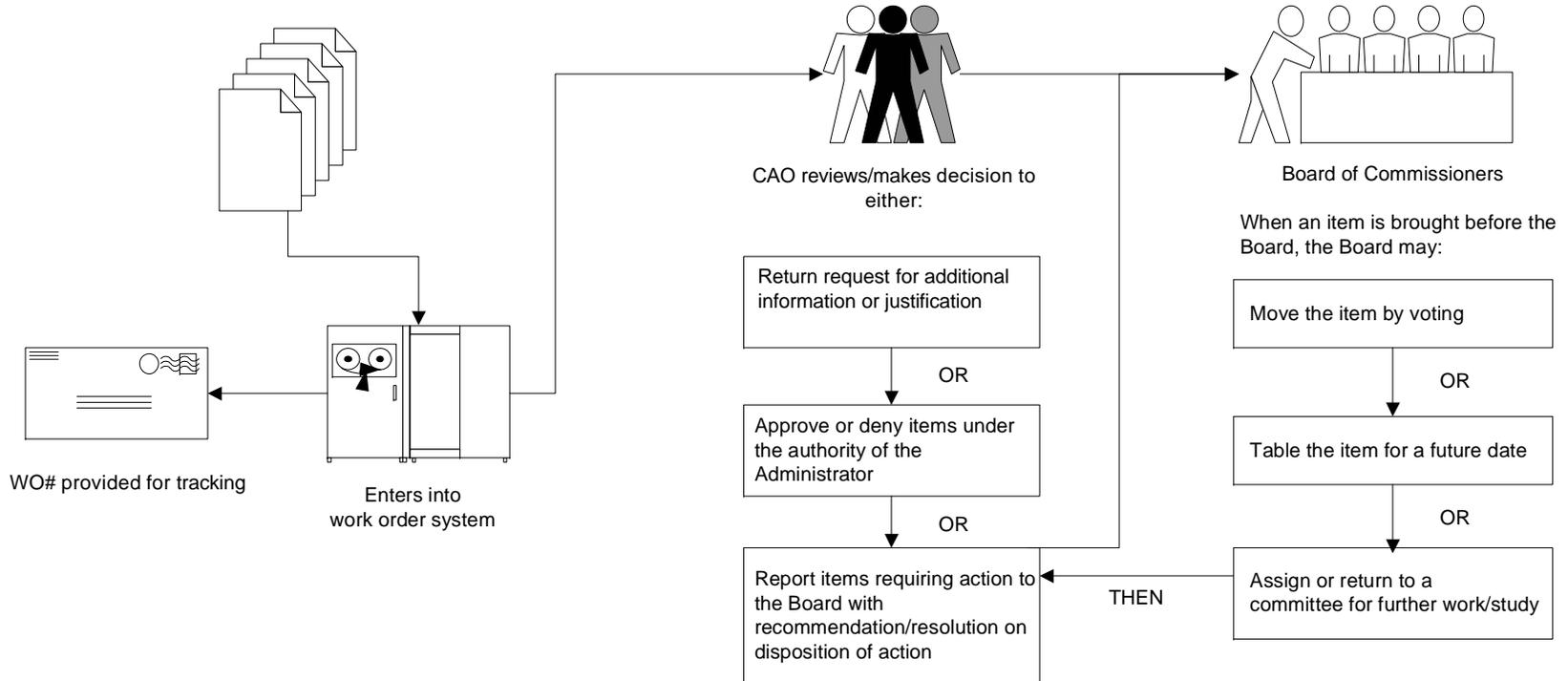
ATTACHMENT C

Allegan County Board of Commissioners

Board Procedure and Action Flow

Revised January 5, 2023

Items for consideration by BOC should be submitted with a Request for Action Form through the work order system. Must be not less than 10 business days prior to the next scheduled Regular and Board Committee Meetings to be placed on the agenda.



ATTACHMENT D - SAMPLE



ALLEGAN COUNTY REQUEST FOR ACTION FORM

BUDGET ADJUSTMENTS OR TRANSFERS

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

Date _____

Department Requesting _____

Submitted by _____

Contact Information _____

Fund, Activity: _____

Describe the requested change, and why it is needed:

	ACCOUNT	AMOUNT
<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

FY2025-28 COMMISSIONER COMPENSATION

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

- Commissioner Chairperson annual salary:
 - 2025 - \$27,518.92
 - 2026 - \$28,819.80
 - 2027 - \$29,068.00
 - 2028 - \$30,504.50
- Commissioner Vice Chair annual salary:
 - 2025 - \$26,769.08
 - 2026 - \$28,070.01
 - 2027 - \$28,345.72
 - 2028 - \$29,754.66
- Member annual salary:
 - 2025 - \$26,018.98
 - 2026 - \$27,319.95
 - 2027 - \$27,623.44
 - 2028 - \$29,004.56
- Life Insurance - County Policy of \$50,000,
- County Municipal Employee Retirement System (MERS) Defined Contribution Plan with 7% County base contribution and a Commissioner contribution of 3%, or access to a 457 Deferred Compensation Plan with the same county contribution as the MERS Defined Contribution plan,
- Access to additional 457 Deferred Compensation Plans and Roth plan options with no County contribution,
- Eligible to receive \$300 annual payment for participation in the Wellness Program as defined by County policy,
- Eligible to receive longevity/retention payments to the extent the County offers such a program to county employees and other elected officials; and

BE IT FURTHER RESOLVED that Commissioners shall be eligible for the same Medical, Dental, and Vision benefits offered to non-bargaining full-time employees; and

BE IT FURTHER RESOLVED that Commissioners shall not be eligible to receive per diem for meetings; and

BE IT FINALLY RESOLVED that this action shall supersede any previous action.

Moved by Commissioner Beltman, seconded by Commissioner DeYoung to approve the resolution as presented. Motion carried by voice vote. Yeas: votes. Nays: 0 votes. Absent: 1 vote.

ATTEST, A TRUE COPY



_____, Clerk-Register

APPROVED: September 26, 2024

**ALLEGAN COUNTY
POLICY**

TITLE: Budget Policy
POLICY NUMBER: 211
APPROVED BY: Board of Commissioners
EFFECTIVE DATE: January 98, 2026



1. **PURPOSE:** The purpose of this Policy is to establish the requirements, responsibilities, and general procedure for the preparation, adoption, and maintenance of a balanced budget and to promote sound financial health for the governmental unit.
2. **SERVICE AREA(s) AFFECTED:** Any department, service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the Board of Commissioners.
3. **DEFINITIONS:**
 - 3.1 Appropriation – An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose.
 - 3.2 Board of Commissioners (BOC) – The legislative body of the County.
 - 3.3 Budget – A plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds and the proposed means of financing the expenditures. A budget is not required to include, but may include, any of the following:
 - 3.3.1 A fund for which the County acts as a trustee or agent;
 - 3.3.2 An internal service fund;
 - 3.3.3 An enterprise fund;
 - 3.3.4 A capital project fund;
 - 3.3.5 A debt service fund.
 - 3.4 Budgetary Center – A general operating department or any other service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the BOC.
 - 3.5 Budgetary Center Leader – An individual appointed, elected, employed or otherwise engaged by the County to supervise a budgetary center (service area directors, court administrators, elected officials).
 - 3.6 Capital Assets – Items valued at \$5,000 or greater-with a useful life of two (2) years or greater. Capital Improvement Plan – A document/plan that summarizes the County's infrastructure and large equipment needs.
 - 3.7 Chief Administrative Officer (CAO) – The County Administrator appointed by the BOC, or the CAO's designee, as permissible by-applicable law or County policy.
 - 3.8 Compensatory (Comp) Time – Time off earned in lieu of overtime payment.

- 3.9 Compensatory (Comp) Time Payoff – Payment made to an employee in lieu of time off.
- 3.10 Core Services – While each budgetary activity may support a variety of services, core services represent the main services provided through a budgetary activity from a broad perspective. Core services shall be identified in a manner that allows the full cost to be assessed for providing that service. Examples of core services are Road Patrol, Payroll, Emergency Dispatch, Building Maintenance, and Benefits Administration.
- 3.11 Cost Allocation Plan (CAP) – A document, prepared annually, that is used to distribute administrative and occupancy costs to various programs, grants, and funds. The CAP is prepared according to Federal principles.
- 3.12 Deficit – An excess of liabilities over assets within an activity or fund.
- 3.13 Disbursement – A payment.
- 3.14 Donation – money or goods (real or personal property), commonly equipment, supplies, vehicles, real estate, K9s, etc.) that are given to the County.
- 3.15 Donor – A person or organization giving a donation.
- 3.16 Expenditure – The cost of goods delivered or services rendered, whether paid or unpaid.
- 3.17 Fund – A legal entity that provides for the segregation of moneys or other resources for specific activities or obligations in accordance with specific restrictions or limitations. A separate set of accounts must be maintained for each fund to show its assets, liabilities, reserves and fund balance, as well as its income and expenditures.
- 3.18 Fund Balance – The difference between assets and liabilities.
- 3.19 General Appropriations Act – The budget as adopted by the Board of Commissioners.
- 3.20 Grant – Funds or assets given for a specific program, purchase, or service, from a grantor, with a formal written agreement.
- 3.21 Grantor – The original financial source for a grant, typically in the form of a government agency or non-profit organization.
- 3.22 Grants Coordinator – An individual within Financial Services (or designee) responsible for oversight, coordination, and financial management of the grant.
- 3.23 Maintenance of Effort (MOE) – A requirement that a grantee must maintain a specified level of financial effort in area, for which State/Federal funds will be provided in order to receive the grant funds. The requirement is usually given in terms of a specific base year monetary amount.

- 3.24 Paid Time Off (PTO) Payout – An amount paid to an employee for unused PTO after the close of the fiscal year and/or at the time of separation consistent with policy and/or applicable labor agreement.
 - 3.25 Personal Property – Any item of value that is not real estate.
 - 3.26 Project(s) non-capital – A one-time or periodic, yet infrequent, undertaking to engage services and/or acquire or replace an asset, or set of similar assets, for which the individual unit cost and/or useful life does not meet the criteria to be classified as a Capital Asset.
 - 3.27 Program Manager – An individual who is responsible for managing the programmatic activities and requirements of the grant.
 - 3.28 Real Property – Real estate.
 - 3.29 Restricted Donation – Any donation that specifies a particular use or “restricts” the use of the donation.
 - 3.30 Service Area – A component of county government that is responsible for providing specific functions or services.
 - 3.31 Surplus – An excess of assets over liabilities within an activity or fund.
 - 3.32 Work Order – A process for routing and tracking requests to obtain specific levels of service and/or approval using County-approved software.
4. **POLICY:** It is the policy of the County to operate under a balanced budget. The budget shall be approved by the BOC at its annual meeting, which will occur between September 14 and October 16.
- 4.1 Debt or other obligations shall not be entered into unless approved by the BOC and consistent with applicable law(s) and/or County policy.
 - 4.2 Total expenditures within an activity shall not be made in excess of the amount authorized in the budget unless the necessary adjustments have been authorized.
 - 4.3 Funds may not be applied or diverted for purposes inconsistent with the appropriations.
 - 4.4 Surcharge and Millage proposals must be submitted for consideration in accordance with Appendix 6.E.
 - 4.5 Cost Allocation Plan (CAP): To the extent practicable, all non-General Fund department budgets shall include an expenditure line for the CAP.
 - 4.5.1 Unless CAP costs are disallowed by the funding source or capped at a specific dollar amount or rate, all applications for new grant programs shall include a CAP expense equal to ten percent of the program’s total expenditure budget.
 - 4.5.1.1 Once the grant is listed in the CAP document, the actual CAP

- costs shall be used in the grant budget.
- 4.5.2 Unless CAP costs are disallowed by the funding source, all grant renewal applications shall include a CAP expense.
 - 4.5.3 The CAO may approve a phased-in approach for CAP costs in cases where grants would experience programmatic challenges caused by the addition of the full CAP amount.
 - 4.5.3.1 Ten percent of the CAP cost shall be used within the first year, with ten percent added in succeeding years until the full CAP is budgeted.
 - 4.6 Comp Time and PTO Payouts: In the event the CAO has determined an activity will be in a deficit due to a comp time or PTO payout, the payout shall be appropriated from the Sick & Vacation Liability Fund and cost allocated to the applicable budgetary center, either through the annual Cost Allocation Plan or other method.
 - 4.7 Reimbursement of Personal Expenditures While Performing County Business
 - 4.7.1 Mileage: The County's mileage reimbursement rate shall equal the IRS rate, provided that a County owned vehicle is not reasonably available for use.
 - 4.7.1.1 This policy applies to elected officials, employees, volunteers, drivers, and interns.
 - 4.7.1.2 Supervisors are responsible for optimizing the use of County vehicles. If a County-owned vehicle is available, but a personal vehicle is used, the reimbursement rate shall be 60% of the IRS rate. Full IRS rate reimbursement for use of a personal vehicle shall be allowed in the limited instances where a supervisor has determined that the use of a personal vehicle is more cost-effective than using a County vehicle or in cases where an employee may have accessibility needs that cannot be met by a county-owned vehicle.
 - 4.7.1.3 When using a personal vehicle, mileage is measured from the closer of the duty station or point of departure to the destination and back.
 - 4.7.1.4 When considering travel, the least-costly travel method should be used. When traveling out of state, the total cost of mileage reimbursement shall not exceed the published lowest airfare rate for the same trip unless authorized by the CAO.
 - 4.7.2 Meals: Meals while traveling on authorized County business are reimbursable expenses (if paid by the traveler) or allowable expenses (if paid by County funds) based on actual expenses incurred, and supported by itemized receipts, subject to the following guidelines and limits:
 - 4.7.2.1 Reimbursement amounts shall be as follows:
 - \$10.00 breakfast
 - \$15.00 lunch
 - \$25.00 dinner
 - 4.7.2.2 Meals that are included in registration fees, or that are supplied as part of a meeting, are not eligible for reimbursement.
 - 4.7.2.3 If an employee travels for a duration that requires multiple meal reimbursements, the amount spent per meal is at the

employee's discretion. However, reimbursement is limited to the combined total of the applicable published meal rates for eligible meals per day.

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

4.7.2.3.2 Alcohol is not eligible for reimbursement.

4.7.3 Infrequently, a service area may need to conduct an activity, such as a training, workshop, or extended work period during which a meal may be necessary to facilitate county business. This ensures efficiency and cost-effectiveness of on-site or in-county activities that generally are performed out of the County and often on an individual basis or for critical activities that could not occur without working through scheduled meal breaks. In such cases, the meal may be considered an eligible expenditure, provided the following conditions are met, at the determination of the CAO or designee:

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

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

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

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

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

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

Boards & Commissions	Per Diem Rate
911 Operational Policy & Procedure Committee	\$55 half day/\$110 full day
Apportionment Committee	
Area Agency on Aging of W.	
Michigan Board of Directors	
Board of Canvassers	
Board of Public Works	
Boundary Commission	

Broadband Action Workgroup	
Commission on Aging	
Community Corrections Advisory Board	
Economic Development Commission	
Environmental Health Board of Appeals	
Human Services Board	
Jury Board	
Local Emergency Planning Committee	
Material Management Planning Committee	
Parks Advisory Board	
Plat Board	
Soldiers & Sailors	
Tourist Council	
Water Study Workgroup	
West Michigan Regional Planning Committee	

4.8.1 The total meeting(s) time in one (1) day exceeding four (4) hours shall be considered one (1) full day. The total meeting(s) in one (1) day of four (4) hours or less shall be considered one half (1/2) day. In the event an individual is a member of more than one board or commission and they may attend multiple meetings in a single day, the total per diem for that day shall not exceed \$110. Travel time is included.

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

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

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

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

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

4.11 Road Commissioner Salaries shall be adjusted each year as follows:

4.11.1 The Road Commission may propose a percentage wage adjustment to each Member's salary to be applied January 1 of each year (beginning 2026) not to exceed the across-the-board percentage wage adjustment that is included within the ACRCOBU CBA. Members are not eligible for any other adjustment including step increases or one-time payments.

4.11.2 Each year, on or by October 1, the Road Commission shall, through the

County Administrator, inform the County of the salary and per diem paid to each Member for the preceding twelve month period of October 1 through September 30 and the proposed percentage wage adjustment for the next year that will be effective January 1. The County Administrator shall advance such information and any analysis to the Board of Commissioners for its review and consideration. In the absence of any alternative actions by the Board of Commissioners prior to November 1, the Road Commission's proposed percentage wage adjustment shall be deemed acceptable.

- 4.11.3 The Chairperson shall receive \$750 above the Road Commission Member annual salary.
- 4.12 Expenditures shall always be expensed to the appropriate line item, regardless of available funds within that specific line item.
- 4.13 Expenditures shall not be made from an activity that is over budget unless authorized through a budget amendment.
- 4.14 Budget Amendments: The CAO is authorized to perform budget adjustments including those necessary to carry out the Surplus/Deficit Distribution processes outlined in this policy.
 - 4.14.1 As soon as a Budgetary Center identifies the potential for an activity to exceed its overall budget and/or a line item(s) to be materially over budget, the CAO shall be notified promptly and a plan to address such occurrence shall be recommended to the CAO.
 - 4.14.2 The CAO is authorized to make budget transfers between activities within a fund, between funds, and between line items within an activity or any combination thereof, in accordance with the established thresholds (Appendix 6.D) as long as no additional appropriation is required from General Fund fund balance.
 - 4.14.3 The CAO shall maintain a list of any potential budget overages that may require adjustment and shall provide a copy of the list to the BOC no less than quarterly. The list shall identify whether an adjustment has been made or will be recommended at a later date.
 - 4.14.4 The CAO shall recommend necessary adjustments to the BOC when such adjustments exceed his or her authorized thresholds (Appendix 6.D).
 - 4.14.5 Amendments to the approved budget (General Appropriations Act) shall not cause estimated total expenditures, including any accrued deficit, to exceed total estimated revenues, including any available surplus.
- 4.15 Capital and other projects: Consistent with the Uniform Budgeting Act, the CAO is authorized to prepare and recommend a capital improvement program as part of the annual budget, outlining both current and future capital projects. Unless stated elsewhere within this policy, any capital or other projects shall be budgeted for and managed by the provisions within this section.
 - 4.15.1 The annual program shall be guided by the Capital Improvement Plan.
 - 4.15.1.1 The Plan shall forecast capital projects and expenditures for the next 15 years. The Plan shall be maintained on an ongoing basis, and shall undergo a comprehensive review and update every 5 years, culminating with a new 15 year forecast window.
 - 4.15.1.2 The Capital Improvement Plan shall show projects in the general

- order of the BOC's priorities. Those priorities are:
- 4.15.1.2.1 Safety and Security: Item(s) that present an immediate or impending safety and security concern. These could be new, repairs or replacements;
 - 4.15.1.2.2 Repair and maintenance: Item(s) that are in a state of disrepair or require maintenance to be performed to continue functioning at acceptable levels within its identified life cycle;
 - 4.15.1.2.3 Replacement Plan: Item(s) identified within an existing replacement plan as a proactive measure to minimize unexpected disruption of services as the item approaches its end-of-life cycle.
 - 4.15.1.2.4 New Capital Requests/Strategic Initiatives: Approval of these items may carry operational increases or may increase other categories above to maintain the level of service generated by their acquisition.
- 4.15.2 Budgetary Centers shall complete a Project Scoping Form for the project to be eligible for consideration of funding and resource allocation.
 - 4.15.3 Funds for capital and non-capital projects are generally budgeted within and/or appropriated from the Capital Improvements Program (CIP) Fund (401) or within a designated fund established within a Special Revenue Fund. A separate activity for each project shall be established once funds are officially requested and appropriated for the project.
 - 4.15.4 The capital improvements program shall show projects in the general order of the BOC's priority for a period of fifteen (15) years.
 - 4.15.5 Capital projects shall be budgeted on a project basis. The CAO is authorized to make transfers between capital projects within a fund or between funds in accordance with the established thresholds (Appendix 6.D). Surplus funds from each project shall revert back to the CIP fund from which the project funds were appropriated to fund other projects. For example, a new lawn mower has been approved with an estimated cost of \$15,500. The actual cost was \$14,500. The remaining \$1,000 of the budgeted amount would revert back to the CIP fund from which the project was funded unless otherwise approved by the CAO and/or BOC, subject to the established threshold (Appendix 6.D).
 - 4.15.6 If a project extends past the fiscal year from which the original budget was established, departments shall request funds to be carried over and budgeted in the following year (using the same fund and account number) less any expenses already incurred. Absent a request for carry-over, funds may be reallocated and/or removed from the project.
- 4.16 General Fund (GF):
 - 4.16.1 Zero Dollars (\$0) shall be budgeted in a specific line item to be applied to the GF reserves.
 - 4.16.2 GF Surplus Distribution: Following the annual financial audit, a GF budget surplus identified from the preceding fiscal year shall be distributed in the following manner:
 - 4.16.2.1 The GF fund balance shall be allocated that portion of the surplus that would maintain the GF fund balance as shown in Appendix 6.A;
 - 4.16.2.2 If the conditions in the preceding paragraph are met, then an allocation from the remaining annual General Fund surplus shall

- be transferred to the Budget Stabilization Fund (102) to maintain that fund as shown in Appendix 6.A;
- 4.16.2.3 If the conditions in the two preceding paragraphs are met, then an allocation from the remaining surplus shall be transferred to the Sick & Vacation Liability Fund (252) to maintain the fund as shown in Appendix 6.A;
 - 4.16.2.4 If the conditions in the three preceding paragraphs are met, then one hundred percent (100%) of the balance of the remaining annual budget surplus shall be transferred to the Liability Sinking Fund (259).
 - 4.16.2.5 Budget adjustments that are necessary to carry out the provisions contained within this GF Surplus Distribution section shall be prepared and performed at the time of the distributions, and reported to the Board in accordance with the Budget Adjustments section of this policy.
- 4.16.3 Deficit. If it is determined that current year revenues plus transfers-in may not be sufficient to cover current year expenses plus transfers-out, operating expenses shall be reduced or an appropriation from fund balance shall be made so that total expenses plus transfers out equal total revenues plus transfers in.
- 4.16.3.1 If the GF fund balance is below the designated level as shown in Appendix 6.A the BOC may choose to budget funds specifically to increase the fund balance.
 - 4.16.3.2 If the fund balance falls below five percent (5.0%) of the total GF Expense Budget then funds shall be transferred from the Sick & Vacation Liability Fund (252) to restore the GF fund balance to its level as outlined in Appendix 6.A.
- 4.16.4 GF Contingency. The GF Contingency account shall be established at an amount not to exceed two percent (2%) of the total General Operating Fund expense budget, excluding budgeted fund balance.
- 4.16.5 The General Fund shall advance a total of \$250,000 to the Drain Revolving Fund, to be recorded as a Long-Term receivable.
- 4.17 Special Revenue Fund (SRF):
- 4.17.1 Deficit. Unless otherwise stated in this policy, if it is determined that current year revenues plus transfers-in may not be sufficient to cover current year expenses plus transfers-out within an SRF, operating expenses shall be reduced to equal projected revenues or an appropriation from the SRF's fund balance or other appropriate fund balance (subject to approval by the BOC) shall be made so that total expenses plus transfers-out equal total revenues plus transfers-in.
 - 4.17.2 Parks (Fund 208)
 - 4.17.2.1 Cell Tower Revenue: Cell Tower Revenue shall be budgeted as a revenue for the Parks Fund, to be utilized towards Parks repairs and maintenance.
 - 4.17.3 Central Dispatch (Fund 261).
 - 4.17.3.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus beyond the amount needed to maintain fund balance shall be used as follows:
 - 4.17.3.1.1 If the conditions in the preceding paragraph are met,

any remaining operational fund balance shall be transferred to a restricted fund balance account to be used to supplement revenue shortfalls outlined in the 17 year projection model where surcharge revenues are not sufficient to meet projected expenses unless otherwise directed by the BOC.

- 4.17.3.2 As surcharge funds are received the operational portion shall be receipted into the operational fund and the capital portion receipted into the Central Dispatch Capital Projects Fund.
- 4.17.3.3 Surcharge. Since the main source of operating revenue for Central Dispatch is received through the collection of a monthly surcharge on any device with the ability to access 911, the calculated monthly surcharge shall be presented to the BOC utilizing the formula in Appendix 6.B:
- 4.17.3.4 Capital. A separate capital fund shall be established for Central Dispatch.
 - 4.17.3.4.1 Funding for approved capital projects shall be funded through a monthly surcharge.
 - 4.17.3.4.2 Capital projects shall be divided into three (3) categories based on the number of years to complete the project.

Short term projects	1-5years
Mid-term projects	6-10 years
Long-term projects	over 10 years
 - 4.17.3.4.3 The monthly surcharge needed to fund capital projects shall be determined using the formula in Appendix 6.B.
- 4.17.4 Child Care Fund (Fund 292)
 - 4.17.4.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:
 - 4.17.4.1.1 One hundred percent (100%) shall be transferred to the Youth Home CIP fund (492) and designated as Child Care Buildings & Infrastructure fund projects.
- 4.17.5 Senior Services (Fund 298)
 - 4.17.5.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess fund balance shall be used when a wait list for services exists, service capacity is available to meet those needs and funds are not available within the current annual approved operating budget. The funds shall be allocated in such a manner to reasonably ensure the increased service level is financially sustainable through the end of the term of the current authorized millage. The CAO is authorized to conduct a final review of such circumstances; direct the necessary budget adjustments to be made within the current fiscal year and report back any transfers made to the BOC.
- 4.17.6 Health Department (Fund 221)
 - 4.17.6.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount

needed to maintain fund balance, shall be used as follows:

- 4.17.6.1.1 One hundred percent (100%) of the surplus shall be used to reduce current-year transfers in from the general operating fund or transferred back to the General Fund.
- 4.17.7 Law Enforcement Contract (Fund 287) – The CAO is authorized to:
 - 4.17.7.1 Execute Law Enforcement Services agreements (100% Local Unit for all personnel costs/100% County for all other costs) in conjunction with the Sheriff and local units of government within Allegan County.
 - 4.17.7.2 Budget for and expend the necessary funds to meet the County's obligations under the agreements, including but not limited to the creation of positions if deemed necessary (coterminous with the agreement), personnel costs, equipment, vehicle procurement/replacement and vehicle maintenance and operating costs.
 - 4.17.7.3 Purchase existing vehicles and equipment owned by a participating local unit.
 - 4.17.7.4 Sell, vehicles/equipment, if necessary, in the event of a termination of agreement.
 - 4.17.7.5 Update the County's vehicle fleet list to reflect any vehicles purchased/sold in relation to the agreements.
- 4.18 Drain Funds (Funds 801 and 802)
 - 4.18.1 To the extent that the Drain Revolving Fund has a positive cash balance, individual Drain Fund expenses may be paid from that Fund.
 - 4.18.2 At the point that the Drain Revolving Fund has been depleted, individual Drain Funds may draw upon positive balances in other Drain Funds. The Drain Commissioner shall issue Notes acknowledging the borrowing. The Drain Commissioner and Treasurer shall agree upon an interest rate that reasonably splits the difference between the cost of external borrowing and the investment rate of return. Internal borrowing shall not be undertaken if both the borrowing and lending Drain Funds do not realize an interest rate benefit, compared to external borrowing and investing. At no time shall internal Notes exceed the Drain Funds' collective available cash balance.
 - 4.18.3 At any time, the Drain Commissioner may choose to issue external debt in lieu of, or in addition to, the methods listed above.
- 4.19 Allocation of State Revenue Sharing (SRS) Funds
 - 4.19.1 When the County has outstanding debt that is not matched by resources available in the Liability Sinking Fund, SRS shall be distributed in the following manner:
 - 4.19.1.1 The first \$1,300,000 shall be receipted into the Capital Improvements Fund (Fund 401).
 - 4.19.1.2 The next \$900,000 shall be receipted into the Liability Sinking Fund (Fund 259).
 - 4.19.1.3 SRS dollars received in excess of \$2,200,000 shall be distributed 60% to the Capital Improvements Funds and 40% to the Liability Sinking Fund.
 - 4.19.2 When the County does not have outstanding debt, or when the County's outstanding debt is matched by the balance of the Liability Sinking Fund, 100% of SRS funds shall be receipted into the Capital Improvements Fund.

4.20 Responsibilities:

4.20.1 The CAO shall:

- 4.20.1.1 have final responsibility for budget preparation;
- 4.20.1.2 present the budget to the BOC;
- 4.20.1.3 have control of expenditures under the budget and the general appropriations act;
- 4.20.1.4 transmit the recommended budget to the BOC according to an appropriate time schedule approved by the BOC that allows adequate time for review;
- 4.20.1.5 accompany the recommended budget with a suggested General Appropriations Act Resolution to implement the budget;
- 4.20.1.6 ensure budgetary centers are provided the necessary forms through the annual budget process.

4.20.2 The BOC shall:

- 4.20.2.1 hold a public hearing as required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275 prior to final approval of the budget;
- 4.20.2.2 pass a general appropriations act, consistent with the uniform chart of accounts prescribed by the Department of Treasury, as formal approval of the budget for the General Fund and each Special Revenue Fund;
 - 4.20.2.2.1 The general appropriations act (budget) shall:
 - 4.20.2.2.1.4 state the total mills to be levied and the purpose for each millage levied (Truth in Budgeting Act) consistent with the budget schedule (Appendix 6.C);
includes amounts appropriated for expenditures to meet liabilities for the ensuing fiscal year in each fund;
 - 4.20.2.2.1.4 include estimated revenues by source in each fund for the ensuing fiscal year;
 - 4.20.2.2.1.4 The budgeted expenditures, including an accrued deficit, shall not exceed budgeted revenues, including available surplus and the proceeds from bonds or other obligations issued under the Fiscal Stabilization Act, Act 80 of 1981 MCL 141.1001 et al.).
- 4.20.2.3 determine the amount of money to be raised by taxation necessary to defray the expenditures and meet the liabilities of Allegan County for the ensuing fiscal year; shall order that money to be raised by taxation is within statutory and charter limitations; and shall cause the money raised by taxation to be paid into the funds of Allegan County (Appendix 6.A).

4.20.3 The leader of each budgetary center shall:

- 4.20.3.1 provide necessary information to the CAO for budget preparation;
- 4.20.3.2 be responsible for managing their budget consistent with all applicable policies, laws and best practices.

4.21 Grants: Application, acceptance, and use of any Grant shall be consistent with the nature of the County's Services and Programs, Strategic Goals, and internal controls and subject to the approval of the Board of Commissioners or CAO pursuant to Appendix 6D Grants, and shall be submitted utilizing the Work

Order/Request For Action (RFA) process.

4.21.1 Requirements:

- 4.21.1.1 Service Area Leadership must designate an individual to serve as the Program Manager. The Program Manager and Grants Coordinator are responsible for completing the Grant requirements contained within this section and the Grants Management Procedures.
- 4.21.1.2 A Work Order/RFA shall be completed by the Program Manager and/or the Grants Coordinator for the Grant application or renewal for the purpose of document tracking. The Work Order/RFA will be used to obtain the required review and recommendation from the Executive Director of Finance or his/her designee before consideration by the CAO.
- 4.21.1.3 All Grants require application approval and award approval from the BOC and/or the County Administrator; reference Appendix 6.D to determine the level of approval needed.
- 4.21.1.4 All Grant requests must allow sufficient time for consideration and approval.
 - 4.21.1.4.1 Any Grant requiring BOC approval will need to be added to the BOC meeting agenda. Agenda items must be submitted to County Administration in the timeframe outlined in the BOC Rules of Organization.
 - 4.21.1.4.2 Any Grant requiring County Administrator approval must be submitted to County Administration allowing for a timeframe comparable to the BOC approval process outlined in the BOC Rules of Organization.
 - 4.21.1.4.3 Ongoing Grants should be renewed, whenever possible, through the annual budget process, therefore not requiring additional BOC approval.
 - 4.21.1.4.4 If the Grant application deadline does not allow sufficient time to obtain the appropriate level(s) of approval, the County Administrator may approve Grant applications in such emergency situations and report to BOC.
- 4.21.1.5 The only authorized signatory on behalf of Allegan County is the County Administrator or BOC Chairperson, unless otherwise designated by the BOC and/or the County Administrator. This designation, if appropriate, can be requested in the Work Order/RFA.
- 4.21.1.6 All Federal Grant spending must follow the Federal guidelines for allowable and unallowable costs as outlined in the Federal Register. Allegan County shall maintain a current membership in System for Award Management (SAM) to ensure the County's eligibility to apply for Federal grants.
- 4.21.1.7 Eligible Grant expenditures must follow both the purchasing requirements as outlined within the Grant documents and the County's Purchasing Policy. If there is conflict between these requirements, the Grant document requirements would supersede the Purchasing Policy.
- 4.21.1.8 All Federal Grant funding expended shall be reported on the Schedule of Expenditures of Federal Awards (SEFA) in the annual Single Audit filed with the appropriate State and Federal agencies.
- 4.21.1.9 Unless otherwise authorized by BOC, any position funded by a

Grant shall be considered coterminous with Grant funding.

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

4.22 Donations and Surplus Programs:

4.22.1 Planning and Approval to Accept Donations

- 4.22.1.1 Acceptance and use of any donation (money, goods, or services) shall be consistent with the nature of the County's Services and Programs, Strategic Goals, and internal controls and subject to the approval or rejection by the Board of Commissioners or CAO pursuant to Appendix 6.D and shall be submitted utilizing the Work Order/(RFA) process.
- 4.22.1.2 Private/Personal (non-governmental) donations or grant of funds or property shall not be accepted for funding and managing elections.
- 4.22.1.3 Service Areas, anticipating receipt of donations (or expecting to solicit donations through fundraising efforts) and expecting to use or expend donations (other than receiving monetary donations as a general revenue) on an ongoing basis, shall develop a Donation Plan to be submitted to the CAO.
- 4.22.1.4 The Plan shall define and establish the estimated useful life of the asset, a funding plan for any ongoing costs and/or replacement costs, use, and disposition of the asset. All donation activity shall be appropriately tracked within the County's financial system.
- 4.22.1.5 Unless otherwise approved through a Donation Plan, consistent with Appendix 6.D, or permitted within the BOC approved policy, donations for a restricted purpose shall not be accepted.
- 4.22.1.6 Donations from service providers currently doing business with the County, having done business with the County in the last 12 months, or likely to do business with the County in the next 12 months are specifically prohibited. Infrequent and de minimis items that are generally made available to a broader audience and, therefore, not an influential factor in decision-making processes (e.g. product samples, conference trinkets, holiday greetings) shall not be considered donations.
- 4.22.1.7 Donations as Recognition/Appreciation – Services Areas (not individuals) may receive donated goods as recognition/appreciation to the extent such is infrequent and de minimis. Example 1, perishable/consumable items such as food in recognition of service or working lunches (e.g. pizza, desserts, *flowers/plants*, etc.) Example 2, token items of appreciation generally valued under \$100 (e.g. service area plaques, photos, inspirational decorations).
- 4.22.1.8 Monetary Donations – Unless otherwise approved as part of a Donation Plan or approved consistent with the thresholds in Appendix 6.D, monetary donations shall be considered and treated as all other revenue, offsetting existing expenditures, and not carried over into a subsequent fiscal year.
 - 4.22.1.8.1 All monetary donations must be handled in accordance with the Treasurer's Receipting Policy.
 - 4.22.1.8.2 Service Areas expecting to receive monetary donations as revenue to offset existing expenditures regularly shall

- include estimates of donation revenue in the annual budget process.
- 4.22.1.8.3 Unless otherwise approved through a plan, monetary donations are not eligible for expenditure until they are received as revenue and approved as an expenditure through an approved budget adjustment in accordance with the budget adjustments portion of this budget policy.
 - 4.22.1.9 Once approved for acceptance, the Service Area receiving the donation shall acknowledge and express thanks to the donor(s) on behalf of the County.
- 4.22.2 Approval to accept goods or services or purchase goods or services with monetary donations:
- 4.22.2.1 Goods Acquired through Government Surplus Programs or through Donation: Eligible Service Areas may participate in Government Surplus Property Grants, such as the Federal 1033 Program, or may receive donated goods subject to the following requirements:
 - 4.22.2.1.1 All donated goods, or goods to be purchased with monetary donations, which have been pre-approved through the County's Capital Improvement Plan (CIP) and/or Annual Budget/Operational Plan shall be received or purchased following the appropriate review and approval consistent with the value thresholds in Appendix 6.D (operational/capital purchases).
 - 4.22.2.1.2 In determining review/approval levels, only the estimated replacement value (what it would cost the county to replace the donated good with a new good) shall be applicable. Replacement value shall be determined by acquiring a quote(s) for a new equivalent good.
 - 4.22.2.2 Regardless of value, donated goods and services, and goods and services purchased resulting from a monetary donation, in consideration of being acquired, shall undergo the appropriate review/approval consistent with county policy and operational support standards, which includes, but is not limited to the following:
 - 4.22.2.2.1 Technology items (e.g., laptops, portable electronic devices, printers, software, etc.) shall be reviewed in advance by Information Services.
 - 4.22.2.2.2 Facility items (e.g. furniture, appliances, etc.) shall be reviewed in advance by Facilities Management.
 - 4.22.2.2.3 Vehicle shall be reviewed in advance by Transportation.
 - 4.22.2.2.4 Personnel/staffing related plans shall be reviewed in advance by Human Resources.
 - 4.22.2.2.5 Services/service agreements shall be reviewed in advance by Project Management.
 - 4.22.3 When submitting a Work Order/RFA for final approval to accept a donation or make a purchase resulting from a monetary donation, evidence of the reviews outlined above shall be provided.
 - 4.22.3.1 In cases where a monetary donation will be utilized to fund a good or service, such good or service shall be acquired by the support area above most closely relating to the nature of the good or

- Center, Grant Name, Grant Purpose, # of Years the County has had the Grant, Grant Source, Anticipated Award, Local Match, Budget, \$ Breakdown of Funding Source, % Breakdown of Funding Source.
- 4.24.7 Fees. A county-wide fee schedule shall be provided.
- 4.24.7.1 Fees must exhibit the following characteristics:
- 4.24.7.1.1 A user fee must serve a regulatory purpose rather than a revenue-generating purpose.
- 4.24.7.1.2 A user fee must be proportionate to the necessary costs of the service or commodity imposed on those benefiting from the right/service/improvement supported by the fee.
- 4.24.7.1.3 A user fee is voluntary in nature as opposed to being compulsory.
- 4.24.7.2 The following categories shall be considered when calculating the cost of services:
- 4.24.7.2.1 Direct Salaries, benefits, and allowable departmental expenditures.
- 4.24.7.2.2 Departmental Overhead.
- 4.24.7.2.3 Departmental administration-management and clerical support.
- 4.24.7.2.4 County-wide Overhead Central service costs such as payroll, human resources, budgeting, county management, etc. Often established through a cost allocation methodology or plan (In this case, the County provided these costs).
- 4.24.7.2.5 Cross-Departmental Support Costs associated with review or assistance in providing specific services. For example, costs associated with the Planning Department's review of construction plans.
- 4.24.7.3 The following methodology shall be used when calculating fees:
- 4.24.7.3.1 Total costs minus dedicated revenue equals net cost
- 4.24.7.3.2 Net cost divided by the number of hours equals a net hourly rate
- 4.24.7.3.3 Net hourly rate times number of hours to perform service equals net cost per service.
- 4.24.7.3.4 Net cost per service times percent of user support equals user fee.
- 4.24.7.3.5 User fee plus other revenue = net cost per service
- 4.24.7.4 The percent of user support shall be governed by the following schedule:
- 4.24.7.4.1 Benefit Level 1 - Services that Provide General "Global" Community Benefit: 25% cost recovery.
- 4.24.7.4.2 Benefit Level 2 - Services that Provide Both "Global" Benefit and also a Specific Group or Individual Benefit: 50% cost recovery.
- 4.24.7.4.3 Benefit Level 3 - Services that Provide a Primary Benefit to an Individual or Group, with less "Global" Community Benefit: 100% cost recovery.
- 4.24.7.4.4 Unless otherwise prohibited by law, non-profit users (501(c)(3) organizations, schools, churches, and governments) shall receive a 25 percent discount on the calculated fee.

- 4.25 The CAO shall ensure the recommended balanced budget contains the following:
- 4.25.1 All funds (including but not limited to the General Fund and all Special Revenue Funds) shall be presented based on balancing revenues (including transfer-ins) to expenses (including transfer-outs), excluding beginning and ending fund balances.
 - 4.25.2 Beginning and ending fund balance for each fund for each year;
 - 4.25.3 An estimate of the amounts needed for deficiency, contingent, or emergency purposes;
 - 4.25.4 Budget Summary. An overview of key recommendations and/or decisions made relative to the final recommended balanced budget shall be included in a summary document to emphasize such information that may not be easily interpreted from the numeric data (example: wage adjustment %.) Such a summary may also include other data relating to fiscal conditions that the CAO has used in the budget development and considerations that may be useful in analyzing the future financial needs of Allegan County.
 - 4.25.5 While line-item detail is presented to the BOC throughout the budget preparation process, the final recommended balanced budget and the final adopted budget shall be activity-based.

5. REFERENCES:

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

6. APPENDICES:

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

APPENDIX 6.A
Table of Minimum Fund Balances

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

Child Care	292		Fund Balance – 5% of current year operating expenses.	
Senior Services	298		Fund Balance – 10% of current year operating	
Health Fund	221		Fund balance shall be maintained at 5% of the current year operating expenses or a percentage necessary to meet the annual requirements of the State's	
Local Government Revenue Sharing	104		<u>Fund Balance – 10% of current-year operating expenses plus an additional \$20,000 reserved annually until \$100,000 is saved for DNR Trust Fund match and/or other grant matches that support board-approved plans</u> 10% of current-year revenue plus an Additional \$20,000 reserved annually for DNR Trust Fund match until \$100,000 is saved.	Transfer out to Parks fund to balance the operating budget. The remaining fund balance may be utilized for Parks Capital and/or Economic Development Initiatives as approved by the BOC.

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APPENDIX 6.B
911 Surcharge
Formula

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

Step 1) (PAEB – OR) +/- FBA = TSNO

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

Step 3) TSNO – SRJJO = TSNJyDO

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

Step 5) NMSJyDO + TCMS = TMSJyJ

Capital Formula (TCMS):

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

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

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

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

APPENDIX 6.C
Annual Budget
Schedule

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

APPENDIX 6.D - Budget Policy

Request	Information	CAO Final Approval (Report back to Board)
Grant	<ul style="list-style-type: none"> - Department Requesting - Name of Grant - Summary of Grant - Application/Acceptance - New/Renewal/Continuation - Amount of Grant (Not including Local Match) - Source of Grant Funds (% of allocation) - Type of Match (cash/in-kind) - Amount/Description/Source of Match - Term of Grant - Does It Involve personnel - Does It Involve ongoing operational activities (recoverable?) - Admin fees - Equipment/ongoing costs - Does it affect other operations? - Contact info/Resp parties/ownership - Disposition - Changes in grant 	<ul style="list-style-type: none"> - New grants under \$100,001 - New grants and renewals of grants approved through the budget process.
Donation	<ul style="list-style-type: none"> - Department Requesting - Name of Donor - Summary of Donation - Amount of Donation - Included or not included in the Donation Plan - Does it affect other operations? - Contact info/Resp parties/ownership - Disposition 	<ul style="list-style-type: none"> - Any monetary donation to be received as a general purpose revenue without resulting in additional expenditures. Individual donations under \$100,001 to be used or expended in the current fiscal year and is consistent with activities generally funded through the Board approved budget.
Purchase Operational (Budgeted)	<ul style="list-style-type: none"> - Department - Item(s) - Total Bid Price - Budgeted (yes/no) - # of Bids Sent/Received - Prebid or qualifications - Tabulation Sheet - Recommendation of Award - Where it was advertised - Equipment/Service/Supplies - Contact Info/Resp parties/ownership 	<ul style="list-style-type: none"> - Budgeted County direct purchases under \$100,001 - Emergency Purchases - Budgeted reverse auction purchases of any amount - Budgeted cooperative agreement purchases of any amount
Purchase Capital (Budgeted)		<ul style="list-style-type: none"> - Budgeted capital under \$150,001 - Emergency Purchases - All budgeted reverse auction purchases - All budgeted cooperative agreement purchases
Contract	<ul style="list-style-type: none"> - Parties - Duration - Amount - Purpose - Dept Contact 	<ul style="list-style-type: none"> - Budgeted ongoing renewals - New contracts under \$100,001
Budget Adjustments	<ul style="list-style-type: none"> - Department - Fund, Activity, Account - Amount - Revenue/Expense - Explanation/Description 	<ul style="list-style-type: none"> - Line items move within an activity - Year End Adjustments - Adjustments/transfers under \$100,001
Settlement Authority		<ul style="list-style-type: none"> - in conjunction with the recommendation of Risk Authority and/or Legal Counsel under \$100,001
Personnel	<ul style="list-style-type: none"> - Backfilling Positions - Position Review Form - Position Changes - Summary of request - Cost analysis of request - Expenditure Status Report 	<ul style="list-style-type: none"> - Creation of and/or changes to positions, including reclassifications within the budget
Letters of Support		<ul style="list-style-type: none"> - consistent with Board adopted plan, resolution, or budget

STATE OF MICHIGAN

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

BOARD OF COMMISSIONERS—COMMISSIONER APPOINTMENTS/ELECTIONS

BE IT RESOLVED that the following appointments and elections are hereby confirmed:

- West Michigan Regional Planning Commission – Scott Beltman; new term expires December 31, 2026.
- Area Community Services Employment & Training Council – Mark DeYoung; new term expires December 31, 2026.
- Community Corrections Advisory Board – Gale Dugan; new term expires December 31, 2027.
- Commission on Aging – Mark DeYoung; new term expires December 31, 2028.
- Community Action Agency of Allegan County – new terms expire December 31, 2026.
 - Brad Lubbers
 - Craig Van Beek
- Brownfield Redevelopment Authority – Gale Dugan; new term expires December 31, 2028.
- Parks Advisory Board – Mark DeYoung; new term expires December 31, 2028.
- Macatawa Area Coordinating Council – Craig Van Beek; new term expires December 31, 2026.
- Area Agency on Aging – Mark DeYoung; new term expires January 31, 2027.
- Local Emergency Planning Committee – Brad Lubbers; new term expires December 31, 2027.
- Community Economic Development Strategies Committee – Craig Van Beek; new term expires December 31, 2026.
- Multi-Agency Collaborative Committee – Craig Van Beek; new term expires December 31, 2026.
- West Michigan Regional Airport Authority – Whitney Ehresman (Commissioner designee); existing term expires December 31, 2026.

BE IT FINALLY RESOLVED to the extent an election is required for any position listed above through this resolution, the listed individuals were hereby nominated as listed representatives, nominations were closed, a unanimous ballot was cast, and they were hereby elected to said position.