

## ALLEGAN COUNTY BOARD OF COMMISSIONERS

## INDEX

JANUARY 14, 2021 SESSION

JOURNAL 69

<u>PAGE</u>	<u>ITEM</u>	<u>SUBJECT MATTER</u>
3	1	JANUARY 14, 2021 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL
3	2	ELECTION OF TEMPORARY CHAIRMAN
3	3	TERM OF OFFICE FOR CHAIRMAN
3	4	SECRET BALLOT OR ROLL CALL VOTE
3-4	5	ELECTION OF CHAIRMAN OF THE BOARD FOR 2021
4	6	ELECTION OF VICE-CHAIRMAN OF THE BOARD FOR 2021
4	7	DISCUSS BOARD PLANNING
4	8	BREAK - 10:13 A.M.
4	9	REVIEW BUDGET POLICY
4	10	ADMINISTRATIVE UPDATE
5	11	OTHER ITEMS - ADD AGENDA ITEM TO 1/14/2021 SESSION
5	12	PUBLIC PARTICIPATION - NO COMMENTS
5	13	ADJOURNMENT UNTIL JANUARY 28, 2021
5	14	JANUARY 14, 2021 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL
5	15	COMMUNICATIONS
5	16	APPROVAL OF MINUTES FOR 12/10/20 AND 12/22/20
6	17	PUBLIC PARTICIPATION - NO COMMENTS
6	18	AGENDA - ADDITIONS
6	19	AGENDA - ADOPTED AS AMENDED
6	20	ADMINISTRATIVE REPORTS

6-9	21	CLAIMS & INTERFUND TRANSFERS
10-21	22	EMERGENCY MANAGEMENT RESOLUTION OF 2021 (REPLACE 1995)
22	23	ALLEGAN COUNTY - RESOLUTION OF AFFIRMATION FOR THE COUNTY OF ALLEGAN
23	24	SETTLEMENT OF PENDING LITIGATION - CASE #1:19-CV-01066
23-24	25	FACILITIES - APPROVE ANIMAL SHELTER CAPITAL PROJECTS
24	26	SHERIFF'S OFFICE - AUTHORIZE VEHICLE REPLACEMENT
24-25	27	BOARD OF COMMISSIONERS - AUTHORIZE ACCEPTANCE OF MILITARY SURPLUS PACBOT 510 FASTAC ROBOT
25	28	APPOINTMENTS: AREA AGENCY ON AGING OF WEST MICHIGAN
25	29	ELECTIONS - COMMISSION ON AGING & ECONOMIC DEVELOPMENT COMMISSION
26	30	PUBLIC PARTICIPATION - NO COMMENTS
26	31	ADJOURNMENT UNTIL JANUARY 28, 2021

## MORNING SESSION

**JANUARY 14, 2020 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met remotely online connecting through a Zoom webinar on January 14, 2021 at 9:00 A.M. in accordance with the motion for adjournment of December 22, 2020, and rules of this board; Chief Deputy County Clerk Porter presiding.

The invocation was offered by District #5 Commissioner Jessup.

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

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

DIST #1	DEAN KAPENGA- Manlis Twp	DIST #5	TOM JESSUP - Allegan Twp
DIST #2	JIM STOREY - Holland	DIST #6	GALE DUGAN - Allegan Twp
DIST #3	MAX THIELE - Allegan Twp	DIST #7	RICK CAIN - Wayland Twp
DIST #4	MARK DeYOUNG - Dorr Twp		

**ELECTION OF TEMPORARY CHAIRMAN**

2/ Chief Deputy County Clerk Porter opened the meeting for nominations for Temporary Chairman for the 2021 Board of Commissioners.

Commissioner Cain nominated Commissioner Storey

Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Commissioner Storey was elected as Temporary Chairman of the Board.

**TERM OF OFFICE FOR CHAIRMAN**

3/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to have the Chairman term of office be 1 year. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**SECRET BALLOT OR ROLL CALL VOTE**

4/ Moved by Commissioner DeYoung, seconded by Commissioner Dugan to have the election of the Chairman of the Board for 2021 be done by roll call vote. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ELECTION OF CHAIRMAN OF THE BOARD FOR 2021**

5/ Temporary Chairman Storey opened the meeting for nominations for Chairman of the 2021 Board of Commissioners.

Commissioner Thiele nominated Commissioner Dugan

Commissioner DeYoung nominated Commissioner Storey

Moved by Commissioner Thiele, seconded by Commissioner Cain to close nominations. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Roll call vote was taken for the election of the Chairman of Board for 2021 with Commissioner Storey abstaining from voting with the following results:

Commissioner Dugan - 1 vote - Thiele

Commissioner Storey - 5 votes - Kapenga, DeYoung, Jessup, Dugan and Cain.

Commissioner Storey was elected as Chairman of the Board of Commissioners for 2021.

#### **ELECTION OF VICE-CHAIRMAN OF THE BOARD FOR 2021**

6/ Chairman Storey opened the meeting for nominations for Vice-Chairman for the 2021 Board of Commissioners.

Commissioner Kapenga nominated Commissioner Dugan

Moved by Commissioner Thiele, seconded by Commissioner Cain to close nominations cast unanimous ballot to elect Commissioner Dugan as Vice-Chairman. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Chairman Storey declared Commissioner Dugan as Vice-Chairman for 2021.

#### **DISCUSS BOARD PLANNING**

7/ Administrator Sarro shared results from the Input Survey that was sent to Commissioners, chief judge and elected officials to establish annual and term based goals. The internal survey was developed to assist in the planning process for the 2021-2022 term and incorporates the summary results of the citizen survey completed in 2020.

#### **BREAK - 10:13 A.M.**

8/ Upon reconvening at 10:20 A.M., the following Commissioners were present: Commissioner Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain. Absent: None.

#### **REVIEW BUDGET POLICY**

9/ Administrator Sarro reviewed the Budget Policy for Allegan County with potential changes to the language in the policy.

#### **ADMINISTRATIVE UPDATE**

10/ Administrator Rob Sarro noted his written report was submitted to Commissioners along with Commissioner inquiry report. Highlights included wellness programs available to employees; courthouse construction project; local revenue sharing; Wishbone budget review; public health field service update; park programs; Brownfield plan in Otsego; COVID-19 vaccine update;

**OTHER ITEMS - ADD AGENDA ITEM TO 1/14/2021 SESSION**

11/ Moved by Commissioner Dugan, seconded by Commissioner Cain to add additional agenda item to the afternoon session for immediate action on the resolution the Commissioner Dugan forwarded to Commissioners on the affirmation and appreciation to County staff for their work in 2020 and going forward in 2021. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - NO COMMENTS**

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

**ADJOURNMENT UNTIL JANUARY 28, 2021 AT 9:00 A.M.**

13/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to adjourn until January 28, 2021 at 9:00 A.M. The motion carried and the meeting was adjourned at 11:57 A.M.

**AFTERNOON SESSION**

**JANUARY 14, 2021 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

14/ The Board of Commissioners of the County of Allegan, State of Michigan, met remotely online connecting through a Zoom webinar on January 14, 2021 at 9:00 A.M. in accordance with the motion for adjournment of December 22, 2020, and rules of this board; Chairman Storey presiding.

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

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

- |         |                           |         |                          |
|---------|---------------------------|---------|--------------------------|
| DIST #1 | DEAN KAPENGA- Manlis Twp  | DIST #5 | TOM JESSUP - Allegan Twp |
| DIST #2 | JIM STOREY - Grand Rapids | DIST #6 | GALE DUGAN - Allegan Twp |
| DIST #3 | MAX THIELE - Allegan Twp  | DIST #7 | RICK CAIN - Wayland Twp  |
| DIST #4 | MARK DeYOUNG - Dorr Twp   |         |                          |

**COMMUNICATIONS**

15/ Deputy Clerk Tien noted to the board that they received the following resolution:

1. Wexford County resolution to support local businesses during the pandemic

**DECEMBER 10, 2020 AND DECEMBER 22, 2020 SESSION MINUTES - ADOPTED**

16/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the minutes for the December 10, 2020 and December 22, 2020 session as distributed. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - NO COMMENTS**

17/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

**AGENDA - ADDITIONS**

18/ Chairman Storey noted that during the morning session action item #2 was added to the agenda for the resolution of affirmation for the County of Allegan.

Administrator Sarro asked to add action item #3 to the agenda for settlement of pending litigation.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to adopt the changes to the meeting agenda as requested. Motion carried by roll call. Yeas: 7 votes. Nays: 0 votes.

**AGENDA - ADOPTED AS AMENDED**

19/ Moved by Commissioner Thiele, seconded by Commissioner Dugan to adopt the meeting agenda as amended. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ADMINISTRATIVE REPORTS:**

20/ Administrator Rob Sarro noted his written report was discussed during the morning session. Follow-up from that session - the Budget Policy is being sent out to Commissioners and updated the board on the COVID-19 vaccine for residents who live near county boarders - intent for the Health Department to issue the vaccine is if you live or work in the County you are able to get the vaccine there. Private providers of the vaccine are under different rules.

**FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS**

21/ **WHEREAS**, Administration has compiled the following claims for December 18, 2020; December 25, 2020; January 1, 2021; January 8, 2021 and January 15, 2021; 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 2020 Claims folder of the Commissioners' Record of Claims.

**December 18, 2020**

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	106,315.02	106,315.02	
Central Dispatch/E911 Fund - 2110	2,877.62	2,877.62	
Friend of the Court Office - 2151	706.17	706.17	
Health Department Fund - 2210	7,807.50	7,807.50	
Solid Waste - 2211	11,972.64	11,972.64	
Transportation Grant - 2300	14,674.93	14,674.93	

Capital Improvement Fund - 2450	387.34	387.34	
Register of Deeds Automation Fund – 2560	134.10	134.10	
Concealed Pistol Licensing Fund - 2635	438.13	438.13	
Grants – 2790	5,240.90	5,240.90	
Wayland Township – 2806	49.81	49.81	
Saugatuck City - 2811	196.76	196.76	
Child Care-Circuit/Family – 2921	3,786.86	3,786.86	
Senior Millage – 2950	171,912.40	171,912.40	
Pension DB Debt - 3602	500.00	500.00	
Road Commission – Debt Service - 3650	500.00	500.00	
Delinquent Tax Revolving Fund - 6160	100.00	100.00	
Drain Equip Revolving – 6390	15.99	15.99	
Fleet Management – 6612	106.02	106.02	
Self-Insurance Fund – 6770	430.06	430.06	
Drain Fund – 8010	11,764.13	11,764.13	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$339,916.38</b>	<b>\$339,916.38</b>	

December 25, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	293,990.64	293,990.64	
Park/Recreation Fund - 2080	267.26	267.26	
Central Dispatch/E911 Fund - 2110	8,660.06	8,660.06	
Friend of the Court Fund – 2150	204.25	204.25	
Friend of the Court Office - 2151	2,456.56	2,456.56	
Health Department Fund - 2210	21,088.81	21,088.81	
Solid Waste – 2211	59,324.56	59,324.56	
Transportation Grant – 2300	2,419.91	2,419.91	
Capital Improvement Fund - 2450	185.10	185.10	
Animal Shelter - 2550	6,472.81	6,472.81	
Indigent Defense - 2600	567.28	567.28	
Local Corrections Officers Training Fund - 2640	2,723.70	2,723.70	
Grants – 2790	11,249.36	11,249.36	
Victim Rights Grant - 2791	1,632.03	1,632.03	
Saugatuck City – 2811	22.00	22.00	
Child Care-Circuit/Family - 2921	19,145.30	19,145.30	
Soldiers Relief Fund - 2930	577.83	577.83	
Senior Millage - 2950	9,010.66	9,010.66	
Tax Reversion – 6200	63.90	63.90	
Self-Insurance Fund - 6770	43,078.64	43,078.64	
Drain Fund - 8010	24,413.04	24,413.04	

<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$507,553.70</b>	<b>\$507,553.70</b>	
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**January 1, 2021**

	<b>TOTAL AMOUNT CLAIMED</b>	<b>AMOUNT ALLOWED</b>	<b>AMOUNT DISALLOWED</b>
General Fund – 1010	26,673.63	26,673.63	
Park/Recreation Fund - 2080	201.11	201.11	
Central Dispatch/E911 Fund - 2110	167.00	167.00	
Health Department Fund - 2210	8,228.20	8,228.20	
Transportation Grant – 2300	9,982.53	9,982.53	
Multi Agency Collaborative Committee - 2400	52.38	52.38	
Capital Improvement Fund - 2450	32,994.00	32,994.00	
Indigent Defense - 2600	62,723.01	62,723.01	
Grants – 2790	8,994.56	8,994.56	
Lee Township - 2808	191.38	191.38	
Salem/Leighton/Dorr – 2809	195.54	195.54	
Child Care-Circuit/Family - 2921	662.18	662.18	
Soldiers Relief Fund - 2930	356.24	356.24	
Self-Insurance Fund - 6770	347,957.83	347,957.83	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$499,379.59</b>	<b>\$499,379.59</b>	

**January 8, 2021**

	<b>TOTAL AMOUNT CLAIMED</b>	<b>AMOUNT ALLOWED</b>	<b>AMOUNT DISALLOWED</b>
General Fund – 1010	105,974.05	105,974.05	
Park/Recreation Fund - 2080	407.15	407.15	
Central Dispatch CIP – 2118	426.67	426.67	
Health Department Fund - 2210	5,395.32	5,395.32	
Transportation Grant – 2300	351.18	351.18	
Capital Improvement Fund - 2450	1,538.78	1,538.78	
Animal Shelter - 2550	6,438.00	6,438.00	
Register of Deeds Automation Fund – 2560	1,900.95	1,900.95	
Indigent Defense – 2600	440.00	440.00	
Grants – 2790	225.00	225.00	
Saugatuck City - 2811	106.48	106.48	
Child Care-Circuit/Family - 2921	7,661.06	7,661.06	
Delinquent Tax Revolving Fund - 6160	60.00	60.00	
Tax Reversion – 6200	25,390.41	25,390.41	
Self-Insurance Fund - 6770	25,094.00	25,094.00	
Drain Fund - 8010	695.75	695.75	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$182,104.80</b>	<b>\$182,104.80</b>	

January 15, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	212,788.12	212,788.12	
Park/Recreation Fund - 2080	444.47	444.47	
Central Dispatch/E911 Fund - 2110	3,578.81	3,578.81	
Central Dispatch CIP – 2118	9,226.67	9,226.67	
Friend of the Court Office - 2151	120.72	120.72	
Health Department Fund - 2210	4,079.77	4,079.77	
Solid Waste - 2211	4,607.44	4,607.44	
Transportation Grant – 2300	59,287.70	59,287.70	
Capital Improvement Fund - 2450	10,000.00	10,000.00	
Youth Home CIP - 2465	199.99	199.99	
Register of Deeds Automation Fund – 2560	4,982.34	4,982.34	
Indigent Defense – 2600	33,263.22	33,263.22	
Local Corrections Officers Training Fund - 2640	892.00	892.00	
Law Library Fund – 2690	277.00	277.00	
Grants – 2790	24,948.08	24,948.08	
Saugatuck City - 2811	54.72	54.72	
Child Care-Circuit/Family - 2921	43,228.49	43,228.49	
Soldiers Relief Fund - 2930	2,541.34	2,541.34	
Senior Millage – 2950	185,715.39	185,715.39	
Delinquent Tax Revolving Fund - 6160	148,798.62	148,798.62	
Drain Equip Revolving - 6390	39.67	39.67	
Fleet Management – 6612	115.56	115.56	
Self-Insurance Fund - 6770	796.42	796.42	
Drain Fund - 8010	18,019.17	18,019.17	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$768,005.71</b>	<b>\$768,005.71</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for December 18, 2020; December 25, 2020; January 1, 2021; January 8, 2021 and January 15, 2021.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to adopt the report of claims for December 18, 2020; December 25, 2020; January 1, 2021; January 8, 2021 and January 15, 2021. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ACTION ITEMS:****EMERGENCY MANAGEMENT RESOLUTION OF 2021 (Replace 1995)**

**22/** A resolution to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within Allegan County; to establish an office for this purpose; to provide for the coordination and utilization of resources in the county in an emergency or disaster situation; and to provide a means through which the Allegan County Board of Commissioners (herein also referred to as BOC) may exercise the authority and discharge the responsibilities vested in them by this resolution and Act No 390 of the Public Acts of 1976, as amended (hereafter the "Act").

**Article 1 - SHORT TITLE**

Section 101. This resolution shall be known as the "Emergency Management Resolution".

**Article 2 - DEFINITIONS**

Section 201. For the purpose of this resolution, certain words used herein are defined as follows:

(a) "Chief Executive Official" means the Chairperson of the County Board of Commissioners. In the event the Chairperson is unavailable to fulfill the duties and responsibilities of the Chief Executive Official, the Vice-Chairperson of the County of Board of Commissioners is hereby authorized to perform the duties and responsibilities of the Chief Executive Official during the Chairperson's period of unavailability. In the event both the Chairperson and the Vice-Chair Person are unavailable to fulfill the duties and responsibilities of the Chief Executive Official, the County Administrator is hereby authorized to perform the duties and responsibilities of the Chief Executive Official during the Chairperson's and Vice-Chairperson's period of unavailability.

(b) "Disaster" means an occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or human-made cause, including, but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.

(c) "Disaster relief forces" means all agencies of county and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons having duties or responsibilities under this Resolution or pursuant to a lawful order or directive authorized by this Resolution.

(d) "District coordinator" means the state police emergency management division district coordinator.

(e) "Emergency" means any occasion or instance in which the governor determines state assistance is needed to supplement local efforts and capabilities to save lives, protect property and the public health and safety, or to lessen or avert the threat of a catastrophe in any part of the state.

(f) "Emergency management coordinator" means the person appointed to coordinate emergency management within the county.

(g) "Local state of emergency" means a proclamation or declaration that activates the response and recovery aspects of any and all applicable local or interjurisdictional emergency operations plans and authorizes the furnishing of aid, assistance, and directives under those plans.

(h) "Municipality" means a city, village, or township.

(i) "State of disaster" means an executive order or proclamation that activates the disaster response and recovery aspects of the state, local, and interjurisdictional emergency operations plans applicable to the counties or municipalities affected.

(j) "State of emergency" means an executive order or proclamation that activates the emergency response and recovery aspects of the state, local, and interjurisdictional emergency operations plans applicable to the counties or municipalities affected.

### **Article 3 - EMERGENCY MANAGEMENT OFFICE, EMERGENCY MANAGEMENT COORDINATOR**

Section 301. By the authority of this resolution there is hereby created an Office of Emergency Management within the Allegan County Sheriff's Office on behalf of Allegan County government for the purpose of coordinating all prevention, mitigation, preparedness, response, and recovery activities within the county emergency management program area. The BOC has established the position of Emergency Management Coordinator to staff this office and has appointed a person to fill this position. The individual has the personal attributes and experience necessary to carry out the duties and responsibilities of this position and shall act for, and at the direction of the Chairperson. The Chairperson has delegated the responsibility for directing the Emergency Management Coordinator's activities to the Sheriff.

Section 302. In addition, the Sheriff has appointed one person as successor to the position of the Emergency Management Coordinator. The line of succession shall be listed in the Emergency Operations Plan.

### **Article 4 - EMERGENCY MANAGEMENT COORDINATOR DUTIES**

Section 401. The Emergency Management Coordinator shall comply with the standards and requirements as established by the Department of State Police, Emergency Management Division, under the authority of the Act, in accomplishing the following.

(a) Direct and coordinate the development of the Allegan County Emergency Operation Plan, which shall be consistent in content with the Michigan Emergency Management Plan.

(b) Specify departments or agencies which must provide an annex to the plan or otherwise cooperate in its development.

(c) Identify departments and agencies to be included in the Emergency Operations Plan as the disaster relief force.

(d) Develop and maintain a county Resource Manual.

(e) Coordination, recruitment, appointment, and utilization of volunteer personnel.

(f) Ensure the emergency management program meets eligibility requirements for state and federal aid.

(g) Coordinate and/or conduct training and exercise programs for the disaster relief force within the county and to test the adequacy of the Emergency Operations Plan.

(h) Through public information programs, educate the population as to actions necessary for the protection of life and property in an emergency or disaster.

(i) Assist in the development of mutual aid agreements.

(j) Oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.

(k) Coordinate county emergency management activities with those of the state and adjacent jurisdictions.

(l) Coordinate all preparedness activities, including maintaining primary and alternate Emergency Operation Centers.

(m) Encourage political subdivisions within the county to adopt uniform emergency resolutions.

(n) Identify mitigation opportunities within the county and encourage departments/agencies to implement mitigation measures.

(o) Coordinate with all municipalities that are part of the emergency management program in all matters pertaining to emergency management.

## **Article 5 - POWERS AND DUTIES**

Section 501. The Sheriff shall supervise the activities of the Emergency Management Office on a continuous basis. With the advice and consent of the BOC, the Sheriff shall formulate, review, and approve policy and operational guidelines for this office as needed.

Section 502. The BOC shall, once every two years, or once annually if the County is within the Emergency Planning Zone of a designated nuclear power plant, review the Emergency Operations Plan and, upon deeming it adequate, shall annually certify the plan to be current and adequate for the ensuing two years.

Section 503. When circumstances within the County indicate that the occurrence or threat of occurrence of widespread or severe damage, injury, or loss of life or property from natural or human made cause exists, the Chief Executive Official may declare a local state of emergency in the event a meeting of the BOC is not practical to the immediate need of a declaration. The BOC shall be immediately notified of such a declaration, and the declaration shall be promptly filed with the Department of State Police, Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of 7 days except with the consent of the BOC.

Section 504. If the Chief Executive Official invokes such power and authority to declare a local state of emergency, the Chief Executive Official shall, as soon as reasonably expedient, convene the BOC for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands, and will report to that body relative to emergency activities. Nothing in this resolution shall be construed as abridging or curtailing the powers of the BOC or its County Administrator unless specifically provided herein. Notwithstanding the designation of a Chief Executive Official or an Emergency Management Coordinator, the County Administrator shall maintain the organizational authority delegated by the BOC and shall be directly accountable to the BOC as a body.

Section 505. As authorized by the Act, the County (through its authorized officials) may do one or more of the following:

Action	Authorized Official(s)
(a) Direct and coordinate the development of emergency operations plans and programs in accordance with the policies and plans established by the appropriate federal and state agencies. Each department or agency of a county or municipality specified in the emergency operations plan to provide an annex to the plan shall	The Sheriff oversees EM operations and through the BOC approved budget is responsible for funding EM consistent with County policy.

<p>prepare and continuously update the annex providing for emergency management activities, including mitigation, preparedness, response, and recovery, by the department or agency and those other emergency activities the department or agency is specified to coordinate. Emergency operations plans and programs developed under this subsection shall include provisions for the dissemination of public information and local broadcasters shall be consulted in developing such provisions. Emergency operations plans and programs developed under this subdivision shall include local courts.</p>	<p>The County Administrator is authorized to approve grants and contracts, to the degree the County is party to such, consistent with County policy.</p> <p>The Chairperson is the first line CEO and oversees the EOC when activated. The Chairperson may also sign documents when the County Administrator is not available or when required by law.</p> <p>The Emergency Coordinator shall keep the Sheriff, Chairperson and County Administrator aware of important plans and reporting.</p> <p>The BOC is final approver of EOP.</p>
<p>(b) Declare a local state of emergency if circumstances within the county or municipality indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property from a natural or human-made cause exists and, under a declaration of a local state of emergency, issue directives as to travel restrictions on county or local roads. This power shall be vested in the chief executive official of the county or municipality or the official designated by charter and shall not be continued or renewed for a period in excess of 7 days except with the consent of the governing body of the</p>	<p>The Chief Executive Official may declare a local state of emergency as authorized by this resolution.</p>

<p>county or municipality. The declaration of a local state of emergency shall be promptly filed with the emergency management division of the department, unless circumstances attendant upon the disaster prevent or impede its prompt filing.</p>	
<p>(c) Appropriate and expend funds, make contracts, and obtain and distribute equipment, materials, and supplies for disaster purposes.</p>	<p>Unless otherwise outlined within this resolution, the responsibilities contained within this section shall be carried out consistent with County policy, including but not limited to the Budget Policy.</p>
<p>(d) Provide for the health and safety of persons and property, including emergency assistance to the victims of a disaster.</p>	<p>The County provides for this through its funding of various services. This action shall be carried out consistent with the BOC approved budget, applicable law and County policy in a manner that does not create ongoing obligations, explicitly or implied, without the authorization of the BOC.</p>
<p>(e) Direct and coordinate local multi-agency response to emergencies within the county or municipality.</p>	<p>To the degree activity is internal to County Government organization the County Administrator shall direct County resources under the authority that has been delegated by the BOC.</p>

	<p>To the degree activity is external of the County Government Organization, and is occurring during a period of declared emergency, the Chief Executive Official shall direct, authorize or delegate such activities through the Emergency Operations Center and Incident Command Structure, unless such activities are commensurate with the normal response activity of a responding agency (e.g. the Sheriff's Department response to a law enforcement emergency).</p>
<p>(f) Appoint, employ, remove, or provide, with or without compensation, rescue teams, auxiliary fire and police personnel, and other disaster workers.</p>	<p>The Sheriff is authorized to fulfill such rolls with individuals already on payroll within the Sheriff's budget or for individuals that would not require compensation. Unless otherwise authorized through agreement, if not already budgeted or if a position does exist and compensation is expected, such would be at the determination of the County Administrator.</p>
<p>(g) If a state of disaster or emergency is declared by the governor, assign and make available for duty the employees,</p>	<p>"as ordered by the governor or Director of State Police" - the</p>

<p>property, or equipment of the county or municipality relating to fire fighting; engineering; rescue; health, medical, and related services; police; transportation; construction; and similar items or service for disaster relief purposes within or without the physical limits of the county or municipality as ordered by the governor or the Director of State Police.</p>	<p>County will comply with the specific direction ordered. This activity shall not be interpreted in a broader context.</p>
<p>(h) Appoint a local emergency management advisory council.</p>	<p>See Article 8</p>
<p>(i) In the event of a foreign attack upon this state, waive procedures and formalities otherwise required by law pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of permanent and temporary workers, the utilization of volunteer workers, the rental of equipment, the purchase and distribution with or without compensation of supplies, materials, and facilities, and the appropriation and expenditure of public funds.</p>	<p>"in the event of a foreign attack" - the County will comply with State orders. This activity shall not be interpreted in a broader context.</p>

**Article 6 - ASSESSMENT OF DISASTER OR EMERGENCY; FINDINGS AND RECOMMENDATIONS**

Section 601. If a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the Governor, the BOC hereby delegates to the Chief Executive Official the authority to determine if the situation is beyond the control of the county. If the disaster or emergency is considered to be beyond the county's control, the Chief Executive Official may request state assistance. The Emergency Management Coordinator shall immediately contact the District Coordinator. The District Coordinator, in conjunction with the Emergency Management Coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend the state personnel, services, and equipment that will be required for its prevention, mitigation, or relief.

Section 602. The Chief Executive Official shall not request state assistance or a declaration of a state of disaster or a state of emergency

for an emergency which has occurred or is occurring solely within the confines of a township, city, or village within the county unless requested to do so by the Chief Executive Official of the affected township, city, or village.

**Article 7 - COUNTY DEPARTMENTS; LIAISON; DUTIES**

Section 701. The County Administrator, Chief Judge or Elected Official responsible for each department or agency of county government identified by the Emergency Management Coordinator shall appoint an emergency management liaison who shall coordinate the emergency management activities of the department or agency and act as a liaison between the department or agency and the Emergency Management Office on all matters pertaining to emergency management. The Emergency Management Coordinator shall ensure each ESF is fully staffed by working with the County Administrator, Chief Judge, Elected Office or any outside agency or business official to do so. A list of the ESFs and the staff roster of each ESF shall remain available to County Administrator who shall report such to the BOC at least annually.

Section 702. Each department or agency identified shall appoint a minimum of two people to serve as successors in the event the emergency management liaison is not available or requires assistance. Successors shall be listed in the appropriate annex to the Emergency Operations Plan.

Section 703. Each department or agency liaison shall be responsible for the following:

(a) Prepare and continuously update an annex to the Allegan County Emergency Operations Plan providing for the delivery of emergency management activities by that agency or department. The annex shall be in the form prescribed by the Emergency Management Coordinator.

(b) Recruit, appoint, and organize private, volunteer and other personnel to be part of the disaster relief force to perform specific duties as assigned in the Emergency Operation Plan.

(c) Coordinate the agency's or department's emergency management efforts with those of other county departments or agencies.

(d) Attend training courses relevant to the function of the agency or department, and ensure staff is trained so as to be able to implement assigned emergency functions.

(e) Participate in periodic exercises to enhance the adequacy of the respective agency's response or department's capability.

(f) Develop internal Standard Operating Procedures (SOPs) to accomplish emergency notification and assigned emergency tasks.

(g) Provide the Emergency Management Coordinator with a list of personnel and resources available within the agency or department and provide a list of those which may be needed by the department during times of emergency.

(h) Identify and provide for the protection of vital records.

(i) Implement the directives of the Chief Executive Official or his/her designee under a local state of emergency.

#### **Article 8 - EMERGENCY MANAGEMENT ADVISORY COUNCIL; CREATION; AND FUNCTION**

Section 801. The BOC hereby establishes the Emergency Management Advisory Council (EMAC). The EMAC shall advise the Sheriff and the Emergency Management Coordinator on matters pertaining to emergency management, especially in plan development.

Section 802. The Emergency Management Coordinator shall act as the Chairperson of the EMAC. Each Emergency Support Function (ESF) listed in the EOP shall appoint a member from within its staff roster to the EMAC. Notwithstanding their membership through an ESF, the BOC Chairperson or designee and the County Administrator or designee shall be members of the Advisory Council. To the degree individuals not formally part of the ESF structure may offer special knowledge in performing functions during emergency or disaster situations such individuals may be appointed to the EMAC by the Sheriff or the BOC. The Emergency Management Coordinator through the County Administrator provide the BOC the list of EMAC members at least annually and upon any changes.

#### **Article 9 - EMERGENCY FUNDING**

Section 901. County Departments (inclusive of Elected Offices and Courts) - Internal Operations:

(a) At the onset or first knowledge of an incident, impacted departments shall work with the Executive Director of Finance to identify any funding available to sustain the incident. The available amount of funding and the source(s) shall be communicated to the County Administrator.

(b) County Departments which plan to incur expenditures within their budget in order to maintain or enhance routine general operations as a result of an incident shall follow any and all applicable County policies, including but not limited to the Budget and Purchasing policies (Note: Emergency Management shall be considered a component of the Sheriff's Department for all budgetary purposes).

1. In the event the department is not able to fund the expenditure within its own budget, a budget adjustment may be requested through the Executive Director of Finance with final approval of the County Administrator.

2. In the event the County Administrator authorizes funding for such requests through the department's existing budget or through a budget

adjustment, the process shall proceed internally and independent of the EM structure; however, such costs may be submitted to the Emergency Management Coordinator for potential reimbursement providing the request for reimbursement is timely, concurrent with the emergency timeframe and registered in to MICIMS.

3. In the event a budget adjustment is not approved, the County Administrator, Elected Official or Chief Judge may authorize the request to be submitted into the Emergency Management Resource Request Process providing that funds for local match have been identified.

Section 902. County Departments (inclusive of Elected Offices and Courts)  
- Incident Specific Resources:

(a) Activity 425 - Emergency Incident Response (an activity under the oversight of Finance) within the General Fund shall be a zero budget activity and may be used to expense incident specific resources and deposit the correlating revenues.

(b) Requests over \$10,000, titled assets such as vehicle, real estate, etc. or items that places any obligation upon the County to provide additional resources or funding (e.g. ongoing supply of food/water, maintenance of an item, replacement, etc.) shall require approval of the County Administrator, or designee, prior to submission.

(c) In the event a local match is required for any request that was fulfilled, funding shall be considered in the following order:

1. the requesting County department or Agency;
2. the approving County department;
3. final consideration of a budget adjustment of appropriated funds (including contingency), by the County Administrator for requests up to \$25,000 or direction to expense the item to a departmental budget; then
4. final consideration of a budget adjustment, additional appropriation from Fund Balance, or use of any other funding tool or direction as determined by BOC for items over \$25,000.

Section 903. Request for Non-County Agency (e.g. hospital, long term care, EMS, local units of government, non-profits, etc.)

(a) A request for resources submitted and granted on behalf of a non-County Agency shall include reimbursement to the County for any local match or required funding in the event State, Federal or other external funding is not available or the resource is considered ineligible.

(b) Any Non-County Agency request(s) expected to be funded by the County shall be reviewed by the CFO and require approval by the County Administrator.

(c) County In-kind match may be utilized to off-set costs for non-County Agencies to the degree permitted by law/regulation and to the degree it does not increase any cost to the County of Allegan.

(d) Any requests funded in-part or in-whole utilizing County of Allegan Government funds shall be considered an asset of the County of Allegan, unless otherwise approved by the County of Allegan and consistent with sound financial principles. With the exception of disposable items (i.e. PPE utilized during the response), all resources shall require a transfer of ownership approved by the County (CAO or BOC) if an item is to be retained by an agency other than the County of Allegan.

#### **Article 10 - VOLUNTEERS; APPOINTMENT; REIMBURSEMENT**

Section 1001. Each county department, commission, board, or other agency of county government is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the respective department, commission, board, or agency through which the appointment was made, and shall be reimbursed for all actual and necessary travel and subsistence expenses.

#### **Article 11 - CONFLICT OF TERMS**

Section 1101. In the event of a conflict between the terms of this resolution and the terms of the Emergency Operations Plan, the terms of this resolution shall control.

#### **Article 12 - RESCISSION OF EMERGENCY MANGEMENT RESOLUTION OF 1995**

Section 1201. This resolution hereby rescinds and supersedes the Emergency Management Resolution of 1995.

#### **Article 13 - SEVERABILITY**

Section 1301. Should any section, clause, or provision of this resolution be declared by the courts invalid for any reason, such declaration shall not affect the validity of this resolution as a whole or any part thereof, other than the section, clause, or provision so declared to be invalid.

Moved by Commissioner Thiele, seconded by Commissioner Kapenga to approve the Emergency Management Resolution of 2021 as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ALLEGAN COUNTY - RESOLUTION OF AFFIRMATION FOR THE COUNTY OF ALLEGAN**

**23/ WHEREAS**, the year 2020 has been, at the least, a challenging year on many fronts, and particularly with regard to maintaining the health, safety and welfare of the People of Allegan County; and

**WHEREAS**, the Allegan County Health Department has shouldered the brunt of the COVID-19 response, which included activation of the Emergency Operations Center (EOC), and such response has demonstrated a high degree of professionalism and patience to an ever evolving pandemic while continuing to maintain other health related services; and

**WHEREAS**, the justice system including the Courts, Prosecutor's Office, Public Defender's Office, and Sheriff's Office responded to minimize the potential of a highly contagious situation in the jail and other justice environments and continue to respond to harrowing situations with a high degree of courage and heroism; and

**WHEREAS**, our central support teams (e.g. Facilities Management, Finance, Human Resources, Information Services, Project Management) have supported the operation of the entire county by cleaning, repairing and sanitizing buildings and parks, managing a variety of grants and emergency funding, managing continuous benefit and compliance changes, implementing technology to increase the availability of remote work, public meetings and other safe work protocols, and implementing various contracts and projects resulting in building improvements and increased safety; and

**WHEREAS**, Administration implemented the State of Michigan Department of Health and Human Services and Michigan Occupational Health and Safety Administration emergency orders, made remote work available and continues to ensure other protocols and plans are carried out to ensure a safe environment for employees and visitors while maintaining budget levels and ensuring job stability for employees as a priority in budget and policy; and

**WHEREAS**, personnel throughout the County and Court organizations have maintained services to the public both remotely and in-person as necessary including conducting challenging elections, court proceedings, assessing reform, tax processes, dispatching 911 calls, emergency operations, transportation, senior and veteran care, parks availability, drain maintenance, successful ballot initiatives and a multitude of other valued services and supports to County Residents.

**THEREFORE BE IT RESOLVED**, the Board of Commissioners congratulates and applauds the efforts of all Allegan County employees and the unity shown in the year of 2020; and

**BE IT FINALLY RESOLVED**, the Board of Commissioners, at the beginning of 2021, the start of a new decade, reaffirms its support of the County and Court personnel in the work that they do for the County of Allegan organization and for the betterment of our entire community.

Moved by Commissioner Dugan, seconded by Commissioner Storey to approve the resolution as presented. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

**SETTLEMENT OF PENDING LITIGATION - CASE #1:19-CV-01066**

**24/ BE IT RESOLVED** that the Allegan County Board of Commissioners does hereby authorize the settlement of pending litigation as outlined at the settlement conference on January 7, 2021, regarding Case No. 1:19-cv-01066; and

**BE IT FURTHER RESOLVED** that the Board authorizes the Board Chairperson and/or County Administrator to work in conjunction with legal counsel to finalize and sign the settlement agreement and any other related documents on behalf of the County.

Moved by Commissioner Thiele, seconded by Commissioner Kapenga to approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**DISCUSSION ITEMS:****FACILITIES MANAGEMENT - APPROVE ANIMAL SHELTER CAPITAL PROJECTS**

**25/ WHEREAS**, the County provides for the on-going facility needs of the Animal Shelter at the County's determination and based on input from stakeholders; and

**WHEREAS**, upon review of current needs, in-part brought to light by certain events this past year, a building level generator and improvement to the public entrance is being recommended for inclusion into the 2021 Capital Plan; and

**WHEREAS**, Wishbone Pet Rescue, as the contracted shelter management firm, has requested the replacement of cat kennels to better meet current standards of care; and

**WHEREAS**, housing of cats is not a mandated function of the Shelter, yet donations have made it possible for the County to replace the current kennels (and potentially fund other small projects necessary for 2021); and

**WHEREAS**, the County Administrator requests an amendment to the 2021 Capital Plan to include these Animal Shelter projects.

**THEREFORE BE IT RESOLVED** that the Allegan County Board of Commissioners authorizes the following capital improvement projects

Front Entrance Security

\$10,000 Capital Improvement Fund (2450.430.976.00.00)

Generator Installation

\$50,000 Capital Improvement Fund (2450.430.976.00.00)

Cat Cages/Other Equipment

\$60,000 Animal Shelter Fund (2550.430.977.00.00); and

**BE IT FURTHER RESOLVED** the County Administrator is authorized to sign necessary documents on behalf of the County and the Executive Director of Finance is authorized to make the necessary budget adjustments to complete this action; and

**BE IT FINALLY RESOLVED** nothing in this resolution permits the expansion of the shelter housing population beyond current occupancy limits without the approval of the Board of Commissioners.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**SHERIFF'S OFFICE - AUTHORIZE VEHICLE REPLACEMENT**

**26/ WHEREAS**, one Sheriff police interceptor vehicle was totaled due to an accident; and

<b>Vehicle Description:</b>	<b>MMRMA Claim Reimbursement:</b>	<b>Additional CIP Requested:</b>
Unit #7 VIN D06803	\$17,500	\$15,494

**THEREFORE BE IT RESOLVED** that the Board of Commissioners authorizes the capital purchase of one police interceptor vehicle from Signature Ford at \$32,994 through the Macomb County Bid 21-18 Cooperative Agreement; and

**BE IT FURTHER RESOLVED**, that the Board of Commissioners authorizes the use of \$15,494 in Capital Improvement Fund (#2450) fund balance, plus the insurance proceeds, for a total of \$32,994; and

**BE IT FINALLY RESOLVED** that the Board Chairperson and/or the County Administrator are authorized to sign the necessary documents on behalf of the County and that the Executive Director of Finance is authorized to make the necessary budget adjustments to complete this action.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**BOARD OF COMMISSIONERS - AUTHORIZE ACCEPTANCE OF MILITARY SURPLUS PACBOT 510 FASTAC ROBOT**

**27/ WHEREAS**, Allegan County has the ability to participate in the Military Surplus 1033 Program which allows law enforcement agencies to utilize military surplus to their benefit; and

**WHEREAS**, on May 22, 2014, the Board of Commissioners authorized participation with this program; and

**WHEREAS**, the Sheriff's Department requests acceptance of a military surplus robot Ser#152341, including two batteries at \$325 each; and

**WHEREAS**, if repairs would exceed the cost of replacing this robot it can be returned through this program at no cost to the County.

**THEREFORE BE IT RESOLVED** that the Allegan County Board of Commissioners authorizes the acceptance of the PacBot 510 Fastac Robot, Ser#215685; valued at \$70,000; and

**BE IT FINALLY RESOLVED** that the Board Chairperson and/or the County Administrator are authorized to sign any necessary documents on behalf of the County and that the Executive Director of Finance is authorized to make the necessary budget adjustments from Drug Forfeiture to complete this action.

Moved by Commissioner Thiele, seconded by Commissioner Kapenga to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**APPOINTMENTS - AREA AGENCY ON AGING OF WEST MICHIGAN**

**28/** Chairman Storey announced the appointment of the following individual to the Area Agency on Aging of West Michigan Board of Directors to fill a 1-year term; term to expire 1/31/2022.

Rick Cain, 2554 E. Selkirk Lake, Shelbyville MI

Moved by Commissioner Thiele, seconded by Commissioner Dugan to approve the appointment as made. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ELECTIONS - COMMISSION ON AGING & ECONOMIC DEVELOPMENT COMMISSION**

**29/**

**COMMISSION ON AGING**

Chairman Storey opened nominations to fill the 3-year term on the Commission on Aging; term to expire 12/31/2023.

Commissioner Dugan nominated Natalie VanHouten, 104 118<sup>th</sup> Ave., Shelbyville

Moved by Commissioner Dugan, seconded by Commissioner Cain to close the nominations and cast a ballot for Natalie VanHouten as nominated. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ECONOMIC DEVELOPMENT COMMISSION**

Chairman Storey opened nominations to fill the 3-year term on the Economic Development Commission; term to expire 12/31/2023.

Commissioner Dugan nominated Michael VanDenBerg, 979 9<sup>th</sup> St., Plainwell (Agricultural Rep.)

Commissioner Dugan nominated Joseph Novakoski, 3347 Gaslight Ln., Saugatuck (At-Large Rep.)

Commissioner Dugan nominated Jenifer Garcia, 1906 Sycamore Dr., Dorr (Healthcare Rep.)

Moved by Commissioner Dugan, seconded by Commissioner Cain to close the nominations and cast a ballot for Michael VanDenBerg, Joseph Novakoski and Jenifer Garcia as nominated. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - NO COMMENTS**

30/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

**ADJOURNMENT UNTIL JANUARY 28, 2021 AT 1:00 P.M.**

31/ Moved by Commissioner Dugan, seconded by Commissioner Thiele to adjourn until January 28, 2021 at 1:00 P.M. The motion carried and the meeting was adjourned at 2:30 P.M.



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Deputy Clerk

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Board Chairperson

Minutes approved during the 00/00/2021 Session

DRAFT