

# Allegan County Board of Commissioners



County Services Building  
3283 – 122<sup>nd</sup> Avenue  
Allegan, MI 49010  
269-673-0203 Main Office  
269-686-5331 Main Fax  
<http://www.allegancounty.org>

*Jim Storey, Chairperson  
Gale Dugan, Vice Chairperson*

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

Thursday, May 27, 2021 – 1PM

Pursuant to MCL 15.263a, the Board will conduct its meeting via electronic communications to prevent the spread of COVID.

Virtual Meeting – Connectivity Instructions **Attached**

### **DISTRICT 1**

Dean Kapenga  
616-218-2599  
dkapenga@  
allegancounty.org

1PM

**CALL TO ORDER:**

**ROLL CALL:**

**OPENING PRAYER:** Commissioner Mark DeYoung

**PLEDGE OF ALLEGIANCE:**

**COMMUNICATIONS:** Attached

**APPROVAL OF MINUTES:**

May 13, 2021

**PUBLIC PARTICIPATION:**

**ADDITIONAL AGENDA ITEMS:**

**APPROVAL OF AGENDA:**

**PRESENTATIONS:**

**PROCLAMATIONS:**

**INFORMATIONAL SESSION:**

Angelique Joynes, Health Officer—Public Health

**ADMINISTRATIVE REPORTS:**

### **DISTRICT 2**

Jim Storey  
616-848-9767  
jstorey@  
allegancounty.org

### **DISTRICT 3**

Max R. Thiele  
269-673-4514  
mthiele@  
allegancounty.org

### **DISTRICT 4**

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

## **CONSENT ITEMS:**

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (5/21/21 & 5/28/21)
- 

### **DISTRICT 5**

Tom Jessup  
269-637-3374  
tjessup@  
allegancounty.org

## **ACTION ITEMS:**

1. None
- 

### **DISTRICT 6**

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

## **DISCUSSION ITEMS:**

1. Senior Services—award Senior Programs Marketing Services Bid (201-550)
  2. Commission on Aging—adopt amended By-Laws (201-702)
  3. Facilities Management—award Courthouse Heat Pumps Bid (201-553)
- 

### **DISTRICT 7**

Rick Cain  
269-744-7918  
rcain@  
allegancounty.org

## **NOTICE OF APPOINTMENTS & ELECTIONS:**

1. 911 Policy & Procedure Board (A)

### **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”

- One Citizen At-Large Representative—term expires 7/31/21
  - One Elected Government Representative—term expires 7/31/21
  - Emergency Services Representative—term expires 7/31/21
  - One City/Village Police Chief Representative—term expires 7/31/21
2. Commission on Aging (E)
- One Member Representative—term expires 12/31/22

**APPOINTMENTS:**

1. Brownfield Redevelopment Authority
  - One Representative—term expired 12/31/2019
2. Solid Waste Planning Committee
  - Two General Public Representatives—term expired 12/31/20  
*Applications REC 2/24; 3/3*
  - One Environ. Int. Group Representative—term expired 12/31/20  
*Application REC 2/24*
  - One Solid Waste Industry Representative—term expired 12/31/19
  - One Solid Waste Industry Representative—term expired 12/31/20
  - One Township Representative—term expired 12/31/2019 *Application REC 2/24*
  - One City Representative—term expired 12/31/20 *Application REC 2/24*
  - One Industrial Waste Generator Representative—term expired 12/31/20
3. Tourist Council
  - Two Representatives—term expired 12/31/20

**ELECTIONS:**

**PUBLIC PARTICIPATION:**

**FUTURE AGENDA ITEMS:**

**REQUEST FOR PER DIEM/MILEAGE:**

**BOARDS AND COMMISSIONS REPORTS:**

**ROUND TABLE:**

**ADJOURNMENT:** Next Meeting - Thursday, June 10, 2021, 1:00PM @ **BOARD ROOM – VIRTUAL MEETING.**



# Allegan County Board of Commissioners Meeting

May 27, 2021

Connecting via Zoom Webinar



Allegan County  
3283 122<sup>nd</sup> Ave  
Allegan, MI 49010

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# STEP 1: Connect to the Zoom Site

- OPTION 1: Telephone

- Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
- Type in Meeting ID: 827 1258 0894, then #, then # again
- Type in Meeting Password: 52721, 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.

- OR -

- OPTION 2: Web browser

- Open Internet Explorer or Chrome
- Navigate to <https://zoom.us/j/82712580894>
- Meeting Password: 52721

<Continue with the rest of the instructions>

# STEP 2: Enter registration information

The screenshot shows the Zoom Webinar Registration page. The browser address bar displays 'zoom.us/webinar/register/WN\_YneHxuk\_SjqfnMwchbt/Eg'. The page title is 'Webinar Registration'. The registration details are as follows:

- Topic: BOC Meeting - 4/9/2020
- Time: Apr 9, 2020 01:00 PM in Eastern Time (US and Canada)

The registration form includes the following fields and elements:

- First Name \* (Required information)
- Last Name \*
- Email Address \*
- Confirm Email Address \*
- I'm not a robot checkbox (reCAPTCHA)
- Join Webinar in Progress button

Four blue arrows with white text provide instructions:

1. Enter name and email (points to the name and email fields)
2. Click this box (points to the 'I'm not a robot' checkbox)
3. Answer challenge question (points to the reCAPTCHA image grid)
4. Click when done. (points to the 'Join Webinar in Progress' button)

The footer contains navigation links for About, Download, Sales, and Support.

STEP 3: This Window will appear when connected.



# STEP 4: Adjust audio settings (if needed)

1

2

Settings

General

Video

**Audio**

Share Screen

Virtual Background

Recording

Statistics

Feedback

Keyboard Shortcuts

Accessibility

Speaker: Test Speaker Remote Audio

Output Level: \_\_\_\_\_

Volume:

Microphone: Test Mic

Input Level: \_\_\_\_\_

Volume:

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  
mblee@allegancounty.org

Economic Development — Greg King, Director  
ADMINISTRATIVE REPORTS:

**CONSENT ITEMS:**

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

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

Audio Settings ^

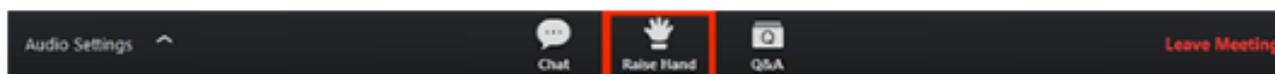
Chat Raise Hand Q&A

# 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.

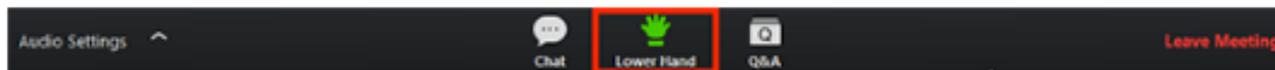
On bottom of screen.

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 displays a Zoom meeting window. 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 area shows a Microsoft Word document titled "BOC20200409\_agenda [Compatibility Mode] - Word" by "Steve Sedore". The document header includes the "Allegan County Board of Commissioners" logo and contact information for County Services Building (3283 - 122<sup>nd</sup> Avenue, Allegan, MI 49010) and Chairperson Jim Storey and Vice Chairperson Gale Dugan. The agenda items are listed under "BOARD OF COMMISSIONERS MEETING - AGENDA":

- DISTRICT 1** (Doan Kasperge): Virtual Meeting - Connectivity Instructions **Attached**
- DISTRICT 2** (Jim Storey)
- DISTRICT 3** (Max R. Thiele)
- DISTRICT 4** (Marilyn D. Young)

The agenda items include: 1PM CALL TO ORDER; ROLL CALL; OPENING PRAYER; PLEDGE OF ALLEGIANCE; COMMUNICATIONS: Attached; APPROVAL OF MINUTES: Attached; PUBLIC PARTICIPATION; ADDITIONAL AGENDA ITEMS; APPROVAL OF AGENDA; PRESENTATIONS; PROCLAMATIONS; INFORMATIONAL SESSION: Attached; ADMINISTRATIVE REPORTS; and CONSENT ITEMS.

At the bottom of the Zoom window, the "Audio Settings" menu is open, showing "Chat", "Raise Hand", and "Q&A" options. A red "Leave Meeting" button is located in the bottom right corner, with a large blue arrow pointing to it.

RESOLUTION

NO: 2021-05-070

LIVINGSTON COUNTY

DATE: May 10, 2021

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**Resolution Authorizing the Issuance of FOIA Requests for documents supporting an extension of the MIOSHA COVID-19 Emergency Rules - Board of Commissioners**

**WHEREAS,** on April 10, 2021 Governor Whitmer declared “the COVID-19 Emergency Rules shall remain effective until October 14, 2021”; and

**WHEREAS,** these MIOSHA COVID-19 Emergency Rules (henceforth referred to as “Rules”) impact all Michigan employers, including Livingston County; and

**WHEREAS,** the extension of the Rules are required to be based upon the Governor’s finding of a need for an extension based upon a Finding of Emergency; and

**WHEREAS,** the Governor’s certificate of need for extension is devoid of any factual basis and, rather, appears to be relying on assertions of Finding of Emergency in the original Rules, which includes an assertion that it was “based upon on the best available scientific evidence and public health guidance published by the U.S. Centers for Disease Control (CDC) and other public health authorities.” Further, the Finding of Emergency asserts, “There is currently no approved vaccine or proven effective antiviral treatment for COVID-19”; and

**WHEREAS,** clearly the Governor’s failing to provide a factual basis to extend the Rules (without following the procedures of the Administrative Procedures Act) and instead relying on outdated and wrong assertions that there is “currently no approved vaccine”, and the Governor’s apparent reliance on this blatantly incorrect information calls into question what other outdated or wrong information she is relying upon to support her Finding of Emergency.

**THEREFORE BE IT RESOLVED,** that the Livingston County Board of Commissioners authorizes the Livingston County Administrator to issue Freedom of Information Act (FOIA) requests to the Governor and the Department of Labor and Economic Opportunity to provide those records establishing what the Governor considers to be “the best available scientific evidence and public health guidance published by the U.S. Centers for Disease Control (CDC) and other public health authorities.”

**BE IT FURTHER RESOLVED,** that this FOIA request shall also ask for the records establishing what the Governor considers to be “the best available scientific evidence and public health guidance available regarding the spread of COVID-19 in the workplace,” which she relied upon when she asserted, “Based on the best available scientific evidence and public health guidance available regarding the spread of COVID-19 in the workplace, I find that these emergency rules are necessary to protect employees.”

BE IT FURTHER RESOLVED that upon approval by the Livingston County Board of Commissioners this resolution shall be distributed to the other eighty-two (82) Michigan Counties and Livingston County's three (3) State Legislators.

# # #

MOVED: C. Reader  
SECONDED: J. Gross  
CARRIED: Roll Call Vote: Yes (9): C. Reader, W. Nakagiri, C. Griffith, K. Lawrence, D. Helzerman, J. Drick, M. Zajac, J. Gross, and B. Plank; No (0): None; Absent (0): None

STATE OF MICHIGAN )  
) §  
COUNTY OF LIVINGSTON )

I, **ELIZABETH HUNDLEY**, the duly qualified and acting Clerk of the County of Livingston, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners at a regular meeting on the 10th day of May 2021, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 11th day of May, 2021, A.D.



*Elizabeth Hundley*  
\_\_\_\_\_  
ELIZABETH HUNDLEY, LIVINGSTON COUNTY CLERK

*“Menominee County – Where the Best of Michigan Begins”*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858  
www.menomineecounty.com*

*Jason Carviou – County Administrator  
Sherry DuPont – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

### **RESOLUTION – 2021-15**

#### ***RESOLUTION REQUESTING THAT THE STATE OF MICHIGAN FULFILLS ITS STATUTORY OBLIGATION WITH REGARD TO STATE REVENUE SHARING PAYMENTS***

**WHEREAS**, in 2004 an agreement was made between the State of Michigan and the counties that eliminated county revenue sharing payments for a period of time during which counties were allowed to pay themselves an equivalent amount to their statutory revenue sharing payments. Each proceeding year the Michigan Department of Treasury authorized each county an inflationary increase over the base amount established in 2004; and

**WHEREAS**, this agreement saved the State of Michigan from allocating general fund dollars by funding the County Revenue Sharing Reserve Fund (CRSRF) through a property tax collection shift. However, once a county exhausted their reserve fund, they were to re-enter the state revenue sharing system. By statute, the State was required to allocate the county their full revenue sharing amount when they re-entered the system. Full-funding is defined as the 2004 base amount plus inflation until the county re-entered the system; and

**WHEREAS**, counties that re-entered the state revenue sharing system prior to 2014 endured cuts to their base revenue sharing payments that were never restored. Counties that re-entered the system after 2014 did not endure the same cuts to their base revenue sharing payments; and

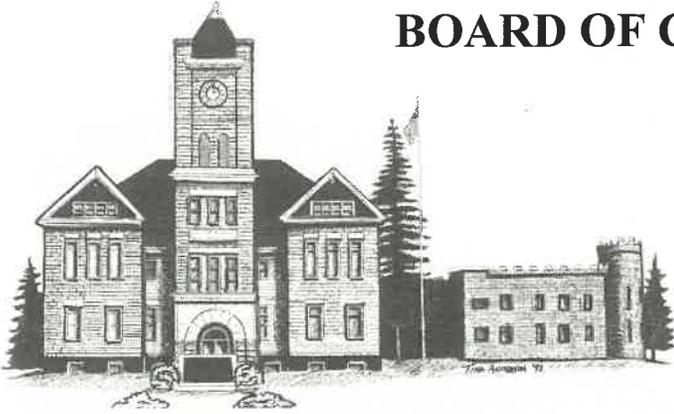
**WHEREAS**, the Michigan Association of Counties has identified 61 counties that endured cuts to their base revenue sharing payments, which together accounts for a cumulative shortfall in revenue sharing payments to the counties of \$117,617,804; and

**WHEREAS**, Menominee County re-entered the state revenue sharing system in 2012 and is owed \$229,938 from the State of Michigan; and

**WHEREAS**, the State of Michigan may question the necessity of making these payments to the counties now in light of the counties slated to receive COVID-19 funding from the American Rescue Plan; however, those funds are tied to a number of restrictions on how the money can be used. County revenue sharing payments is unrestricted and can be used as necessary.



# DICKINSON COUNTY BOARD OF COMMISSIONERS



*Board Chairman: Henry Wender  
Vice Chairman: Barbara J. Kramer  
Commissioners: John P. Degenauer, Jr.  
Joe Stevens  
Ann Martin*

*Controller/Administrator: Brian Bousley  
Administrative Assistant: Christy Paul*

## DICKINSON COUNTY RESOLUTION 2021-11

### RESOLUTION IN SUPPORT OF THE STATE OF MICHIGAN TO FULFILL ITS STATUTORY OBLIGATIONS WITH REGARD TO STATE REVENUE SHARING PAYMENT AMOUNTS

**WHEREAS**, in 2005 State Revenue Sharing payments were discontinued to counties, relieving the State Budget of \$183 million in annual State Revenue Sharing payments to counties, with the promise and agreement that these payments would be restored when each of the individual counties Revenue Sharing Reserve Fund were exhausted

**WHEREAS**, Dickinson County's Revenue Sharing Reserve Fund was exhausted in 2013; and

**WHEREAS**, the Michigan Association of Counties has identified 60 Michigan counties that have received less than the statutorily required amount of State Revenue Sharing since Revenue Sharing Reserve Funds were exhausted; and

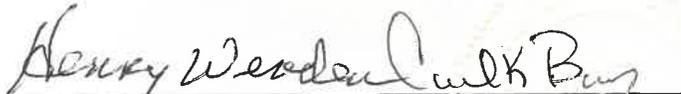
**WHEREAS**, The Michigan Association of Counties has identified a \$411,914 cumulative shortfall in State Revenue Sharing payments to Dickinson County since 2013; and

**WHEREAS**, with the influx of American Rescue Plan funds to the State of Michigan, there are sufficient funds available to make counties whole with regard to State Revenue Sharing payment shortfalls; and

**WHEREAS**, unlike Dickinson County's allocation from the American Rescue Plan, the payment of the State Revenue Sharing shortfall will not be restricted to COVID-19 related expenses thereby making it eligible for critical infrastructure projects, pension fund or OPEB contributions and other expenditures.

**THEREFORE, BE IT RESOLVED**, that the Dickinson County Board of Commissioners does hereby support and urge the State of Michigan to fulfill its statutory obligations with regard to State Revenue Sharing payments for all 60 Michigan counties identified by the Michigan Association of Counties that received less than their statutorily required amounts.

**BE IT FURTHER RESOLVED**, that the County Clerk shall send copies of this resolution to the Governor of the State of Michigan, the Majority Leader for the Michigan Senate, the Speaker of the Michigan House of Representatives, and Dickinson County's State Legislative delegation for their consideration and action.

  
Henry Wender- Chair

  
Carol Bronzyk-Clerk

  
Date



## ALLEGAN COUNTY BOARD OF COMMISSIONERS

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MAY 13, 2021 SESSION

JOURNAL 69

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**MAY 13, 2021 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 May 13, 2021 at 9:02 A.M. in accordance with the motion for adjournment of April 22, 2021, and rules of this board; Chairman Storey presiding.

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

**PUBLIC PARTICIPATION - COMMENTS**

2/ Chairman Storey opened the meeting to public participation and the following individuals offered comments:

1. Scott Beltman of 3110 130<sup>th</sup> Ave, Monterey Twp addressed the board regarding the draft of the ORV ordinance
2. Al Meshkin, Manager at Laketown Township, addressed the board to allow an opting out option to jurisdictions of the countywide ORV ordinance

**AGENDA - ADOPTED AS PRESENTED**

3/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to adopt the meeting agenda as presented. Motion carried by roll call vote. Yeas: 6 votes. Nays: votes. Absent: Thiele.

**DISCUSSION ITEMS:****COUNTYWIDE OFF ROAD VEHICLE ORDINANCE REVIEW**

4/ Administrator Sarro noted to the board that the draft version of the ORV Ordinance is available online. Allegan County Assistant Corporation Counsel Erin Stender reviewed each section of the draft ordinance with Commissioners and the proposed modifications that are being requested.

Moved by Commissioner Cain, seconded by Commissioner Kapenga to accept the draft ORV Ordinance as reviewed and amended during the planning session of May 13, 2021 and for such draft to be sent to all local units with a request for any feedback at or prior to the June 10, 2021 public hearing. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

**Moved by Commissioner Cain, Seconded by Commissioner Kapenga to accept the draft ORV Ordinance as reviewed and amended during the planning session of May 13, 2021 and for such draft to be sent to all local units with a request for any feedback at or prior to the June 10, 2021 public hearing.  
Motion passed 6 yes 1 no (Thiele).**

**ALLEGAN COUNTY**

**ORV ORDINANCE # \_\_\_\_\_**

This ordinance authorizes, and regulates the operation of Off-Road Vehicles (“ORVs”) on county roads in Allegan County, as authorized by Part 811 of the Michigan Natural Resources and Environmental Protection Act 451 of 1994 (“Act”) as amended, being MCL 324.81131 *et. seq.*

**ARTICLE I – Purpose and Designation**

**Section 101. Purpose and Intent.** This ordinance is adopted to allow operation of ORVs on county roads within the County of Allegan, with the powers, duties, and limitations provided by the Act and subject to the terms and conditions of this Ordinance and any future amendments thereto.

**Section 102. Designation.** This Ordinance shall be known as, The Allegan County ORV Ordinance.

**ARTICLE II – Definitions**

**Section 201. Definitions.** When the following terms are used in this Ordinance, the following definitions apply:

- a. “County” means the County of Allegan.
- b. “County road” means a county primary road or county local road, as described in section 5 of 1951 PA 51, MCL 247.655, or a segment thereof, under the jurisdiction of the Allegan County Road Commission.
- c. “Highway” means a state trunk line highway or a segment of a state trunk line highway.
- d. “License” means any driving privileges, license, temporary instruction permit, commercial learner’s permit, or temporary license issued under the laws of this state pertaining to the licensing of persons to operate motor vehicles. MCL 257.25

- e. "Local unit of government" means a county, township, or municipality.
- f. "Maintained portion" means the roadway and any shoulder of a street, county road, or highway.
- g. "Municipality" means city or village.
- h. "Operate" means to ride in or on, and be in actual physical control of, the operation of an ORV.
- i. "Operator" means an individual who operates or is in actual physical control of the operation of an ORV.
- j. "ORV" or, unless the context implies a different meaning, "vehicle" means a motor-driven off-road recreation vehicle capable of cross-county travel without benefit of a road or trail, on or immediately over land, snow, ice, marsh, swampland, or other natural terrain. A multitrack or multiwheel drive vehicle, a motorcycle or related 2-wheel vehicle, a vehicle with 3 or more wheels, an amphibious machine, a ground effect air cushion vehicle, or other means of transportation may be an ORV. An ATV is an ORV. ORV or vehicle does not include a registered snowmobile, a farm vehicle being used for farming, a vehicle used for military, fire, emergency, or law enforcement purposes, a vehicle owned and operated by a utility company or an oil or gas company when performing maintenance on its facilities or on property over which it has an easement, a construction or logging vehicle used in performance of its common function, or a registered aircraft.
- k. "ORV safety certificate" means an ORV safety certificate issued under the Act or a comparable safety certificate issued under the authority of another state or province of Canada.
- l. "Roadway" means the portion of a street, county road, or highway improved, designed, or ordinarily used for travel by vehicles registered under the Michigan vehicle code. Roadway does not include the shoulder.
- m. "Road commission" means the Allegan County Road Commission.
- n. "Visual supervision" means the direct observation of the operator with the unaided or normally corrected eye by an observer who is able to come to the immediate aid of the operator.

**ARTICLE III – ORV Operation**

**Section 301. ORV Operation.** Subject to Section 402, a person may operate an ORV with the flow of traffic on the far right of the maintained portion of all county roads within Allegan County; provided that:

- a. A person shall not operate an ORV at a speed greater than 25 miles per hour or a lower posted ORV speed limit or in a manner that interferes with traffic on the county road or at a speed greater than conditions allow.
- b. A person possesses a license as defined in Section 25 of the Michigan Vehicle Code, MCL 257.25.
- c. ORVs operated as authorized shall travel single file, except that an ORV may travel abreast of another ORV when it is overtaking and passing, or being overtaken and passed by, another ORV.
- d. A person shall not operate an ORV without displaying a lighted headlight and lighted taillight.
- e. No person under 18 years of age may operate an ORV unless the person is in possession of a valid license or under the direct supervision of a parent or guardian and the person has in his or her immediate possession an ORV safety certificate.
- f. No person under the age of 12 may operate an ORV on any road described herein.
- g. An individual who is operating or is a passenger on an ORV shall wear a crash helmet and protective eyewear that are approved by the United States Department of Transportation unless the ORV is equipped with a roof that meets or exceeds United States Department of Transportation standards for a crash helmet and the individual is wearing a properly adjusted and fastened safety belt.
- h. The ORV is fitted with a throttle so designed that when the pressure used to advance the throttle is removed, the engine speed will immediately and automatically return to idle.
- i. The ORV is equipped with a spark arrester type United States Forest Service approved muffler, in good working order and in constant operation.
- j. The ORV is equipped with a braking system that may be operated by hand or foot, capable of producing deceleration at 14 feet per second on level ground at a speed of 20 miles per hour; a brake light, brighter than the taillight, visible from behind the

vehicle when the brake is activated, if the vehicle is operated during the hours of 1/2 hour after sunset and 1/2 hour before sunrise.

k. The ORV is operated pursuant to noise emission standards defined by law.

l. The ORV may not be operated on the road surface, roadway, shoulder or right-of-way of any State or Federal highway.

#### **ARTICLE IV - Authorization**

**Section 401. Authorization.** Should any term of this ordinance be found to be inconsistent with the authorizing statute; MCL 324.81131, as amended, the provisions of the statute, including any amendments thereto shall apply.

**Section 402. Closed Roads.** The board of the road commission may close a county road to the operation of ORVs otherwise authorized pursuant to this Ordinance and operation of an ORV on said roads is prohibited under this Ordinance. The road commission shall not close more than 30% of the linear miles of county roads located within the county to the operation of ORVs otherwise authorized pursuant to this Ordinance.

#### **ARTICLE V – Violations and Penalties**

**Section 501. Penalties.** A person who violates this Ordinance is guilty of a municipal civil infraction and shall pay a civil fine not more than \$500.00. In addition the court shall order the defendant to pay the cost of repairing any damage to the environment, a street, county road, or highway, or public property as a result of the violation.

**Section 502. ORV Fund.** The treasurer of the county shall deposit fines and damages collected for violations of this Ordinance into a fund to be designated as the “ORV fund”. The Allegan County Board of Commissioners shall appropriate revenue in the ORV fund consistent with the authorizing statute, MCL 324.81131, as amended.

#### **ARTICLE VI – Severability and Immunity**

**Section 601. Severability.** If any part of this Ordinance shall be determined to be unenforceable by a court of competent jurisdiction, that part shall be deemed to be severed and removed from the body of this Ordinance, and the rest shall remain in full force and effect.

**Section 602. Immunity.** The road commission, the County Board of Commissioners, the County of Allegan and any township or municipality are all immune from tort liability for

injuries or damages sustained by any person arising out of the operation or use of an ORV on maintained or unmaintained roads, streets, shoulders, and rights of way over which they have jurisdiction.

#### **ARTICLE VII – Prior Ordinances and Effective Date**

**Section 701. Repealer Clause.** All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 702. Savings Clause.** This Ordinance shall in no manner affect pending litigation, either civil or criminal, founded or growing out of any ordinance, resolution, order or parts thereof, hereby repealed. This Ordinance shall in no manner affect any rights, claims, privileges, immunities or causes of action of the County, or other person, either criminal or civil, that may have already occurred, accrued or grown out of any ordinance, resolution, order or policy, or any part thereof, hereby repealed.

**Section 703. Effective Date.** This Ordinance shall be effective immediately after publication of notice of its adoption.

2020 ANNUAL WELLNESS REPORT/1<sup>ST</sup> QUARTER 2021

5/ Wellness Coordinator Amy Doeden presented the 2020 Annual Report and the 1<sup>st</sup> quarter 2021 Wellness Report.



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Section I

Executive Summary

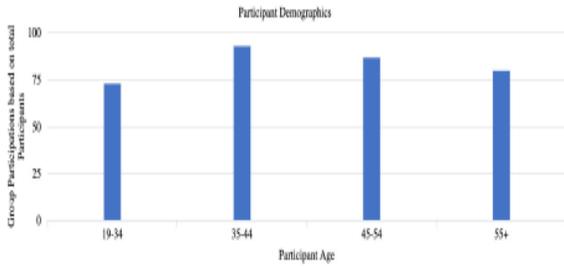
The Health Risk Assessment (HRA) measures critical health factors and interprets current health status at the individual and group levels. This Aggregate Group Report summarizes and analyzes health risk assessment results and can be used to provide direction for future programming tailored to the needs of the population. This detailed analysis is based on the aggregate results of Health Risk Assessment data collected between 01/01/2020 to 12/31/2020

Participant Demographics

Allegheny County has 320 registered participants. A summary of the demographics is shown below.

A total of 333 unique individuals completed the Health Risk Assessment during the specified time period. The average age of the participants was 45 years old.

Based on the eligible population of 385 the overall participation rate for Allegheny County was 83.12%



Total Health Assessment Participants	333
Average Age	44.62

Employee engagement is vital to the success of the program. High participation is necessary to impact the true health status of the population.



Section I

Wellness Score



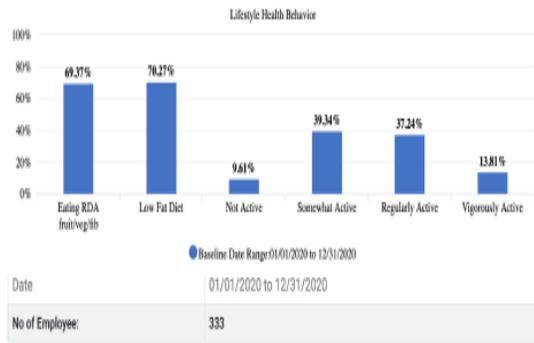
This graphic represents the overall Wellness Score for all those who completed a Health Risk Assessment within the given period.

The Wellness Score is reflective of a person's health behaviors. An individual can improve their score by changing their health-related behaviors.

In addition to its value to the individual, the Wellness Score can be used as a general company-wide indicator of wellness.

Section I

Activity And Diet Behaviors



Activity

All adults should avoid inactivity. Some physical activity is better than none. Adults who participate in any amount of physical activity gain some health benefits.

For substantial health benefits, adults should do at least 150 minutes (2 hours and 30 minutes) a week of moderate-intensity, or 75 minutes (1 hour and 15 minutes) a week of vigorous-intensity aerobic physical activity, or an equivalent combination of moderate and vigorous intensity aerobic activity. Aerobic activity should be performed in episodes of at least 10 minutes, and preferably, it should be spread throughout the week.

Scientists have confirmed, with overwhelming evidence, that people who engage in an active lifestyle are likely to live longer and experience less chronic illness. In a population with a generally low level of physical activity, studies have shown that even moderate increases in physical activity can have significant health benefits as well as, reduce health care expenditures. Increased levels of physical activity have been associated with reduced blood pressure levels, weight loss, improved weight maintenance and increased muscle tone. Physical activity is also associated with a reduced risk for developing diseases such as high blood pressure, heart disease, diabetes, osteoporosis, and even some kinds of cancer. It has also been shown to help reduce feelings of stress and depression. Many people find that when they become more active, they begin making other positive changes in their life, such as eating more healthful foods.

Physical activity can also have a significant impact on total mortality. Adherence to the guidelines for moderate physical activity has been associated with half the risk of mortality seen in sedentary people after 10 years of follow up.

Diet

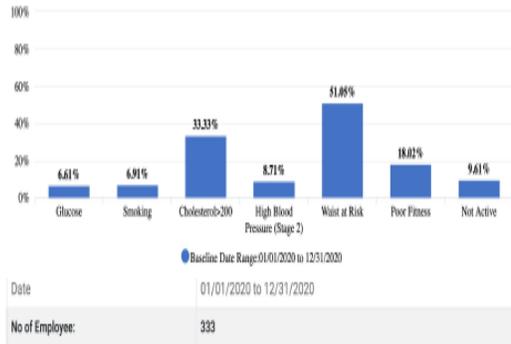
According to 2005 Behavioral Risk Factor Surveillance System (BRFSS) data, 75% of adults surveyed reported that they do not eat fruits and vegetables five or more times each day, 37% said they were overweight, and 17% said they were obese. The Centers for Disease Control and Prevention reports only one in four Americans eats 5 or more servings of fruits or vegetables per day. Americans are four times more likely to pick a processed snack, than a fruit or vegetable.

According to the American Institute for Cancer Research people who eat 5 or more servings of fruits and vegetables each day have half the risk of developing cancer as those who only eat one or two servings per day.

Consuming the recommended number of vegetables each day can increase your daily intake of fiber, cancer fighting antioxidants and phytochemicals, and reduce the risk of chronic diseases. Different vegetables are rich in different nutrients, so it is recommended to include a variety several times a week, including dark green, orange, yellow, red, as well as, legumes and starchy vegetables.

Section I

Heart Disease Risk Factors



The chart represents the percentage of employees at risk for heart disease. About half of all Americans (47%) have at least one of the three key risk factors for heart disease: high blood pressure, high cholesterol, or smoking.

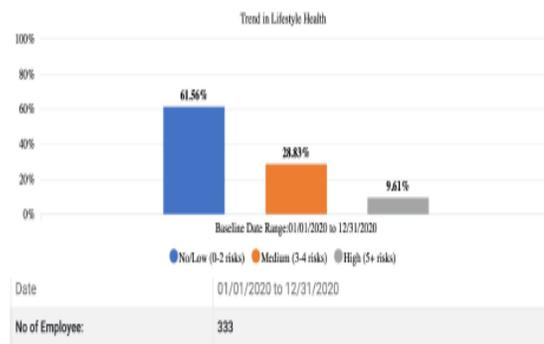
Modifiable heart risk disease risk factors include:

- High blood cholesterol
- High blood pressure (stage 2)
- Diabetes
- Waist
- Smoking
- Poor fitness
- No physical activity
- Unhealthy diet

Nearly 800,000 Americans die each year from heart disease, stroke and other cardiovascular diseases, accounting for one in every three deaths. Annually, about one in every six US health-care dollars is spent on cardiovascular disease. By 2030, annual direct medical costs associated with cardiovascular diseases are projected to rise to more than \$818 billion dollars, while lost productivity costs could exceed \$275 billion dollars.

Section I

Trend In Lifestyle Health



This chart shows the percentages of employees in the low, medium or high risk categories. Measured risks in this chart include fitness, blood pressure, total cholesterol, glucose and waist. Self reported risks in this chart include stress, coping, depression, alcohol intake, fat consumption, fruit/vegetables/fiber consumption and smoking.

This information is important to guide population-based programs toward reaching the target goal of 70% low risk.

- Number of risks tends to increase as the potential for poor health tends to increase.
- Frequently, risk accumulation happens prior to a medical event.
- Decreasing the number of risks is important, but so is the maintenance of good health and low risk. Keeping the healthy people healthy, while preventing them from accumulating additional risks.
- Good wellness programs prevent the accumulation of additional risks.
- The low risk population represents a key portion of the population to be maintained through a preventive-oriented wellness program.

Low Risk Status

The Low Risk population is the key target group for the preservation plan to "Keep Healthy People Healthy."

- The low risk population is typically the low-cost population. However, this population will not remain low risk or low cost if proper preventive interventions are not in place.
- The natural flow of health risk is toward higher risk and cost as participants age.
- Many wellness programs ignore this low risk population. A good wellness program encourages participants to maintain a low risk lifestyle.
- Programs that sustain the low risk population can reduce the rate of increasing risks and costs.

Section I

Total High Risks

January 2020 To December 2020

Risk Factor	Percentage Participants at Risk	No. of Employees at Risk
BMI	80.48%	268
Waist	51.05%	170
Sleep	42.94%	143
Cholesterol	33.33%	111
Fruit/Veg/Fiber	30.63%	102
Fat Intake	29.73%	99
Stress	28.23%	94
Fitness	18.02%	60
HDL-C	15.32%	51
Depression	12.31%	41
Excessive Alcohol	10.51%	35
Physical Activity	9.61%	32
Blood Pressure	8.71%	29
Smoking	6.91%	23
Glucose	6.31%	21
Cape	6.01%	20
Health Perception	1.2%	4

Date	Total number of risks	Number of people at risk	Average number of risks per participant
January 2020 to December 2020	1303	324	3.91



Section I

Quality Of Life

Is the general well-being of individuals, outlining negative and positive features of life. It observes life satisfaction, including everything from physical health, family, education, employment, wealth, religious beliefs, finance and the environment. Employees with high life satisfaction(well-being), are highly productive, less absent and have lower health-care costs.

Activity

January 2020 To December 2020

	Number	Percentage of Total
I do vigorous aerobic exercise (jogging, cycling, swimming, rowing, stair stepping etc.) 3 or more times/week for 20 minutes or more.	46	13.81%
I am regularly active and I usually get 30 min. 5 times/wk of moderate physical activity.	124	37.24%
I am somewhat active, but less than 30 minutes 5 times/wk.	131	39.34%
I am not active and have no regular leisure time physical activity.	32	9.61%

Quality Of Life Indicators

In General, How Satisfied Are You With Your Life? (Include Personal And Professional Aspects)

January 2020 To December 2020

	Number	Percentage of Total
Completely Satisfied	81	24.32%
Mostly Satisfied	226	67.87%
Partly Satisfied	24	7.21%
Not Satisfied	2	0.6%

How Stressful Is Your Life?

January 2020 To December 2020

	Number	Percentage of Total
Not at All	43	12.91%
Sometimes	196	58.86%
Fairly Often	64	19.22%
Very Often	30	9.01%

How Often Have You Found That You Could Not Cope With All The Things That You Had To Do?

January 2020 To December 2020

	Number	Percentage of Total
Not at All	224	67.27%
Sometimes	89	26.73%
Fairly Often	14	4.2%
Very Often	6	1.8%

Over The Past 2 Weeks, Have You Felt Little Interest Or Pleasure In Doing Things?

January 2020 To December 2020

	Number	Percentage of Total
Yes	23	6.91%
No	310	93.09%

Considering Your Age, How Would You Describe Your Overall Physical Health?

January 2020 To December 2020

	Number	Percentage of Total
Excellent	37	11.11%
Very Good	108	32.43%
Good	138	41.44%
Fair	46	13.81%
Poor	4	1.2%

In The Past Year, How Many Days Of Work Have You Missed Due To Personal Illness?

January 2020 To December 2020

	Number	Percentage of Total
0	204	61.26%
1 - 2 days	102	30.63%
3 - 5 days	19	5.71%
6 - 10 days	3	0.9%
11 - 15 days	2	0.6%
16 days or more	3	0.9%



During The Past 4 Weeks How Much Did Your Health Problems Affect Your Productivity While You Were Working?

January 2020 To December 2020

	Number	Percentage of Total
No health problems	231	69.37%
None of the time	66	19.82%
Some of the time	33	9.91%
Most of the time	2	0.6%
All of the time	1	0.3%

Hours Of Sleep

January 2020 To December 2020

	Number	Percentage of Total
Less than 7 hours	143	42.94%
7-9 hours	190	57.06%
More than 9 hours	0	0%

In The Next 6 Months, Which If Any Of These Lifestyle Changes Are You Planning To Make To Keep Yourself Healthy Or Improve Your Health?

January 2020 To December 2020

In the next 6 months, which if any of these lifestyle changes are you planning to keep yourself healthy or improve your health?		
57.06%	Increase Exercise	42.04% Maintain exercise
58.86%	Loose Weight	20.12% Maintain Weight
3%	Quit or cut down tobacco use	51.95% Eat healthier
2.7%	Decrease alcohol consumption	21.62% Handle stress better
14.11%	Lower Blood Pressure	11.41% Lower Cholesterol
3.5%	None	29.13% Sleep Better



Section I

Culture Of Wellness/Support

Culture Touch Point Questions:

Survey Item	January 2020 to December 2020	
My company leaders are models for a healthy lifestyle.	Number	Percentage of total
Strongly Disagree	10	3%
Disagree	32	9.61%
Undecided/Don't Know	90	27.03%
Agree	177	53.15%
Strongly Agree	24	7.21%

Survey Item	January 2020 to December 2020	
This company demonstrates its commitment to supporting healthy lifestyles through its use of resources such as time, space and money.	Number	Percentage of total
Strongly Disagree	7	2.1%
Disagree	22	6.61%
Undecided/Don't Know	56	16.82%
Agree	210	63.06%
Strongly Agree	38	11.41%

Survey Item	January 2020 to December 2020	
People at this company are taught skills needed to achieve a healthy lifestyle.	Number	Percentage of total
Strongly Disagree	3	0.9%
Disagree	16	4.8%
Undecided/Don't Know	61	18.32%
Agree	226	67.87%
Strongly Agree	27	8.11%

Survey Item	January 2020 to December 2020	
My immediate supervisor supports my efforts to adopt healthier lifestyle practices.	Number	Percentage of total
Strongly Disagree	4	1.2%
Disagree	7	2.1%
Undecided/Don't Know	69	20.72%
Agree	195	58.56%
Strongly Agree	58	17.42%

Survey Item	January 2020 to December 2020	
New employees at our workplace are made aware of the organization's support for healthy lifestyles.	Number	Percentage of total
Strongly Disagree	1	0.3%
Disagree	7	2.1%
Undecided/Don't Know	82	24.62%
Agree	207	62.16%
Strongly Agree	36	10.81%

Survey Item	January 2020 to December 2020	
Coworkers support one another in efforts to adopt healthier lifestyle practices.	Number	Percentage of total
Strongly Disagree	0	
Disagree	12	3.6%
Undecided/Don't Know	51	15.32%
Agree	223	66.97%
Strongly Agree	47	14.11%

Survey Item	January 2020 to December 2020	
People are rewarded and recognized for efforts to live a healthy lifestyle.	Number	Percentage of total
Strongly Disagree	7	2.1%
Disagree	28	8.41%
Undecided/Don't Know	63	18.92%
Agree	207	62.16%
Strongly Agree	28	8.41%

Survey Item	January 2020 to December 2020	
My friends support one another in efforts to adopt healthier lifestyle practices.	Number	Percentage of total
Strongly Disagree	0	
Disagree	2	0.6%
Undecided/Don't Know	30	9.01%
Agree	248	74.47%
Strongly Agree	53	15.92%



Survey Item	January 2020 to December 2020	
<b>My family members and/or housemates support one another in efforts to adopt healthier lifestyle practices.</b>	<b>Number</b>	<b>Percentage of total</b>
Strongly Disagree	0	
Disagree	4	1.2%
Undecided/Dont Know	20	6.01%
Agree	232	69.67%
Strongly Agree	77	23.12%

The above indicators are measures that are used to assess the development of your company's wellness culture. The workplace has a significant impact on employees' health, and likewise, employees' health has a great impact on the workplace culture. Employers are increasingly realizing that their actions in the workplace can positively impact the health and well-being of their employees, they are finding that improving the wellness culture is good business strategy.

Many employers implement wellness programs, but neglect to create a culture of wellness in their workplace. As a result, they face many challenges in improving health and well-being in their workforce. Participation may not be robust, employees may oppose changes in their lifestyle behavior, and leadership may not be supportive.

Best practice wellness programs have been shown to positively improve employees' health and lifestyle behaviors, which in turn, positively impacts their organizations. Organizations that invest in creating a culture of wellness are able to build and sustain better health and well-being over time and achieve even greater benefits in terms of increased productivity and performance and happier, healthier employees.



**Section I**

**Preventive**

Have you had any preventive care services performed by your primary care provider such as routine health care check-ups, screenings, and immunizations intended to prevent or avoid illness or other health problems?

	January 2020 to December 2020	
<b>Yes</b>	<b>Number of Participants</b>	<b>Percentage</b>
	266	79.88%
<b>No</b>	<b>Number of Participants</b>	<b>Percentage</b>
	67	20.12%

Section II

Here Are The Aggregated Responses From The Health Surveys For Allegan County

January 2020 To December 2020

Age	Number	Percentage of Total
18-29	41	12.31%
30-39	76	22.82%
40-49	101	30.33%
50-59	76	22.82%
60 plus	39	11.71%
Average Age	44.62	

January 2020 To December 2020

Sex	Number	Percentage of Total
Female	204	61.26%
Male	129	38.74%

Health Related Behaviors:

How Would You Describe Your Cigarette Smoking Habits?

January 2020 To December 2020

	Number	Percentage of Total
Still smoke	23	6.91%
Used to smoke	79	23.72%
Never Smoked	231	69.37%

Still Smoke

January 2020 To December 2020

Cigarettes per day	Number	Percentage of Total
1 to 10	18	5.41%
11 to 20	2	0.6%
21 to 30	1	0.3%
31 to 40	0	0%
40+	0	0%

How Many Years Has It Been Since You Smoked Cigarettes On A Regular Basis ?

January 2020 To December 2020

Year	Number	Percentage of Total
0 to 1	9	2.7%
1 to 4	11	3.3%
5 to 9	18	5.41%
10 to 14	8	2.4%
15+	33	9.91%

Do You Smoke Or Use:

January 2020 To December 2020

	Number	Percentage of Total
Cigarettes	21	6.31%
Pipe	0	0%
Cigars	1	0.3%
Smokeless	0	0%
Other	1	0.3%

**How Often Do You Use Drugs Or Medication (Including Prescription Drugs) Which Affect Your Mood Or Help You To Relax?**

**January 2020 To December 2020**

	Number	Percentage of Total
Almost everyday	62	18.62%
Sometimes	12	3.6%
Rarely	22	6.61%
Never	237	71.17%

**How Many Drinks Of Alcoholic Beverages Do You Have In A Typical Week?**

(\*1 drink = 1 beer 12oz, glass of wine 4oz, shot of liquor or mixed drink 1.5oz)

**January 2020 To December 2020**

Male	Number	Percentage of Total
None(0)	41	31.78%
1 to 14	88	68.22%
15 to 20	0	0%
21 to 28	0	0%
28+	0	0%

**January 2020 To December 2020**

Female	Number	Percentage of Total
None(0)	89	43.63%
1 to 7	115	56.37%
8 to 16	0	0%
17 to 24	0	0%
25+	0	0%

**Within The Past 6 Months:**

**January 2020 To December 2020**

	Number	Percentage of Total
Have you felt you should cut down on your drinking?	7	2.1%
Have you been annoyed when others say you have had too much to drink?	0	0%
Have you felt bad or guilty about your drinking?	0	0%
Have you taken a drink first thing in the morning to steady your nerves or to get rid of a hangover (eye opener)?	0	0%

**Alcohol Binge**

**Men On Any Day In Past Month Did You Have More Than 5 Drinks At The Same**

	January 2020 to December 2020	
Yes	Number of Participants	Percentage
	13	10.08%
No	Number of Participants	Percentage
	116	89.92%

**Women On Any Day In Past Month Did You Have More Than 4 Drinks At Same Time**

	January 2020 to December 2020	
Yes	Number of Participants	Percentage
	22	10.78%
No	Number of Participants	Percentage
	182	89.22%



## Diet

### How Many Servings Of Foods Do You Eat That Are High In Fiber, Such As Whole Grain Bread, High Fiber Cereal, Fresh Fruits Or Vegetables?

(serving size: 1 slice bread, 1/2 cup or 110 ml vegetables, 1 medium fruit, 3/4 cup or 170 ml cereal)

#### January 2020 To December 2020

Servings per day	Number	Percentage of Total
1 to 2	97	29.13%
3 to 4	170	51.05%
5 to 6	61	18.32%
Rarely or Never	5	1.5%

### How Many Servings Of Food Do You Eat That Are High In Fat Such As Fatty Meat, Cheese, Or Fried Foods?

(serving size: 3 1/2 oz or 100 g meat, 1 oz butter or 28 g cheese)

#### January 2020 To December 2020

Servings per day	Number	Percentage of Total
1 to 2	173	51.95%
3 to 4	91	27.33%
5 to 6	8	2.4%
Rarely or Never	61	18.32%

## Biometric Assessment Results

### Oxygen Uptake Fitness

#### January 2020 To December 2020

	Number	Percentage of Total
Superior	102	30.63%
Excellent	45	13.51%
Good	75	22.52%
Fair	51	15.32%
Poor	60	18.02%

## BMI

#### January 2020 To December 2020

	Number	Percentage of Total
Under 18.5 Underweight	0	0%
18.5 to 24.9 Normal	65	19.52%
25 to 29.9 Over-weight	121	36.34%
30 to 39.9 Obese	125	37.54%
40+ Extreme Obese	22	6.61%

## Waist

#### January 2020 To December 2020

	Number	Percentage of Total
Male [>40 inches]	54	41.86%
Female [>35 inches]	116	56.86%



**Blood Pressure**

**January 2020 To December 2020**

	Systolic mm Hg(Upper Number)	And	Diastolic mm Hg(Lower Number)	Number	Percentage of Total
Normal	Less Than 120		Less Than 80	98	29.43%
Elevated	120-129	And	Less Than 80	31	9.31%
High Stage 1	130-139	Or	80-89	175	52.55%
High Stage 2	140 or Higher	Or	90 or Higher	29	8.71%
Hypertensive Crisis	Higher Than 180	And/Or	Higher Than 120	0	0%

**Cholesterol**

**January 2020 To December 2020**

	Number	Percentage of Total
Desirable (100 or lower)	222	66.67%
Borderline (200 - 239)	78	23.42%
High (≥240)	33	9.91%

**HDL-Cholesterol**

**January 2020 To December 2020**

	Number	Percentage of Total
Optimal (≥60 or greater)	102	30.63%
Desirable (between 40 and 60)	190	54.05%
Less than 40	51	15.32%

**Glucose**

**January 2020 To December 2020**

	Number	Percentage of Total
High 200+ non-fasting	3	0.9%
Borderline High 140 - 199	19	5.71%
Normal Less 140	311	93.39%

**Medical Referral**

**January 2020 To December 2020**

	Number	Percentage of Total
Referrals made	32	9.61%
Successful referrals (as % of referrals)	25	7.61%



PRIMARY OBJECTIVES

See Allegan County Comprehensive Worksite Wellness—Objectives and Metrics for detailed objectives and metrics.

1. Maintain sustainable healthcare costs and expenditures

A fundamental principle is that preventing costly diseases and keeping healthy employees healthy may result in healthcare cost savings. See page 3 of this report for related data. Additional data will be provided in annual Wellness Key Performance Indicators report.

2. Increase health and wellness

Reducing and eliminating risk factors is a process that occurs over time and we expect to see positive health trends after 3 to 5 years of wellness programming. Programming began in November 2013 and benchmark participation occurred in September 2015. See page 2 of this report for related data. Annual wellness report will better indicate health trends.

3. Increase productivity

Increased productivity results from reduced absenteeism and reduced presenteeism. Presenteeism occurs when health problems affect productivity of at-work employees. Data on self-reported absenteeism and self-reported presenteeism is currently available.

4. Increase healthy workplace culture

A healthy workplace culture is essential to successful wellness program outcomes as it provides support for individuals beginning or maintaining healthy lifestyle behaviors. Related data can be found on the annual Wellness Key Performance Indicators report.

5. Increase engagement

See page 2 of this report for related data. Plan is to continue our efforts to raise awareness of the wellness benefit and to make wellness activities accessible to increase wellness engagement.

6. Increase integration across County programs

Quarterly Health Strategy meetings with all health-related vendors occur to ensure optimum program utilization, data-sharing and cooperation, and support for organizational wellness objectives. Vendors include: insurance broker, medical insurance, wellness, worker's compensation, disability and employee assistance program. Additional examples of integration are occurring:

- Wellness coaches make medical referrals for routine preventive care and follow-up care for at-risk individuals.
- Wellness coaches make employee assistance program referrals for employees with emotional health and/or addiction concerns.
- Wellness and Employee Engagement Teams collaborate to plan and conduct events to meet joint objectives.
- Fitness Center 2016, 2017, 2018 & 2019 fee was waived for wellness-eligible Allegan County employees (all Allegan County employees). Fitness Center Policy update on October 1, 2019 established zero fees for all AC employees and their spouse/adult dependents with AC medical insurance coverage.
- New Fitness Center members receive a welcome email promoting exercise and physical fitness-related wellness benefits.
- See Allegan County Comprehensive Worksite Wellness — Objectives and Metrics for a complete list on integrations solutions implemented.



COMPREHENSIVE WORKSITE WELLNESS—PARTICIPATION

Objective 5. Increase engagement

5.1. Increase Wellness participation

Employees—Comprehensive <sup>1</sup>	Mar '17	Mar '18	Mar '19	Mar '20 <sup>2</sup>	Mar '21 <sup>3</sup>	Benchmark <sup>4</sup>
5.1.1. # Enrolled	291	312	312	328	322	
5.1.1. % Enrolled	84%	86%	85%	85%	84%	
5.1.1. # Core Participation <sup>5</sup>	289	308	304	242	312	
5.1.1. % Core Participation <sup>5</sup>	84%	83%	83%	63%	81%	75%
Spouses—Comprehensive						
5.1.2. # Enrolled	17	24	26	24	25	
5.1.2. # Core Participation	8	14	17	3	2	
Employees—Select <sup>5</sup>						
5.1.3. # Enrolled	9	8	13	14	14	
5.1.3. % Enrolled	7%	4%	7%	9%	9%	
Spouses—Select						
5.1.4. # Enrolled	3	3	3	3	3	

Group Programs	Date	# Participants
5.1.5 You vs. Illness: Win with a Healthy Immune System Webinar	1/19	6
5.1.5 6-Week Fitness Program with Coachman Training—Virtual	1/18-2/28	38
5.1.5 Zumba with Jodi Video	3/18—6/13	30
5.1.5 Gut Health Webinar	2/9	19
5.1.5 Keeping the Peace at Work and at Home (EQ) Webinar	3/23	9

Participation Incentive implemented January, '15. Benchmark participation initially met Sept., '15.  
<sup>1</sup>Comprehensive Program # of employees eligible (Full-time, Regular Part-time, Elected Salaried, Job Share): Mar.'17=345, Mar.'18=361, Mar.'19=368, Mar.'20=385, Mar.'21=385.  
<sup>2</sup>Mar.'20: Data skewed due to service interruption w/COVID-19; Dec.'20: Telephonic assessments.  
<sup>3</sup>Holtyn & Associate best practice benchmark participation indicator at 12 to 24 months. AC Wellness and Holtyn services implemented November, 2013.  
<sup>4</sup>Core components: Biometric Screening, Health Survey and Coaching.  
<sup>5</sup>Select Program # of employees eligible (Irregular Part-time, Seasonal, Temporary, Per Diem): Mar.'17=128, Mar.'18=191, Mar.'19=191, Mar.'20=155, Mar.'21=156. Per Diem eligible 1/1/18. Key: EE=employee, L&L=Lunch and Learn, G&G=Grab and Go, BP=Blood pressure.

COMPREHENSIVE WORKSITE WELLNESS—HEALTH METRICS

Comprehensive Employee data from Assessment (biometric screening), Healthy Survey & Coaching

Objective 2: Increase health and wellness

2.1 Reduce lifestyle health risk factors	Mar '17	Mar '18	Mar '19	Mar '20 <sup>1</sup>	Mar '21 <sup>1</sup>	Benchmark <sup>4</sup>
2.1.1. Lifestyle Health Risk Factors <sup>5, 10</sup>						
Low risk (0-2 risks)	64%	63%	61%	56%	60%	70%
Medium risk (3-4 risks)	26%	29%	29%	34%	30%	—
High risk (5+ risks)	10%	8%	10%	10%	10%	—
2.1.2. Zero Cardiovascular Disease Risk Factors <sup>8</sup>	36%	38%	n/a	n/a	n/a	—
Measured Health Risk Factors (low % desired):						
2.1.3. Body Mass Index Overweight/Obese	79%	81%	82%	82%	82%	66%
2.1.4. % Body Fat Below Average/Poor <sup>9</sup>	62%	63%	n/a	n/a	n/a	n/a
2.1.5. Waist at risk	50%	48%	53%	60%	51%	42%
2.1.6. High Blood Pressure Stage 1 <sup>10</sup>	n/a	n/a	41%	n/a	53%	—
High Blood Pressure Stage 2 (140+/90+) <sup>10</sup>	12%	15%	16%	17%	6%	13%
2.1.7. High Cholesterol (≥200)	33%	33%	35%	33%	33%	32%
2.1.8. Glucose at risk <sup>11</sup>	0%	0%	3%	6%	5%	1%
2.1.9. Poor Fitness <sup>12</sup>	16%	14%	29%	18%	—	13%
Self-reported Health Risk Factors (low % desired):						
2.1.10. No Exercise/Leisure-time Activity	10%	13%	14%	11%	13%	12%
2.1.11. Smoking	9%	8%	8%	7%	6%	12%
2.1.12. High Stress	33%	26%	31%	27%	30%	32%
2.1.13. Low Coping	3%	3%	2%	2%	5%	5%
2.1.14. Depression	10%	9%	13%	14%	13%	12%
2.1.15. Alcohol at risk	2%	3%	3%	11%	12%	4%
2.1.16. High Fat Consumption	19%	22%	29%	29%	25%	20%
2.1.17. Low Fiber Consumption	34%	32%	26%	27%	34%	30%
2.1.18. Sleep (<7 hours per night) <sup>14</sup>	n/a	n/a	43%	40%	39%	—
2.1.19. Binge Drinking <sup>15</sup>	n/a	n/a	n/a	n/a	—	—

<sup>1</sup>Holtyn & Associates benchmark best practice goals for AC at 5 yrs. Blue font indicates that benchmark goal was met.  
<sup>2</sup>Lifestyle Health Risk Factors include 2.1.5. — 2.1.19, except 2.1.10.  
<sup>3</sup>Cardiovascular Disease Risk Factors include 2.1.3. — 2.1.9. & 2.1.11. As of 1/1/19, Holtyn looks at total cardiovascular disease risk factors in the population and no longer per person.  
<sup>4</sup>No longer a Holtyn standard metric or measured risk factor as of 1/1/19.  
<sup>5</sup>Updated national norms for Blood Pressure, Glucose & Fitness as of 1/1/19.  
<sup>6</sup>New health risk factors: Sleep as of 1/1/19; Binge drinking as of 12/2020.



**HEALTH CARE EXPENDITURES**

Objective 1: Maintain sustainable health care costs and expenditures

**1.4. Medical (paid claims) - Actives and Retirees**

Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
1/2021-3/2021	329,663	1/2020-3/2020	356,467	1/2019-3/2019	308,096	1/2018-3/2018	766,770	1/2017-3/2017	636,106	1/2016-3/2016	634,153
		4/2020-6/2020	266,238	4/2019-6/2019	413,077	4/2018-6/2018	639,309	4/2017-6/2017	724,646	4/2016-6/2016	877,937
		7/2020-9/2020	1,346,893	7/2019-9/2019	332,396	7/2018-9/2018	764,044	7/2017-9/2017	663,137	7/2016-9/2016	949,647
		10/2020-12/2020	830,314	10/2019-12/2019	333,078	10/2018-12/2018	606,639	10/2017-12/2017	893,999	10/2016-12/2016	893,037

**1.5. Prescription Drugs (paid claims) - Actives and Retirees**

Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
1/2021-3/2021	163,349	1/2020-3/2020	183,100	1/2019-3/2019	133,399	1/2018-3/2018	117,485	1/2017-3/2017	127,713	1/2016-3/2016	173,413
		4/2020-6/2020	202,930	4/2019-6/2019	200,861	4/2018-6/2018	208,314	4/2017-6/2017	196,137	4/2016-6/2016	191,069
		7/2020-9/2020	223,924	7/2019-9/2019	216,140	7/2018-9/2018	192,333	7/2017-9/2017	213,390	7/2016-9/2016	235,438
		10/2020-12/2020	232,447	10/2019-12/2019	213,927	10/2018-12/2018	242,884	10/2017-12/2017	236,393	10/2016-12/2016	228,381

**1.15. Comprehensive Worksite Wellness**

Jan-Mar 2021		Oct-Dec 2020		Jul-Sep 2020		Apr-Jun 2020		Jan-Mar 2020	
1.16. Wellness Vendor	6,300.00	1.16. Wellness Vendor	24,754.73	1.16. Wellness Vendor	8,331.75	1.16. Wellness Vendor	30,102.82	1.16. Wellness Vendor	6,662.98
1.17. Wellness Administration	11,453.02	1.17. Wellness Administration	11,377.78	1.17. Wellness Administration	9,483.13	1.17. Wellness Administration	10,803.92	1.17. Wellness Administration	9,687.13
1.18. Incentive	0	1.18. Incentive	90,310.00	1.18. Incentive	300.00	1.18. Incentive	300.00	1.18. Incentive	0
<b>1.15. Total</b>	<b>17,753.02</b>	<b>1.15. Total</b>	<b>126,442.53</b>	<b>1.15. Total</b>	<b>18,336.88</b>	<b>1.15. Total</b>	<b>41,208.74</b>	<b>1.15. Total</b>	<b>16,350.13</b>

Period	Vendor	Administration	Miscellaneous	Incentive <sup>12</sup>	Total
<b>2013-To Date</b>	<b>326,061.66</b>	<b>313,130.37</b>	<b>3,549.42</b>	<b>301,463.00</b>	<b>1,346,206.43</b>
2020	70,072.30	41,333.98	0	91,110.00	202,538.28
2019	88,391.93	41,133.77	0	87,210.00	216,737.70
2018	81,069.48	39,367.97	43.39	83,143.00	203,827.84
2017	83,316.83	38,624.33	0	87,000.00	208,944.18
2016	82,319.91	35,324.10	0	81,300.00	199,144.01
2015	73,333.19	38,322.33	0	71,700.00	183,377.54
2014	29,236.00	35,278.76	49.99	NA	64,564.75
2013	10,000.00	33,848.09	3,454.04	NA	47,302.13

<sup>12</sup>2018 decrease due to accounting adjustment for state funding for Friend of the Court salary & wages.



**ADMINISTRATIVE UPDATE**

6/ Administrator Rob Sarro noted his written report was submitted to Commissioners. Highlights included courthouse construction; drinking fountains being retrofitted to touchless water dispenser stations; FCC emergency broadband benefit program; animal shelter projects; Dumont Complex trees; Westside Park beach access; Commissioner inquiries; and ARPA webinars.

**PUBLIC PARTICIPATION - COMMENTS**

7/ Chairman Storey opened the meeting to public participation and the following individual offered comment:

1. Scott Beltman of 3110 130<sup>th</sup> Ave, Monterey Twp thanked the Sheriff, Prosecuting Attorney, Road Commission, Counsel and Administration for getting the draft of the ORV Ordinance ready for the meeting

**ADJOURNMENT UNTIL MAY 27, 2021 AT 9:00 A.M.**

8/ Moved by Commissioner Dugan, seconded by Commissioner Jessup to adjourn until May 27, 2021 at 9:00 A.M. The motion carried by roll call vote and the meeting was adjourned at 11:33 A.M. Yeas: 7 votes. Nays: 0 votes.

**AFTERNOON SESSION****MAY 27, 2021 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

9/ The Board of Commissioners of the County of Allegan, State of Michigan, met remotely online connecting through a Zoom webinar on May 13, 2021 at 1:00 P.M. in accordance with the motion for adjournment of April 22, 2021, and rules of this board; Chairman Storey presiding.

The invocation was offered by District #1 Commissioner Kapenga.

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- Manlius Twp	DIST #5	TOM JESSUP - Allegan Twp
DIST #2	JIM STOREY - Allegan Twp	DIST #6	GALE DUGAN - Allegan Twp
DIST #3	MAX THIELE - Allegan Twp	DIST #7	RICK CAIN - Allegan Twp
DIST #4	MARK DeYOUNG - Allegan Twp		

**COMMUNICATIONS**

10/ Deputy Clerk Tien noted to the board that they received the following resolutions:

1. Bay County and Wexford County resolution in support of 4-year county commissioner terms
2. Berrien County and Alpena County resolution calling upon state leaders to restore the County Revenue Sharing Fund and to provide a one-time payment of the cumulative shortfall
3. Grand Travers County resolution denouncing threats of violence and affirming equal protection for all citizens
4. Delta County resolution in favor of having a sound scientific managed wolf harvest in the U.P. in 2021

5. Iron County resolution (1) to support release of Federal COVID funds, and (2) support Delta County's resolution of management of wolves in Michigan

**APRIL 8, 2021 SESSION MINUTES & APRIL 22, 2021 SESSION MINUTES - ADOPTED**

**11/** Moved by Commissioner Dugan, seconded by Commissioner Jessup to take the approval of the April 8, 2021 session off the table. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner Cain, seconded by Commissioner Dugan to approve the minutes for the April 8, 2021 session and April 22, 2021 session as distributed. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 v

**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.

**AGENDA - ADDITIONS**

**13/** Chairman Storey asked if there were any additions or changes to the agenda. Administrator Sarro asked to add action item number 1 - communication to local government units regarding the draft ORV Ordinance.

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

**AGENDA - ADOPTED AS AMENDED**

**14/** Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to adopt the meeting agenda as amended. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**INFORMATIONAL SESSION - SHERIFF DEPARTMENT**

**15/** Sheriff Baker presented the 2020 Annual Report for the Sheriff's Department.



2020

# Annual Report

Sheriff Frank Baker

Allegan County

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## Message from the Sheriff

Dear Chairman Storey:

On behalf of the Deputies and Staff of the Allegan County Sheriff's Office we respectfully present the 2020 Sheriff's Office Annual Report to the Commissioners and citizens of Allegan County.

2020 was a year like none other. It was a time of unprecedented decision making usually done on the fly. We had to implement numerous unproven policy and procedure changes in reaction to the pandemic and changing guidelines. The dedication of the staff was highlighted by their willingness accept and adapt with these changes. The staff were also asked to work modified schedules so that we could ensure that we had a ready and able workforce in the event of a Covid-19 outbreak on a specific shift. They also had to work while under much additional stress, as little was known regarding the health risks to first responders and essential staff working in close contact with the public and incoming inmates. The need to utilize personal protection equipment, which was in short supply, at the onset of the pandemic created another level of stress and anxiety. Many expressed concern, not so much for themselves, but regarding the potential to bring the virus home to their spouses and children.

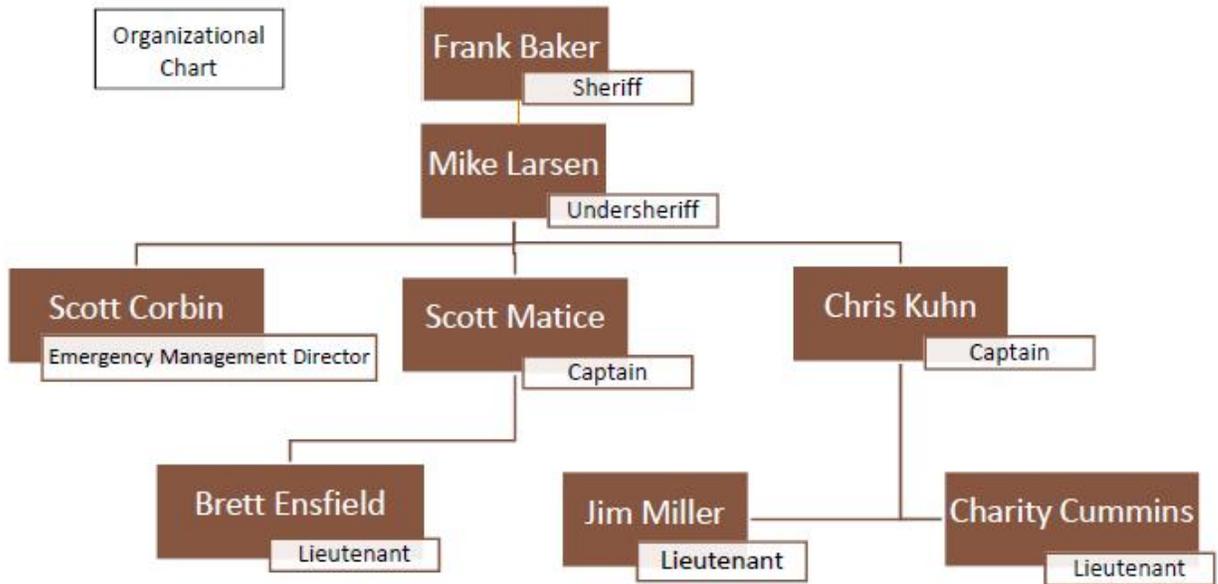
I could not be prouder of the staff and what they accomplished this past year. Obviously, a statistical analysis of the year will not yield great numbers. It could in fact look as though it was an "easy" year. I can assure you; however, it was anything but that. The Command Staff was tasked with safely guiding our Deputies, providing services to our communities, and protecting the inmate population from infection. Through the constant evaluation of our procedures and implementing modifications to our practices we were able to avoid any significant outbreaks. While we did have a few staff and a few inmates who contracted the virus I feel we can say our efforts were successful.

The year ended on a positive note as we were making plans to assist in the roll out of the vaccine. Hope is on the horizon for our businesses and our communities. Our thoughts and prayers go out to the many who have been impacted during this pandemic.

Sincerely,

Sheriff Frank Baker





### Promotions and Retirements in 2020

Deputies Brandon Berens and Mike Martin were promoted to Sergeant in 2020. Deputies David Ashton and Matt VanderPloeg were promoted to Detective in 2020. Sergeant Tony Saucedo, Sergeant Todd Wagner, and Deputy Tim Halstead retired in 2020.



Sgt. Brandon Berens



Sgt. Mike Martin



Det. Dave Ashton



Det. Matt VanderPloeg



Sgt. Tony Saucedo

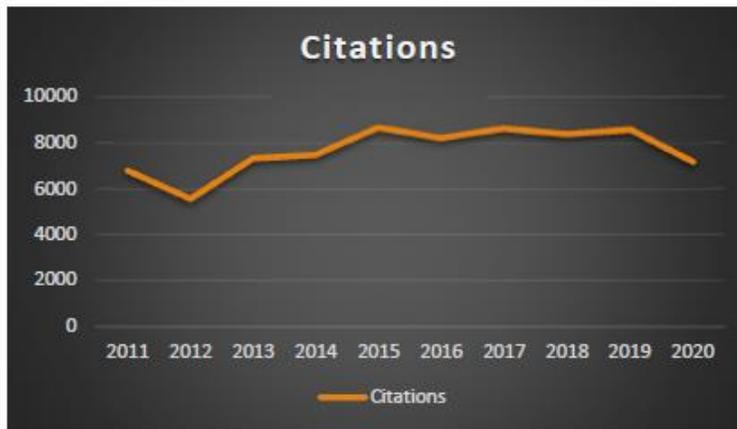


Sgt. Todd Wagner



Dep. Tim Halstead

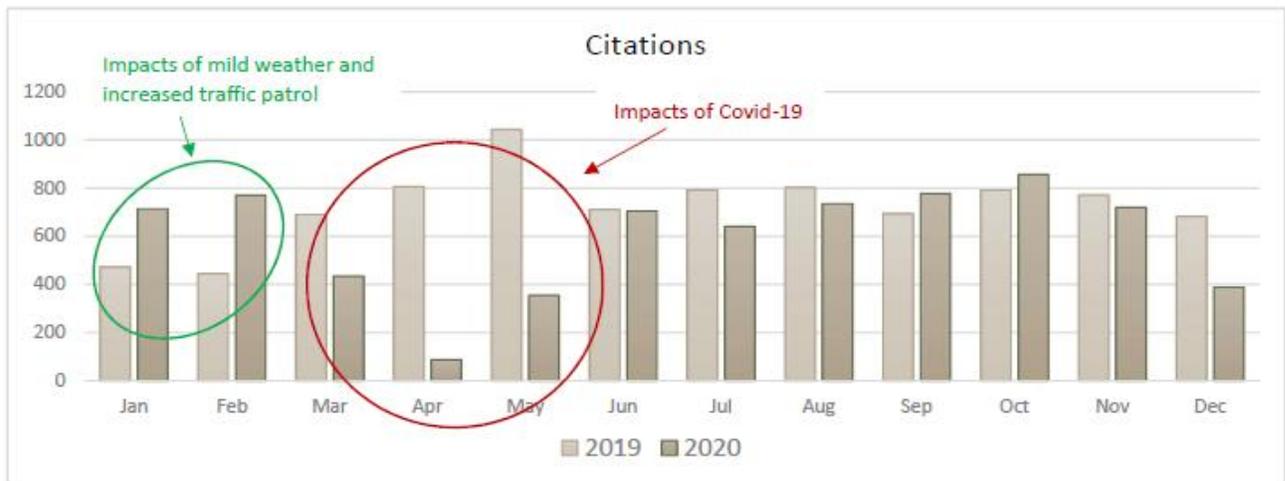
## Law Enforcement Division - Road Patrol



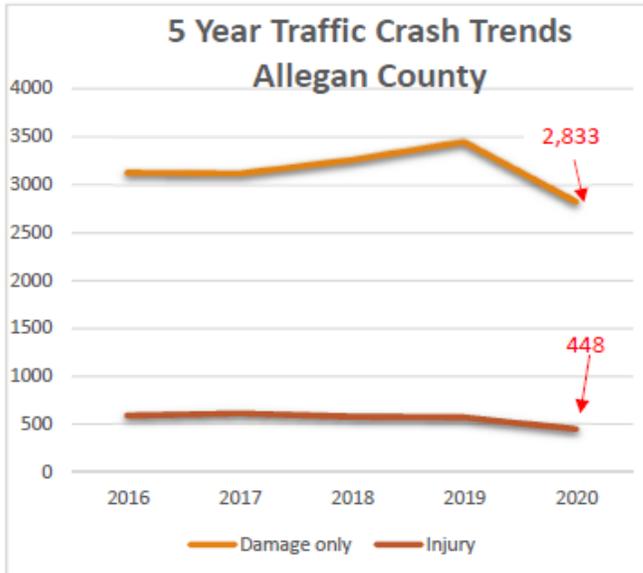
The number of citations issued in 2020 was down from previous years. This was anticipated as we implemented measures to reduce close contact with the public and our Deputies during the early stages of the pandemic. Restrictions were lifted as PPE became more readily available.

We also noticed a definite reduction in traffic volumes as more people were working from home and retail shops, food service, and entertainment opportunities were limited.

The mild winter and opportunities for traffic enforcement at the start of 2020 had actually resulted in a higher number of citations compared to 2019; however, that was cancelled out as a result of limitations on traffic enforcement and the overall reduced traffic during 2020.

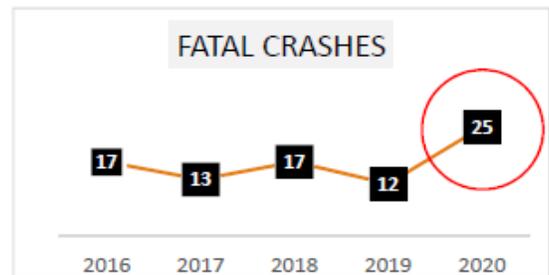


## Road Patrol - Traffic Crashes



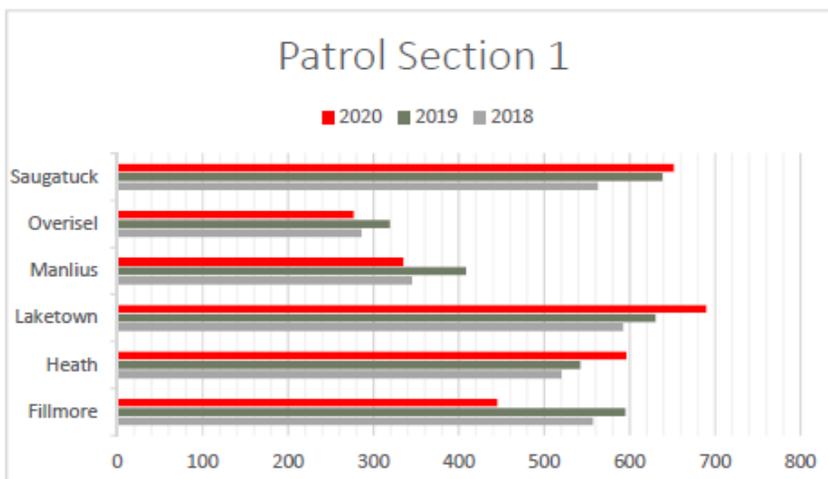
The overall number of traffic crashes was down in 2020. The number of injury crashes and the number of property damage crashes were both lower than any of the last 5 years in Allegan County.

The number of fatal crashes was significantly higher. We experienced 5 fatal crashes during the month of December. A review of those December crashes indicated that they were primarily on sunny and clear days with no weather related concerns. 20 of the 25 total fatal crashes were handled by the Sheriff's Office.



A review of crashes over the last decade indicates an average of 13.8 fatal crashes per year from 2010-2019. We experienced an 81% increase in fatal crashes in 2020 compared to an average of the previous 10 years and a 108% increase from 2019.

## Road Patrol – Calls for Service



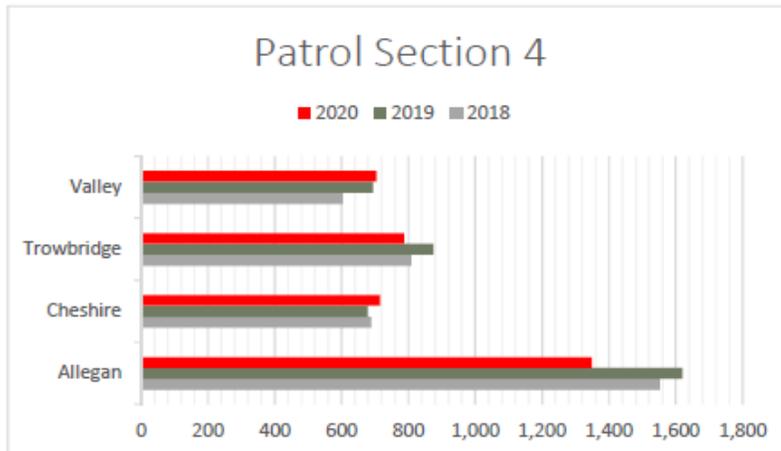
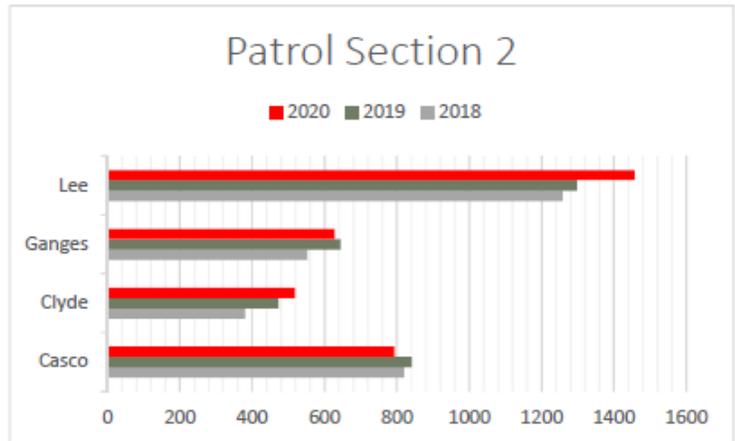
### Section 1

The total call volume in Section 1 for 2020 was 2,975. Saugatuck City, which was not included in the above total, had a call volume of 976. This represents a 5% reduction in call volume for Section 1.

**Road Patrol – Calls for Service (continued)**

**Section 2**

The total call volume in Section 2 for 2020 was 3,395. This was an increase of 5% in call volume compared to the volume of calls in 2019 for Section 2. Lee Twp. had the largest increase.

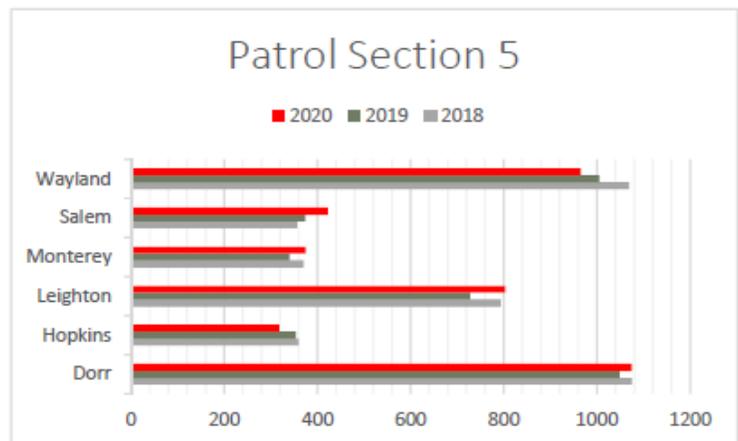


**Section 4**

The total call volume in Section 4 for 2020 was 3,554. This was a reduction of 8% in call volume compared to the previous year. Valley and Cheshire Townships experienced slight increases in volume; however, Allegan and Trowbridge had reductions in calls for service.

**Section 5**

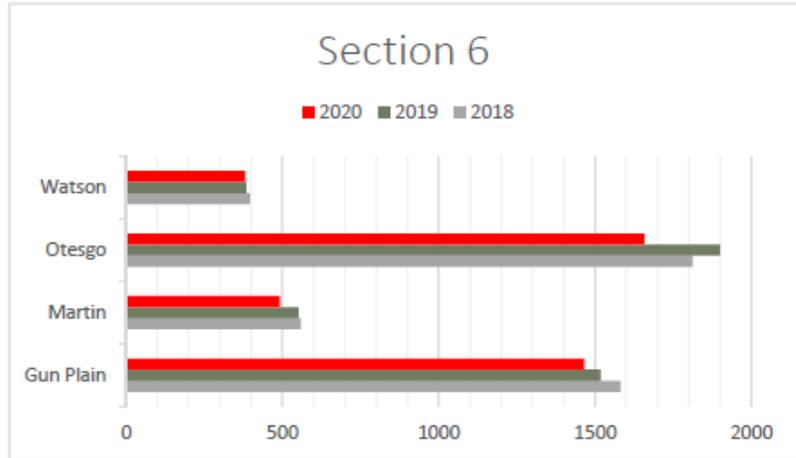
The total call volume for Section 5 was 3,957 in 2020. There was a 3% increase in call volume for Section 5 compared to 2019. The reductions in call volume in Wayland Twp. were probably the result of the pandemic's impact on the Casino.



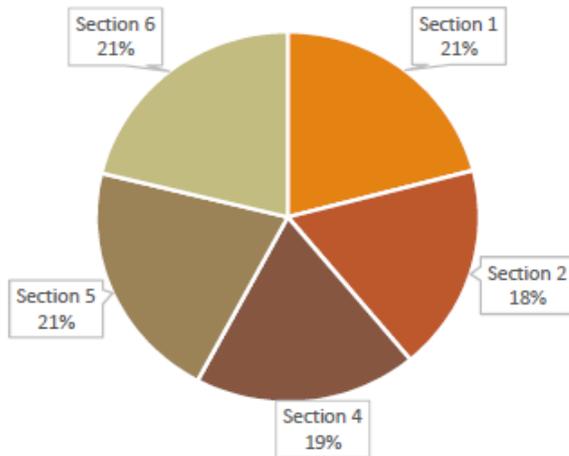
**Road Patrol – Calls for Service (continued)**

**Section 6**

The total call volume for Section 6 in 2020 was 3,997. This was an 8% reduction in calls for service compared to 2019. The largest reduction occurred in Otsego Twp. This is believed to be the result of the pandemic and impacts on the businesses in the area we refer to as the “M-89 Strip” that runs through Otsego Twp.



2020  
Calls for Service by Patrol Section



**Additional Call Volume Included**

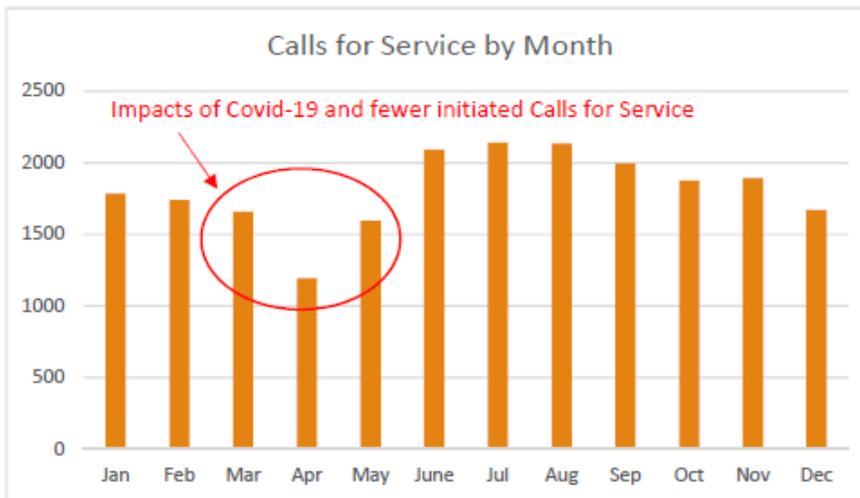
The Sheriff’s Office provides contracted police services to the City of Saugatuck which is within Section 1. The 976 calls for service handled by the Sheriff’s Office are included in the adjacent chart.

**Highest Call Volume Townships**

Township	Call Volume 2020	Within Section
Otsego Twp.	1,657	6
Gun Plain Twp.	1,465	6
Lee Twp.	1,457	2
Allegan Twp.	1,348	4
Dorr Twp.	1,074	5
Wayland Twp.	965	5

Saugatuck City had a call volume of 976

## Road Patrol – Calls for Service (continued)



This chart reflects the impact of the initial Covid-19 stay at home order last year. The stay at home order along with the directives we had issued resulted in a reduction in call volume.

## Law Enforcement Division - Investigations

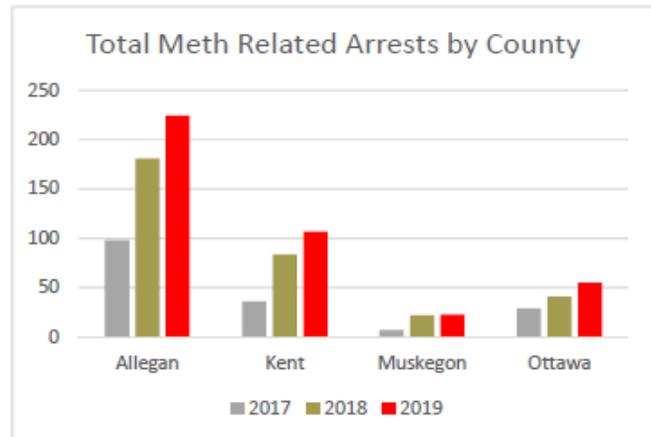
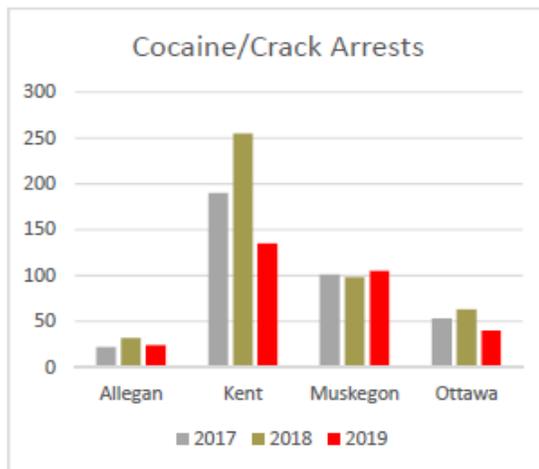
The Sheriff's Office Detectives investigated 2 homicides in 2020. The first homicide was in August and the second in November. Our Detectives, working along with Detectives from Norfolk, Virginia and the Michigan State Police, were also able to make an arrest and locate the victim's body from a cold case homicide that occurred in 1989. This cold case is proceeding through the Courts. Arrests were also made in the other 2 homicides and those cases are also proceeding through the Courts.

The Sheriff's Office has greatly expanded our ability to investigate crimes by utilizing the training, software, and equipment acquired in 2020 to conduct forensic analysis of computers, cell phones, tablets, and other digital data storing devices. A new detective position was added in 2020 to the Detective Bureau. Detective Ashton, who was listed as a promotion in 2020, has been trained and is providing this beneficial investigative skill for the Sheriff's Office and other Allegan County law enforcement agencies.

The Sheriff's Office has one detective assigned to the South West Enforcement Team (SWET). This detective is assigned to the North Team which is comprised of detectives from the Sheriff's Office, Michigan State Police, and the Hastings Police Dept. This team works in Allegan and Barry Counties along with assisting the other local, State, and Federal narcotic investigation teams such as the Drug Enforcement Agency (DEA), Organized Crime and Drug Enforcement Task Force (OCDETF), Department of Homeland Security, Southwest Michigan Enforcement Team (WEMET), the Kalamazoo Valley Enforcement Team (KVET), and others.

## Issues and concerns regarding Substance Abuse Investigations

The Allegan County Substance Abuse Prevention Task Force (ASAP) and the Lakeshore Regional Entity (LRE) commissioned a report in 2020 regarding stimulants and this emerging problem. We have included some data from this report for comparing this issue with some of our LRE neighboring counties.



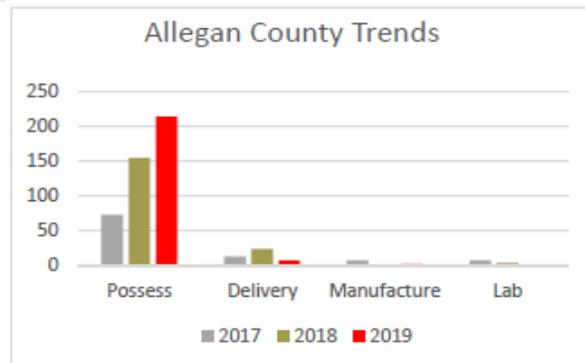
The following was taken directly from the LRE Report:

### “Methamphetamine (MA) Related Arrests

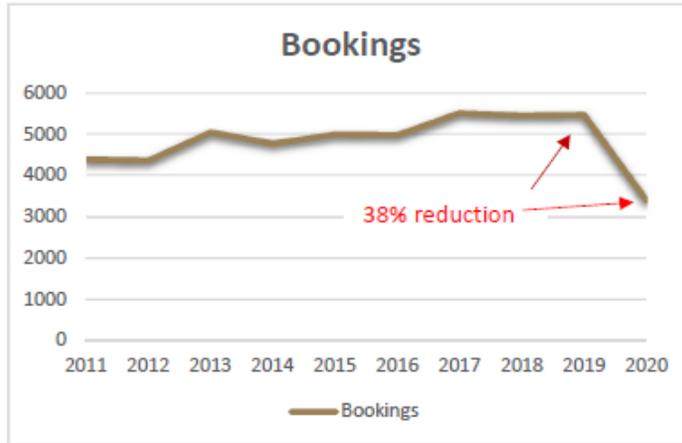
Allegan County had the highest number of MA arrests in the region. Between FY17 and FY19 arrests have been increasing throughout the region but remain much lower than in Allegan County. Allegan County accounts for less than 9% of the region’s population yet almost half (49%) of MA related arrests occurred in the county.

Local stakeholders note that the high number of arrests in Allegan County is likely caused, at least in part, to ongoing efforts and attention by local law enforcement.”

On a positive note, you can see that the number of reported Meth Labs is down considerably from years past. This is believed to be due to the availability of inexpensive meth imported into Allegan County from other areas. This was one of the driving factors in our decision to move from the WEMET Team to the SWET Team. Our investigations have shown that as meth manufacturing and labs decreased we saw a trend that the meth in Allegan County was often being trafficked from the Kalamazoo area. This allowed us to align our investigative efforts with the Teams having the greatest opportunity to address this trend. This new partnership has resulted in several large seizures.

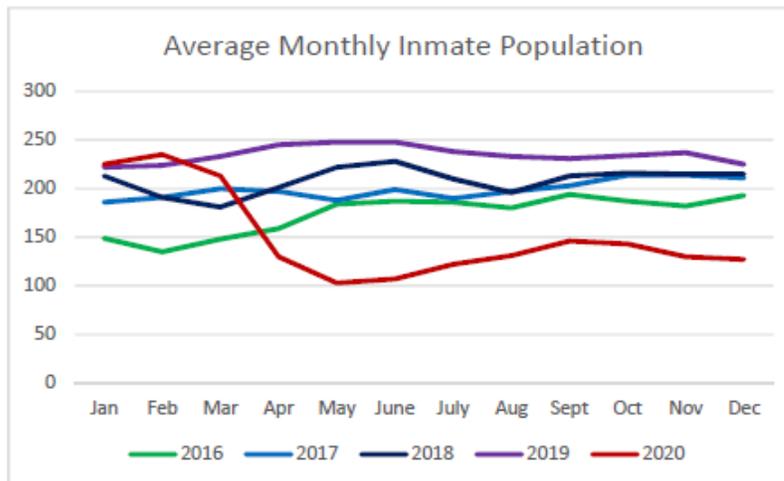


## Corrections Division



Bookings into the Corrections Center during 2020 were down approximately 38% from the previous year. The Sheriff's Office, in collaboration with our criminal justice partners, implemented actions and procedures to address pandemic related concerns. Those actions significantly impacted the number of bookings in 2020. We began the year ahead of 2019, but similar to citations, that was cancelled out by the pandemic's impacts.

The Sheriff's Office was quick to implement actions to reduce the possibility of Covid-19 finding a way into the facility. These early actions were instrumental in our success in protecting our staff and inmate population.



Prior to the pandemic we were experiencing average monthly inmate population numbers at or near our rated capacity. This required us to routinely monitor and take periodic corrective actions to lower the population. We anticipate the need to revisit our rated capacity in the future as we resume normal court operations.

Our facility has the ability to house approximately 100 more inmates beyond our current rated capacity; however, we will need to work with the Michigan Department of Corrections to request raising the current capacity. The purpose of intentionally rating the facility lower than full capacity was done to control costs, as some of our vendor contracts are based on capacity.

## Corrections Division (continued)

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Close monitoring of the inmate population will be critical as we come out of the pandemic. We anticipate we will see an increase in inmates as the Courts resume full operations. We will need to work with our criminal justice partners to fully understand the impact Covid-19 had on our inmate population and if those impacts are temporary or long term. That information will be needed to make future inmate population projections.



The Sheriff's Office took action prior to the mandates that came out of the Governor's Office. We began working with our Judges, the Courts, and the Prosecutor's Office to implement actions that reduced our inmate population. We collaborated with our criminal justice partners to address pretrial incarceration, bond, delaying the issuance of certain non-violent warrants, and modifications to court hearings. Additionally, corrections staff were moved to schedules that allowed for us to have a ready workforce available in the event of an outbreak or exposure within the facility. We were fortunate enough to avoid several potentially challenging situations by taking action early and constantly evaluating our processes and making changes as needed to address concerns.

## Inmate Programming

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Inmate programs were greatly impacted last year as a result of the pandemic. The numerous volunteers that come into the facility were not able to enter due to our Covid-19 protocols that locked down the facility. Some were entirely cancelled; however, when possible some were modified or adapted to work within the parameters set up in our processes and procedures to mitigate the spread into the Corrections Center.

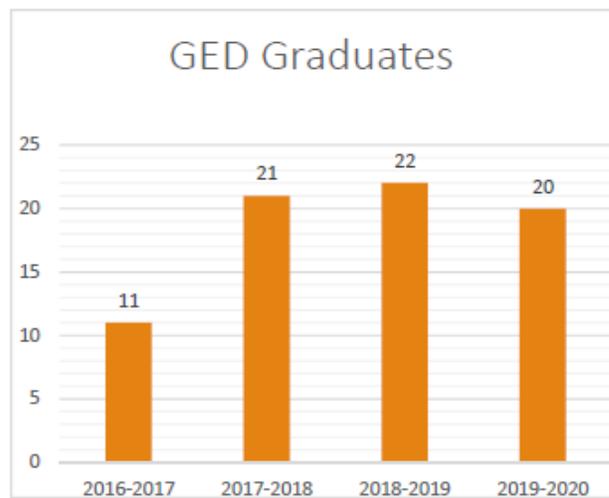
## D.E.B.T.S. Crew (Detail Enabling Better Transition to Society)

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Inmate workers assigned to the DEBTS Crews were transitioned to other duties within the facility. These duties were primarily additional cleaning and sanitizing responsibilities since we could not have them working outside the facility and returning to their housing units. We were still able to save 726 bed days which was only 8 days less than 2019.

## General Educational Development (GED) / Career Readiness

The GED program too was impacted in 2020 as a result of schools being paused or shifted to remote learning. Due to precautions taken within the facility many students or potential students were not able to participate. Our reduced inmate population was our biggest challenge as the teachers were able to implement remote learning utilizing technology made available in the facility. Since the majority of the 2019-2020 school year was prior to the pandemic, we were able to still graduate 20 inmates with a GED. Unfortunately, we were on track to exceed the previous year's numbers for graduates until the pandemic.



The 2019-2020 school year had 85 participants in the GED program and 64 in the Career Readiness program. This resulted in 162 bed days saved in the GED program and 67 bed days saved in the Career Readiness program.

We anticipate that the 2020-2021 school year will be considerably impacted and that there will be a considerable reduction in the number of graduates and bed days saved in both programs.

## Other Inmate Programs (Work Release, Meth Diversion, MRT, Relapse Prevention, Re-Entry Units)

- The Work Release program was significantly impacted since we could not have inmates in and out of the facility potentially contracting the virus and spreading it inside the facility. As a result, we only had 16 participants in 2020. This resulted in 37 bed days saved compared to the 134 we saved with the 31 participants in 2019. This was a 72% reduction in the number of bed days saved.
- Meth Diversion had 13 participants in 2020 and had 5 individuals successfully complete the program.
- Moral Reconciliation Therapy (MRT) had 69 participants and had 21 individuals successfully complete the program with success rate of 30%. The success rate of 2019 was 31% with 109 participants and 34 completions.
- Relapse Prevention had 42 participants last year with 10 successful completions for a success rate of 24%. The success rate in 2019 was higher and we will be evaluating causes.
- The Re-Entry Units were impacted severely by the pandemic as we could not allow volunteers into the facility for most of last year. We are excited to get out of this pandemic and restore those services and programs to the inmates. Chaplain Sarah has done a great job remotely but the program needs the face to face time and volunteers back.

## Administrative Services

Fingerprinting	2017	2018	2019	2020
Concealed Pistol License	878	722	607	876
School Employment	68	86	95	34
Criminal Justice	60	69	115	93
Total	1,006	877	817	1,003



2020 was an interesting year for our Administrative Staff. We transitioned to a limited number of administrative staff working on site. We also modified our scheduled lobby hours. Additionally, some services were limited or suspended during pandemic surges. We still managed to fingerprint just over 1,000 individuals. Utilizing technology to schedule appointments for fingerprinting allowed us to minimize the number of applicants congregating in the lobby.

Activity	2016	2017	2018	2019	2020
Sex Offender Registrations	1,034	1,041	1,019	1,035	596
Background Requests (CPS, Adoptions, Probation/Parole, FBI NICS)	428	1,102	1,206	1,353	1,080
Case Reports Transcribed	10,544	10,989	11,888	11,921	11,333
Freedom of Information Act (Attorneys and Public)	796	906	991	988	1,035

Sex offender registrations and verifications were greatly impacted by the pandemic. Direction from the state was to suspend those activities during the lockdown and during the pandemic. We anticipate that number will go back up in subsequent years. FOIA requests for background checks and requests for law enforcement and corrections records were down slightly from the previous year; however, the trend and projections are that it will continue to rise.

## Administrative Staffing

The staff has done a great job adapting to the changes as a result of our Covid-19 protocols and procedures. The staff responsible for typing and transcribing police reports has been working remotely. They receive their work load electronically and prepare the reports and documents. Their supervisor is typically in the office assembling the arrest packets, information, and reports to be taken each day to the Prosecutor's Office. The supervisor can monitor their work load and performance based on their output. This has helped to ensure these critical services were not impacted due to illness and has worked well for us this past year.

## Emergency Management



EM Director Scott Corbin

2020 was a very active year for our Emergency Management Division. The work of our Director Scott Corbin, his small staff, and the numerous volunteers was monumental. Obviously, the pandemic presented the biggest challenge during 2020; however, erosion and flooding were also significant events involving Emergency Management.



Besides our law enforcement agencies and Fire Departments, Director Corbin coordinates and works with our Local Emergency Planning Committee (LEPC), Community Emergency Response Team (CERT), Allegan County Search and Rescue (ACSR), Radio Amateur Civil Emergency Radio Service (RACES), and other volunteer organizations. Emergency Management also manages the Special Needs Registry and provides training to various agencies.



Brett Apelgren, LEPC Site Area Specialist



Jim Steuer, EM Deputy

Emergency Management played an instrumental role in assisting law enforcement, the Fire Service, and Public Health during this pandemic. They worked diligently to acquire personal protection equipment and supplies as well as tracking the numerous donations of PPE and supplies. They also distributed the supplies and equipment to numerous agencies throughout the county.



CERT Training Class



CERT Staff building docks for Marine Patrol

## Marine Patrol

High water levels on many lakes brought about challenges in 2020. Our Patrol Boat PB1, which is always stationed in Saugatuck, could not be docked initially due to high water. Volunteers from CERT built us a platform on top of the dock so that PB1 could be docked and accessed.

Boaters Safety Classes	2017	2018	2019	2020*
Number of Classes	9	10	9	0
Students Trained	177	281	309	0
Students Certified	169	280	306	0

\*All Classes canceled due to Covid-19 Pandemic



Required Safety Equipment	2019 Citations / Warnings	2020 Citations / Warnings
Wearable Personal Floatation Devices (PFD)	13 / 33	10 / 59
Type IV PFD	1 / 15	0 / 10
Fire Extinguisher	1 / 16	0 / 13
Sound Producing Device	0 / 4	0 / 14

Marine Patrol Deputies participated in Operation Dry Water over the 4<sup>th</sup> of July. During the operational period of July 3<sup>rd</sup> -5<sup>th</sup> they contacted 181 vessels, issued 5 boating safety citations, 38 safety warnings, and arrested 1 individual for boating under the influence of alcohol. That individual had a blood alcohol content of .19 which is over double the limit to operate a motor vehicle on a roadway.

Marine Patrol (comprised of 1 full time sergeant and 19 part-time deputies) logged 1,699 hours of patrol on our lakes and waterways during 2020. They investigated 9 boating accidents and conducted 12 search and rescue operations involving 7 boats and 10 individuals.

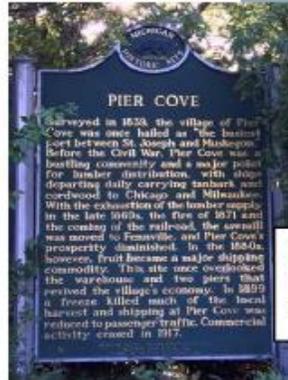


## Reserve Division

Sgt. Morgan Sullivan heads up our Reserve Division. 2020 was a difficult year for the Reserve Division, who were tasked with new responsibilities in 2020 due to the Covid-19 pandemic. Many of the normal activities were cancelled; however, new responsibilities emerged to assist the Sheriff's Office, Emergency Management, and the Health Department. This was done with fewer staff members as we had to cancel our Reserve Division Academy. We typically conduct an Academy every couple of years to hire and train new members to replace Reserve Deputies who retire or leave.

The Reserve Deputies provided over 3,200 hours of service to the Sheriff's Office and our communities last year. Those hours included 1,055 volunteer hours. Additional duties included about 700 hours of foot patrol, almost 600 hours of Courthouse Security, 100 hours of property inspections, and 320 hours of trainings and meetings.

Their total hours were down from prior pandemic and cancelled events; however, the lack of staffing also contributed to the reduced hours. Everyone at the Sheriff's Office is very grateful to the dedicated individuals who volunteered over this last year.



Reserve Deputies assist Ganges Twp. and Saugatuck City with foot patrols at their beaches every summer

## Victim Services Unit

The Allegan County VSU (Victim Services Unit) is comprised of 9 current members. This volunteer unit responds to a multitude of tragic events here in Allegan County. These events include, but are not limited to, child deaths, fatal crashes, fatal accidents, suicides, and homicides. They provide an initial response to these events when they occur and provide assistance and resources to the families impacted. These volunteers agree to attend and complete an initial training program along with ongoing educational and training updates.

They sign up to be on-call and respond all hours of the day. They are truly an extraordinary group of volunteers who help families who have been notified of the loss of a family member or friend. These highly emotional events require special volunteers capable of providing support and assistance. The team typically responds to about 30-50 call outs per year.

This past year presented challenges and made their response more difficult; however, they made every effort to provide services safely during the pandemic. Many of their training sessions and meetings were cancelled or postponed. They took it upon themselves to continue learning and training on their own. Allegan County citizens benefit greatly by the services they provide.

## Looking to the Future

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We are constantly evaluating and looking to improve our services to the community. Some of the things we will be looking to implement or improve include:

- Body worn cameras – the body cam project is moving forward and hopefully we will begin utilizing body cameras during 2021.
- Hiring a trained person to work with the data from the body cameras.
  - Redaction and compiling the video captured by our deputies.
- We are looking to expand the use of drones in our investigations, especially for conducting overhead video and photography of fatal traffic crash scenes. We have begun using them and believe that this will provide better evidence and be safer for our investigators tasked with measuring, photographing, videoing, and documenting crash scenes.



- Establishing a dedicated domestic violence investigator assigned to follow up on domestic violence cases. This investigator will work closely with victims who might be in need of further assistance and services from the criminal justice system.
- We are moving forward with a project to provide an on-line resource for people looking up information on individuals in our Corrections Center. Currently Sheriff's Office or Court Staff are called upon to look up information such as bond amounts or out dates.
- Utilizing technology to expand inmate programs.
  - Video conferencing "Second Chance Job Fairs" in our Inmate Career Readiness program.
  - Utilizing tablets to increase access to the GED program.

## In Memory of Deputy Gary Smith



We would like to remember and honor Deputy Gary Smith who passed away on December 22, 2020. Deputy Smith retired from the Sheriff's Office back in 2010; however, returned to work part-time as a Court Security Deputy. Deputy Smith worked right up until his health would no longer allow him to serve. He will be fondly remembered and dearly missed.

## In Conclusion

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The Sheriff's Office would like to thank the Board of Commissioners for your support the past year. Please reach out to us should you have any questions regarding this report, if you would like more detailed information on anything contained within the report, or that we did not include in this report.

The Sheriff's Office would like the communities and citizens we serve to know it has been an honor to serve you this past year. We would also like to recognize and thank the numerous businesses and citizens who have reached out offering support and kind comments. The entire staff has done its best to serve you during this challenging past year and we look forward to a better, happier and healthier 2021.



A few of the many visitors who stopped by last year with kind words, "treats", and personal protection equipment like face masks and sanitizer.

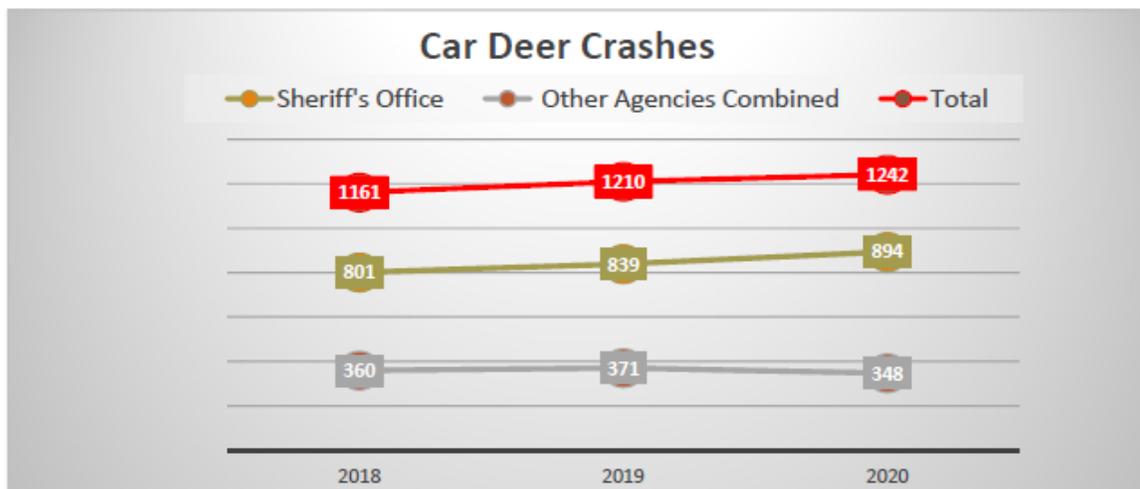
## Additional Data

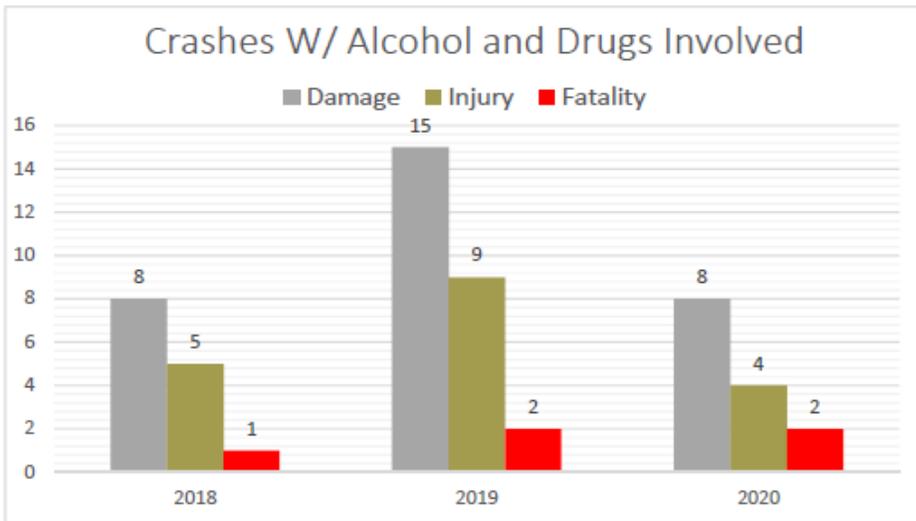
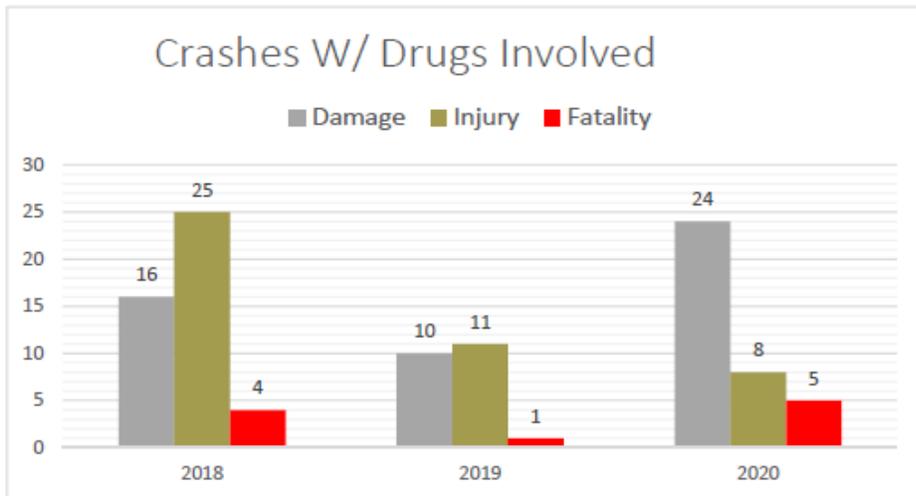
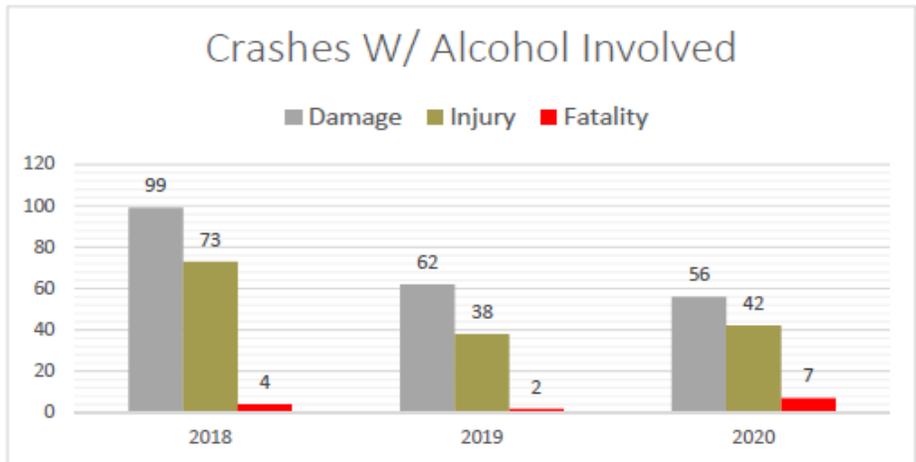
### Selected Incident Analysis (types we are often asked about)

Incident Type	2020	Incident Type	2020
Suicides and attempts	236	Stolen Auto (UDAA)	74
Malicious Destruction of Property	220	Recovered Stolen Autos	28
Domestic Violence	590	Homicides	2
Death Investigations	94	Frauds	305
Suspicious Situations	1,636	Criminal Sexual Conduct	116
Weapons Offenses	220	Trespassing	299
Breaking and Entering (burglary)	230	Controlled Substances	176
Threats and Harassment	399	Larceny	427
Armed Robbery	8	Shoplifting	82
Driving with Suspended License	516	Personal Protection Violations	91
Death Investigations	94	Child Abuse	92
Disorderly Conduct	180	Overdose/Poisoning	46
Juvenile Delinquent/Incorrigible	187	Mental Illness/Psychiatric	137
Loud Noise	270	Alarms	854
Civil Matters	1,260	Child Custody Disputes	103

### Selected Arrest Analysis

Crime Arrested	2020	Crime Arrested	2020
Assault and Battery	293	Assault w/ Gun	6
Assault w/ other weapon	6	Aggravated Assault	16
Resist and Obstruct Police	119	Flee and Elude (felony)	29
Operate w/ Enhanced BAC (super drunk)	25	Operating While Intoxicated	245
Operating Influence of Drugs	32	Meth Possession	60





**FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS**

**16/ WHEREAS**, Administration has compiled the following claims for April 30, 2021, May 7, 2021 and May 14, 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 2021 Claims folder of the Commissioners' Record of Claims.

April 30, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	135,851.79	135,851.79	
County Road Fund – 2010	84.96	84.96	
Park/Recreation Fund – 2080	523.00	523.00	
Central Dispatch/E911 Fund – 2110	6,700.22	6,700.22	
Friend of the Court Office – 2151	160.84	160.84	
Health Department Fund – 2210	1,891.62	1,891.62	
Solid Waste – 2211	8,451.35	8,451.35	
Transportation Grant – 2300	991.26	991.26	
Register of Deeds Automation Fund - 260	7,630.56	7,630.56	
Indigent Defense – 2600	281.12	281.12	
Palisades Emergency Planning Facility UP - 2630	153.48	153.48	
Concealed Pistol Licensing Fund – 2635	130.49	130.49	
Grants - 2790	19,980.21	19,980.21	
Wayland Township – 2806	232.96	232.96	
Child Care-Circuit/Family - 2921	2,466.46	2,466.46	
Soldiers Relief Fund – 2930	598.89	598.89	
Senior Millage – 2950	77.91	77.91	
Delinquent Tax Revolving Fund - 6160	2,574.40	2,574.40	
Delinquent Tax Revolving Fund -2020 Taxes – 6190	2.66	2.66	
Tax Reversion – 6200	65.06	65.06	
Self-Insurance Fund - 6770	150,228.32	150,228.32	
Drain Fund - 8010	757,147.11	757,147.11	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$1,096,224.67</b>	<b>\$1,096,224.67</b>	

May 7, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	109,983.56	109,983.56	
Park/Recreation Fund – 2080	3,509.22	3,509.22	
Friend of the Court Fund – 2150	300.00	300.00	
Friend of the Court Office – 2151	-4.08	-4.08	
Health Department Fund – 2210	4,544.90	4,544.90	

May 13, 2021 Session

Transportation Grant – 2300	2,716.36	2,716.36	
Capital Improvement Fund - 2450	815.95	815.95	
Youth Home CIP - 2465	4,547.01	4,547.01	
Register of Deeds Automation Fund - 2560	307.03	307.03	
Indigent Defense – 2600	1,627.50	1,627.50	
Local Corrections Officers Training Fund - 2640	199.00	199.00	
Law Library Fund – 2690	2,221.20	2,221.20	
Grants - 2790	300.00	300.00	
Victims Rights Grant – 2791	124.99	124.99	
Child Care-Circuit/Family - 2921	39,592.36	39,592.36	
Senior Millage – 2950	2,992.03	2,992.03	
Fitness Center Fund – 2961	40.00	40.00	
Delinquent Tax Revolving Fund - 6160	20,047.64	20,047.64	
Delinquent Tax Revolving Fund -2020 Taxes – 6190	3,294.50	3,294.50	
Self-Insurance Fund - 6770	651,433.31	651,433.31	
Drain Fund - 8010	4,441.25	4,441.25	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$853,033.73</b>	<b>\$853,033.73</b>	

May 14, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	38,646.73	38,646.73	
Park/Recreation Fund – 2080	5,944.41	5,944.41	
Central Dispatch/E911 Fund - 2110	1,026.48	1,026.48	
Friend of the Court Office – 2151	1,635.11	1,635.11	
Health Department Fund – 2210	20,351.43	20,351.43	
Solid Waste – 2211	5,961.89	5,961.89	
Transportation Grant – 2300	68,971.69	68,971.69	
Capital Improvement Fund - 2450	77,116.41	77,116.41	
Register of Deeds Automation Fund - 2560	214.12	214.12	
Grants - 2790	7,893.73	7,893.73	
Wayland Township - 2806	681.84	681.84	
Sheriff Contracts - 2807	181.93	181.93	
Child Care-Circuit/Family - 2921	7,873.86	7,873.86	
Soldiers Relief Fund – 2930	138.91	138.91	
Senior Millage – 2950	135,716.30	135,716.30	
Delinquent Tax Revolving Fund - 6160	519.99	519.99	
Drain Equip Revolving - 6390	304.46	304.46	
Fleet Management – 6612	147.44	147.44	
Self-Insurance Fund - 6770	1,864.99	1,864.99	
Drain Fund - 8010	58,671.24	58,671.24	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$433,862.96</b>	<b>\$433,862.96</b>	

May 13, 2021 Session

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for April 30, 2021, May 7, 2021 and May 14, 2021.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to adopt the report of claims for April 30, 2021, May 7, 2021 and May 14, 2021. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**COMMUNICATION TO BE SENT TO LOCAL UNITS REGARDING DRAFT ORV ORDINANCE**

**17/** Administrator Sarro presented to the board a communication that will be distributed to local units regarding the draft of the ORV Ordinance.

Moved by Commissioner Dugan, seconded by Commissioner Jessup to authorize Administration to send out the letters to all municipalities in Allegan County. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**RESOLUTION TO EXTEND DECLARATION OF THE STATE OF EMERGENCY FOR THE COUNTY OF ALLEGAN (TABLED UNTIL JUNE 10, 2021)**

**18/** Commissioners discussed the extension of the State of Emergency for the County of Allegan.

Moved by Commissioner Cain, seconded by Commissioner DeYoung to table the resolution to extend declaration of the State of Emergency for the county of Allegan until June 10, 2021. Motion carried by roll call vote. Yeas: Kapenga, Storey, Thiele, DeYoung, Jessup and Cain. Nays: Dugan

**AMERICAN RESCUE PLAN ACT CLARIFICATION**

**19/** Administrator Sarro outlined the framework of the ARPA expenditure plan that was approved by the board. Three options were provided to the board with discussion following on each of the plans.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to hold the Public Hearing on the ARPA Fund use for August 5, 2021 at 1:00 P.M. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to proceed with option 3.

Moved by Commissioner Storey, seconded by Commissioner Jessup to amend the motion to insert option 2 in place of option 3. Motion amendment failed by roll call vote. Yeas: Storey and Jessup. Nays: Kapenga, Thiele, DeYoung, Dugan and Cain.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to withdrawal the motion to proceed with Option 3. {Motion withdrawn}

Discussion followed with creating a blend of option 2 and option 3 to create an option 4.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve option 4, which shall supersede all previous actions related to ARPA funding including those on April 14 and April 22. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

*Option 4:*

*The following shall be used as a framework for the development of a plan and the plan shall be subject to Board consideration prior to reimbursement or expenditure of funds being sought:*

*The ARPA Plan developed upon the framework outlined below shall be subject to a noticed public hearing prior to final consideration by the Board of Commissioners.*

- *Step 1 - Research the eligible use of ARPA funds, reporting requirements, and other parameters as information is released*
- *Step 2 - Seek written public input by June 30 (post board approved public notice by May 20)*
- *Step 3 - Compile and present public input at July 8 Board meeting*
- *Step 4 – On or after July 8, Board review strategic plan and determine any project that may be eligible for ARPA funding.*
- *Step 5 - Upon the Board selecting any priority focus areas based on the public input, Administration will develop a draft ARPA plan based on the following framework by {Date TBD}*
  - *First, apply funds to any public input identified areas as directed by the Board.*
  - *Second, reimburse County for expenditures and loss in revenue in connection with pandemic response, Amendment 2 “with prioritization given to the Public Health response not covered by other funds”.*
  - *Third, allocate funds to the continued pandemic response efforts, Amendment 2 “with prioritization given to the Public Health response not covered by other funds”*
  - *Fourth, allocate funds to the extent they can support the Priority Projects contained within the Board adopted Strategic Plan*
- *Step 6 - Post draft ARPA plan by 5 pm {Date TBD}*
- *Step 7 - Hold public hearing on {Date TBD}*

Moved by Commissioner Dugan, seconded by Commissioner Jessup to rescind the motion to hold a public hearing on the ARPA Fund use for August 5, 2021. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner Kapenga, seconded by Commissioner Storey to approve the following public notice for release by administration. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**NOTICE OF OPPORTUNITY FOR INPUT ON THE CONSIDERATION OF A PLAN FOR THE USE OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS**

PLEASE TAKE NOTICE THAT the Allegan County Board of Commissioners (Board) is providing an opportunity for input on the use of ARPA funds. Individuals may provide input by sending a communication in writing, by **JUNE 30, 5:00 p.m.**, to:

County Administration OR [Administration@allegancounty.org](mailto:Administration@allegancounty.org)  
 ARPA Input  
 3283 122<sup>nd</sup> Avenue  
 Allegan County, MI 49070

Communications submitted must contain: Name, Address, Phone Number, Input/Suggestion and cost estimate (if applicable).

For information on the ARPA please visit [www.naco.org/covid-19-recovery-clearinghouse](http://www.naco.org/covid-19-recovery-clearinghouse).  
 To review the Board's ARPA Plan Framework, Strategic Plan and other ARPA related information please visit [www.allegancounty.org/arpa](http://www.allegancounty.org/arpa).

Moved by Commissioner Dugan, seconded by Commissioner Cain to extend the August 13, 2020 resolution regarding COVID-10 funding provision through December 31, 2024 and to authorize the County Administrator to apply for and accept any ARPA related funding. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**BREAK - 3:43 P.M.**

**20/** Upon reconvening at 3:56 P.M., the following Commissioners were present: Commissioner Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain. Absent: None.

**PARKS - APPROVE GUN LAKE SITE PLAN REVISIONS**

**21/ WHEREAS**, on April 6, 2021, the Parks Advisory Board recommended the Board of Commissioners (Board) use Local Revenue Sharing Funds (#2470) to hire an engineering firm to update the current Gun Lake Park Master Plan and apply for a Michigan Natural Resource Trust Fund (MNRTF) Grant in 2022 to fund these desired improvements; and

**WHEREAS**, \$100,000 has been accumulated in the Local Revenue Sharing fund to provide the necessary local matching funds needed to secure \$300,000 in (MNRTF) Grant funds; and

**WHEREAS**, up to \$10,000 is needed to hire an engineer to update the Gun Lake Master Plan and prepare required (MNRTF) grant application documents; and

**WHEREAS**, Executive Director of Finance recommends the use of \$10,000 from the Parks Fund (#2080) fund balance to complete this action.

**THEREFORE BE IT RESOLVED**, the Board authorizes an application to the Michigan Natural Resource Trust Fund (MNRTF) grant due April 1, 2022 for Gun Lake improvements; and

**BE IT FURTHER 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 use \$10,000 from the Parks Fund #2080 fund balance to complete this action; and

**BE IT FINALLY RESOLVED** that this resolution supersedes any prior Board action.

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

#### **FACILITIES MANAGEMENT – AWARD COURTHOUSE ROOF REPLACEMENT BID**

**22/ WHEREAS**, the Board of Commissioners (Board) appropriated \$240,000 in 2021 from the #2450 - CIP Public Improvements Fund to fund the replacement of roofing material on Section 1 of the Courthouse (east wing over the Prosecutor's Office); and

**WHEREAS**, consistent with the County's Purchasing Policy, an RFP process was used to solicit competitive bids of which the lowest bid with a satisfactory proposal received was for \$73,270.

**THEREFORE BE IT RESOLVED** that the Board awards a contract to replace the roofing on Section 1 of the Courthouse (Project #1124-21) to Mikalan Roofing of 9458 Adams Street, Zeeland, MI 49464 with the base bid amount of \$73,270; and

**BE IT FURTHER RESOLVED** the County Administrator is authorized to approve and sign change orders that result from additional work found while replacement is occurring in accordance with County policy; and

**BE IT FINALLY RESOLVED** that the County Administrator is authorized to negotiate and sign all agreements within scope of project on behalf of the County.

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

#### **COVID-19 RESPONSE VOLUNTEER APPRECIATION**

**23/** Commissioner Cain addressed the board regarding all the volunteers who have been working at the vaccine clinics throughout the County. He felt the board should recognize those volunteers. Emergency Management has a recognition dinner in June for those volunteers. Cain would like to see the board be a part of that endeavor by possibly offering a polo shirt to each volunteer at the dinner along with a certificate of appreciation.

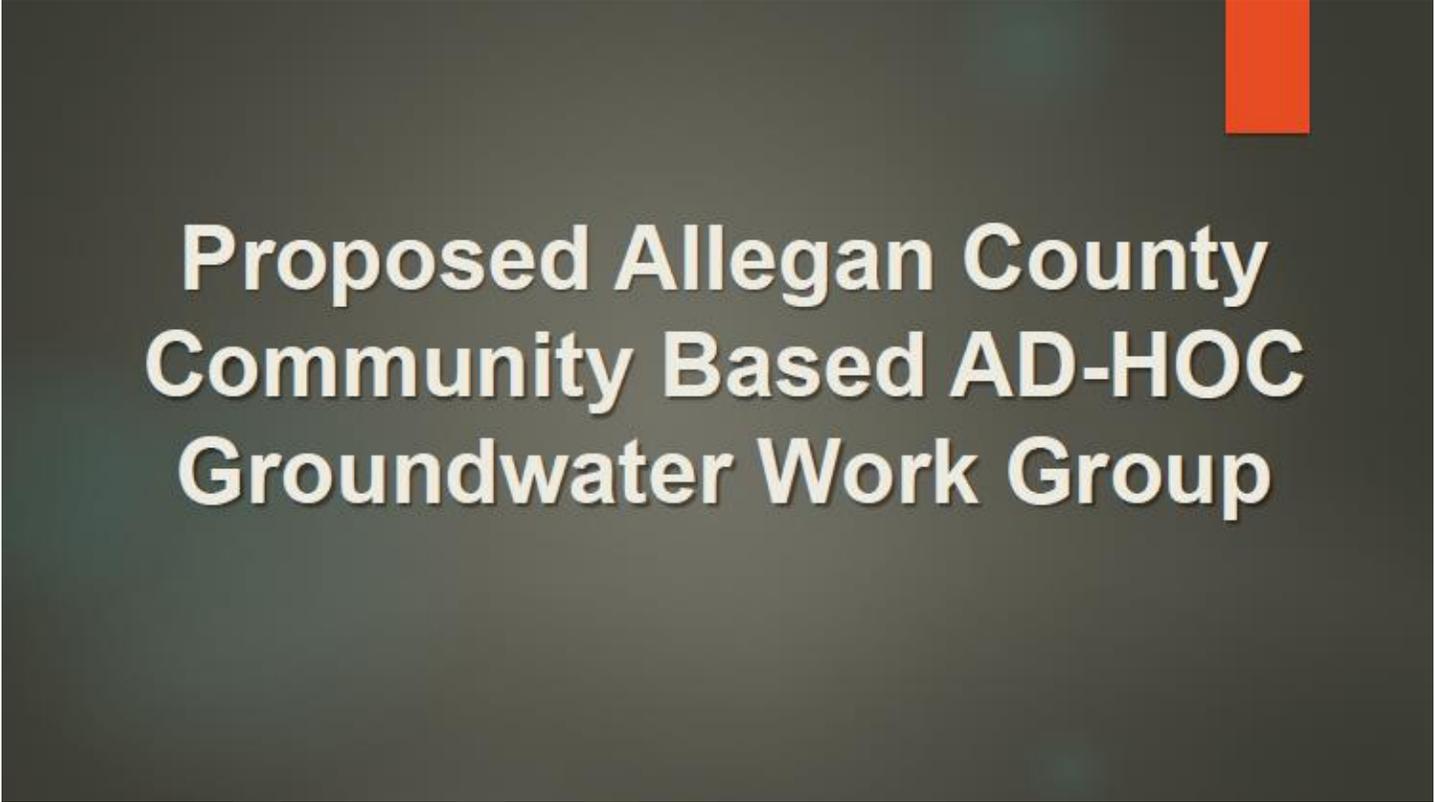
Moved by Commissioner Dugan, seconded by Commissioner Cain for the County Administrator to draft policies regarding an annual volunteer briefing/instructional meeting and volunteer uniform distribution to ensure equity in recognizing volunteers as a working component of Allegan

County Government. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

**ALLEGAN COUNTY COMMUNITY GROUNDWATER - WORK GROUP PROPOSED PRESENTATION**

**24/** Administrator Sarro reviewed the Allegan County Community groundwater-work group committee plan.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to accept the report from Public Health and thank them for their hard work and very well put together presentation. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.



**Proposed Allegan County  
Community Based AD-HOC  
Groundwater Work Group**

# Purpose

- ▶ Review the data on the Groundwater Study from Hydrosimulatics.
- ▶ Form recommendations from the final findings for next steps of consideration and the need of a project-based group or ongoing group to the Allegan County Board of Commissioners (BOARD).

## Purposed Work Group Committee

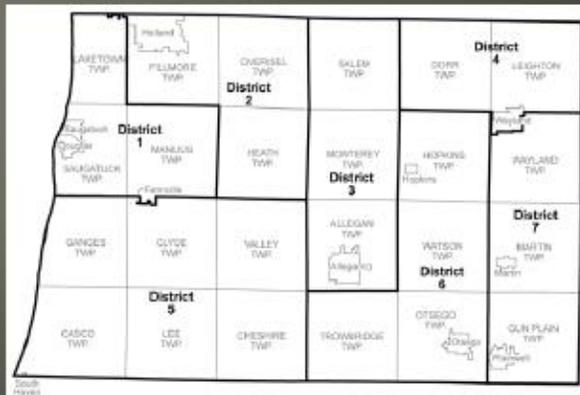
- ▶ County Commissioners- 2
- ▶ Township, Village and/or City Officials- 2
- ▶ Academia- 1
- ▶ Agricultural Businesses- 2
- ▶ Allegan County Conservation District (ACCD)- 1
- ▶ Real Estate- 2
- ▶ Industrial- 2
- ▶ Well Drillers- 2
- ▶ Restaurant Owner- 1
- ▶ Community Member- 1
- ▶ Tribe Member- 1

**Total Committee Members: 17**



## County Commissioners - 2

- ▶ It is very important to have the County Commissioners represented on this work group. They represent the citizenry of Allegan County and have direct links to the Boards of the LUGs.
- ▶ They can help communicate to the rest of the Board and their own local jurisdictions.

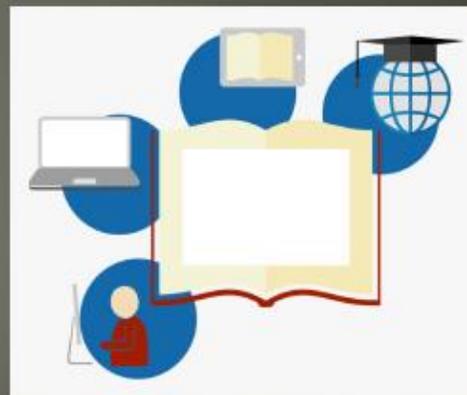


## Township, Village and/or City Officials- 2

- ▶ A township, city or village official will add the LUG perspective. Many of these LUGs use ground water for their municipal water supply and this study directly effects LUGs.
- ▶ The local units will be directly using the report and possibly using it for direction of the master plans.

## Academia- 1

- ▶ An academic individual will bring the perspective not only scholastically, but also the latest in technology and how the study can be best used by the public.



## Agricultural Businesses: Growers & Livestock- 2

- ▶ Agricultural businesses are some of the biggest users of the ground water in the county, not only for irrigation purposes but for watering of animals.
- ▶ Their businesses are directly affected by the availability and quality of ground water.
- ▶ Some farmers, in the dry times of the year, can use several thousands of gallons of water/day.



## ALLEGAN CONSERVATION DISTRICT

### Allegan County Conservation District (ACCD)- 1

- ▶ ACCD work with many Allegan County agricultural businesses and are committed, as evidenced by their vision, to help sustain the natural resources for future generations.
- ▶ ACCD is familiar with the mechanisms of the Allegan County agricultural businesses as well as the hydro-lithology of Allegan County.

## Real Estate: Builder, Developer, and Realtor- 2

- ▶ According to the survey by the Health Department, 7% of developers are planning on developing in Allegan County using individual wells.
- ▶ Allegan County utilizes ground water or on-site wells for their potable water source.

## Industrial- 2

- ▶ Some of the businesses in Allegan County rely on ground not only for potable water supply, but also for industrial processes.
- ▶ Some of these businesses can use up to one million gallons of water/day.



## Well Driller- 2

- ▶ Well drillers are a valuable portion of the ground water infrastructure of Allegan County.
- ▶ Their insights, experience and knowledge of the ground water make-up is invaluable to this study. Many of them have decades of experience.
- ▶ Any policy or water management planning can directly or indirectly impact this sector.

## Restaurant Owner- 1



- ▶ Several restaurant owners have on-site wells for their water supply.
- ▶ Restaurants have a vested interest. If their water supplies were to become tainted it would put their businesses in jeopardy.

## Community Member- 1

- ▶ A community member is very important to the work group. The volume of private water supplies in Allegan County is very large.

## Tribal Member- 1

- ▶ A tribal member is important because the tribe uses groundwater as well and represents a portion of the constituency of Allegan County. They have a direct interest into the success and protection of the ground water of Allegan County.

## Allegan County Health Department Involvement

ACHD is recommending we do not have a voting member of the Health Department be a part of this committee, but provide coordination and steering. This will allow this to be a community-driven study with the assistance and oversight of the ACHD.



HEALTH  
Department

# Questions?

**Contact Information:**

Randy Rapp, RS

Environmental Health Services Manager, ACHD

[RRapp@AlleganCounty.org](mailto:RRapp@AlleganCounty.org)

DRAFT

**APPOINTMENTS - HUMAN SERVICES BOARD**

25/ Chairman Storey announced the appointment of the following individual to the Human Services Board to fill the remainder of a 3-year term; term to expire 12/31/2021.

Nora Balgoyen-Williams, 2188 36<sup>th</sup> St., Allegan

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

**PUBLIC PARTICIPATION - NO COMMENTS**

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

**FUTURE AGENDA ITEMS**

27/ Administrator Sarro requested further discussion on the direction needed for the Allegan County Community Groundwater Work Group at a planning session.

Commissioner Thiele requested future consideration on any input received by Administration on the ORV draft ordinance for the May 27, 2021 session.

Commissioner Dugan requested to address the Hopkins Township DDA project request at the May 27, 2021 session.

Commissioner Thiele requested to discuss a potential appeal that will be coming from Monterey Township resident Vance Bufford relating to an appeal with the Health Department on a septic tank for the May 27, 2021 session

**ADJOURNMENT UNTIL MAY 27, 2021 AT 1:00 P.M.**

28/ Moved by Commissioner Cain, seconded by Commissioner Thiele to adjourn until May 27, 2021 at 1:00 P.M. The motion carried by roll call vote and the meeting was adjourned at 5:17 P.M. Yeas: 7 votes. Nays: 0 votes.




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Deputy Clerk

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Board Chairperson

Minutes approved during the 00/00/2021 Session



# ANNUAL REPORT 2020

Alleghen County Health Department

*Together; striving for a healthier Alleghen County*



**TO OUR BOARD OF  
COMMISSIONERS,  
COUNTY  
ADMINISTRATION, THE  
SHERIFF'S  
DEPARTMENT-  
INCLUDING  
EMERGENCY  
MANAGEMENT**

***Thank  
you!***

”

This pandemic pushed us to forge partnerships that I believe will benefit our community into the future. **It brought to light that health and the economy intersect. That social determinants of health matter. That all sectors are essential “parts” of the public health machine and improving health and economic outcomes in our community.**

”

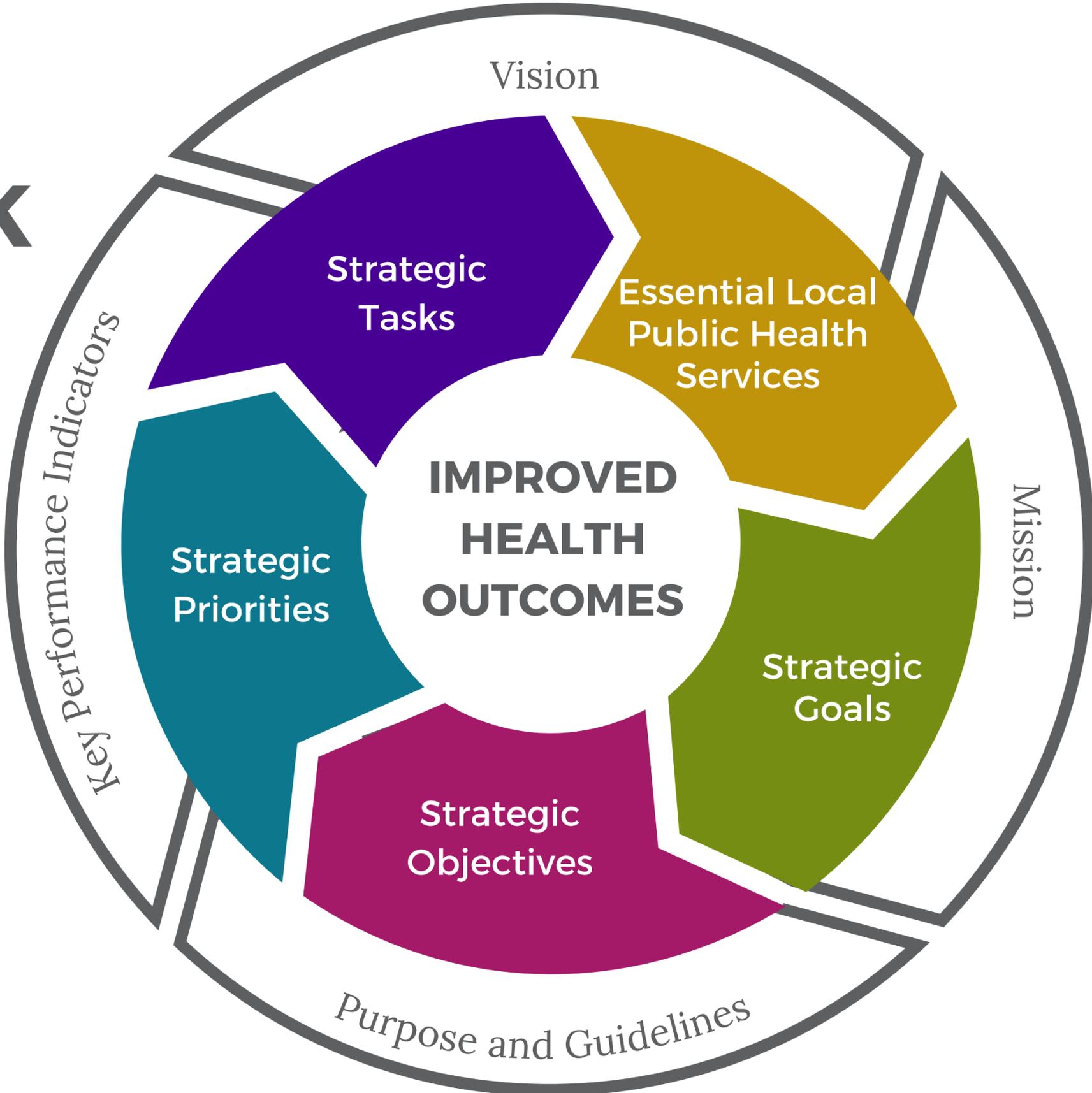
- ANGELIQUE JOYNES, MPH, RN  
HEALTH OFFICER

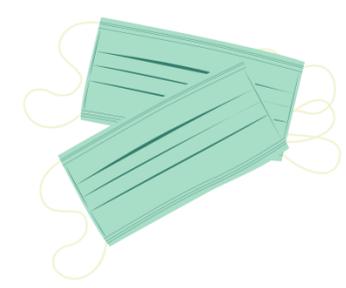
# STRATEGIC FRAMEWORK

**PURPOSE:** *Together; Striving for a Healthier Allegan County.*

*Our strategic framework influences community health outcomes, while improved community health outcomes align with the vision and purpose of the Department.*

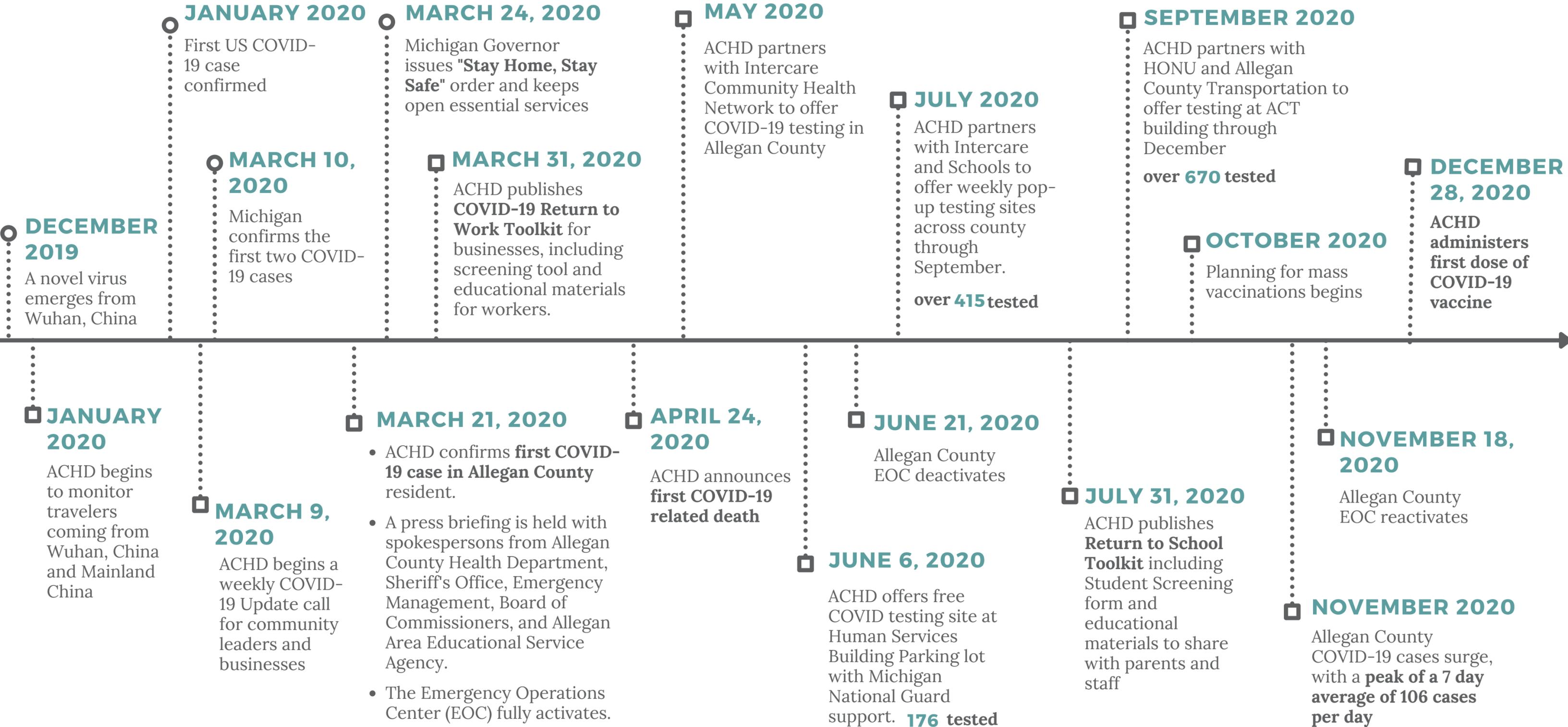
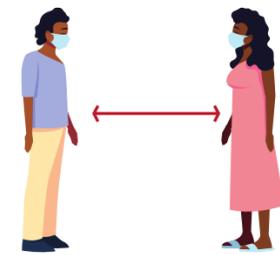
*See Allegan County's Strategic Map [here](#).*





# COVID-19 RESPONSE

## timeline



# A YEAR IN REVIEW

## 2020 Highlights

New challenges arose as a global pandemic emerged. Normal operations shifted to responding to the pandemic and its affects on the Allegan County community. Despite the hardships, the collective community continued to follow our purpose - together; striving for a healthier Allegan County.

### Strengthening Community Partnerships



**28** ACHD COVID-19 Community Updates

began attending **weekly** School Superintendent meetings

With the help of Allegan County Information Services, we launched a SharePoint site for the school districts and ACHD to streamline case identification and contact tracing efforts.



### Training All Health Department Team Members to be Case Investigators

### Employee Time towards PTO and PD decreases

**3,498.5**  
hours of overtime worked



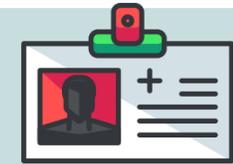
**330.5** hours team members spent on professional development for service area  
**73.5% DECREASE FROM 2019**



**3,454** amount of PTO hours taken by employees  
**28% DECREASE FROM 2019**



### All Essential Public Health Services Continue amid Pandemic



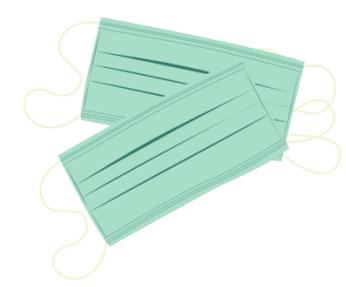
### New Positions

- Epidemiologist (1)
- Health Educator (1)
- Environmental Health Field Coordinator (1)



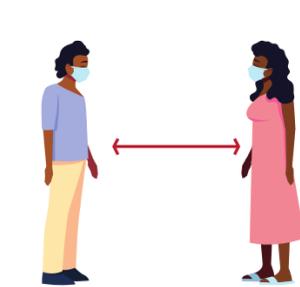
### Social Media Following Grows by 1,103%

In January 2020, ACHD's Facebook page had **494 followers**. By the end of 2020, we had **5,942 followers**. Our biggest jump in followers was from March 2020 (513 followers) to April 2020 (5,008 followers).



# COVID-19 RESPONSE

at a glance



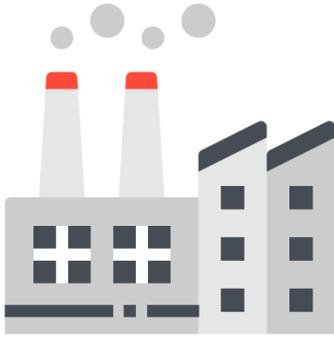
**21** testing events  
over **1,610** people tested

**62** educational materials created including **guidance documents** and **business signage**

**1,800+** calls & emails fielded through our **COVID-19 hotline** and **email**

## RESPONDING TO OUTBREAKS

- Worked with businesses and schools to mitigate the spread of COVID-19
- Example from early in the pandemic: After noticing cases connected to a business, we worked with the business to ensure strong mitigation strategies were in place
  - This led to an effective public/private partnership that was then used as a model for other outbreaks moving forward.



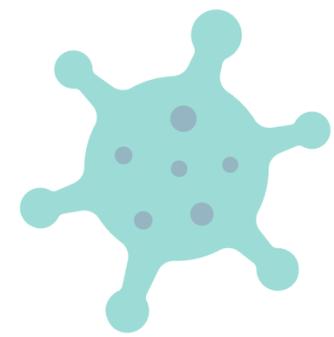
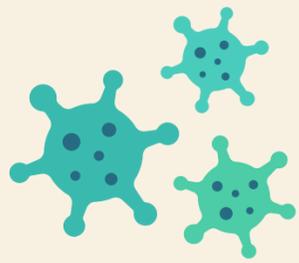
**7,788** COVID-19 Case Investigations

monitored **6,570** people

**5,831** total cases

**177** hospitalizations

**102** COVID-19 related deaths



## COVID-19 BRINGS ATTENTION TO HEALTH DISPARITIES

- In May 2020, **35% of our COVID-19 cases reported Hispanic Ethnicity in Allegan County, while 7% of Hispanic Ethnicity made up Allegan County's population.**
- With specific communications on mitigation practices on and off the job and the increase in testing capacities, we saw the percentage of Hispanic related cases slowly decrease from the overall case count.
- By December 2020, our percentage of COVID-19 cases reporting Hispanic Ethnicity was down to 12.3%.

## TECHNOLOGY IN A PANDEMIC

- In the world of public health, we had to work to overcome the need for rapid communication for identifying cases and close contacts in a virtual way.
- We learned quickly across the state that our public health technology infrastructure was not built for the demand it saw causing barriers for local health departments.
- The use of Qualtrics, Microsoft Teams, SharePoint and other tools are now rooted in our day to day operations for identifying cases and close contacts and internal and external communications.



# ENVIRONMENTAL HEALTH

at a glance

## FIELD

**685** well permits issued  
11% increase from 2019



**401** SESC permits issued  
33% increase from 2019



**367** final well inspections completed  
25% decrease from 2019



**3,466** SESC inspections  
31% increase from 2019

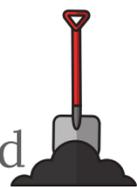
**691** sewage disposal permits issued  
14% increase from 2019



**537** final septic inspections  
25% increase from 2019



**139** abandoned wells plugged  
34% decrease from 2019



Met the 14 business day turn-around **98.5% of the time** for permits and loan evaluations

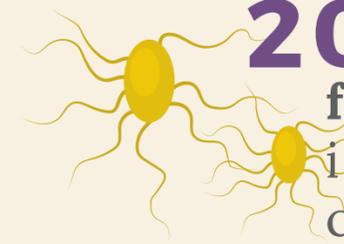


## FOOD

**421** food establishments inspected  
39% decrease from 2019



**20** food borne investigations/complaints  
18% increase from 2019



**30** temporary food inspections  
66% decrease from 2019



## OTHER SERVICES

**20** campground inspections  
29% decrease from 2019



**84** public pool inspections  
15% decrease from 2019



**5** body art inspections  
50% decrease from 2019



**33** ground water samples collected  
23% decrease from 2019

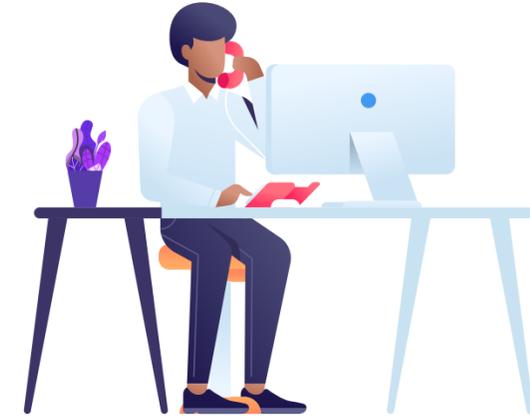


**1,454** EH Record Requests processed  
41% decrease from 2019



## PROVIDING TECHNICAL ASSISTANCE TO RESTAURANTS, CHURCHES, & OTHER FOOD DISTRIBUTING ORGANIZATIONS

- With the Stay at Home order in place, many restaurants and food serving agencies were looking for direction on what to do and what they needed to do to keep people safe.
- Created email lists for Fixed Food Licensed Facilities (Restaurants, Churches, Schools, etc.) Special Transitory Units and Mobile Units to quickly share updated information on Emergency Orders, Testing, Vaccine Sign up, and other information regarding the pandemic.
- Overall, the response has been **positive** with this communication channel.
- Provided businesses and agencies with technical assistance regarding COVID-19.
- Went on site when it was appropriate to review and assist with layout and procedures.
- Available by phone or email to help with quarantine and isolation questions, determining disinfectant approved by the EPA, and helping stay compliant with Emergency Orders.
- The team also reviewed COVID-19 Preparedness Plans upon request.



## GROUND WATER STUDY BEGINS

- Developed a survey to understand the current knowledge and perceptions of stakeholders, residents, and businesses regarding groundwater.
  - Distributed in August 2020 and results were compiled by the end of December 2020.

# PERSONAL HEALTH

at a glance



Case investigation and contact tracing was a main priority for the Personal Health Team. Overall services were down as many people stayed home, but our number of communicable disease investigations increased by 1,549% for 2020.

## COMMUNICABLE DISEASE

**8,145**   
investigations

1,549% increase from 2019

**23**   
Lead test follow ups

60% decrease from 2019

**41**   
TB skin tests

64% decrease from 2019

## HEARING AND VISION

**2,186**   
hearing screenings

55% decrease from 2019

**2,629**   
vision screenings

66% decrease from 2019

## CHILDREN'S SPECIAL HEALTH CARE SERVICES

provided to children and adults with qualified medical diagnosis.

**689**   
total clients

6% increase from 2019

**69**   
Level 1 Plans of Care

64% decrease from 2019

**35**   
Level 2 Care Coordination

5% decrease from 2019

## IMMUNIZATIONS

**525**   
immunizations

27% decrease from 2019

**118**   
waivers

45% decrease from 2019

## SEXUAL HEALTH SERVICES

**106**   
STI/HIV clinic visits

35% decrease from 2019

**320**   
case follow-ups

50% decrease from 2019

## EASTERN EQUINE ENCEPHALITIS (EEE) STRIKES AGAIN

- In 2020, EEE infected 3 Michigan residents, with one of these cases being fatal.
- **EEE also infected 41 animals across the state, with one animal case in Allegan County.**
- With cases across the state trending higher than 2019, MDHHS aerially sprayed parts of the state with insecticide to kill mosquitoes and reduce the risk of infection.
- A 5-mile radius in Dorr Township was sprayed during this operation.



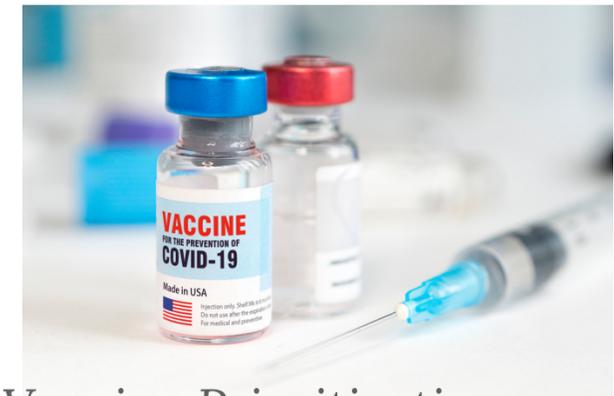
## RABIES CASES INCREASE BY 60%

- In 2020, Allegan County had **three** animals test positive for rabies and investigated **eight** cases of potential exposure.
- The team plans to provide more education and awareness around rabies in 2021 through social media and news releases.

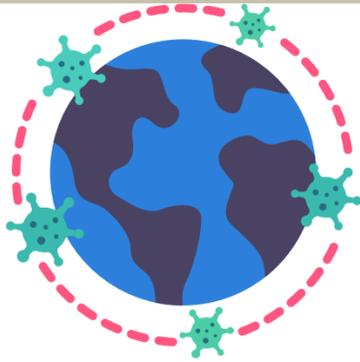
## PLANNING FOR MASS VACCINATIONS

- Prepare for COVID-19 Vaccine roll out
- Part of the preparation included becoming a CDC approved COVID-19 Vaccine Provider.
  - To do this, we had to ensure we met all the requirements, recommendations, and guidance for the vaccine. This included:

- Understanding the Advisory Committee for Immunization Practices (ACIP) Recommendations for Vaccine Prioritization
- Meeting the vaccine administration and 24 hour reporting requirements
- Following the Safe Immunization Practices requirements
- Storing and handling vaccine properly
- Reporting to the Vaccine Adverse Event Reporting System (VAERS) following any adverse event identified by the CDC



# EMERGENCY PREPAREDNESS



The Public Health Emergency Preparedness (PHEP) and Bioterrorism Division develops plans, conducts trainings and collaborates with Community, Regional, and State stakeholders to prepare for and protect the public in a disaster or emergency situation. These plans have been put to test during this pandemic and which identified opportunities for operational improvements that have been implemented.

- By October 2020, planning for mass vaccination was underway.

## FORMATION OF COVID-19 VACCINATION TASK FORCE

The Allegan County COVID-19 Community Vaccination Task Force was formed to focus on the effective deployment of the COVID-19 vaccine in Allegan County. The task force met bi-weekly and worked to:



- Identify the Human Capital need.
- Explore costs for vaccination mitigation strategies.
- Estimate number of population per priority group.
- Survey agencies for support availability.
- Deploy the MI Volunteer Registry platform.
- Develop the Allegan County Volunteers' policies and procedures.
- Determine facilities for points of vaccinations (POV).
- Develop POVs' standardized schematics.
- Conduct inspections of the POVs.
- Evaluate thru-put rate.
- Determine Physical Assets and Supply needs.
- Provide weekly updates to the EOC.

This multi-sector group was important to ensure that all aspects of planning were addressed. We thank each member that contributed their time and expertise for the good of Allegan County.

### Members:

**Kathy Yonkers-Wright** (ACHD)  
**Dan Wedge** (Allegan County)  
**Dr. Richard Tooker** (Allegan County  
Community Mental Health/ACHD)  
**Scott Corbin** (Allegan County EOC)

**Mike Larsen** (Sheriff's Department)  
**Greg Janik** (Saugatuck Twp. Fire Chief)  
**Billy Bregg** (Allegan Area Educational  
Service Agency (AAESA))

**Craig Gardner** (AAESA)  
**Ryan Cronk** (Acension Borgess)  
**Margaret Brown** (Holland Hospital)  
**Alex Yared** (Perrigo)  
**Steve Sedore** (Allegan County)

# RESOURCE RECOVERY



**1,690 TONS**  
total volume of  
single-stream recycling

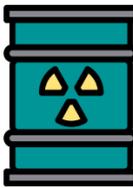


**85,766 LBS**  
of e-waste recycled



**6,464**  
scrap tires  
collected

**33,964 LBS**  
household hazardous waste  
collected & properly disposed of



### highlights

- Voters approved increased funding in **eight** municipalities.
- Through a regional partnership, **1,326** illegally dumped scrap tires were collected from the Allegan State Game Area and recycled.



**311**  
cats adopted

7% increase from 2019



**263**  
dogs adopted

12% decrease from 2019



**2,302**  
patients served

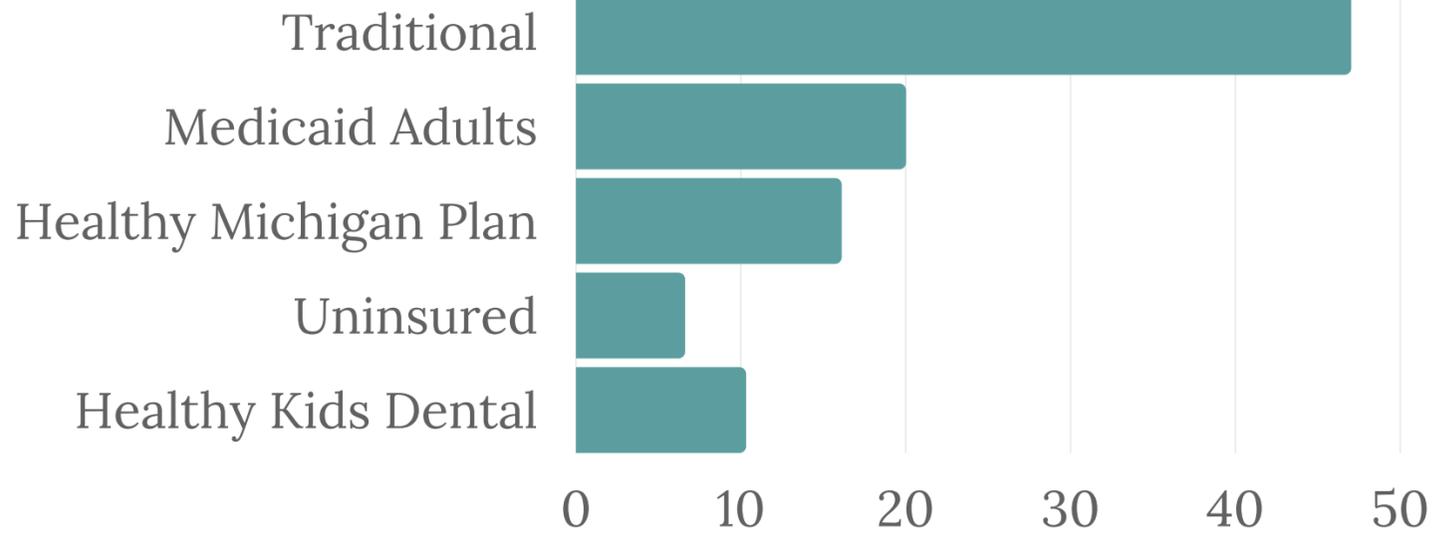


### Average Type of Patient Coverage (%), 2020



Source: Google Maps

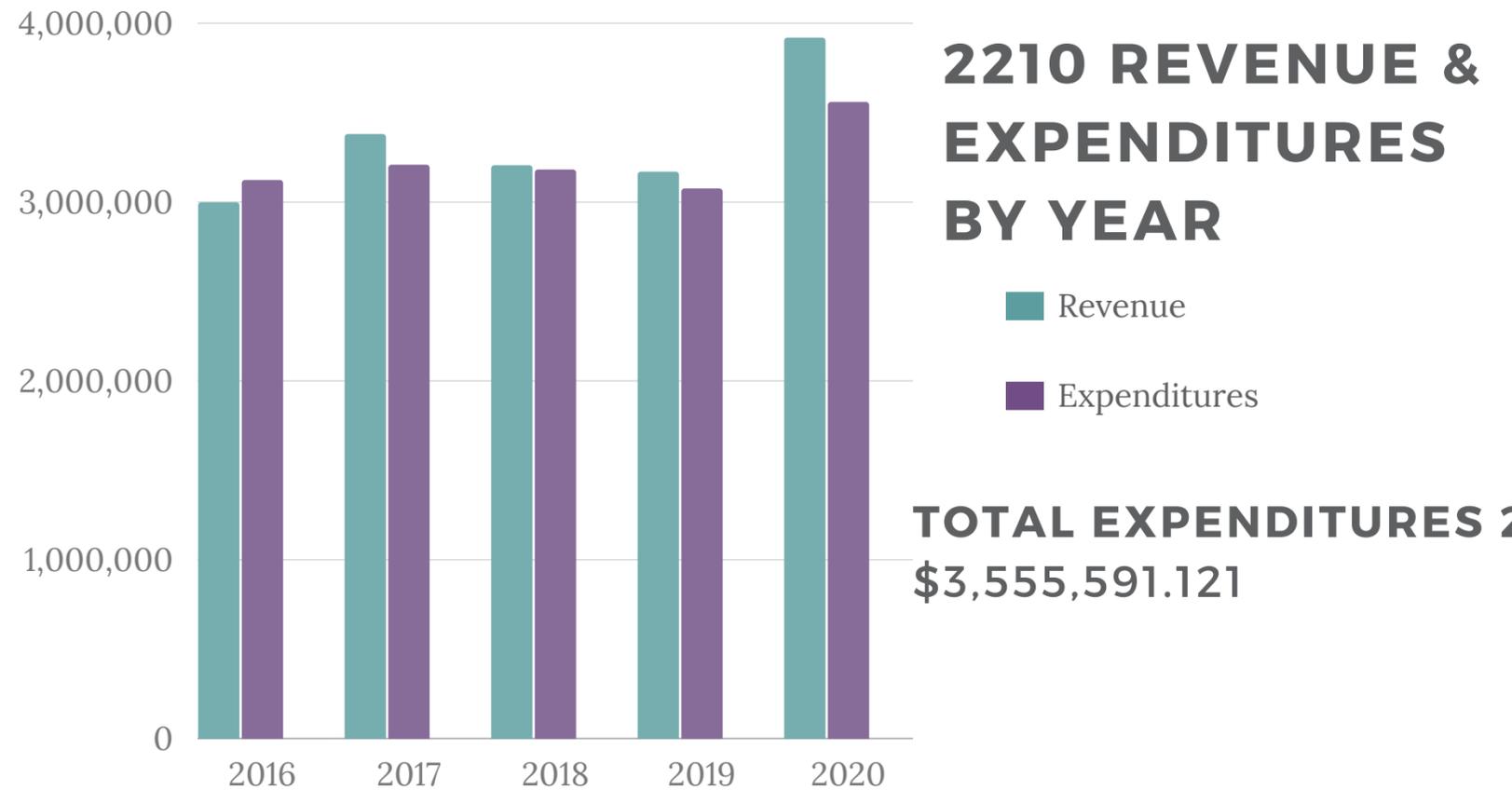
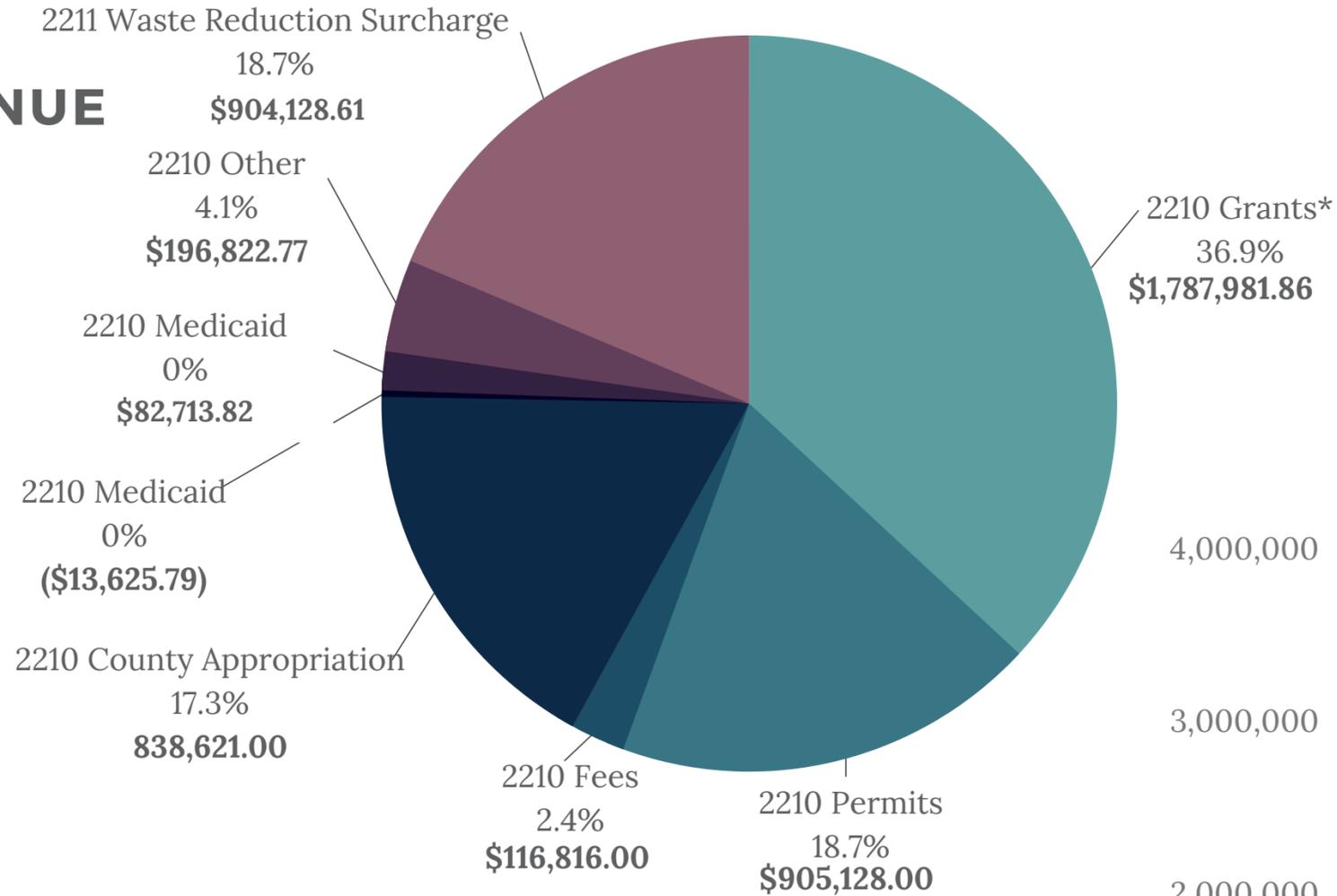
Address: 1535 Lincoln Rd, Allegan



# FINANCIAL OVERVIEW

The Health Department budget is from two funds. Fund 2211 supports all recycling activities. The primary revenue for recycling is the recycling surcharge. Fund 2210 supports all Public Health operations. Revenue in Fund 2210 generally includes the County General Fund allocation, State funding, grants, permits, fees, and Medicaid reimbursement.

## 2020 REVENUE



## 2210 REVENUE & EXPENDITURES BY YEAR

Revenue  
Expenditures

**TOTAL EXPENDITURES 2210: \$3,555,591.121**

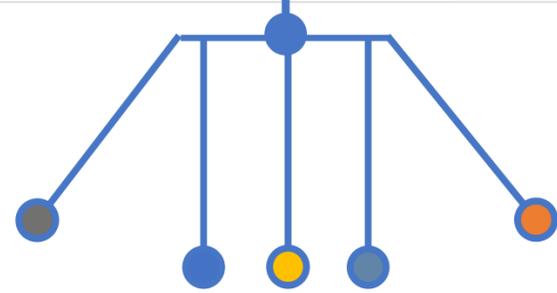
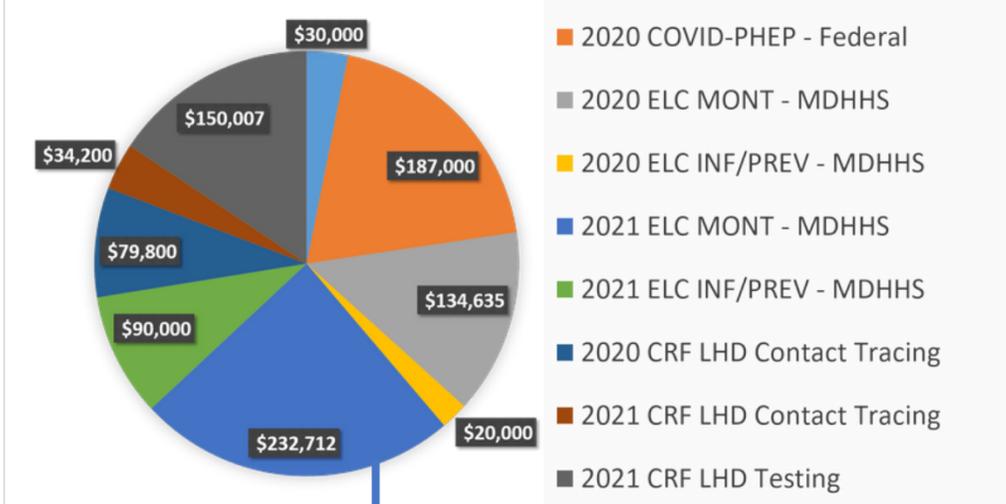
**TOTAL REVENUE 2210: \$3,914,457.66**

**TOTAL REVENUE 2211: \$904,128.61**

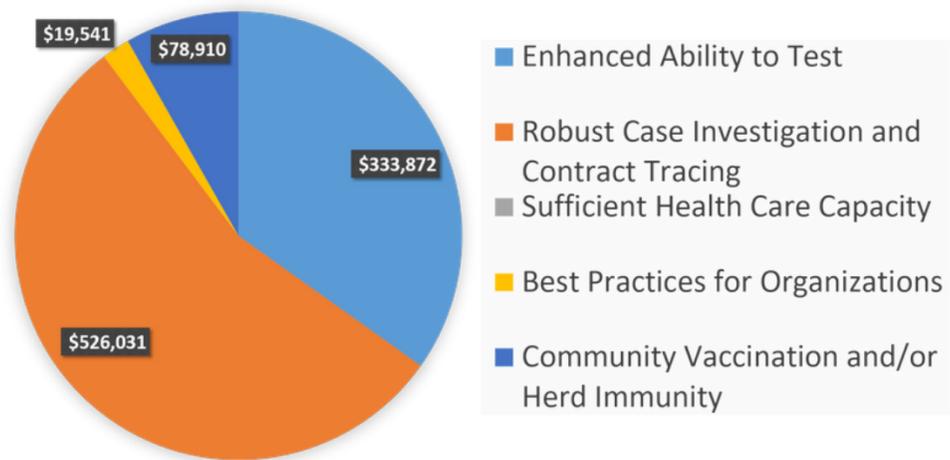
\*Includes COVID-19 Grant Funding from Federal and State

# COVID-19 FUNDING SUMMARY

## COVID-19 2020-2021 FUNDING



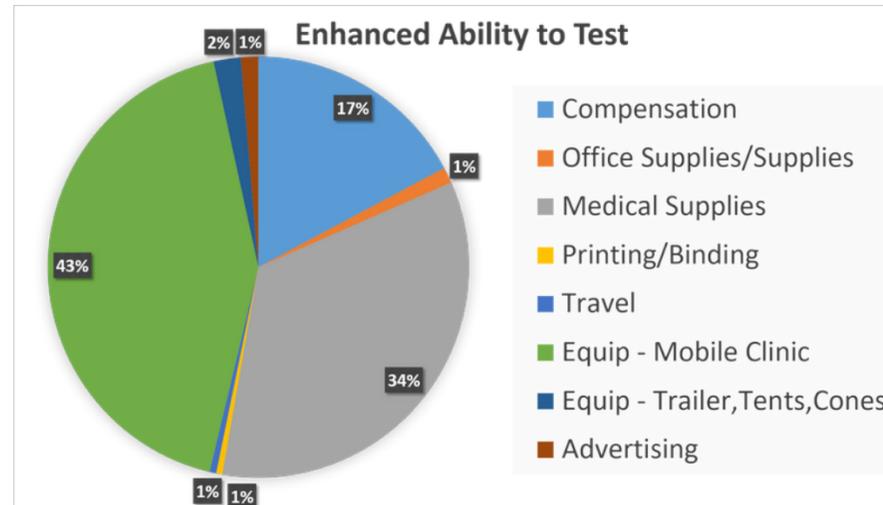
## COVID-19 Mitigation Components



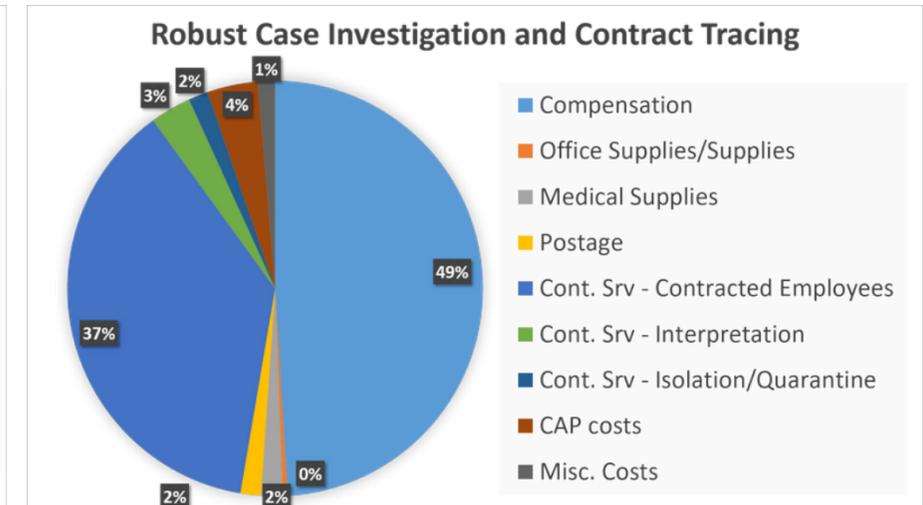
**TOTAL BUDGET\* FOR COVID: \$958,354**

\*2020 funding carried over to 2021 FY

## MITIGATION COMPONENTS



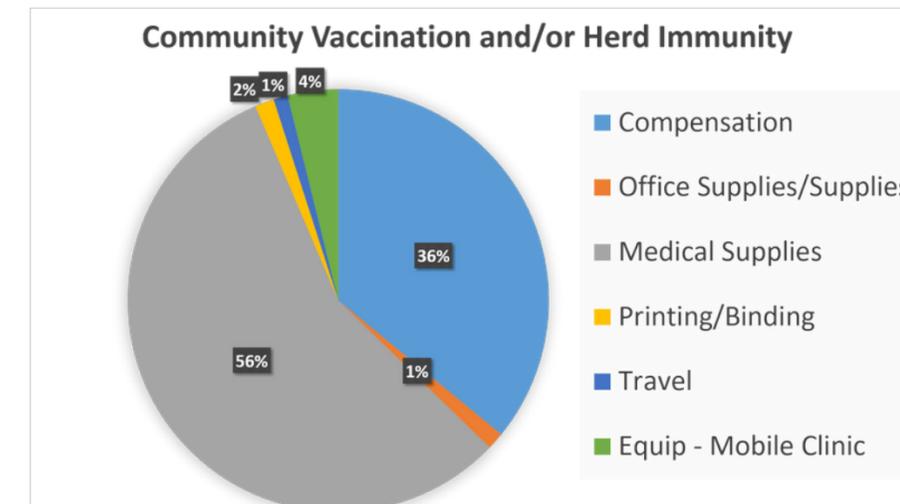
**TOTAL: \$333,872**



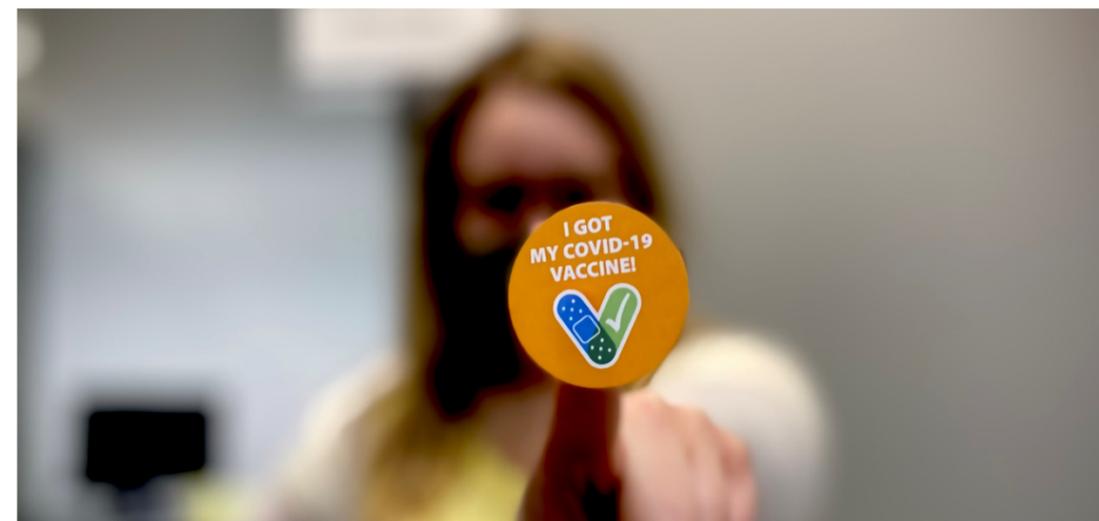
**TOTAL: \$541,790**



**TOTAL: \$19,541**



**TOTAL: \$78,910**



# IT TAKES A VILLAGE

While 2020 did not fall short of its challenges, we would not have been as successful without the support we received from, our community, local volunteers, Allegan County Emergency Management, Michigan National Guard, and MDHHS.

# THANK YOU!



# HEALTH Department



[allegancounty.org/health](http://allegancounty.org/health)



[@AlleganCountyHD](https://twitter.com/AlleganCountyHD)



# ANNUAL REPORT 2020

Alleghen County Health Department

*Together; striving for a healthier Alleghen County*

# CONTENTS

- 01** a letter from our health officer
- 02** public health administration
- 03** a year in review
- 04** COVID-19 response
- 06** environmental health
- 08** personal health
- 10** emergency preparedness
- 11** resource recovery, animal shelter, and my community dental centers
- 12** financial summary
- 13** COVID-19 funding summary
- 14** governance, mission, and vision
- 15** thank you

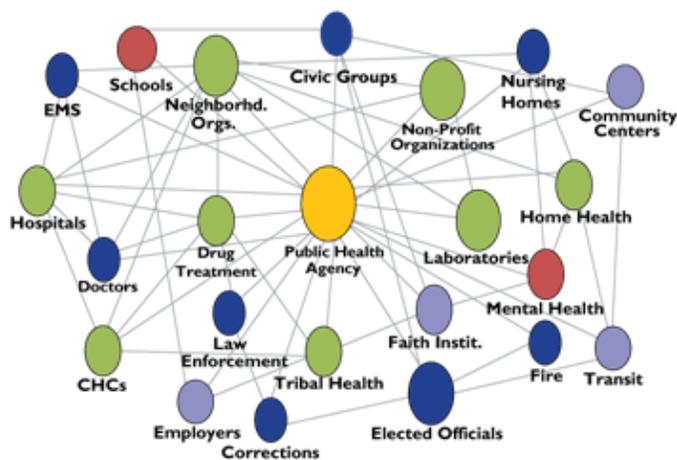
# A LETTER FROM OUR HEALTH OFFICER



Dear Board of Commissioners and Community,

2020 turned to be a very different year than many of us had planned. In our 2019 Public Health Annual Report, we focused on improving partnerships and processes to become a well-oiled machine. However, it became obvious that our Public Health machine was much larger than the local health department and health systems as a pandemic emerged that pushed Public Health to the forefront. It quickly became apparent that schools, public safety, emergency management, businesses, local unit of governments, non-profits, and volunteers/community members all greatly influenced public health outcomes and resilience in a community. We recognized this response was “going to take a village”!

Communication was vital with our community leaders and community. If I had to choose the biggest challenge, it would be communication with the ever-changing guidance and information as the pandemic evolved. We established a weekly “Community Leaders” meeting with leaders to present them with recent information and data and provide an opportunity to provide feedback or ask questions.



We would not have been able to do effective contact tracing in schools and businesses without their help. Schools and businesses helped us identify close contacts and minimize transmission and the amount of virus in the community. Public Safety, Emergency Management, and volunteers provided resources for events, such as testing, in the community. Many non-profits took the lead on providing basic needs to those who were in financial hardships and our health providers providing needed care for COVID and non-COVID patients. This pandemic pushed us to forge partnerships that I believe will benefit our community into the future. It brought to light that health and the economy intersect. That social determinants of health matter. That all sectors are essential “parts” of the public health machine and improving health and economic outcomes in our community.

While 2020 was hard for many of us for different reasons, it is important to recognize that amongst adversity comes growth and the ability to recover with a better “well-oiled machine”.

I look forward to continuing to partner with you all on improving the well being of our community because it takes all of us.

*yours in health,*

Angelique Joynes, MPH, RN  
Health Officer

Source: Public Health Practice Program Office, Centers for Disease Control and Prevention, National Public Health Performance Standards Program, User Guide (first edition), 2002.

## COVID-19 MITIGATION COMPONENTS



# ADMINISTRATION

## WHO WE ARE



**Pictured (left to right):** Randy Rapp, Lisa Letts, Angelique Joynes, Dr. Rik Tooker

**Angelique Joynes, MPH, RN**  
Health Officer

**Randy Rapp, RS**  
Environmental Health Manager

**Lisa Letts, BSN, RN**  
Personal Health Manager

**Rik Tooker, MD, MPH**  
Medical Director

# STRATEGIC FRAMEWORK

**PURPOSE: Together;  
Striving for a Healthier  
Allegan County.**

*Our strategic framework influences community health outcomes, while improved community health outcomes align with the Organization's vision and purpose of the Department.*

See Allegan County's Strategic Map [here](#).



# A YEAR IN REVIEW

## 2020 Highlights

New challenges arose as a global pandemic emerged. Normal operations shifted to responding to the pandemic and its affects on the Allegan County community. Despite the hardships, the collective community continued to follow our purpose - together; striving for a healthier Allegan County.

### Strengthening Community Partnerships



Communication was a vital piece in effectively responding to this pandemic. Starting March 2020, we began meeting weekly, then bi-weekly, with community leaders to provide local updates and technical assistance to businesses and schools.

**28** ACHD COVID-19 Community Updates



began attending **weekly** School Superintendent meetings

With the help of Allegan County Information Services, we launched a SharePoint site for the school districts and ACHD to streamline case identification and contact tracing efforts. This helped both parties stay in regular communication while striving for in-person learning at the schools.



### Training Health Department Team Members to be Case Investigators

As COVID-19 cases began to increase, the Personal Health Team could not keep up with the demand of timely case investigations and contact tracing efforts. By October 2020, the Personal Health Team had trained all staff to be case investigators as well as other County employees.



### Employee Time

With increase case investigation and response activities, we saw a **decrease** in the hours team members spent on professional development for service area as well as the amount of Paid Time Off (PTO) hours taken by employees. The decreases in these two areas allowed us to continue essential public health services at some level.

**330.5** hours team members spent on professional development for service area  
**73.5% DECREASE FROM 2019**



**3,498.5** hours of overtime worked



**3,454** amount of PTO hours taken by employees  
**28% DECREASE FROM 2019**

### Essential Public Health Services Continue amid Pandemic



Despite priorities being shifted to the COVID-19 Response, essential services continued including:

- immunizations
- STI/HIV testing
- Hearing and Vision screenings
- All Environmental Health services, following the Emergency Orders and Epidemic Orders

### New Positions



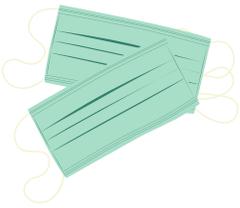
An **Epidemiologist** and **Health Educator** were added to the Administration Team.

An Environmental Health **Field Coordinator** was added to the EH Team.

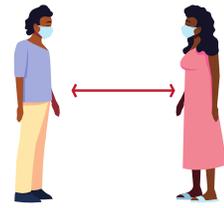


**Social Media Following Grows by 1,103%**

In January 2020, ACHD's Facebook page had **494 followers**. By the end of 2020, we had **5,942 followers**. Our biggest jump in followers was from March 2020 (513 followers) to April 2020 (5,008 followers).



# COVID-19 RESPONSE timeline



**JANUARY 2020** □ .....  
 ACHD begins to monitor travelers coming from Wuhan, China and Mainland China

**MARCH 9, 2020** □ .....  
 ACHD begins a weekly COVID-19 Update call for community leaders and businesses

**MARCH 21, 2020** □ .....  
 • ACHD confirms **first COVID-19 case in Allegan County** resident.  
 • A press briefing is held with spokespersons from Allegan County Health Department, Sheriff's Office, Emergency Management, Board of Commissioners, and Allegan Area Educational Service Agency.  
 • The Emergency Operations Center (EOC) fully activates.

**APRIL 24, 2020** □ .....  
 ACHD announces **first COVID-19 related death**

**JUNE 6, 2020** □ .....  
 ACHD offers free COVID testing site at Human Services Building Parking lot with Michigan National Guard support. **176 tested**

**JULY 2020** □ .....  
 ACHD partners with Intercare and Schools to offer weekly pop-up testing sites across county through September. **over 415 tested**

**OCTOBER 2020** □ .....  
 Planning for mass vaccination began

**NOVEMBER 2020** □ .....  
 Allegan County COVID-19 cases surge, with a **peak of a 7 day average of 106 cases per day**

**DECEMBER 28, 2020** □ .....  
 ACHD administers first dose of COVID-19 vaccine

**DECEMBER 2019** ○ .....  
 A novel virus emerges from Wuhan, China

**JANUARY 2020** ○ .....  
 First US COVID-19 case confirmed

**MARCH 10, 2020** ○ .....  
 Michigan confirms the first two COVID-19 cases

**MARCH 24, 2020** ○ .....  
 Michigan Governor issues "Stay Home, Stay Safe" order and keeps open essential services

**MARCH 31, 2020** □ .....  
 ACHD publishes **COVID-19 Return to Work Toolkit** for businesses, including screening tool and educational materials for workers.

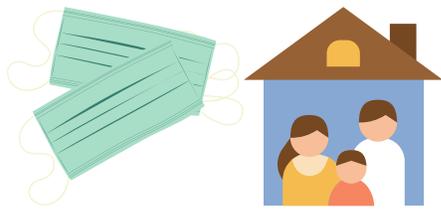
**MAY 2020** □ .....  
 ACHD partners with Intercare Community Health Network to offer COVID-19 testing in Allegan County

**JUNE 21, 2020** □ .....  
 Allegan County EOC deactivates

**JULY 31, 2020** □ .....  
 ACHD publishes **Return to School Toolkit** including Student Screening form and educational materials to share with parents and staff

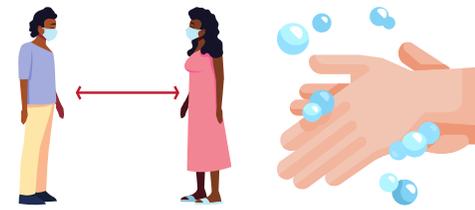
**SEPTEMBER 2020** □ .....  
 ACHD partners with HONU and Allegan County Transportation to offer testing at ACT building through December **over 670 tested**

**NOVEMBER 18, 2020** □ .....  
 Allegan County EOC reactivates



# COVID-19 RESPONSE

at a glance



21 testing events



over

1,610 people tested



62 educational materials created including **guidance documents** and **business signage**



1,800+ calls & emails fielded

through our **COVID-19 hotline** and **email**



7,788

COVID-19 Case Investigations



monitored **6,570** people

5,831 total cases



177 hospitalizations



102 COVID-19 related deaths

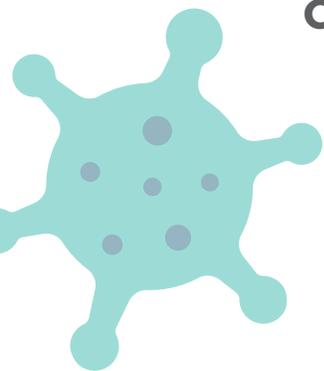
## RESPONDING TO OUTBREAKS

One response activity in this pandemic was providing technical assistance to businesses. An early example of this was in early April 2020, Public Health began to notice cases from a local business. After discussions with neighboring counties, we learned of more cases that could be traced back to the business. With concerns of workplace safety on the rise, we communicated to the business and evaluated mitigation strategies in place. We continued to build our relationship with the business and monitor cases. This outbreak was resolved. This outbreak led to an effective public/private partnership that was then used as a model for other outbreaks moving forward.



## COVID-19 BRINGS ATTENTION TO HEALTH DISPARITIES

On a national, state, and local level, we saw minority populations disproportionately be more affected by COVID-19. In May 2020, 35% of our COVID-19 cases reported Hispanic Ethnicity in Allegan County, while 7% of Hispanic Ethnicity made up Allegan County's population. Through partnership with agencies, businesses, and the state, COVID-19 testing was expanded with focused efforts in migrant workers due to the increased risk of exposure on the job. With specific communications on mitigation practices on and off the job and the increase in testing capacities, we saw the percentage of Hispanic related cases slowly decrease from the overall case count. By December 2020, our percentage of COVID-19 cases reporting Hispanic Ethnicity was down to 12.3%.



## TECHNOLOGY IN A PANDEMIC

In March 2020, many of us replaced our work desks to a new workspace in the home as all non-essential services had to work from home. **Technology became our new best friend** and many of us had to face a learning curve. In the world of public health, **we had to work to overcome the need for rapid communication for identifying cases and close contacts in a virtual way.** We learned quickly across the state that our public health technology infrastructure was not built for the demand it saw, causing barriers for local health departments. This gap highlighted the need for updating the way case investigations are completed. We used technology to our benefit which helped build capacity for our team. **The use of Qualtrics, Microsoft Teams, SharePoint and other tools are now rooted in our day to day operations for identifying cases and close contacts and internal and external communications.**



# ENVIRONMENTAL HEALTH at a glance

## FIELD

**685** well permits issued  
11% increase from 2019

**401** SESC permits issued  
33% increase from 2019

**3,466** SESC inspections  
31% increase from 2019

**367** final well inspections completed  
25% decrease from 2019

**691** sewage disposal permits issued  
14% increase from 2019

**537** final septic inspections  
25% increase from 2019

**139** abandoned wells plugged  
34% decrease from 2019

Met the 14 business day turn-around **98.5% of the time** for permits and loan evaluations



## FOOD

**421** food establishments inspected  
39% decrease from 2019

**30** temporary food inspections  
66% decrease from 2019

**20** food borne investigations/complaints  
18% increase from 2019

## OTHER SERVICES

**20** campground inspections  
29% decrease from 2019

**84** public pool inspections  
15% decrease from 2019

**33** ground water samples collected  
23% decrease from 2019

**5** body art inspections  
50% decrease from 2019

**1,454** EH Record Requests processed  
41% decrease from 2019



# ENVIRONMENTAL HEALTH highlights

## PROVIDING TECHNICAL ASSISTANCE TO RESTAURANTS, CHURCHES, & OTHER FOOD DISTRIBUTING ORGANIZATIONS



With the Stay at Home order in place, many restaurants and food serving agencies were looking for direction on what to do and what they needed to do to keep people safe.

Our Food Service Team created email lists for Fixed Food Licensed Facilities (Restaurants, Churches, Schools, etc.) Special Transitory Units and Mobile Units to quickly share updated information on Emergency Orders, Testing, Vaccine Sign up, and other information regarding the pandemic. This allowed for the food team to share specific, or essential, portions of the information to specific groups. Overall, the response has been positive with this communication channel.

Our food team was also available to provide these businesses and agencies with technical assistance regarding COVID-19. We went on site when it was appropriate to review and assist with layout and procedures, and were available by phone or email to help with quarantine and isolation questions, determining disinfectant approved by the EPA, and helping these businesses stay compliant with Emergency Orders. The team also reviewed COVID-19 Preparedness Plans upon request.

## VECTOR BORNE SURVEY GRANT CONTINUES



The grant work around vectors, and vector borne viruses continued in 2020. The purpose of the grant is to:

- Surveil the mosquitos in Allegan County identifying the different species
- Surveilling for the mosquito species the may transmit the Zika virus
- Surveilling for ticks, via tick drags, to identify if they carry the bacteria that causes Lyme Disease
- Educate the citizenry of Allegan County in the prevention of the transmission of vector borne diseases and arboviruses

This work will continue in 2021 as vector borne viruses continue to be emerging diseases.

## GROUND WATER STUDY BEGINS

The majority of private wells and city/township water in Allegan County are supplied by ground water. Currently, government agencies throughout Allegan County do not have easy access to important and reliable data needed to make decisions and develop plans regarding water availability and quality. After 2019 Board of Commissioners approval, the project was underway. The first task was developing a survey to understand the current knowledge and perceptions of stakeholders, residents, and businesses regarding groundwater. The groundwater survey was distributed in August 2020 and results were compiled by the end of December 2020. A presentation covering survey results and next steps for the project will occur in 2021.



# PERSONAL HEALTH at a glance



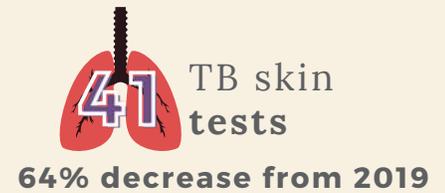
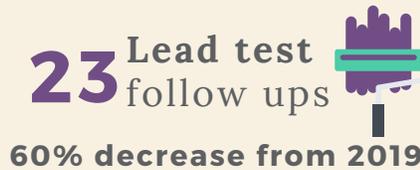
Case investigation and contact tracing was a main priority for the Personal Health Team. Overall services were down as many people stayed home, but our number of communicable disease investigations increased by 1,549% for 2020.

## CHILDREN'S SPECIAL HEALTH CARE SERVICES

provided to children and adults with qualified medical diagnosis.



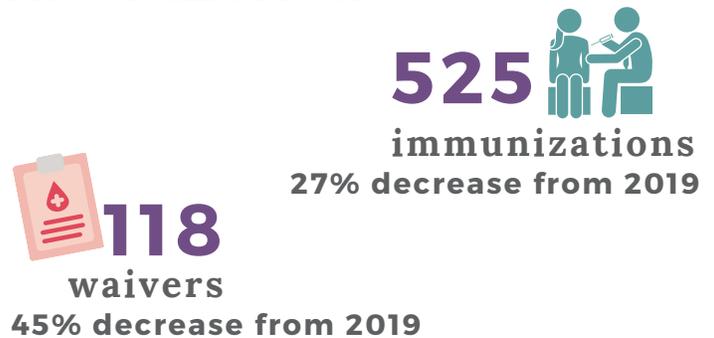
## COMMUNICABLE DISEASE



## HEARING AND VISION



## IMMUNIZATIONS



## SEXUAL HEALTH SERVICES



# PERSONAL HEALTH highlights

## EASTERN EQUINE ENCEPHALITIS (EEE) STRIKES AGAIN

Similar to 2019, Michigan saw EEE activity. EEE is an extremely rare but serious and often fatal infection that causes encephalitis or inflammation of the brain. It is spread by the bite of a mosquito infected with EEE virus. In 2020, EEE infected 3 Michigan residents, with one of these cases being fatal. **EEE also infected 41 animals across the state, with one animal case in Allegan County.** With cases across the state trending higher than 2019, MDHHS aerially sprayed parts of the state with insecticide to kill mosquitoes and reduce the risk of infection. A 5-mile radius in Dorr Township was sprayed during this operation.



## RABIES CASES INCREASE BY 60%

In 2020, Allegan County had **three** animals test positive for rabies and investigated **eight** cases of potential exposure. The team plans to provide more education and awareness around rabies in 2021 through social media and new releases.

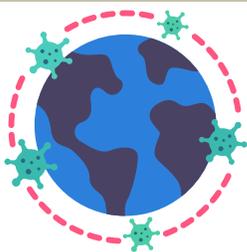
## PLANNING FOR MASS VACCINATIONS

The Personal Health Team continued to be busy throughout 2020. In December 2020, the team had to balance response activities such as case investigations, contact tracing, and testing efforts to prepare for the largest vaccine roll out in our history. Part of the preparation included becoming a CDC approved COVID-19 Vaccine Provider. To do this, we had to ensure we met all the requirements, recommendations, and guidance for the vaccine. This included:



- Understanding the Advisory Committee for Immunization Practices (ACIP) Recommendations for Vaccine Prioritization
- Meeting the vaccine administration and 24 hour reporting requirements
- Following the Safe Immunization Practices requirements
- Storing and handling vaccine properly
- Reporting to the Vaccine Adverse Event Reporting System (VAERS) following any adverse event identified by the CDC

# EMERGENCY PREPAREDNESS



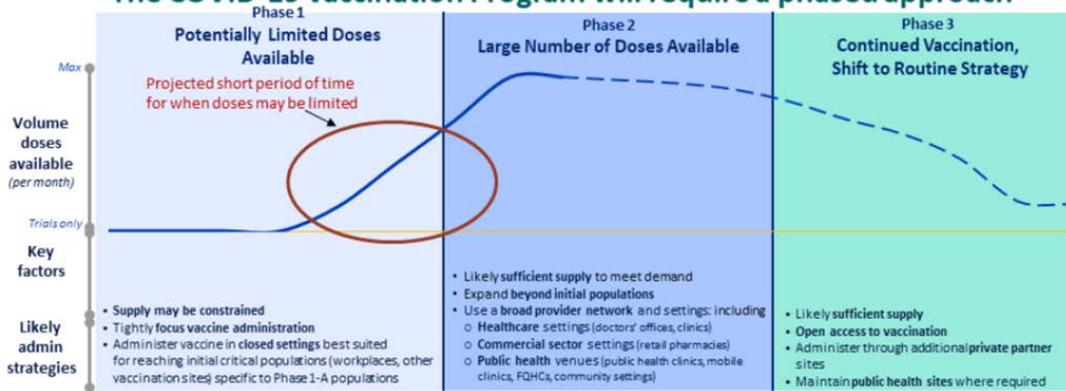
The Public Health Emergency Preparedness (PHEP) and Bioterrorism Division develops plans, conducts trainings and collaborates with Community, Regional, and State stakeholders to prepare for and protect the public in a disaster or emergency situation. These plans have been put to test during this pandemic and which identified opportunities for operational improvements that have been implemented.

## COVID-19 MASS VACCINATION PLANNING

At the November 12th Board of Commissioners meeting, a presentation to County Administration and stakeholders took place to:

- Review the Allegan County Public Health COVID-19 Community Vaccination base plan.
- Identify details of the proposed phase approach of the COVID-19 vaccine release.
- Discuss additional assistance needed from the Emergency Operation Center (EOC).
- Provide information on the December 2020 vaccination release, what MDHHS and CDC viewed as the local public health’s role in this part of the response, the supplies needed, and how distribution to administer would occur.

The COVID-19 Vaccination Program will require a phased approach



## FORMATION OF COVID-19 VACCINATION TASK FORCE

The Allegan County COVID-19 Community Vaccination Task Force was formed to focus on the effective deployment of the COVID-19 vaccine in Allegan County. The task force met bi-weekly and worked to:

- Identify the Human Capital need.
- Explore costs for vaccination mitigation strategies.
- Estimate number of population per priority group.
- Survey agencies for support availability.
- Deploy the MI Volunteer Registry platform.
- Develop the Allegan County Volunteers’ policies and procedures.
- Determine facilities for points of vaccinations (POV).
- Develop POVs’ standardized schematics.
- Conduct inspections of the POVs.
- Evaluate thru-put rate.
- Determine Physical Assets and Supply needs.
- Provide weekly updates to the EOC.

This multi-sector group was important to ensure that all aspects of planning were addressed. We thank each member that contributed their time and expertise for the good of Allegan County.

### Members:

**Kathy Yonkers-Wright** (ACHD)

**Dan Wedge** (Allegan County)

**Dr. Richard Tooker** (Allegan County Community Mental Health/ACHD)

**Scott Corbin** (Allegan County EOC)

**Mike Larsen** (Sheriff’s Department)

**Greg Janik** (Saugatuck Twp. Fire Chief)

**Billy Bregg** (Allegan Area Educational

Service Agency (AAESA)

**Craig Gardner** (AAESA)

**Ryan Cronk** (Acension Borgess)

**Margaret Brown** (Holland Hospital)

**Alex Yared** (Perrigo)

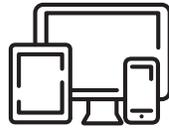
**Steve Sedore** (Allegan County)

# RESOURCE RECOVERY

The Resource Recovery Program serves 18 communities in Allegan County. Find more information on Resource Recovery, visit [www.allgeancounty.org/health](http://www.allgeancounty.org/health).



**1,690 TONS**  
total volume of  
single-stream recycling



**85,766 LBS**  
of e-waste recycled



**6,464**  
scrap tires  
collected

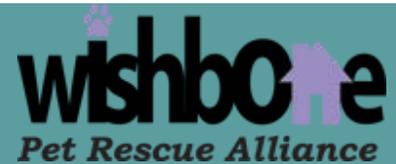
**33,964 LBS**  
household hazardous waste  
collected & properly disposed of



## highlights

- Voters approved increased funding in **eight** municipalities.
- Through a regional partnership, **1,326** illegally dumped scrap tires were collected from the Allegan State Game Area and recycled.

# ANIMAL SHELTER



Public Health and Animal Control partner with Wishbone Pet Rescue Alliance who operate the Animal Shelter. Wishbone offers pet adoption services, education about the importance of safe animal care and housing and reuniting strays with their families through the Animal Shelter.



**311**  
cats adopted  
**7% increase from 2019**



**263**  
dogs adopted  
**12% decrease from 2019**

# MY COMMUNITY DENTAL CENTER

My Community Dental Centers (MCDC) is a non-profit 501(c)3 corporation, established a partnership with Public Health to provide dental services to Medicaid enrollees and low-income, uninsured residents.



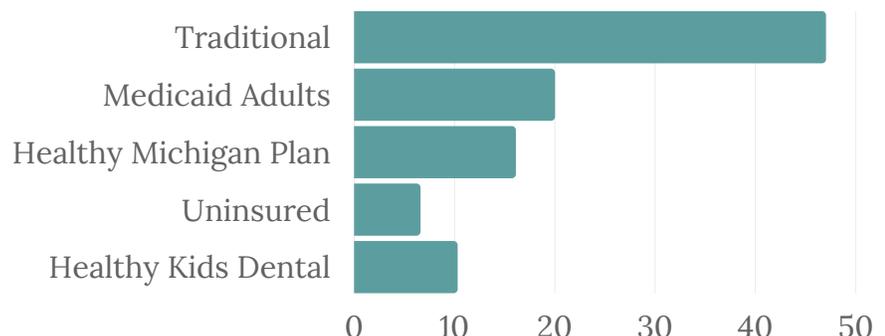
Source: Google Maps

Address: 1535 Lincoln Rd, Allegan

**2,302**  
patients served



## Average Type of Patient Coverage (%), 2020



# FINANCIAL OVERVIEW

## 2020

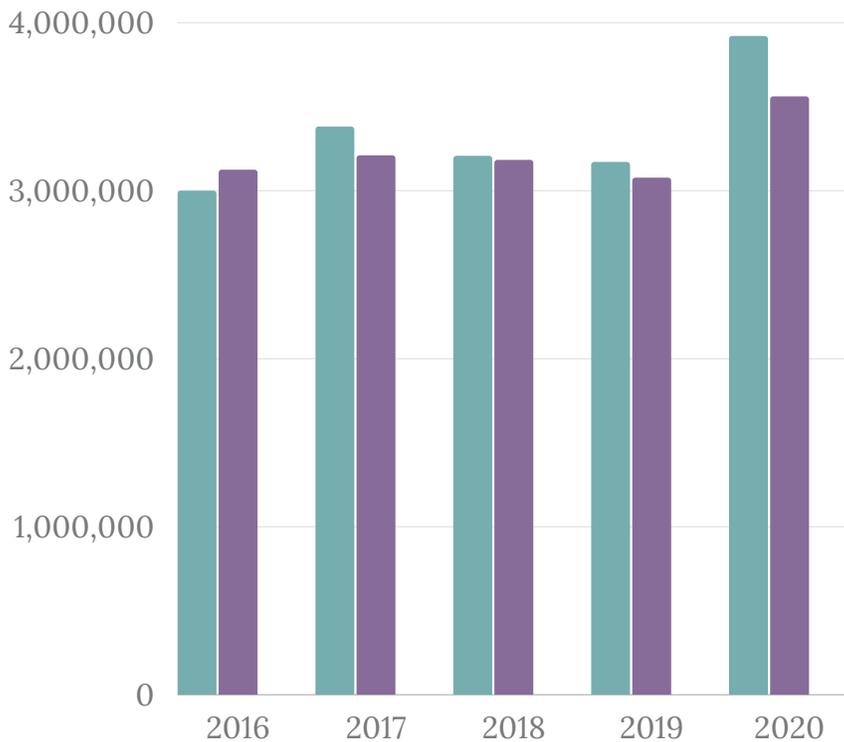
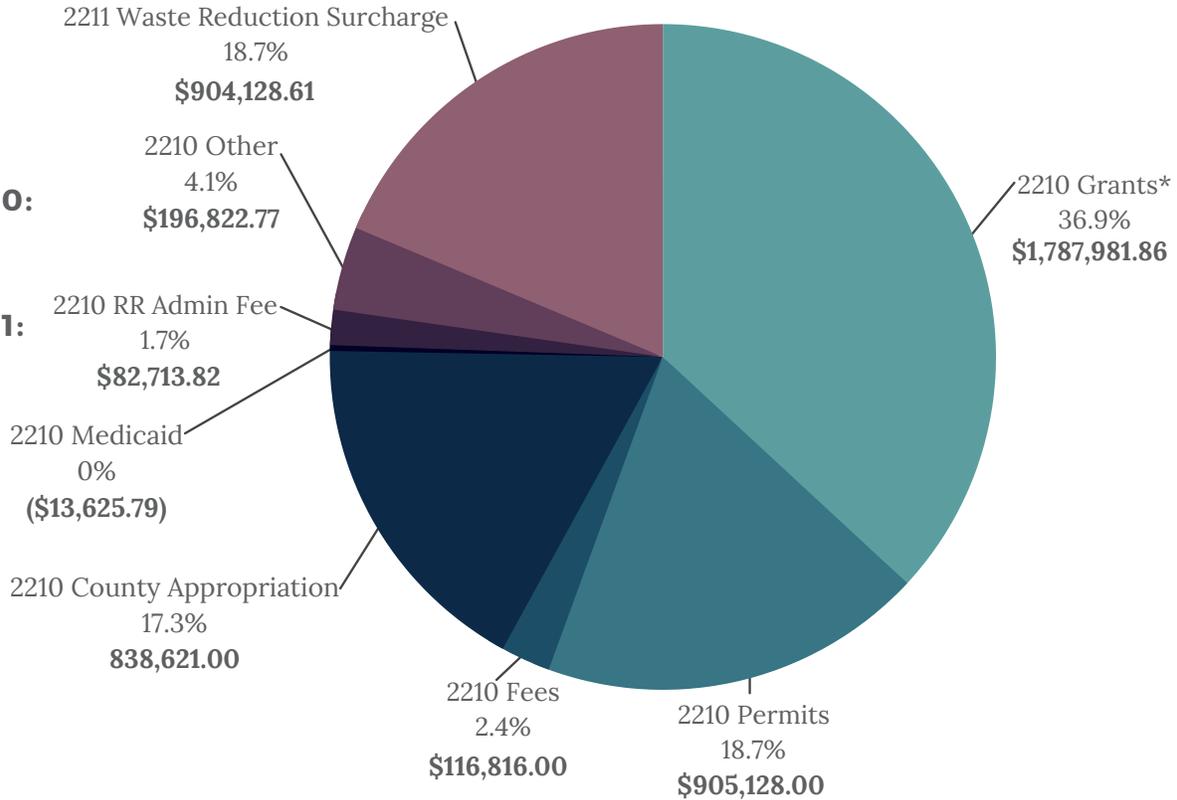
### REVENUE

The Health Department budget is from two funds. Fund 2211 supports all recycling activities. The primary revenue for recycling is the recycling surcharge. Fund 2210 supports all Public Health operations. Revenue in Fund 2210 generally includes the County General Fund allocation, State funding, grants, permits, fees, and Medicaid reimbursement.

**TOTAL REVENUE 2210:**  
\$3,914,457.66

**TOTAL REVENUE 2211:**  
\$904,128.61

\*Includes COVID-19 Grant Funding from Federal and State



### REVENUE & EXPENDITURES BY YEAR

Revenue  
Expenditures

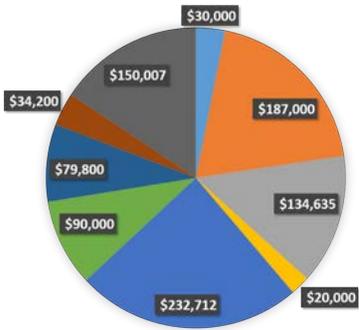
**TOTAL EXPENDITURES 2210:**  
\$3,555,591.121



# COVID-19 FUNDING SUMMARY

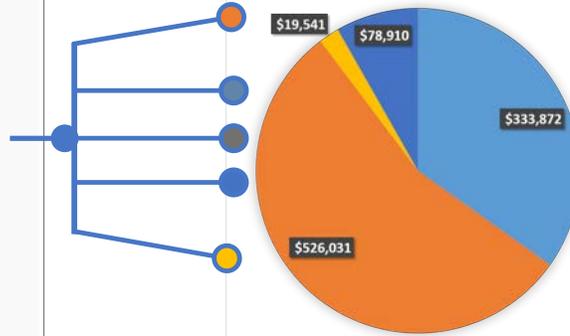
## COVID-19 2020-2021 FUNDING

- 2020 COVID-19 Response - MDHHS
- 2020 COVID-PHEP - Federal
- 2020 ELC MONT - MDHHS
- 2020 ELC INF/PREV - MDHHS
- 2021 ELC MONT - MDHHS
- 2021 ELC INF/PREV - MDHHS
- 2020 CRF LHD Contact Tracing
- 2021 CRF LHD Contact Tracing
- 2021 CRF LHD Testing



## COVID-19 Mitigation Components

- Enhanced Ability to Test
- Robust Case Investigation and Contract Tracing
- Sufficient Health Care Capacity
- Best Practices for Organizations
- Community Vaccination and/or Herd Immunity



**TOTAL BUDGET\* FOR COVID: \$958,354**

\*2020 funding carried over to 2021 FY

## MITIGATION COMPONENTS

Enhanced Ability to Test



Robust Case Investigation and Contract Tracing



Sufficient Health Care Capacity



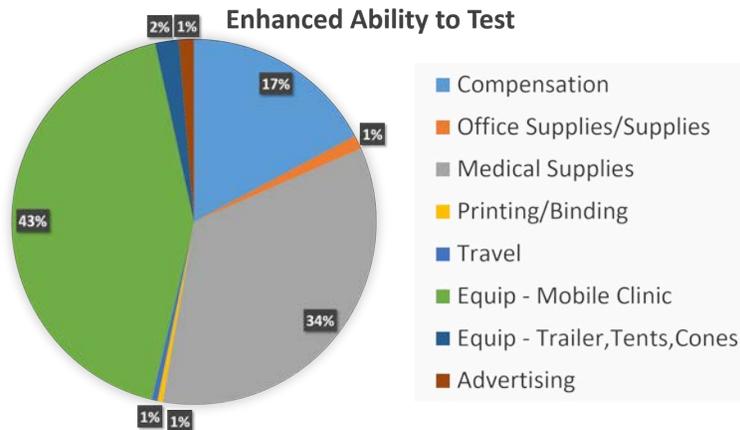
Best Practices for Organizations



Community Vaccination and/or Herd Immunity

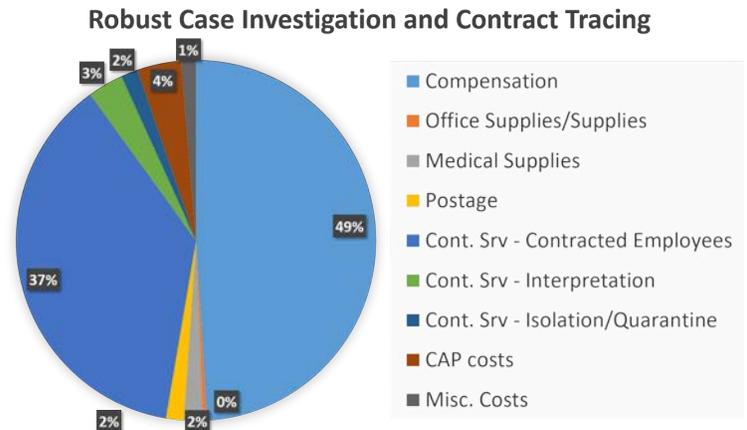


### Enhanced Ability to Test



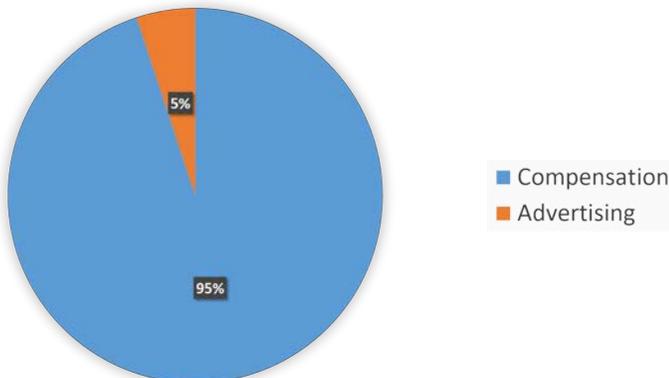
TOTAL: \$333,872

### Robust Case Investigation and Contract Tracing



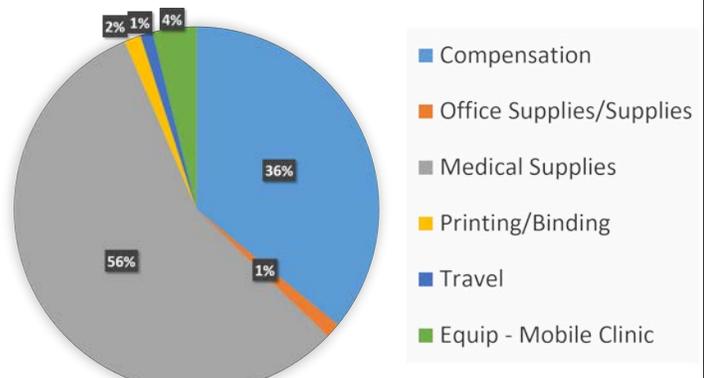
TOTAL: \$541,790

### Best Practices for Organizations



TOTAL: \$19,541

### Community Vaccination and/or Herd Immunity



TOTAL: \$78,910

# GOVERNANCE

The Allegan County Board of Commissioners (BOC) is the governing board of the Public Health Department. The BOC employs a County Administrator who is recognized as the Chief Administrative Officer of the County. Representatives are below. For more information on our BOC, visit [www.allegancounty.org](http://www.allegancounty.org)



**Dean Kapenga,**  
District 1



**Jim Storey,**  
District 2



**Max R. Thiele,**  
District 3



**Mark DeYoung,**  
District 4



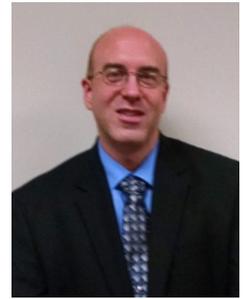
**Tom Jessup,**  
District 5



**Gale Dugan,**  
District 6



**Rick Cain,**  
District 7



**Robert J. Sarro,**  
County Administrator



## MISSION

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

## VISION

The Allegan County Board of Commissioners is committed to providing our citizens superior and innovative services, being judicious and efficient in the expenditure of resources and **promoting a safe, clean and healthy environment in which to live, work and play.**





# IT TAKES A VILLAGE

While 2020 did not fall short of its challenges, we would not have been as successful without the support we received from our community, Board of Commissioners, County Administration, schools, public safety, emergency management, businesses, local unit of governments, non-profits, and volunteers/community members local volunteers, Michigan National Guard, and MDHHS.

## THANK YOU!





# HEALTH Department



[allegancounty.org/health](http://allegancounty.org/health)



[@AlleganCountyHD](https://twitter.com/AlleganCountyHD)

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**FINANCE - CLAIMS & INTERFUND TRANSFERS**

**WHEREAS**, Administration has compiled the following claims for 5/21/21 and 5/28/21; 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 2021 Claims folder of the Commissioners' Record of Claims.

May 21, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	181,195.87	181,195.87	
Park/Recreation Fund - 2080	501.52	501.52	
Friend of the Court Office - 2151	92.87	92.87	
Health Department Fund - 2210	1,683.27	1,683.27	
Solid Waste - 2211	43,945.69	43,945.69	
Transportation Grant - 2300	4,036.22	4,036.22	
Capital Improvement Fund - 2450	290,941.41	290,941.41	
Animal Shelter - 2550	6,438.00	6,438.00	
Indigent Defense - 2600	12,965.68	12,965.68	
Grants - 2790	635.55	635.55	
Wayland Township - 2806	880.26	880.26	
Child Care-Circuit/Family - 2921	8,420.77	8,420.77	
Soldiers Relief Fund - 2930	462.50	462.50	
Senior Millage - 2950	22,733.18	22,733.18	
Delinquent Tax Revolving Fund - 6160	591.72	591.72	
Delinquent Tax Revolving Fund-2020 Taxes - 6190	2,340.81	2,340.81	
Tax Reversion 2020 - 6201	175.00	175.00	
Fleet Management - 6612	15.33	15.33	
Self-Insurance Fund - 6770	50,268.49	50,268.49	
Drain Fund - 8010	22,775.24	22,775.24	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$651,099.38</b>	<b>\$651,099.38</b>	

May 28, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	71,001.23	71,001.23	

Park/Recreation Fund - 2080	624.27	624.27	
Central Dispatch/E911 Fund - 2110	4,155.57	4,155.57	
Central Dispatch CIP - 2118	426.67	426.67	
Friend of the Court Office - 2151	111.80	111.80	
Transportation Grant - 2300	4,483.63	4,483.63	
Register of Deeds Automation Fund - 2560	178.62	178.62	
Indigent Defense - 2600	35,603.97	35,603.97	
Drug Law Enforcement Fund - Prosecutor - 2651	288.14	288.14	
Grants - 2790	15,130.15	15,130.15	
Victims Rights Grant - 2791	45.47	45.47	
Child Care-Circuit/Family - 2921	4,030.61	4,030.61	
Senior Millage - 2950	3,454.52	3,454.52	
Wayland Refunding 2012 - 3670	12.32	12.32	
Delinquent Tax Revolving Fund - 6160	78.58	78.58	
Tax Reversion - 6200	63.99	63.99	
Drain Equip Revolving - 6390	50.00	50.00	
Drain Fund - 8010	1,526,405.56	1,526,405.56	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$1,666.145.10</b>	<b>\$1,666.145.10</b>	

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

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

## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**SENIOR SERVICES—AWARD SENIOR MILLAGE PROGRAM MARKETING SERVICES  
BID**

**WHEREAS**, The Board of Commissioners and the Commission on Aging have expressed an expectation to increase awareness and utilization of the millage funded programs available through Allegan County Senior Services; and

**WHEREAS**, consistent with the County's Purchasing Policy, a Request for Proposal (RFP) process was used to solicit competitive bids for marketing services; and

**WHEREAS**, the Commission on Aging reviewed the plan for this project and made a motion on May 19, 2021 to recommend proceeding with an award to the most qualified low bid vendor.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners awards the senior millage program marketing services bid to Hosler, LLC dba GreenStreet Marketing of 244 East Michigan Avenue, Kalamazoo, MI 49007 and authorizes payments for these services in a not to exceed amount of \$95,000 for the development and implementation of a marketing plan; and

**BE IT FINALLY RESOLVED** that the County Administrator is authorized to negotiate and sign any necessary documentation on behalf of the County and the Executive Director of Finance is authorized to perform the necessary budget adjustment to appropriate \$95,000 from the fund balance available in the Senior Millage Fund (#2950) to establish a not to exceed project budget.



ALLEGAN COUNTY  
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: 201550

Date: 5/13/2021

Request Type	Contract	<b>Select a Request Type to reveal and complete required form.</b>
Department Requesting	Senior Services	
Submitted By	Kristin VanAtter on behalf of Sherry Owens	
Contact Information	sowens@allegancounty.org	

Parties:

Allegan County and GreenStreet Marketing

Duration      Scope of work completion, estimated 1 year

Amount        \$95,000.00

Purpose:

Authorizing procurement of Senior Marketing Program Services as part of capital project #1055-21. There is a desire to carry out a marketing campaign to increase awareness and utilization of the millage funded programs available through Allegan County Senior Services.

**BID PRESENTATION FOR PROJECT #:** 1055-21 Date: 5/12/2021  
**Project Name:** Senior Programs Marketing Services # of Firms Invited to Bid: 15  
**Service Area:** Senior Services # in West Michigan: 15  
**Total Contract Amount:** \$ 37,800.00 # in Allegan County: 0  
**EDEN Account #** New Millage Fund Appropriation # of Bids Received: 7  
**EDEN Account Name** New Millage Fund Appropriation  
**Evaluation Team:** Sherry Owens; Kristin VanAtter; Valdis Kalnins  
**Award Recommendation:** Greenstreet Marketing & Design  
**Award Criteria:** Low bidder with high scoring proposal  
**References supplied and checked?** Yes  
Debarred party? No

VENDOR TABLE	Vendor 1	Vendor 2	Vendor 3	Vendor 4
Company Name	Greenstreet Marketing & Design	Josie Joan Creative Marketing	Well Design Studio	Our Full Attention LLC
Company Address1	244 E Michigan Ave		605 Livingston Ave NE	2152 Plainfield Ave NE
City, State, Zip	Kalamazoo, MI 49007	Kalamazoo, MI	Grand Rapids, MI 49504	Grand Rapids, MI 49505
Main Contact Name		Josie Richards	Josh Leffingwell	Chris Penning
Main Contact Email	<a href="mailto:greenstreet@greenstreetmkg.com">greenstreet@greenstreetmkg.com</a>	<a href="mailto:hello@josiejoan.com">hello@josiejoan.com</a>	<a href="mailto:josh@welldesignstudio.com">josh@welldesignstudio.com</a>	<a href="mailto:chris@teamofa.com">chris@teamofa.com</a>
Main Contact Tel#				616-318-8829
Main Contact Cell#	269-250-8343	517-745-3501		
COST TABLE				
Task 1-All items (sec 2)	\$ 7,000.00	\$ 5,600.00	\$ 6,500.00	\$ 18,750.00
Task 2-All items (sec 3)	\$ 10,500.00	\$ 7,300.00	\$ 6,000.00	\$ 24,000.00
Task 3-Mass mailing (sec 4.1)	\$ 600.00	\$ 1,000.00	\$ 4,638.48	\$ 500.00
Task 3-Client Survey (sec 4.2)	\$ 2,000.00	\$ 5,000.00	\$ 3,750.00	\$ 2,250.00
Task 3-Produce video client (sec 4.3)	\$ 7,000.00	\$ 9,000.00	\$ 12,000.00	\$ 20,000.00
Task 3-Produce video public (sec 4.4)	\$ 7,000.00	\$ 9,000.00	\$ 12,000.00	\$ 20,000.00
Task 3-Facebook (sec 4.5)	\$ 1,200.00	\$ 1,200.00	\$ 1,250.00	\$ 2,400.00
Task 4-Produce 30 sec radio (sec 5.1)	\$ 500.00	\$ 750.00	\$ 2,000.00	\$ 2,500.00
Task 4-Produce 30 sec TV (sec 5.2)	\$ 2,000.00	\$ 2,000.00	\$ 7,000.00	\$ 20,000.00
<b>TOTAL</b>	<b>\$ 37,800.00</b>	<b>\$ 40,850.00</b>	<b>\$ 55,138.48</b>	<b>\$ 110,400.00</b>

VENDOR TABLE	Vendor 5	Vendor 6	Vendor 7
Company Name	LKF Marketing	2 Fish Company	Publicom
Company Address1	259 E Michigan Ave #208	440 S. State St. Ste #300	2175 Commons Parkway
City, State, Zip	Kalamazoo, MI 49007	Zeeland, MI 49464	Okemos, MI
Main Contact Name		Scott Millen & Shelly (co-owners)	Lisa O'Connor
Main Contact Email	<a href="mailto:lkf_info@lkfmarketing.com">lkf_info@lkfmarketing.com</a>	<a href="mailto:scott@2fishco.com">scott@2fishco.com</a>	<a href="mailto:lisao@publicom.com">lisao@publicom.com</a>
Main Contact Tel#		<a href="mailto:shelly@2fishco.com">shelly@2fishco.com</a>	
Main Contact Cell#	269-349-4440	616-987-0010	
COST TABLE			
Task 1-All items (sec 2)	\$ 12,750.00	\$ 20,500.00	\$ 20,000.00
Task 2-All items (sec 3)	\$ 37,500.00	\$ 12,000.00	\$ 20,000.00
Task 3-Mass mailing (sec 4.1)	\$ 13,202.00	\$ 9,560.00	\$ 13,000.00
Task 3-Client Survey (sec 4.2)	\$ 3,500.00	\$ 32,000.00	\$ 20,000.00
Task 3-Produce video client (sec 4.3)	\$ 12,900.00	\$ 15,545.00	\$ 22,000.00
Task 3-Produce video public (sec 4.4)	\$ 12,900.00	\$ 15,545.00	\$ 22,000.00
Task 3-Facebook (sec 4.5)	\$ 1,500.00	\$ 6,000.00	\$ 8,000.00
Task 4-Produce 15 sec radio (sec 5.1)	\$ 4,500.00	\$ 3,930.00	\$ 4,000.00
Task 4-Produce 30 sec radio (sec 5.1)	\$ 8,500.00	\$ 3,930.00	\$ 5,000.00
Task 4-Produce 15 sec TV (sec 5.2)	\$ 5,500.00	\$ 5,575.00	\$ 12,000.00
Task 4-Produce 30 sec TV (sec 5.2)	\$ 10,500.00	\$ 5,575.00	\$ 20,000.00
<b>TOTAL</b>	<b>\$ 113,252.00</b>	<b>\$ 120,655.00</b>	<b>\$ 150,000.00</b>

Roll Call Votes Pertaining to Senior Services Marketing Campaign Project  
from Commission on Aging Meeting held on 5/19/2021

COMMISSION ON AGING ROLL CALL VOTE										
<b>DATE:</b>		May 19, 2021								
<b>MOTION:</b>		Recommend the Board of Commissioners award up to \$95,000 for the advertising budget.								
<b>MOVED BY:</b>		Alice Kelsey								
<b>SECONDED BY:</b>		Natalie VanHouten								
RICH BUTLER	RICK CAIN	SALLY HEAVENER	DEAN KAPENGA	ALICE KELSEY	LARRY LADENBURGER	STUART PEET	PATRICIA PETERSON	LOU PHELPS	NATALIE VAN HOUTEN	VACANT
Y	A	A	Y	Y	Y	Y	A	Y	Y	
<b>COMMENTS:</b>										
The \$95,000 is to include the marketing contract base rate as well as cost of advertising.										

COMMISSION ON AGING ROLL CALL VOTE										
<b>DATE:</b>		May 19, 2021								
<b>MOTION:</b>		To recommend the BOC accept Greenstreet Marketing and Design as the marketing firm and award contract.								
<b>MOVED BY:</b>		Richard Butler								
<b>SECONDED BY:</b>		Dean Kapenga								
RICH BUTLER	RICK CAIN	SALLY HEAVENER	DEAN KAPENGA	ALICE KELSEY	LARRY LADENBURGER	STUART PEET	PATRICIA PETERSON	LOU PHELPS	NATALIE VAN HOUTEN	VACANT
Y	A	A	Y	Y	Y	Y	A	Y	Y	
<b>COMMENTS:</b>										

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**COMMISSION ON AGING—ADOPT AMENDED BY-LAWS**

**BE IT RESOLVED**, that the Board of Commissioners hereby approves the amended by-laws of the Allegan County Commission on Aging, as attached; and

**BE IT FURTHER RESOLVED**, that these attached by-laws supersede any previously established by-laws.

DRAFT



ALLEGAN COUNTY  
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: \_\_\_\_\_

Date: May 19, 2021

Request Type Routine Items  
Department Requesting Senior Services  
Submitted By Sherry Owens  
Contact Information (269) 686-5144

**Board Approval: Items historically done on a periodic basis or Proclamations, directly to Board for action; Political positions require Board discussion.**

Description

Revise the current By-Laws. Revisions include:  
-Update Article III-A to align with other Boards and Commissions in the County  
-Update Article X-C & D to reflect current Supervisor and budget oversight

## **BY-LAWS OF THE ALLEGAN COUNTY COMMISSION ON AGING**

### **Article I Name**

The name of this Commission, created by the Allegan County Board of Commissioners, shall be the Allegan County Commission On Aging, hereinafter referred to as “the COA.”

### **Article II Purposes**

The mission of the COA is “Dedicated to serving Allegan County seniors by developing and coordinating services that support their independence, maintain their dignity, and preserve their quality of life.”

- A. Develop, coordinate, and facilitate the delivery of programs and services, public and private, that support the independence, maintain the dignity, and preserve the quality of life of Allegan County’s citizens age 60 and over;
- B. Provide leadership, consultation, assistance and outreach to interested groups or individuals to foster the well-being of our aging citizens;
- C. Accumulate, study, and maintain as informational resources data related to aging citizens;
- D. Cooperate and engage in planning with existing public and private organizations to develop and make available needed resources for aging citizens throughout Allegan County;
- E. Disseminate information concerning services and programs related to the social, economic, health, transportation, and housing needs of the aging;
- F. Monitor and evaluate programs and services that support the COA’s purpose;

- G. Recommend how funds are distributed for senior services funded by the Senior Millage and other sources;
- H. Become a member of the Allegan County Multi-Agency Collaborative Council (MACC); and
- I. Perform such other actions as identified by the Allegan County Board of Commissioners to further the welfare, well-being, security, and happiness of Allegan County's citizens age 60 and over.

### **Article III Members**

- A. The COA shall consist of eleven (11) voting members who shall be responsible for governing its actions and achieving its purposes subject to the authority of the Allegan County Board of Commissioners. The members of the COA shall be elected by the Allegan County Board of Commissioners. ~~based on the findings of a review committee which shall consist of the BOC Chair, the COA Chair and the HR Committee Chair.~~
- B. Of the eleven (11) COA members, four (4) members shall be members at large, five (5) members shall be senior citizens age 60 or over, and two (2) members shall be County Commissioners.
- C. To the extent reasonably practicable and subject to requirements otherwise herein contained, members of the COA shall also represent the various geographic areas of Allegan County.
- D. All COA members must be residents of Allegan County or representatives of organizations located in Allegan County dedicated to promoting and safeguarding the welfare of Allegan County senior citizens and supportive of these By-Laws and the purpose of the COA as stated herein.
- E. The terms of office shall be three (3) years in duration. There shall be no term limitation upon a member's service. Terms of office begin on January 1 and end on December 31 of the appropriate year. A member shall declare their intentions to reapply for another term not later than the regularly scheduled COA meeting in September of the last year of

their term. Any member failing to do so will be presumed to have no interest in serving another term.

- F. All COA members are expected to attend all meetings. If a COA member has three (3) meeting absences during a calendar year, the COA may, at their discretion, recommend the member for removal and replacement by the Allegan County Board of Commissioners. All members shall notify either the Chairperson, Vice-Chairperson or if unavailable, leave a message with the Department of Senior Services of their intended absence from a scheduled meeting.
- G. Members of the COA may be removed at will by the Allegan County Board of Commissioners, provided that a written statement of reasons and an opportunity to be heard thereon are provided.
- H. In the event of a vacancy on the COA, such vacancy shall be filled by the Allegan County Board of Commissioners for the remainder of the unexpired term
- I. Newly elected members of the COA shall undergo an orientation session. This orientation will include at a minimum, a review of these By-laws, the policy and procedure manual and an overview of the business conducted over the previous six months.

#### **Article IV Officers**

- A. During the COA's annual meeting, officers shall be elected as described below, for the coming year. Nominations will be made from the floor for the following officers:
  - 1. Chairperson: The Chairperson shall preside at all meetings, appoint members to all Special Committees and/or a standing advisory committee once receiving confirmation of all appointments by the COA; and be an ex-officio member of all committees.
  - 2. Vice-Chairperson: The Vice-Chairperson shall perform such duties as may be assigned by the Chairperson; perform the duties of the Chairperson in his/her absence or inability to act

- B. Any officer may be removed from office by a two thirds (2/3) majority vote at a regularly scheduled meeting or a special meeting called for that purpose.
- C. In the event that an office should become vacant prior to the expiration of an officer's term, the COA shall elect a replacement for the unexpired portion of the term by a simple majority vote at the earliest possible meeting.

### **Article V Committees**

- A. The COA may establish Special Committees for defined purposes for specified durations as deemed necessary for the purpose of focusing on development, improvement and/or research of programs and services.
- B. Should the COA determine the need for a special committee; they will, at their inception, have a pre-defined set of vision, mission and values statements. COA members may serve on special committees as they are able; however it is expected that they fully participate and contribute to the project.
- C. All decisions of Special Committees are considered recommendations and must be brought to the COA for recommendation to the Board of Commissioners.

### **Article VI Meetings**

- A. The regular meetings of the COA shall be held once a month at a time and place approved by its members.
- B. A simple majority of the members elected and serving shall constitute a quorum for the transaction of business.
- C. Special meetings may be called by the Chairperson, when deemed necessary. The membership shall receive 24 hours' notice of any special meeting and the reason for it.

- D. There shall be an annual meeting held in January of each year. The purpose of the annual meeting shall be to elect officers, welcome new members, establish the annual meeting calendar, outline progress, review policies and procedures, and conduct any other business as needed.
- E. All meetings of the COA and its committees shall be in accordance with Robert's Rules of Order (official version), unless the By-Laws conflict therewith, in which event the By-Laws shall supersede as long as they are not in conflict with federal or state law.
- F. All meetings of the COA and its committees shall be conducted and noticed in compliance with the Open Meetings Act.
- G. Public comments offered during the public participation portion of regular meetings shall be limited to no more than five (5) minutes per individual with a total of fifteen (15) minutes overall.
- H. Service providers and/or vendors who wish to address the COA may request in advance to be placed on the agenda of a regularly scheduled meeting should time permit; however all presentations shall be limited to no more than fifteen (15) minutes.

## **Article VII Compensation**

- A. All members of the COA that are serving as citizens without compensation or reimbursement by the County or any other organization shall receive a per diem and travel reimbursement at the rate as determined by the Allegan County Board of Commissioners for attending the regular and special meetings of the COA.
- B. Members serving on Special Committees will not receive a per diem or travel reimbursement for attending those meetings.
- C. Members' reimbursement for general travel and other expenses shall be at the rate as determined by the Allegan County Board of Commissioners.

## **Article VIII Ethics and Conduct**

- A. No member of the COA shall be affiliated with a public or private organization that contracts with senior citizens in Allegan County or be involved in any endeavor which would influence the decisions of the COA unless that affiliation is disclosed to and determined by the Allegan County Board of Commissioners to be consistent with the provisions of Article VIII of these by-laws.
  
- B. Members of the COA and/or any committee shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to agreements or sub-agreements. Members of the COA and/or any committee shall comply with all applicable laws and County policies regarding ethics and conflict of interest. No member of the COA and/or any committee shall participate in the selection or award of a contract, grant, or any other monies awarded by or to the COA if a conflict of interest would be present or if the appearance of a conflict of interest could be present. Such a conflict would include, but is not limited to, a situation where a member of the COA and/or any committee, or a family member, partner, employer or potential employer, has a financial or other interest in a firm or agency selected for an award.
  
- C. In the pursuit of his/her functions or duties as a member of the COA and/or any committee, no member shall discriminate against any individual or group on any basis prohibited by federal or state law.
  
- D. All members of the COA and/or any committee shall, to the extent permitted by law (including, but not limited to, the Open Meetings Act, the Freedom of Information Act, and Health Insurance Portability and Accountability Act), maintain confidentiality when discussing information that might reveal personal or confidential information about an individual or group.

## **Article IX Contracts**

- A. The COA shall be authorized to recommend contracts for approval by the Allegan County Board of Commissioners with private and public agencies for the purpose of providing services to senior citizens.
- B. The COA shall have the power to establish COA rules, policies, and procedures, except as they may conflict with applicable law, County Policy, or these By-Laws.

**Article X  
Director of Senior Services**

- A. Provides expertise, leadership, and support to the COA.
- B. Oversees day-to-day operations of the Department of Senior Services and carries out the goals and objective of the COA, develop programs, prepares grants, and supervise other Department of Senior Services staff. The Director shall be an ex officio member of all COA committees.
- C. The Director of Senior Services is a County employee under the direct supervision of the ~~County Administrator~~ Executive Director of Services.
- D. The Director of Senior Services shall work with the COA to prepare and recommend an annual budget to the Board of Commissioners through the ~~County Administrator~~ Executive Director of Services.

**Article XI  
Finances**

- A. The COA shall issue an annual report to the Allegan County Board of Commissioners no later than March outlining activities and services provided during the preceding year.
- B. The COA shall recommend its annual budget to the Allegan County Board of Commissioner for approval through the process established by County policy.

**Article XII  
Amendments**

These By-Laws may be amended in whole or in part at any time by a two-thirds vote of all members of the COA at any regular or special meeting of the COA, provided that written notice of such proposed amendment shall be given to all members not less than five (5) days prior to such meeting. Any such amendment shall be subject to approval by the Allegan County Board of Commissioners. The Allegan County Board of Commissioners may amend these By-Laws at any time.

### **Article XIII Dissolution**

The COA may recommend dissolution to the Allegan County Board of Commissioners at any time it deems necessary; however the Allegan County Board of Commissioners may dissolve the COA at any time.

## COMMISSION ON AGING ROLL CALL VOTE

**DATE:** May 19, 2021

**MOTION:** Recommend the Board of Commissioners approve the Commission on Aging By-Law revisions

**MOVED BY:** Dean Kapenga

**SECONDED BY:** Stuart Peet

RICH BUTLER	RICK CAIN	SALLY HEAVENER	DEAN KAPENGA	ALICE KELSEY	LARRY LADENBURGER	STUART PEET	PATRICIA PETERSON	LOU PHELPS	NATALIE VAN HOUTEN	VACANT
Y	A	A	Y	Y	Y	Y	A	Y	Y	

**COMMENTS:**



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

## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**FACILITIES MANAGEMENT—AWARD 2021 COURTHOUSE HEAT PUMP REPLACEMENTS**

**WHEREAS**, the Allegan County Board of Commissioners (Board) appropriated \$117,000 from the Public Improvement Fund (#2450) in 2021 to fund the continued replacement of aging heat pumps at the County Courthouse; and

**WHEREAS**, consistent with the County's Purchasing Policy, an RFP process was used to solicit competitive bids for heat pump replacements; and

**WHEREAS**, with uncertainty about exact costs, itemized bids were solicited for the replacement of 22 heat pumps of which 16 can be replaced within current project budget appropriation; and

**WHEREAS**, Facilities Management is recommending the replacement of all 22 heat pumps as bid which would require an additional appropriation of \$40,000.

**THEREFORE BE IT RESOLVED** that the Board hereby awards the 2021 Courthouse Heat Pump Replacement Project bid (#1400-21) to R.W. LaPine of 5140 E. ML Avenue, Kalamazoo, Michigan, 49048, to procure and install 22 heat pumps, and to Grand Valley Automation of 4275 Spartan Industrial Drive, Grandville, MI, 49418 to install 22 new heat pump controls for a total project cost not to exceed \$157,000; and

**BE IT FINALLY RESOLVED** that the County Administrator is authorized to negotiate and sign any necessary documentation on behalf of the County and the Executive Director of Finance is authorized to perform the necessary budget adjustment to appropriate \$40,000 from the fund balance available in the Public Improvement Fund (#2450).



ALLEGAN COUNTY  
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: 201553  
Date: 5/13/2021

Request Type Purchases - Capital Budget Select a Request Type to reveal and complete required form.  
Department Requesting Facilities Mgmt  
Submitted By Kristin VanAtter on behalf of Carl Chapman  
Contact Information cchapman@allegancounty.org

Item(s):  
Replace 22 heat pumps at the Courthouse as part of capital project #1400-21

Total Bid Price \$155,695.00  
Budgeted?  Yes  No  
No. Bids Sent 13.00  
No. Bids Received 2.00

Prebid or Qualifications:  
RFP released

Recommendation of Award:  
R.W. LaPine and Grand Valley Automation

Equipment / Service / Supplies:  
Replace 22 heat pumps and controls at the Courthouse

Where it was advertised Allegan County Bidding Opportunities Website

**REMINDER - Include Tabulation Sheet**

**BID PRESENTATION FOR PROJECT #:**

Date: 5/13/2021

Project Name:	<b>1400-21</b>	# of Firms Invited to Bid: 13
Service Area:	<b>Facilities Management</b>	# in West Michigan: 13
Budgeted Amount:	\$ 117,000.00	# in Allegan County: 0
Budget Adjustment Request:	\$ 40,000.00	# of Bids Received: 2
Total Budget:	\$ 157,000.00	
Bid Amount:	<u>\$155,695.00</u>	
Difference:	\$1,305.00	
Over/Under Budget	UNDER	

Evaluation Team:	Carl Chapman, Valdis Kalnins
Award Recommendation:	R.W. LaPine and GVA
Award Criteria:	Low bidder with satisfactory proposal
References supplied and checked?	No, have successfully completed Courthouse Heat Pump repairs in prior years.
<a href="#">Debarred party?</a>	No

<b>VENDOR TABLE</b>	<b>Vendor 1</b>	<b>Vendor 2</b>
Company Name	<b>R.W. LaPine</b>	<b>Advantage Mechanical Refrigeration</b>
Company Address1	5140 E ML Ave	4870 W River Dr NE # F
City, State, Zip	Kalamazoo, MI 49048	Comstock Park, MI 49321
Main Contact Name	Mike Birmann	Adam Edwards
Main Contact Title	Service Operations Manager	<a href="mailto:adam@advmechref.com">adam@advmechref.com</a>
Main Contact Email	<a href="mailto:mike@rwlservice.net">mike@rwlservice.net</a>	616-365-0000
Main Contact Tel#	269-388-2045	616-745-4579
Main Contact Cell#		

<b>COST TABLE (22 Heat Pumps)</b>		
HEAT PUMP REPLACEMENT COSTS	\$ 114,577.00	\$ 119,954.78
GVA CONTROLS COSTS	\$ 41,118.00	\$ 41,118.00
<b>GRAND TOTAL</b>	<b>\$ 155,695.00</b>	<b>\$ 161,072.78</b>