

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

DECEMBER 9, 2021 SESSION

JOURNAL 69

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MORNING SESSION**DECEMBER 9, 2021 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on December 9, 2021 at 9:00 A.M. in accordance with the motion for adjournment of November 4, 2021, and rules of this board; Chairman Storey presiding.

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

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

DIST #1	DEAN KAPENGA	DIST #5	TOM JESSUP arrived 9:40am
DIST #2	JIM STOREY	DIST #6	GALE DUGAN
DIST #3	MAX THIELE	DIST #7	RICK CAIN
DIST #4	MARK DeYOUNG		

PUBLIC PARTICIPATION - NO COMMENTS

2/ 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

3/ Chairman Storey asked if there were any additions or changes to the agenda. Commissioner Storey requested that the Administrator Report be moved from Discussion Item #10 to Discussion Item #1

Moved by Commissioner Thiele, seconded by Commissioner Dugan to adopt the changes to the meeting agenda as requested. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

AGENDA - ADOPTED AS AMENDED

4/ Moved by Commissioner DeYoung, seconded by Commissioner Dugan to adopt the meeting agenda as amended. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

ADMINISTRATIVE UPDATE

5/ Administrator Sarro noted his written report was submitted to Commissioners. Highlights included Courthouse Project, Parks Development, and Rock Tenn project was discussed.

BOARD OF COMMISSIONERS - AUTHORIZE LETTERS OF AGREEMENT

6/ **BE IT RESOLVED** the Board of Commissioners (Board) authorizes the County Administrator to ratify the 2022-2026 Letter of Agreement (LOA), as presented for all unions; and

BE IT FURTHER RESOLVED the County Administrator is authorized to amend and execute on its behalf the existing Collective Bargaining Agreements (CBA) as necessary to reflect such LOAs; and

BE IT FURTHER RESOLVED that the Board authorizes the County Administrator to amend County personnel policies as necessary to incorporate

provisions within the LOA that apply to eligible non-represented employees; and

BE IT FURTHER RESOLVED that consistent with the effects of the LOAs on organizational wages, the Board hereby establishes the salaries for the following officials effective January 1, 2022; and

<u>TITLE</u>	<u>2022</u>
Clerk-Register	\$83,542.68
Chief Deputy Reg. of Deeds	\$69,618.90
Chief Deputy Clerk	\$69,618.90
Drain Commissioner	\$83,542.68
Chief Deputy Drain Commissioner	\$69,618.90
Treasurer	\$83,542.68
Chief Deputy Treasurer	\$69,618.90
Sheriff	\$107,319.68
Undersheriff	\$97,908.72
Prosecuting Attorney	\$122,748.60
Chief Asst. Prosecuting Attorney	\$104,902.72

BE IT FINALLY RESOLVED that the Executive Director of Finance is authorized to make the necessary budget adjustments to complete this action.

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

BROADBAND – APPROVE PROJECT MANAGER POSITION

7/ **WHEREAS**, the Board of Commissioners (Board) approved a 2021/22 Strategic Plan project to advance broadband in Allegan County; and

WHEREAS, the Plan identifies steps to create a broadband workgroup and hire a directly employed or contracted project lead (and possibly team) to lead the project and deliver results for Board approved Specific, Measurable, Actionable, Realistic, Time-based (S.M.A.R.T.) goals pending ARPA eligibility; and

WHEREAS, a Broadband Action Workgroup was formed and the actions above have been reviewed with the workgroup; and

WHEREAS, the workgroup, in conjunction with Administration, recommends contracting for a Project Manager position and other necessary personnel and operational resources; and

WHEREAS, ARPA eligibility has been confirmed.

THEREFORE BE IT RESOLVED the Board authorizes Administration to contract position(s) and procure the necessary services and supplies with an initial budget of \$1.5 million for 3 years; and

BE IT FURTHER RESOLVED that positions, services and supplies shall not incur any financial liability expenses that are not eligible for ARPA funds; and

BE IT FINALLY RESOLVED the County Administrator is authorized to sign any necessary documents on behalf of the County and the Executive Director of Finance is authorized to perform all budget adjustments to complete this action.

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

DRAFT

Good morning Commissioners,

I am here today as Chairperson of the Allegan County Broadband Action Workgroup and as a Trustee on the Martin Board of Education.

Thank you for your commitment to expanding broadband access in Allegan County as evidenced by the support for our workgroup. I know this effort precedes the Broadband Action Workgroup.

In your packet for today's meeting, you will find that the workgroup recommends approval of hiring for a Broadband Project Manager, related positions, and an initial budget of 1.5 million dollars for three years.

Additionally you should have been provided with a resolution of support passed by the Martin Board of Education on Monday, December 6.

Since the formation of the Broadband Action Workgroup, members have worked diligently to understand the issue of broadband in Allegan County and just how necessary swift action is on getting homes connected.

It is my personal view that Allegan County will be well served by a project manager to oversee deployment of resources through county funds, American Rescue Plan Act funds, and other grants available for broadband.

This project is very exciting and has the potential to be transformational for Allegan County residents. In closing, I would like to commend the members of the Broadband Action Workgroup for their work and each of you for your service to the place we call home.

I am happy to answer any questions you may have.

In service,
Austin Marsman
Chairperson, Broadband Action Workgroup
Trustee, Martin Board of Education

BREAK - 10:30 A.M.

8/ Upon reconvening at 10.36 A.M., the following Commissioners were present: Commissioner Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain. Absent: None.

AMEND MEETING AGENDA

9/ Moved by Commissioner Jessup, seconded by Commissioner Cain to amend the meeting agenda to have discussion item #6 & #7 moved next on the agenda. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

BOARD OF COMMISSIONERS - BOARD RULES OF ORGANIZATION

10/ Commissioners discussed (4) proposed rule changes to the Board Rules of Organization.

1. *Amend the Board rules, Commissioner compensation, by adding the following amendment (underlined): Per diem and mileage rates for BOC meetings, any commission or committee meeting to which a Commissioner has been appointed, quarterly interdepartmental meetings (QUID), Michigan Association of Counties committee, board, or special meetings and conferences, regular public meetings of townships, cities, and villages in the respective commissioner's assigned district.*

a. Moved by Commissioner Jessup, seconded by Commissioner Cain to table discussion on item #1 until November 10, 2022. Motion carried by voice vote. Yeas: 6 votes. Nays: Dugan.

2. *Add new section: Board of Public Health: The Board of Commissioners shall at least quarterly meet as the Board of Public Health as enunciated in the Michigan public health code. At said meetings, the health officer and direct reports to the health officer shall report on the activities of the health department during the most recently concluded quarter, provide a forecast of activities for the quarter ahead, and any anticipated public health situations in the year ahead.*

a. Moved by Commissioner Dugan, seconded by Commissioner Thiele to amend item #2 to read "The BOC shall perform as Local Governing Entity (LGE) of the Local Health Department (LHD) as enunciated in the Michigan Public Health Code. (Code). At least quarterly, the OBC shall schedule a dedicated agenda item during a planning session or regular meeting of the BOC (or schedule a special meeting if necessary) for the Health Officer (and other members of the LHD) to report on the activities of the LHD during the most recently concluded quarter, provide a forecast of activities for the quarter ahead, and any anticipated public health situations in the year ahead. These sessions shall be added to the annual schedule of information sessions. Topics for these sessions may also include items, derived from the Code such as:

- i. Concurrence of disapproval authorizing LHD to adopt regulartions (e.g. water regulations),
- ii. Receiving the annual report, approval of the Plan of Organization
- iii. Providing or demonstrating the provision of each required service which the LHD is designated to provide, and

- iv. Fixing and requiring payment of fees for services authorized to be performed by the LHD.

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

Amended rule change to the Rules of Organization to adopt the recommendation as set forth by Administration as to the Board of Public Health carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

- 3. *Add new section: salaried corporate counsel. At each Board of Commissioners meeting, the salaried corporate counsel shall be present to receive any questions, concerns or direction that the Board as a body may enunciate. Corporate counsel shall also respond at said meetings to questions from individual commissioners in the course of board consideration of agenda items for the specific meeting.*

- a. Moved by Commissioner Dugan, seconded by Commissioner Thiele to amend the section to read: "Add new section: salaried corporate counsel. At each Board of Commissioners meeting, the salaried assistant corporate counsel shall be present virtually or be in person as requested by the Board of Commissioners to receive any questions, concerns or direction that the Board as a body may enunciate. Corporate counsel shall also respond at said meetings to questions from individual commissioners in the course of board consideration of agenda items for the specific meeting."

Amendment carried by roll call vote. Yeas: 5 votes. Nays: Cain and Storey.

- b. Amended rule change to the Rules of Organization carried by roll call vote. Yeas: 5 votes. Nays: Storey and Cain votes.

- 4. *Add new section: page 9: agenda items. Commissioners may add agenda items for discussion to any regularly scheduled meetings of the Board by contacting the Chair or, in the absence of the Chair, the vice chair, up to 5pm on the Tuesday preceding the scheduled meeting.*

- a. Moved by Commissioner Jessup, seconded by Commissioner Cain to adopt the change to amend the Board Rules of Organization.

Motion carried by roll call vote. Yeas: 5 votes. Nays: Thiele and Dugan.

My thoughts watching U-Tube video the other day, and review of your board rules. <https://www.youtube.com/watch?v=mKm-SIG3m4>

Having an attorney present at the Board of Commission Meetings:

The Board of Commission is ultimately responsible to its constituents, and must make final decisions on all that matters related to public health and safety of its citizens while ensuring fiscal responsibility of county operations. General operations are left up to the County Administrator. Due to this enormous responsibility its incumbent upon its members to ensure Roberts Rule of Order, Board Rules, State and Federal Laws are being followed properly. By having legal counsel (or a member of the staff) present they will be able to hear the routine conversation of the Board of Commission and understand the context in which legal questions are being framed, and the proper interpretation will be provided to its members. If the legal opinion is sensitive under Opens Meeting Act, then the Board of Commission may enter in a closed session to hear the legal opinion, this would come in a form of a recommendation by legal counsel.

Amend your Board Rules:

During both Board of Commission Study Sessions and Regular Board meetings, the County's legal counsel shall be present. To ensure Roberts Rule of Order, Board Rules, State and Federal Laws are being followed properly. By having legal counsel (or a member of the staff) present they will be able to hear the routine conversation of the Board of Commission and understand the context in which legal questions are being framed, and the proper interpretation will be provided to its members. If the legal opinion is sensitive under Opens Meeting Act, then the Board of Commission may enter in a closed session to hear the legal opinion, this would come in a form of a recommendation by legal counsel. In addition, upon a request of one of its members to be present at an official committee appointed by the Board of Commission, the attorney shall be present.

The Argument:

This would cost too much, by having legal counsel at every board meeting, and/or upon the request of a member at a committee meeting.

- Many legal questions are directed through the County Administrator and that time is invoiced back to the County; nothing will change, the cost to have a legal opinion would still exist. Having various discussions outside the Board Room may incur more cost. (compare last three years of attorney fees)
- Having legal counsel present reduces the likelihood of mistakes being made in interpreting laws as it related to questions being asked.
- The need to have an immediate response to move the meetings along would be more efficient, rather than delaying the matter until another time would be desirable.
- This would permit public transparency of how board members are engaged in the process, and how they make decisions.
- More importantly, legal counsel has a full understanding of the conversation and can present an unambiguous response during the meetings or within a closed session.

Motions:

I _____ motion, to have the board rules changed to The Board of Commission is ultimately responsible to its constituents, and must make final decisions on all that matters related to public health and safety of its citizens, while ensuring fiscal responsibility of county operations. General operations are left up to the County Administrator. Due to this enormous responsibility its incumbent upon the Board of Commission to ensure Roberts Rule of Order, Board Rules, State and Federal Laws are being followed properly. By having and County legal counsel (or a member of the staff) present they will be able to hear the routine conversation of the Board of Commission and understand the context in which legal questions are being framed, and the proper interpreting is being provided to its members. If the legal opinion is sensitive under the Opens Meeting Act, then the Board of Commission may enter in a closed session to hear the legal opinion, this would come in a form of a recommendation by legal counsel. In addition, upon a request of one of its members to be present during an official committee appointed by the Board of Commission, the attorney shall be present. And further to have the County Administer make the appropriate budget adjustment (fund balance) within the Board of Commission operating budget, before our next regular meeting to accommodate the expenditures.

LEGAL EXPENSES CLARIFICATION

11/ Commissioners discussed clarification on legal expenses that were sought on September 15 & 16, 2021 as referenced in a September 16, 2021 email from Chairperson Storey.

PUBLIC PARTICIPATION - COMMENTS

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

1. Scott Beltman, 3110 130th, thanked board for approving the position for a Broadband Project Manager.

AMEND MEETING AGENDA

13/ Moved by Commissioner Kapenga, seconded by Commissioner Cain to move morning discussion items to afternoon agenda. Motion carried by voice vote. Yeas: 7 Nays: 0.

ADJOURNMENT UNTIL JANUARY 13, 2022 AT 9:00 A.M.

14/ Moved by Commissioner Dugan, seconded by Commissioner Jessup to adjourn until January 13, 2022 at 9:00 A.M. The motion carried by voice vote and the meeting was adjourned at 12:11 P.M. Yeas: 7 votes. Nays: 0 votes.

AFTERNOON SESSION**DECEMBER 9, 2021 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

15/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on December 9, 2021 at 1:00 P.M. in accordance with the motion for adjournment of November 4, 2021, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #6 Commissioner Dugan.

The Chief 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	DIST #5	TOM JESSUP - Absent
DIST #2	JIM STOREY	DIST #6	GALE DUGAN
DIST #3	MAX THIELE	DIST #7	RICK CAIN
DIST #4	MARK DeYOUNG		

COMMUNICATIONS

16/ Chief Deputy Clerk Porter noted to the board that they received the following resolutions:

1. Jackson County resolution regarding COVID
2. Marquette County, Menominee County and Dickinson County resolution supporting American Rescue Plan State match programs
3. Muskegon County resolution supporting Little River Band of Ottawa Indians Casino in Muskegon County
4. Cheboygan County resolution opposing Senator Shirkey's Gearing Toward Integration proposal and supporting Pathways Community Mental Health Services Program
5. Ogemaw County resolution opposing Senate Bill 597 and Senate Bill 598

OCTOBER 28, 2021 AND NOVEMBER 4, 2021 SESSION MINUTES - ADOPTED

17/ Moved by Commissioner Kapenga, seconded by Commissioner Thiele to approve the minutes for the October 28, 2021 and November 4, 2021 session as distributed. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

PUBLIC PARTICIPATION - NO COMMENTS

18/ 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

19/ Chairman Storey asked if there were any additions or changes to the agenda. Commissioner Storey requested that Discussion items; Downtown Development Authority Policy Update/Notification Memo to Local Units, Boards & Commissions appointment/Elections, Administration-Healthy Workplace Plan, National Opioids Settlement, Finance-apply/accept Coronavirus Emergency Supplemental Funding (CESF) (207-606) and Assistant Corporate Counsel wishes to address the Board of Commissioners regarding a rule change adopted in morning session to be added to the agenda.

Moved by Commissioner Thiele, seconded by Commissioner Kapenga to adopt the changes to the meeting agenda as requested. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

APPROVAL OF AGENDA AS AMENDED

20/ Moved by Commissioner Thiele, seconded by Commissioner Kapenga to approve the agenda as amended. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

MEMORIAM - LARRY "CASEY" E. JONES

21/ Commissioner Storey read the memoriam resolution for Larry "Casey" E. Jones to the board.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to adopt the memoriam resolution. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes 1 Excused.

**ALLEGAN COUNTY BOARD OF COMMISSIONERS
I N M E M O R I A M**

Larry "Casey" E. Jones
August 4, 1937 - October 31, 2021

TO THE HONORABLES, THE BOARD OF COUNTY COMMISSIONERS,

Gentlemen:

WHEREAS, our Almighty God in His providence has removed from this life our friend and public servant, Larry "Casey" Jones; and

WHEREAS, the members of this Board, recognize and are grateful for his passionate, lifetime commitment to citizenship, and public service in our Allegan County Community. From May 2002 to December 2012, Casey served as District #11 Commissioner of the Allegan County Board of Commissioners including serving as Chairperson 2005/2006 and 2009/2010. While a County Commissioner, Casey also served on various Commissions including the County Farmland Preservation Board and Central Dispatch Policy & Procedure Committee; and

WHEREAS, Casey's joys were founded in family, traveling, and venturing in the outdoors.

THEREFORE, BE IT RESOLVED, that we, the Allegan County Board of Commissioners, deploring his loss, not only to his family, but to his friends, to the public and to ourselves, do hereby extend our sincere sympathy to his bereaved family; and in cherishing his memory in respect to his many virtues, we do hereby instruct the Clerk of this Board to properly inscribe a page of this Journal to his memory and to forward a copy of this resolution to his family.

Dated at Allegan, Michigan, this 9th day of December 2021.

Jim Storey, Board Chairperson

The members of the Board of Commissioners rose for a moment of silence to honor the life and memory of Casey Jones.

STATE OF MICHIGAN) ss
COUNTY OF ALLEGAN)

I, Bob Genetski, Clerk of the Allegan County Board of Commissioners and Clerk of the County of Allegan, do hereby Certify that the Above Resolution was duly adopted by said Board on December 9th of year 2021.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County and Court in Allegan, Michigan, this 9th day of December, 2021.

Bob Genetski, Clerk-Register

PRESENTATIONS - EMPLOYEE RECOGNITION

22/ Commissioner Storey and Administrator Sarro presented a certificate to Brian Bonnell for his 32 years of service with Allegan County Sheriff's Department.

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

23/ **WHEREAS**, Administration has compiled the following claims for 11/12/2021; 11/19/2021; 11/26/2021; 12/3/2021; and 12/10/2021; 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.

November 12, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	75,439.89	75,439.89	
Park/Recreation Fund - 2080	987.05	987.05	
Central Dispatch/911 Fund - 2110	4,761.53	4,761.53	
Central Dispatch CIP - 2118	35,899.55	35,899.55	
Friend Of The Court Office - 2151	231.08	231.08	
Health Department Fund - 2210	44,534.50	44,534.50	
Solid Waste - 2211	3,421.11	3,421.11	
Transportation Grant - 2300	85,492.08	85,492.08	
Indigent Defense - 2600	1,724.38	1,724.38	
Drug Law Enforcement Fund-Prosecutor - 2651	252.07	252.07	
Grants - 2790	11,121.87	11,121.87	
Wayland Township - 2806	878.37	878.37	
Sheriff Contracts - 2807	627.99	627.99	
Child Care - Circuit/Family - 2921	17,425.28	17,425.28	
Soldiers Relief Fund - 2930	929.97	929.97	
Senior Millage - 2950	3,681.98	3,681.98	
Delinquent Tax Revolving Fund - 6160	136.72	136.72	
Tax Reversion - 6200	63.93	63.93	
Tax Reversion 2020 - 6201	41.91	41.91	
Drain Equip Revolving - 6390	226.45	226.45	
Fleet Management - 6612	3,083.06	3,083.06	
Self-Insurance Fund - 6770	13,334.88	13,334.88	
Drain Fund - 8010	18,058.87	18,058.87	
TOTAL AMOUNT OF CLAIMS	\$322,354.52	\$322,354.52	

November 19, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	103,789.21	103,789.21	
Park/Recreation Fund - 2080	1,585.59	1,585.59	
Central Dispatch/911 Fund - 2110	4,313.62	4,313.62	
Health Department Fund – 2210	4,530.86	4,530.86	
Solid Waste - 2211	555.91	555.91	
Transportation Grant – 2300	1,113.51	1,113.51	
Multi Agency Collaborative Committee - 2400	1,571.49	1,571.49	
Capital Improvement Fund - 2450	197,179.76	197,179.76	
Animal Shelter - 2550	13,151.60	13,151.60	
Register of Deeds Automation Fund - 2560	133.67	133.67	
Indigent Defense - 2600	2,465.71	2,465.71	
Local Corrections Officers Training Fund - 2640	201.60	201.60	
Drug Law Enforcement Fund – Pros. - 2651	252.07	252.07	
Grants - 2790	4,910.45	4,910.45	
Wayland Township – 2806	393.09	393.09	
Sheriff Contracts - 2807	82.64	82.64	
Child Care – Circuit/Family - 2921	3,898.73	3,898.73	
Senior Millage - 2950	157,719.33	157,719.33	
Tax Reversion - 6200	63.88	63.88	
Drain Equip Revolving - 6390	57.61	57.61	
Self-Insurance Fund - 6770	5,393.87	5,393.87	
Drain Fund – 8010	7,834.94	7,834.94	
TOTAL AMOUNT OF CLAIMS	\$511,199.14	\$511,199.14	

November 26, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	43,698.23	43,698.23	
Central Dispatch/911 Fund - 2110	13,425.00	13,425.00	
Friend of the Court - 2151	113.50	113.50	
Health Department Fund – 2210	48,599.51	48,599.51	
Solid Waste - 2211	63,713.95	63,713.95	
Transportation Grant – 2300	2,304.40	2,304.40	
Capital Improvement Fund - 2450	8,699.55	8,699.55	
Animal Shelter - 2550	6,438.00	6,438.00	
Palisades Emergency Planning Fac – 2630	1,671.54	1,671.54	
Justice Training Fund - 2660	1,530.71	1,530.71	
Grants - 2790	40,722.81	40,722.81	
Wayland Township – 2806	1,346.63	1,346.63	

Soldiers Relief Fund - 2930	379.16	379.16	
Senior Millage - 2950	979.24	979.24	
Fleet Mgt - 6612	1,035.65	1,035.65	
Self-Insurance Fund - 6770	110.28	110.28	
Drain Fund – 8010	233,665.79	233,665.79	
TOTAL AMOUNT OF CLAIMS	468,433.95	468,433.95	

December 3, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	86,119.92	86,119.92	
Park/Recreation Fund - 2080	400.90	400.90	
Transportation Grant – 2300	869.71	869.71	
Brownfield Development Authority - 2430	8,204.00	8,204.00	
Register of Deeds Automation Fund - 2560	134.15	134.15	
Indigent Defense - 2600	1,417.76	1,417.76	
Grants - 2790	2,760.00	2,760.00	
Wayland Township – 2806	600.00	600.00	
Child Care - Circuit Family -2921	4,248.20	4,248.20	
Child Care – DHHS Board - 2922	1.84	1.84	
Self-Insurance Fund - 6770	1,066.18	1,066.18	
TOTAL AMOUNT OF CLAIMS	\$105,822.66	\$105,822.66	

December 10, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	153,173.02	153,173.02	
Park/Recreation Fund - 2080	1,117.45	1,117.45	
Central Dispatch/ E911 Fund - 2110	1,071.59	1,071.59	
Central Dispatch CIP - 2118	1,999.31	1,999.31	
Friend of the Court Office - 2151	2,161.67	2,161.67	
Health Department Fund - 2210	53,781.48	53,781.48	
Solid Waste - 2211	5,680.82	5,680.82	
Transportation Grant – 2300	105,631.36	105,631.36	
Capital Improvement Fund - 2450	192,728.61	192,728.61	
Indigent Defense - 2600	15,424.68	15,424.68	
Law Library Fund – 2690	2,272.12	2,272.12	
Grants – 2790	7,810.00	7,810.00	
Sheriff Contracts - 2807	207.46	207.46	
Child Care - Circuit Family -2921	113,945.29	113,945.29	
Soldiers Relief Fund - 2930	3,989.72	3,989.72	
Senior Millage - 2950	1,268.00	1,268.00	

Delinquent Tax Revolving Fund - 6160	27.73	27.73	
Tax Reversion - 6200	5,227.83	5,227.83	
Drain Equip Revolving - 6390	128.41	128.41	
Fleet Management - 6612	65.00	65.00	
Self-Insurance Fund - 6770	377,149.75	377,149.75	
Drain Fund - 8010	86,290.92	86,290.92	
TOTAL AMOUNT OF CLAIMS	1,131,152.22	1,131,152.22	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for 11/12/2021; 11/19/2021; 11/26/2021; 12/3/2021; and 12/10/2021.

Moved by Commissioner Dugan, seconded by Commissioner Thiele to adopt the report of claims for 11/12/2021; 11/19/2021; 11/26/2021; 12/3/2021; and 12/10/2021. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

TRANSPORTATION – ADOPT TRANSPORTATION TITLE VI PLAN

24/ WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance, and specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d); and

WHEREAS, no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A; and

WHEREAS, in June 2009 the Allegan County Transportation Department developed and implemented a Title V Plan to guide the Department in administration and management of Title VI related activities; and

WHEREAS, the Michigan Department of Transportation (MDOT) and the Federal Transit Administration (FTA) now require that a Title VI Plan be updated with current Census data and adopted by the governing board of each transit agency; and

WHEREAS, the Allegan County Transportation Title VI Plan as presented has been reviewed and approved by MDOT.

THEREFORE BE IT RESOLVED that the Board of Commissioners (Board) hereby approves and adopts for all County transit operations the Allegan County Transportation Title VI Plan as presented.

Moved by Commissioner Dugan, seconded by Commissioner Thiele to approve the resolution as presented. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.



**ALLEGAN COUNTY
POLICY**

TITLE:	Title VI
POLICY NUMBER:	FS-001
SERVICE AREA:	Allegan County Transportation
EFFECTIVE DATE:	December 11, 2014
APPROVED BY:	Allegan County BOC Michigan Dept. of Transportation
REVISED BY:	Transportation Coordinator
REVISED DATE:	December 9, 2021
TYPE OF ACTION:	MDOT/FTA Compliance

1. PURPOSE:

All agencies receiving federal funds through the Michigan Department of Transportation, Office of Passenger Transportation, must have an approved Title VI Program. This program should be developed in accordance with the Federal Transit Administration's Title VI Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients", or any updated circular thereafter.

2. SERVICE AREA(s) AFFECTED:

Allegan County – Transportation Services

3. DEFINITIONS:

MDOT – Michigan Department of Transportation

FTA – Federal Transit Administration

OPT – Office of Passenger Transportation

ACT – Allegan County Transportation

LEP – Limited English Proficiency

Title VI - Title VI, 42 U.S.C. § 2000d et seq., was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

4. POLICY:

Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

Allegan County Transportation is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B.

This plan was developed to guide the ACT in its administration and management of Title VI-related activities.

Title VI Coordinator Contact information

Allegan County Transportation, Executive Director of Services
750 Airway Drive
Allegan, MI 49010
(269) 686-4529
FAX (269) 673-2190

Title VI Information Dissemination

Title VI information posters shall be prominently and publicly displayed in the ACT facility and on their revenue vehicles. The name of the Title VI coordinator is available on the ACT's website, at www.allegancounty.org/transportation under policies. Additional information relating to nondiscrimination obligation can be obtained from the ACT Title VI Coordinator.

Title VI information shall be disseminated to ACT employees annually via the Employee Education form. (see Appendix A) This form reminds employees of the ACT's policy statement, and of their Title VI responsibilities in their daily work and duties.

During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and the ACT's expectations to perform their duties accordingly.

All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see Appendix B).

Subcontractors and Vendors

All subcontractors and vendors who receive payments from ACT where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contract shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

Record Keeping:

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of the ACT Title VI Plan, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

Title VI Complaint Procedures**How to file a Title VI Complaint?**

The complainant may file a signed, written complaint up to thirty (30) days from the date of the alleged discrimination. The complaint should include the following information:

- Name, address, contact information (i.e., telephone number, email address, etc.)
- How, when, where, and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem relevant.

The Title VI Complaint Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing with ACT at the following address:

Allegan County Transportation
750 Airway Drive
Allegan, MI 49010

NOTE: ACT encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 30 days from the alleged date of discrimination.

What happens to the complaint after it is submitted?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by ACT will be directly addressed by ACT. ACT shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, ACT shall make every effort to address all complaints in an expeditious and thorough manner.

A letter acknowledging receipt of the complaint will be mailed within seven days (Appendix D). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

How will the complainant be notified of the outcome of the complaint?

ACT will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from ACT, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

It is in the best interest of all involved parties to attempt to resolve concerns informally and at the lowest level possible. Therefore, with the complainant's consent, an informal resolution may be attempted. Similarly, these procedures do not prevent ACT from attempting to resolve issues and complaints that are unwritten.

Limited English Proficiency Plan

Four Factor Analysis

1. The number or proportion of LEP persons eligible in ACT’s service area who may be served or likely to encounter an ACT program, activity, or service

ACT examined the US Census report from 2020 to determine that approximately 6.0% or 7,230 people within the ACT’s service area, age 5 and older, speak a language other than English. Of the 7,230 people reporting they speak other languages than English, 1,588 or 1.5% of the respondents either speak English “not well” or “not at all”. The largest non-English speaking group is Spanish. Spanish speak less than “very well” is at 1,366 or 1.2%.

2. The frequency with which LEP individuals come in contact with an ACT program, activity, or service

ACT assesses the frequency at which staff and drivers have or could possibly have contact with LEP individuals. This includes documenting phone inquiries and verbally surveying drivers. Since July 2021, ACT has had two requests for interpreters and zero requests for translated ACT documents. ACT does provide the basic brochure in Spanish. The staff and drivers have had very little to no contact with LEP individuals.

3. The nature and importance of the program, activity, or service provided by ACT to LEP community

There is no large geographic concentration of any one type of LEP individuals in the ACT service area. The overwhelming majority of the population, 94.9% or 114,356 people, speak only English.

Therefore, there is a lack of any social, service, professional and leadership organizations within the ACT service area that focuses on outreach or membership of LEP individuals.

4. The resources available to ACT and overall costs

ACT assessed its available resources that could be used for providing LEP assistance. This included identifying how much a professional interpreter and translation service would cost on an as needed basis, which documents would be the most valuable to be translated if and when the populations supports, taking an inventory of available organizations that ACT could partner with for outreach and translation efforts, and what level of staff training is needed.

After analyzing the four factors, ACT developed the plan for assisting persons of limited English proficiency. (Appendix I) This plan will be available on the county website.

Community Outreach

As an agency receiving federal financial assistance, ACT has made the following community outreach efforts:

ACT takes a leadership role in developing and updating the Allegan County Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan).

ACT's Title VI coordinator chairs the Allegan County Specialized Services Coordination Committee.

Board Meetings - The Allegan County Board of Commissioners holds two meetings monthly and the public is invited to attend and voice any concerns they have with ACT.

Public Meetings - When new service is proposed, information is disseminated to the community affected and public meetings are scheduled.

Travel Training Class - ACT has developed a travel training program to reach out to community groups (senior centers, senior facilities, and the disabled community) to conduct travel training classes. Travel Training classes are ongoing as well as outreach to these populations.

Customer Complaint Process - Citizens may call ACT's call center at (269) 673-4229 or the Title VI coordinator at (269) 686-4529 to file a complaint or comment. All complaints/comments are entered into a database and then distributed to the relevant manager who researches the complaint and responds back to the complainant.

Bilingual Outreach - ACT's Guest Services group provides Spanish-speaking guests with information on public transit services in Spanish. Guest Services assistance is utilized in outreach programs and offered for programs and public meetings.

We submit to the Michigan Department of Transportation annually an application for funding. The application requests funding for both capital and operating assistance. Part of the annual application is a public notice, which includes a 30-day public comment period.

Membership/Minority Representation of the Allegan County Public Transportation Local Advisory Council (LAC) is identified in **Appendix H**.

Twice annually Allegan County advertises and seeks applicants for boards and commissions. The public is encouraged to apply. Individuals interested in seeking membership on the Allegan County Transportation LAC may do so by completing the Application Form on the county website. Interested parties may also contact the Executive Director of Services for Allegan County for more information involving the LAC functions.

Because, the majority of the population in Allegan County is White/Caucasian, with the second largest representation being Hispanic Latino, ACT has taken great measures in seeking out additional minority representation, including directly asking some minority persons who have attended meetings about participating in membership of the LAC which, they declined.

Equity Analysis for Facility Construction

If Allegan County ever considers construction of a new facility for ACT, a Title VI Equity Analysis will be conducted as required.

Transit-Related Investigations, Lawsuits or Complaints

To date, there have been no transit-related lawsuits, investigations or complaints. This is also stated in Appendix J.

5. APPENDICES:

Appendix A

Employee Annual Education Form

Title VI Policy

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of the Allegan County Transportation are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to the Allegan County Transportation, Executive Director of Services.

In all dealings with citizens, use courtesy titles (i.e. Mr., Mrs., Ms., or Miss) to address them without regard to race, color or national origin.

Appendix B

Acknowledgement of Receipt of Title VI Plan

I hereby acknowledge the receipt of the Allegan County Transportation Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B.

Your signature

Print your name

Date

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Appendix C

DISCRIMINATION COMPLAINT AGAINST ACT
TITLE VI AND RELATED STATUTES

Contact Information

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____
Email: _____

Discrimination Complaint

Name of Staff Person that You Believe Discriminated Against You: _____
Date of Alleged Incident: _____

- You were discriminated because of:
- | | |
|--|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Color |
| <input type="checkbox"/> Retaliation | <input type="checkbox"/> National Origin (Language) |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Age |
| <input type="checkbox"/> Familial Status | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Other |

Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also attach any written material pertaining to your case:

Signature: _____

Date: _____

Allegan County Transportation
750 Airway Drive, Allegan, MI 49010
Phone: 269-686-4529 | Fax: 269-673-2190 | www.allegancounty.org

Appendix D

Letter Acknowledging Receipt of Complaint

Today's Date

Ms. Jo Doe
1234 Main St.
Allegan, Michigan 49010

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against Allegan County Transportation alleging _____.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning 269-686-4529, or write to 750 Airway Drive, Allegan, MI 49010.

Sincerely,

Name
Title VI Coordinator

Appendix E

Letter Notifying Complainant that the Complaint Is Substantiated

Today's Date

Ms. Jo Doe
1234 Main St.
Allegan, Michigan 49010

Dear Ms. Doe:

The matter referenced in your letter of _____ (date) against the Allegan County Transportation alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. *(If a hearing is requested, the following sentence may be appropriate.)* You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Name
Title VI Coordinator

Appendix F**Letter Notifying Complainant that the Complaint Is Not Substantiated**

Today's Date

Ms. Jo Doe
1234 Main St.
Allegan, Michigan 49010

Dear Ms. Doe:

The matter referenced in your complaint of _____ (date) against the Allegan County Transportation (ACT) alleging _____ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

ACT has analyzed the materials and facts pertaining to your case for evidence of ACT's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to 1) appeal within seven calendar days of receipt of this final written decision from ACT, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Name
Title VI Coordinator

Appendix G**Samples of Narrative to be included in Posters to be displayed in Revenue Vehicles and Facilities**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

ACT is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. **If you feel you are being denied participation in or being denied benefits of the transit services provided by ACT, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, you may contact our office at:**

Allegan County Transportation, Executive Director of Service
750 Airway Drive
Allegan, MI 49010
(269) 686-4529
FAX (269) 673-2190

Appendix H

Current membership/minority representation of the Allegan County Public Transportation Local Advisory Council is listed below. As members are added or deleted, the table below will be updated accordingly.

LAC Members:

- Three (3) senior members (65 years of age or older)
- Two (2) member with a disability
- One (1) senior agency representatives
- One (1) member representing agency representing persons with disabilities
- One (1) member representing a human service agency
- Two (2) users of public transportation

White/Caucasian	100%
Black/African American	0%
Hispanic/Latino	0%
Asian & Pacific Islander	0%
Native American	0%

Appendix I

LIMITED ENGLISH PROFICIENCY PLAN OUTLINE

How to Identify an LEP Person who Needs Language Assistance

Below are tools to help identify persons who may need language assistance:

Examine records requests for language assistance from past meetings and events to anticipate the possible need for assistance at upcoming meetings;

When ACT sponsored workshops or conferences are held, set up a sign-in sheet table, have a staff member greet and briefly speak to each attendee. To informally gauge the attendee's ability to speak and understand English, ask a question that requires a full sentence reply;

Survey drivers and other first line staff periodically regarding their experience on having any direct or indirect contact with LEP individuals.

Language Assistance Measures

ACT has or will implement the following LEP procedures. The creation of these steps are based on the very low percentage of persons speaking other languages or not speaking English at least "well," and the lack of resources available in the ACT service area:

Census Bureau's "I Speak Cards" are to be located at the Customer Service window in the Transit Center at all times.

When an interpreter is needed, in person or on the telephone, staff will first attempt to determine what language is required. Staff shall use the telephone interpreter service - Language Line Services. ACT will establish an account with www.language.com for any usage, including any access codes necessary to utilize interpreter services. Staff will use interpreter services as needed.

ACT Staff Training

All ACT staff will be provided with the LEP Plan and will be educated on procedures to follow. This information will also be part of the ACT staff orientation process for new hires. Training topics are listed below:

Understanding the Title VI policy and LEP responsibilities;

What language assistance services ACT offers;

How to use the Language Line interpretation and translation services;

Documentation of language assistance requests;

How to handle a Title VI and/or LEP complaint (See Appendix B)

Outreach Techniques

ACT does not have a formal practice of outreach techniques due to the lack of LEP population and resources available in the service area. However, the following are a few options that ACT will incorporate when and/or if the need arises for LEP outreach:

If staff knows that they will be presenting a topic that could be of potential importance to an LEP person or if staff will be hosting a meeting or a workshop in a geographic location with a known concentration of LEP persons, meeting notices, fliers, advertisements, and agendas will be printed in an alternative language, based on known LEP population in the area.

When running a general public meeting notice, staff will insert the clause, based on the LEP population and when relevant, that translates into “A (insert alternative Language) translator will be available”. For example: “Un traductor del idioma español estará disponible” This means “A Spanish translator will be available”.

Key print materials, including but limited to schedules and maps, will be translated and made available at the ACT Transit Center, on board vehicles and in communities when a specific and concentrated LEP population is identified.

Monitoring and Updating the LEP Plan

This plan is designed to be flexible and is one that can be easily updated, see 2010 Census data earlier in this document. Major updates most likely will not occur unless ACT finds it necessary and crucial for an update.

Each update should examine all plan components such as:

How many LEP persons were encountered?;

Were their needs met?;

What is the current LEP population in ACT service area?;

Has there been a change in the types of languages where translation services are needed?;

Is there still a need for continued language assistance for previously identified ACT programs? Are there other programs that should be included?;

Have ACT's available resources, such as technology, staff, and financial costs changed?;

Has ACT fulfilled the goals of the LEP Plan?; and

Were any complaints received?

Dissemination of the ACT Limited English Proficiency Plan

Copies of the LEP Plan will be provided, on request, to any person(s) requesting the document via phone, in person, by mail or email. LEP persons may obtain copies/translations of the plan upon request. Any questions or comments regarding this plan should be directed to the ACT Title VI Coordinator.

Allegan County Transportation Title VI Coordinator
Executive Director of Service
750 Airway Drive
Allegan, MI 49010

Appendix J

List of transit-related Title VI investigations, complaints, and lawsuits

From June 2000 through June 2021 there has been no public transportation related Title VI investigations, complaints or lawsuits filed with Allegan County Transportation.

TRANSPORTATION – ADOPT AMERICANS WITH DISABILITIES ACT (ADA) POLICY

25/ **WHEREAS**, the revised Americans with Disabilities Act (ADA) Policy has been approved by MDOT.

THEREFORE BE IT RESOLVED, the Board hereby approves the Transportation Americans with Disabilities Act Policy, as attached, effective immediately.

Moved by Commissioner Dugan, seconded by Commissioner Thiele to approve the resolution as presented. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

DRAFT



ALLEGAN COUNTY POLICY

TITLE: Americans with Disability Act (ADA)
CATEGORY: Procedure & Guidelines
POLICY NUMBER: OP-002
SCOPE OF AUTHORITY: Service Area

APPROVED BY: Allegan County Board of Commissioners

EFFECTIVE DATE: August 13, 2015
LAST REVISED DATE: December 9, 2021
LAST REVIEWED DATE: November 02, 2021

TYPE OF ACTION: Michigan Department of Transportation (MDOT)/Federal Transit Administration (FTA) Compliance

1. PURPOSE:

To ensure that citizens with disabilities are afforded the same rights and privileges as non-disabled people. This policy is developed in accordance with Title II and III of the Americans with Disability Act of 1990.

2. SERVICE AREA(s) AFFECTED:

Allegan County Transportation Services.

3. DEFINITIONS:

- 3.1 Americans with Disability Act – ADA: Legislation passed in 1990 that prohibits discrimination against people with disabilities.
- 3.2 Michigan Department of Transportation – MDOT: A constitutional government agency in the US of Michigan.
- 3.3 Federal Transit Administration – FTA: An agency within the United States Department of Transportation (DOT) that provides financial and technical assistance to local public transportation systems.
- 3.4 Allegan County Transportation – ACT: A County service area focused on meeting the strategic transportation needs of our citizens.

4. POLICY:

Allegan County Transportation is committed to complying with the provisions outlined in the Americans with Disabilities Act regarding barrier free access to all County programs and County services and activities.

Title II of the Americans with Disabilities Act ("ADA") prohibits discrimination against individuals with disabilities by public entities in the operation of all services and programs offered by the entity. It is the policy of Allegan County that all facilities, programs, and services be accessible to and usable by disabled individuals, unless providing access results in an undue hardship to the County or causes a fundamental alteration of the programs or services. It is also the County's policy that members of the public not experience discrimination or harassment based upon disability. All complaints of discrimination on the basis of disability will be promptly investigated. When appropriate, effective remedial action

will be taken to address and remedy any complaints

5. RESPONSIBILITIES:

If Allegan County Transportation receives a complaint regarding discrimination against an individual under the ADA, ACT will respond within 30-days of receiving the complaint and will work to resolve the issue with the complainant as quickly as possible. This may involve legal assistance and/or mediation. ACT will document all of the process including the resolution and will **notify the MDOT project manager** of the complaint and the resolution. ACT will keep the complaint and all related documents on file for at least one year. ACT will keep a summary of all complaints filed for at least five years. Records will be made available to MDOT upon request. The attached flyer will be posted in all public buses and facilities. (See Appendix B)

5.1 COMPLAINT PROCEDURE

Allegan County Transportation encourages members of the public with complaints regarding access to a facility, program, or service to attempt to informally resolve those complaints with the individual department providing the facility, program, or service. Please contact the ADA Coordinator as shown in Appendix A.

In the event a complaint cannot be resolved informally, a complaint regarding access to County programs, services, or activities may be filed in writing or on an Allegan County Complaint Form. (See Appendix A)

5.2 FILING A COMPLAINT BY EMAIL

Include all of the information found on Appendix A, either in the body of the email or include Appendix A. Attach any relevant documents to your email. Send your complaint to transportation@allegancounty.org. You will receive a reply email confirming that your complaint has been received within 48 business hours. Please keep a copy of your complaint and the reply email for your records. If you do not receive a reply email, please contact Allegan County Transportation at 269-686-4529.

5.3 AFTER COMPLAINT IS RECEIVED

After a complaint is received, ACT will inform you of its action, which may include:

- Contacting you for additional information or copies of relevant documents;
- Working with you to resolve the issue;
- Referring your complaint for possible resolution through the ADA Mediation Program; or
- Referring your complaint to another federal agency with responsibility for the types of issues you have raised.

5.4 DETERMINING STATUS OF COMPLAINT

Allegan County Transportation will review each complaint carefully. If you have not heard from ACT within three weeks, please contact us at 269-686-4529.

6. REFERENCES:

The Americans with Disabilities Act was signed into law on July 26, 1990 and became effective July 26, 1992. The purpose of the ADA is to ensure that people with disabilities are afforded the same rights and privileges as non-disabled people.

The ADA prohibits discrimination on the basis of disability in employment, state and local government services, and public accommodation and commercial facilities.

7. APPENDICES:

A. Allegan County ADA Complaint Form

B. Procedure to File a Complaint under the Americans with Disabilities Act (ADA).

DRAFT

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APPENDIX A

**Allegan County ADA
Complaint Form**

Instructions: Please fill out this form completely. Sign and mail, fax, or email to:

ADA Coordinator Contact information

ADA Coordinator
Allegan County Transportation
750 Airway Drive
Allegan, MI 49010
(269) 686-4529
FAX (269) 673-2190
transportation@allegancounty.org

Complainant: _____

Address: _____

City, State and Zip Code: _____

Telephone: Home: _____

Business: _____

Person Discriminated Against: _____
(if other than the complainant)

Address: _____

City, State and Zip Code: _____

Telephone: Home: _____

Business: _____

When did the discrimination occur? Date: _____

APPENDIX B

To be displayed in all public buses and facilities

Procedure to File a Complaint Under the Americans with Disabilities Act (ADA)

If you believe you, or another person has been discriminated against under Title II or III of the Americans with Disability Act of 1990 by Allegan County Transportation or an employee of Allegan County Transportation, you can file a complaint by mail, fax, or email at:

ADA Coordinator
Allegan County Transportation
750 Airway Drive
Allegan, MI 49010
(269) 686-4529
FAX (269) 673-2190
transportation@allegancounty.org

Take the first step: Before filing your complaint, you may contact the Allegan County Transportation ADA Coordinator to discuss your concerns. The ADA Coordinator can look into the issue and try to come up with an acceptable resolution to the situation. If you would like additional information you may contact Allegan County Transportation ADA Coordinator.

You can file a complaint against Allegan County Transportation using the following procedures:

- File a written complaint with the Allegan County Transportation ADA Coordinator as soon as possible, but no later than 180 calendar days after the alleged violation.
- The written complaint should be submitted by the complainant and/or designee.
- Alternative means of filing complaints – such as a personal interview or a tape recording will be made available on request by people with disabilities.
- The written complaint should contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem.
- Within 15 calendar days after receiving the complaint, an Allegan County Transportation official will meet with the complainant to discuss the complaint and possible resolutions.
- Within 15 calendar days of the meeting, the Allegan County Transportation ADA Coordinator will respond in writing or by other appropriate accessible format. The response will explain the position of the Allegan County Transportation and offer options for substantive resolution of the complaint.
- If the response by the Allegan County Transportation ADA Coordinator does not resolve the issue, the complainant and/or designee may appeal the decision within 15 calendar days after receiving the response to the Federal Transit Administration Office for Civil Rights.
- All written documents in the process will be retained by the Allegan County Transportation for at least 1 year.

Alternative formats and language translations for this document are available on request.

FINANCE - APPOINT 2022 SURVEY AND REMONUMENTATION PEER REVIEW GROUP

26/ WHEREAS, the County will apply for the 2022 Survey and Remonumentation grant in accordance with MCL 54.269; and

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the recommendation of the County Surveyor to appoint the following individuals to the Peer Review Group for the 2022 Survey and Remonumentation grant term:

- Steve Koerber of Arrow Land Surveys
- Cindy Koster of Pathfinder Engineering
- Ken Vierzen from Exxel Engineering, Inc
- Greg Vaughn of Wightman & Associates, Inc
- Randy Jonker of Jonker Land Surveys, PC
- Kevin Miedema of 42 North Surveying - County Surveyor as Remonumentation Grant Representative
- Ed Morse of Mitchell & Morse Land Surveying
- Luke Hansen of Allegan County Road Commission; and

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby appoints the Accounting Manager as the Grant Administrator for the Survey and Remonumentation Grant;

Moved by Commissioner Dugan, seconded by Commissioner Thiele to approve the resolution as presented. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

MAINTAIN CURRENT BOARD OF COMMISSIONER OFFICERS UNTIL ORGANIZATIONAL MEETING

27/ BE IT RESOLVED that the Allegan County Board of Commissioners approves to maintain the current Board Officers until the January 13, 2022, Organizational Board Meeting.

Moved by Commissioner Dugan, seconded by Commissioner Thiele to approve the resolution as presented. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

BOARD OF COMMISSIONERS-AMEND POLICY ON DOWNTOWN DEVELOPMENT AUTHORITIES

28/ WHEREAS, on August 26, 2021, the Board authorized the County Administrator to incorporate the following into the Budget Policy with regard to DDA captures, which reflected the elimination of tax sharing agreements from policy as the County now provides numerous supports to economic development in other ways:

"the County will not permit the capture of county property tax revenues in any new or amended development districts or plans thereof".

THEREFORE BE IT RESOLVED, to the extent permitted by law, the County will not permit the capture of county property tax revenues in any new development district or any new or amended DDA plan"; and

BE IT FURTHER RESOLVED, with regard to what may be referred to as "renewals", to the extent that all projects have been rendered complete, and all debts paid under a current DDA plan, renewals are considered new plans (with or without changes) and the County will not permit the capture of county property tax revenues; and

BE IT FURTHER RESOLVED, to the extent a DDA plan is renewed solely for extension of time, without other change, and still has projects under a current plan for which county taxes have been captured, the renewed capture of county property tax revenues will be permitted for extension of time; and

BE IT FINALLY RESOLVED, the County Administrator is authorized to release the memorandum to Allegan County local units as reviewed by the Board clarifying the County's policy on DDA captures consistent with this resolution.

Moved by Commissioner Thiele, seconded by Commissioner Kapenga to approve the resolution as amended. Motion carried by roll call vote. Yeas: 4 votes. Nays: DeYoung and Dugan. Absent: 1 vote.

APPOINTMENTS

29/

ALLEGAN COMMUNITY CORRECTIONS ADVISORY BOARD

Chairman Storey announced the appointment of the following individuals to the Allegan Community Corrections Advisory Board to fill a 2-year term; term to expire 12/31/2023.

Rick Cain, 2554 E Selkirk Lake, Shelbyville - County Commissioner
 Frank Baker, 640 River St, Allegan - County Sheriff
 Jay Gibson, 170 Monroe St, Allegan - Chief of Police
 Margaret Bakker, 113 Chestnut St, Allegan - Circuit Court Judge
 Dan Norbeck, 113 Chestnut St, Allegan - District Court Judge Designee
 Jonathan Blair, 113 Chestnut St, Allegan - Probate Court Judge Designee
 Angelique Joynes, 3255 122nd Ave, Allegan - Public Health
 Myrene Koch, 113 Chestnut St, Allegan - Prosecuting Attorney
 Matt Antkoviak, 416 Hubbard St, Allegan - Public Defender Designee
 Garyle Voss, 4202 Breezy Point Dr, Allegan - Communications Media
 Emily Gary, 5725 Woodschool Rd, Freeport - Workforce Development
 Lindsey Meyer, 640 River St Suite 2, Allegan - Circuit Court Probation

Moved by Commissioner Thiele, seconded by Commissioner Dugan to approve appointment to Allegan Community Corrections Advisory Board. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

AREA AGENCY ON AGING OF WEST MI BOARD OF DIRECTORS

Chairman Storey announced the appointment of the following individual to the Area Agency on Aging of West MI Board of Directors to fill a 2-year term; term to expire 1/31/2024.

Rick Cain, 2554 E Selkirk Lake, Shelbyville

Moved by Commissioner Kapenga, seconded by Commissioner Dugan to approve appointment to Area Agency on Aging of West MI Board of Directors. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

AREA COMMUNITY SERVICES EMPLOYMENT & TRAINING COUNCIL

Chairman Storey announced the appointment of the following individuals to the Area Community Services Employment & Training Council to fill a 1-year term; term to expire 12/31/2022.

Mark DeYoung, 4169 Hickory St, Dorr

Moved by Commissioner Cain, seconded by Commissioner Kapenga to approve appointment to Area Community Service Employment & Training Counsel. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

BROWNFIELD REDEVELOPMENT AUTHORITY

Chairman Storey announced the appointment of the following individual to the Brownfield Redevelopment Authority to fill a 3-year term; term to expire 12/31/2024.

Erik Wilson, 211 N. Main St, Plainwell

Moved by Commissioner Cain, seconded by Commissioner DeYoung to approve appointment to the Brownfield Redevelopment Authority. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

PARKS ADVISORY BOARD

Chairman Storey announced the appointment of the following individual to the Parks Advisory Board to fill a 3-year term; term to expire 12/31/2024 and remove Commissioner Kapenga from the Parks Advisory Board.

Gale Dugan, 318 21st St., Otsego

Moved by Commissioner Dugan, seconded by Commissioner Cain to approve appointment to the Parks Advisory Board and remove Commissioner Kapenga from the Board. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES COMMITTEE

Chairman Storey announced the appointment of the following individuals to the Community Economic Development Strategies Committee to fill a 1-year term; term to expire 12/31/2022.

Rick Cain, 2554 E Selkirk Lake, Shelbyville

Nora Balgoyen-Williams, 2188 36th St, Allegan

Moved by Commissioner Kapenga, seconded by Commissioner DeYoung to approve appointment to the Community Economic Development Strategies Committee. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

HUMAN SERVICES BOARD

Chairman Storey announced the appointment of the following individual to the Human Services Board to fill a 3-year term; term to expire 10/31/2024.

Nora Balgoyen-Williams, 2188 36th St, Allegan

Moved by Commissioner Dugan, seconded by Commissioner Cain to approve appointment to the Human Services Board Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

MACATAWA AREA COORDINATING COUNCIL (MACC)

Chairman Storey announced the appointment of the following individuals to the Macatawa Area Coordinating Council (MACC) to fill a 1-year term; term to expire 12/31/2022.

Jim Storey, 344 W. 35th, Holland
Dean Kapenga, 5634 136th Ave, Hamilton (Alternate)

Moved by Commissioner DeYoung, seconded by Commissioner Dugan to approve appointment to the Macatawa Area Coordinating Council (MACC). Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

MSU EXTENSION DISTRICT COUNCIL

Chairman Storey announced the appointment of the following individual to the MSU Extension District Council to fill a 2-year term; term to expire 12/31/2023.

Mark DeYoung, 4169 Hickory St, Dorr

Moved by Commissioner Cain, seconded by Commissioner DeYoung to approve appointment to the MSU Extension District Council. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

BOARD OF PUBLIC WORKS

Chairman Storey announced the appointment of the following individuals to the Board of Public Works to fill a 3-year term; term to expire 12/31/2024.

Larry Brown, 2484 122nd Ave, Allegan
Stevan Jurczuk, 2114 Hilltop View Dr, Dorr

Moved by Commissioner Dugan, seconded by Commissioner Thiele to approve appointment to the Brownfield Redevelopment Authority. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote

COMMUNITY ACTION OF ALLEGAN COUNTY

Chairman Storey announced the appointment of the following individuals to the Community Action of Allegan County to fill a 1-year term; term to expire 12/31/2022.

Dean Kapenga, 5634 136th Ave, Hamilton
Jim Storey, 344 W. 35th St, Holland

Moved by Commissioner DeYoung, seconded by Commissioner Cain to approve appointment to Community Action of Allegan County. Motion carried by voice vote. Yeas: 5 votes. Nays: Thiele. Absent: 1 vote.

SOLID WASTE PLANNING COMMITTEE

Chairman Storey announced the appointment of the following individuals to the Solid Waste Planning Committee to fill a 2-year term; term to expire 12/31/2023.

Jack Brown, 2471 Wilshere Dr, Jenison -Solid Waste Industry Rep.
Matt Rosser, 700 56th Ave, Zeeland - Solid Waste Industry Rep.
Garth Llewellyn, 435 Green Meadow Ct SE, Caledonia -General Public Rep.

Moved by Commissioner Dugan, seconded by Commissioner Cain to approve appointment to Solid Waste Planning Committee. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

SOUTHWEST MICHIGAN SOLID WASTE CONSORTIUM

Discussion to not appoint members to the board and dissolving the board.

Moved by Commissioner Dugan, seconded by Commissioner Thiele to not appoint and dissolve the Southwest Michigan Solid Waste Consortium committee. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

SPECIALIZED SERVICES TRANSPORTATION COMMITTEE

Chairman Storey announced the appointment of the following individual to the Specialized Services Transportation Committee to fill a 1-year term; term to expire 12/31/2022.

Gale Dugan, 318 21st St., Otsego

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve appointment to the Specialized Services Transportation committee. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

TOURIST COUNCIL

Chairman Storey announced the appointment of the following individuals to the Tourist Council to fill a 3-year term; term to expire 12/31/2024.

Matthew Helmus, 3896 65th St, Holland
Rick Cain, 2554 E Selkirk Lake, Shelbyville
Tim Perrigo, 120 Robinson St, Allegan

Chairman Storey announced the appointment of the following individuals to the Tourist Council to fill the remainder of a 3-year term; term to expire 12/31/2023.

Ashley VanZee, 8671 Adams St, Zeeland

Moved by Commissioner Thiele, seconded by Commissioner Cain to approve appointments to the Tourist Counsel. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

WEST MICHIGAN REGIONAL PLANNING COMMISSION

Chairman Storey announced the appointment of the following individuals to the West Michigan Regional Planning Commission to fill a 1-year term; term to expire 12/31/2022.

Tom Jessup, 6717 108th Ave, South Haven
Rob Sarro, 3283 122nd Ave, Allegan - Private Sector Rep.

Moved by Commissioner Kapenga, seconded by Commissioner Dugan to approve appointments to the WM Reginal Planning Commission. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote

MULTI-AGENCY COLLABORATIVE COMMISSION

Chairman Storey announced the appointment of the following individual to the Multi-Agency Development Commission to fill a 1-year term; term to expire 12/31/2022.

Jim Storey, 5634 136th Ave, Hamilton

Moved by Commissioner DeYoung, seconded by Commissioner Thiele to approve appointment to the Multi-Agency Collaborative Commission. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

WATER STUDY WORKGROUP

Chairman Storey announced the appointment of the following individuals to the Water Study Workgroup.

Dean Kapenga, 5634 136th Ave, Hamilton

Moved by Commissioner DeYoung, seconded by Commissioner Cain to approve appointment to the Water Study Workgroup. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

BROADBAND ACTION WORKGROUP

Chairman Storey announced the appointment of the following individual to the Broadband Action Workgroup.

Gerald Williams, 3262 130th Ave, Hopkins - Township Rep. (East Side)
Penny Bursma, 2845 125th Ave, Allegan - Industry/Large Employer Rep.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve appointments to the Broadband Action Workgroup. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

ELECTIONS

30/

COMMISSION ON AGING

Chairman Storey opened nominations to fill the 3-year term on the Commission on Aging; term to expire 12/31/2024.

Commissioner Thiele nominated:

Alice Kelsey, 1632 10th St, Martin - Member at Large
Richard Butler, 55 M89, Plainwell - Member at Large
Luesettie Phelps, 1064 Wedgewood Dr, Shelbyville - Senior Rep.

Moved by Commissioner DeYoung, seconded by Commissioner Cain to close the nominations and cast a unanimous ballot for Kelsey, Butler and Phelps as nominated. Motion carried unanimously.

ECONOMIC DEVELOPMENT COMMISSION

Chairman Storey opened nominations to fill the 3-year term on the Economic Development Commission; term to expire 12/31/2024.

Commissioner Thiele nominated:

Nora Balgoyen-Williams, 2188 36th St, Allegan - Utilities Rep.

JD Chamberlin, 359 Highland Ct, Plainwell - Private Sector Rep.

Moved by Commissioner DeYoung, seconded by Commissioner Cain to close the nominations and cast a unanimous ballot for Baygoyen-William and Chamberlin as nominated. Motion carried unanimously.

ADMINISTRATION - EXTEND COVID-19 PREPAREDNESS, RESPONSE AND SAFE WORK PLAN

31/ WHEREAS, on March 11, 2021, the Board extended the County's Plan through December 31, 2021; and

WHEREAS, there remains the need to maintain reasonable mitigation strategies and plans, not just for COVID-19, but infectious disease prevention and overall physical and mental well-being.

THEREFORE BE IT RESOLVED, the County's Plan and related maintenance of the Plan shall be extended through March 31, 2022 to allow appropriate time for consideration of and transition to a Healthy Workplace Plan.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the resolution as presented. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

NATIONAL OPIOIDS SETTLEMENT

32/ WHEREAS, on November 7, 2019, the Board of Commissioners (Board) provided direction that resulted in the County remaining eligible to participate in a settlement relating to the class action lawsuit on the opioid crisis; and

WHEREAS, the County has received settlement participation agreements that could likely result in a \$900,000 - \$1,400,000 distribution to the County, over 18 years, to support addiction reduction and opioid remediation activities; and

WHEREAS, the County must execute and return the agreements by January 2, 2022.

THEREFORE BE IT RESOLVED that the Board authorizes participation in the opioid class action settlement; and

BE IT FINALLY RESOLVED that the County Administrator is authorized to complete the necessary documents including signature on behalf of the County, pending final legal review and recommendation.

Moved by Commissioner Kapenga, seconded by Commissioner DeYoung to approve the resolution as presented. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

FINANCE - APPLY/ACCEPT CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF)

33/ WHEREAS, the County of Allegan received notice through the Michigan Byrne JAG of available CESF funds in which the County sought to seek up to \$150,000 to reimburse the courts for expenses directly related to prevention of, preparation for, or response to coronavirus from January 1, 2022 through December 31, 2022.

THEREFORE BE IT RESOLVED that the Board authorizes the County Administrator to apply for and accept the CESF; and

BE IT FINALLY RESOLVED that the County Administrator is authorized to sign the necessary documents on behalf of the County and the Executive

Director of Finance is authorized to perform the necessary budget adjustments to complete this action.

Moved by Commissioner Dugan, seconded by Commissioner Cain to approve the resolution as presented. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

PUBLIC PARTICIPATION - NO COMMENTS

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

ADJOURNMENT UNTIL JANUARY 13, 2022 AT 1:00 P.M.

35/ Moved by Commissioner Cain, seconded by Commissioner Dugan to adjourn until January 13, 2022 at 1:00 P.M. The motion carried by roll call vote and the meeting was adjourned at 3:50 P.M. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

Chief Deputy Clerk

Board Chairperson

Minutes approved during the 00/00/2022 Session