

COMMITTEE OF THE WHOLE SESSION

June 19, 2008

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, June 19, 2008, at 9:30 a.m., as set; Chairman McNeal presiding.

The following Commissioners were present:

| | | | |
|----------|--------------|----------|----------------------------|
| DIST # 1 | TERRY BURNS | DIST # 7 | DON BLACK |
| DIST # 2 | STEVE McNEAL | DIST # 8 | TOM JESSUP |
| DIST # 3 | PAUL VanECK | DIST # 9 | FRITZ SPREITZER |
| DIST # 4 | MARK DeYOUNG | DIST #10 | JON CAMPBELL[Ex: 12:41 pm] |
| DIST # 5 | DEAN KAPENGA | DIST #11 | LARRY JONES |
| DIST # 6 | MAX THIELE | | |

Public Participation – No Comments

2/ Chairman McNeal opened the meeting to public participation. As there were no comments from the public, he declared the meeting closed to public participation.

Introduction – Director of Senior Services

3/ Administrator Rob Sarro welcomed Jeanne Silvers, new Director of Senior Services and invited her to address the Board. Jeanne stated she is excited about her new position and is looking forward to starting this position. She briefly addressed her background which includes directorship of two start-up organizations. She stated that coming to Michigan is like a homecoming since she and her husband will be staying with her sister in Wayland until they are settled.

Minutes of the June 5, 2008 Session – Adopted as Distributed

4/ Moved by Commissioner VanEck, seconded by Commissioner Burns to adopt the minutes of the June 5, 2008 session as distributed. Motion carried.

Agenda – Approved as Distributed

5/ Chairman McNeal called for any changes or additions to the meeting agenda. None were offered.

Moved by Commissioner Campbell, seconded by Commissioner Jones to adopt the meeting agenda as distributed. Motion carried.

Historical Website – County Pictures/Material

6/ Steve Sedore, Director of Information Services, introduced Deb Harvey, webmaster, who demonstrated the historic materials stored on the website by decade. She stated she has been working with John Pahl, showed how to navigate the site and encouraged comments. Commissioner Thiele suggested there should be an area where we could encourage people to donate materials for the site.

Administrator's Report

7/ Rob Sarro reported on his meeting with City and Township leaders regarding setting up a meeting to discuss issues while working toward updating a Facilities Master Plan. He stated that both entities indicated a willingness to meet. He would like to meet with them to develop expectations on what the meetings should accomplish.

He reported that he has met with the local fire chiefs after the storm regarding siren activation and protocol for the psans. In addition, there are still signal issues in the Leighton Township area and he recommends going to bid for equipment that would improve this deficiency.

He addressed the benefits we could receive in moving Senior and Veteran's Services to the Human Services Building and suggested it could be done for little or no cost. He answered the questions addressed during discussion. There appeared to be consensus that he should meet with COA & Veteran's Services for input and reaction to the potential move and if favorable, he should put together information addressing various aspects to consider regarding the move.

Appointment – Director of Senior Services

8/ Rob addressed the appointment process followed in selecting the Director of Senior Services and recommended that final action to confirm be taken so that she could begin June 23, 2008 as recommended.

Moved by Commissioner Burns, seconded by Commissioner Black to confirm the appointment as made. During discussion, Commissioner Thiele requested delaying the vote until he had a chance to think about the concerns he had.

Break – 10:42 A.M.

9/ Moved by Commissioner Jessup, seconded by Commissioner Black to recess for 10 minutes. Motion carried and the meeting was recessed at 10:42 a.m.

Upon reconvening at 10:58 a.m., the following Commissioners were present: Commissioner Burns, McNeal, VanEck, DeYoung, Kapenga, Thiele, Black, Jessup, Spreitzer, Campbell and Jones. Absent – none.

Motion to Confirm Appointment – Continued

DIRECTOR OF SENIOR SERVICES—CONFIRM APPOINTMENT

10/ **BE IT RESOLVED** that the Allegan County Board of Commissioners hereby approves the request from the County Administrator to confirm the appointment of Jeanne Silvers to the Director of Senior Services position.

Moved by Commissioner Burns, seconded by Commissioner Black to adopt this resolution as presented. Motion carried by roll call vote: Yeas – 11 votes. Nays – 0 votes. Absent – 0 votes.

Board Meeting Schedule

11/ Commissioner Thiele stated that for efficiency and to provide Administration sufficient time to address projects, he asked that the board consider conducting business at 2 meetings per month which might go a little longer, but could this work? Commissioners Kapenga and Burns wondered how this would work since small half day meetings sometimes extend into the full day time frame now. Rob Sarro reported that the per-diem costs would remain the same, but there would be a \$200/meeting savings in mileage. Commissioner Thiele asked for a show of hands if

Commissioners were interested in considering this idea; 6 hands were raised. Rob Sarro asked that consideration be held until after the budget process for 2009 is complete with a goal of implementing any potential changes after the first of the year.

2009 BUDGET POLICY – AMENDED SCHEDULE

12/ BE IT RESOLVED that the Allegan County Board of Commissioners hereby approves the request from the County Administrator to approve the amended 2009 Budget Policy as presented below.

Moved by Commissioner Campbell, seconded by Commissioner Thiele to adopt the budget schedule as presented. Motion carried.

Allegan County Policy

Title: Budget
Document Code: FN1
Department: Finance/Administration
Effective Date: January 1, 2009
Approved: February 14, 2008
Type of Action: Supersedes Other Board Resolutions Dealing With Budget Policy

Subject Title: Budget Policy

- 1.0 Purpose: The purpose of the Budget Act is to require that Allegan County adopt balanced budgets, to establish responsibilities and define the procedure for the preparation, adoption and maintenance of the budget, and to require certain information for the budget process. It is thus to provide budgetary procedures and guidelines for Allegan County government in order to secure sound financial health for the governmental unit.
- 2.0 Organizations Affected: All departments and activities that fall under the purview of the Allegan County governmental unit.
- 3.0 References: Michigan Department of Treasury Uniform Budget Manual
- 4.0 Definitions:
 - 4.1 Administrative officer: an individual employed or otherwise engaged by Allegan County to supervise a budgetary center.
 - 4.2 Allotment: a portion of an appropriation which may be expended during a certain period of time.
 - 4.3 Appropriation: an authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose.
 - 4.4 Budget: a plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds of Allegan County and the proposed means of financing the expenditures. Budget does not include any of the following:
 - 4.4.1 A fund for which Allegan County acts as a trustee or agent;
 - 4.4.2 An internal service fund;

- 4.4.3 An enterprise fund;
- 4.4.4 A capital project fund;
- 4.4.5 A debt service fund.
- 4.5 **Budgetary Center:** a general operating department of Allegan County or any other department, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the Allegan County Board of Commissioners.
- 4.6 **Capital Outlay:** a disbursement of money that results in the acquisition of, or addition to, fixed assets.
- 4.7 **Chief administrative officer:** means the county administrator of a county
- 4.8 **Deficit:** an excess of liabilities and reserves of a fund over its assets.
- 4.9 **Disbursement:** a payment in cash.
- 4.10 **Expenditure:** the cost of goods delivered or services rendered, whether paid or unpaid, including expenses, debt retirement not reported as a liability of the fund from which retired, or capital outlay.
- 4.11 **Fund Balance:** Fund balance is created when any of the county funds has money left over at the end of the fiscal year from either under spending the budget or taking in additional revenue. Unencumbered balances of appropriations for the prior fiscal year on hand at the close of the fiscal year are also call "carry over funds" or "surplus."
- 4.12 **General Appropriations Act:** the budget as adopted by the legislative body or as otherwise given legal effect pursuant to a charter provision in effect on the effective date of this section.
- 4.13 **Legislative Body:** means the county board of commissioners of a county.
- 5.0 **Policies:**
 - 5.1 Debt or other obligations shall not be entered into unless the debt is permitted by law.
 - 5.2 Expenditures shall not be made in excess of the amount authorized in the budget.
 - 5.3 Funds may not be applied or diverted for purposes inconsistent with the appropriations.
- 6.0 **Personnel Guidelines:**
 - 6.1 The percentage of increase in the general fund budgeted total compensation from FY2008 budgeted vs FY2009 budgeted shall be held to no more than the percentage of increase in general fund budgeted revenue from FY2008 budgeted vs FY2009 budgeted (excluding fund balance). Formula equals (2009 budgeted revenue minus 2009 beginning fund balance) divided by (2008 budgeted revenue minus 2008 beginning fund balance).
 - 6.2 Administration will provide a personnel budget with status quo staffing levels as well as all department requested additions and/or changes as recommended by Administration.
 - 6.3 Administration will demonstrate how personnel recommendations compare to the guideline outlined in 6.1 and provide justification of variances.

7.0 Budget Parameters:

7.1 That Zero (\$0) will be budgeted in a specific line item to be applied to the general fund reserves for FY2009.

7.2 That following the annual county financial audit, any General Fund budget surplus identified from the preceding fiscal year shall be distributed in the following manner:

7.2.1 The General Fund will be allocated that portion of the surplus that would maintain the General Fund Reserves at a level equal to ten percent (10%) of the current year's General Fund operating budget;

7.2.2 If the conditions in the preceding paragraph are met, then an allocation from the remaining annual General Fund budget surplus shall be transferred to the Budget Stabilization Fund to maintain that fund at its statutorily permissible maximum;

7.2.3 If the conditions in the two preceding paragraphs are met, then an allocation from the remaining General Fund budget surplus shall be transferred to the Sick and Vacation Liability Special Revenue Fund to maintain the fund at a level of one hundred percent (100%) of the liability identified in the most recent County financial audit.

7.2.4 If the conditions in the three preceding paragraphs are met, then fifty percent (50%) of the balance of the remaining annual budget surplus shall be transferred to the Capital Improvement Fund-Jail Building Project and the remaining fifty percent (50%) allocated to building capital.

7.2.5 Table of Minimum Balances:

| Fund Title | Fund # | Types of Uses | Minimum Threshold |
|--------------------------------|--------|---|--------------------------------------|
| General Operating Fund Balance | 1010 | General County Operations | 10% of G. F. expense budget |
| Budget Stabilization | 2570 | Monies may be used to cover a general fund deficit, to prevent a reduction in services, to cover expenses of a natural disaster and more. | Maximum allowed by statute |
| Sick & Vacation Liability | 2580 | To fund the year end liability of accrued PTO | Fully fund the PTO accrued liability |
| Capital Improvement | 2450 | Used for capital projects as determined by the BOC | \$0 |
| Delinquent Tax Revolving | 6160 | Monies are used for the settlement of delinquent taxes with the local taxing units. The county purchases the delinquents taxes from the local units. Currently this is about 8.3 million each year. | 150% of current year settlement |

- 7.3 Funds allocated from the General Operating Fund for Capital purchases will be set at 2.75% of the 2008 Proposed General Fund – Expense Operating Budget (excluding Fund Balance). This Capital Project Allocation will be funded 20% from the Delinquent Tax Revolving Fund and 80% from 2008 General Fund Operating Revenues.
- 7.4 Capital projects will be budgeted and reviewed separately from a departments operational and/or personnel budget. Capital requests will be submitted according to the current year's budget guidelines. Capital projects are to be budgeted on a project basis, not a specific dollar amount. Any remaining funds available after a project is completed are to remain in the fund where they were originally allocated and will not be available for use unless specifically reallocated by the county board of commissioners. Requests must include the following criteria:
- Description
 - Useful Life
 - Funding Source
 - Replacement/New/Reconstructed (rebuilt)
 - Plan for Old Unit
 - Location
 - Use
 - Back Up for \$ Request
- 7.5 The General Operating Fund Contingency account will be established at an amount not to exceed two percent (2%) of the total General Operating Fund expense budget excluding budgeted fund balance.
- 7.6 The 2009 mileage reimbursement rate will set at the IRS rate and subject to the appropriate County Policy (511-Travel and Training).
- 7.7 Other items as determined by the Allegan County Board of Commissioners will be included in the development of the 2008 Operating Budget and recorded on the "Allegan County 2009 Budget Decision Summary Form" (FN1-Form G) which will become a permanent part of this budget policy document.
- 7.8 The FY2009 budget shall be presented based on balancing general fund revenues to general fund expenses excluding beginning and ending fund balances

8.0 Process:

The budget development process will consist of six major steps.

- 8.1 **Submission of Goals & Objectives statement.** This will be prepared by each Department Head for each activity for which they have budgetary responsibility.
- 8.2 **Revenue Projections.** Revenue estimates will be prepared and submitted by line item from each Department Head.
- 8.3 **Personnel Changes.** Personnel change requests (new positions/reclassification requests/other changes) will be prepared by the Department Head and submitted to the Human Resource Director for review and recommendation.
- 8.4 **Position File Review.** HR/Fin will develop for departmental approval the position file outlining each position to be budgeted and the total compensation attached to each position. These would be status quo positions only.

8.5 **Capital Requests.** Projects \$5,000 and over will be considered Capital requests. Any items under \$5,000 should be worked into the operation portion of a department's budget. Capital requests will include a summary description, revenue source, any ongoing expense, and useful life.

8.6 **Operational Requests.** Departmental operational requests will consist of a department's operational line items 727.00.00 through 969.99.99.

Each department and County agency will be supplied the necessary documents and schedules in order to complete each step of the process.

Finance and Human Resource Departments are always available to provide assistance at all levels of the budget development process.

| <i>Month</i> | <i>Responsible Parties</i> | <i>Action to be Completed</i> |
|-------------------------|--|--|
| 2008 January - March | Administration, Board, All Departments | Planning - Issues, Goals and Objectives |
| January 3 | BOC | Approve Budget Policy (Organizational Meeting) |
| January 30 | Administration | Distribute Budget Policy/Worksheets to Departments (Department Head Meeting) |
| April | | |
| April 30 | Department Heads | Goals & Objective statements are returned to administration reviewed and forwarded to BOC (FN1-Form C). |
| May | | |
| May 15 | BOC | Goals and Objectives presented (Planning Session) |
| May 22 | BOC | Goals and Objectives Moved for approval to June 12. |
| May 30 | Department Heads | Line item revenue estimates for current year & line item revenue projections for up coming budget year due to Admin. |
| May 30 | Department Heads | Personnel additions/ reclassifications/ change requests are completed and returned to administration. A list of positions coterminous with grants must be included (FN1-Form D). |
| June | | |
| June 12 | Department Heads & Administration | Capital requests returned by department heads and reviewed by administration (FN1-Form E); target July 17 planning session to present to BOC. |
| June 12 | BOC | <i>*BOC approves Goals & Objective statements.</i> |
| June 19 | BOC | Revenue presented (Planning Session). |
| June 26 | BOC | Revenue moved to July 10 for approval. |
| June 27 | Administration | Distribute position file to departments for review (status quo personnel). |

| | | |
|------------------|-----------------------------------|--|
| July | | |
| July 10 | BOC | <i>*BOC approves Revenue.</i> |
| July 11 | Department Heads & Administration | Operational requests returned by department heads and reviewed by administration. Administration meets with departments as needed; target August 7 planning session to present to BOC. |
| July 15 | Department Heads & Administration | Position file changes (status quo personnel) are returned to Administration; review for July 31 Planning Session. |
| July 17 | BOC | <i>Present draft capital (planning session)</i> |
| July 24 | BOC | Move draft Capital requests for approval to August 14. |
| July 31 | BOC | Present Personnel - status quo & new (Planning Session) |
| August | | |
| August 7 | Department Heads & Administration | Department operational requests review completed. |
| August 7 | BOC | Draft Operational requests to BOC (Planning Session) |
| August 14 | BOC | <i>*BOC approves Capital requests. Personnel requests and Operational requests moved to August 28 for approval.</i> |
| August 28 | BOC | <i>*Personnel and Operational requests approved by BOC</i> |
| September | | |
| September 4 | Administration | Draft budget to BOC (Planning Session) |
| September 11 | BOC | Move draft budget as proposed to September 25 for approval. |
| September 25 | BOC | Move Draft budget as Final Proposed Budget (Final Adoption on October 9 Annual Meeting) |
| September 26 | Administration | Submit Public Hearing notice |
| October | | |
| October 2 | Administration | Public Hearing appears in paper (minimum 6 days prior to hearing) |
| October 9 | BOC | Public hearing, adopt millage, general appropriations act, and budget (Annual Meeting P.A. 156 of 1851 MCL 46.1). |
| October 29 | Administration and Dept Heads | <i>*General Appropriations Act Resolution and Elected Official Salaries*</i> |
| November | | |
| November 13 | BOC | Review budget policy <i>*Other policies needing to be changed as a result of the budget*</i> |
| 2009 | | |
| January 8, 2009 | BOC | Approve budget policy (Organizational Meeting) |

9.0 Recommended Budget: The recommended budget for the general fund and special revenue funds must include for each fund:

- 9.1 Actual expenditures for the most recently completed fiscal year;
- 9.2 Projected expenditures for the current fiscal year (to be arrived at by using actual expenditures to date and projecting expenditures to the end of the fiscal year);
- 9.3 An estimate of the expenditures in the next fiscal year;
- 9.4 Actual revenue for the most recently completed fiscal year;
- 9.5 Projected revenue for the current fiscal year (to be arrived at by using actual revenue to date and projecting revenues to the end of the fiscal year);
- 9.6 An estimate of the revenue in the next fiscal year;
- 9.7 Beginning and ending fund balance for each year;
- 9.8 An estimate of the amounts needed for deficiency, contingent, or emergency purposes;
- 9.9 Other data relating to fiscal conditions that the chief administrative officer has used in the budget development.
- 9.10 Other considerations that may be useful in analyzing the future financial needs of Allegan County.
- 9.11 Form or document outlining the various decision points made through the budget (including but not limited to COLA for non-bargaining employees).

10.0 Budget (General Appropriations Act):

The legislative body of each local unit must pass a general appropriations act (budget) for the general fund and each special revenue fund.

The general appropriations act (budget) must:

- 10.1 state the total mills to be levied and the purpose for each millage levied (truth in budgeting act);
- 10.2 include amounts appropriated for expenditures to meet liabilities for the ensuing fiscal year in each fund;
- 10.3 include estimated revenues by source in each fund for the ensuing fiscal year;
- 10.4 a line item budget is not required.

The budgeted expenditures, including an accrued deficit, shall not exceed budgeted revenues, including available surplus and the proceeds from bonds or other obligations issued under the fiscal stabilization act, Act 80 of 1981 MCL 141.1001 et al.).

11.0 Budget Amendments:

The general appropriations act may permit the chief administrative officer to make transfers within limits between appropriations.

The Chief Administrative Officer is authorized to make budget transfers up to \$25,000.00 as long

as no additional appropriation is required from contingency or fund balance.

The Department Heads are required to report budgetary variations in operational line items. These transfers are permitted for operational line items 727.00.00 through 969.99.99 only.

Budget transfers requiring an additional appropriation will require Board approval.

- 11.1 The legislative body must amend the budget as soon as a deviation is apparent.
- 11.2 Amendments to the approved budget (general appropriations act) must not cause estimated total expenditures, including any accrued deficit, to exceed total estimated revenues, including any available surplus.
- 11.3 The chief administrative officer may recommend, and the legislative body will approve, any amendments to the general appropriations act required.

12.0 Budget Practices:

- 12.1 Budgeted funds in the following line items are not available for reallocation by the department:
 - 701.00.00 through 726.99.9 - Salaries/Wages/Benefits
 - 748.00.00 - Gas, Oil, Grease & Antifreeze
 - 810.01.00 - Legal-Court Appt/Other Legal (except as outlined in Administrative Order No.1998-5 - Chief Judge Responsibilities; Local Intergovernmental Relations)
 - 920.00.00 - Public Utilities
- 12.2 Expenditures should always be expensed to the appropriate line item regardless of available line item balance.
- 12.3 Each department is responsible for the budget oversight of their budget.
- 12.4 All expenditures are subject to the Allegan County Purchasing Policy.
- 12.5 No payment will be released by the Finance Department if the operational portion of an activity is over budget except as authorized by the County Board of Commissioners.

13.0 Responsibilities:

- 13.1 The chief administrative officer of Allegan County shall:
 - 13.1.1 have final responsibility for budget preparation
 - 13.1.2 present the budget to the legislative body
 - 13.1.3 have control of expenditures under the budget and the general appropriations act.
 - 13.1.4 transmit the recommended budget to the legislative body according to an appropriate time schedule developed by the Allegan County Board of Commissioners.
 - 13.1.5 accompany the recommended budget with a suggested general appropriations act to implement the budget.

- 13.2 **The legislative body:**
- 13.2.1 will have adequate time to review and approve the recommended budget and may request necessary information for consideration of the budget.
 - 13.2.2 will hold a public hearing as required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275 prior to final approval of the budget.
 - 13.2.3 will pass a general appropriations act, consistent with the uniform chart of accounts prescribed by the Department of Treasury, as formal approval of the budget for the General Fund and each Special Revenue Fund.
 - 13.2.4 shall determine the amount of money to be raised by taxation necessary to defray the expenditures and meet the liabilities of Allegan County for the ensuing fiscal year; shall order that money to be raised by taxation, within statutory and charter limitations; and shall cause the money raised by taxation to be paid into the funds of Allegan County (Section 16[6]).
- 13.3 **The budgetary centers of Allegan County** (Department heads and other administrative officers) will provide necessary information to the chief administrative officer for budget preparation.
- 13.4 **The time schedule** shall allow adequate time for review and adoption by the legislative body before commencement of the budget year.
- 14.0 **Appendices:**
- 14.1 FN1-Form A (Departmental Concerns and Pressures for 2009 Worksheet).
 - 14.2 FN1-Form B (Department Descriptive Statement Worksheet)
 - 14.3 FN1-Form C (Department Goals & Objectives Worksheet)
 - 14.4 FN1-Form D (Position Request/Change Worksheet)
 - 14.5 FN1-Form E (Capital Requests Worksheet)
 - 14.6 FN1-Form F (Contractual Services Worksheet)
 - 14.7 FN1-Form G (Allegan County 2009 Budget Decision Summary Form Worksheet)
- 15.0 Created: May 2007
- 16.0 Updated: February 14, 2008; June 19, 2008 (amended)

2009 Budget Items

13/ Finance Director, David Van de Roovaart distributed the projected Budget Revenues for 2009. He stated that the first phase for the revenues for the General Fund and the Special Revenues have been submitted. He stated that if there are any questions to contact him. Final 2007 audit final figures will be available in two to three weeks.

Commissioner Kapenga asked about lowering the cost to local municipalities for law enforcement contracts. Rob stated that this issue will be brought to the board for discussion at a later time since the cost breakdown was set in 2003.

Jail Evaluation Team – Approve Administrator’s Recommendation

14/ Rob Sarro explained that usually three people review an RFP and evaluate the bid responses. He would recommend that for review of the RFPs for the Jail Planner and Jail Architect, four people need to be involved: 1) representative of the Sheriff’s Department 2) representative of the Courts 3) representative of the County and 4) representative of Facilities Management. He suggested that with a background in building and construction, Commissioner VanEck should be appointed to represent the County.

Moved by Commissioner Burns, seconded by Commissioner Kapenga to approve the appointment of the Jail evaluation team as recommended by the Administrator. Motion carried by roll call vote: Yeas – 7 votes. Nays – 4 votes. Absent – 0 votes.

| | | | |
|---|--------------|---|-----------------|
| Y | TERRY BURNS | Y | DON BLACK |
| N | STEVE McNEAL | N | TOM JESSUP |
| Y | PAUL VanECK | N | FRITZ SPREITZER |
| Y | MARK DeYOUNG | Y | JON CAMPBELL |
| Y | DEAN KAPENGA | Y | LARRY JONES |
| N | MAX THIELE | | |

Hiring Policy – Set For Discussion

15/ There was discussion on when the hiring policy could be put on an agenda for discussion. There appeared to be consensus to put this item on the next discussion agenda. Commissioner Thiele asked if Denise could locate the page from the Code of Ethics which deals with this issue and distribute it to Commissioners prior to the item appearing on the agenda. Rob said that he would include the audio also.

State of Emergency Resolution

16/ Moved by Commissioner Thiele, seconded by Commissioner Spreitzer to adopt the State of Emergency Resolution as presented. Motion carried by roll call vote: Yeas – 10 votes. Nays – 0 votes. Absent – 1 vote [McNeal].

RESOLUTION—EXTEND DECLARATION OF A LOCAL STATE OF EMERGENCY FOR ALLEGAN COUNTY

WHEREAS, under the provisions of Section 10 of Act 390, P.A. 1976, as amended, MCLA 30.401 et seq., the Allegan County Board of Commissioners has adopted an Emergency Management Resolution (“Emergency Management Resolution”); and

WHEREAS, on June 13, 2008, the Governor of the State of Michigan honored the “Declaration of a Local State of Emergency” submitted by the Allegan County Chairman on June 10, 2008; and

WHEREAS, the terms of Article 5, Section 504 of the Emergency Management Resolution and as provided for in MCLA 30.410 (1) (b), states it is necessary for the “Declaration of a Local State of Emergency” to be affirmed by the Allegan County Board of Commissioners, if that Declaration is to remain in effect; and

WHEREAS, based upon the report by the Director of Emergency Management under the direction of the Allegan County Sheriff Office, it appears that emergency conditions still exist within Allegan County and that the continuation of the State of Emergency for twenty eight (28) days will facilitate emergency response and damage assessment efforts within Allegan County;

NOW THEREFORE BE IT RESOLVED, that the Allegan County Board of Commissioners declares, ratifies, and continues the “Declaration of Local Emergency” due to a series of thunderstorms, high winds, and extremely heavy rains within Allegan County, Michigan, through July 10, 2008 at 12:30pm, or until such time as the Board of Commissioners may hereafter determine, and authorized powers set forth in the Emergency Management Resolution shall continue in full force and effect; and

BE IF FINALLY RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this resolution are hereby repealed.

Allegan County Board of Commissioners



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269-673-0203 Main Office
269-686-5331 Main Fax
<http://www.allegancounty.org>

Steve McNeal, Chairman
Larry "Casey" Jones, Vice Chairman

DISTRICT 1

Terry Burns
616-403-0427
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allegancounty.org

Date: Tuesday, June 10, 2008

To: Commanding Officer - Emergency Management Division, State Police;
5th District Emergency Management Division District Coordinator

DISTRICT 2

Steve McNeal
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From: Allegan County Emergency Operations Center

DISTRICT 3

Paul VanEck
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On June 7, 2008, the County of Allegan sustained significant damage to roads, culverts and public drains during storm activity that caused an extreme amount of rainfall over the past few days and which is expected to continue. As a result of this situation, the following conditions exist:

- 1) The Allegan County EOC was partially activated by the Emergency Management Director, and an E-Team Flash Report entry was made.
- 2) Many public roads have been closed due to high water including State Route 31 and I-196 near Holland.
- 3) Many roadways, culverts and public drains have been washed out; one instance causing the death of two people. The estimated public damages are around \$900,000.00.
- 4) Around 25 homes near the lakeshore have been evacuated because of unstable road conditions and utility disruptions.
- 5) Many homes in low lying areas near the Kalamazoo River, Rabbit River and the Gun Lake River are beginning to take on water in their basements, and nearing the living area.

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DISTRICT 10

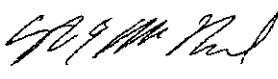
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DISTRICT 11

Larry "Casey" Jones
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Therefore, as the Chairman of the County Board of Commissioners, in accordance with Section 10 of Act 390, P.A. 1976, as amended, I hereby declare that a "state of emergency" exists therein, that the response and recovery aspects of the emergency operations plan have been activated, and that local resources are being utilized to the fullest extent practicable. The areas within the County that have been affected are Saugatuck, Dorr, Salem and Gunplain Townships.

Authorized by: Steven McNeal, Chairman

Signed: 

Dated: June 10, 2008

Allegan County Board of Commissioners

June 19, 2008

Page 13

Closed Session – County Administrator Evaluation

17/ Moved by Commissioner Kapenga, seconded by Commissioner Jessup to recess to closed session to conduct the Administrator’s mid-year evaluation. Motion carried by roll call vote: Yeas – 10 votes. Nays -0 votes. Absent – 1 vote [Campbell]. The meeting was recessed at 12:45 p.m.

R E C E S S

Reconvene – Roll call

18/ Upon reconvening at 1:30 p.m., the following individuals were present: Commissioner Burns, McNeal, VanEck, DeYoung, Kapenga, Thiele, Black, Jessup, Spreitzer and Jones. Absent – Commissioner Campbell.

Administrator’s Evaluation – Accept Report of Evaluation Team

19/ Moved by Commissioner Thiele, seconded by Commissioner Kapenga to accept the report of the evaluation team as provided and submit it to the County Administrator. Motion carried with Commissioner Thiele dissenting.

Public Participation - Comments

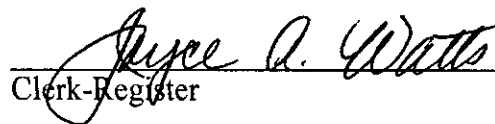
20/ Chairman McNeal opened the meeting to public participation and the following individual addressed the board:

1. Bill Brown asked, “What was just voted on?” Chairman McNeal explained that the Board just approved the Administrator’s mid year evaluation and that the Administrator can review it and if he has questions, he can bring it up at a later time.

2. Commissioner Jones explained Ordinance 1012.0 which went into effect in July of 2004. This is the Allegan County Farmland Preservation Purchase of Farmland Development Rights and the ordinance needs to be revised before July 24, 2008 so that the group can meet with DEQ to come up with a source of funding. The update requires that only one paragraph be added so that we will be eligible for funding [regarding rural pride initiative]. He asked that this be put on the discussion agenda next week.

Adjournment until July 17, 2008 at 9:30 A.M.

21/ Moved by Commissioner Thiele, seconded by Commissioner Kapenga to adjourn until July 17, 2008 at 9:30 a.m. Motion carried and the meeting was adjourned at 1:47 p.m.


Clerk-Register

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BOARD PLANNING SESSION-AGENDA

Thursday, June 19, 2008 - 9:30 a.m.
Board Room - County Services Building

Click here for full [packet](#) (272.13KB)

9:30 a.m. OPENING PRAYER: Commissioner Burns

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PUBLIC PARTICIPATION:

1. Introduction of Jeanne Silvers, Director of Senior Services

APPROVAL OF MINUTES: June 5, 2008

ADDITIONAL AGENDA ITEMS:

APPROVAL OF AGENDA:

DISCUSSION ITEMS:

1. Historical County website demonstration - Deb Harvey
2. General Update
3. Appointment - Director of Senior Services
4. Board Meeting schedule
5. 2009 Budget schedule amendment
6. 2009 Budget items
7. Setting a Jail evaluation team

OTHER ITEMS:

1. ACTION - State of Emergency Resolution
2. CLOSED SESSION-County Administrator Evaluation (time permitting).

PUBLIC PARTICIPATION:

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"

June 19, 2008

Page 15

ADJOURNMENT: Thursday, July 17, 2008 @ 9:30 A.M. @ BOARD ROOM -
COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX @ DUMONT.