MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN

AGENDA

Community Development/Strategic Planning
Louis McMurray Transit Center
2624 Sixth Street, Muskegon Heights, MI
February 19, 2019 - 3:30 PM

Charles Nash, Chair
Kenreth Mahoney, Vice-Chair

1) Call to Order

2) Roll Call

3) Approval of Minutes of December 18, 2018

4) Public Comment (on an agenda item)

5) Items for Consideration
   - (CVB/Parks) Authorize Transfer of Capital Improvement Bond Proceeds to Three Projects Expected to be Completed in FY19 at Patterson Park, Blue Lake Park Campground and Pioneer Park and Amend the Budget Accordingly
   - (CVB/Parks) Approve Salary Range Adjustments for the Seasonal Park Ranger/Dock Security Classification and for the Seasonal Crew Leader Classification and Amend the Budget Accordingly

6) Old Business

7) New Business

8) Public Comment

9) Adjournment

PUBLIC COMMENT
Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the Commission and state their name for the record. Comments shall be limited to two (2) minutes for each participant unless time is extended prior to the public comment period by a vote of a majority of the Commission.

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours' notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231)724-6520.
Muskegon County
Community Development/Strategic Planning Committee
December 18, 2018
4:00 p.m.
Hall of Justice
990 Terrace, 4th Floor
Muskegon, MI

Robert Scolnik, Chair

Kenneth Mahoney, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Scolnik at 4:00 p.m.

ROLL CALL

Present: Benjamin Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider, II

Excused: Rillastine Wilkins

Also Present: Doug Hughes, Williams Hughes, PLLC, Corporate Counsel; Mark Eisenbarth, County Administrator; Lisa Chalko, Administrative Coordinator

APPROVAL OF MINUTES

It was moved by Commissioner Engle, supported by Commissioner Mahoney, to approve the minutes of October 25, 2018, as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

CD/SP18/12 – 31 It was moved by Commissioner Engle, supported by Chairman Cross, to approve the FY2019 Lakeshore Museum Center budget. Motion carried.
Community Development/Strategic Planning Committee
Minutes
December 18, 2018
Page 2

Lakeshore Museum Center Executive Director Annoesjka Soler addressed the Board and discussed upcoming changes for 2019. She noted after much deliberation and discussion with the Lakeshore Museum Board and the Hilt family, Michigan’s Heritage Park will be closing. Ms. Soler informed the Board that parts of the exhibit will be moved to the downtown location and will continue to be utilized and shared with the general public.

CD/SP18/12 – 32 It was moved by Commissioner Engle, supported by Commissioner Mahoney, to approve the changes to the Accommodations Tax Advisory Committee Bylaws, as presented. Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

Girl Scout Troop 3800 thanked the Board and specifically Commissioner Foster for his continued support of their mission.

ADJOURNMENT

There being no further business to come before the Community Development/Strategic Planning Committee, the meeting adjourned at 4:16 p.m.
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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<th>REQUESTING DEPARTMENT</th>
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<tr>
<td>CVB/Parks</td>
<td>February 19, 2019</td>
<td>Robert M. Lukens</td>
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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

The FY2018 budgeted projects for the 2015 Capital Improvement Bond proceeds (4010-9015) were not completed in FY2018. Therefore, the Parks Department requests authorization to expend $56,025 of the remaining 2015 Capital Improvement Bond proceeds toward the following park capital improvement projects in FY2019: a new garage at Patterson Park ($15,000), fiber optic cabling for Blue Lake Park Campground ($7,050) and a portion of the total cost for a maintenance building at Pioneer Park ($33,975).

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to authorize transfer of the remaining funds available to the Parks Department through the 2015 Capital Improvement Bond proceeds (4010-9015) to three projects expected to be completed in FY19: a new garage at Patterson Park ($15,000), fiber optic cabling for Blue Lake Park Campground ($7,050) and a portion of the total cost for a maintenance building at Pioneer Park ($33,975), for a total of $56,025 in expenditures and amend the budget accordingly.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

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<th>HUMAN RESOURCES ANALYSIS</th>
<th>FINANCE &amp; MANAGEMENT ANALYSIS</th>
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<td>B. Dick</td>
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<tr>
<th>CORPORATE COUNSEL ANALYSIS</th>
<th>ADMINISTRATOR RECOMMENDATION</th>
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If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee

<table>
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<tr>
<th>AGENDA DATE: 2/19/19</th>
<th>AGENDA NO.: 0019/02-01</th>
<th>BOARD DATE: 2/26/19</th>
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Revised 2/15/19
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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REQUESTING DEPARTMENT: CVB/Parks

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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

Recent increases in the minimum wage have made it difficult to obtain qualified and responsible Seasonal Park Rangers for the Muskegon County Parks and the Heritage Landing Cruise Ship Dock.

Therefore, the Parks Department requests County Board consideration for slight increases in two seasonal Parks job classifications:

**Seasonal Park Ranger/Dock Security (T22311)**

- Step 1 - $11.00 ($0.50 increase)
- Step 2 - $11.25 ($0.50 increase)
- Step 3 - $11.50 ($0.50 increase)

**Seasonal Crew Leader (T20001 and T20002)**

- Step 1 - $12.75 ($0.25 increase)
- Step 2 - $13.00 ($0.25 increase)
- Step 3 - $13.25 ($0.25 increase)

The total number of Crew Leader positions would be two, with a budgetary impact of $369.56 for the season, and the total number of Park Ranger/Dock Security positions is typically 26, with a budgetary impact of $9,608.50. Total budgetary impact for the positions would be $9,978.05.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve the salary range adjustment for the Seasonal Park Ranger/Dock Security classification from TS-00105 ($10.50-$11.00/hr) to TS-00305 ($11.00-$11.50/hr) and for the Seasonal Crew Leader classification from TS-00325 ($12.50-$13.00/hr) to TS-00330 ($12.75-$13.25/hr) and amend the budget accordingly.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

**HUMAN RESOURCES ANALYSIS:**
Recommend Approval
K. Wade

**FINANCE & MANAGEMENT ANALYSIS:**
Concur
B. Dick

**CORPORATE COUNSEL ANALYSIS:**

**ADMINISTRATOR RECOMMENDATION:**

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee:

**AGENDA DATE:** 2/19/19
**AGENDA NO.:** 00189/02-02
**BOARD DATE:** 2/24/19
**PAGE NO.:** N/A

Revised 2/15/19
### Park Ranger/Dock Security & Park Crew Leader position analysis

<table>
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<tr>
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<th>Crew Leader (2 positions)</th>
<th>Park Ranger/ Dock Security (26 positions)</th>
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<tr>
<td><strong>Status Quo Cost</strong></td>
<td>18,477.88</td>
<td>201,778.40</td>
<td>220,256.27</td>
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<td><strong>Proposed Cost</strong></td>
<td>18,847.43</td>
<td>211,386.89</td>
<td>230,234.32</td>
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<tr>
<td><strong>Total Cost Increase</strong></td>
<td><strong>369.56</strong></td>
<td><strong>9,608.50</strong></td>
<td><strong>9,978.05</strong></td>
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Crew Leader - $12.50 to $12.75 per hour
Park Ranger - $10.50 to $11.00 per hour