MUSKEGON COUNTY BOARD OF COMMISSIONERS
Ways & Means Committee
AGENDA

March 19, 2019 – 3:30 PM
Hall of Justice
990 Terrace, Muskegon, MI

Robert Scolnik, Chair
Charles Nash, Vice-Chair

1) Call to Order

2) Roll Call

3) Approval of the Minutes of March 7, 2019

4) Public Comment (on an agenda item)

5) Items for Consideration

WM19/03 – 28 (Administration) Approve Payment of the Accounts Payable of $6,197,586.82, Covering the Period of February 22, 2019 through March 8, 2019 for Checks as Presented by the County Clerk

WM19/03 – 29 (County Clerk - Elections) Authorize County Clerk to Purchase 91 Modems with the 4G Upgrade for Use by Local Clerks on All Election Equipment with Modern Capability

WM19/03 – 30 (Emergency Management) Authorize Emergency Management Staff to Submit a Letter of Intent to the State of Michigan and Federal Emergency Management Agency to Apply for the Hazard Mitigation Grant

WM19/03 – 31 (Equalization) Approve Renewal of Assessment Administration Services by the Equalization Department to the Township of Egelston

WM19/03 – 32 (Finance) Approve to Change the Funding of Administrative Analyst Position X04001 to 100% Accounting

WM19/03 – 33 (Finance) Approve the Solicitation of Proposals for Office Supplies

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.
6) Old Business
7) New Business
8) Public Comment
9) Adjournment
Muskegon County
Ways & Means Committee
March 7, 2019
3:30 p.m.
Hall of Justice
990 Terrace
Muskegon, MI

Robert Scolnik, Chair
Charles Nash, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Scolnik at 3:30 p.m.

ROLL CALL

Present: Gary Foster, Susie Hughes, Zach Lahrning, Ken Mahoney, Charles Nash, Bob Scolnik, Rillastine Wilkins

Excused: Marcia Hovey-Wright, I. John Snider, II

Also Present: Enrika McGahan, Corporate Counsel; Mark Eisenbarth, County Administrator; Lisa Chalko, Administrative Coordinator

APPROVAL OF MINUTES

It was moved by Commissioner Foster, supported by Commissioner Wilkins, to approve the minutes of March 7, 2019, as written. Motion carried.

PUBLIC COMMENT (On an agenda item.)

None.

COMMUNICATION

Ms. Beth Dick, Finance Director/Assistant County Administrator, provided a budget report and noted this report will be updated and included with the agenda at the first Ways & Means meeting of the month.

Commissioners thanked Ms. Dick for the information.
ITEMS FOR CONSIDERATION

WM19/03 - 22  It was moved by Commissioner Foster, supported by Chairman Hughes, to approve payment of the accounts payable of $13,745,881.93, covering the period of February 8, 2019 through February 21, 2019 for checks and January 1, 2019 through January 31, 2019 for P-Card and EFT payments, as presented by the County Clerk. [Abstain – Hughes on MOKA and Pioneer Resources payments] Motion carried.

WM19/03 – 23  It was moved by Commissioner Foster, supported by Commissioner Mahoney, to approve entering into a 5 year purchase of service agreement (April 1, 2019 through March 31, 2024) with Cobblestone Software with HealthWest and the County of Muskegon to assist in contract management process and authorize the Board Chair to sign the agreement; the County’s portion of the cost ranges from $8,735.24 in year 1 to $7,377.85 in year 5; and to amend the budget accordingly for year 1. Motion carried.

WM19/03 – 24  It was moved by Commissioner Foster, supported by Commissioner Mahoney, to approve submittal of a grant application to the Michigan Department of Transportation for the purchase of an E-One ECOLOGIC firefighting foam testing system in the amount of $31,662. Motion carried.

WM19/03 – 25  It was moved by Commissioner Foster, supported by Commissioner Mahoney, to approve the request from the County Clerk to purchase a web based software upgrade for the Jury System, Inc., software at a cost of $22,325 to be utilized by the 14th Circuit Court and the 60th District Court and amend the budget accordingly. Motion carried.

WM19/03 – 26  It was moved by Commissioner Foster, supported by Commissioner Mahoney, to approve the easement agreement with the Michigan State Police and Kent County to grant them the right to construct and maintain a tower at Moore Park and authorize the Board Chair to sign same. Motion carried.

WM19/03 – 27  It was moved by Commissioner Foster, supported by Commissioner Wilkins, to award the MATS solicitation for 120 concrete benches to Petersen Manufacturing in the amount of $54,996.00, pending MDOT concurrence. [Oppose – Lahrning] Motion carried.
Questions regarding the grant match requirements, Petersen Manufacturing and the concrete bench design were presented. Mr. Eisenbarth, County Administrator, noted he will have answers to the questions prior to the Full Board meeting of March 12th.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Eisenbarth reminded Commissioners of the Board Work Session on Tuesday, March 12th, at 2:30 p.m., in the Jury Assembly Room, 6th Floor, Hall of Justice. The topic will be the County's Purchasing Policy.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 3:52 p.m.
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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REQUESTING DEPARTMENT: Administration

COMMITTEE DATE: March 19, 2019

REQUESTOR SIGNATURE: Beth Dick

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

Expenditures for checks covering the period February 22, 2019 through March 8, 2019 totaled $6,197,586.82 and included the following large or unusual items:

1) Payment to Beacon Services for $181,151.84 for HealthWest residential services.
2) Payments to Cherry Street Services Inc. for $172,601.90 for HealthWest substance use disorder services.
3) Payments to Consumers Energy for $216,206.25 for portions of January and February electricity usage.
4) Payments to Grand Rivers Construction for $93,736 for Wastewater fleet maintenance building project.
5) Payment to HGA Services for $220,026.41 for HealthWest adult foster care and autism services.
6) Payment to Hinman Lake LLC for $199,490.76 for lease payment settlement.
7) Payments to Lakeshore Museum Center for $191,323.83 for property tax distributions.
8) Payment to Macallister Machinery for $120,239.26 for Wastewater agricultural telehandler.
9) Payment to Mead Bros. Excavating for $312,698.13 for Kuis Drain project.
10) Payments to Mercy Health Partners for $132,409.82 for HealthWest inpatient care and substance use disorder services.
11) Payment to Michigan Department of Transportation for $166,811 for Airport local share of AIP grant.
12) Payments to MOKA for $365,770.16 for HealthWest specialized residential and autism services.
13) Payment to Muskegon Community College for $1,163,588.24 for property tax distribution.
14) Payment to Samaritans for $119,665.19 for HealthWest adult foster care services.
15) Payment to State of Michigan for $142,574.26 for February District Court fee transmittal.
16) Payment to Turning Leaf for $177,615.97 for HealthWest room and board, personal care and supervised apartment services.

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

Move to approve payment of the accounts payable of $6,197,586.82, covering the period of February 22, 2019 through March 8, 2019 for checks as presented by the County Clerk.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

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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.

AGENDA DATE: 3/19/19

AGENDA NO.: WM19/03.28

BOARD DATE: 3/21/19

PAGE NO. 6

Revised 3/12/19
RECAP
FOR ACCOUNTS PAYABLE

Total Checks Issued | 02/22/19 | through | 03/08/19 | $ 6,197,586.82

TOTAL ACCOUNTS PAYABLE | | | | $ 6,197,586.82
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

|| COMMITTEE | BUDGETED | NON-BUDGETED | PARTIALLY BUDGETED |
|-----------------|-----------|--------------|-------------------|
| Ways & Means    |           |              |                   |

REQUESTING DEPARTMENT
County Clerk - Elections

COMMITTEE DATE REQUESTOR SIGNATURE
March 19, 2019 Nancy A. Waters, County Clerk

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

Verizon has informed all County Clerk Offices in Michigan that they are switching their modem equipment from 3G to 4G and that the May 7, 2019 election will be the last time we will be able to use our 3G modems. This is the unit that allows the local clerks to send their election results to our office automatically at the close of polls thus allowing us to share the information timely to the public.

The State Bureau of Elections has certified the 4G modems and negotiated a price of $199 per unit. Muskegon County will need 89 units in addition to the two additional units our IT Director has requested for backups. The cost of the 4G modems will be 91 x $199 for a total of $18,109.00. The signed quote and the numbers needed must be confirmed by March 22nd.

The modems will be installed by the Hart Company, at no additional cost, in the June/July 2019 timeframe in time for our August election. This was not budgeted as we were not aware of this unexpected issue.

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

Authorize the County Clerk to purchase 91 modems, at a cost of $199 per unit for a total cost of $18,109, with the new 4G upgrade for use by the local clerks on all election equipment with modem capability.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:  

FINANCE & MANAGEMENT ANALYSIS:

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:  3/19/19  AGENDA NO.:  WM 19/03-09  BOARD DATE:  3/21/19  PAGE NO.  

Revised 3/11/19
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

| COMMITTEE |
|-----------------|-----------------|-----------------|
| Ways & Means    | BUDGETED | NON-BUDGETED | PARTIALLY BUDGETED |
| REQUESTING DEPARTMENT | COMMITTEE DATE | REQUESTOR SIGNATURE |
| Emergency Management | March 19, 2019 | Richard Warner |

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

Emergency Management staff requests approval to submit a “letter of intent” to the State of Michigan and Federal Emergency Management Agency (FEMA) to apply for the Hazard Mitigation Grant to update our plan in 2020.

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

To authorize Emergency Management staff to submit a “letter of intent” to the State of Michigan and Federal Emergency Management Agency (FEMA) to apply for the Hazard Mitigation grant to pay for the cost of updating the Muskegon County Hazard Mitigation Plan.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

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AGENDA DATE: 3/19/19  AGENDA NO.: WM19/03-30  BOARD DATE: 3/21/19  PAGE NO.

Revised 3/12/19
The Equalization Department is requesting authorization to continue providing Assessment Administration Services to the Township of Egelston. An agreement was recently approved by the Township of Egelston that provides for a property assessment program to be administered by the County Equalization Director, or designated representative, which will list, appraise, and maintain a complete set of electronic records for all real and personal property, subject to ad valorem taxation, specific taxes, in-lieu-of tax agreements, and exempt properties within the Corporate limits of the Township pursuant to Public Act No. 160 of 1972. The fee structure is as follows:

- July 1, 2019 to June 30, 2020 $67,500
- July 1, 2020 to June 30, 2021 $67,500
- July 1, 2021 to June 30, 2022 $67,500
- July 1, 2022 to June 30, 2023 $68,852
- July 1, 2023 to June 30, 2024 $70,228

The current budgetary appropriation for the department contains the funding to support this activity, as well as the revenue; therefore, there is no need for any changes to the current year appropriation.

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

Move to approve renewal of Assessment Administration Services provided by the Equalization Department to the Township of Egelston and authorize the Chair of the County Board of Commissioners to execute an agreement prepared by the Equalization Department to provide the services.
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE
Ways and Means

BUDGETED

NON-BUDGETED

PARTIALLY BUDGETED

REQUESTING DEPARTMENT
Finance

COMMITTEE

DATE
3/19/19

REQUESTOR SIGNATURE
Beth Dick

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

In April 2018, the Board authorized the retention of Brookhaven’s Administrative Analyst position X04001 to allow the incumbent to continue to work in a shared position 50% at HealthWest and 50% in Accounting. It has been very helpful to the Accounting Office to have the additional 20 hours a week of support mainly performing a portion of the accounts payable duties previously done by the Senior Accountant that also handles all of the County’s procurement functions. While this arrangement has been beneficial, the five overtime exempt senior accounting staff continue to work a combined average of 40+ hours per week of overtime. It is evident that there is sufficient workload to keep the Administrative Analyst position busy full-time in the Accounting department. From a staff retention perspective, it is important that we are able to distribute the workload and reduce the amount of uncompensated overtime. One of the senior accounting staff members in the Accounting department recently submitted his resignation in part due to the excessive workload. With the additional 20 hours a week, we would transition the remaining accounts payable duties including P-card management along with other general accounting tasks to the Administrative Analyst. This will help to primarily alleviate the workload of the Senior Accountant that handles all of the procurement functions for the County which has expanded due to the changes with the Uniform Grant Guidance requirements that went into effect October 1, 2018.

Therefore, it is requested that the Administrative Analyst position X04001 that is currently shared with HealthWest be changed to 100% funded in the Accounting department (1010-0201). This change has been discussed with HealthWest and they are in agreement. The annual additional cost associated with this change is approximately $46,000 ($24,000 for FY2019). Approximately 50% of this increase in cost will be reimbursed through the cost allocation plan by other grant funded and Enterprise Fund departments.

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

Move to approve to change the funding of Administrative Analyst position X04001 to 100% Accounting (1010-0201) effective March 31, 2019.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:

FINANCE & MANAGEMENT ANALYSIS:

BMP

CORPORATE COUNSEL ANALYSIS:

ADMINISTRATOR RECOMMENDATION:

[Signature]

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: 3/19/19

AGENDA NO: 03.30

BOARD DATE: 3/21/19

PAGE NO.

Revised 3/11/19
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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**REQUESTING DEPARTMENT**
Finance

**COMMITTEE DATE**
3/19/19

**REQUESTOR SIGNATURE**
Beth Dick

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

The County last sought proposals for office supplies in 2016. The proposal was last awarded to Integrity Business Solutions for a one year contract with two optional one year extensions. Those extensions will expire on April 30, 2019; therefore, staff requests permission to seek proposals for office supplies.

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

Move to approve the solicitation of proposals for office supplies.

**ADMINISTRATIVE ANALYSIS (AS APPLICABLE)**

**HUMAN RESOURCES ANALYSIS:**

**FINANCE & MANAGEMENT ANALYSIS:**

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**AGENDA DATE:** 3/19/19

**AGENDA NO.:** 033

**BOARD DATE:** 3/21/19

**PAGE NO.:** 12

Revised 3/7/19