MUSKEGON COUNTY BOARD OF COMMISSIONERS
Ways & Means Committee
AGENDA

June 6, 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 May 21, 2019

4) Public Comment (on an agenda item)

5) Items for Consideration

WM19/06 – 64 (Administration) Approve Payment of the Accounts Payable of $10,094,089.59, Covering the Period of May 11, 2019 through May 23, 2019 for Checks and April 1, 2019 through April 30, 2019 for P-Card and EFT Payments as Presented by the County Clerk

WM19/06 – 65 (Administration) Approve the Operating Levy for the Lakeshore Museum Center, the Department of Veterans Affairs (Pending Voter Approval), the Muskegon County Central Dispatch and for PA 39 of 1976 (Activities or Services for Older Persons Act) and Authorize the County Clerk and Board chair to Sign Associated Forms

WM19/06 – 66 (Equalization) Approve Renewal of Assessment Administration Services to the Township of Sullivan and Authorize the Board Chair to Sign

WM19/06 – 67 (Equalization) Approve the Sole Source Quote from Apex Software for the Purchase of Apex Sketch Verification Software

WM19/06 – 68 (Equalization) Approve Wage Range Adjustments, Unfund Vacant Appraisal Technician Position and Change Equalization Director Muskegon/Newaygo Title

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.
5) Items for Consideration (Continued)

WM19/06 – 69 (Finance) Approve the Budget Amendment and Labor Distribution Changes Associated with Creating a new Indigent Defense Fund for the Public Defender’s Office

WM19/06 – 70 (Finance) Approve the Selection of and Negotiate a Contract with Lewis & Ellis, Inc., to Perform OPEB Actuarial Services and Authorize Board Chair to Sign

WM19/06 – 71 (Public Works) Authorize Sub-Contracting the Grant Requirement to the City of Muskegon and Authorize Staff to Reimburse the City of Muskegon for all Authorized Activities Related to the Michigan Enforcement Grant

WM19/06 – 72 (Public Works) Authorize Public Improvement Funds for the Replacement of Roofs on the Beef Barn and 3 Horse Barns at the Muskegon County Fairgrounds and Authorize the Appropriate Budget Adjustment

WM19/06 – 73 (Public Works) Authorize the Application of the Drinking Water Contaminate Remediation Grant

WM19/06 – 74 (Sheriff’s Office) Approve Application to the 2019 Justice and Mental Health Collaboration Program Competitive Grant

6) Old Business

7) New Business

8) Public Comment

9) Adjournment

Board Work Session
Thursday, June 6th – 2:30 PM
Board Room
Board Room Video Recording
(Public Welcome to Attend)
CALL TO ORDER

The meeting was called to order by Commissioner Scolnik at 4:04 p.m.

ROLL CALL

Present: Gary Foster, Marcia Hovey-Wright, Susie Hughes, Zach Lahrings, Ken Mahoney, Charles Nash, Bob Scolnik, I. John Snider, II, Rillastine Wilkins

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

APPROVAL OF MINUTES

It was moved by Commissioner Mahoney, supported by Commissioner Foster, to approve the minutes of May 2, 2019, as written. Motion carried.

PUBLIC COMMENT (On an agenda item.)

None.

COMMUNICATION: BUDGET REPORT

The budget report for the period ending 3/31/19 was presented for information.

ITEMS FOR CONSIDERATION

WM19/05 - 55  It was moved by Commissioner Mahoney, supported by Commissioner Foster, to approve payment of the accounts payable of $7,046,650.34, covering the period of April 19, 2019 through May 10, 2019 for checks as presented by the County Clerk. Motion carried.

WM19/05 – 56  It was moved by Commissioner Foster, supported by Commissioner Wilkins, to adjust the pay rate for the Chief Deputy County Clerk position X12701 from NX00280 ($24.7140/hr -
$31.1830/hr to NX00362 ($31.5790/hr - $39.7960/hr). Motion carried.

WM19/05 – 57
It was moved by Commissioner Nash, supported by Commissioner Hovey-Wright, to approve the reclassification of the Senior Accountant X83201 to Senior Procurement Analyst and Senior Accountant X83202 to Senior Fiscal Analyst. Furthermore approve the salary range adjustment for the Senior Procurement Analyst and the Senior Fiscal Analyst positions from NX-00280 ($24.714-$31.183/hr) to NX-00294 ($24.714-$32.671/hr) effective April 29, 2019. Motion carried.

WM19/05 – 58
It was moved by Commissioner Snider, supported by Commissioner Nash, to award the proposal for office supplies to Integrity Business Solutions for a three year contract with two optional one-year renewals. Motion carried.

WM19/05 – 59
It was moved by Commissioner Mahoney, supported by Commissioner Wilkins, to approve the attached Truth In Taxation public hearing schedule and to adopt the attached resolution setting June 11, 2019 as the date for the Truth In Taxation public hearing for the purpose of discussing and receiving testimony regarding the proposed tentative levy of 5.6984 mills for Muskegon County general operating in July 2019, the proposed tentative levy of 0.3221 mills for Lakeshore Museum Center operating in December 2019, the proposed tentative levy of 0.0752 mills for Department of Veterans Affairs operating in December 2019 (pending voter approval), the proposed tentative levy of 0.3000 mills for Muskegon County Central Dispatch operating in December 2019 and the proposed tentative levy of .5000 mills for PA 39 of 1976 (Activities or Services for Older Persons Act) in December 2019. Motion carried.

WM19/05 – 60
It was moved by Commissioner Foster, supported by Commissioner Nash, to approve seeking procurement level quotes for Arbitrage Rebate Calculation Services. Motion carried.

WM19/05 – 61
It was moved by Commissioner Hughes, supported by Commissioner Mahoney, to approve the issuance of request for proposals for debit and credit card processing services. Motion carried.

WM19/05 – 62
It was moved by Commissioner Nash, supported by Commissioner Mahoney, to authorize the release of a Request For Proposal for
IBNR, Incurred But Not Reported, actuarial services for Workers' Compensation, General Liability, Property, Automobile Liability, Automobile Physical Damage and Unemployment Insurance exposures. Motion carried.

WM19/05 – 63  It was moved by Commissioner Foster, supported by Commissioner Hughes, to approve awarding a 5 year contract for server and storage capacity to CDW Government, LLC for an annual amount not to exceed $500,000 and authorize the Board Chair to sign the contract. Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:23 p.m.
<table>
<thead>
<tr>
<th>DATE</th>
<th>MEETING</th>
<th>Request authorization for Truth-in-Taxation Public Hearing</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 21</td>
<td>Ways &amp; Means</td>
<td></td>
</tr>
<tr>
<td>May 23</td>
<td>Full Board</td>
<td>Approve authorization for Truth-in-Taxation Public Hearing</td>
</tr>
<tr>
<td>June 2</td>
<td></td>
<td>Deadline for the public hearing notice to be published in the Muskegon Chronicle</td>
</tr>
<tr>
<td>June 6</td>
<td>Ways &amp; Means</td>
<td>Request authorization to approve the 2019 millage rates</td>
</tr>
<tr>
<td>June 11</td>
<td>Full Board</td>
<td>Truth-in-Taxation Public Hearing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Board approves 2019 millage rates</td>
</tr>
</tbody>
</table>
RESOLUTION

WHEREAS, Michigan Compiled Law (MCL), Section 211.24e ("Truth In Taxation") provides that without specific action taken by the Muskegon County Board of Commissioners, the Board of Commissioners shall not levy ad valorem property taxes for Muskegon County general operating, Lakeshore Museum Center operating, Department of Veterans Affairs operating and Muskegon County Central Dispatch operating purposes for the ensuing fiscal year that yields an amount more than the sum of the taxes levied at the base rate on additions within Muskegon County for the ensuing fiscal year plus an amount equal to the taxes levied for Muskegon County general operating, Lakeshore Museum Center operating, Department of Veterans Affairs operating, Muskegon County Central Dispatch operating and PA 39 of 1976 (Activities or Services for Older Persons Act) operating purposes for the concluding fiscal year on existing property; and

WHEREAS, Michigan Compiled Law (MCL), Section 211.24e ("Truth In Taxation") provides that estimated Convention Facilities ("Liquor Tax") collections of $827,720 be included in the Truth In Taxation proceedings; and

WHEREAS, said MCL, Section 211.24e provides that the Muskegon County Board of Commissioners may approve the levy of an additional millage rate, within its present authorized or proposed millage rate, only after providing certain public notice and holding a public hearing for the purpose of receiving testimony and discussing the levy of an additional millage rate for the ensuing fiscal year; and

WHEREAS, the Muskegon County Board of Commissioners has been advised by the Muskegon County Equalization Director that the state equalized taxable valuation for Truth In Taxation purposes for the 2019 tax year for property located within Muskegon County is $4,611,679,538; and

WHEREAS, based upon the 2019 state equalized taxable valuation of Muskegon County, without said public hearing, tax levies would be limited to 5.4066 mills for Muskegon County general operating, 0.3157 mills for Lakeshore Museum Center operating, 0.0737 mills for Department of Veterans Affairs operating (pending voter approval), 0.2940 mills for Muskegon County Central Dispatch operating and .4901 mills for PA 39 of 1976 (Activities or Services for Older Persons Act); and

WHEREAS, the Muskegon County Board of Commissioners are aware of the financial circumstances of Muskegon County, including estimated expenditures, estimated revenues and the state equalized taxable valuation of property located within Muskegon County and, determined that the levy of an additional millage rate will be necessary to ensure the sound financial management of the various operations and services of Muskegon County; and

WHEREAS, the Muskegon County Board of Commissioners, pursuant to MCL, Section 211.34d ("Headlee") and MCL, Section 211.24e ("Truth In Taxation") propose a tentative levy of not more than 5.6984 mills for Muskegon County general operating in
July 2019 which includes an additional millage rate of 0.2918 mills, a tentative levy of not more than 0.3221 mills for Lakeshore Museum Center operating in December 2019, which includes an additional millage rate of 0.0064 mills, a tentative levy of not more than 0.0752 mills for Department of Veterans Affairs operating in December 2019 (pending voter approval), which includes an additional millage rate of 0.0015 mills, a tentative levy of not more than 0.3000 mills for Muskegon County Central Dispatch operating in December 2019, which includes an additional millage rate of 0.0060 mills, and a tentative levy of not more than 0.5000 mills for PA 39 of 1976 (Activities or Services for Older Persons Act) operating in December 2019, which includes an additional millage rate of 0.0099 mills.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A public hearing shall be held on June 11, 2019 at 3:30 p.m. at the Muskegon County Hall of Justice, 4th floor Board of Commissioners room, located at 990 Terrace Street, Muskegon, MI, 49442, for the purpose of receiving testimony and discussing the proposed ad valorem property tax levies.

2. County Administration is hereby authorized and directed to publish notice of such public hearing, said notice to be substantially in the form of the attached notice, in a newspaper of general circulation within Muskegon County. The notice shall be published not less than six (6) days before the public hearing date and shall comply with all requirements of MCL, Section 211.24e.

3. County Administration is hereby authorized and directed to send timely written notice of the time, date, and place of the public hearing to all newspapers of general circulation within Muskegon County.

4. County Administration shall post notice of the public hearing in compliance with the Michigan Open Meetings Act.

5. Not more than ten (10) days after the public hearing on June 11, 2019, the Muskegon County Board of Commissioners may authorize a maximum total levy of 5.6984 mills for Muskegon County general operating in July 2019, which includes an additional millage rate of 0.2918 mills, a maximum total levy of 0.3221 mills for Lakeshore Museum Center operating in December 2019, which includes an additional millage rate of 0.0064 mills, a maximum total levy of 0.0752 mills for Department of Veterans Affairs operating in December 2019 (pending voter approval), which includes an additional millage rate of 0.0015 mills, a maximum total levy of 0.3000 mills for Muskegon County Central Dispatch operating in December 2019, which includes an additional millage rate of 0.0060 mills and a maximum levy of 0.5000 mills for PA 39 of 1976 (Activities or Services for Older Persons Act) operating in December 2019, which includes an additional millage rate of 0.0099 mills.
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE
Ways & Means

BUDGETED

NON-BUDGETED

PARTIALLY BUDGETED

REQUESTING DEPARTMENT
Administration

COMMITTEE DATE
June 6, 2019

REQUESTOR SIGNATURE
Beth Dick

SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)
Expenditures for checks covering the period May 11, 2019 through May 23, 2019, P-Card and EFT payments covering the period April 1, 2019 through April 30, 2019 totaled $10,094,089.59 and included the following large or unusual items:

1) Payment to Cherry Street Services Inc. for $130,145.54 for HealthWest substance use disorder services.
2) Payment to Correct Care Solutions for $112,106.33 for June inmate medical services.
3) Payment to HGA Services for $157,732.94 for HealthWest adult foster care services.
4) Payment to Jackson-Merkey Contractors for $483,323.30 for the Wastewater RI bed upgrade/improvement project.
5) Payments to MOKA for $125,868.39 for HealthWest skill building, CLS and childrens’ waiver services.
6) Payments to Pioneer Resources for $384,865.98 for HealthWest autism, skill building, room and board and supported employment services.
7) Payment to Samaritas for $115,028.94 for HealthWest adult foster care services.
8) Payment to Sierra Health and Life Insurance Co. for $98,588 for June Medicare Advantage plan for retirees.
9) Payment to State of Michigan for $143,580.97 to replenish April Child Care Fund expenditures.
10) Payment to Triangle Associates Inc. for $184,775.65 for Wastewater Cell #3 improvement project.
11) Payment to Turning Leaf for $126,353.14 for HealthWest room and board, personal care and supervised apartment services.
12) EFT to Road Commission for $1,378,566.56 for Act 51 distribution.
13) EFT to US Bank for $345,418.75 for Pierson and Kuis drains bord debt service payments.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)
Move to approve payment of the accounts payable of $10,094,089.59, covering the period of May 11, 2019 through May 23, 2019 for checks and April 1, 2019 through April 30, 2019 for P-Card and EFT payments, as presented by the County Clerk.

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.


Revised 5/29/19
## RECAP

### FOR ACCOUNTS PAYABLE

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Through Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Checks Issued</td>
<td>05/11/19</td>
<td>05/23/19</td>
<td>$3,858,322.12</td>
</tr>
<tr>
<td>Total P-Card Purchases</td>
<td>04/01/19</td>
<td>04/30/19</td>
<td>$255,030.71</td>
</tr>
<tr>
<td>Total Electronic Fund Transfers</td>
<td>04/01/19</td>
<td>04/30/19</td>
<td>$5,980,736.76</td>
</tr>
</tbody>
</table>

**TOTAL ACCOUNTS PAYABLE**

$10,094,089.59
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE: Ways & Means

REQUESTING DEPARTMENT: Administration

COMMITTEE DATE REQUESTOR SIGNATURE

06/06/19 Beth Dick

BUDGETED NON-BUDGETED PARTIALLY BUDGETED

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

The Truth In Taxation public hearing has been set for June 11, 2019 at 3:30 PM at the Muskegon County Hall of Justice, 4th floor Board of Commissioners room. Per MCL, Section 211.24e (“Truth In Taxation”), a public hearing may be required based on two factors. The first factor is if the “Truth In Taxation” fraction, as required to be calculated by MCL 211.24e, is less than 1.0000. This fraction consists of the 2018 Muskegon County taxable value (less applicable taxable value losses) divided by the 2019 Muskegon County taxable value (less applicable taxable value additions). For the tax year 2019, this fraction is .9803, thereby slightly less than 1.0000. Therefore, from this perspective, a Truth In Taxation public hearing is required for this year. The second factor (which is only applicable to the Muskegon County operating levy) is the use of the Convention Facility (Liquor Tax) monies for its intended purpose. This year, as was also the case for last year, this second factor also requires the need for a Truth In Taxation public hearing. This second factor requires that the Convention Facility Tax (Liquor Tax) revenues, estimated at $827,720 for FY2019, be expressed in mills (0.1795) and be used to reduce the Muskegon County operating millage rate unless the Truth In Taxation public hearing is held and the Board of Commissioners approves the use of these monies for their intended purposes. Counties may follow the Truth In Taxation hearing process to use the revenues for increased spending, however 50% of the Convention Facility (Liquor tax) revenue not used to reduce the millage rate is required to be distributed to the county's designated substance abuse coordinating agency for substance abuse programs.

This motion requests approval of the proposed operating millage rates for Muskegon County, the Lakeshore Museum Center, the Muskegon County Department of Veteran’s Affairs, Muskegon County Central Dispatch and PA 39 of 1976 (Activities or Services for Older Person Act) (at the same millage rates that were levied last year) after the completion of the Truth In Taxation public hearing on June 11, 2019.

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

Move to approve the operating levy of 5.6984 mills for Muskegon County to be levied in July 2019, the operating levy of 0.3221 mills for the Lakeshore Museum Center to be levied in December 2019, the operating levy of 0.0752 mills for the Department of Veteran’s Affairs to be levied in December 2019 (pending voter approval), the operating levy of 0.3000 mills for Muskegon County Central Dispatch to be levied in December 2019 and the operating levy of 0.5000 mills for PA 39 of 1976 (Activities or Services for Older Persons Act) to be levied December 2019 and to authorize the Muskegon County Clerk and the Chair of the Muskegon County Board of Commissioners to sign the associated forms required by the State of Michigan which will be submitted to the State of Michigan by the Muskegon County Equalization Department.

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: 6/06/19 AGENDA NO.: 06-165 BOARD DATE: 10/11/19 PAGE NO.

Revised 5/29/19
2019 TAX RATE REQUEST (This form must be completed and submitted on or before October 1, 2019)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

**Muskegon County**

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119.

The following tax rates have been authorized for levy on the 2019 tax roll.

<table>
<thead>
<tr>
<th>Source</th>
<th>Purpose of Millage</th>
<th>Date of Election</th>
<th>2018 Millage Rate Authorized by Charter, etc.</th>
<th>2019 Current Year Reduction Fraction</th>
<th>2019 Millage Rate Permamently Reduced by MCL 211.34d</th>
<th>2019 Rollback Fraction</th>
<th>2019 Maximum Millage Rate</th>
<th>Allowable Millage Levy*</th>
<th>Millage Requested to be Levied July 1</th>
<th>Millage Requested to be Levied Dec. 1</th>
<th>Expiration Date of Millage Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocated</td>
<td>Operating</td>
<td>11/5/1974</td>
<td>6,200</td>
<td>5,6984</td>
<td>1,000</td>
<td>5,6984</td>
<td>1,000</td>
<td>5,6984</td>
<td>5,6984</td>
<td>5,6984</td>
<td>Fixed</td>
</tr>
<tr>
<td>Voted</td>
<td>Open/Museum</td>
<td>5/3/2011</td>
<td>0.3250</td>
<td>0.3221</td>
<td>1,000</td>
<td>0.3221</td>
<td>1,000</td>
<td>0.3221</td>
<td>0.3221</td>
<td>12/31/2020</td>
<td></td>
</tr>
<tr>
<td>Voted</td>
<td>OPERAT/VETERANS</td>
<td>8/7/2019</td>
<td>0.0770</td>
<td>0.0752</td>
<td>1,000</td>
<td>0.0752</td>
<td>1,000</td>
<td>0.0752</td>
<td>0.0752</td>
<td>12/31/2028</td>
<td></td>
</tr>
<tr>
<td>Voted</td>
<td>Central Dispatch</td>
<td>8/4/2015</td>
<td>0.3000</td>
<td>0.3000</td>
<td>1,000</td>
<td>0.3000</td>
<td>1,000</td>
<td>0.3000</td>
<td>0.3000</td>
<td>12/31/2022</td>
<td></td>
</tr>
<tr>
<td>Voted</td>
<td>PA 39 of 1975</td>
<td>8/2/2016</td>
<td>0.5000</td>
<td>0.5000</td>
<td>1,000</td>
<td>0.5000</td>
<td>1,000</td>
<td>0.5000</td>
<td>0.5000</td>
<td>12/31/2023</td>
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</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td></td>
<td>7,4020</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6,8957</td>
<td>5,6984</td>
<td>1,1973</td>
<td></td>
</tr>
</tbody>
</table>

Prepared by: Donna B. VanderVries
Title: Equalization Director
Date: 06/11/2019

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e and 211.34 for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3)

- Clerk
- Secretary
- Chairperson
- President

Signature: Nancy A. Waters
Type: Name
Date: 06/11/19

Signature: Susie Hughes
Type: Name
Date: 06/11/19

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9.
The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.
IMPORTANT: See instructions on the reverse side regarding where to find the millage rate used in column (8)
## Convention-Liquor-Cigarette Revenue

### Total Taxable Value

<table>
<thead>
<tr>
<th>Year</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>4,457,166,388</td>
</tr>
<tr>
<td>2019</td>
<td>827,720</td>
</tr>
</tbody>
</table>

### Operating Millage Rates

<table>
<thead>
<tr>
<th>Category</th>
<th>Current Year Revenue</th>
<th>Last Years Millage Rate</th>
<th>Current Millage w/o Hearing</th>
<th>Revenue W/O Hearing</th>
<th>Extra Revenue over Last Year</th>
<th>Percent Increase</th>
<th>Millage Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>26,279,194</td>
<td>5.6984</td>
<td>5.5861</td>
<td>25,761,303</td>
<td>517,891</td>
<td>2.01%</td>
<td>0.1123</td>
</tr>
<tr>
<td>Oper/Museum</td>
<td>1,485,421</td>
<td>0.3221</td>
<td>0.3157</td>
<td>1,455,907</td>
<td>29,514</td>
<td>2.03%</td>
<td>0.0064</td>
</tr>
<tr>
<td>Oper/Veterans</td>
<td>346,788</td>
<td>0.0752</td>
<td>0.0737</td>
<td>339,880</td>
<td>6,918</td>
<td>2.04%</td>
<td>0.0015</td>
</tr>
<tr>
<td>Central Dispatch</td>
<td>1,383,503</td>
<td>0.3000</td>
<td>0.2940</td>
<td>1,355,833</td>
<td>27,670</td>
<td>2.04%</td>
<td>0.0060</td>
</tr>
<tr>
<td>PA 39 of 1975 Older Persons</td>
<td>2,305,839</td>
<td>0.5000</td>
<td>0.4901</td>
<td>2,260,184</td>
<td>45,655</td>
<td>2.02%</td>
<td>0.0099</td>
</tr>
</tbody>
</table>

### Combined August Revenue

<table>
<thead>
<tr>
<th>July Total</th>
<th>Dec Total</th>
<th>Current Operating Revenue - w/ Hearing</th>
<th>Current Operating Revenue - w/o hearing</th>
<th>Previous Year Operating Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.6984</td>
<td>1.973</td>
<td>Current Operating Revenue - w/ hearing</td>
<td>4.80% w/ hearing</td>
<td></td>
</tr>
<tr>
<td>31,800,755</td>
<td></td>
<td>Current Operating Revenue - w/o hearing</td>
<td>-1.27% w/o hearing</td>
<td></td>
</tr>
<tr>
<td>30,345,310</td>
<td></td>
<td>Previous Year Operating Revenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30,735,282</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CLCTR Calculation

**"ALLOCATED"** Muskegon County Truth-in-Taxation & CLC Tax Revenue

<table>
<thead>
<tr>
<th>CLCTR</th>
<th>0.1795</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Current Year Revenue</th>
<th>Last Years Millage Rate</th>
<th>Current Millage w/o Hearing</th>
<th>Revenue W/O Hearing</th>
<th>Extra Revenue over Last Year</th>
<th>Percent Increase</th>
<th>Millage Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>26,279,194</td>
<td>5.6984</td>
<td>5.4066</td>
<td>24,933,506</td>
<td>1,345,688</td>
<td>5.40%</td>
<td>0.2918</td>
</tr>
</tbody>
</table>
2019 TAX RATE REQUEST (This form must be completed and submitted on or before October 1, 2019)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

<table>
<thead>
<tr>
<th>County</th>
<th>2019 Taxable value as of &quot;Final State Equalization&quot;, towards the end of May</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSKEGON</td>
<td>4,611,679,538</td>
</tr>
</tbody>
</table>

LOCAL Government Unit

MUSKEGON COUNTY

For LOCAL School Districts: 2019 Taxable value of NON-Homestead and NON-Qualified Agricultural Properties if a millage is levied against them.

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119.

The following tax rates have been authorized for levy on the 2019 tax roll.

<table>
<thead>
<tr>
<th>Source</th>
<th>Purpose of Millage</th>
<th>Date of Election</th>
<th>Millage Authorized by Election, Charter, etc.</th>
<th>2018 Rate Permanently Reduced by MCL 211.34d</th>
<th>2019 Current Year Millage Reduction Fraction</th>
<th>2019 Millage Rate Permanently Reduced by MCL 211.34d</th>
<th>2019 Sec 211.34 Millage Rollback Fraction</th>
<th>2019 Maximum Allowable Millage Levy</th>
<th>Millage Requested to be Levied</th>
<th>Millage to be Levied</th>
<th>Expiration Date of Millage Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocated</td>
<td>Operating</td>
<td>11/5/1974</td>
<td>5.2000</td>
<td>5.6984</td>
<td>1.0000</td>
<td>5.6984</td>
<td>1.0000</td>
<td>5.6984</td>
<td>5.6984</td>
<td>5.6984</td>
<td>0.0000</td>
</tr>
</tbody>
</table>

BTR calculations for Convention / Liquor / Cigarette revenue - Allocated millage only

2018 Total Millage Rate
2019 Truth in Taxation Rate Fraction
2019 Millage before/Convenion - Liquor-Cigarette Revenue
2019 Truth in Taxation +Convention-Liquor-Cigarette Revenue
2019 Total Operation Levy w/o UBAA or Public Hearing

|MILLAGE SUMMARY|
|--------------|---------|--------------------------|------------|-------------------|-------------------------------|---------------------------|--------------------------|
| Operating - Allocated | 5.6984 | 5.5861 | 25,761,303 | 0.1795 | 5.4066 | 24,933,506 | 5.6984 | 26,279,194 |
| Operating - Museum | 0.3221 | 0.3157 | 1,455,907 | 0.3157 | 1,455,907 | 339,880 | 0.0737 | 346,798 |
| Operating - Veterans | 0.0752 | 0.0737 | 339,880 | 0.0737 | 339,880 | 1,355,833 | 0.2540 | 1,355,833 |
| Operating - Central Dispatch | 0.3000 | 0.2940 | 1,355,833 | 0.2540 | 1,355,833 | 0.0737 | 346,798 |
| Operating - Older Persons | 0.5000 | 0.4901 | 2,260,184 | 0.4901 | 2,260,184 | 0.3000 | 1,383,503 |


Note: Base Tax Rate (BTR) - represents prior years actual millage rate multiplied by the 2019 Truth in Taxation Multiplier of 0.9803 for all operating millages.
### 2019 MILLAGE REDUCTION FRACTION CALCULATIONS WORKSHEET

excluding Renaissance Parcels and Senior/Disable Family Housing PILOTS

<table>
<thead>
<tr>
<th>County: MUSKEGON</th>
<th>Taxing Jurisdiction:</th>
<th>COUNTY OF MUSKEGON</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Total Taxable Value</td>
<td>(TV)</td>
<td>4,457,166,388</td>
</tr>
<tr>
<td>2019 Losses</td>
<td></td>
<td>56,745,693</td>
</tr>
<tr>
<td>2019 Additions</td>
<td></td>
<td>122,929,787</td>
</tr>
<tr>
<td>2019 Total Taxable Value Based on SEV</td>
<td>(TV SEV)</td>
<td>4,611,679,538</td>
</tr>
<tr>
<td>2019 Total Taxable Value Based on Assessed Value</td>
<td>(TV AV)</td>
<td>4,611,679,538</td>
</tr>
<tr>
<td>2019 Total Taxable Value Based on County Equalized Value</td>
<td>(TV CEV)</td>
<td>4,611,679,538</td>
</tr>
<tr>
<td>2019 Inflation Rate</td>
<td>(IR)</td>
<td>2.40%</td>
</tr>
</tbody>
</table>

1. Section 211.34d, MCL, "Headlee" (for each unit of local government).
   A Millage reduction fraction shall not exceed 1.0000 MCL 211.34d(7)

\[
\begin{align*}
(2019 \text{ Total Taxable Value} - \text{Losses}) \times \text{Inflation Rate} & = 4,506,030,792 \\
4,611,679,538 - 122,929,787 \times 1.024 & = 4,486,749,761 \\
(2019 \text{ Total TV} - \text{Additions}) & = 4,486,749,761 \\
\end{align*}
\]

2019 Millage Reduction Fraction (Headlee)

2a. Section 211.34, MCL, "Truth in Assessing" (for cities and townships if SEV exceeds AV for 2019 only).
(The Truth in Assessing Millage Rollback Fraction SHALL NOT exceed 1.0000)

\[
\begin{align*}
2019 \text{ Total TV based on AV for all classes} & = 4,611,679,538 \\
4,611,679,538 & = 4,611,679,538 \\
2019 \text{ Rollback Fraction (Truth in Assessing)} & = 1.0000 \\
\end{align*}
\]

2b. Section 211.34, MCL, "Truth in County Equalization" (for villages, counties and authorities if SEV exceeds CEV for 2019 only).
(The Truth in County Equalization Millage Rollback Fraction SHALL NOT exceed 1.0000)

\[
\begin{align*}
2019 \text{ Total TV based on CEV for all classes} & = 4,611,679,538 \\
4,611,679,538 & = 4,611,679,538 \\
2019 \text{ Rollback Fraction (Truth in County Equalization)} & = 1.0000 \\
\end{align*}
\]

3. Section 211.24e, MCL, "Truth in Taxation" (for each taxing jurisdiction that levied more than 1 mill for operating purposes in 2019 only).

\[
\begin{align*}
(2018 \text{ Total Taxable Value} - \text{Losses}) & = 4,400,020,695 \\
4,611,679,538 - 122,929,787 & = 4,488,749,761 \\
(2019 \text{ Total TV} - \text{Additions}) & = 4,488,749,761 \\
\end{align*}
\]

Base Tax Rate Fraction (Truth in Taxation)

### ALSO MINUS CONVENTION/LIQUOR/CIGARETTE TAX REVENUE

\[
\begin{align*}
\text{Convention/Liquor/Cigarette Tax Revenue (CLCTR)} & = 827,720 \\
4,611,679,538 & = 4,611,679,538 \\
2019 \text{ Total TV based on SEV} & = 827,720 \\
\end{align*}
\]

### NOTE:
The truth in taxation BTRF is independent from the cumulative Millage reductions provided by sections 211.34d and 211.34. The Base Tax Rate equals the BTRF X 2018 Operating Rate levied.
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<table>
<thead>
<tr>
<th>COMMITTEE</th>
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</thead>
<tbody>
<tr>
<td>Ways and Means</td>
</tr>
<tr>
<td>BUDGETED</td>
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<tr>
<td>X</td>
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</table>

<table>
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<tr>
<th>REQUESTING DEPARTMENT</th>
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</thead>
<tbody>
<tr>
<td>Equalization</td>
</tr>
<tr>
<td>COMMITTEE DATE</td>
</tr>
<tr>
<td>June 6, 2019</td>
</tr>
<tr>
<td>REQUESTOR SIGNATURE</td>
</tr>
<tr>
<td>Donna VanderVries</td>
</tr>
</tbody>
</table>

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

The Equalization Department is requesting authorization to continue providing Assessment Administration Services to the Township of Sullivan. An agreement was recently approved by the Township of Sullivan 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 annual fee for each year of the agreement, October 1, 2019 – September 30, 2024, shall be $25,100.

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)

I move to approve renewal of Assessment Administration Services provided by the Equalization Department to the Township of Sullivan and authorize the Chair of the County Board of Commissioners to execute an agreement prepared by the Equalization Department to provide the services.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

| HUMAN RESOURCES ANALYSIS: |
| FINANCE & MANAGEMENT ANALYSIS: |
| BMD |

| CORPORATE COUNSEL ANALYSIS: |
| ADMINISTRATOR RECOMMENDATION: |
| M.E. |

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>
<thead>
<tr>
<th>AGENDA DATE:</th>
<th>AGENDA NO.:</th>
<th>BOARD DATE:</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/10/19</td>
<td>WM 19-0160-106</td>
<td>10/1/19</td>
<td></td>
</tr>
</tbody>
</table>

Revised 5/20/19
AGREEMENT BETWEEN SULLIVAN TOWNSHIP
AND
MUSKEGON COUNTY BOARD OF COMMISSIONERS

THIS AGREEMENT, entered into as of the 1st day of October, 2019, between the Township of Sullivan, a municipal corporation, by its Township Board, hereinafter referred to as the "Municipality", and the County of Muskegon, by its Board of Commissioners, hereinafter referred to as the "County", is as follows:

PURPOSE

The purpose of this Agreement is to provide for a property assessment administration program to be administered by the County Equalization Director, or designated representative, which will list, appraise, and maintain a complete set of records for all real and personal property, subject to ad valorem taxation, specific taxes, and in-lieu-of tax agreements within the Corporate limits of the Municipality pursuant to Public Act No. 160 of 1972.

TERM AND TERMINATION

This agreement shall commence October 1, 2019, and terminate September 30, 2024, provided that either party may terminate the Agreement on July 1 of each year upon ninety (90) days prior written notice. The notice shall be sent by certified mail to the County Equalization Director if terminated by the Municipality. The notice shall be sent by certified mail to the Supervisor if terminated by the County.

I. The County agrees to perform the following services and provide the materials set forth herein:

A. Scope of Service - To classify and appraise, according to the constitution and laws of the State of Michigan, each parcel of real property which lies within the confines of the Municipality, and to process all assessable personal property that is in such Municipality, and use the methods prescribed by the Michigan State Tax Commission. The Equalization Department will provide an assessment roll that will equal the tentative State Equalized Values for each classification of property. The final factor will be determined by the action of the Municipality’s Board of Review and the process of state equalization as determined by the State Tax Commission.

B. Qualified Staff - All County employees engaged in the performance of this Agreement shall be professional in manner and appearance and be trained in property appraisal techniques. The assessor shall be certified by the State Tax Commission, as required for the Municipality’s size and State Equalized Value.

C. Equipment and Supplies - The County will provide all equipment and supplies needed for the routine performance of its duties without additional expenses, except as otherwise set forth herein.
D. **Maps and Records** - The Municipality shall provide current land use maps, zoning maps, street/centerline maps, plats, topographical maps, sewer and water maps, and shall make available any records or data which may be of use in making the appraisal, without cost to the County. The County has implemented a GIS system in which mapping data is maintained. The GIS system is addressed in sub-point “M” of this agreement.

E. **Appraisal Manuals/Schedules** - The current Michigan State Tax Commission Assessor’s Manuals shall be the cost schedules used in the appraisal of all properties. All cost schedules shall be indexed to reflect current costs as of Tax Day.

F. **Record Cards** - The County will maintain the master file at a specified location. The master file shall become the property of the Municipality when delivered.

G. **Public Relations** - Both parties recognize that good public relations are vital to the success of the assessment administration program. During the term of this Agreement, County employees shall endeavor to promote understanding and amicable relations with all members of the public. County staff will be assigned by the Equalization Director to report at the designated Municipal Building to conduct their duties, interact with Municipal staff, attend meetings, and promote community relations. The Municipality will provide adequate office area and operational infrastructure, such as telecommunication, data communication, utilities, networking capabilities, and electronic storage capacity, to adequately support required staff activities and necessary ancillary functions. The accommodations shall be safe, modern, and reflect a professional function. All electronic data interfaces shall be compatible with County information protocols and standards.

When systems or resources are scheduled to be shut down, notice shall be relayed in advance to the County to allow for substitute assignments for any staff. When possible, system maintenance should not be scheduled during regular business hours. When possible, any maintenance that is performed on the computer equipment owned by the County by representatives of the Municipality should be coordinated with a representative of the Information Systems Department of the County to avert conflicts in configuration and application issues.

H. **Property Owner Notification and Official Statements** - It shall be the responsibility of the County to notify all property owners annually of assessed and taxable values, as provided by law, whether values increase or decrease, as well as distribute personal property statements and other official forms.

I. **Assessment Roll** - The County shall prepare the assessment roll and certify the same for the Municipality in a timely manner.
J. **Board of Review** - County staff will advise and assist the Municipality’s Board of Review in preparing for, conducting, and implementing any changes resulting from the required meeting of the Board.

K. **Appeals** - The County Equalization Director, or designated representative, shall represent the Municipality in all property assessment appeals and in proceedings before the Tax Tribunal concerning properties under this Agreement. The Municipality shall designate and provide the legal services for such appeals or proceedings; however, costs or expenses which may be incurred by the County in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings, or other functions shall be paid for by the Municipality provided that the Equalization Director seeks and obtains approval from the Municipality prior to incurring such costs or expenses. Additionally, should either party terminate this agreement, the County, or designated representative, shall represent the Municipality in all property assessment appeals and in proceedings filed during the existence of this agreement. The fee shall be $100.00 per hour for preparation, appearance, and travel after termination of the agreement.

L. **Computerized Appraisals and Information Technology** – The County will provide staff, equipment, and software to maintain electronic property records using a computer assisted mass appraisal system. Assessment administration, including digital photography and sketching, as well as general business application software shall be prescribed by the County. All property information shall adhere to the requirements of the County Wide Area Network and its specifications. The records will be utilized for annual valuation updates. The County may request the assistance of designated staff of the Municipality to determine proper neighborhoods for market value determinations. The County will ensure that the assessment records reflect the property’s true cash value, assessed valuation, and taxable valuation to be utilized for any property tax calculations in conformance with applicable General Property Tax Law requirements. The computer assisted mass appraisal system and its attributes shall become the property of the Municipality upon termination of this agreement.

Additionally, the County and the Municipality shall participate in an electronic building permit system that will transfer such data to the computer aided assessment administration system without modification or hesitation. The system and its attributes shall be determined by the County.

M. **Geographical Information Systems** – The County and the Municipality may implement a geographical information system. An independent formal mutual agreement will govern this function.

N. **Special Assessments** - Special assessment benefit analysis, roll preparation, processing, and related reports will be provided by the County when formally requested. The fee shall be $100.00 per hour.
II. The County will perform all the above services for the Municipality, subject to costs and expenses set forth, under the terms and conditions below:

A. **Annual Fee** - For each year of this agreement the annual fee shall be $25,100. This annual fee does not include the cost associated with a re-inspection. A re-inspection fee can be negotiated between the County Equalization Director and Township Supervisor if staff field reviews determine this to be necessary. Additionally, this re-inspection may be required by the State following an Audit of Minimum Assessing Requirements (AMAR).

B. **Payments** - The Municipality shall remit the annual fee in quarterly payments commencing December 30 of each year of this agreement.

C. **Relationship of the Parties** - The parties acknowledge that the agreement between the County and the Municipality is one of an independent contractor. Neither of the parties should represent that an employment relationship is created or exists with regard to the employees of the other. This independent contractor relationship shall be given its full scope and intent including without limitation as it pertains to liability, wages, benefits, and taxation.

**Sullivan Township:**

By: ____________________________

Tony Mabrito
Its: Supervisor

By: ____________________________

Sue Buckner
Its: Clerk

Approved as to form:

By: ____________________________

David Bossenbroek, Township Attorney

**County of Muskegon:**

By: ____________________________

Susie Hughes
Its: Chair Board of Commissioners

By: ____________________________

Nancy A. Waters
Its: Clerk

Approved as to form:

By: ____________________________

Corporate Counsel

4
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE
Ways and Means

BUDGETED
x

NON-BUDGETED

PARTIALLY BUDGETED

REQUESTING DEPARTMENT
Equalization

COMMITTEE DATE

REQUESTOR SIGNATURE
Donna VanderVries

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

The Equalization Department requests permission to accept the quote for the purchase of Apex Sketch Verification Software in the amount of $31,500. This software will assist our office in finding omitted taxable values, perform re-appraisals, and help satisfy the recommended 20% inspections annually. Apex is the sole provider for the legacy sketch data conversion and related professional services to create, generate or otherwise modify Apex sketch file data (a sole source letter is attached). This is necessary to be able to overlay the sketches over the flyover photography.

Therefore staff requests permission to waive the requirement for procurement level quotes and approve the sole source quote from Apex Software. This purchase was included in the FY2019 Capital Improvement Plan to be funded from the Public Improvement Fund.

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

Move to approve the sole source quote from Apex Software for the purchase of Apex Sketch Verification Software in the amount of $31,500 to be funded from the Public Improvement Fund.

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:  6/6/19
AGENDA NO.:  W19/016-107
BOARD DATE:  6/11/19
PAGE NO.

Revised 5/29/19
Re: Sole Source for Apex Software and Services

To Whom It May Concern:

2019

Apex Software is the sole source provider for standalone copies of our building sketch and area calculation software products and subsequent year Software Maintenance. In addition, Apex Software has established certain 3rd party integration partners with the authorization to bundle Apex Software products as a fully integrated sketching solution with their primary software application. The integration partners / business partners include GAMA system developers, underwriting and inspection software application developers, real estate appraisal forms software developers, etc... These business partners are not authorized to re-sell Apex Software or Software Maintenance separately from their core product.

This Sole Source status includes software editions designed for the specific client groups such as Mass Appraisal / Jurisdictional clients, Property Insurance clients, Real Estate (mortgage) appraisal clients, Fire/First Response clients, Energy and Inspection clients. The work environment and related products include office / desktop environments as well as field / tablet based software applications.

Apex is also the sole source provider for legacy sketch data conversion and related professional services to create, generate or otherwise modify Apex sketch file data. Unless otherwise authorized by Apex management, Apex is also the sole source provider for Apex Software Training services and Apex generated Training Materials and related resources.

Sincerely,

Apex Software
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>BUDGETED</th>
<th>NON-BUDGETED</th>
<th>PARTIALLY BUDGETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ways &amp; Means</td>
<td></td>
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<table>
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<tr>
<th>REQUESTING DEPARTMENT</th>
<th>COMMITTEE</th>
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<tr>
<td>Equalization</td>
<td></td>
<td>06/06/19</td>
<td>Donna VanderVries</td>
</tr>
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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

County Equalization is a mandated function. Our Equalization Department also, unlike most other Equalization Departments in the state, contracts with 13 local governmental units to perform contract assessing and is paid by the local units for that work. Muskegon County continues to be challenged with retaining sufficient staff just to maintain our current contracts which generate over $1 million in revenue per year for the General Fund. So far we have been successful at renewing these contracts with (at a minimum) 2% annual increases built in. With 6 of our 13 contracts expiring in 2019 (including Norton Shores) we need ensure a stable work force is available to service these contracts. Just maintaining our current contracts will result in at least an additional $25,000+ in revenue to the budget within a few years’ time. There is also the potential to take on new contracts if they become available or become mandated due to changes in property tax law. However, we would be very hard pressed to take on any additional contracts and still guarantee that we would have adequate staffing to service them. We have had and continue to have openings which we have found very difficult to fill. We are competing with other units who pay substantially more money. We will continue to see more and more openings as assessors retire throughout the state.

Therefore it is recommended to adjust salary ranges for various Equalization positions. The cost increase will be paid for by contractual fee increases and other budget savings including unfunding a vacant position. The unfunding of a vacant Appraisal Technician position GO9203 and the salary increases combined results in a remaining savings of $27,910.27 not including any contractual revenue increases.

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

I move to approve the following changes effective May 1, 2019

1. Adjust the wage range for the Appraisal Technician classification and the Assessment Administration Specialist classification from GU-00160 ($14.57 - $17.97 per hour) to GU-00175 ($15.81-$19.48 per hour).

2. Adjust the wage range of the Appraiser classification and the GIS Technician classification from GU-00230 ($16.32 to $23.13 per hour) to GU-00245 ($19.49 to $24.54 per hour).

3. Adjust the wage range of the Assessment Administration Clerk classification from GU-00070 ($12.43-$15.18 per hour) to GU-00120 ($13.46-$16.49 per hour).

4. Adjust the wage range of the Assessment/Equalization Manager position X06601 for NX-00320 ($29.766 to $37.645 per hour) to NX-00360 ($31.183 per hour to $39.460 per hour).

5. Adjust the wage range of the Deputy Equalization Director position X27201 from NX-00362 ($31.579-$39.796 per hour) to NX-00370 ($32.726 - $41.609 per hour).

6. Unfund the vacant Appraisal Technician position GO9203.

7. Change the title of the Equalization Director Muskegon/Newaygo position Y22502 to Equalization Director and retain the current wage range.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

<table>
<thead>
<tr>
<th>HUMAN RESOURCES ANALYSIS:</th>
<th>FINANCE &amp; MANAGEMENT ANALYSIS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concur, K. Wade</td>
<td>Recommend Approval B. Dick</td>
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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: 06/06/19  AGENDA NO.: WNO 9/06-03  BOARD DATE: 06/11/19  PAGE NO. 33
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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<tr>
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<td>6/6/19</td>
<td>Beth Dick</td>
</tr>
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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

Due to the receipt of the Michigan Indigent Defense Commission (MIDC) grant awarded to the County, it is necessary to create a separate Special Revenue fund to account for these new grant monies. A portion of the grant is covering some of the expenditures associated with the existing Public Defender office and a portion is covering new expenditures associated with compliance standards required by the MIDC. Therefore, it is recommended to approve a budget amendment that transfers the existing budget of the Public Defender Office from the General Fund (1010-0164) to the new Indigent Defense Fund (2600) and to include in the new fund the budgeted dollars related to the new compliance standards (see attached). In addition, the budget amendment would include labor distribution changes for the employees currently budgeted in the General Fund Public Defender office (see attached).

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

Move to approve the budget amendment and labor distribution changes associated with creating a new Indigent Defense Fund (2600) and moving the current budget for the Public Defender’s office (1010-0164) to this new fund.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

<table>
<thead>
<tr>
<th>HUMAN RESOURCES ANALYSIS:</th>
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<td></td>
<td>Recommend Approval</td>
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<td></td>
<td>B. Dick</td>
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<tr>
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<th>ADMINISTRATOR RECOMMENDATION:</th>
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AGENDA DATE: 6/10/19
AGENDA NO.: 0619
BOARD DATE: 6/11/19
PAGE NO. 24

Revised 5/29/19
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REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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<tr>
<td>Finance</td>
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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

In June 2018 the Board approved seeking proposals for actuarial services for Other Post Employment Benefits (OPEB). An RFP was issued in early May and 5 responses were received. Proposals were evaluated on qualifications, experience, comprehension of scope of services required, technical resources available, reliability and cost. Based on these criteria the evaluation committee rated Lewis & Ellis, Inc. the highest scoring proposal.

It is recommended that the board approve the selection of Lewis & Ellis, Inc. to perform OPEB Actuarial Services for FY2019 and FY2020 with the option to extend the contract to FY2021 and FY2022.

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

Move to approve the selection of and negotiate a contract with Lewis & Ellis, Inc. to perform OPEB Actuarial Services for FY2019 and FY2020 with the option to extend to FY2021 and FY2022 and authorize the Board Chair to sign the contract upon corporate counsel approval.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

<table>
<thead>
<tr>
<th>HUMAN RESOURCES ANALYSIS</th>
<th>FINANCE &amp; MANAGEMENT ANALYSIS</th>
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AGENDA DATE: 6/6/19
AGENDA NO.: Wmm/19/06/70
BOARD DATE: 6/11/19
Date

Revised 5/29/19
## MUSKEGON COUNTY PROPOSAL SUMMARY

Commodity Number: 94612
Proposal: RFP 19-2351
Department: Finance Department
Product / Service: OPEB Actuarial Services
Release Date: 05/01/2019
Opening Date: 05/17/2019

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<td>5050 Oak Tree Blvd Ste 500 Independence, OH 44131</td>
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<td>125-310 Village Boulevard Princeton, NJ 08540</td>
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Department Recommendation: Lewis & Ellis Inc.
Name of Buyer: Jamie Burmeister
Director of Finance/Assistant County Administrator’s Name: Beth Dick
Signature: [Signature]

Vendor Awarded: ___________________________  Board Approval Date: ___________________________  Board Motion Number: ___________________________
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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<td>Public Works</td>
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<td>Matthew Farrar</td>
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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

On February 12, 2019 the Board accepted the Michigan Enhancement Grant in the amount of $5,000,000.00 to complete environmental remediation to prepare the 120-acres of contaminated property situated along the south shoreline of Muskegon Lake to support economic development activities and improve the conditions of Muskegon Lake. To ease in the administering of grant funds, staff is requesting that the County of Muskegon subcontract with the City of Muskegon for activities that relate to the Michigan Enhancement Grant. The Michigan Economic Development Corporation has approved this subcontracting arrangement.

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

I move to authorize sub-contracting the grant requirements to the City of Muskegon and authorize staff to reimburse the City of Muskegon for all authorized activities related to the Michigan Enhancement Grant.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

**HUMAN RESOURCES ANALYSIS:**

**FINANCE & MANAGEMENT ANALYSIS:**

Recommends Approval

B. Dick

**CORPORATE COUNSEL ANALYSIS:**

**ADMINISTRATOR RECOMMENDATION:**

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Revised 5/29/19
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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

The Fair Board continues to move forward with capital improvements at the fairgrounds. Attached is a list of the proposed capital projects in 2019 and the projects completed in 2018. The Fair Board is planning on replacing the roofs on the Beef Barn and 3 Horse Barns with repair work on the two other horse barns. The roof replacements are at a critical stage and if they are not replaced in a timely manner, damage to the truss systems is inevitable. The cost for these roof projects is estimated to be $120,000.

To complete these projects, the Fair Board applied for and was awarded a grant for $40,000. In addition, the Fair Board is willing to commit an additional $40,000 from its fund reserves which totaled $63,000 at the end of the 2018 calendar year. If the County contributes $40,000 from the Public Improvement Fund, all roofs can be completed before irreparable damage is done.

Staff recommends participating in this improvement. Essentially, the County's assets will receive $120,000 of capital improvements for $40,000. These improvements should last 50 years.

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

Move to authorize $40,000 of Public Improvements Funds toward replacing the roofs on the Beef Barn and 3 Horse Barns with repair work on the two remaining horse barns and authorize the appropriate budget adjustment.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

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Revised 5/24/19
Muskegon County Fair Association

Proposed projects for 2019  As of February 19, 2019

**Most likely to happen**

Roof replacement on multiple barns

Ventilation improvements for sheep/goat barn and beef barn

Lighting upgrades – more new LED fixtures

Painting in the grandstands

Painting horse barns

Add water to south campground sites

Clean up area F on site plan and seed to grass

Add bathroom in horse arena announcers booth

Wedding gazebo

Duck pond

Replace fence between swine barn and sheep/goat barn (behind livestock show ring)

**Dependent on success of fundraising activities**

Horse arenas – add lighting to south arena

Horse arena – refurbish north horse arena – footing, fence, lighting and landscaping

Grandstand PA system updates

Replace wooden picture wall with a brick type monument

Enhance some of the driveways with additional aggregate

Berm across front parking lot parallel to Hts. Ravenna Rd.
Muskegon County Fair Association

Completed projects for 2018

Selectively replaced aging bleacher boards on existing bleachers

Several parking lot and driveway light fixtures re-lamped with new LED lights for efficiency

Added metal screens to windows in two more horse barns for winter storage security

Additional 50 campsites and electric pedestals for south campground

Rebuilt 15 picnic tables

Fixed lift pump north of horse barn 3

Built new horse arena announcer's booth

Additional LED lighting for livestock arena

Have begun a two year project to cut brush/trees/vines in and around chain link fences

Cleaned up tires, posts in cement, busted cement, railroad ties, old bleachers, etc. from open area in pines

Landscaping south entrance -- 4H club project

New 3-stall carport

New pavers in front of horse picture wall

Repainted ticket booth and horse arena fence
Muskegon County Fair Association
Statement of Activities (cash basis)
Year ended 10/31/18

Income
Fair programming $13,795
Sponsorships 7,000
Capital fundraising 72,860
Donations 280
Camping 11,680
Grants 30,000
Facility rentals 19,842
Winter storage 36,121
Other 161

191,739

Expenses
Fair programming 15,906
Capital improvements 139,664
Advertising 5,020
Supplies 1,398
Office 1,543
Dues, fees, licenses, permits 1,281
Equipment rentals 5,449
Insurance 2,451
Repairs and maintenance 12,355
Utilities 15,182
Taxes 586
Other 165

201,000

Change in net assets (9,261)

Beginning net assets 72,329

Ending net assets $63,068
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE
Ways & Means

REQUESTING DEPARTMENT
Public Works

COMMITTEE DATE
June 6, 2019

REQUESTOR SIGNATURE
Matthew Farrar

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

The Department of Public Works seeks permission to apply for the Drinking Water Contaminate Remediation Grant in the amount of $100,000 with the required 20% local match requested to be waived by the Water Asset Management Council. This project is to proceed with a hydrogeological study to determine the fate and transport of PFAS chemicals in and around the Muskegon County Airport as required by the Michigan Department of Environment, Great Lakes, and Energy (AKA "EGLE"). This study is being mandated by EGLE.

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

Move to authorize the application of the Drinking Water Contaminate Remediation Grant in the amount of $100,000 with the required 20% local match requested to be waived by the Water Asset Management Council.

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

Date

AGENDA DATE: 6/10/19
AGENDA NO.: WM019/06-73
BOARD DATE: 6/11/19
PAGE NO.

Revised 5/24/19
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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<td>REQUESTOR SIGNATURE</td>
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<td>Requesting Department</td>
<td>June 6, 2019</td>
<td>Michael Poulin</td>
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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

The Sheriff’s Office is requesting approval to apply for the FY 2019 – Justice and Mental Health Collaboration Program Competitive Grant. This Department of Justice grant supports cross-system collaboration to improve responses and outcomes for individuals with mental illnesses or co-occurring mental illness and substance abuse, who come into contact with the criminal justice system.

This is a three part (category) grant that will be a collaborative effort between the Sheriff’s Office, HealthWest, Prosecutor’s Office, local law enforcement and health care entities. The grant funding potential for each category is as follows:

- Category 1 – Reducing the prevalence of individuals with serious mental illnesses in jail. Up to $400,000.
- Category 2 – Strategic Planning for Law Enforcement and Mental Health Collaboration. Up to $100,000.
- Category 3 – Implementation and Expansion. Up to $750,000.

If all three categories are awarded to Muskegon County, the grant match would be up to $250,000. This match amount can be satisfied with either cash or in-kind services from all participating entities.

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

Move to approve an application to the 2019 Justice and Mental Health Collaboration Program Competitive Grant with the total amount of grant funds being sought of $1,250,000.00 with a potential match of $250,000.00.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

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AGENDA DATE: 6/6/19  
AGENDA NO.: WM19/0674  
BOARD DATE: 6/11/19  
PAGE NO.