MUSKEGON COUNTY BOARD OF COMMISSIONERS
Ways & Means Committee
REVISED AGENDA

August 1, 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 July 23, 2019
4) Public Comment (on an agenda item)
5) Items for Consideration

WM19/08 – 98 (Administration) Approve Payment of the Accounts Payable of $11,914,386.82, Covering the Period of July 12, 2019 through July 18, 2019 for Checks and June 1, 2019 through June 30, 2019 for P-Card and EFT Payments as Presented by the County Clerk

WM19/08 – 99 (Administration) Approve the FY2020 Budget Hearing Schedule as presented

WM19/08 – 100 (Administration) Approve Setting the Public Hearing Date for FY2020 Proposed Muskegon County Budget for Thursday, September 5, 2019 at 3:30 p.m. at the Board of Commissioners Room on the 4th Floor of the Michael E. Kobza Hall of Justice and Authorize the Publication of a Notice of Publication in a Newspaper of General Circulation on or Before August 25, 2019

WM19/08 – 101 (County Clerk - Elections) Authorize County Clerk to Reclassify Interim Elections Coordinator Position to Elections Coordinator Position and Eliminate the Circuit Court Clerk Coordinator Position When the Chief County Clerk Deputy Position is Filled

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
CALL TO ORDER

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

ROLL CALL

Present: Gary Foster, Marcia Hovey-Wright, Zach Lahrin, Ken Mahoney, Charles Nash, Bob Scolnik, J. John Snider, II, Rillastine Wilkins

Excused: Susie Hughes

Also Present: Beth Dick, Assistant County Administrator; Lisa Chalko, Administrative Coordinator

APPROVAL OF MINUTES

It was moved by Commissioner Foster, supported by Commissioner Hovey-Wright, to approve the minutes of July 11, 2019, as written. Motion carried.

PUBLIC COMMENT (On an agenda item.)

None.

COMMUNICATION: Budget Report

The revenue and expenditure report through May, 2019 was presented for review.

ITEMS FOR CONSIDERATION

WM19/07 – 91  It was moved by Commissioner Foster, supported by Commissioner Mahoney, to approve payment of the accounts payable of $3,542,973.59, covering the period of June 27, 2019 through July 11, 2019 for checks as presented by the County Clerk. [No – Commissioner Lahrin & Commissioner Nash] Motion carried.
WM19/07 – 92  It was moved by Commissioner Mahoney, supported by Commissioner Nash, to approve renewal of Assessment Administration Services provided by the Equalization Department to Montague Township and authorize the Chair of the County Board of Commissioners to execute an agreement prepared by the Equalization Department to provide the services. [No – Commissioner Snider] Motion carried.

WM19/07 – 93  It was moved by Commissioner Foster, supported by Commissioner Nash, to transfer the Facilities Management Supervisor position salary from general fund 1010-0265 to Public Works Administration 5710-0526 effective October 1, 2018, and make a salary range adjustment to the Building Maintenance Mechanic II (G12401) – Pay Grade GU-00200 ($14.98 - $21.24/hour) to Pay Grade GU-00240 ($17.01 - $24.54/hour) at step 9, Building Maintenance Mechanic II (G12402) – Pay Grade GU-00200 ($14.98 - $21.24/hour) to Pay Grade GU-00240 ($17.01 - $24.54/hour) at step 9, Building Maintenance Mechanic II (G12203) – Pay Grade GU-00200 ($14.98 - $21.24/hour) to Pay Grade GU-00240 ($17.01 - $24.54/hour) at step 4, and Building Maintenance Electrician Pay Grade GU-00240 ($17.01 - $24.54/hour) to Pay Grade GU-00280 ($21.53 - $27.09/hour) effective immediately. Motion carried.

WM19/07 – 94  It was moved by Commissioner Nash, supported by Commissioner Snider, to reclassify the Building Maintenance Mechanic I (G12203) Pay Grade GU-00150 ($12.69/hr - $17.87/hr) to a Building Maintenance Mechanic II position Pay grade GU-00200 ($14.98/hr - $21.24/hr) at step 6; reclassify the Grounds Maintenance Coordinator (G39101) Pay Grade GU-00225 ($17.07/hr – 22.53/hr) to a Grounds Maintenance Lead Pay Grade GU-00150 ($12.69/hr - $17.87/hr); and add a Grounds Maintenance Laborer Seasonal position Pay Grade TS-00325 (12.50/hr – 13.00/hr) effective immediately. [No – Commissioner Lahrning] Motion carried.

WM19/07 – 95  It was moved by Commissioner Snider, supported by Commissioner Nash, to award roof, clerestory window, and skylight cover replacement for Building A to Great Lakes Systems, Inc. for a contract price of $128,029.65 and authorize the Board Chair to sign the contract. Motion carried.

WM19/07 – 96  It was moved by Commissioner Nash, supported by Commissioner Snider, to approve awarding the contract for the VXC units to Civitas IT for $182,966.00 and authorize the Board Chair to sign the contract including a five year financing agreement. Motion carried.
Ways & Means Committee
Minutes – July 23, 2019
Page 3

WM19/07 – 97

It was moved by Commissioner Snider, supported by Commissioner Mahoney, to authorize the Treasurer’s Office to revise the dog license fees as follows:

- Puppy licenses will increase from $10 to $15
- Altered dog licenses will increase from $10 to $15
- Three year license for unaltered dogs will increase from $145 to $150
- Three year license for Senior Citizens will increase from $70 to $75
- Three year license for altered dogs will increase from $25 to $45

Effective October 1, 2019. [No – Commissioner Foster & Commissioner Lahrings] 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 3:39 p.m.
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE
Ways & Means

BUDGETED NON-BUDGETED PARTIALLY BUDGETED

REQUESTING DEPARTMENT Committee Date Requestor Signature
Administration August 1, 2019 Beth Dick

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

Expenditures for checks covering the period July 12, 2019 through July 18, 2019, P-Card and EFT payments covering the period June 1, 2019 through June 30, 2019 totaled $11,914,386.82 and included the following large or unusual items:

1) Payment to Beacon Services for $154,332.51 for HealthWest residential services.
2) Payment to Correct Care Solutions for $112,106.33 for August inmate medical services.
3) Payments to MOKA for $370,001.73 for HealthWest specialized residential and autism services.
4) Payments to Pioneer Resources for $260,044.14 for HealthWest skill building, room and board and supported employment services.
5) EFT to Road Commission for $1,216,344.29 for Act 51 distribution.
6) EFT to Bank of New York for $568,815.56 for Muskegon Heights Schools delinquent tax payment.
7) EFT to PNC Bank for $4,118,800 for 2017 delinquent tax note principle and interest payment.
8) EFT to Michigan Class for $300,000 to invest in money market fund.

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

Move to approve payment of the accounts payable of $11,914,386.82, covering the period of July 12, 2019 through July 18, 2019 for checks and June 1, 2019 through June 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.

AGENDA DATE: 8/1/19 AGENDA NO.: wm 19/08-98 BOARD DATE: 8/13/19 PAGE NO.

Revised 7/23/19
RECAP
FOR ACCOUNTS PAYABLE

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<th>Description</th>
<th>Date</th>
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<tr>
<td>Total Checks Issued</td>
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<td>07/18/19</td>
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<td>Total P-Card Purchases</td>
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<td>Total Electronic Fund Transfers</td>
<td>06/01/19</td>
<td>06/30/19</td>
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TOTAL ACCOUNTS PAYABLE

$11,914,386.82
Request for Board Consideration - County of Muskegon

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<th>Ways &amp; Means</th>
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<td>08/01/19</td>
<td>Beth Dick</td>
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### SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

Request approval of the FY2020 Budget Hearing Schedule with the Board of Commissioners per the attached.

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

I move to approve the FY2020 Budget Hearing Schedule as presented.

### 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

- **NA** -

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<th>AGENDA NO.:</th>
<th>BOARD DATE:</th>
<th>PAGE NO.</th>
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<td>WM 19-08-99</td>
<td>8/13/19</td>
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Revised 7/29/19
## MUSKEGON COUNTY BOARD OF COMMISSIONERS
### FY2020
#### BUDGET HEARING SCHEDULE

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<th>DATE</th>
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<th>Event Description</th>
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<td>Ways &amp; Means</td>
<td>Request Authorization for Budget Public Hearing</td>
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<td>August 13</td>
<td>Full Board</td>
<td>Request Authorization for Budget Public Hearing</td>
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<td>August 15</td>
<td>Ways &amp; Means</td>
<td>Proposed FY2019-20 Budget Distributed to the Board</td>
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<td>August 16</td>
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<td>Deliver public hearing notice to Muskegon Chronicle</td>
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<td>August 22</td>
<td>Full Board</td>
<td>Budget Presentation by County Administrator and Finance Director</td>
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<td>Budget Public Hearing Notice Published in Muskegon Chronicle</td>
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<td>September 5</td>
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<td>September 17</td>
<td>Ways &amp; Means</td>
<td>Appropriation Resolution FY2019-20 Budget Amendment Resolution</td>
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<td>September 24</td>
<td>Full Board</td>
<td>Adoption</td>
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REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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

Act 2 of 1968, as amended (The Uniform Budgeting and Accounting Act) and Act 43 of 1963, as amended (Budget Hearings of Local Governments) require that a local unit shall hold a public hearing on its proposed budget. The local unit shall give notice of the hearing by publication in a newspaper of general circulation within the local unit at least 6 days before the hearing. This Request for Board Consideration requests authorization to set the Public Hearing date for the FY2020 Proposed Muskegon County Budget for Thursday, September 5, 2019 at 3:30 P.M. at the Board of Commissioners room on the 4th floor of the Michael E. Kobza Hall of Justice, located at 990 Terrace Street, Muskegon, MI. In addition, this Request for Board Consideration requests authorization to publish the attached Notice of Public Hearing in a newspaper of general circulation on or before August 25, 2019 as required by the referenced state laws.

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

Move to approve setting the Public Hearing date for the FY2020 Proposed Muskegon County Budget for Thursday, September 5, 2019 at 3:30 P.M. at the Board of Commissioners room on the 4th floor of the Michael E. Kobza Hall of Justice and to authorize the publication of a Notice of Public Hearing in a newspaper of general circulation on or before August 25, 2019.

**ADMINISTRATIVE ANALYSIS (AS APPLICABLE)**

**HUMAN RESOURCES ANALYSIS:**

**FINANCE & MANAGEMENT ANALYSIS:**

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<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

-NA-

AGENDA DATE: 8/1/19 | AGENDA NO.: WM19/08-100 | BOARD DATE: 8/13/19 | PAGE NO. 1D

Revised 7/29/19
NOTICE OF PUBLIC HEARING
ON THE ADOPTION OF THE PROPOSED BUDGET FOR
FISCAL YEAR 2019-2020
FOR THE COUNTY OF MUSKEGON

Please take notice that a public hearing will be held with the Muskegon County Board of Commissioners on the proposed FY2020 general operating budgets on Thursday, September 5, 2019 at 3:30 p.m. at the Board of Commissioners room on the 4th floor of the Michael E. Kobza Hall of Justice, located at 990 Terrace Street, Muskegon, MI, 49442.

The anticipated property tax millage rate proposed to be levied on July 1, 2020 to support the proposed FY2020 budget will be a subject of this hearing (FY2020 time period - October 1, 2019 thru September 30, 2020).

The public has the right to provide written and oral comments on the budget. A copy of the budget proposed for adoption is available for public inspection in the Muskegon County Clerk’s Office (located in the Michael E. Kobza Hall of Justice, 990 Terrace Street, 1st floor, Muskegon, MI 49442), the Muskegon County Administrator’s Office (located in the Michael E. Kobza Hall of Justice, 990 Terrace Street, 4th floor, Muskegon, MI 49442), the Hackley Public Library, the White Lake Community Library, the Norton Shores and Muskegon Heights branches of the Muskegon Area District Library and on the internet at www.co.muskegon.mi.us/353/Budget.

The Michael E. Kobza Hall of Justice, the Hackley Public Library, the White Lake Community Library and the Norton Shores and Muskegon Heights branches of the Muskegon Area District Library are all barrier-free. If further assistance is needed, handicapped citizens should contact the Muskegon County Administrator’s Office on the fourth floor of the Michael E. Kobza Hall of Justice.

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 at the meeting/hearing 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 the following:

Mark E. Eisenbarth, Administrator
Michael E. Kobza Hall of Justice, Fourth Floor
990 Terrace Street
Muskegon, MI 49442
(231) 724-6520

Nancy A. Waters, County Clerk
Muskegon County, Michigan

Publish: Sunday, August 25, 2019
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE
Ways & Means

BUDGETED

NON-BUDGETED

PARTIALLY BUDGETED

REQUESTING DEPARTMENT
County Clerk - Elections

COMMITTEE
Ways & Means

DATE
August 1, 2019

REQUESTOR SIGNATURE
Nancy A. Waters, County Clerk

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

The County Clerk’s office has been working without an Administrative Secretary and with an Interim Elections Coordinator on and off since March 2016. With the Presidential elections in 2020, it is necessary that the Elections Coordinator position be filled as a full time position.

County Clerk Waters requests that the Interim Elections Coordinator position, N40601, is reclassified following the November election to a full time, overtime exempt Elections Coordinator position at pay table/grade NX-00290, $25.888/hr - $32.6710/hr.

County Clerk Waters also asks that when the Chief County Clerk Deputy position, X12701, is filled in late August, that the Circuit Court Records Coordinator position, G19801, be eliminated and the incumbent offered a bumping option.

The dates used for budget analysis are 9/3/2019 and 12/9/2019:

FY19 = Savings of $37,989 : Hire Chief County Clerk Deputy on 9/3 instead of 6/24, un-fund CCR Coordinator 9/3/19 and hire G19504 at top step 9/3/19

FY20 = Savings of $81,882 : The savings consists mostly of removing the CCR Coordinator position from the budget; on 12/9/19 re-class Interim Elections Coordinator to Elections Coordinator at new rate table, t/e.

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

Authorize the County Clerk to make the following position changes:

1. Reclassify the Interim Elections Coordinator position, N40601 to a full time, overtime exempt Elections Coordinator position at pay table/grade NX-00290, $25.888/hr - $32.6710/hr. upon completion of the November 2019 election;

2. When the Chief County Clerk Deputy position, X12701, is filled, eliminate the Circuit Court Coordinator position, G19801.

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: 8/1/19
AGENDA NO.: Wm 19 08-101
BOARD DATE: 8/13/19
PAGE NO.

Revised 7/24/19