1) Call to Order

2) Roll Call

3) Approval of the Minutes of October 15, 2019

4) Public Comment (on an agenda item)

5) Items for Consideration
   - CD/SP19/11-13 (CVB/Parks) Approve the Proposed 2020 Parks Fee Schedule with an Increase to the Camping Fees at Blue Lake and Pioneer County Parks to $32 per night and the Meinert Park/Pines Campground to $34 per night.
   - CD/SP19/11-14 (Parks/Public Works) Authorize Award of a Cost Reimbursable "Not to Exceed" Contract to Straub Pettitt Yaste for $101,663 for the Design and Construction Oversight Services for the Pioneer Park Bath House and Maintenance Building Replacement Projects and Authorize the Board Chair to Sign

6) Old Business

7) New Business

8) Public Comment

9) Adjournment

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

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES
The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours’ notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-8520
Muskegon County
Community Development/Strategic Planning Committee
October 15, 2019
3:30 p.m.
Montague Township Hall
Montague, MI

Charles Nash, Chair
Kenneth Mahoney, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Nash at 3:35 p.m.

ROLL CALL

Present: Gary Foster, Marcia Hovey-Wright, Susie Hughes, Zach Lahrin, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider, II, Rillastine Wilkins

Also Present: Mark Eisenbarth, County Administrator; Lisa Chalko, Administrative Coordinator

APPROVAL OF MINUTES

It was moved by Commissioner Foster, supported by Chairman Hughes, to approve the minutes of May 21, 2019, as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

PRESENTATION/UPDATES:
CVB, Muskegon County Parks and Convention Center

Mr. Bob Lukens, Community Development Director, provided the CVB FY19 preliminary results noting the accommodations tax collected to date for FY19 is more than $1.2 million. He also noted an increase in room occupancy which resulted in an increase in the visitor growth rate.
Mr. Lukens discussed the Great Lakes cruise ships that ported in Muskegon in 2019 and also those slated to port in 2020 and 2021, also noting increases in the ports of call.

Mr. Lukens provided an updated to those present on the Muskegon County Parks noting the park revenue for 2019 is increased from 2018.

Mr. Lukens provided a brief update on the convention center noting preparation is taking place for the foundation, utilities are being moved and water and sewer have been connected.

(A copy of Mr. Lukens' report is attached)

Commissioner Mahoney thanked Mr. Lukens for his continued efforts and work in increasing tourism.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business to come before the Community Development/Strategic Planning Committee, the meeting adjourned at 4:06 p.m.
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<table>
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<tr>
<th>COMMITTEE</th>
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REQUESTING DEPARTMENT | COMMITTEE DATE | REQUESTOR SIGNATURE
CVB/Parks | November 19, 2019 | Robert M. Lukens

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

The Parks Department FY 2020 budget calls for a nominal increase in overnight camping fees at Muskegon County's park campgrounds. The proposed increases are in line with Michigan State Park camping fees, and still several dollars lower than the per night fees for camping in Michigan State Parks. State Parks in West Michigan are charging between $33.00 - $37.00 per night, and the state has a revised fee structure with rates adjusted based on campground usage and bookings.

Parks Department staff is requesting to increase the camping fee at Blue Lake and Pioneer County Parks from $30.00 to $32.00 per night, and the Meinert Park/Pines Campground from $32.00 to $34.00 per night.

The increased fees are expected to generate an additional $20,000 for the 2020 camping season, based on 2019 park usage figures which revenue would help pay for the future bathhouse construction project at Pioneer Park.

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

Move to approve the proposed 2020 Parks fee schedule with an increase to the camping fees at Blue Lake and Pioneer County Parks to $32.00 per night, and the Meinert Park/Pines Campground to $34.00 per night.

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: | AGENDA NO.: | BOARD DATE: | PAGE NO.
November 19, 2019 | CD/SP19/11-13 | November 21, 2019 | 

Revised 11/12/19
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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REQUESTING DEPARTMENT
Parks/Public Works

COMMITTEE DATE
November 19, 2019

REQUESTOR SIGNATURE
Robert M. Lukens

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

The Parks Department solicited qualifications under RFQu 19-2349 for architectural/engineering services for both a new bath house and maintenance building at Pioneer Park. Five firms submitted proposals and the top technical scored firms in the competitive range were requested to submit cost proposals.

Straub Pettitt Yaste was the top scoring firm in both the technical and cost proposal portions, and the firm is very experienced in bathroom / bath house design for the state park system. Projects include the Grand Haven State Park channel restroom building replacement as well as the current replacement of two bath houses at Muskegon State Park.

Parks proposes to award Straub Pettitt Yaste a cost reimbursable “not to exceed” contract for $101,663.00 for design and construction oversight services for the Pioneer Park bath house and maintenance building replacement projects.

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

Move to authorize award of a cost reimbursable “not to exceed” contract to Straub Pettitt Yaste for $101,663.00 for design and construction oversight services for the Pioneer Park bath house and maintenance building replacement projects and authorize the Board Chair to sign the contract.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

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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: November 19, 2019
AGENDA NO.: CSP 19/11-14
BOARD DATE: November 26, 2019
PAGE NO.

Revised 11/12/19
## Muskegon County Qualification Summary

**Commodity Number:** 95887, 91842, 82550, 92535, 92544, 82888  
**Department:** Parks  
**Product/Service:** Professional Architect/Engineer Services for Bath House/Maintenance Building  
**Release Date:** 09/05/2010  
**Opening Date:** 09/06/2010  

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**Department Recommendation:** Struck Peck Yatsu Architects  
**Name of Buyer:** Jamie Emslie  
**Director of Finance/Assistant County Administrator's Name:** Beth Dick  
**Signature:**

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**Vendor Awarded:**  
**Board Approval Date:**  
**Board Motion Number:**

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Page 1 of 1