



**Muskegon County**  
**Ways & Means Committee**  
Jessica Cook, Chair  
Marcia Hovey-Wright, Vice-Chair

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January 10, 2023 at 4:00 PM  
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,  
Muskegon, MI 49442

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**MINUTES**

**1. Call to Order**

The meeting was called to order by Commissioner Cook at 4:14 p.m.

**2. Roll Call**

Present:                    Commissioner Jessica Cook  
                                 Commissioner Kim Cyr  
                                 Commissioner Marcia Hovey-Wright  
                                 Commissioner Michelle Hazekamp  
                                 Commissioner Zach Lahring  
                                 Commissioner Charles Nash  
                                 Commissioner Darrell Paige

Also Present:            Mark Eisenbarth, County Administrator  
                                 Michael Homier, Corporate Counsel  
                                 Sara Cooper, Administrative Assistant

**3. Approval of Agenda**

**ACTION:**                Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:    Passed**

**4. Approval of Minutes**

A.     Move to approve the Minutes of December 6, 2022

**ACTION:**                Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash

**VOICE VOTE:    Passed**

**5. Finance Reports**

Finance Reports were placed on file

A.     October 2022 Budget Comparison Report

B.     HealthWest Financial Summary November 2022 - Preliminary

**6. Public Comment (on an agenda item)**

None

**7. Items for Consideration**

- WM23/01-01 **(Administration/Matt Farrar)** Move to authorize Procurement to issue a Request for Qualifications for qualified architects to design the renovations at the Marquette Campus.
- ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Marcia Hovey-Wright
- YES:** Jessica Cook, Kim Cyr, Marcia Hovey-Wright, Michelle Hazekamp, Zach Lahring, Charles Nash, Darrell Paige
- NO:** None
- Passed 7:0**
- WM23/01-02 **(County Clerk/Nancy Waters)** Move to approve the contract with Custom Service Printers to provide jury summons printing and mailing services per County RFP 23-017 for a two-year term.
- ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM23/01-03 **(Information Systems/Matt Kelliher)** Move to approve the contract for the acquisition of Spring 2023 Digital Ortho-photography with the State of Michigan at a price not to exceed \$46,885.68 and authorize the Board Chair to sign the attached MiSAIL Buy-Up Agreement.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige
- YES:** Jessica Cook, Kim Cyr, Marcia Hovey-Wright, Michelle Hazekamp, Zach Lahring, Charles Nash, Darrell Paige
- NO:** None
- Passed 7:0**
- WM23/01-04 **(Human Resources/Kristen Wade)** Authorize a one (1) year contract extension with Goodtemps, Inc., Staffing Services from April 1, 2023-March 31, 2024.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright
- YES:** Jessica Cook, Kim Cyr, Marcia Hovey-Wright, Michelle Hazekamp, Zach Lahring, Charles Nash, Darrell Paige
- NO:** None
- Passed 7:0**
- WM23/01-05 **(Administration/Matt Farrar)** Move to authorize ARPA funding for the HOJ renovation project not to exceed \$12.6 million, approve the agreement with Erhardt Construction, and authorize the Administrator to sign the agreement.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright
- YES:** Jessica Cook, Kim Cyr, Marcia Hovey-Wright, Michelle Hazekamp, Zach Lahring, Charles Nash, Darrell Paige
- NO:** None
- Passed 7:0**

WM23/01-06 **(Administration/Mark Eisenbarth)** Move to approve the county logo as proposed for use on the county website, on signage for the county, and letterhead and documents of departments which do not have their own logo.  
**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash  
**YES:** Jessica Cook, Marcia Hovey-Wright, Zach Lahring, Charles Nash, Darrell Paige  
**NO:** Kim Cyr, Michelle Hazekamp  
**Passed 5:2**

WM23/01-07 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$17,850,203.27 covering the period November 12, 2022 through December 09, 2022 and P Card and EFT payments covering the period November 1, 2022 through November 30, 2022 as presented by the County Clerk.  
**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige  
**YES:** Jessica Cook, Kim Cyr, Marcia Hovey-Wright, Michelle Hazekamp, Zach Lahring, Charles Nash, Darrell Paige  
**NO:** None  
**Passed 7:0**

WM23/01-08 **(Public Works/Wade VandenBosch)** Move to authorize the Muskegon County Facilities Management to issue a solicitation for two ½ ton trucks and to award the solicitation administratively to the highest rated proposer(s) in an amount not to exceed \$93,600, and adjust the budget accordingly. Further authorize the Chair to sign the agreement.  
**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige  
**YES:** Jessica Cook, Kim Cyr, Marcia Hovey-Wright, Michelle Hazekamp, Zach Lahring, Charles Nash, Darrell Paige  
**NO:** None  
**Passed 7:0**

8. **Unfinished Business**

None

9. **New Business**

None

10. **Public Comment**

None

11. **Final Board Comments**

Chairman Nash encouraged contacting finance if there are questions. They are a great team.

12. **Adjourn to the call of the Chair**

The meeting was adjourned at 4:39 p.m.



**Muskegon County**  
**Ways & Means Committee**  
Jessica Cook, Chair  
Marcia Hovey-Wright, Vice-Chair

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February 7, 2023 at 4:00 PM  
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,  
Muskegon, MI 49442

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**MINUTES**

**1. Call to Order**

The meeting was called to order by Commissioner Jessica Cook at 4:01 p.m.

**2. Roll Call**

Present: Commissioner Jessica Cook  
Commissioner Kim Cyr  
Commissioner Marcia Hovey-Wright  
Commissioner Michelle Hazekamp  
Commissioner Zach Lahring  
Commissioner Charles Nash  
Commissioner Darrell Paige

Also Present: Mark Eisenbarth, County Administrator  
Michael Homier, Corporate Counsel  
Kathy Tharp, Administrative Coordinator  
Sara Cooper, Community Relations Coordinator/Executive Assistant

**3. Approval of Agenda**

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

**4. Approval of Minutes**

A. Move to approve the Minutes of January 10, 2023

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

**5. Finance Reports**

Finance Reports were placed on file

A. November 2022 Budget Comparison Report

B. HealthWest Financial Summary December 2022 - Preliminary

**6. Public Comment (on an agenda item)**

None

**7. Presentation**

Presentation Held

Relationship Between Courts and Counties with guest SCAO Regional State Administrator, Julia Norton

**8. Items for Consideration**

WM23/02-09 **(Treasurer/Tony Moulatsiotis)** Move to authorize the adoption of the resolution to waive the monthly interest charge of 1% and the administrative fee of 4% for the period March 1st to April 30th for 2022 delinquent taxes (first year of delinquency) in accordance with sections 211.59 and 211.51 of the General Property Tax Act 206 of 1893, as amended.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Michelle Hazekamp

**YES:** Jessica Cook, Kim Cyr, Marcia Hovey-Wright, Michelle Hazekamp, Zach Lahring, Charles Nash, Darrell Paige

**NO:** None

**Passed 7:0**

WM23/02-10 **(Treasurer/Tony Moulatsiotis)** Move to authorize adoption of the resolution allowing the County of Muskegon Treasurer to borrow up to twelve million dollars (\$12,000,000) against the anticipated 2022 delinquent real property taxes.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright

**YES:** Jessica Cook, Kim Cyr, Marcia Hovey-Wright, Michelle Hazekamp, Zach Lahring, Charles Nash, Darrell Paige

**NO:** None

**Passed 7:0**

WM23/02-11 **(Human Resources/Kristen Wade)** Move to authorize Gregory Zylstra, Muskegon County Corrections Officer, to purchase 9 months of MERS generic service credit at a cost of \$15,925.00 with 100 percent of the total actuarial cost being paid by the employee.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

WM23/02-12 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$19,421,253.61 covering the period December 10, 2022 through January 13, 2023 and P Card and EFT payments covering the period December 1, 2022 through December 31, 2022 as presented by the County Clerk.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

WM23/02-13 **(Accounting/Finance/Mark Eisenbarth)** Move to authorize the Finance Department to reimburse the General Fund with the ARPA / Revenue Loss category of \$1.77 million for FY 2023 and adjust the budget accordingly.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Marcia Hovey-Wright

**VOICE VOTE:** **Passed**

WM23/02-14 **(Accounting/Finance/Angela Gasiewski, Matt Kelliher)** Move to authorize staff to issue a solicitation for credit card processing services.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Kim Cyr

**VOICE VOTE:** **Passed**

WM23/02-15 **(Information Systems/Matt Kelliher)** Move to award a sole-source procurement for the upgrade of Cisco UCS servers to CDWG for a price not exceed \$280,000 to be paid from the recommended allocation of IT Upgrades with the ARPA/Revenue Loss category, further authorizes the Board Chair to sign the agreement.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

WM23/02-16 **(Information Systems/Matt Kelliher)** Move to award a sole-source procurement for the upgrade of PureStorage IT equipment to CDWG for a price not to exceed \$150,000 and authorize staff to trade in their existing M20 units, to be paid from the recommended allocation of IT Upgrades with the ARPA/Revenue Loss category, further authorizes the Board Chair to sign the agreement.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

WM23/02-17 **(Information Systems/Matt Kelliher)** Move to authorize staff to issue a solicitation for the replacement of network core switches and firewalls.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/02-18 **(Information Systems/Matt Kelliher)** Move to authorize staff to issue a solicitation for the replacement of WiFi Access Points and controllers in the Hall of Justice and other County buildings.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Marcia Hovey-Wright

**VOICE VOTE:** **Passed**

WM23/02-19 **(County Clerk/Nancy Waters)** Approve a lateral reclassification for the CPL/Jury Clerk position, G27901, to a 14th Circuit/Probate Court Jury Clerk, reclassify the County Clerk Specialist position, G27402, to a CPL Specialist at pay table/grade GU-00245 and place the incumbent at Step 4, and adjust the budget accordingly.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

**9. Unfinished Business**

None

**10. New Business**

- A. Resolution Honoring the Michigan Association of Counties on it's 125th Anniversary year.

**WM23/02-20**

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash

**VOICE VOTE: Passed**

**11. Public Comment**

None

**12. Final Board Comments**

Chair Nash thanked Commissioner Paige for the cake. Commissioner Cook thanked the IT Director and the IT department for the progress moving forward. Chair Nash encouraged the County to work together.

**13. Adjourn to the call of the Chair**

The meeting was adjourned at 4:49pm.



**Muskegon County**  
**Ways & Means Committee**  
Jessica Cook, Chair  
Marcia Hovey-Wright, Vice-Chair

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March 7, 2023 at 4:00 PM  
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,  
Muskegon, MI 49442

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**MINUTES**

**1. Call to Order**

The meeting was called to order by Commissioner Marcia Hovey-Wright at 4:13p.m.

**2. Roll Call**

Present:                    Commissioner Kim Cyr  
                                  Commissioner Marcia Hovey-Wright  
                                  Commissioner Michelle Hazekamp  
                                  Commissioner Zach Lahring  
                                  Commissioner Charles Nash  
                                  Commissioner Darrell Paige

Excused:                    Commissioner Jessica Cook

Also Present:              Mark Eisenbarth, County Administrator  
                                  Matthew Farrar, Deputy County Administrator  
                                  Sara Cooper, Community Relations Coordinator/Executive Assistant  
                                  Matt Kelliher, IT Director  
                                  Michael Homier, Corporate Counsel

**3. Approval of Agenda**

**ACTION:**                  Moved by Commissioner Charles Nash, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:    Passed**

**4. Approval of Minutes**

A.    Move to approve the Minutes of February 7, 2023

**ACTION:**                  Moved by Commissioner Charles Nash, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:    Passed**

**5. Finance Reports**

A.    December 2022 Budget Comparison Report  
Placed on file

B.    HealthWest Financial Summary January 2023 - Preliminary  
Placed on file

**6. Public Comment (on an agenda item)**

None

## 7. Items for Consideration

WM23/03-21 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$15,476,926.60 covering the January 14, 2023 through February 10, 2023 and P Card and EFT payments covering the period January 1, 2023 through January 31, 2023 as presented by the County Clerk.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**YES:** Kim Cyr, Marcia Hovey-Wright, Michelle Hazekamp, Zach Lahring, Charles Nash, Darrell Paige

**NO:** None

**Passed 6:0**

WM23/03-22 **(Accounting/Finance/Angela Gasiewski)** Move to approve a one-year extension with Hilltop Securities Inc. to perform Arbitrage Rebate Compliance Services and authorize the chair to sign the contract renewal pending corporate counsel approval.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/03-23 **(Equalization/Donna Vandervries)** Move to authorize the Muskegon County Equalization Department to purchase two 2022 Ford Escapes, utilizing the State of Michigan Mideal Cooperative pricing, from Lunghamer Ford of Owosso for the amount of \$53,580.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash

**YES:** Kim Cyr, Marcia Hovey-Wright, Michelle Hazekamp, Charles Nash, Darrell Paige

**NO:** Zach Lahring

**Passed 5:1**

## 8. Unfinished Business

None

## 9. New Business

Commissioner Hazekamp presented a Resolution in regards to the 2nd Amendment. Commissioners discussed. Commissioner Cyr requested postponing the resolution to Courts & Public Safety. Commissioner Lahring supported him. Corporate counsel spoke.

**ACTION:** Moved by Commissioner Kim Cyr, supported by Commissioner Zach Lahring

**YES:** Kim Cyr, Michelle Hazekamp, Zach Lahring

**NO:** Marcia Hovey-Wright, Charles Nash, Darrell Paige

**Failed 3:3**

## 10. Public Comment

Citizens spoke about their feelings on the proposed drafted Resolution and the 2nd Amendment.

**11. Final Board Comments**

Commissioners discussed their stance on the proposed drafted Resolution and the 2nd Amendment.

**12. Adjourn to the call of the Chair**

The meeting was adjourned at 4:52p.m.



**Muskegon County**  
**Ways & Means Committee**  
Jessica Cook, Chair  
Marcia Hovey-Wright, Vice-Chair

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April 11, 2023 at 4:00 PM  
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,  
Muskegon, MI 49442

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**MINUTES**

**1. Call to Order**

The meeting was called to order by Commissioner Jessica Cook at 4:09pm.

**2. Roll Call**

Present: Commissioner Jessica Cook  
Commissioner Kim Cyr  
Commissioner Marcia Hovey-Wright  
Commissioner Michelle Hazekamp  
Commissioner Charles Nash  
Commissioner Darrell Paige

Excused: Commissioner Zach Lahring

Also Present: Mark Eisenbarth, County Administrator  
Matthew Farrar, Deputy County Administrator  
Sara Cooper, Community Relations Coordinator/Executive Assistant  
Matt Kelliher, IT Director  
Michael Homier, Corporate Counsel

**3. Approval of Agenda**

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

**4. Approval of Minutes**

A. Move to approve the Minutes of March 7, 2023

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Michelle Hazekamp

**VOICE VOTE: Passed**

**5. Finance Reports**

A. January 2023 Budget Comparison Report  
Placed on file.

B. HealthWest Financial Summary February 2023 - Preliminary  
Placed on file.

**6. Public Comment (on an agenda item)**

None

**7. Presentation - Financial Audit by Paul Matz Rehmann Robson**

Held

**8. Items for Consideration**

WM23/04-24 **(Public Works/Wade VandenBosch)** Move to approve staff to solicit proposals for cleaning services for County buildings for a five (5) year period starting in FY2024.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

WM23/04-25 **(Information Systems/Matt Kelliher)** Move to authorize the reclassification, salary adjustments, and new positions for the following County Information Systems department and change the budget according to the position with no increase to FY2023, effective May 1, 2023:

- Information Security Officer position X47601 (vacant) from Pay Table/Grade NX-00390 back to Info Systems Tech III at Pay Table/Grade NX-00290;
- Eliminate Info Systems Tech I position N40006 (vacant) Pay Table/Grade NO-00200;
- Reclassify Info Systems Tech II position X43808, Pay Table/Grade NX-00210, to a GIS Specialist at Pay Table/Grade NX-00210 and appoint Employee E93033078 to the position at step 4;
- Create an Administrative Analyst position at Pay Table/Grade NX-00220.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/04-26 **(Equalization/Donna Vandervries)** Move to approve the resolution adopting the 2023 equalized valuation for Muskegon County as determined and submitted by the Muskegon County Equalization Department.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/04-27 **(Human Resources/Kristen Wade)** Move to authorize a one (1) year contract extension with Shoreline Staffing Services from June 2, 2023 through June 1, 2024.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:** **Passed**

WM23/04-28 **(Human Resources/Kristen Wade)** Move to authorize a one (1) year extension for Arthur J. Gallagher to serve as the County employee benefits agent of record through June 30, 2024.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Marcia Hovey-Wright

**VOICE VOTE:** **Passed**

WM23/04-29 **(Human Resources/Kristen Wade)** Move to approve the revisions to the Muskegon County Board of Commissioners' Personnel Rules as recommended by the Personnel Rules Committee.

**ACTION:** Moved by Commissioner Kim Cyr, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/04-30 **(Human Resources/Kristen Wade)** Move to approve a status change for Departmental Clerk/NB, position N26007, from hourly to full-time effective April 24, 2023.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:** **Passed**

WM23/04-31 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$31,705,376.92 covering the period February 11, 2023 through March 17, 2023 and P Card and EFT payments covering the period February 1, 2023 through February 28, 2023 as presented by the County Clerk.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Kim Cyr

**VOICE VOTE:** **Passed**

WM23/04-32 **(Administration/Matt Farrar)** Move to authorize staff to issue a solicitation for architectural engineering services for the design of the jail mezzanine security fence.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

WM23/04-33 **(Administration/Matt Farrar)** Move to authorize staff to issue a solicitation for construction management services for the Marquette Campus.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Kim Cyr

**VOICE VOTE:** **Passed**

WM23/04-34 **(Information Systems/Matt Kelliher)** Move to award the bid for 23-022 Jail Cabling Project to B & L Electric for the not to exceed amount of \$61,348.84 and authorize the Chair to sign the Agreement.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

**9. Unfinished Business**

None

**10. New Business**

None

**11. Public Comment**

None

**12. Final Board Comments**

None

**13. Adjourn to the call of the Chair**

The meeting was adjourned at 4:39pm.



**Muskegon County**  
**Ways & Means Committee**  
Jessica Cook, Chair  
Marcia Hovey-Wright, Vice-Chair

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May 9, 2023 at 4:00 PM  
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,  
Muskegon, MI 49442

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**MINUTES**

**1. Call to Order**

The meeting was called to order by Commissioner Jessica Cook at 4:03 p.m.

**2. Roll Call**

Present:                    Commissioner Jessica Cook  
                                 Commissioner Kim Cyr  
                                 Commissioner Marcia Hovey-Wright  
                                 Commissioner Michelle Hazekamp  
                                 Commissioner Zach Lahring  
                                 Commissioner Charles Nash

Excused:                 Commissioner Darrell Paige

Also Present:            Mark Eisenbarth, County Administrator  
                                 Matthew Farrar, Deputy County Administrator  
                                 Linda Larsen, Administrative Coordinator  
                                 Sara Cooper, Community Relations Coordinator/Executive Assistant  
                                 Matt Kelliher, IT Director  
                                 Michael Homier, Corporate Counsel

**3. Approval of Agenda**

**ACTION:**                Moved by Commissioner Charles Nash, supported by Commissioner Kim Cyr

**VOICE VOTE:    Passed**

**4. Approval of Minutes**

A.    Move to approve the Minutes of April 11, 2023

**ACTION:**                Moved by Commissioner Charles Nash, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:    Passed**

**5. Finance Reports**

A.    February 2023 Budget Comparison Report  
Placed on File

B.    HealthWest Financial Summary March 2023 - Preliminary  
Placed on File

**6. Public Comment (on an agenda item)**

None

## 7. Items for Consideration

WM23/05-35 **(Human Resources/Kristen Wade)** Move to authorize Human Resources to utilize the Lincoln Financial Group as the recordkeeper of the Muskegon County 457 Plan through April 30, 2028.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:** **Passed**

WM23/05-36 **(Water Resources Commissioner/Brenda Moore)** Move to approve the resolution pledging the County's full faith and credit for the Schwemer Drain Drainage Bonds, Series 2023 (General Obligation, Limited Tax) for an amount not to exceed \$1.19 million dollars for the purposes of executing the Schwemer Drain Drainage District Plans.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright

**VOICE VOTE:** **Passed**

WM23/05-37 **(Accounting/Finance/Angela Gasiewski)** Move to approve the revisions to the Muskegon County Procurement Policy as recommended by the Finance Department.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright

**VOICE VOTE:** **Passed**

WM23/05-38 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$9,952,480.66 covering the period March 18, 2023 through April 14, 2023 and P Card and EFT payments covering the period March 1, 2023 through March 31, 2023 as presented by the County Clerk.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:** **Passed**

WM23/05-39 **(Accounting/Finance/Angela Gasiewski)** Move to authorize staff to issue a solicitation for replacement of the Pitney Bowes mail machine and folder/stuffer.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright

**VOICE VOTE:** **Passed**

WM23/05-40 **(Accounting/Finance/Angela Gasiewski)** Move to approve the Truth In Taxation public hearing schedule and to adopt the resolution setting June 22, 2023 as the date for the Truth In Taxation public hearing for the purpose of discussing and receiving testimony regarding the proposed tentative levy for Muskegon County general operating in July 2023, and for 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) in December 2023.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash

**VOICE VOTE: Passed**

- 8. Unfinished Business**  
None
- 9. New Business**  
None
- 10. Public Comment**  
None
- 11. Final Board Comments**  
None
- 12. Adjourn to the call of the Chair**  
The meeting was adjourned at 4:19 p.m.



Muskegon County  
**Ways & Means Committee**  
Jessica Cook, Chair  
Marcia Hovey-Wright, Vice-Chair

---

June 15, 2023 at 4:00 PM  
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,  
Muskegon, MI 49442

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**MINUTES**

**1. Call to Order**

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

**2. Roll Call**

Present: Commissioner Jessica Cook  
Commissioner Kim Cyr  
Vice-Chair Marcia Hovey-Wright  
Commissioner Michelle Hazekamp  
Chair Charles Nash  
Commissioner Darrell Paige

Excused: Commissioner Zach Lahring

Also Present: Mark Eisenbarth, County Administrator  
Matthew Farrar, Deputy County Administrator  
Sara Cooper, Community Relations Coordinator/Executive Assistant  
Matt Kelliher, IT Director  
Michael Homier, Corporate Counsel

**3. Approval of Agenda**

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Michelle Hazekamp

**VOICE VOTE: Passed**

**4. Approval of Minutes**

A. Move to approve the Minutes of May 9, 2023

**ACTION:** Moved by Vice-Chair Marcia Hovey-Wright, supported by Commissioner Michelle Hazekamp

**VOICE VOTE: Passed**

**5. Finance Reports**

A. April 2023 Budget Comparison Report  
Placed on file

B. HealthWest Financial Summary April 2023 - Preliminary  
Placed on file

**6. Public Comment (on an agenda item)**

None

**7. Items for Consideration**

WM23/06-41 **(County Clerk/Karen Buie)** Move to adjust the Clerk's Elections Budget by increasing revenues by \$50,000 and expenditures by \$117,932 and utilizing surplus budget funds to offset the \$67,932 increase.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:** **Passed**

WM23/06-42 **(Facilities Management/Wade VandenBosch)** Move to award the replacement of two new high efficiency heating boilers for Building A, Johnny O Harris at 97 E. Apple Ave to Northside Heating, Cooling, & Refrigeration Inc. for \$24,995.00 utilizing 2022 budget surplus funds and amend the budget accordingly.

**ACTION:** Moved by Chairman Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/06-43 **(Equalization/Donna Vandervries)** Move to approve the renewal of Assessment Administration Services provided by the Equalization Department to the City of Whitehall and authorize the Chair of the County Board of Commissioners to execute an agreement effective October 1, 2023.

**ACTION:** Moved by Chairman Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/06-44 **(Equalization/Donna Vandervries)** Move to approve the renewal of Assessment Administration Services provided by the Equalization Department to the Township of Moorland and authorize the Chair of the County Board of Commissioners to execute an agreement effective July 1, 2023.

**ACTION:** Moved by Vice-Chair Marcia Hovey-Wright, supported by Chairman Charles Nash

**VOICE VOTE:** **Passed**

WM23/06-45 **(Equalization/Donna Vandervries)** Move to approve the renewal of Assessment Administration Services provided by the Equalization Department to the Township of Whitehall and authorize the Chair of the County Board of Commissioners to execute an agreement effective August 1, 2023.

**ACTION:** Moved by Commissioner Kim Cyr, supported by Vice-Chair Marcia Hovey-Wright

**VOICE VOTE:** **Passed**

WM23/06-46 **(Human Resources/Kristen Wade)** Move to authorize staff to issue a solicitation for a Third Party Administrator for the County's Self Insured Worker's Compensation Program.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:** **Passed**

WM23/06-47 **(Human Resources/Kristen Wade)** Move to approve the Third Amendment to the agreement between the City of Muskegon and the Muskegon Board of Commissioners which calls for the Muskegon County Human Resources Department to provide human resources services to the City of Muskegon from July 1, 2023 through June 30, 2026, create an HR Analyst position at pay table/grade NO-00310, authorize the Administrator to sign the Amendment to the Agreement, and adjust the budget accordingly.

**ACTION:** Moved by Chairman Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/06-48 **(Human Resources/Kristen Wade)** Move to approve salary range adjustment for HR Manager/HW position, X42301, from HX-00410 to HX-00390 and place applicant/employee E93033009 at Step 6 and delete vacated HR Specialist/HW position, X41101, HX-00300.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Kim Cyr

**VOICE VOTE:** **Passed**

WM23/06-49 **(Information Systems/Matt Kelliher)** Move to accept the CDW MiDeal quote from CDW for the licensing of Microsoft Windows Desktop, Server, and Office software for a thirty-six (36) month contract for the not to exceed price of \$174,837 annually and authorize the Administrator to sign the agreement. Further, accept the Active Directory upgrade services quote for the not to exceed price of \$25,330.

**ACTION:** Moved by Chairman Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/06-50 **(Public Works/Matt Farrar)** Move to adopt RESOLUTION OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS SILVER CREEK POND and authorize the County Clerk to sign the same, and authorize a budget to be established for this project.

**ACTION:** Moved by Chairman Charles Nash, supported by Commissioner Kim Cyr

**VOICE VOTE:** **Passed**

WM23/06-51 **(Administration/Matt Farrar)** Move to accept the proposal from DLZ for architectural and engineering services for the Jail mezzanine security screening for a not-to-exceed amount of \$68,074 and adjust the budget accordingly.

**ACTION:** Moved by Chairman Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/06-52 **(Administration/Matt Farrar)** Move to approve the sale of Lot 13 in the Airport Business Park to Jack Andree, Inter Dyne Systems, for \$76,130 and authorize the Chair to sign the purchase agreement and the Administrator to sign the closing documents and further authorize the Chair to sign the First Amendment to the Declaration of Protective Covenants.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Vice-Chair Marcia Hovey-Wright

**VOICE VOTE: Passed**

WM23/06-53 **(Administration/Mark Eisenbarth)** Move to approve authorization of a one-time lump sum payment for the Community Relations Coordinator/Executive Assistant FT, Position N32401, of \$3,648.60 for services rendered from February 20, 2023 through June 2, 2023.

**ACTION:** Moved by Chairman Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

WM23/06-54 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$31,015,769.55 covering the period April 15, 2023 through May 19, 2023 and P Card and EFT payments covering the period April 1, 2023 through April 30, 2023 as presented by the County Clerk.

**ACTION:** Moved by Vice-Chair Marcia Hovey-Wright, supported by Chairman Charles Nash

**VOICE VOTE: Passed**

WM23/06-55 **(Accounting/Finance/Angela Gasiewski)** Move to approve the operating levy of 5.6097 mills for Muskegon County to be levied in July 2023, the operating levy of 0.3169 mills for the Lakeshore Museum Center to be levied in December 2023, the operating levy of 0.0739 mills for the Department of Veteran's Affairs to be levied in December 2023, the operating levy of 0.2952 mills for Muskegon County Central Dispatch to be levied in December 2023 and the operating levy of 0.4921 mills for PA 39 of 1976 (Activities or Services for Older Persons Act) to be levied December 2023 and to authorize the Muskegon County Clerk and the Chair of the Muskegon County Board of Commissioners to sign the forms required by the State of Michigan.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

WM23/06-56 **(Accounting/Finance/Angela Gasiewski)** Move to establish a balanced budget of \$400,000 for the Substance Abuse Mental Health Services Administration (SAMHSA) grant as approved by the Chief Judge.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

**8. Unfinished Business**

None

**9. New Business**

**WM23/06-57** Moved by Commissioner Michelle Hazekamp, supported by Commissioner Kim Cyr, to have Corporate Counsel research ORV Ordinances for Muskegon County.

**ACTION:** Moved by Commissioner Michelle Hazekamp, supported by Commissioner Kim Cyr

**YES:** Jessica Cook, Kim Cyr, Marcia Hovey-Wright, Michelle Hazekamp, Charles Nash, Darrell Paige

**NO:** None

**Passed 6:0**

**10. Public Comment**

Stephen Thiele, Executive Director of Life Align Inc., addressed the Board regarding the Michigan Opioid Settlement. Susan Blackburn & Judy Bins addressed the Board in regards to the Opioid Settlement Funds and their request to partner with Public Health and Muskegon County.

**11. Final Board Comments**

Chairman Charles Nash spoke in regards to Muskegon County's collaboration and community outreach involvement in substance abuse efforts and programs.

**12. Closed Session**

- A. Closed Session: Pursuant to MCL 15.268(d) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

Move to go into Closed Session Pursuant to MCL 15.268(d) to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Chairman Charles Nash

**YES:** Jessica Cook, Kim Cyr, Marcia Hovey-Wright, Michelle Hazekamp, Charles Nash, Darrell Paige

**NO:** None

**Passed 6:0**

Move to go back into Open Session:

**ACTION:** Moved by Commissioner Darrell Paige, supported by Chairman Charles Nash

**VOICE VOTE: Passed**

**WM23/06-58** Move to approve the purchase of lots 24-205-221-0006-00, 24-205,221-0007-00, and 24-205-221-0008-00 as discussed in closed session; authorize the Chair to sign the purchase agreement, authorize Westshore Consulting to perform the environmental services for a no-to-exceed amount of \$13,245; and amend the budget accordingly.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash

**VOICE VOTE: Passed**

**13. Adjourn to the call of the Chair**

The meeting was adjourned at 5:18 p.m.



Muskegon County  
**Ways & Means Committee**  
Jessica Cook, Chair  
Marcia Hovey-Wright, Vice-Chair

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July 11, 2023 at 4:00 PM  
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,  
Muskegon, MI 49442

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**MINUTES**

**1. Call to Order**

The meeting was called to order at 4:19 p.m. by Commissioner Cook.

**2. Roll Call**

Present: Commissioner Jessica Cook  
Commissioner Kim Cyr  
Commissioner Michelle Hazekamp  
Commissioner Zach Lahring  
Chairman Charles Nash  
Commissioner Darrell Paige

Excused: Vice-Chair Marcia Hovey-Wright

Also Present: Matthew Farrar, Deputy County Administrator  
Linda Larsen, Administrative Coordinator  
Michael Homier, Corporate Counsel

**3. Approval of Agenda**

**ACTION:** Moved by Commissioner Zach Lahring, supported by Commissioner Michelle Hazekamp

**VOICE VOTE: Passed**

**4. Approval of Minutes**

A. Move to approve the Regular and Closed Session Minutes of June 15, 2023.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Kim Cyr

**VOICE VOTE: Passed**

**5. Finance Reports**

A. May 2023 Budget Comparison Report  
Placed on file

B. HealthWest Financial Summary May 2023 - Preliminary  
Placed on file

**6. Public Comment (on an agenda item)**

None.

**7. Items for Consideration**

- WM23/07-59 **(Equalization/Donna Vandervries)** Move to approve the renewal of Assessment Administration Services provided by the Equalization Department to the Township of White River and authorize the County Administrator to execute an agreement effective August 01, 2023.
- ACTION:** Moved by Commissioner Kim Cyr, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM23/07-60 **(Information Systems/Matt Kelliher)** Move to authorize the Procurement Department to solicit vendors as the County's Preferred Vendor for a standard computer build for a three (3) year period.
- ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Michelle Hazekamp
- VOICE VOTE:** **Passed**
- WM23/07-61 **(Administration/Matt Farrar)** Move to approve the site access agreement between the County and Pure Muskegon LLC and authorize the County Administrator to sign the agreement.
- ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Michelle Hazekamp
- VOICE VOTE:** **Passed**
- WM23/07-62 **(Administration/Matt Farrar)** Move to approve the amendments to the Leasing and Sale Listing Agreement with Core Realty to include lots 25, 26, 27, 20 & 23, 21 & 22 at 500 Agard, 4875 Paul Street, 5078 Robert Hunter Drive, and authorize the County Administrator to sign the amendments, purchase agreements, and closing documents.
- ACTION:** Moved by Commissioner Michelle Hazekamp, supported by Commissioner Charles Nash
- VOICE VOTE:** **Passed**
- WM23/07-63 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$15,435,842.79 covering the period May 20, 2023 through June 9, 2023 and P Card and EFT payments covering the period May 1, 2023 through May 31, 2023 as presented by the County Clerk.
- ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Michelle Hazekamp
- VOICE VOTE:** **Passed**
- WM23/07-64 **(Accounting/Finance/Angela Gasiewski)** Move to reclass vacant Accounting Manager/HW position X02400 (pay table/grade HX-00330) to an Accounting Supervisor/HW (pay table/grade HX-00320) and vacant Cash Manager/HW position X38200 (pay table/grade HX-00330) to Senior Fiscal Analyst/HW (pay table/grade HX-00290).
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM23/07-65 **(Veterans/Michael Baauw)** Move to amend the FY2023 DTE Test and Tune Budget (1010-0175) to increase expenditures by \$1,500,000 and revenues by \$1,600,000 to cover DTE funded projects through the end of FY2023.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash

**VOICE VOTE:** Passed

**8. Unfinished Business**

None

**9. New Business**

None

**10. Public Comment**

None

**11. Final Board Comments**

None

**12. Adjourn to the call of the Chair**

The meeting was adjourned at 4:38 p.m.



Muskegon County  
Ways & Means Committee  
Jessica Cook, Chair  
Marcia Hovey-Wright, Vice-Chair

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August 8, 2023 at 4:00 PM  
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,  
Muskegon, MI 49442

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## MINUTES

**1. Call to Order**

The meeting was called to order at 4:12 p.m. by Commissioner Jessica Cook.

**2. Roll Call**

Present: Commissioner Jessica Cook  
Commissioner Kim Cyr  
Vice-Chair Marcia Hovey-Wright  
Commissioner Michelle Hazekamp  
Commissioner Zach Lahring  
Chairman Charles Nash  
Commissioner Darrell Paige

Also Present: Mark Eisenbarth, County Administrator  
Matthew Farrar, Deputy County Administrator  
Linda Larsen, Administrative Coordinator  
Michael Homier, Corporate Counsel

**3. Approval of Agenda**

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

**4. Approval of Minutes**

A. Move to approve the Minutes of July 11, 2023

**ACTION:** Moved by Commissioner Michelle Hazekamp, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

**5. Finance Reports**

A. June 2023 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a summarization to the Board of Commissioners regarding the June 2023 Budget Comparison Report.

B. HealthWest Financial Summary June 2023 - Preliminary

Brandy Carlson, HealthWest Chief Financial Officer, gave a summarization to the Board of Commissioners regarding HealthWest's June 2023 preliminary financial summary.

**6. Public Comment (on an agenda item)**

None

## 7. Items for Consideration

- WM23/08-66      **(Administration/Matt Farrar)** Move to accept the 2023 grant for remonumentation in the amount of \$62,078 and authorize the Grant Administrator to sign the required reports.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Kim Cyr
- VOICE VOTE:** **Passed**
- WM23/08-67      **(HealthWest/Brandy Carlson)** Move to authorize HealthWest to purchase laptops from CDW Government, LLC at a cost not to exceed \$101,997.89 and authorize the Administrator to sign all necessary or appropriate documents to complete this purchase.
- ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM23/08-68      **(HealthWest/Brandy Carlson)** Move to increase the Hinman Lake purchase order for HealthWest's lease at Terrace Plaza by \$28,000, for a total not to exceed amount of \$143,000.
- ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Marcia Hovey-Wright
- VOICE VOTE:** **Passed**
- WM23/08-69      **(HealthWest/Brandy Carlson)** Move to increase the HealthWest purchase order with Midwest Fiber/Everstream by \$10,000, not to exceed \$44,000.
- ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM23/08-70      **(Facilities Management/Wade VandenBosch)** Move to authorize Facilities Management to purchase two (2)  $\frac{3}{4}$  ton plow trucks at MiDEAL pricing and one (1) plow with its surplus funds and to award the solicitation administratively to the highest rated proposer(s) in an amount not to exceed \$120,000 and to amend the budget accordingly.
- ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Marcia Hovey-Wright
- VOICE VOTE:** **Passed**
- WM23/08-71      **(Facilities Management/Wade VandenBosch)** Move to increase ARPA funding for the Hall of Justice (HOJ) renovation project by \$1.7 million, from \$12.6 million to \$14.3 million, and adjust the budget accordingly.
- ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige
- YES:** Jessica Cook, Kim Cyr, Marcia Hovey-Wright, Michelle Hazekamp, Zach Lahring, Charles Nash, Darrell Paige
- NO:** None
- Passed 7:0**

WM23/08-72 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$32,101,384.70 covering the period June 10, 2023 through July 14, 2023 and P Card and EFT payments covering the period June 1, 2023 through June 30, 2023 as presented by the County Clerk.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:** **Passed**

WM23/08-73 **(Accounting/Finance/Angela Gasiewski)** Move to approve setting the Public Hearing date for the FY2024 Proposed Muskegon County Budget for Tuesday, September 12, 2023 at 4:00 P.M. at the Muskegon County Marquette Campus, Board of Commissioners room, located at 1903 Marquette Avenue, Muskegon, MI 49442 and to authorize the publication of a Notice of Public Hearing in a newspaper of general circulation on or before September 3, 2023.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright

**VOICE VOTE:** **Passed**

WM23/08-74 **(Accounting/Finance/Angela Gasiewski)** Move to reclass the vacant Procurement Coordinator position G02901 (pay table/grade GU-00280) to a Fiscal Analyst position (pay table/grade NX-00220).

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/08-75 **(Human Resources/Kristen Wade)** Move to replace the fulltime Human Resources Assistant position N39101, at pay table/grade HO-00137, with (2) two hourly Human Resources Assistants for a savings of \$14,845 and appoint Kathy Fremd to one (1) of the positions effective October 1, 2023.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Marcia Hovey-Wright

**VOICE VOTE:** **Passed**

WM23/08-76 **(County Clerk/Karen Buie)** Move to accept the bid from Tyler Technologies Inc. for continued and expanded online solutions for Vital Records issuance, storage, and processing for \$167,865 over a five (5) year period and authorize the County Administrator to sign the same.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

8. **Unfinished Business**

None

9. **New Business**

None

10. **Public Comment**

None

11. **Final Board Comments**

None

**12. Adjourn to the call of the Chair**

The meeting was adjourned at 4:33 p.m.



Muskegon County  
**Ways & Means Committee**  
Jessica Cook, Chair  
Marcia Hovey-Wright, Vice-Chair

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September 5, 2023 at 4:00 PM  
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,  
Muskegon, MI 49442

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**MINUTES**

**1. Call to Order**

The meeting was called to order at 4:18 p.m. by Commissioner Jessica Cook.

**2. Roll Call**

Present: Commissioner Jessica Cook  
Vice-Chair Marcia Hovey-Wright  
Commissioner Michelle Hazekamp  
Commissioner Zach Lahring  
Chairman Charles Nash  
Commissioner Darrell Paige

Excused: Commissioner Kim Cyr

Also Present: Mark Eisenbarth, County Administrator  
Matthew Farrar, Deputy County Administrator  
Linda Larsen, Administrative Coordinator  
Michael Homier, Corporate Counsel

**3. Approval of Agenda**

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

**4. Approval of Minutes**

A. Move to approve the Minutes of August 8, 2023

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash

**VOICE VOTE: Passed**

**5. Finance Reports**

A. July 2023 Budget Comparison Report

Angela Gasiewski, Finance Director, presented to the Board highlights of the July 2023 Budget Comparison Report. The report was placed on file.

B. HealthWest Financial Summary June 2023

Brandy Carlson, HealthWest Chief Financial Officer, presented to the Board highlights of the financial summary. The summary was placed on file.

**6. Public Comment (on an agenda item)**

None

## 7. Items for Consideration

WM23/09-77 **(Information Systems/Matt Kelliher)** Move to award CDWG a three (3) year contract in the amount of \$407,040, to provide Managed Detection and Response for both County and HealthWest networks pursuant to RFP 23-2497; authorize the Administrator to sign the agreement and authorize the County's portion (1/2) to be funded by ARPA.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash *with a friendly amendment to amend the County's portion (1/2) to be funded by the IT chargeback to departments.*

**VOICE VOTE:** **Passed**

WM23/09-78 **(Administration/Matt Farrar)** Move to approve the EGLE PFAS Remediation Grant Implementation and Reimbursement Agreement between the County and owner of the former Sappi site and authorize the Administrator to sign the agreement.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

WM23/09-79 **(HealthWest/Brandy Carlson)** Move to authorize the HealthWest Executive Director to renew and sign a contract with Zoom Video Communications Inc. (Zoom) at a cost not to exceed \$33,266.00 for the period September 28, 2023 through September 27, 2024.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:** **Passed**

WM23/09-80 **(HealthWest/Brandy Carlson)** Move to authorize Muskegon County HealthWest to solicit for Contract Management Software.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright

**VOICE VOTE:** **Passed**

WM23/09-81 **(Human Resources/Kristen Wade)** Move to continue using Delta Dental as the County's dental provider with a 0% premium increase for the active employee group and a 6% increase for the retiree group for the period of January 1, 2024-December 31, 2024.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

WM23/09-82 **(Human Resources/Kristen Wade)** Move to extend the contract with Infinisource for COBRA and Section 125 Flexible Spending Accounts administration through December 31, 2024 with no increase to current rates.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/09-83 **(Human Resources/Kristen Wade)** Move to appoint Sara Hough, Human Resources Manager, as employer delegate to the 2023 Municipal Employees Retirement System (MERS) annual meeting.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright

**VOICE VOTE:** **Passed**

WM23/09-84 **(HealthWest/Rich Francisco)** Move to exempt HealthWest department employees from Rule 6, Trial Period, of the Muskegon County Personnel Rules.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Michelle Hazekamp *with a friendly amendment to amend Rule 6 trial period language from 60 days to 30 days for HealthWest employees.*

**VOICE VOTE:** **Passed**

WM23/09-85 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$14,906,061.70 covering the period July 15, 2023 through August 11, 2023 and P Card and EFT payments covering the period July 1, 2023 through July 31, 2023 as presented by the County Clerk.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

WM23/09-86 **(Accounting/Finance/Angela Gasiewski)** Move to approve the Resolution Authorizing a Letter of Credit from PNC Bank not to exceed Four Million Dollars (\$4,000,000) and authorize the Clerk to sign the resolution.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Marcia Hovey-Wright

**VOICE VOTE:** **Passed**

WM23/09-87 **(Accounting/Finance/Angela Gasiewski)** Move to approve the Resolution Authorizing the establishment of two (2) escrow accounts with US Bank and authorize the Clerk to sign the resolution.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:** **Passed**

WM23/09-88 **(Accounting/Finance/Angela Gasiewski)** Move to amend the FY2023 budget as presented.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/09-89 **(Accounting/Finance/Angela Gasiewski)** Move to authorize the County's relationships with the vendors listed in the proposed schedule to continue from October 1, 2023 through September 30, 2024.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/09-90 **(Public Works/Wade VandenBosch)** Move to award RFB 23-2498 for construction services to remove the small island in the south lake at Dune Harbor Park to T.R. Ghezzi, LLC for a not-to-exceed cost of \$59,361.50 and authorize the Administrator to sign the contract.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Michelle Hazekamp

**VOICE VOTE: Passed**

WM23/09-91 **(Facilities Management/Wade VandenBosch)** Move to authorize staff to solicit quotes for the demolition of 1300 East Keating Avenue.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

WM23/09-92 **(Public Works/Wade VandenBosch)** Move to authorize staff to solicit for an engineer to perform a Lake Level Study for Silver Creek Pond.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash

**VOICE VOTE: Passed**

**8. Unfinished Business**

None

**9. New Business**

None

**10. Public Comment**

Emily Grasch, Executive Director of the Muskegon Conservation District, addressed the Board in regards to the 11212 Pontaluna Road deed transfer motion that was tabled at the last meeting.

Kathy Moore, Public Health Director, addressed the Board in regards to the difference between intradepartmental transfers and interdepartmental transfers.

**11. Final Board Comments**

None

**12. Adjourn to the call of the Chair**

The meeting was adjourned at 5:03 p.m.



Muskegon County  
**Ways & Means Committee**  
Jessica Cook, Chair  
Marcia Hovey-Wright, Vice-Chair

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September 19, 2023 at 4:00 PM  
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,  
Muskegon, MI 49442

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**MINUTES**

**1. Call to Order**

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

**2. Roll Call**

Present: Commissioner Jessica Cook  
Commissioner Kim Cyr  
Vice-Chair Marcia Hovey-Wright  
Commissioner Michelle Hazekamp  
Commissioner Zach Lahring  
Chairman Charles Nash  
Commissioner Darrell Paige

Also Present: Mark Eisenbarth, County Administrator  
Matthew Farrar, Deputy County Administrator  
Linda Larsen, Administrative Coordinator  
Michael Homier, Corporate Counsel

**3. Approval of Agenda**

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

**4. Approval of Minutes**

A. Move to approve the Minutes of September 5, 2023

**ACTION:** Moved by Commissioner Kim Cyr, supported by Commissioner Charles Nash

**VOICE VOTE: Passed**

**5. Public Comment (on an agenda item)**

None

**6. Items for Consideration**

WM23/09-93 **(Human Resources/Kristen Wade)** Pursuant to Section 8 of the Publicly Funded Health Insurance Contribution Act (State of Michigan Public Act 152 of 2011), move to extend the County's exemption from the requirements of said Act for an additional year through the end of calendar year 2024.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

WM23/09-94 **(Accounting/Finance/Angela Gasiewski)** Move to adopt the FY2024 County of Muskegon Appropriation Ordinance including the Budget Amendments, position changes, and FY2024 Capital Projects, which collectively represent the implementation of the County of Muskegon's FY2024 Operating Budget.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Zach Lahring

**VOICE VOTE:** **Passed**

WM23/09-95 **(HealthWest/Brandy Carlson)** Move to authorize HealthWest to waive the procurement policy and enter into a contract with Advanced Time, not to exceed \$27,202.25, effective September 27, 2023 through September 30, 2024.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

**7. Unfinished Business**

None

**8. New Business**

Commissioner Cyr stated that September is Constitution month and read a proclamation written by the 1776 Organization and stated he was reading the proclamation for informational purposes.

Discussion ensued.

**9. Public Comment**

Administrator Mark Eisenbarth reminded the Commissioners that the Work Session to discuss opioid funding is scheduled for Thursday, 9/21/23.

**10. Final Board Comments**

Commissioner Cyr stated he has been sharing the County Communicator with his constituents and they are really enjoying that newsletter and asked how often the newsletter would be published. Administrator Mark Eisenbarth stated the County Communicator will be published monthly.

**11. Adjourn to the call of the Chair**

The meeting was adjourned at 4:25 p.m.



Muskegon County  
Ways & Means Committee  
Jessica Cook, Chair  
Marcia Hovey-Wright, Vice-Chair

---

October 10, 2023 at 4:00 PM  
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,  
Muskegon, MI 49442

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## MINUTES

1. **Call to Order**

The meeting was called to order at 4:34 p.m. by Commissioner Jessica Cook.

2. **Roll Call**

Present: Commissioner Jessica Cook  
Vice-Chair Marcia Hovey-Wright  
Commissioner Michelle Hazekamp  
Commissioner Zach Lahring  
Chairman Charles Nash  
Commissioner Darrell Paige

Excused: Commissioner Kim Cyr

Also Present: Mark Eisenbarth, County Administrator  
Matthew Farrar, Deputy County Administrator  
Linda Larsen, Administrative Coordinator  
Michael Homier, Corporate Counsel

3. **Approval of Agenda**

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Marcia Hovey-Wright

**VOICE VOTE: Passed**

4. **Approval of Minutes**

A. Move to approve the Minutes of September 19, 2023

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Michelle Hazekamp

**VOICE VOTE: Passed**

5. **Finance Reports**

A. August 2023 Budget Comparison Report  
Placed on File

6. **Public Comment (on an agenda item)**

None

7. **Items for Consideration**

WM23/10-96 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$19,502,854.64 covering the period August 12, 2023

through September 8, 2023 and P Card and EFT payments covering the period August 1, 2023 through August 31, 2023 as presented by the County Clerk.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

WM23/10-97 **(Equalization/Donna Vandervries)** Move for adoption of the 2023 Apportionment Report as prepared and submitted by the Muskegon County Equalization Department.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/10-98 **(Veterans/Michael Baauw)** Move to authorize the staff to continue administering the DTE Test and Tune-Up Program through December 31, 2025, utilizing the approved contractors as listed on the 09/11/23 Letter to Mark Eisenbarth.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

WM23/10-99 **(Facilities Management/Wade VandenBosch)** Move to award architectural and engineering services to DLZ Michigan for Marquette Renovations pursuant to RFQu 23-2511 for a cost not to exceed \$764,900.00 and authorize the Administrator to sign the agreement and amend the budget accordingly.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/10-100 **(Facilities Management/Wade VandenBosch)** Move to authorize Facilities Management to solicit proposals for a three (3) year period for air filters for various equipment at County facilities.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright

**VOICE VOTE:** **Passed**

**8. Unfinished Business**

None

**9. New Business**

Mark Eisenbarth, County Administrator, asked Alisha Riedl, Circuit Court Administrator, to address the Board in regards to the current status of the staffing crisis at the Juvenile Detention Center (JDC). Discussion ensued on remedies to alleviate the current staffing shortage at the JDC.

**10. Public Comment**

None

**11. Final Board Comments**

None

**12. Adjourn to the call of the Chair**

The meeting was adjourned at 4:56 p.m.



Muskegon County  
**Ways & Means Committee**  
Jessica Cook, Chair  
Marcia Hovey-Wright, Vice-Chair

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November 7, 2023 at 4:00 PM  
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,  
Muskegon, MI 49442

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## MINUTES

**1. Call to Order**

The meeting was called to order at 4:38 p.m. by Commissioner Jessica Cook.

**2. Roll Call**

Present: Commissioner Jessica Cook  
Commissioner Kim Cyr  
Vice-Chair Marcia Hovey-Wright  
Commissioner Michelle Hazekamp  
Commissioner Zach Lahring  
Chairman Charles Nash  
Commissioner Darrell Paige

Also Present: Mark Eisenbarth, County Administrator  
Matthew Farrar, Deputy County Administrator  
Linda Larsen, Administrative Coordinator  
Michael Homier, Corporate Counsel

**3. Approval of Agenda**

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash

**VOICE VOTE: Passed**

**4. Approval of Minutes**

A. Move to approve the Minutes of October 10, 2023

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash

**VOICE VOTE: Passed**

**5. Finance Reports**

A. Preliminary September 2023 Budget Comparison Report

Angela Gasiewski, Director of Finance, presented an overview of the Preliminary September 2023 Budget Comparison. The report was placed on file.

**6. Public Comment (on an agenda item)**

None

**7. Items for Consideration**

WM23/11-101 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$33,746,265.61 covering the period September 9, 2023 through October 13, 2023 and P Card and EFT payments covering the period September 1, 2023 through September 30, 2023 as presented by the County Clerk.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/11-102 **(Information Systems/Matt Kelliher)** Move to renew the six (6) year contract with EagleView Technologies for the acquisition of Spring 2024 and Spring 2027 Oblique Aerial Photography and associated deliverables for a cost not to exceed \$436,761.00 and authorize the Administrator to sign the agreement.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

WM23/11-103 **(Human Resources/Kristen Wade)** Move to authorize the release of a request for proposals for insurance brokerage services.

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Marcia Hovey-Wright

**VOICE VOTE:** **Passed**

WM23/11-104 **(Human Resources/Kristen Wade)** Move to authorize Muskegon County to continue membership with the Michigan Transit Pool for MATS General Liability and Auto Liability Insurance coverage for policy period 12/1/2023 through 11/30/2024 with an annual contribution of \$83,040.00.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/11-105 **(Human Resources/Kristen Wade)** Move to select The ASU Group as Muskegon County's Workers' Compensation third party administrator for the three (3) year period of 1/1/24 to 12/31/26 at a fixed rate of \$9,000.00 paid annually with a per claim fee of \$150.00 for New/Take over Medical only claims and \$795.00 for New/Take over Indemnity claims, not to exceed \$26,995 Annually with an option to review for an additional two (2) subsequent, one (1) year extensions.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/11-106 **(Human Resources/Kristen Wade)** Move to authorize the release of a request for proposals for temporary staffing services.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:** **Passed**

WM23/11-107 **(Equalization/Donna Vandervries)** Move to approve the reclassification of position G09201 from Appraisal Technician (pay grade 5) to Appraisal Technician/MCAO (pay grade 6), pending successful passing of the exam.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

WM23/11-108 **(Administration/Matt Farrar)** Move to allocate the remaining American Rescue Plan funds, approximately \$3,573,978 to the projects below in the following order:

1. Server Move to Marquette Campus, \$330,000
2. Pioneer Park Restroom Grant Match, \$510,200
3. Board Room Renovations at Marquette Campus, \$700,000
4. Jail Fencing, \$1,900,000
5. Marquette Campus Reconfiguration, \$10,145,584
6. Information System Upgrades Countywide, \$600,000

Further authorize staff to seek bids for the above selected projects and amend the budget accordingly.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright

**YES:** Jessica Cook, Marcia Hovey-Wright, Charles Nash, Darrell Paige

**NO:** Kim Cyr, Michelle Hazekamp, Zach Lahring

**Passed 4:3**

WM23/11-109 **(Administration/Matt Farrar)** Move to authorize staff to apply for and accept the 2024 Survey and Remonumentation Grant and authorize the grant administrator to sign the documents.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Kim Cyr

**VOICE VOTE:** **Passed**

**8. Unfinished Business**

None

**9. New Business**

None

**10. Public Comment**

None

**11. Final Board Comments**

None

**12. Adjourn to the call of the Chair**

The meeting was adjourned at 5:05 p.m.



# Muskegon County Ways & Means Committee

Jessica Cook, Chair  
Marcia Hovey-Wright, Vice-Chair

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December 12, 2023 at 4:00 PM  
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,  
Muskegon, MI 49442

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## MINUTES

### 1. Call to Order

The meeting was called to order at 4:32 p.m. by Commissioner Jessica Cook.

### 2. Roll Call

Present: Commissioner Jessica Cook  
Commissioner Kim Cyr  
Vice-Chair Marcia Hovey-Wright  
Commissioner Michelle Hazekamp  
Commissioner Zach Lahring  
Chairman Charles Nash  
Commissioner Darrell Paige

Also Present: Mark Eisenbarth, County Administrator  
Matthew Farrar, Deputy County Administrator  
Linda Larsen, Administrative Coordinator  
Laura J. Genovich, Corporate Counsel

### 3. Approval of Agenda

**ACTION:** Moved by Commissioner Jessica Cook, supported by Commissioner Charles Nash with a *friendly amendment to add Item B under Approval of Minutes to include "approve the Closed Session Minutes of November 9, 2023" and to move Item WM23/12-113 to the beginning of the Items for Consideration.*

**VOICE VOTE: Passed**

### 4. Approval of Minutes

A. Move to approve the Minutes of November 7, 2023

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Michelle Hazekamp

**VOICE VOTE: Passed**

B. Move to approve the Closed Meeting Minutes of November 9, 2023

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash

**VOICE VOTE: Passed**

### 5. Finance Reports

A. October 2023 Budget Comparison Report  
Placed on file

**6. Public Comment (on an agenda item)**

Cindy Larsen, of Muskegon Lakeshore Chamber of Commerce, addressed the Board in regard to her support for motion WM23/12-118, which is the motion to contribute \$15,000 from the CVB budget towards the Muskegon Lakeshore Chamber of Commerce master plan development.

**7. Items for Consideration**

WM23/12-110 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$44,227,536.77 covering the period October 14, 2023, through November 17, 2023, and P Card and EFT payments covering the period October 1, 2023, through October 31, 2023, as presented by the County Clerk.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/12-111 **(Accounting/Finance/Angela Gasiewski)** Move to approve the amended Financial Policies.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/12-112 **(County Clerk/Karen Buie)** Move to authorize the Muskegon County Clerk's Office to apply for and accept the Michigan Department of State (MDOS) and Bureau of Elections (BOE) optional Early Voting Grant – Amended 10/19/2023 payment method and funding in an amount not to exceed \$250,000 and authorize the Muskegon County Clerk to sign the documents. Furthermore, utilize \$77,244 of the grant to award a sole source procurement for the purchase of elections equipment from HART Intercivic.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE:** **Passed**

WM23/12-113 **(Water Resources Commissioner/Brenda Moore)** Move to approve the resolution pledging the County's full faith and credit for the Knudsen Drain Drainage Bonds, Series 2023 (General Obligation, Limited Tax) for an amount not to exceed \$640,000 dollars for the purposes of executing the Knudsen Drain Drainage District Plans.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright

**VOICE VOTE:** **Passed**

WM23/12-114 **(Facilities Management/Wade VandenBosch)** Move to award the contract for custodial and cleaning services at the Michael E. Kobza Hall of Justice to CD West Michigan, LLC dba DetailExperts for a five (5) year period pursuant to RFP 23-2510 and authorize the Chair and Clerk to execute the agreement.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

WM23/12-115 **(Facilities Management/Wade VandenBosch)** Move to award the contract for custodial and cleaning services at the South Campus to CD West Michigan, LLC dba DetailExperts for a three (3) year period pursuant to RFP 23-2509 and authorize the Chair and Clerk to execute the agreement.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

WM23/12-116 **(Facilities Management/Wade VandenBosch)** Move to award the contract for custodial and cleaning services at 1611 Oak Avenue to CD West Michigan, LLC dba DetailExperts for a five (5) year period pursuant to RFP 23-2508 and authorize the Chair and Clerk to execute the agreement.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

WM23/12-117 **(Information Systems/Matt Kelliher)** Move to submit a local consent agreement to be considered for grant funding under the FY2022 State and Local Cybersecurity Grant Program (SLCGP) and authorize the Board Chair to sign the Agreement.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Michelle Hazekamp

**VOICE VOTE: Passed**

WM23/12-118 **(Administration/Matt Farrar)** Move to participate in and contribute \$15,000 from the Convention and Visitors Bureau (CVB) budget towards the Muskegon Lakeshore Chamber of Commerce master plan development.

**ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige

**VOICE VOTE: Passed**

**8. Unfinished Business**

None

**9. New Business**

Mark Eisenbarth, County Administrator, stated he contacted Karen Buie, County Clerk, to clarify some of the questions that were asked with regard to Motion WM23/12-112.

Administrator Mark Eisenbarth stated there were three points Clerk Buie wanted to make in regard to her motion and referred the commissioners to page 131 of the agenda packet, "Absent Voting". 1) The county does not handle absentee voting; the ballots go to the local municipalities; 2)The voters do not mail absentee ballots to the county; the absentee ballots go to the municipalities ; 3) For absentee voting, the voters do not bring the ballots in nine days in advance to the County. The voters have to mail their ballots to the local municipalities and that is why the items are crossed off and initialed by Clerk Buie under absentee voting on page 131.

**10. Public Comment**

None

**11. Final Board Comments**

None

12. **Adjourn to the call of the Chair**  
The meeting was adjourned at 5:14 p.m.