



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

January 16, 2024 at 4:00 PM
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,
Muskegon, MI 49442

MINUTES

1. Call to Order

The meeting was called to order at 4:19 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 (via Zoom)

3. Approval of Agenda

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

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of December 12, 2023

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

VOICE VOTE: Passed

5. Finance Reports

A. November 2023 Budget Comparison Report
Placed on file

6. Public Comment (on an agenda item)

Brenda Moore, Water Resources Commissioner, addressed the Board about her concern with Motion WM24/01-01 in regard to the elimination of the GIS position.

7. Items for Consideration

- WM24/01-01 **(Information Systems/Matt Kelliher)** Move to delete the GIS Specialist position X40600 and create a Web Developer position in the Information Systems department at pay grade 22.
- Move to postpone Item WM24/01-01
- ACTION TO POSTPONE:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Kim Cyr
- YES:** Kim Cyr, Marcia Hovey-Wright, Michelle Hazekamp
- NO:** Jessica Cook, Zach Lahring, Charles Nash, Darrell Paige
- Failed 3:4 (To Postpone)**
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Zach Lahring
- VOICE VOTE: Passed (Original Motion)**
- WM24/01-02 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$11,717,724.54 covering the period November 18, 2023, through December 8, 2023, and P Card and EFT payments covering the period November 1, 2023, through November 30, 2023, as presented by the County Clerk.
- ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash
- VOICE VOTE: Passed**
- WM24/01-03 **(Facilities Management/Wade VandenBosch)** Move to award Marquette cooling tower repair services to Trane per the Omnia Cooperative Purchasing Agreement proposal in the amount of \$85,998.00 and to amend the budget accordingly.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige
- VOICE VOTE: Passed**
- WM24/01-04 **(County Clerk/Karen Buie)** Move to accept and approve the Early Voting Site Agreement for Election Services between Muskegon County and the Townships of Blue Lake, Casnovia, Cedar Creek, Egelston, Fruitland, Fruitport Charter, Laketon, Montague, Moorland, Muskegon Charter, Ravenna, Sullivan, White River and Whitehall; and the Cities of Montague, Muskegon, Muskegon Heights, North Muskegon, Norton Shores, Roosevelt Park and Whitehall.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige
- VOICE VOTE: Passed**
- WM24/01-05 **(County Clerk/Karen Buie)** Move to approve the creation of one hundred fifty-three (153) Election Inspector on-call positions at a pay range of \$18.00 - \$20.00 per hour.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright
- VOICE VOTE: Passed**

8. **Unfinished Business**

None

9. New Business

None

10. Public Comment

None

11. Final Board Comments

Commissioner Hovey-Wright inquired as to why she had had a precinct change as well as a voting location change. Lori Hayes, Elections Coordinator, stated the purpose of the change was because of the change in law.

12. Adjourn to the call of the Chair

The meeting was adjourned at 5:01 p.m.



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

February 13, 2024 at 4:00 PM
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,
Muskegon, MI 49442

MINUTES

1. Call to Order

The meeting was called to order at 4:47 p.m. by Commissioner Jessica Cook.

2. Roll Call

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

Excused: Commissioner Michelle Hazekamp

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

3. Approval of Agenda

ACTION: Moved by Commissioner Darrell Paige, supported by Commissioner Zach Lahring

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of January 16, 2024

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

VOICE VOTE: Passed

5. Finance Reports

A. December 2023 Budget Comparison Report

Angela Gasiewski, Finance Director, presented to the Board highlights from the budget report. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

- WM24/02-06 **(County Clerk/Karen Buie)** Move to create an additional Senior County Clerk Specialist, pay grade 15, and eliminate vacant position N22801 County Clerk Administrative Assistant, pay grade 7.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright
- VOICE VOTE:** **Passed**
- WM24/02-07 **(Treasurer/Tony Moulatsiotis)** Move to authorize the adoption of the resolution allowing the County of Muskegon Treasurer to borrow up to ten million dollars (\$10,000,000) against the anticipated 2023 delinquent real property taxes.
- ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Marcia Hovey-Wright
- VOICE VOTE:** **Passed**
- WM24/02-08 **(Treasurer/Tony Moulatsiotis)** Move to authorize the adoption of the resolution to waive the monthly interest charge of one percent (1%) and the administrative fee of four percent (4%) for the period March 1st to April 30th for 2023 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 Charles Nash, supported by Commissioner Marcia Hovey-Wright
- VOICE VOTE:** **Passed**
- WM24/02-09 **(Facilities Management/Wade VandenBosch)** Move to award Jail Mezzanine Security Screening project to Pauly Jail Building Company, Inc. for \$1,967,000 utilizing American Rescue Plan funds.
- ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash
- VOICE VOTE:** **Passed**
- WM24/02-10 **(Facilities Management/Wade VandenBosch)** Move to select Clifford Buck Construction Company Inc. as the construction manager for the Marquette Campus Renovations and authorize staff to negotiate an American Institute of Architects A-133-2019 Cost of the Work Plus a Fee with a Guaranteed Maximum Price agreement with them.
- ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash
- YES:** Jessica Cook, Marcia Hovey-Wright, Charles Nash, Darrell Paige
- NO:** Kim Cyr, Zach Lahring
- Passed 4:2**
- WM24/02-11 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$31,086,538.11 covering the period December 9, 2023, through January 19, 2024, and P Card and EFT payments covering the period December 1, 2023, through December 31, 2023, as presented by the County Clerk.
- ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash

VOICE VOTE: Passed

WM24/02-12 **(Accounting/Finance/Angela Gasiewski)** Move to approve the issuance of a solicitation for financial advisor services.

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

VOICE VOTE: Passed

WM24/02-13 **(Accounting/Finance/Angela Gasiewski)** Move to approve the release of a solicitation for bond counsel services.

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

VOICE VOTE: Passed

WM24/02-14 **(Human Resources/Kristen Wade)** Move to approve the Pay Table adjustments per MGT recommendations effective October 8, 2023, and corresponding necessary position modifications effective per attached.

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

VOICE VOTE: Passed

8. Unfinished Business

None

9. New Business

None

10. Public Comment

Amanda Heys, District Court Administrator, asked commissioners to review some of the wage study appeals that were denied. She gave examples of how court clerks were ranked in comparison to other positions placed equal to or above the clerk positions that she did not feel were adequately assessed in the wage study. Ms. Heys invited commissioners to visit the District Court departments.

11. Final Board Comments

None

12. Adjourn to the call of the Chair

The meeting was adjourned at 5:13 p.m.



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

March 12, 2024 at 4:00 PM
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,
Muskegon, MI 49442

MINUTES

1. Call to Order

The meeting was called to order at 4:24 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 Marcia Hovey-Wright

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of February 13, 2024

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

VOICE VOTE: Passed

5. Finance Reports

A. January 2024 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the budget report. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

- WM24/03-15 **(Human Resources/Kristen Wade)** Move to adopt the revisions to the Donated Leave Policy.
ACTION: Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige
VOICE VOTE: **Passed**
- WM24/03-16 **(Human Resources/Kristen Wade)** Move to authorize a one (1) year contract with Goodtemps Temporary Staffing to provide staffing services with the possibility of two (2) subsequent one (1) year extensions.
ACTION: Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige
VOICE VOTE: **Passed**
- WM24/03-17 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$15,240,968.61 covering the period January 19, 2024, through February 16, 2024, and P Card and EFT payments covering the period January 1, 2024, through January 31, 2024, as presented by the County Clerk.
ACTION: Moved by Commissioner Darrell Paige, supported by Commissioner Marcia Hovey-Wright
VOICE VOTE: **Passed**
- WM24/03-18 **(Water Resources/Brenda Moore)** Move to authorize the Muskegon County Water Resource Commission to purchase a new ¾ ton, 4-wheel drive, double cab truck utilizing the equipment revolving fund and to award the purchase administratively to the highest rated proposer(s) in an amount not to exceed \$55,000; also authorize the disposal of the 2006 Chevy 2500 HD truck Vin#1GCHK24U56E253378 via trade in or auction; and further, adjust the budget accordingly.
ACTION: Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash
VOICE VOTE: **Passed**
- WM24/03-19 **(Administration/Mark Eisenbarth)** Move to select MB Strategies to facilitate and develop Muskegon County's Strategic Plan for a cost not to exceed \$12,000 and authorize the Administrator to sign the agreement. Further, approve funding from the board surplus funds and adjust the budget accordingly.
ACTION: Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash
VOICE VOTE: **Passed**
- WM24/03-20 **(Public Works/Wade VandenBosch)** Move to approve the resolution authorizing 2024 capital improvement bonds (Limited Tax General Obligation) and authorize the Clerk to sign the same.
ACTION: Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige
VOICE VOTE: **Passed**
- WM24/03-21 **(Information Systems/Matt Kelliher)** Move to allocate a total amount of \$619,578.43 to the Muskegon County and Muskegon Central Dispatch 9-1-

1 Server Room Collaboration at the Muskegon County Marquette Campus I-Wing from the American Rescue Plan funds, amend the budget accordingly, and further authorize the Administrator to sign the attached Cost Sharing Agreement.

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, addressed the Board regarding a Strategic Planning date. Administrator Eisenbarth indicated that 4/25/24 or 4/26/24 from 9:00 a.m. - 4:00 p.m. would work for the majority of the directors to participate. Administrator Eisenbarth asked the Commissioners to look at their calendars and report back to him at Full Board next week about which date would work out best for them as well.

10. Public Comment

Kristen Wade, Human Resources Director, stated she was asked by the Board to give an update on employee transfers during a six-week trial period. During the past six months, there were 25 employee transfers. HealthWest had 13 transfers and there were 12 transfers between county departmental employees. All transfers were successful except two. Those two employees chose to go back to their old positions and their previous positions were still vacant, so they were able to transfer back to their original departments successfully. She also indicated that it appears the system in place is working well.

11. Final Board Comments

None

12. Adjourn to the call of the Chair

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



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

April 9, 2024 at 4:00 PM
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,
Muskegon, MI 49442

MINUTES

1. Call to Order

The meeting was called to order at 4:50 p.m. by Vice Chair Jessica Cook.

2. Roll Call

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

Also Present: 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 March 12, 2024

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

VOICE VOTE: Passed

5. Finance Reports

A. February 2024 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the budget report. Report placed on file.

Angela Gasiewski briefly discussed some of the documents that were handed out prior to the meeting. The documents included:

- The Independent Auditors Communication with Those Charged with Governance, which is the auditor's communication to those charged with governance;

- The County of Muskegon 2023 audited Financial Statements (pages 11-15 is a very brief overview of the audit goals and environment for FY2023);
- The County of Muskegon 2023 audited Financial Statements (pages 25-37 is the Management Discussion and Analysis; this summarizes the most important points of the financial statements).

Ms. Gasiewski stated that at the next Full Board meeting on 4/16/24, Paul Matz from Rehmann, will be giving a brief presentation going over the material contained in the handouts in regard to the audit.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

WM24/04-22 **(Equalization/Donna Vandervries)** Move to approve the resolution adopting the 2024 equalized valuation for Muskegon County as determined and submitted by the Muskegon County Equalization Department.

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

VOICE VOTE: Passed

WM24/04-23 **(Information Systems/Matt Kelliher)** Move to amend the Information Technology (IT) contract with Disability Network of West Michigan as requested, upon corporate counsel approval.

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

VOICE VOTE: Passed

WM24/04-24 **(Public Works/Wade VandenBosch)** Move to approve the Michigan Department of Environment, Great Lakes, and Energy (EGLE) PFAS Remediation Grant Implementation and Reimbursement Agreement between the County and Parkland Acquisition Six, LLC and authorize the Administrator to sign the agreement.

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

VOICE VOTE: Passed

WM/24/04-25 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$31,287,526.49 covering the period February 17, 2024, through March 15, 2024, and P Card and EFT payments covering the period February 1, 2024, through February 29, 2024, as presented by the County Clerk.

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

VOICE VOTE: Passed

WM24/04-26 **(Accounting/Finance/Angela Gasiewski)** Move to approve the resolution authorizing notice of Intent and declaring intent to reimburse for the Muskegon County Water System general obligation limited tax bonds not to

exceed eight million dollars (\$8,000,000) and authorize the Clerk to sign the resolution.

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

VOICE VOTE: Passed

WM24/04-27 **(Accounting/Finance/Angela Gasiewski)** Move to place employee E93033350 at step 5 of Grade 20 effective April 22, 2024.

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

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 5:13 p.m.



Muskegon County Ways & Means Committee

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

May 14, 2024 at 4:00 PM

via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,
Muskegon, MI 49442

MINUTES

1. Call to Order

The meeting was called to order at 4:22 p.m. by Vice Chair Jessica Cook.

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner 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 Charles Nash, supported by Commissioner Kim Cyr

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of April 9, 2024

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

VOICE VOTE: Passed

5. Finance Reports

A. March 2024 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the budget report. Report placed on file.

B. Water Resources Commission - Michigan Department of Treasury Corrective Action Plan

Brenda Moore, Water Resources Commissioner, gave a brief overview of the Water Resource Commission - Michigan Department of Treasury Corrective Action Plan. Angela Gasiewski, addressed the Board in regard to the corrective action plan. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

- WM24/05-28 **(Equalization/Donna Vandervries)** Move to approve renewal of Assessment Administration Services provided by the Equalization Department to the Township of Egelston and authorize the Chair of the County Board of Commissioners to execute an agreement effective July 1, 2024.
- ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM24/05-29 **(Equalization/Donna Vandervries)** Move to approve Assessment Administration Services provided by the Equalization Department to the City of North Muskegon and authorize the Chair of the County Board of Commissioners to execute an agreement effective May 1, 2024. Further, adjust the budget accordingly.
- ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash
- VOICE VOTE:** **Passed**
- WM24/05-30 **(Equalization/Donna Vandervries)** Move to approve the reclassification of vacant full-time position G09204 from Appraisal Technician (pay grade 5) to Senior Appraiser (pay grade 16), effective May 1, 2024 and adjust the budget accordingly.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright
- VOICE VOTE:** **Passed**
- WM24/05-31 **(Human Resources/Kristen Wade)** Move to authorize a one (1) year contract extension with Shoreline Staffing Services from June 2, 2024, through June 1, 2025.
- ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Kim Cyr
- VOICE VOTE:** **Passed**
- WM24/05-32 **(Human Resources/Kristen Wade)** Move to approve MERS service credit be awarded to employees who would have otherwise qualified except for the fact they were placed on furlough during calendar years 2020 and 2021.
- ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash
- VOICE VOTE:** **Passed**
- WM24/05-33 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$22,563,124.63 covering the period March 16, 2024, through April 19, 2024, and P Card and EFT payments covering the period March 1, 2024, through March 29, 2024, as presented by the County Clerk.

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

VOICE VOTE: **Passed**

WM24/05-34 **(Accounting/Finance/Angela Gasiewski)** Move to award RFP 24-2543 to PFM Financial Advisors for a five (5) year contract and authorize the administrator to sign upon Corporate Counsel approval.

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

VOICE VOTE: **Passed**

WM24/05-35 **(Accounting/Finance/Angela Gasiewski)** Move to award RFP 24-2542R to Miller, Canfield, Paddock & Stone, PLC for a five (5) year contract and authorize the administrator to sign upon Corporate Counsel approval.

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

VOICE VOTE: **Passed**

WM24/05-36 **(Accounting/Finance/Angela Gasiewski)** Move to approve the Truth In Taxation public hearing schedule and to adopt the resolution setting June 11, 2024, 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 2024, 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 2024.

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

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 4:58 p.m.



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

June 11, 2024 at 4:00 PM
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,
Muskegon, MI 49442

MINUTES

1. Call to Order

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

2. Roll Call

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

Excused: Commissioner 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 Charles Nash, supported by Commissioner Darrell Paige

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of May 14, 2024

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

VOICE VOTE: Passed

5. Finance Reports

A. April 2024 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the budget report. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Public Hearing - Truth in Taxation

A. Truth in Taxation Public Hearing

Motion to open the Public Hearing regarding Truth in Taxation

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

YES: Jessica Cook, Kim Cyr, Michelle Hazekamp, Zach Lahring, Charles Nash, Darrell Paige

NO: None

Passed 6:0

Motion to close the Public Hearing regarding Truth in Taxation

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

VOICE VOTE: Passed

8. Items for Consideration

WM24/06-37 **(Human Resources/Kristen Wade)** Move to award a three (3) year insurance brokerage service contract to Arthur J. Gallagher, with the option of two (2) additional one (1) year extensions, effective July 1, 2024.

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

VOICE VOTE: Passed

WM24/06-38 **(Equalization/Donna Vandervries)** Move to approve renewal of Assessment Administration Services provided by the Equalization Department to the City of Norton Shores and authorize the Chair of the County Board of Commissioners to execute an agreement effective July 1, 2024.

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

VOICE VOTE: Passed

WM24/06-39 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$22,260,599.77 covering the period April 20, 2024, through May 17, 2024, and P Card and EFT payments covering the period April 1, 2024, through April 30, 2024, as presented by the County Clerk.

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

VOICE VOTE: Passed

WM24/06-40 **(Accounting/Finance/Angela Gasiewski)** Move to approve upgrades of space on the second floor of A wing to house the finance office for the not-to-exceed price of \$104,979, award the data and infrastructure work to the lowest qualified bidder, and the cubicle purchase through a cooperative procurement agreement to Grand River Office. Further approve funding from the finance budget surplus funds and the HealthWest equipment reserve and adjust the budget accordingly.

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

VOICE VOTE: Passed

WM24/06-41 **(Accounting/Finance/Angela Gasiewski)** Move to approve the operating levy of 5.5637 mills for Muskegon County to be levied in July 2024, the

operating levy of 0.3143 mills for the Lakeshore Museum Center to be levied in December 2024, the operating levy of 0.0732 mills for the Department of Veteran's Affairs to be levied in December 2024, the operating levy of 0.2927 mills for Muskegon County Central Dispatch to be levied in December 2024 and the operating levy of 0.4880 mills for PA 39 of 1976 (Activities or Services for Older Persons Act) to be levied December 2024 (assuming voter renewal) and to authorize the Muskegon County Clerk and the Chair of the Muskegon County Board of Commissioners to sign the associated forms required by the State of Michigan which will be submitted to the State of Michigan by the Muskegon County Equalization Department.

ACTION: Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige with the following correction to the Veteran's Affairs levy: The operating levy of 0.0732 mills for the Department of Veteran's Affairs to be levied in December 2024.

VOICE VOTE: **Passed**

WM24/06-42 **(Water Resources Commissioner/Brenda Moore)** Move to approve the resolution pledging the county's full faith and credit for the North Point Drain Drainage Bonds, Series 2024 (General Obligation, Limited Tax) for an amount not to exceed \$1.925 million dollars for the purposes of executing the North Point Drain Drainage District Plans.

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

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 4:36 p.m.



Muskegon County Ways & Means Committee

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

July 23, 2024 at 4:00 PM

via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,
Muskegon, MI 49442

MINUTES

1. Call to Order

The meeting was called to order at 4:25 p.m. by Vice Chair Jessica Cook.

2. Roll Call

Present: Vice-Chair Jessica Cook (left meeting @ 5:11 p.m.)
Commissioner Kim Cyr
Commissioner Marcia Hovey-Wright
Commissioner Michelle Hazekamp
Commissioner Zach Lahring
Chairman Charles Nash
Commissioner Darrell Paige

Also Present: Mark Eisenbarth, 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 June 11, 2024

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

VOICE VOTE: Passed

5. Finance Reports

A. May 2024 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the budget report. Report placed on file.

6. Public Comment (on an agenda item)

Nick Klein, Financial Analyst from Pivotal, spoke in support of motion WM24/07-50.

7. Items for Consideration

WM24/07-43 **(Equalization/Donna Vandervries)** Move to approve renewal of Assessment Administration Services provided by the Equalization

Department to the Township of Sullivan and authorize the Chair of the County Board of Commissioners to execute an agreement effective October 1, 2024.

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

WM24/07-44 **(Water Resources Commissioner/Brenda Moore)** Move to approve the resolution pledging the county's full faith and credit for the O.H. Scott and Waters Drainage Bonds, Series 2024 (General Obligation, Limited Tax) for an amount not to exceed \$2.6 million for the purposes of executing the O.H. Scott and Waters Drain Drainage District Plans and authorize the Finance Director and/or Administrator to sign all necessary and appropriate documents to complete this bond sale.

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

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

NO: Zach Lahring
Passed 6:1

WM24/07-45 **(Human Resources/Kristen Wade)** Move to approve the deletion of the Human Resources Generalist, position N39601 Grade 14, and a salary range adjustment for the Payroll Specialist position (N53601) from Grade 11 to Grade 15, effective September 1, 2024.

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

VOICE VOTE: **Passed**

WM24/07-46 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$35,230,800.40 covering the period May 18, 2024, through June 21, 2024, and P Card and EFT payments covering the period May 1, 2024, through May 31, 2024, as presented by the County Clerk.

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

VOICE VOTE: **Passed**

WM24/07-47 **(Accounting/Finance/Angela Gasiewski)** Move to approve the resolution authorizing the Drinking Water State Revolving Fund (DWSRF) Project 7800-01 capital improvement bonds not to exceed six million three hundred thousand dollars (\$6,300,000) and authorize the Board Chair and Clerk to sign the resolution.

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

VOICE VOTE: **Passed**

WM24/07-48 **(Administration/Matt Farrar)** Move to renew the lease with Bethany Christian Services through June 30, 2027, for the H-wing space at Marquette Campus. Further, authorize the Administrator to sign the lease.

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

VOICE VOTE: Passed

WM24/07-49 **(Administration/Matt Farrar)** Move to renew the lease with Family Outreach Center through May 31, 2025, for space at the Oak Avenue Facility. Further, authorize the Administrator to sign the lease.

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

VOICE VOTE: Passed

WM24/07-50 **(Administration/Matt Farrar)** Move to sell lots located at 84 and 90 Hartford Avenue and 1017 and 1035 Pine Street, Muskegon, Michigan 49442 known as parcel numbers 61-24-205-221-0006-00, 61-24-205-221-0007-00, 61-24-205-221-0008, and 61-24-205-221-0009-00 to PIVOTAL for \$300,000, and authorize the Administrator to sign all appropriate and necessary documents to complete this transaction.

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

VOICE VOTE: Passed

WM24/07-51 **(Administration/Matt Farrar)** Move to authorize staff to refund, refinance, or extend the Drain Note issued by the Water Resources Commission for the Chaddock Drain District and authorize the County's full faith and credit, and further authorize the Finance Director to sign all necessary and appropriate documents to complete this transaction.

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

VOICE VOTE: Passed

WM24/07-52 **(Administration/Matt Farrar)** Move to reject all bids on RFP 24-2531 Child Care Center - Marquette Campus. Further, authorize staff to continue to negotiate with providers.

Vice-Chair Jessica Cook left the meeting and turned the meeting over to Commissioner Marcia Hovey-Wright

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

VOICE VOTE: Passed

WM24/07-53 **(Administration/Matt Farrar)** Move to extend the three (3) leases with Covenant Academies to August 31, 2025, and authorize the Administrator to sign all necessary and appropriate documents to complete this transaction.

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

VOICE VOTE: Passed

WM24/07-54 **(Administration/Matt Farrar)** Move to approve the Commercial Rehabilitation District for 280 West Muskegon Avenue, Muskegon, Michigan, and waive the County's right to reject the District.

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 5:14 p.m.



Muskegon County Ways & Means Committee

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

August 13, 2024 at 4:00 PM

via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,
Muskegon, MI 49442

MINUTES

1. Call to Order

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

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner 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 (via Zoom)

3. Approval of Agenda

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

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of July 23, 2024

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

VOICE VOTE: Passed

5. Finance Reports

A. June 2024 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the budget report. Report placed on file.

6. Public Comment (on an agenda item)

Judy Kell, citizen appointee to the museum board of trustees, spoke in support of Motion WM24/08-57.

7. Items for Consideration

WM24/08-55 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$20,389,788.96 covering the period June 22, 2024, through July 17, 2024, and P Card and EFT payments covering the period June 1, 2024, through June 30, 2024, as presented by the County Clerk.

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

VOICE VOTE: Passed

WM24/08-56 **(Accounting/Finance/Angela Gasiewski)** Move to approve setting the Public Hearing date for the FY2025 Proposed Muskegon County Budget for Tuesday, September 10, 2024 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 1, 2024.

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

VOICE VOTE: Passed

WM24/08-57 **(Administration/Matt Farrar)** Move to approve the ballot language for a millage to levy annually an amount not to exceed .31 mill (\$0.31 on each \$1,000 of taxable value), which is a new additional millage, against all taxable property within Muskegon County for a period of twenty (20) years, 2025 to 2044, inclusive, for the purpose of constructing new museum space, renovating the existing museum, updating exhibits, purchasing furniture, fixtures and equipment for the Muskegon Museum of History and Science, which is part of the Lakeshore Museum Center, and any other museum that the County is authorized to fund.

With a friendly amendment to add "and" after updating exhibits and before purchasing furniture.

ACTION: Moved by Commissioner Darrell Paige, 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

WM24/08-58 **(Facilities Management/Wade VandenBosch)** Move to approve staff to solicit proposals for cleaning services for the Marquette campus for a five (5) year period starting in FY2025.

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

VOICE VOTE: Passed

WM24/08-59 **(Administration/Mark Eisenbarth)** Move to authorize the administration to create and fill a Housing Coordinator position at Grade 25 (\$33.80-\$43.74) and budget accordingly for FY2025.

Move to amend the motion to read: As long as the Community Foundation continues to contribute their amount, but in the event that the Community Foundation withdraws its support, this position will be terminated.

ACTION: Moved by Commissioner Kim Cyr, supported by Commissioner Michelle Hazekamp
YES: Kim Cyr, Michelle Hazekamp, Zach Lahring
NO: Jessica Cook, Marcia Hovey-Wright, Charles Nash, Darrell Paige
Failed 3:4

Original Motion: Move to authorize the administration to create and fill a Housing Coordinator position at Grade 25 (\$33.80-\$43.74) and budget accordingly for FY2025.

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

8. Unfinished Business

None

9. New Business

Karen Buie, Muskegon County Clerk, and Lori Hayes, Muskegon County Elections Coordinator, discussed an issue that occurred at the election on Tuesday, August 6, 2024. A copy of a social media post by Melinda Pego, Holton Township Clerk, was handed out to each of the commissioners. Clerk Karen Buie and Elections Coordinator Lori Hayes discussed the issue of a missing V-Drive from Holton Clerk Melinda Pego and that Ms. Pego's social media post that the the V-Drive was lost by the Clerk's Office was inaccurate. Clerk Karen Buie and Elections Coordinator Lori Hayes presented their versions of events that occurred with the missing V-Drive on the day of the election. Clerk Karen Buie indicated that information has been turned over to the proper authorities for an investigation of Holton Clerk Melinda Pego's actions.

Ann Meisch, City of Muskegon Clerk, addressed the Board of Commissioners in regard to a ballot mix-up that occurred in her precinct. City Clerk Ann Meisch indicated there were split precincts and the incorrect ballot style was sent to the voters. City Clerk Ann Meisch stated every corrective action was taken to rectify the error, including calling voters who received the incorrect ballot, along with contacting the State. Clerk Ann Meisch apologized for the error.

Commissioner Michelle Hazekamp indicated that she was at the Holton Township voting venue as an election inspector. Commissioner Michelle Hazekamp discussed what she witnessed take place after the polls closed.

Chair Charles Nash indicated that the information has been turned in to the authorities so we will see what happens through that process. Chair Charles Nash also thanked Ann Meisch, City of Muskegon Clerk, for coming in and humbly admitting to her error.

10. Public Comment

Fred Glancy indicated he had inadvertently tried to vote twice at the City of Muskegon and discussed how and why that occurred.

Debra Null, Eric Rothoff and Paula Fischer all spoke in regard to the Holton Township Election and the V-Drives.

11. Final Board Comments

None

12. Adjourn to the call of the Chair

The meeting was adjourned at 5:02 p.m.



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

September 3, 2024 at 4:00 PM
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,
Muskegon, MI 49442

MINUTES

1. Call to Order

The meeting was called to order at 4:20 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner 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 Darrell Paige, supported by Commissioner Charles Nash

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of August 13, 2024

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

VOICE VOTE: Passed

5. Finance Reports

A. July 2024 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the budget report. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

- WM24/09-60 **(Equalization/Donna Vandervries)** Move to approve the renewal of Assessment Administration Services provided by the Equalization Department to the Township of Montague. Further, authorize the Chair of the Muskegon County Board of Commissioners, Muskegon County Clerk, and Corporate Counsel to sign the agreement effective October 1, 2024.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright
- VOICE VOTE:** **Passed**
- WM24/09-61 **(Equalization/Donna Vandervries)** Move to approve the renewal of Assessment Administration Services provided by the Equalization Department to the City of Roosevelt Park. Further, authorize the Chair of the Muskegon County Board of Commissioners, Muskegon County Clerk, and Corporate Counsel to sign the agreement effective October 1, 2024.
- ACTION:** Moved by Commissioner Kim Cyr, supported by Commissioner Marcia Hovey-Wright
- VOICE VOTE:** **Passed**
- WM24/09-62 **(Equalization/Donna Vandervries)** Move to approve a full property assessment reappraisal agreement provided by the Equalization Department to the City of Muskegon Heights for the amount of \$214,150. Further, authorize the Chair of the Muskegon County Board of Commissioners, Muskegon County Clerk, and Corporate Counsel to sign the agreement effective November 1, 2024, and adjust the budget accordingly.
- ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Kim Cyr
- VOICE VOTE:** **Passed**
- WM24/09-63 **(Equalization/Donna Vandervries)** Move to approve the reclassification of full-time position G17001 from Certified General Appraiser (Pay Grade 20) to Commercial/Industrial Manager (Pay Grade 26) and authorize the creation of two (2) seasonal Appraisal Assistant positions that will exist for the terms of the full property assessment reappraisal agreement provided by the Equalization Department to the City of Muskegon Heights, all effective November 1, 2024, or once the agreement is fully executed, and adjust the budget accordingly.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM24/09-64 **(Information Systems/Matt Kelliher)** Move to approve renewing the contract with CDWG for PURE Storage maintenance for one (1) year at a cost not to exceed \$89,479. Further, authorize the IT Director to sign the contract.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM24/09-65 **(Information Systems/Matt Kelliher)** Move to approve renewing the contract with CDWG for the VMware Horizon license for one (1) year at the

MiDeal price not exceeding \$66,025. Further, authorize the IT Director to sign the contract.

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

VOICE VOTE: Passed

WM24/09-66 **(Information Systems/Matt Kelliher)** Move to approve the purchase of cubicle furniture in I wing to house the Information Systems department for the not-to-exceed price of \$46,075, utilizing Grand River Office cooperative procurement agreement.

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

VOICE VOTE: Passed

WM24/09-67 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$16,730,302.90 covering the period July 13, 2024, through August 9, 2024, and P Card and EFT payments covering the period July 1, 2024, through July 31, 2024, as presented by the County Clerk.

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

VOICE VOTE: Passed

WM24/09-68 **(Accounting/Finance/Angela Gasiewski)** Move to amend the FY2024 budget as presented.

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

VOICE VOTE: Passed

WM24/09-69 **(Administration/Mark Eisenbarth)** Move to authorize the Administration staff to begin the process of developing a Muskegon County Sustainability Advisory Committee.

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

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

NO: Kim Cyr, Zach Lahring
5:2

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 4:42 p.m.



Muskegon County Ways & Means Committee

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

October 8, 2024 at 4:00 PM

via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,
Muskegon, MI 49442

MINUTES

1. Call to Order

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

2. Roll Call

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

Excused: Commissioner Marcia Hovey-Wright

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 Kim Cyr, supported by Commissioner Darrell Paige

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of September 17, 2024

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

VOICE VOTE: Passed

5. Finance Reports

A. August 2024 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the budget report. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

- WM24/10-83 **(Administration/Matt Farrar)** Move to authorize staff to apply for and accept the 2025 Survey & Remonumentation Grant, in the amount of \$54,658.00, appoint Wade Vandebosch as the administrator and further authorize the Grant Administrator to sign the grant application.
- ACTION:** Moved by Commissioner Kim Cyr, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM24/10-84 **(Equalization/Donna Vandervries)** Move for adoption of the 2024 Apportionment Report as prepared and submitted by the Muskegon County Equalization Department.
- ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Charles Nash
- VOICE VOTE:** **Passed**
- WM24/10-85 **(Equalization/Donna Vandervries)** Move to approve Assessment Administration Services provided by the Equalization Department to the Township of Ravenna. Further, authorize the Chair of the County Board of Commissioners, Muskegon County Clerk, and Corporate Counsel to sign the agreement effective October 1, 2024 and adjust the budget accordingly.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM24/10-86 **(Equalization/Donna Vandervries)** Move to approve Assessment Administration Services provided by the Equalization Department to the City of Montague. Further, authorize the Chair of the County Board of Commissioners, Muskegon County Clerk, and Corporate Counsel to sign the agreement effective October 1, 2024, and adjust the budget accordingly.
- ACTION:** Moved by Commissioner Kim Cyr, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM24/10-87 **(Equalization/Donna Vandervries)** Move to approve the creation of one new full time Appraisal Technician position (pay grade 5) and approve the reclassification of a current full time Appraisal Technician position (pay grade 5) to Appraiser (pay grade 12) effective October 1, 2024, and adjust the budget accordingly.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM24/10-88 **(Equalization/Donna Vandervries)** Move to approve the reclassification of position G09207 from Appraisal Technician (pay grade 5) to Appraisal Technician/MCAO (pay grade 6) effective October 1, 2024 and adjust the budget accordingly.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Michelle Hazekamp
- VOICE VOTE:** **Passed**
- WM24/10-89 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$14,562,967.83 covering the period August 24, 2024, through September 13, 2024, and P Card and EFT payments covering the

period August 1, 2024, through August 31, 2024, as presented by the County Clerk.

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

VOICE VOTE: **Passed**

WM24/10-90 **(Accounting/Finance/Angela Gasiewski)** Move to award a five-year contract to ClearGov in the amount of \$419,525.25 for budget software, using a collaborative procurement, and further authorize the Board Chair to sign the agreement.

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

VOICE VOTE: **Passed**

WM24/10-91 **(Administration/Mark Eisenbarth)** Move to approve \$1,748,932 for the Marquette Campus Air Handling Units (AHU) project from ARPA funding, increase ARPA funding for the Fiber Optic Extension to Marquette Campus project by \$19,925, from \$51,050 to \$70,975, remove the board room renovation project of \$700,000 from the ARPA funding project list and adjust the budget accordingly.

ACTION: Moved by Commissioner Darrell Paige, supported by Commissioner Zach Lahring

YES: Jessica Cook, Kim Cyr, Michelle Hazekamp, Zach Lahring, Darrell Paige

NO: Charles Nash

Passed 5:1

WM24/10-92 **(Administration/Mark Eisenbarth)** Move to approve the resolution authorizing Notice of Intent and declaring intent to reimburse for general obligation limited tax bonds not to exceed nine million five hundred thousand dollars (\$9,500,000), for the purpose of paying the costs of renovating, furnishing, improving and equipping the main building on the Marquette Campus and the Hall of Justice to be used for administrative and other County services, including related site improvements.

ACTION: Moved by Commissioner Darrell Paige, supported by Commissioner Jessica Cook

YES: Jessica Cook, Charles Nash, Darrell Paige

NO: Kim Cyr, Michelle Hazekamp, Zach Lahring

Failed 3:3

WM24/10-93 **(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 2025.

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

VOICE VOTE: **Passed**

WM24/10-94 **(Human Resources/Kristen Wade)** Move to accept MetLife as the County's active employee dental provider for the period of January 1, 2025 through December 31, 2026.

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

VOICE VOTE: **Passed**

WM24/10-95 **(Human Resources/Kristen Wade)** Move to accept the Delta Dental POS plan as the County's retired employees dental provider for the period of January 1, 2025 through December 31, 2025.

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

VOICE VOTE: **Passed**

WM24/10-96 **(Human Resources/Kristen Wade)** Move to select EyeMed as the vision insurance benefit provider from January 1, 2025 through December 31, 2028.

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

VOICE VOTE: **Passed**

WM24/10-97 **(Human Resources/Kristen Wade)** Move to accept Blue Cross Blue Shield of Michigan (BCBSM) as the County's medical and prescription insurance provider, to include condition management programs, on a self-funded basis for the period of January 1, 2025 through December 31, 2025 for the active employees and the pre-65 retiree group with a stop-loss level of \$250,000.

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

YES: Jessica Cook, Kim Cyr, Michelle Hazekamp, Zach Lahring, Charles Nash, Darrell Paige

NO: None

Passed 6:0

WM24/10-98 **(Human Resources/Kristen Wade)** Move to select Isolved as the County's COBRA and Flexible Spending Account provider from January 1, 2025 through December 31, 2025.

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

VOICE VOTE: **Passed**

8. Unfinished Business

None

9. New Business

None

10. Public Comment

None

11. Final Board Comments

Chair Charles Nash stated he felt that it was imperative to get a work session together regarding the county building and moving forward, specifically to discuss the building budget and bonds.

Commissioner Zach Lahring stated he feels having a work session is another attempt at passing the failed motion. Chair Charles Nash clarified what he would like to discuss at the

work session in regard to the upcoming renovations of the county building, such as the Marquette Campus air handling units, etc.

12. Adjourn to the call of the Chair

The meeting was adjourned at 5:20 p.m.



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

November 12, 2024 at 4:00 PM
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,
Muskegon, MI 49442

MINUTES

1. Call to Order

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

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner 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 Marcia Hovey-Wright

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of October 8, 2024

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

VOICE VOTE: Passed

5. Finance Reports

A. September 2024 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the budget report. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

- WM24/11-99 **(Administration/Matt Farrar)** Move to amend the agreement with Core Realty to include parcel # 61-06-101-400-0001-00, in whole or in part, and authorize the Board Chair to sign the amendment.
- ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM24/11-100 **(Administration/Matt Farrar)** Move to authorize staff to apply for and accept the Housing Readiness Incentive grant in an amount up to \$50,000 and authorize the grant Administrator to sign all necessary and appropriate documents to complete this transaction and amend the budget accordingly.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Marcia Hovey-Wright
- VOICE VOTE:** **Passed**
- WM24/11-101 **(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 the policy period 12/1/2024 through 11/30/2025 with an annual contribution of \$53,216.00 paid in quarterly installments.
- ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM24/11-102 **(Human Resources/Kristen Wade)** Move to accept the proposal for Excess Workers' Compensation insurance of Midwest Employers Casualty for the period of 1/1/25 to 1/1/27 with a \$750,000 self-insured retention for Sheriff and \$650,000 self-insured retention for all other employees and a premium rate of \$0.1504 per \$100 payroll.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM24/11-103 **(County Clerk/Karen Buie)** Move to create a full-time Executive Operations Administrator position at Grade 16 and adjust the budget accordingly.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM24/11-104 **(Public Works/Wade VandenBosch)** Move to approve the Regional Materials Management Planning Committee Appointments.
- ACTION:** Moved by Commissioner Marcia Hovey-Wright, supported by Commissioner Charles Nash
- VOICE VOTE:** **Passed**
- WM24/11-105 **(Facilities Management/Wade VandenBosch)** Move to award RFP 24-2515 to Filter Engineering Corporation through FY2027 for \$50,689.37 and to authorize the Board Chair to sign the Agreement.
- ACTION:** Moved by Commissioner Zach Lahring, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**

WM24/11-106 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$43,465,316.78 covering the period September 14, 2024, through October 18, 2024, and P Card and EFT payments covering the period September 1, 2024, through September 30, 2024, as presented by the County Clerk.

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

VOICE VOTE: **Passed**

WM24/11-107 **(Accounting/Finance/Angela Gasiewski)** Move to Approve the Muskegon Central Dispatch FY2025 Budget.

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

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 5:04 p.m.



Muskegon County Ways & Means Committee

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

December 10, 2024 at 4:00 PM
via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,
Muskegon, MI 49442

MINUTES

1. Call to Order

The meeting was called to order at 4:21 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner 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 Charles Nash, supported by Commissioner Marcia Hovey-Wright

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of November 12, 2024

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

VOICE VOTE: Passed

5. Finance Reports

A. October 2024 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the budget report. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

WM24/12-108 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$35,744,161.27 covering the period October 19, 2024, through November 8, 2024, and P Card and EFT payments covering the period October 1, 2024, through October 31, 2024, as presented by the County Clerk.

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

VOICE VOTE: Passed

WM24/12-109 **(Human Resources/Kristen Wade)** Move to approve authorization for the County to become a Fit Perk Corporate Partner with the Neal Fitness Center.

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

VOICE VOTE: Passed

WM24/12-110 **(Emergency Services/Renee Gavin)** Move to accept the FY2024 Emergency Management Performance Grant (EMPG) grant agreement, and authorize the Board Chair to sign the agreement.

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

VOICE VOTE: Passed

WM24/12-111 **(Administration/Matt Farrar)** Move to approve a three (3) year lease with Muskegon Area Intermediate School District for its PLANTS program and authorize the Chair to sign the lease contingent on Corporate Counsel's final approval.

ACTION: Moved by Commissioner Charles Nash, 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 4:45 p.m.