



Muskegon County

Community Development / Strategic Planning

Jessica Cook, Chair

Michelle Hazekamp, Vice-Chair

January 16, 2025 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 4:11 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner Michelle Hazekamp
Commissioner J. Brett Herman
Chairman Charles Nash
Commissioner Chris McGuigan
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 Darrell Paige, supported by Commissioner Chris McGuigan

VOICE VOTE: Passed

4. Approval of Minutes

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

ACTION: Moved by Commissioner Chris McGuigan, supported by Commissioner Michelle Hazekamp

VOICE VOTE: Passed

5. Public Comment (on an agenda item)

None

6. Presentation

A. Year-end CVB report (Bob Lukens, Community Development Director)

Bob Lukens, Community Development Director, gave a year-end review for the Muskegon County Convention and Visitors Bureau (CVB) which encompassed statistics from October 2023 through September 2024. For FY2024, there was an increase in development activity in Muskegon County. During this timeframe, Muskegon County saw four new restaurants and lodging properties, and had 15 cruise ship calls.

Muskegon County had a total of 20,875,049 visitors during FY2024, which was down slightly from 22,219,763 in FY2023. Also for FY2024, Muskegon County hosted 32 conferences, resulting in 6,723 room nights and 6,475 visitors. The conferences consisted primarily of state associations and organizations, healthcare, education, environment, and law enforcement conferences.

Some of the FY2024 advertising and marketing activities included: Fall campaign with WGUV TV (twelve 30 second spots), billboard promoting new MKG jet service, Google ad-words campaign with TwoSix Digital, paid seasonal campaigns and paid blog campaigns on Facebook, Instagram, and Pinterest, printing advertising, and digital advertising with WMTA and Michigan Meetings and Events.

- 7. Items for Consideration - None**
- 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 5:22 p.m.



Muskegon County

Community Development / Strategic Planning

Jessica Cook, Chair

Michelle Hazekamp, Vice-Chair

February 13, 2025 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 J. Brett Herman
Chairman Charles Nash
Commissioner Chris McGuigan
Commissioner Darrell Paige (arrived at 4:03 p.m.)

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

3. Approval of Agenda

ACTION: Moved by Commissioner Charles Nash, supported by Commissioner J. Brett Herman

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of January 16, 2025

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

VOICE VOTE: Passed

5. Public Comment (on an agenda item)

None

6. Items for Consideration

CDSP25/02-01 **(CVB/Robert M. Lukens)** Move to renew service contracts with Simpleview LLC for up to three (3) years, at an annual cost not-to-exceed \$67,000 and authorize the board chair to sign the agreement.

ACTION: Moved by Commissioner Charles Nash, supported by Commissioner Chris McGuigan

VOICE VOTE: Passed

CDSP25/02-02 **(CVB/Robert M. Lukens)** Move to write-off \$1,625 of the one (1) day rental fee for Heritage Landing rental to Hi-Falutin' Music, LLC, for the 2022 Shoreline Jazz Festival.

ACTION: Moved by Commissioner Michelle Hazekamp, supported by Commissioner J. Brett Herman

VOICE VOTE: **Passed**

CDSP25/02-03 **(CVB/Robert M. Lukens)** Move to execute the "90-day Prior Notice to Terminate Clause" in the Convention and Visitors Bureau (CVB) service agreements with Azavar Audit Solutions, Inc., an accommodations tax management firm, on grounds of inability to fulfill contracted services, and authorize the board chair to sign any necessary documents.

ACTION: Moved by Commissioner Chris McGuigan, supported by Commissioner Charles Nash

VOICE VOTE: **Passed**

CDSP25/02-04 **(CVB/Robert M. Lukens)** Move to waive the procurement policy and engage the services of Granicus, a vendor specializing in short-term rental identification, compliance, and accommodation tax collection at a cost not to exceed \$46,000 annually. Further, authorize the board chair to sign the agreement.

ACTION: Moved by Commissioner Darrell Paige, supported by Commissioner Chris McGuigan

VOICE VOTE: **Passed**

CDSP25/02-05 **(Parks/Robert M. Lukens)** Move to release a Request for Proposals (RFP) for Master Planning for the North Lake portion of Dune Harbor Park Muskegon County, to include siting and preliminary drawings for a campground, and additional planning for trails, Lake Michigan beach access, office/restroom facilities, parking lots, and landscape design, based on the Dune Harbor Park Muskegon County Concept Plan.

ACTION: Moved by Commissioner Darrell Paige, supported by Commissioner Chris McGuigan

VOICE VOTE: **Passed**

7. Unfinished Business

None

8. New Business

None

9. Public Comment

None

10. Final Board Comments

None

11. Adjourn to the call of the Chair

The meeting was adjourned at 4:28 p.m.



Muskegon County

Community Development / Strategic Planning

Jessica Cook, Chair

Michelle Hazekamp, Vice-Chair

March 13, 2025 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 4:39 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr (excused at 5:17 p.m.)
Commissioner Michelle Hazekamp
Commissioner J. Brett Herman
Chairman Charles Nash
Commissioner Chris McGuigan
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 Kim Cyr

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of February 13, 2025

ACTION: Moved by Commissioner Chris McGuigan, supported by Commissioner Darrell Paige

VOICE VOTE: Passed

5. Informational Items:

A. Strategic Planning Discussion

Vice-Chair Cook thanked the Directors for attending the Strategic Plan Session on a Saturday. Vice-Chair Cook stated that the framework of the plans will be the next step in implementing the goals set by each department. County Administrator Mark Eisenbarth discussed how the department's four-year goals will be incorporated into the Strategic Plan. Mr. Eisenbarth indicated that he will invite two Directors/Elected Officials to speak about their goals at a Community Development/Strategic Plan Committing meeting.

Prosecutor DJ Hilson stated that he appreciates the support of the Board of Commissioners. Prosecutor Hilson indicated that money drives the strategic goals and that

he does the best he can to find the financial resources to meet the goals he has set for the next four years. Prosecutor Hilson indicated that he is looking for the Commissioners' help to find the funds as well. Commissioner McGuigan stated she feels that Prosecutor Hilson and Sheriff Poulin are more compassionate than previous administrations and appreciated their approach to helping the citizens of Muskegon County. Prosecutor Hilson stated he is proud of the court system utilizing the specialty courts and that has been a great advantage in reducing recidivism as the specialty courts focus on treatment versus punishment. Chair Nash asked for examples of ways to help raise money. Prosecutor Hilson stated one of his long-term goals is working on a public service millage. Prosecutor Hilson stated Kalamazoo passed such a millage, and it worked well for that county. Commissioner Cyr stated what is missing from the discussion is a continuous improvement plan.

Circuit Court Administrator Alisha Riedl discussed her goals within the Family Court and Circuit Court. Circuit Court Administrator Riedl stated that right now, the Friend of the Court Office is not the best at collecting current and past due child support. She is working on ways to implement programs to improve the collection efforts through partnering with other organizations. With regard to the Circuit Court goals, her goal is working to reduce recidivism within the juvenile justice system. Another goal within the Circuit Court is making courts more efficient; timely access to justice. She will be taking a deep dive into all the processes to see how the courts can be more efficient.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

CDSP25/03-06 **(Administration/Matt Farrar)** Move to approve the five year lease between the County and Tina Tots Learning Center and authorize the Chair to sign the agreement and further adjust the budget accordingly.

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

VOICE VOTE: Passed

8. Unfinished Business

None

9. New Business

A. Marquette Campus Room Rental Discussion

Mark Eisenbarth, County Administrator, discussed briefly the rooms available for rent at the Marquette Campus, along with the Marquette Campus Facility Use Policy. A brief discussion took place with regard to #7 in the draft Use Policy on who can be prohibited from renting out campus rooms. Administrator Eisenbarth stated that he needed to consult with corporate counsel on whether certain types of organizations can be prohibited from renting space at the Marquette Campus.

10. Public Comment

Matt Farrar, Deputy County Administrator, discussed the Muskegon County Emergency Management handout that was given to each Commissioner. On Monday, March 17th, the Community Emergency Response Team (CERT) will hold its next meeting at 6:00 p.m. at the Marquette Campus Student Center.

Renee Gavin, Emergency Management Services Manager, stated that everyone is invited to the CERT meeting, and they are always looking for volunteers, and she asked the Commissioners to share handout with the public.

11. Final Board Comments

None

12. Adjourn to the call of the Chair

The meeting was adjourned at 5:27 p.m.



Muskegon County

Community Development / Strategic Planning

Jessica Cook, Chair

Michelle Hazekamp, Vice-Chair

April 17, 2025 at 4:00 PM

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

To virtually participate refer to the bottom of the Agenda.

AGENDA

1. **Call to Order**
 2. **Roll Call**
 3. **Approval of Agenda**
 4. **Approval of Minutes**
 - A. Move to approve the Minutes of March 13, 2025
 5. **Informational Items:**
 - A. Strategic Planning Discussion:
 1. Administration 4-year Goal
 2. Airport 4-year Goal
 3. Circuit Court Records 4-year Goal
 4. County Clerk Vital Records 4-Year Goal
 6. **Public Comment (on an agenda item)**
 7. **Items for Consideration**
 - CDSP25/04-07 **(Accounting/Finance/Angela Gasiewski)** Move to approve the resolution authorizing 2025 Capital Improvement Bonds (Limited Tax General Obligation) not to exceed nine million three hundred thousand dollars (\$9,300,000) and authorize the County Clerk to sign the resolution.
 - CDSP25/04-08 **(Accounting/Finance/Angela Gasiewski)** Move to approve the resolution authorizing 2025 Capital Improvement Bonds (Limited Tax General Obligation) not to exceed six million nine hundred thousand dollars (\$6,900,000) and authorize the County Clerk to sign the resolution.
 8. **Unfinished Business**
 9. **New Business**
 10. **Public Comment**
 11. **Final Board Comments**
 12. **Adjourn to the call of the Chair**
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AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

Muskegon County will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours' notice to Muskegon County. Individuals with disabilities requiring auxiliary aids or services should contact the Muskegon County Administration Office by writing or calling: Muskegon County Administration Office Attn: Administrative Coordinator, 1903 Marquette Avenue, Muskegon, MI 49442 (231) 724-8883

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

Connect to **Zoom** from your computer, tablet or smartphone at: <https://rb.gy/7jmr7x>

Phone: (312) 626-6799 Meeting ID: 824 7108 7169 Passcode: 847042

Cell phones may mute & unmute by dialing *6

Raise and lower hand to speak by dialing *9

To raise your digital hand from your PC or Mac, at the bottom of the window on the right side of the screen, click the button labeled "Raise Hand"

View the meeting live on our website at: <https://www.co.muskegon.mi.us/129/Agendas-Minutes>



Muskegon County

Community Development / Strategic Planning

Jessica Cook, Chair

Michelle Hazekamp, Vice-Chair

May 15, 2025 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 4:35 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner J. Brett Herman
Chairman Charles Nash
Commissioner Chris McGuigan
Commissioner Darrell Paige

Excused: Commissioner Michelle Hazekamp

Also Present: Mark Eisenbarth, County Administrator
Matthew Farrar, Deputy County Administrator
Linda Larsen, Administrative Coordinator
Leslie Abdoo, Corporate Counsel (via Zoom)

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 April 17, 2025

ACTION: Moved by Commissioner Chris McGuigan, supported by Commissioner Charles Nash

VOICE VOTE: Passed

5. Informational Items:

A. Strategic Planning Discussion:

1. Circuit Court Records 4-year Goal
2. County Clerk Vital Records 4-Year Goal
3. Elections 4-Year Goal

Clerk Karen Buie began her presentation by explaining some of the functions of the County Clerk's Office. Clerk Buie then discussed her goals for each of her departments, which include Circuit Court Records, Vital Records, and Elections.

Clerk Buie indicated that her four-year goals for Circuit Court Records included: reinstating passports to be processed by the Clerk's Office. Another goal is to coordinate with Family Court on collecting bond forfeitures. Clerk Buie also stated she will be looking at creating a shared position with Family Court to assist with collecting the bond forfeitures. Lastly, Clerk Buie stated she plans on holding additional set-aside clinics for expungements.

Vice-Chair Jessica Cook stated it sounds like Clerk Buie is looking at increasing revenue and providing additional services which could be incorporated as her goal.

Clerk Buie stated that her four-year goal at Vital Records would be to collaborate with local schools to provide fingerprint services for their employees, which would again provide additional revenue for Vital Records.

Clerk Buie stated one of her Elections goals was to have Lori Hayes, Elections Coordinator, complete the necessary training to program the computers for upcoming elections. Clerk Buie stated that Lori Hayes has completed that training. Another four-year goal is obtaining new election equipment in 2028. And lastly, Clerk Buie stated that she would like to provide a mechanism for campaign online financing.

Vice-Chair Cook stated that it appeared to her that the election goals would be to increase transparency and efficiency.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

CDSP25/05-09 **(CVB/Robert M. Lukens)** Move to approve the agreement between the County of Muskegon and the Michigan Irish Music Festival – Muskegon to rent Heritage Landing September 11-14, 2025, for the 2025 Michigan Irish Music Festival for a total cost of \$13,000, and authorize the Chairman of the Board to sign the agreement. The festival organizer will provide the County with the required General Liability Insurance and Liquor Liability Insurance policies in the amount of \$3,000,000 each, naming the County of Muskegon as Additional Insured.

ACTION: Moved by Commissioner Kim Cyr, supported by Commissioner J. Brett Herman

VOICE VOTE: Passed

CDSP25/05-10 **(CVB/Robert M. Lukens)** Move to approve the agreement between the County of Muskegon and Unity Christian Events/Alive On The Lakeshore to rent Heritage Landing August 6-9, 2025 for the 2025 Unity Christian Music Festival for a total cost of \$13,000, and authorize the Chairman of the Board to sign the agreement. The festival organizer will provide the County with the required General Liability Insurance policy in the amount of \$3,000,000, naming the County of Muskegon as Additional Insured.

ACTION: Moved by Commissioner Kim Cyr, supported by Commissioner J. Brett Herman

VOICE VOTE: Passed

CDSP25/05-11 **(CVB/Robert M. Lukens)** Move to approve the Tesla Meetup and Celebration of Service event at Heritage Landing June 20-21, 2025 for a total cost of \$1,900, and authorize the Chairman of the Board to sign the agreement. The event has been pre-paid and festival organizers will provide the County with the required General Liability Insurance and Liquor Liability Insurance policies in the amount of \$3,000,000 each, naming the County of Muskegon as Additional Insured.

ACTION: Moved by Commissioner Kim Cyr, supported by Commissioner Chris McGuigan

VOICE VOTE: Passed

CDSP25/05-12 **(CVB/Robert M. Lukens)** Move to waive the \$950 Heritage Landing rental fee for the free July 4, 2025, City of Muskegon Fireworks Display.

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

VOICE VOTE: Passed

CDSP25/05-13 **(CVB/Robert M. Lukens)** Move to approve the creation of a Tourism Information Aide-Seasonal position, Grade 1 (\$16.53 - \$20.91).

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

VOICE VOTE: Passed

CDSP25/05-14 **(Parks/Robert M. Lukens)** Move to approve the proposal from MCSA Group Inc. for engineering services related to the Dune Harbor Park – Muskegon County South Lake improvements at the Seminole Parking Lot, including any alternate proposals, for an amount not to exceed \$136,570. Additionally, move to name the observation deck the "Daniel P. Cherette Observation Deck".

ACTION: Moved by Commissioner Charles Nash, supported by Commissioner Chris McGuigan

VOICE VOTE: Passed

8. Unfinished Business

None

9. New Business

Vice-Chair Jessica Cook asked for support for the City of Muskegon's resolution declaring May 22nd as Watch Muskegon Day and read the resolution for the record.

Move to approve the City of Muskegon's Resolution Declaring May 22nd as Watch Muskegon Day.

ACTION: Moved by Commissioner Kim Cyr, supported by Commissioner J. Brett Herman

VOICE VOTE: Passed

10. Public Comment

Bob Lukens, Community Development Director, stated his staff is working on getting out the information on the beach shuttle to social media outlets.

11. Final Board Comments

Commissioner Kim Cyr spoke about his involvement with the Community Impact Day yesterday. Vice-Chair Jessica Cook stated she also attending the Community Impact Day, along with Mark Eisenbarth and Kristin Drexler, and thanked them for volunteering as well.

12. Adjourn to the call of the Chair

The meeting was adjourned at 5:11 p.m.



Muskegon County

Community Development / Strategic Planning

Jessica Cook, Chair

Michelle Hazekamp, Vice-Chair

June 12, 2025 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 4:39 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner J. Brett Herman
Chairman Charles Nash
Commissioner Chris McGuigan
Commissioner Darrell Paige

Excused: Commissioner Michelle Hazekamp

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 J. Brett Herman *with a friendly amendment to remove Motion Number CDSP25/06-16 from the agenda.*

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of May 15, 2025

ACTION: Moved by Commissioner Charles Nash, supported by Commissioner J. Brett Herman

VOICE VOTE: Passed

5. Informational Items:

A. Strategic Planning Discussion:

District Court 4-year Goals (Ben Ruby, District Court Administrator)

Emergency Management 4-Year Goals (Renee Gavin, Emergency Management Services Manager)

Ben Ruby, District Court Administrator, presented the District Court's Strategic Plan and 4-year goals. Mr. Ruby stated the main goal of the department is to incorporate e-filing within District Court. He stated that this is scheduled for implementation in November 2025. Mr.

Ruby explained that moving from a paper format, which is very labor-intensive, to an electronic format will save time and money. The State of Michigan stated that the civil side needs to be up and running by November. Mr. Ruby stated that training will be needed for the employees, judges, as well as the public, so this will take some time once implemented in November. Vice-Chair Cook stated the goals he presented were within one year, and she was wondering if they had any other long-term goals. Mr. Ruby stated that although the e-filing will be implemented within a year, the training will take much longer and that is why he has this goal as a long-term goal.

Renee Gavin, Emergency Management Services Manager, discussed Emergency Management's 4-year goals. Ms. Gavin stated that her goals included: 1) Increasing proactive outreach and education on emergency preparedness; 2) Conducting targeted outreach campaigns to vulnerable populations; and 3) emphasizing inclusive emergency planning and accessible information. Ms. Gavin gave each of the commissioners a document which outlined in more detail her 4-year strategic goals.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

CDSP25/06-15 **(Administration/Matt Farrar)** Move to approve the lease agreement with Baker College of Muskegon and Muskegon County and authorize the Chair to sign the three (3) year lease extension, effective July 1, 2025, until June 30, 2028, and further authorize the Administrator, contingent on Corporate Counsel approval, to make incidental changes to the agreement.

ACTION: Moved by Commissioner Charles Nash, supported by Commissioner Chris McGuigan

VOICE VOTE: Passed

CDSP25/06-16 **(Administration/Matt Farrar)** Move to approve the purchase agreement to sell County parcel 06-101-400-0001-00 (approximately ~35.5 acres) for \$300,000 and authorize the Administrator to sign all necessary and appropriate documents to complete this transaction.

Per friendly amendment to the agenda, this item is removed for consideration.

CDSP25/06-17 **(Administration/Matt Farrar)** Move to approve the Housing Readiness Incentive (HRI) Grant Notice and Application for distribution to local units of government, and authorize the Housing Coordinator to disseminate the application materials and coordinate the award process in accordance with the program's objectives and funding parameters.

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 5:09 p.m.



Muskegon County
Community Development / Strategic Planning

Jessica Cook, Chair
Michelle Hazekamp, Vice-Chair

July 17, 2025 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 4:28 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner Michelle Hazekamp
Commissioner J. Brett Herman
Chairman Charles Nash
Commissioner Chris McGuigan
Commissioner Darrell Paige

Also Present: Mark Eisenbarth, County Administrator
Matthew Farrar, Deputy County Administrator
Linda Larsen, Administrative Coordinator
Kristin Drexler, Executive Assistant
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 June 12, 2025

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

VOICE VOTE: Passed

5. Informational Items:

A. Strategic Planning Discussion:

GIS - 4-Year Goals (Thomas Van Bruggen, GIS Administrator)

Facilities Management - 4-Year Goals (Wade VandenBosch, Public Works Director)

Wade VandenBosch, Public Works Director, introduced Thomas Van Bruggen, GIS Administrator, who gave an overview of the 4-year goals for the GIS Department. Mr. Van Bruggen stated they are trying to modernize the GIS system within the County. This entails working on a complete system upgrade. Mr. Van Bruggen stated he anticipates servers and software upgrades to be completed by the end of September. Mr. Van Bruggen stated he plans on forming relationships with local municipalities to provide GIS services and expand

those that are already using the County's GIS. Commissioner Chris McGuigan inquired as to how businesses are using GIS. Mr. Van Bruggen stated that engineering firms are already using our GIS. Mark Eisenbarth, County Administrator, asked him to elaborate about how the partnership between GIS and Central Dispatch started. Mr. Van Bruggen stated that about two to three years ago, a better relationship was formed between the County GIS and Central Dispatch by reestablishing better communication between the two departments. Mr. Van Bruggen stated that enhanced data points within GIS address data points allow for enhanced data accuracy for addresses. Vice-Chair Jessica Cook stated that positioning the County to be a leader in GIS services seems to be the overarching goal, with steps that would be taken to reach that goal. The steps may include: leveraging data for County business, enhancing profitability, and improving business work flow efficiencies.

Wade VandenBosch spoke about the first goal of Facilities Management and that is the development and implementation of county-owned and operated parking area improvement. Director VandenBosch spoke about the County's parking areas, which are all part of conversations on what assessments should be made to maintain existing parking lots. Director VandenBosch stated there are three parking lots he would like to reconstruct in the future. The three parking lots include the Walton Street, Hall of Justice employee lot, and portions of the Marquette parking lot. Commissioner Chris McGuigan spoke about the landscaping on the County's property and inquired about the budget for that. Steve Fink, Public Works Engineer, stated that they are given two full-time ground workers, along with one seasonal worker to maintain all County grounds. He stated there are not enough employees to take care of all the grounds within the County property. Commissioner McGuigan stated that parking is not her number one priority because people come to Muskegon for the beautification of the area; not because of parking lots. Vice-Chair Cook clarified that she feels they are saying we have too much parking, and they are trying to prioritize the parking lots that need attention.

Steve Fink addressed the second 4-year strategic goal, which is to eliminate buildings and property not needed or not worth the expense to maintain. Mr. Fink stated they would like to build on the 2021 building assessment report to analyze which buildings should be maintained or eliminated. Commissioner Chris McGuigan stated it appears that the department seems to be pretty far along in the process of developing and implementing an improvement plan. Commissioner McGuigan stated that strategizing with Administration and Finance is key to deciding which buildings to keep and how to sell the property we do not want to keep and inquired about if marketing is in place yet for getting rid of the buildings the County does not wish to keep. Administrator Eisenbarth stated that marketing has not yet taken place as some departments are still housed in certain buildings, such as the Sheriff's Office Road Patrol, which is still on Oak Street. The CVB building still houses three to four people, so that building is also under consideration for selling. Once the Register of Deeds and Treasurer's Office move out to the Marquette Campus, that will also open that building up for other considerations. In the meantime, Wade and Steve are creating a list of priority buildings that should be moved. Vice-Chair Cook stated she wondered if we could have a more actionable goal and then these items would be under the actionable item. Vice-Chair Cook suggested a work session to discuss the items mentioned above.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

CDSP25/07-18 **(Administration/Matt Farrar)** Move to renew the lease with Family Outreach Center through May 31, 2026, for space at the Oak Avenue Facility and further, authorize the Chair to sign the lease.

ACTION: Moved by Commissioner Charles Nash, supported by Commissioner J. Brett Herman

VOICE VOTE: **Passed**

CDSP25/07-19 **(Administration/Matt Farrar)** Move to approve the sale of approximately 15.5 acres of land located on the East side of Whitehall Road of County parcel, 61-101-400-0001-00 for \$118,580; authorize the Board Chair to sign the purchase agreement and addendum to the same; authorize the Administrator to sign all other appropriate and necessary documents (i.e. survey, land split, closing documents, etc.) to complete this transaction; and further amend the budget accordingly.

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

VOICE VOTE: **Passed**

8. Unfinished Business

None

9. New Business

None

10. Public Comment

None

11. Final Board Comments

Commissioner Michelle Hazekamp reminded everyone that the Muskegon County Fair begins this weekend.

12. Adjourn to the call of the Chair

The meeting was adjourned at 5:08 p.m.



Muskegon County
Community Development / Strategic Planning

Jessica Cook, Chair
Michelle Hazekamp, Vice-Chair

August 14, 2025 at 4:00 PM
via Zoom and in-person at: The Meeting Place - Muskegon County Marquette Campus,
1903 Marquette Avenue, Muskegon, MI 49442

MINUTES

1. Call to Order

The meeting was called to order at 4:51 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner Michelle Hazekamp
Commissioner J. Brett Herman
Chairman Charles Nash
Commissioner Chris McGuigan
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 Charles Nash, supported by Commissioner Darrell Paige

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of July 17, 2025

ACTION: Moved by Commissioner Chris McGuigan, supported by Commissioner Charles Nash

VOICE VOTE: Passed

5. Informational Items

6. Public Comment (on an agenda item)

None

7. Items for Consideration

CDSP25/08-20 **(Parks/Robert M. Lukens)** Move to authorize Muskegon County Parks to initiate a Request for Bids (RFB) through the County Procurement Department for construction services at the Dune Harbor Park Muskegon County - Lincoln Lot, using funding from the 2024 Consumers Energy Foundation Planet Award.

ACTION: Moved by Commissioner Michelle Hazekamp, supported by Commissioner J. Brett Herman

VOICE VOTE: **Passed**

CDSP25/08-21 **(Parks/Robert M. Lukens)** Move to approve the proposed Muskegon County Parks 2026 overnight camping fee schedule increase of \$7.00 per night, with Blue Lake and Pioneer Park's 2026 rates at \$45.00 per night and Meinert Park's 2026 rate at \$52.00 per night, including a seasonal camping rate increase at Meinert Park from \$3,000 to \$3,300.

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

VOICE VOTE: **Passed**

CDSP25/08-22 **(CVB/Robert M. Lukens)** Move to develop a Request for Proposal (RFP) for Master Planning at Heritage Landing, using destination development funding from the PA263 Accommodations Tax.

ACTION: Moved by Commissioner Charles Nash, supported by Commissioner J. Brett Herman

VOICE VOTE: **Passed**

8. Unfinished Business

None

9. New Business

None

A. Strategic Planning Discussion:

Equalization 4-yr Goals (Donna Vandervries, Equalization Director)

Donna VanderVries, Equalization Director, began her presentation by explaining the functions of the Equalization Office. Director VanderVries then presented her 4-year departmental goals, which include 1) completing the Muskegon Heights contract on reappraisals; 2) educating taxpayers and officials on the importance of property tax and having an adequately funded and staffed department for all the work. Director VanderVries stated the reappraisals are going very well in Muskegon Heights. Director VanderVries also stressed the importance of educating the taxpayers, which has been done through their website. Director VanderVries spoke about pictometry used a supplement to the individuals assessing on the ground.

10. Public Comment

None

11. Final Board Comments

None

12. Adjourn to the call of the Chair

The meeting was adjourned at 5:28 p.m.



Muskegon County

Community Development / Strategic Planning

Jessica Cook, Chair

Michelle Hazekamp, Vice-Chair

September 2, 2025 at 4:00 PM

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

MINUTES

1. Call to Order

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

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner Michelle Hazekamp
Commissioner J. Brett Herman
Chairman Charles Nash
Commissioner Chris McGuigan
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 Chris McGuigan, supported by Commissioner Charles Nash

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of August 14, 2025

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

VOICE VOTE: Passed

5. Public Comment (on an agenda item)

None

6. Items for Consideration

CDSP25/09-23 **(Parks/Robert M. Lukens)** Move to authorize Muskegon County Parks to transfer \$136,570 from the Community Foundation's "Dune Harbor Park Fund" to the Parks account to pay for South Lake Improvement engineering expenses.

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

VOICE VOTE: Passed

7. Unfinished Business

None

8. New Business

None

9. Public Comment

None

10. Final Board Comments

Commissioner Michelle Hazekamp indicated on Friday she attended the ribbon-cutting ceremony for the Tina Tots Learning Center and that she was extremely impressed with the facility. Commissioner Hazekamp encouraged others to stop by and check out the facility located in the Marquette Campus.

11. Adjourn to the call of the Chair

The meeting was adjourned at 4:21 p.m.



Muskegon County

Community Development / Strategic Planning

Jessica Cook, Chair
Michelle Hazekamp, Vice-Chair

October 16, 2025 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 4:52 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner Michelle Hazekamp
Commissioner J. Brett Herman
Chairman Charles Nash
Commissioner Chris McGuigan
Commissioner Darrell Paige

Also Present: Mark Eisenbarth, County Administrator
Linda Larsen, Administrative Coordinator
Laura Genovich, 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 2, 2025

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

VOICE VOTE: Passed

5. Public Comment (on an agenda item)

None

6. Items for Consideration

CDSP25/10-24 **(Parks/Robert M. Lukens)** Move to reject the bids for RFB 25-2564 Pioneer Park Bathhouse Construction and authorize staff to rebid the project.

ACTION: Moved by Commissioner J. Brett Herman, supported by Commissioner Kim Cyr

VOICE VOTE: Passed

CDSP25/10-25 **(CVB/Robert M. Lukens)** Move to create a full-time Convention and Visitors Bureau Visitor Services Assistant position at Grade 7 (\$20.17 -

\$26.10) to replace the existing hourly Tourism Information Aide position Grade 1 (\$17.03 - \$21.54).

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

VOICE VOTE: Passed

7. Unfinished Business

None

8. New Business

**A. Strategic Planning Discussion:
HealthWest 4-yr Goals (Rich Francisco)**

Rich Francisco, HealthWest Director, shared HealthWest's goals and objectives for FY2025-FY2026. Director Francisco stated that the first goal is to improve experience of care and health outcomes. The second goal is to ensure long-term sustainability. Director Francisco stated that 191,700 services were provided in FY2025. Director Francisco stated that they launched a psychiatric urgent care facility on September 25, 2025, which serviced 20 individuals in the first three weeks. Director Francisco stated that, as of this date, they are understaffed in the urgent care facility. Director Francisco touched on facility improvements, which included the Crisis Residential Unit relocating to a modern facility at 1713 7th Street, Muskegon. The goal is to expand the number of beds from six beds to twelve beds. The children's team, training team, and OT/PT/Speech teams moved to NIMS building (1161 W. Southern Ave, Muskegon, MI) for collaboration and cost savings. Director Francisco talked about the training and workforce development, which included: the Disney Way customer service training and utilizing the KATA process as a continuous improvement tool. Director Francisco also talked about utilizing various tools for consumer feedback, such as surveys and comment boxes. Director Francisco stated they also utilize the SDOH (Social Determinants of Health) Dashboard. The SDOH addresses such determinants as food, safety, employment, housing, childcare, and trouble paying for utilities. HealthWest has completed 129 dashboards being actively utilized.

Director Francisco then touched upon the second long-term goal, which is to ensure long-term sustainability. This can be accomplished by making billing improvements, utilizing the KATA process improvement framework, and initiating blended funding and consolidation. Other initiatives to achieve this goal are to maintain workforce stabilization and strategic staffing, maintain a stable workforce and team restructuring.

Director Francisco spoke about the FY2026 Strategic Goals and Planned Initiatives. The first advanced goal is to improve experience of care and health outcomes. A few ways this can be accomplished is to continue HealthWest way customer service, enhance supervisor training and new hire orientation, redevelop change of worker process, and expand urgent care hours. Another Advanced Goal is to ensure long-term sustainability. A few examples to accomplish this include: evaluating the departmental role for efficiency, monitoring and advocating for fee-for-service transition for CCBHC and evaluating the impact of this out of capitation.

Vice-Chair Cook, stated Director Francisco's presentation is what we want to hear from departments and that it's exciting to see data and how he is using data to make

improvements. Vice-Chair Cook inquired who builds the dashboards. Director Francisco stated that the HealthWest IT data team builds the dashboards and there are approximately five employees on the data team. Vice-Chair Cook inquired about the LRE Board ruling. Director Francisco spoke briefly about the Opinion that was generated on 8/4/25, and the key legal issues surrounding that legal Opinion.

Administrator Mark Eisenbarth asked Director Francisco to give an update on the Federal funding. Director Francisco then gave a brief update on the Federal funding issue as a result of the Big Beautiful Bill.

9. Public Comment

None

10. Final Board Comments

None

11. Adjourn to the call of the Chair

The meeting was adjourned at 5:34 p.m.



Muskegon County

Community Development / Strategic Planning

Jessica Cook, Chair

Michelle Hazekamp, Vice-Chair

November 13, 2025 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 J. Brett Herman
Chairman Charles Nash
Commissioner Chris McGuigan
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 Michelle Hazekamp

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of October 16, 2025

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

VOICE VOTE: Passed

5. Public Comment (on an agenda item)

None

6. Presentation:

A. Disc Golf Course Presentation (Tim Linck, Ben Koperski, Don Jensen)

Bob Lukens introduced the presenters, Tim Link and Ben Koperski for today's disc golf course presentation. Mr. Link gave an overview of disc golf and how it is played and explained it is an activity for all age ranges. He stated that the Professional Disc Golf Association (PDGA) is one of the fastest growing sports. Mr. Link stated that they created the Patterson Park disc golf course, and he went over the data for that course. Mr. Link stated that over 2200 people have come to Ravenna to play the disc golf course. He further stated that prior events hosted

at Patterson Park include a specific tournament to raise \$1200 for course improvements, and over 500 cans have been donated to the local food bank. Also, about three tournaments have been held throughout the year, bringing in about 80 players to each event. This brings in revenue for local Muskegon County businesses.

Mr. Koperski spoke specifically about the proposed Pioneer Park disc golf course. He spoke about the Hemlock Woolly Adelgid disease that is affecting many trees in Pioneer Park and that those affected trees will need to be removed. He further stated they would work with Parks Development to remove them from the grounds. Mr. Koperski went over the preliminary possibilities of the layout and what the next steps would be, which include: identifying the beginning and end of each hole, removing and processing the dead hemlocks, landscaping each hole, installing teepads, baskets and signs, and finally opening the course for the public. It would be the similar process that was followed at Patterson Park. Mr. Koperski thanked the Commissioners for their support at Patterson Park and stated that the disc golf course at Patterson Park has been a huge success, and they are looking forward to putting something in at Pioneer Park that will also bring some money into the local community.

7. Items for Consideration

CDSP25/11-26 **(Parks/Robert M. Lukens)** Move to permit Tim Linck Jr. and his team to construct and maintain an 18-hole disc golf course at Pioneer County Park for the use of residents and visitors to the park.

ACTION: Moved by Commissioner Michelle Hazekamp, supported by Commissioner J. Brett Herman

VOICE VOTE: Passed

CDSP25/11-27 **(CVB/Robert M. Lukens)** Move to award a sole-source contract with TwoSix Digital for not more than \$95,000 for a year-long digital destination advertising and marketing program and web support services.

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

VOICE VOTE: Passed

CDSP25/11-28 **(CVB/Robert M. Lukens)** Move to award a one-year extension to the sole-source contract with the White Lake Area Chamber & Visitors Bureau for \$100,000 for FY2026, paid quarterly, for operation of the North County Welcome Center.

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

VOICE VOTE: Passed

CDSP25/11-29 **(CVB/Robert M. Lukens)** Move to approve the FY2026 Lakeshore Museum Center budget.

ACTION: Moved by Commissioner Darrell Paige, supported by Commissioner Chris McGuigan

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 4:28 p.m.



Muskegon County

Community Development / Strategic Planning

Jessica Cook, Chair
Michelle Hazekamp, Vice-Chair

December 11, 2025 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 4:43 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner Michelle Hazekamp
Commissioner J. Brett Herman
Chairman Charles Nash
Commissioner Chris McGuigan
Commissioner Darrell Paige

Also Present: Mark Eisenbarth, County Administrator
Linda Larsen, Administrative Coordinator
Laura Genovich, Corporate Counsel

3. Approval of Agenda

ACTION: Moved by Commissioner Chris McGuigan, supported by Commissioner Michelle Hazekamp

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of November 13, 2025

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

VOICE VOTE: Passed

5. Public Comment (on an agenda item)

None

6. Unfinished Business

None

7. New Business

A. Strategic Planning Discussion:

Information Technology 4-yr Goals (Matt Kelliher, Information Systems Director)

The presentation was postponed to another date.

8. Public Comment

None

9. Final Board Comments

None

10. Adjourn to the call of the Chair

The meeting was adjourned at 4:45 p.m.