



Muskegon County Ways & Means Committee

Jessica Cook, Chair
Kim Cyr, Vice-Chair

January 14, 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 Chris McGuigan
Chairman Charles Nash
Commissioner J. Brett Herman
Commissioner Darrell Paige

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

3. Approval of Agenda

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

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of December 10, 2024

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

VOICE VOTE: Passed

5. Finance Reports

A. November 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. Presentation

A. Marquette Campus Building Construction Update (Steve Fink, Public Works Engineer & Projects Manager)

Steve Fink, Public Works Engineer and Project Manager, gave an update regarding the Marquette Campus building construction. Mr. Fink then introduced Jason Vetne, principal architect of DLZ, who gave a PowerPoint presentation of the current plans for the Marquette Campus.

8. Items for Consideration

WM25/01-01 **(County Clerk/Karen Buie)** Move to authorize the Muskegon County Clerk's Office to accept the 2024 National Criminal History Improvement Plan grant in the amount of \$13,794, authorize the Muskegon County Clerk to sign the grant agreement and adjust the budget accordingly.

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

VOICE VOTE: Passed

WM25/01-02 **(Human Resources/Kristen Wade)** Move to authorize Jason Ogle, Muskegon County Sheriff's Deputy, to purchase one (1) year of Municipal Employees' Retirement System (MERS) generic service credit at a cost of \$25,524.00 as provided by the MERS Plan Document and in keeping with the County policy regarding purchase of generic service credit with one hundred percent (100%) of the total actuarial cost being paid by the employee.

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

VOICE VOTE: Passed

WM25/01-03 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$26,966,466.07 covering the period November 9, 2024, through December 13, 2024, and P Card and EFT payments covering the period November 1, 2024, through November 30, 2024, as presented by the County Clerk.

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

VOICE VOTE: Passed

WM25/01-04 **(Accounting/Finance/Angela Gasiewski)** Move to authorize the County of Muskegon to utilize the Staples Advantage cooperative MiDEAL State of Michigan Contract for the purchase of supplies.

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

VOICE VOTE: Passed

WM25/01-05 **(Facilities Management/Wade VandenBosch)** Move to award replacement of the Union Depot Chiller to Trane per the Omnia Cooperative Purchasing Agreement proposal in the amount of \$63,730.00.

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

VOICE VOTE: Passed

WM25/01-06 **(Administration/Mark Eisenbarth)** Move to approve a salary range adjustment for the County Road Commissioners from an annual wage of \$4,320 to \$8,500 and \$4,920 to \$9,000 for the chair beginning January 1, 2025. Furthermore, grant a three percent (3%) salary adjustment for years 2026, 2027, and 2028 for the Road Commissioners and Chair, respectively.

ACTION: Moved by Commissioner Michelle Hazekamp, supported by Commissioner Kim Cyr, **to table this motion to the next Ways & Means Committee meeting (2/11/25)**

YES: Jessica Cook, Kim Cyr, Michelle Hazekamp, Chris McGuigan, J. Brett Herman

NO: Charles Nash, Darrell Paige

Passed 5:2

WM25/01-07 **(Administration/Matt Farrar)** 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 Charles Nash

YES: Jessica Cook, Kim Cyr, Michelle Hazekamp, Chris McGuigan, Charles Nash, J. Brett Herman, Darrell Paige

NO: None

Passed 7:0

9. Unfinished Business

None

10. New Business

A. Saturday Work Session for Strategic Planning (2/1/25 or 2/8/25)

Discussion ensued regarding holding a work session to discuss a strategic planning work session on Saturday, February 1, 2025, or Saturday, February 8, 2025. All commissioners indicated that February 8, 2025 would be a better date for the Work Session. Therefore, it was decided to hold the strategic planning session on Saturday, February 8, 2025.

11. Public Comment

None

12. Final Board Comments

None

13. Adjourn to the call of the Chair

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



Muskegon County Ways & Means Committee

Jessica Cook, Chair
Kim Cyr, Vice-Chair

February 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 4:17 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

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

VOICE VOTE: Passed

4. Approval of Minutes

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

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

VOICE VOTE: Passed

5. Finance Reports

A. December 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

WM25/02-08 **(Human Resources/Kristen Wade)** Move to authorize Daniel Hansen, Deputy County Treasurer, to purchase two (2) years of MERS generic service credit at a cost of \$58,439.00 as provided by the MERS Plan Document and in keeping with the County policy regarding purchase of generic service credit with one hundred percent (100%) of the total actuarial cost being paid by the employee.

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

VOICE VOTE: **Passed**

WM25/02-09 **(Human Resources/Kristen Wade)** Move to authorize a one (1) year contract extension with Goodtemps, Inc., Staffing Services from April 1, 2025-March 31, 2026.

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

VOICE VOTE: **Passed**

WM25/02-10 **(Administration/Matt Farrar)** Move to approve the Commercial Rehabilitation District for 181 Veridian Drive, Muskegon, Michigan, and waive the County's right to reject the District.

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

VOICE VOTE: **Passed**

WM25/02-11 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$35,171,713.99 covering the period December 14 , 2024, through January 17, 2025, and P Card and EFT payments covering the period December 1, 2024, through December 31, 2024, as presented by the County Clerk.

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

VOICE VOTE: **Passed**

WM25/02-12 **(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 2024 delinquent real property taxes.

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

VOICE VOTE: **Passed**

WM25/02-13 **(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 2024 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 Michelle Hazekamp

VOICE VOTE: **Passed**

WM25/02-14 **(Treasurer/Tony Moulatsiotis)** Move to add one additional Cash Manager position (wage grade 26) effective February 24, 2025 and eliminate the current Cash Manager position X11501 effective upon incumbent's move to Deputy County Treasurer position, and adjust the budget accordingly.

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

VOICE VOTE: **Passed**

WM25/02-15 **(Public Works/Wade VandenBosch)** Move to add an additional Public Works Coordinator position (wage grade 11) and eliminate the current Public Works Coordinator position G66001 effective upon incumbent's retirement.

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

VOICE VOTE: **Passed**

WM25/02-16 **(Public Works/Wade VandenBosch)** Move to authorize staff to solicit bids for remonumentation and remonumentation maintenance services for the next three (3) years.

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

VOICE VOTE: **Passed**

8. **Unfinished Business**

A. **(Mark Eisenbarth WM25/01-06)** Move to approve a salary range adjustment for the County Road Commissioners from an annual wage of \$4,320 to \$8,500 and \$4,920 to \$9,000 for the chair beginning January 1, 2025. Furthermore, grant a three percent (3%) salary adjustment for years 2026, 2027, and 2028 for the Road Commissioners and Chair, respectively.

MOTION: It was moved by Commissioner J. Brett Hermans to add a friendly amendment. This motion was not seconded and failed.

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

YES: Jessica Cook, Kim Cyr, Michelle Hazekamp, Chris McGuigan, Charles Nash, Darrell Paige

NO: J. Brett Herman
Passed 6:1

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 4:49 p.m.



Muskegon County Ways & Means Committee

Jessica Cook, Chair
Kim Cyr, Vice-Chair

March 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 4:10 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

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

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of February 11, 2025

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

VOICE VOTE: Passed

5. Finance Reports

A. January 2025 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

WM25/03-17 **(Administration/Mark Eisenbarth)** Move to waive the procurement policy and extend the corporate counsel contract with Foster, Swift, Collins &

Smith, PC, for an additional five (5) year term commencing July 1, 2025, and authorize the Board Chair to sign the agreement.

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

VOICE VOTE: **Passed**

WM25/03-18 **(Administration/Mark Eisenbarth)** Move to waive the procurement policy and extend the contract with Governmental Consulting Services, Inc. (GCSI) to provide legislative consulting services, per County RFP 19-2343 for a five year term in an amount not to exceed \$54,000 per year, and authorize the Board Chair to sign the agreement.

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

VOICE VOTE: **Passed**

WM25/03-19 **(Human Resources/Kristen Wade)** Move to authorize the release of a request for proposals for a Human Resources Information System (HRIS).

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

VOICE VOTE: **Passed**

WM25/03-20 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$26,715,496.03 covering the period January 18, 2025, through February 14, 2025, and P Card and EFT payments covering the period January 1, 2025, through January 31, 2025, as presented by the County Clerk.

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

VOICE VOTE: **Passed**

WM25/03-21 **(Facilities Management/Wade VandenBosch)** Move to approve Amendment 01 for a deduction of \$290,000 from the DLZ-Michigan Hall of Justice renovation design contract, reallocate \$140,000 of the deducted budget amount to the DLZ-Michigan Marquette Campus design contract and \$150,000 for the installation of replacement window shades in the Hall of Justice. Further, authorize staff to issue a Request for Proposals for window shade replacement, and authorize the Board Chair to sign the agreement.

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

VOICE VOTE: **Passed**

WM25/03-22 **(Facilities Management/Wade VandenBosch)** Move to authorize the disposal of a 2003 Chevy 2500HD through the surplus disposal policy.

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

VOICE VOTE: **Passed**

WM25/03-23 **(Public Works/Wade VandenBosch)** Move to approve the updated Regional Materials Management Planning Committee Appointments.

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

VOICE VOTE: **Passed**

WM25/03-24 **(Public Works/Wade VandenBosch)** Move to approve the proposed Materials Management Plan Work Program's 2025 Budget.

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

VOICE VOTE: **Passed**

WM25/03-25 **(Information Systems/Matt Kelliher)** Move to authorize staff to issue a solicitation for the purchase of a website Content Management system, Digital Asset Management system, and web hosting for Muskegon County.

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

VOICE VOTE: **Passed**

8. Unfinished Business

None

9. New Business

None

10. Public Comment

None

11. Final Board Comments

Commissioner Kim Cyr stated he is a liaison to the Area Community Service Employment & Training (ACSET) Governing Board for West Michigan Works. Commissioner Cyr stated that weekly hot jobs are posted through the website. Currently, there are 77 jobs in Muskegon County that are posted on the website [Westmichiganworks.org/Hot Jobs](http://Westmichiganworks.org/HotJobs). Job openings are posted weekly, and they also include job openings in other counties as well.

12. Adjourn to the call of the Chair

The meeting was adjourned at 4:35 p.m.



Muskegon County
Ways & Means Committee
Jessica Cook, Chair
Kim Cyr, Vice-Chair

April 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 4:34 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

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

Excused: Chairman Charles Nash

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 Kim Cyr, supported by Commissioner Darrell Paige

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of March 11, 2025

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

VOICE VOTE: Passed

5. Finance Reports

A. February 2025 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the February 2025 budget comparison report. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

WM25/04-26 **(Equalization/Donna Vandervries)** Move to approve the resolution adopting the 2025 equalized valuation for Muskegon County as determined and submitted by the Muskegon County Equalization Department.

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

VOICE VOTE: **Passed**

WM25/04-27 **(Administration/Matt Farrar)** Move to approve the agreement with Drew Terwee to vacate the 100' x 30' easement fronting 3507 Winnetaska Road and authorize the Chair to sign all necessary and appropriate documents to complete the transaction of transferring the County's portion of the vacated road to Drew Terwee for a cost equal to staff and legal costs incurred by the County at the time of transfer.

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

VOICE VOTE: **Passed**

WM25/04-28 **(Human Resources/Kristen Wade)** Move to authorize the release of a solicitation for a secondary temporary staffing provider.

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

VOICE VOTE: **Passed**

WM25/04-29 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$33,365,783.31 covering the period February 15, 2025, through March 14, 2025, and P Card and EFT payments covering the period February 1, 2025, through February 28, 2025, as presented by the County Clerk.

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

VOICE VOTE: **Passed**

8. Unfinished Business

None

9. New Business

County Administrator Mark Eisenbarth stated the financial audit report has been distributed to each Commissioner for review prior to next week's Full Board meeting where there will be a guest speaker at the Full Board meeting to discuss the audit findings.

10. Public Comment

None

11. Final Board Comments

Commissioner Kim Cyr stated he attended the Land Bank meeting this morning. Commissioner Cyr stated there were 83 home foreclosures this year and in the past 5 years there have been under 100. Commissioner Cyr stated that there were over 900 foreclosures when the Treasurer's Office was first handed over foreclosures, so they are making good progress in keeping people from losing their homes due to tax foreclosures.

12. Adjourn to the call of the Chair

The meeting was adjourned at 4:55 p.m.



Muskegon County
Ways & Means Committee
Jessica Cook, Chair
Kim Cyr, Vice-Chair

May 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 4:52 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

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

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 Darrell Paige, supported by Commissioner Chris McGuigan

VOICE VOTE: Passed

4. Approval of Minutes

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

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

VOICE VOTE: Passed

5. Finance Reports

A. March 2025 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the March 2025 budget comparison report. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

- WM25/05-30 **(Human Resources/Kristen Wade)** Move to approve a one (1) year contract extension with Metrics Reporting from July 1, 2025 through June 30, 2026 and authorize the Chair to sign the extension.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner J. Brett Herman
- VOICE VOTE:** **Passed**
- WM25/05-31 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$30,075,536.82 covering the period March 15, 2025, through April 18, 2025, and P Card and EFT payments covering the period March 1, 2025, through March 31, 2025, as presented by the County Clerk.
- ACTION:** Moved by Commissioner Kim Cyr, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM25/05-32 **(Accounting/Finance/Angela Gasiewski)** Move to approve the operating levy of 5.5069 mills for Muskegon County to be levied in July 2025, the operating levy of 0.3110 mills for the Lakeshore Museum Center to be levied in December 2025, the operating levy of 0.0724 mills for the Department of Veteran's Affairs to be levied in December 2025, the operating levy of 0.2897 mills for Muskegon County Central Dispatch to be levied in December 2025 and the operating levy of 0.4830 mills for PA 39 of 1976 (Activities or Services for Older Persons Act) to be levied December 2025 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 Kim Cyr, supported by Commissioner J. Brett Herman
- VOICE VOTE:** **Passed**
- WM25/05-33 **(Facilities Management/Wade VandenBosch)** Move to authorize Facilities Management to dispose of a 2010 Dodge Caravan SXT through the surplus disposal policy.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM25/05-34 **(Equalization/Donna Vandervries)** Move to add one (1) additional GIS Technician position (pay grade 12) effective May 21, 2025, and eliminate the current GIS Technician position G38601 effective upon incumbent's retirement.
- 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**

Mark Eisenbarth, County Administrator, distributed to the commissioners a copy of a proposed City of Muskegon Resolution that the City has asked to be adopted by the Board of Commissioners. Administrator Eisenbarth asked the commissioners to review the Resolution and provide any feedback they may have by Thursday, 5/15/25.

Administrator Eisenbarth also distributed to the commissioners a copy of a relined version of the contract for motion CPS25/05-13 and asked the Commissioners to review the redlined version and let him know by Thursday, 5/15/25 if they have any questions or concerns.

11. Final Board Comments

None

12. Adjourn to the call of the Chair

The meeting was adjourned at 5:16 p.m.



Muskegon County
Ways & Means Committee
Jessica Cook, Chair
Kim Cyr, Vice-Chair

June 10, 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 4:23 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

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

Excused: Commissioner Michelle Hazekamp (attended via Zoom)

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

3. Approval of Agenda

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

VOICE VOTE: Passed

4. Approval of Minutes

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

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

VOICE VOTE: Passed

5. Finance Reports

A. April 2025 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the April 2025 budget comparison report. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

WM25/06-35 **(Information Systems/Matt Kelliher)** Authorize Information Technology to purchase the necessary Cisco Phone System Upgrade for 60 months at a budgeted cost of \$633,269 plus an unbudgeted cost of \$141,019 for a total not to exceed amount of \$774,288 and adjust the budget accordingly. Further, authorize the Board Chair to sign the five (5) year agreement with CDW-G.

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

VOICE VOTE: **Passed**

WM25/06-36 **(Public Works/Wade VandenBosch)** Move to approve the Materials Management Planning Program Grant Agreement between the Michigan Department of Environment, Great Lakes, and Energy and Muskegon County and authorize the County's designated Materials Management Planning Grant manager to sign the agreement.

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

VOICE VOTE: **Passed**

WM25/06-37 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$25,271,306.54 covering the period April 19, 2025, through May 16, 2025, and P Card and EFT payments covering the period April 1, 2025, through April 30, 2025, as presented by the County Clerk.

ACTION: Moved by Commissioner Charles Nash, 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 4:36 p.m.



Muskegon County Ways & Means Committee

Jessica Cook, Chair
Kim Cyr, Vice-Chair

July 22, 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 5:16 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner Michelle Hazekamp
Commissioner Chris McGuigan
Chairman Charles Nash
Commissioner J. Brett Herman
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 June 10, 2025

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

VOICE VOTE: Passed

5. Finance Reports

A. May 2025 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the May 2025 budget comparison report. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

WM25/07-38 **(Facilities Management/Wade VandenBosch)** Move to authorize the Procurement Department to solicit quotes for snow plowing, pre-season bulk salt purchase, and salt spreading services at the Marquette Campus for a three (3) year period, beginning with the 2025-2026 season.

ACTION: Moved by Commissioner Darrell Paige, supported by Commissioner J. Brett Herman

VOICE VOTE: **Passed**

WM25/07-39 **(Equalization/Donna Vandervries)** Move to approve Assessment Administration Services provided by the Equalization Department to the Township of Dalton. Further, authorize the Chair of the County Board of Commissioners and Muskegon County Clerk to sign the agreement effective August 1, 2025, and adjust the budget accordingly.

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

VOICE VOTE: **Passed**

WM25/07-40 **(Human Resources/Kristen Wade)** Move to approve the Fourth Amendment to the agreement between the City of Muskegon and the Muskegon Board of Commissioners which calls for the Muskegon County Human Resources Department to provide human resources services to the City of Muskegon from July 1, 2025 through June 30, 2026, reclassify the Human Resources Analyst, N39503, Grade 18, to a Human Resources Manager, Grade 27, and place the incumbent at Step 6, authorize the Administrator to sign the Amendment to the Agreement, and adjust the budget accordingly.

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

YES: Jessica Cook, Chris McGuigan, Charles Nash, Darrell Paige

NO: Kim Cyr, Michelle Hazekamp, J. Brett Herman

Passed 4:3

WM25/07-41 **(Human Resources/Kristen Wade)** Move to adopt the MERS resolution allowing the County to recoup missed employee contributions during a military leave if the employee chooses to retain service credit with an effective date of March 1, 1987.

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

VOICE VOTE: **Passed**

WM25/07-42 **(Human Resources/Kristen Wade)** Move to approve a three (3) year contract with Amergis Staffing, with the option of two (2) subsequent one (1) year extensions, to provide a second vendor option providing temporary staffing services.

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

VOICE VOTE: **Passed**

WM25/07-43 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$36,530,887.73 covering the period May 17, 2025,

through June 13, 2025, and P Card and EFT payments covering the period May 1, 2025, through May 31, 2025, as presented by the County Clerk.

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

VOICE VOTE: **Passed**

WM25/07-44 **(Accounting/Finance/Angela Gasiewski)** Move to approve Rehmann as the County's independent auditor for FY2025–FY2027, subject to annual review and the specifications of RFP 22-015, and authorize the Board Chair to sign the engagement letter.

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

VOICE VOTE: **Passed**

WM25/07-45 **(Accounting/Finance/Angela Gasiewski)** Move to approve the new Muskegon County Business Travel and Vehicle Use Policy to replace travel rules removed from the Board Rules and the outdated Vehicle Assignment and Utilization Policy effective August 1, 2025.

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

VOICE VOTE: **Passed**

WM25/07-46 **(Administration/Mark Eisenbarth)** Move to approve the revisions to the Rules of the Muskegon County Board of Commissioners as recommended by the Board Rules Committee.

ACTION: Moved by Commissioner Chris McGuigan, 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 Hazekamp reminded the Commissioners that campaign finance reports are due Friday if there is no waiver filed.

Chair Charles Nash stated the Muskegon County annual county picnic is coming up, and elected officials are asked to contribute \$100.00. The money can be given to Tony Moulatsiotis or Administration. Mark Eisenbarth, County Administrator, indicated that the directors are also being asked to contribute \$100.00 as well.

Commissioner Darrell Paige stated that the Muskegon Heights Festival in the Park is going on this week. Due to construction, the location has been changed from Rowan Park to Mona Lake Park.

Commissioner Kim Cyr reminded everyone about the Muskegon County Fair going on right now. Commissioner Michelle Hazekamp stated the steak dinner is Thursday night and the auction.

Vice-Chair Jessica Cook stated that Linda Larsen e-mailed the commissioners' information

pertaining to a webinar sponsored by MAC in regard to the open meeting acts and FOIA. The webinar will be held on August 19, 2025, at 12:00 p.m.

12. Adjourn to the call of the Chair

The meeting was adjourned at 5:49 p.m.



Muskegon County Ways & Means Committee

Jessica Cook, Chair
Kim Cyr, Vice-Chair

August 12, 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 4:26 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

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

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of July 22, 2025

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

VOICE VOTE: Passed

5. Finance Reports

A. June 2025 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the June 2025 budget comparison report. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

WM25/08-47 **(Information Systems/Matt Kelliher)** Move to authorize IT to purchase two Cisco 1240 firewalls, including services and five years of maintenance, from CDW via the MiDeal agreement for \$62,443.

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

VOICE VOTE: **Passed**

WM25/08-48 **(Human Resources/Kristen Wade)** Move to approve the revisions to the Muskegon County Board of Commissioners' Personnel Rules as recommended by the Personnel Rules Committee.

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

VOICE VOTE: **Passed**

WM25/08-49 **(Human Resources/Kristen Wade)** Move to approve the revised Telework Policy, and add to the Personnel Rules effective October 1, 2025, to include an employee permanent residency restriction. Further, notification is to be given to employees currently working outside the stated guidelines that they have until October 1, 2026, to relocate in order to be in compliance with the Telework Policy.

Move to postpone until next month's Ways and Means Committee Meeting on 9/2/2025.

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

VOICE VOTE: **Passed**

WM25/08-50 **(Public Works/Wade VandenBosch)** Move to authorize Public Works to purchase modular furniture for G-North using Facilities Management Surplus, not to exceed \$31,275.70, from Grand River Office via a cooperative agreement, and adjust the budget accordingly.

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

VOICE VOTE: **Passed**

WM25/08-51 **(Public Works/Wade VandenBosch)** Move to approve the First Renewal of The Fairgrounds Management Agreement Between the County of Muskegon and The Muskegon County Fair Association, extending the management agreement through October 31, 2030, and authorize the Board Chair to sign the agreement.

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

VOICE VOTE: **Passed**

WM25/08-52 **(Public Works/Wade VandenBosch)** Move to approve the updated Regional Materials Management Planning Committee Appointments.

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

VOICE VOTE: **Passed**

WM25/08-53 **(Public Works/Wade VandenBosch)** Move to approve three (3) Consents to Construct/Reconstruct Sidewalk and one (1) Highway Easement

agreement with the Michigan Department of Transportation on the Health West John Halmond Center and Hall of Justice properties to allow for construction and grading work in support of a proposed road reconstruction project along Apple Avenue, accept the offered compensation from MDOT, and authorize the Board Chair to sign the documents.

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

VOICE VOTE: **Passed**

WM25/08-54 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$44,197,060.59 covering the period June 14, 2025, through July 18, 2025, and P Card and EFT payments covering the period June 1, 2025, through June 30, 2025, as presented by the County Clerk.

ACTION: Moved by Commissioner Darrell Paige, supported by Commissioner J. Brett Herman

VOICE VOTE: **Passed**

WM25/08-55 **(Administration/Angela Gasiewski)** Move to approve setting the Public Hearing date for the FY2026 Proposed Muskegon County Budget for Tuesday, September 9, 2025, at 4:00 P.M. at the Muskegon County Campus to be held in the Meeting Place and further authorize the publication of a Notice of Public Hearing in a newspaper of general circulation on or before September 3, 2025.

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

VOICE VOTE: **Passed**

WM25/08-56 **(Airport/Bob Lukens)** Move to approve staff to work on a resolution authorizing Notice of Intent and declaring intent to reimburse for general obligation limited tax bonds not to exceed two million dollars (\$2,000,000), for the purpose of designing, constructing, and implementing a self-service aviation fuel storage and dispensing operation at the Muskegon County Airport.

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

Commissioner J. Brett Herman stated there was a very nice article published about Ken Efting, Airport Director.

Chair Charles Nash stated that Ken Efting was a big contributor to bringing the airport back to life.

12. Adjourn to the call of the Chair

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



Muskegon County
Ways & Means Committee
Jessica Cook, Chair
Kim Cyr, 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 4:26 p.m. by Vice-Chair Jessica Cook.

2. **Roll Call**

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

VOICE VOTE: Passed

4. **Approval of Minutes**

A. Move to approve the Minutes of August 12, 2025

ACTION: Moved by Commissioner Darrell Paige, supported by Commissioner J. Brett Herman

VOICE VOTE: Passed

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

None

6. **Items for Consideration**

WM25/09-57 **(Accounting/Finance/Angela Gasiewski)** Move to amend the FY2025 budget as presented.

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

VOICE VOTE: Passed

7. **Unfinished Business**

- A. **(Kristen Wade WM25/08-49)** Move to approve the revised Telework Policy, and add to the Personnel Rules effective October 1, 2025, to include an employee permanent residency restriction. Further, notification is to be given to employees currently working outside the stated guidelines that they have until October 1, 2026, to relocate in order to be in compliance with the Telework Policy.

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

VOICE VOTE: Failed

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 4:36 p.m.



Muskegon County
Ways & Means Committee
Jessica Cook, Chair
Kim Cyr, Vice-Chair

September 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 4:00 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner Michelle Hazekamp
Commissioner Chris McGuigan
Chairman Charles Nash
Commissioner J. Brett Herman
Commissioner Darrell Paige (arrived at 4:28 p.m., prior to voting on
WM25/09-68)

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 Chris
McGuigan

VOICE VOTE: Passed

4. Approval of Minutes

A. Move to approve the Minutes of September 2, 2025

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

VOICE VOTE: Passed

5. Finance Reports

A. July 2025 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the July 2025 budget
comparison report. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Presentation - County Benefits Overview

A. Donald J. MacAloon (D.J.), Gallagher Area Vice President
Sara Hough, Human Resources Deputy Director, introduced Donald J. (DJ) MacAloon, Gallagher Vice President. Mr. MacAloon, gave an update on the Blue Cross/Blue Shield benefits. Mr. MacAloon stated that currently Muskegon County is running at a very low loss ratio of 84.4%. The actual costs are -15.6% lower than projected costs in 2025 YTD. Mr. MacAloon stated that Muskegon County has opted out of PA152 since 2011 and by doing this, it provides greater flexibility with contracts and reduced employee cost share. He also stated that the loss ratio for retiree dental benefits is 236.6%, and actual costs are +136.6% higher than projected costs in 2025 YTD, which is very high and almost double of last year. Renewal increase of +115.9% or \$123,000/yr. The other challenge was Medicare Advantage, which applies to post-65 years-of-age retirees. He indicated that the spike is outside the norm and that Medicare Advantage is not out of line. He further explained that we are just coming out of a very low premium rates overall. Mr. MacAloon indicated he is very pleased with the Medicare Advantage and Delta Dental plans so far.

8. Items for Consideration

WM25/09-58 **(Human Resources/Kristen Wade)** Move to appoint Sara Hough, Human Resources Deputy Director, as employer delegate to the 2025 Municipal Employees Retirement System (MERS) annual meeting.

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

VOICE VOTE: **Passed**

WM25/09-59 **(Human Resources/Kristen Wade)** Move to extend the County's exemption from the requirements of Section 8 of the Publicly Funded Health Insurance Contribution Act (State of Michigan Public Act 152 of 2011), for an additional year through the end of calendar year 2026.

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

VOICE VOTE: **Passed**

WM25/09-60 **(Human Resources/Kristen Wade)** Move to renew the contract with Blue Cross Blue Shield of Michigan (BCBSM) effective January 1, 2026, through December 31, 2026, with an illustrative rate increase of 6.3%.

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

VOICE VOTE: **Passed**

WM25/09-61 **(Human Resources/Kristen Wade)** Move to approve Human Resources to continue with isolved as the COBRA and Flexible Spending Account provider from January 1, 2026, through December 31, 2026, and maintain current rates.

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

VOICE VOTE: **Passed**

WM25/09-62 **(Human Resources/Kristen Wade)** Move to approve Human Resources to utilize The Standard as the voluntary insurance benefit provider from January 1, 2026, through December 31, 2027, and maintain current rates.

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

VOICE VOTE: **Passed**

WM25/09-63 **(Human Resources/Kristen Wade)** Move to approve Human Resources to utilize The Standard as the selected provider for basic life/AD&D and long-term disability from January 1, 2025, through December 31, 2028, and maintain current rates.

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

VOICE VOTE: **Passed**

WM25/09-64 **(Human Resources/Kristen Wade)** Move to approve Human Resources to utilize United Health Care (UHC) as its Medicare Advantage carrier for retirees from January 1, 2026, through December 31, 2026, with a monthly premium of \$269.03 per retiree.

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

VOICE VOTE: **Passed**

WM25/09-65 **(Human Resources/Kristen Wade)** Move to approve Human Resources to utilize the Delta Dental plan as the County's dental provider for retired employees for the period of January 1, 2026, through December 31, 2026, with a premium increase of 115.9%.

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

VOICE VOTE: **Passed**

WM25/09-66 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$35,884,703.79 covering the period July 19, 2025, through August 22, 2025, and P Card and EFT payments covering the period July 1, 2025, through July 31, 2025, as presented by the County Clerk.

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

VOICE VOTE: **Passed**

WM25/09-67 **(Accounting/Finance/Angela Gasiewski)** Move to authorize the County's relationships with the vendors listed in the proposed schedule to continue from October 1, 2025, through September 30, 2026.

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

VOICE VOTE: **Passed**

WM25/09-68 **(Accounting/Finance/Angela Gasiewski)** Move to adopt the FY2026 County of Muskegon Appropriation Ordinance including the Budget Amendments, position changes, and FY2026 Capital Projects, which collectively represent the implementation of the County of Muskegon's FY2026 Operating Budget.

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

VOICE VOTE: Passed

9. Unfinished Business

None

10. New Business

None

A. Resolution Opposing House of Representatives' FY26 Budget Cuts to County Revenue Sharing

Administrator Eisenbarth explained the purpose of the Resolution.

Vice-Chair read the resolution for the record.

Discussion ensued.

Move to support the Resolution Opposing House of Representatives' FY26 Budget Cuts to County Revenue Sharing.

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

YES: Jessica Cook, Chris McGuigan, Charles Nash, Darrell Paige

NO: Kim Cyr, Michelle Hazekamp, J. Brett Herman

Passed 4:3

B. Constitution Week Proclamation

Commissioner Michelle Hazekamp read the Proclamation into the record.

Discussion ensued.

Move to accept the Constitution Week Proclamation proclaiming the week of September 17, 2025, through September 23, 2025, as Constitution Week.

ACTION: Moved by Commissioner Jessica Cook, supported by Commissioner Charles Nash

VOICE VOTE:

11. Public Comment

Sheriff Poulin addressed the Board regarding the budget cuts his office has been asked to make since his time in office beginning in 2017. Sheriff Poulin stated the numerous job functions of the Sheriff's Department. Sheriff Poulin discussed his concern about the life-saving equipment his office is being asked to cut from his department's budget. Sheriff Poulin inquired as to what specifically the public capital improvement fund is for. Sheriff Poulin asks that when looking at the primary task of balancing the budget, he asks to reflect on how dollars are spent, how dollars have been spent and which public services are required by law.

12. Final Board Comments

Vice-Chair Jessica Cook asked Administrator Mark Eisenbarth if he would like to address the capital improvements referenced in Sheriff Poulin's public comment. Vice-Chair Jessica Cook also explained that each department head/elected official meets with the Finance Department prior to the Board Work Session to discuss their perspective budget.

Administrator Eisenbarth addressed the Capital Improvement Fund and how that process works. Administrator Eisenbarth explained that the Sheriff's Office started out with a \$1.5 million to begin with. After discussions with Sheriff Poulin, the Sheriff suggested items that could be removed in order to get the amount down to \$700,000. Administrator Eisenbarth stated he leaves it up to department heads and elected officials to figure out what is best for their department to cut/reduce.

Commissioner McGuigan stated she looked up the Constitution Proclamation week, and she indicated she learned the observance was created in 1956 and signed by Dwight D. Eisenhower. Commissioner McGuigan stated she appreciates the move to create that week as Constitutional Week.

Vice-Chair Jessica Cook stated there were amazing discussions with the Finance Department and staff regarding the budget process and there were some hard discussions and decisions. Vice-chair Cook thanked all the department heads and staff that went through that hard process.

13. Adjourn to the call of the Chair

The meeting was adjourned at 5:10 p.m.



Muskegon County Ways & Means Committee

Jessica Cook, Chair
Kim Cyr, Vice-Chair

October 14, 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 4:17 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

Present: Vice-Chair Jessica Cook
Commissioner Kim Cyr
Commissioner Michelle Hazekamp
Commissioner Chris McGuigan
Chairman Charles Nash
Commissioner J. Brett Herman
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 September 16, 2025

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

VOICE VOTE: Passed

5. Finance Reports

A. August 2025 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the August 2025 budget comparison report. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

- WM25/10-71 **(Equalization/Donna Vandervries)** Move for adoption of the 2025 Apportionment Report as prepared and submitted by the Muskegon County Equalization Department.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Chris McGuigan
- VOICE VOTE:** **Passed**
- WM25/10-72 **(Information Systems/Matt Kelliher)** Move to authorize RFP 25-2587 award for a five (5) year period for external printing services provided for Muskegon County to vendor Advanced Printing and Graphics.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Chris McGuigan
- VOICE VOTE:**
- WM25/10-73 **(Facilities Management/Wade VandenBosch)** Move to award replacement of the Marquette Kitchen Makeup Air Unit and Condensing Unit to Trane per the Omnia Cooperative Purchasing Agreement proposal in the amount of \$149,500 and adjust the FY2026 budget accordingly.
- ACTION:** Moved by Commissioner Kim Cyr, supported by Commissioner J. Brett Herman
- VOICE VOTE:** **Passed**
- WM25/10-74 **(Facilities Management/Wade VandenBosch)** Move to award RFP 25-2605, Marquette Snow Removal, to Great Lakes Landscapes for the 2025-2026, 2026-2027, and 2027-2028 winter seasons.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Michelle Hazekamp
- VOICE VOTE:** **Passed**
- WM25/10-75 **(Facilities Management/Wade VandenBosch)** Move to approve Amendment 02 from DLZ-Michigan for an additional \$44,000 to the design agreement for Marquette Campus renovations and authorize the Board Chair to sign the Agreement.
- ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner J. Brett Herman
- VOICE VOTE:** **Passed**
- WM25/10-76 **(Public Works/Wade VandenBosch)** Move to approve the updated Regional Materials Management Planning Committee Appointments.
- ACTION:** Moved by Commissioner Kim Cyr, supported by Commissioner Darrell Paige
- VOICE VOTE:** **Passed**
- WM25/10-77 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$32,168,535.75 covering the period August 23, 2025, through September 19, 2025, and P Card and EFT payments covering the period August 1, 2025, through August 31, 2025, as presented by the County Clerk.
- ACTION:** Moved by Commissioner Chris McGuigan, supported by Commissioner J. Brett Herman
- VOICE VOTE:** **Passed**

8. Unfinished Business

None

9. New Business

None

10. Public Comment

None

11. Final Board Comments

Vice-Chair Jessica Cook announced that the interview committee has chosen Sara Hough as the new Human Resources Director. Vice-Chair Cook indicated there were several great candidates, but Sara Hough was at the top of the scale and that she is thrilled to have Sara as the new Human Resources Director.

Sara Hough, Human Resources Director, thanked Vice-Chair Cook and indicated she was grateful to be here and is very passionate about serving the County and its employees.

Mark Eisenbarth, Muskegon County Administrator, stated that there will be a work session to discuss housing immediately following this meeting.

12. Adjourn to the call of the Chair

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



Muskegon County Ways & Means Committee

Jessica Cook, Chair
Kim Cyr, 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 5:16 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

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

VOICE VOTE: Passed

4. Approval of Minutes

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

ACTION: Moved by Commissioner Chris McGuigan, supported by Commissioner J. Brett Herman

VOICE VOTE: Passed

5. Finance Reports

A. September 2025 Budget Comparison Report
Report placed on file.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

WM25/11-78 **(Information Systems/Matt Kelliher)** Move to approve the IT support contract agreement with Sullivan Township upon corporate counsel review,

authorize the Board Chair to sign the agreement, and amend the budget accordingly.

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

VOICE VOTE: **Passed**

WM25/11-79 **(Administration/Matt Farrar)** Move to approve the lease extension with Cherry Health effective October 1, 2025 to September 30, 2026, and authorize the Board Chair to sign the agreement.

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

VOICE VOTE: **Passed**

WM25/11-80 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$42,980,355.52 covering the period September 20, 2025, through October 17, 2025, and P Card and EFT payments covering the period September 1, 2025, through September 30, 2025, as presented by the County Clerk.

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

VOICE VOTE: **Passed**

WM25/11-81 **(Facilities Management/Wade VandenBosch)** Move to award replacement of the South Campus Building "H" Air-Cooled Condensing Unit Compressor to Trane per the Omnia Cooperative Purchasing Agreement proposal in the amount of \$35,368.00.

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

VOICE VOTE: **Passed**

WM25/11-82 **(Register of Deeds/William Moulatsiotis)** Move to authorize staff to apply for and accept the Rediscovering Our Revolutionary Tradition grant on behalf of the Register of Deeds and the County Clerk in the amount of \$750,000; appoint William A. Moulatsiotis as the grant administrator; and further authorize the Grant Administrator to sign the grant application, and adjust the budget accordingly.

ACTION: Moved by Commissioner J. Brett Herman, supported by Commissioner Darrell Paige

VOICE VOTE: **Passed**

WM25/11-83 **(Register of Deeds/William Moulatsiotis)** Move to authorize the Procurement Department to solicit vendors specialized in legal and historical record preservation and imaging on behalf of the Register of Deeds and County Clerk.

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

VOICE VOTE: **Passed**

8. Unfinished Business

None

9. New Business

A. FOIA Appeal (Jeremy Cihacz)

Mike Homier, Corporate Counsel, summarized the FOIA request and appeal submitted by Mr. Cihacz and the basis for denying the information that had been redacted from the video.

Move to deny the FOIA appeal.

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

VOICE VOTE: Passed

Vice-Chair Jessica Cook distributed to each commissioner a copy of a Resolution of Support for Connecting the Community to the Water, Ports, and Parks Property. Discussion ensued regarding the resolution. It was decided to bring the resolution up for further discussion at the Full Board meeting on 11/18/25.

10. Public Comment

None

11. Final Board Comments

None

12. Adjourn to the call of the Chair

The meeting was adjourned at 5:54 p.m.



Muskegon County Ways & Means Committee

Jessica Cook, Chair
Kim Cyr, Vice-Chair

December 9, 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 4:26 p.m. by Vice-Chair Jessica Cook.

2. Roll Call

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

Excused: 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 November 13, 2025

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

VOICE VOTE: Passed

5. Finance Reports

A. October 2025 Budget Comparison Report

Angela Gasiewski, Finance Director, gave a brief overview of the October 2025 Budget Comparison Report. Report placed on file.

6. Public Comment (on an agenda item)

None

7. Items for Consideration

- WM25/12-84 **(Equalization/Donna Vandervries)** Move to approve Assessment Administration Services provided by the Equalization Department to the Township of Fruitport. Further, authorize the Chair of the County Board of Commissioners and the Muskegon County Clerk to sign the agreement effective November 1, 2025.
- ACTION:** Moved by Commissioner Kim Cyr, supported by Commissioner J. Brett Herman
- VOICE VOTE:** **Passed**
- WM25/12-85 **(Public Works/Wade VandenBosch)** Move to award two (2), five (5) year service agreements for downtown HVAC equipment and the Marquette chiller to Trane Corporation, per the Omnia cooperative purchase agreement, and authorize the Board Chair to sign the Agreements.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner J. Brett Herman
- VOICE VOTE:** **Passed**
- WM25/12-86 **(Public Works/Wade VandenBosch)** Move to approve a contract with Triangle Window Fashions for installation of roller shades in the Hall of Justice (HOJ) for \$78,326.85, and authorize the Board Chair to sign the contract.
- ACTION:** Moved by Commissioner Kim Cyr, supported by Commissioner J. Brett Herman
- VOICE VOTE:** **Passed**
- WM25/12-87 **(Accounting/Finance/Angela Gasiewski)** Move to authorize Muskegon County to continue membership with the Michigan Transit Pool for Muskegon Area Transit System (MATS) General Liability and Auto Liability Insurance coverage for the policy period 12/1/2025 through 11/30/2026 with an annual contribution of \$53,732.00 paid in quarterly installments.
- ACTION:** Moved by Commissioner Chris McGuigan, supported by Commissioner J. Brett Herman
- VOICE VOTE:** **Passed**
- WM25/12-88 **(Accounting/Finance/Angela Gasiewski)** Move to approve payment of the accounts payable of \$41,167,019.06 covering the period October 18, 2025, through November 14, 2025, and P Card and EFT payments covering the period October 1, 2025, through October 31, 2025, as presented by the County Clerk.
- ACTION:** Moved by Commissioner J. Brett Herman, supported by Commissioner Charles Nash
- VOICE VOTE:** **Passed**
- WM25/12-89 **(Accounting/Finance/Angela Gasiewski)** Move to approve the resolution authorizing Muskegon County Water Supply System Refunding Bonds, Series 2026 (Limited Tax General Obligation) not-to- exceed five million dollars (\$5,000,000) and authorize the County Clerk to sign the resolution.
- ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner J. Brett Herman
- VOICE VOTE:** **Passed**

WM25/12-90 **(Accounting/Finance/Angela Gasiewski)** Move to place employee E93033350 at step 4 of Grade 26 effective December 16, 2025.
ACTION: Moved by Commissioner Chris McGuigan, supported by Commissioner Charles Nash

VOICE VOTE: Passed

WM25/12-91 **(Accounting/Finance/Angela Gasiewski)** Move to approve the resolution authorizing Muskegon County Wastewater Management System – Number One (Charter Township of Muskegon, Township of Egelston and Township of Dalton Section) Refunding Bonds, Series 2026 (Limited Tax General Obligation) not-to-exceed twelve million dollars (\$12,000,000) and authorize the County Clerk to sign the resolution.

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

VOICE VOTE: Passed

WM25/12-92 **(Human Resources/Sara Hough)** Move to authorize Human Resources to reclassify the Human Resources Deputy Director (X43402), Grade 29 to a Human Resources Compliance Supervisor, Grade 22, and appoint Employee E93034048, reclassify the Human Resources Analyst (N39502), Grade 18 to a Human Resources Specialist, Grade 10, and reclassify the Benefits Analyst (N11501), Grade 17, to a Benefits Supervisor (Grade 22). Overall, these position changes will result in a budget savings of \$18,477.76.

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

VOICE VOTE: Passed

WM25/12-93 **(Register of Deeds/William Moulatsiotis)** Move to award a sole source contract to Kofile for legal and historical record preservation and imaging on behalf of the Register of Deeds and County Clerk and authorize the Chair to sign the agreement and the Clerk and Register of Deeds to sign all other appropriate and necessary documents to complete this transaction, contingent upon receiving the National Endowment for the Humanities Grant.

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

VOICE VOTE: Passed

8. Unfinished Business

None

9. New Business

A. 2025 Meeting Calendars

Vice-Chair Jessica Cook discussed the purpose of the proposal to go to two full board meetings every month in lieu of having the committee meetings.

Administrator Mark Eisenbarth stated this topic was for discussion and informational purposes only and would not be voted on until the organizational meeting next month. Administrator

Eisenbarth discussed the pros and cons of eliminating the committee meetings and going to two full board sessions per month. Administrator Eisenbarth stated that he felt it was most beneficial to the public as they would only need to attend the full board meetings instead of attending the committee meetings and then the full board meeting. Also, at times, the public is not aware that the discussion of the agenda items takes place at the committee meetings and attend the full board meeting and question why the agenda items were not discussed in detail at the full board meeting.

Corporate Counsel Mike Homier indicated that the Board Rules would need to change if this new policy takes place, but there is no statute that indicates the Commissioners must hold committee meetings.

Discussion ensued with the Commissioners. Administrator Eisenbarth stated if the Commissioners have any further questions, please let him know.

10. Public Comment

None

11. Final Board Comments

Vice-Chair Jessica Cook asked Administrator Eisenbarth if he prefaced the idea of the two full board meetings in lieu of committee meetings to the Directors. Administrator Eisenbarth indicated he had discussed this with the Directors at the last monthly Directors meeting, and they indicated they liked the idea. One of the main advantages of this new meeting process is that the Directors would only need to attend one full board meeting to see if their motion(s) passed versus attending the committee meeting and then the full board meeting. Another advantage for the Directors is that if their motion was tabled, it could be heard within two weeks at the next full board meeting, versus waiting another month.

12. Adjourn to the call of the Chair

The meeting was adjourned at 5:06 p.m.